

RESOLUTION 2014 - 114

**A RESOLUTION AUTHORIZING AMENDING
THE CURRENT VILLAGE OF VERNON HILLS PERSONNEL RULES**

WHEREAS, the Village Board has approved amending the Village of Vernon Hills Personnel Rules.

NOW THEREFORE BE IT RESOLVED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF VERNON HILLS, LAKE COUNTY, ILLINOIS:

That the following Sections are changed to read as follows, effective June 17, 2014:

Chapter 17.00 – Employee Safety Development

Section 17.02 – Health and Safety

k. Any employee who suffers an on-the-job injury or illness, or is involved in an accident while operating Village equipment, a Village-owned vehicle, or a personal vehicle on Village business, shall follow the Employee Incident Reporting Policy and complete the necessary forms, as outlined in the policy, attached as Exhibit E.

Chapter 20.00 Prohibitions and Penalties

Section 20.03 – Employment of Relatives:

The employment of Immediate Family members, as defined in Section 2.16, as full-time, part-time or temporary/seasonal employees is permitted, except in the department where the employee's relative is currently employed. Where two employees are married or become civil union partners in the course of their employment, these employees will be allowed to remain in the same department and respective positions, so long as a supervisor or management reporting relationship does not exist either directly or in the chain of command. The hiring of sworn personnel, those employees commissioned as Police Officers, is subject to the procedures, rules and regulations established by the Board of Fire and Police Commissioners.

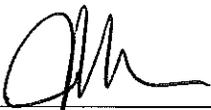
Dated the 17th day of June 2014
Adopted by roll call vote as follows:

AYES:
NAYS:
ABSENT AND NOT VOTING:



Roger L. Byrne
Village President

PASSED:
APPROVED:
ATTEST:



John Kalmar, Village Clerk



EXHIBIT E

EMPLOYEE INCIDENT REPORTING POLICY

The Employee Incident Reporting Policy was developed to establish accident reporting and investigation procedures for all on the job accidents and/or injuries. This policy applies to all employees of the Village of Vernon Hills.

Employee Responsibility:

1. To immediately report all on the job accidents and/or injuries to their direct supervisor.
2. To assist as requested in all accident and/or injury investigations.
3. To immediately report all hazardous conditions to their direct supervisor.
4. To complete an Employee's Accident Report and forward the same to their direct supervisor before the end of the employee's assigned work schedule, or as soon as medically able, for any on the job accidents and/or injuries.
5. To notify the supervisor on duty immediately, or as soon as medically able, when the employee has received a job restriction from a medical professional.
6. To notify the supervisor on duty immediately upon being released to a light duty assignment or when being released to full duty. All original documentation, doctor's notes and/or work status reports should be provided to the supervisor in a timely manner.

Supervisor Responsibility:

1. To provide any necessary first aid and/or call 911 for emergency assistance.
2. To eliminate or control hazards.
3. To accompany the injured employee to the nearest emergency room or occupational health clinic, if appropriate.
4. To obtain the Employee's Accident Report.
5. To complete the Employer's First Report of Injury Form (Illinois Form 45) and the Supervisor's Accident Investigation Form and forward the same to the Department Head, or designee, along with the Employee's Accident Report Form and any supporting documentation, photos, etc. within (3) business days following the accident and/or injury.
6. To notify the Police Department in the event that an accident resulted in damage to a Village vehicle or property.
7. To promptly notify the Department Head, or designee, as soon as practical of any employee accidents and/or injuries.
8. To document accident scene information using words, photographs and sketches as necessary to facilitate determining the cause of the accident.
9. To be familiar with the Drug & Alcohol Screening rules applicable to employees delineated in Section 9.07 of the Village of Vernon Hills Personnel Rules or the procedures set forth in Sections 21.3 through 21.6 of any relevant Collective Bargaining Agreement.

10. To immediately identify all persons at the scene of an accident and/or injury, including any witnesses, and as soon as practical, in accordance with the established deadlines set forth in this policy, interview and/or obtain written statements.
11. To complete all applicable accident report forms and forward the same to the Department Head, or designee, within (3) business days following the accident.

Department Head Responsibility:

1. To ensure Supervisors are preventing accidents and completing proper investigations.
2. To ensure immediate and long-term corrective actions are taken within their Department to prevent re-occurrence.
3. To notify the Finance Department, as soon as practical, of any employee accidents and/or injuries.
4. To obtain all applicable accident report forms and forward the same to the Finance Department within (5) business days following the accident and/or injury.

Accident/Injury Forms

Employee's Accident Report:

This report is to be completed by the Employee and included with the Employer's First Report of Injury Form (Illinois Form 45) and Supervisor's Investigation Report.

Employer's First Report of Injury Form (Illinois Form 45):

This report is to be completed by the injured employee's supervisor immediately upon learning of the on the job accident, injury or illness. ***This form must be completed and signed by the supervisor and NOT completed or signed by the employee.***

Supervisor's Investigation Report:

This report is to be completed by the employee's supervisor and is to be attached to the Employer's First Report of Injury Form (Illinois Form 45). This report provides additional information to supplement the Employer's First Report of Injury Form (Illinois Form 45).

All Accident/Injury Forms are located on the Village of Vernon Hills Human Resources Directory located at www.vhillshr.org.

Investigations

The investigation of the employee accident or injury must begin immediately after the occurrence or immediately after learning of the occurrence. The supervisor, or the investigator assigned by the supervisor, should expect to:

1. Make a personal inspection of the physical location of the accident area and/or working conditions. Exceptions, due to distance or extenuating circumstances, must be approved by the Department Head.
2. Ask questions of those involved, witnesses and/or coworkers, concerning the events.
3. Inspect the tools, materials, equipment or vehicles involved in the accident.
4. Take pictures, written statements, material samples, etc.
5. Complete all necessary reports as described above under Accident/Injury Forms. Completion of these reports requires the investigator to:
 - a. Clearly identify all individuals involved, including witnesses and property owners.
 - b. Determine direct causes and contributing factors.
 - c. List methods of preventing reoccurrence.
 - d. Complete all required paperwork and submit to the Department Head, or designee, within (3) business days following the accident and/or injury.