

## **Chapter 7: BENEFITS**

The City of St. Charles reserves the right to interpret and deviate from all City policies. Both the City and employee have the right to terminate the employment relationship at any time, with or without cause and/or notice.

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### **BENEFITS OFFERED, TERMINATED, MODIFIED**

*APP: ALL EMPLOYEES*

The City of St. Charles currently intends to keep the benefit plans described in this manual in force. However, the City reserves the right to end, terminate, or modify these plans at any time, for any reason, with or without notice to employees. Many of the benefits described in this section are governed by a more elaborate summary plan description. The City is not responsible or liable for any misstatements or inaccuracies found in the general description of these benefits. If there is any conflict between information contained in this handbook and the summary plan documents, the summary description/plan document will control.

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### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

*APP: ALL EMPLOYEES*

The City provides an Employee Assistance Program (EAP) for use by eligible employees and their dependents in order to help employees address possible personal problems, which may be affecting job performance or general personal attitude. The EAP is intended to provide assistance to employees who may be exhibiting below standard, unusual or less than satisfactory job performance, which may be attributable to trauma or personal stresses. Employees are encouraged to seek EAP assistance/counseling prior to job performance being affected.

#### **Supervisory Training**

Supervisors have been trained to recognize performance problems, which may be caused by personal problems and to become knowledgeable of the performance impacts of personal problems. Supervisors are not trained to be counselors, only to recognize the problem and performance implication in order to refer the employee to the appropriate place for assistance.

#### **Performance Concerns**

Employees who exhibit poor or inconsistent performance, which may be caused by a personal problem, may be referred to EAP by a supervisor or by voluntary referral. The employee who exhibits poor performance will be evaluated as usual under the evaluation policy, but if a personal problem is causing poor performance and poor performance continues, the performance will be addressed through the normal evaluation procedures. Employees must be evaluated no matter what their personal problem may be. The evaluation process cannot be

postponed or canceled due to EAP participation. Employees may voluntarily submit to counseling if the employee has a personal problem, which he/she wants assistance in resolving. Receiving assistance from the EAP does not preclude the employee from being evaluated, or even disciplined, for poor performance.

### **Confidentiality**

All communication between any counselor and an employee will be considered strictly confidential, with the following exceptions:

- Matters that involve violations of the law. Violations of the law will only be revealed through legal precedence; no employee will be turned over to law enforcement authorities for disclosing violations of the law during counseling.

There is an indication the employee presents an immediate physical danger or a threat to his/her own safety or the safety of others.

## **HEALTH INSURANCE**

### *APP: ALL FULL-TIME EMPLOYEES*

The City provides a comprehensive medical and dental insurance plan for full-time employees and eligible dependents. Information and summary plan descriptions regarding these plans are available on the City's [iNet intranet website](#) (use your network login) and in Human Resources.

All full-time employees become eligible for the City's medical and dental plan on the first of the month after completing one (1) calendar month of employment.

### **Benefits**

All benefits and requirements of the plans are described in the policy booklet provided to each employee and on-line.

### **Enrollment**

Enrollment forms should be completed in the following instances:

1. New employees beginning service with the City;
2. Employees wanting to add an eligible dependent;
3. Employees who want to drop a dependent.

Enrollment forms are available on the City's [iNet intranet website](#) (use your network login) and in the Human Resources Department. It is the employee's responsibility to notify the Human Resources Department of any change in dependent status by completing an enrollment form. Upon termination of employment with the City, the employee may elect to continue medical coverage under the Consolidated Omnibus Budget Reconciliation Act (R.L. 99-272) (COBRA) or State statute (see "Medical/Dental Continuation Plan" for further information).

## Premiums

The City may offer several choices of insurance plans, one option of which may allow for single coverage of the employee at no cost to the employee. Premiums are required for dependent coverage on all plans. Premiums are deducted bi-weekly from the employee's paycheck. The premiums are determined by the Human Resources Department and change annually on May 1.

## Questions

Questions about enrollment or claims should be directed to Hub International, the City's insurance administrator, by phone (1-877-ILSTCHUCK/1-877-457-8248) or by email (stcharles@hubinternational.com). More specific questions or issues may be directed to the Human Resources Department.

## PUBLIC SAFETY EMPLOYEE BENEFITS ACT (PSEBA)

*APP: POLICE OFFICERS  
AND FIREFIGHTERS*

Under certain conditions, injured police officers and firefighters (and/or certain family members) may be entitled to health insurance benefits from the City pursuant to the Public Safety Employee Benefits Act. Officers and firefighters may obtain an application for such health insurance benefits from the City's Human Resources Department. If the City determines that the police officer or firefighter is eligible for such benefits, the City will offer its Basic CORE Health insurance coverage to the injured employee, or any alternative basic plan that the City may substitute from time to time.

## LIFE INSURANCE

*APP: ALL FULL-TIME  
EMPLOYEES*

The City provides all full-time employees and all eligible dependent(s) group life insurance.

### Benefits

All benefits and requirements of the plan are described in the policy booklet provided to each employee and on-line.

### Enrollment

Beneficiary forms are available on the City's [iNet intranet website](#) (use your network login) and in the Human Resources Department. It is the employee's responsibility to notify the Human Resources Department of any changes in beneficiary(s) by updating a beneficiary form.

## Premiums

There are no employee paid premiums for employer provided coverage.

## Additional Coverage

Employees are offered the opportunity to purchase additional life insurance at their own expense.

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## SECTION 125 FLEXIBLE SPENDING ACCOUNT

*APP: ALL FULL-TIME  
EMPLOYEES*

The flexible spending account is designed to reimburse employees for two (2) types of expenses.

1. Health care expenses not covered by their medical and dental plan to a \$2,500 per year maximum.
2. Dependent Day Care expenses to a \$5,000 per year maximum per married couple participants (\$2,500 per year maximum per single parent participant).

## Special Rules for Flexible Spending Accounts

The IRS requires that any money not used for covered expenses incurred during the year be forfeited. Employees should put aside money only for those expenses that they feel certain will be incurred during the plan year.

If an employee's status changes because of birth, death, marriage, divorce, or his/her spouse changes his/her employment status; he/she can change the annual withholding amount within thirty (30) days of the event. Otherwise, according to IRS regulations, employees can only make changes during the open enrollment period.

Claims incurred during a plan year must be sent in by July 31 of the following year in order to be reimbursed.

Information regarding this plan is available on the City's [iNet intranet website](#) (use your network login) and in the Human Resources Department.

## Payments While on Unpaid FMLA Leave

While on **unpaid leave**, the employee may opt out of the flexible spending plan at the beginning of the leave. He/she may then opt back in upon return from the leave. Unpaid leave is defined as any leave taken as worker's compensation, disability, or medical. If an employee opts out and then chooses to be reinstated upon returning to work, the employee's deduction for the remainder of the plan year will be pro-rated. Claims incurred during the period when coverage was terminated will not be reimbursed. If the employee decides to remain in the plan, payments are due on the employee's normal payday.

### Options While on Unpaid FMLA Leave

The following options are available to an employee on approved unpaid FMLA leave:

1. **Pay-As-You-Go** – An employee may make after-tax payments on the same schedule as if the employee were not on leave (on each payday).
2. **Suspend the plan.**
3. **Opt-Out** – An employee may totally drop out of the flexible spending account for the remainder of the plan year.

### Options While on Paid Leave

Anyone on paid leave must continue to make the required payment by payroll deduction.

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## RETIREMENT SYSTEMS

*APP: ALL EMPLOYEES  
EXCEPT POLICE OFFICERS  
AND FIREFIGHTERS*

City employees who work one thousand (1,000) hours or more per year must participate in the Illinois Municipal Retirement Fund (IMRF). Police officers and firefighters are excluded as participating employees and shall participate in their established pension funds.

### Benefits

All benefits and requirements of the plan are described in the plan booklet provided to each employee and on-line.

### Enrollment

Enrollment and beneficiary forms are available on the City's [iNet intranet website](#) (use your network login) and in the Human Resources Department. It is the employee's responsibility to keep information on file up-to-date as to name, address, and beneficiary(s).

### Premiums

Retirement benefits accrue from both employee and employer contributions. Contributions to the retirement system are mandatory and 4.5 percent (4.5%) is deducted from the member's salary each payroll period. The employer's contribution percentage is determined each year based on funding requirements of the pension plan.

Contributions made after January 1, 1985, represent deferred compensation and are not taxed until withdrawn from the retirement system.

## Benefit Statement

Annual benefit statements are provided by the retirement system to participating members. Employees may request an estimate of benefits from the retirement system at any time to obtain an approximate projected retirement benefit figure.

## Retirement

Employees who plan to retire from the system are encouraged to contact the retirement system at least ninety (90) days in advance of the anticipated retirement date to secure estimate of benefits information and to finalize the retirement date. Retirement is defined as receiving retirement wages upon termination from the City. This action should also be coordinated with the Human Resources Department.

Questions regarding benefits should be directed to Human Resources or IMRF (1-800-ASK-IMRF) [www.imrf.org](http://www.imrf.org).

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## RETIREMENT SAVINGS PLAN – ICMA-RC 457

*APP: ALL EMPLOYEES*

The City offers an option to any regular full-time and part-time employee to invest a portion of his/her present earnings in a deferred 457 compensation plan. This is an arrangement where a certain dollar amount or percent can be designated by the employee to be withheld from his/her paycheck and invested for payment at a later date, usually at retirement, when most people are in a lower income bracket. Under this arrangement, neither the deferred amount nor earnings on the investments are subject to current Federal income taxes until such time as the employee receives payment from the plan.

### Benefits

All benefits and requirements of the plan are described in the policy booklets available in Human Resources.

The City-approved program includes various investment options and is currently administered by the International City Management Association (ICMA) Retirement Corporation.

Benefits received through this program are in addition to any Social Security or public employees' retirement system benefits for which the participating employee would be eligible.

### Enrollment

Enrollment can be arranged through the Human Resources Department, and is open to any individual who has achieved regular employee status with the City. Contributions to the program are financed solely by the employee through payroll deduction.

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**RETIREMENT SAVINGS PLAN – ICMA-RC 401A**

*APP: ALL ELIGIBLE\*  
FULL-TIME NON-UNION  
EMPLOYEES*

The City offers an option to all full-time, non-union employees to invest a portion of his/her present pre-tax earnings in a 401a retirement savings plan. This is an arrangement where one and one-half (1½) percent of an employee's pre-tax earnings per pay period is deducted. The City will provide an equal one and one-half (1½) percent match of the employee's pre-tax earnings per pay period. This plan is similar to the ICMA 457 retirement plan in that it allows employees to invest dollars in the same fund selections and may be used for a variety of expenses, including but not limited to medical expenses. The plan is taxed upon distribution of funds at age 55 or older.

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**RETIREMENT SAVINGS PLAN – ICMA-RC Roth IRA**

*APP: ALL EMPLOYEES*

The City offers a retirement benefit to full-time and part-time employees to invest in a Roth IRA through ICMA-RC. This program is a simple and efficient way to build retirement savings through a post-tax payroll deduction. Withdrawals are tax-free (if open for at least five (5) years and you are at least 59 ½ years old). There are no age requirements for contributions. This is an arrangement where a certain dollar amount or percent can be designated by the employee to be withheld post-tax from his/her paycheck and invested for payment at a later date. Contributions to this program are funded solely by the employee through payroll deduction. Eligibility for participation is based on income as outlined in the following table:

| <b>Eligibility*</b> | <b>Married Income Limits</b> | <b>Single Income Limits</b> |
|---------------------|------------------------------|-----------------------------|
| Full                | Less than \$166,000          | Less than \$105,000         |
| Partial             | \$166,001-\$176,00           | \$105,001-\$120,000         |
| None                | Great than \$176,000         | Greater than \$120,000      |

\* Dollars represent Modified Adjusted Gross Income on the 1040 tax return.

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**RETIREMENT SAVINGS PLAN – ICMA-RC Roth 457**

*APP: ALL EMPLOYEES*

The City offers a retirement benefit to full-time and part-time employees to invest in a Roth 457 through ICMA-RC and build retirement savings through a post-tax payroll deduction. Withdrawals are tax-free five (5) years after January 1 of the year of your first Roth 457 contribution and when you are at least 59 ½ years old, disabled, or deceased. There are no income limits, and the withdrawal eligibility and penalties are the same as your 457 plan. The 457 maximum plan contribution limits apply to the combination of the pre-tax and Roth contributions. A certain dollar amount or percent as designated by the employee is withheld post-tax from his/her paycheck and invested for payment at a later date. Contributions to this program are funded solely by the employee through payroll deduction. All employees are eligible to participate, regardless of income or full-time/part-time status.

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## SOCIAL SECURITY

*APP: ALL EMPLOYEES  
EXCEPT SWORN POLICE  
AND FIREFIGHTERS*

All employees (except sworn police and fire employees) are automatically included as participants in the Social Security System (FICA) which provides workers with the following benefits:

1. Retirement insurance;
2. Survivor's insurance;
3. Disability insurance;
4. Medicare for the disabled and the aged;
5. Black Lung benefits;
6. Supplemental security income.

These benefits are in addition to IMRF system benefits for which the employee may be eligible to receive.

Financing of the program is accomplished by employee payroll deduction contributions and through a match paid by the City. Employee and employer contributions stop each year once the required dollar amount, as designated by the Federal government, is paid. The salary limit and percentage are subject to change at the beginning of each year, according to Federal guidelines.

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## CHANGES IN EMPLOYMENT STATUS

*APP: ALL PART-TIME,  
NON-UNION EMPLOYEES*

When a full-time employee is changed to a part-time employee status by the City, the employee's accrued benefit time will be as follows:

1. **Sick Time** – The 480-hour sick bank (or remaining balance as of change in status) will be forfeited. The remaining sick time balance (as of change in status) will be held in abeyance until such time that the employee retires. The sick time will be paid according to City policy.
2. **Vacation Time** – Accrued vacation time will be paid at the time of the change in status.
3. **Personal Time** – Personal time must be used by the end of the calendar year or it will be forfeited.
4. **Health Insurance** – The employee will be offered insurance, per COBRA regulations.

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## UNEMPLOYMENT COMPENSATION

*APP: ALL EMPLOYEES*

The City is a covered employer under the Unemployment Compensation Law. The basic objective of the program is to provide a partial replacement of wages for its employees during short periods of involuntary unemployment. The program is financed completely by the City.

### Eligibility to Collect Compensation

An employee who quits his/her job voluntarily without good cause probably will have difficulty collecting unemployment compensation. To be eligible for unemployment compensation, an employee must have left employment for a "good cause," must be unemployed, physically able to work, available for work, and actively seeking work. "Good cause" reasons for establishing eligibility for unemployment compensation are available from the State Employment Security Office.

The City may contest the claim of an employee who quits without "good cause," or who quits for other reasons considered disqualifying according to Illinois law.

In certain cases, the City may offer the former employee reinstatement to the same or to a similar position, which in effect would invalidate a benefit claim. In other cases, the decision might be not to contest a claim, e.g. in the case of an employee released during an introductory/probationary period for reasons other than misconduct. Any notice of recall will take place through the Human Resources Department, where the job offer will be made by certified mail to the former employee with an informational copy to the State Employment Security Office. Any such job offer would have to be sustained by proper budget authority.

## CHANGES IN PERSONAL STATUS

*APP: ALL EMPLOYEES*

A change in an employee's personal status may have an important effect upon employee benefits and/or the amount an employee has withheld for federal and state income taxes.

### Mandatory Notifications to Human Resources

Employees must notify the Human Resources Department within thirty (30) days of any change in:

1. Home address or telephone number;
2. Marital status - name of spouse, date of birth, and social security number (a copy of the marriage license is also required);
3. Dependents (addition) - name of dependent and date of birth (a copy of the birth certificate is also required);
4. Dependents (deletion) – name of dependent being dropped due to divorce, age limit, death, etc.;
5. Name, address, and telephone number of the person to be notified in case of an emergency.

Human Resources may deny benefits to the new dependent if the employee does not notify them within thirty (30) days of the change.

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## CONTRACT AND TEMPORARY EMPLOYEES

*APP: CONTRACT AND  
TEMPORARY EMPLOYEES*

Contract and temporary employees will not be entitled to benefits as outlined in this manual.

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## GIVING FRIDAY PROGRAM

*APP: ALL EMPLOYEES  
EXCEPT THOSE WHO ARE  
REQUIRED TO WEAR  
UNIFORMS*

The City wellness team supports and encourages philanthropic and volunteer efforts of employees through the Giving Friday program. The program designates every Friday when employees who are not required to wear uniforms may make a charitable donation and dress casually for work. Employees who are required to wear uniforms may participate in the program by making a charitable donation. All employees who participate in the program will receive a name badge to identify their participation.

### Program Outline

1. Each Friday is designated as Giving Friday.
2. The second Friday of the month will be a Combined Charities giving day. Employees who donate through the Combined Charities payroll deduction (starting January of each year) may dress casual on this day.
3. The other giving days will be wellness team sponsored giving days. Employees who donate a minimum of \$6 to the designated charity each month may dress casually for this day.
4. Before electing to participate in Giving Fridays, employees must consider their work environment as well as meetings scheduled that day and dress accordingly. If an employee has a question as to whether or not casual dress would be appropriate, they should seek supervisory approval.
5. If an employee suggests that we donate to a new non-profit organization, an employee or employee family member's death/illness fund, the wellness team will evaluate the request on a case-by-case basis and respond to the request within four (4) weeks. The team will ensure the organization does not conflict with the City's vision, mission, values, and goals. For the team to consider the request, it must satisfy the following criteria:

For a new organization:

- Must be a legitimate, non-profit, 501(c)(3) organization.
- Must be a local organization, preferably located in Kane County.

For an employee or family member fund:

- Donation must be made to a legitimate, non-profit 501(c)(3) organization;
- Serious health condition of an employee or immediate family member (spouse, parent, child); and
- Employee or family member is displaced from their home.

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## SMOKING AND TOBACCO CESSATION

### *APP: ALL EMPLOYEES*

For the health and welfare of all City employees, the City of St. Charles strongly urges all City employees not to use any type of tobacco products.

To assist employees, their spouses, and dependents covered by the City's medical plan who wish to stop smoking or using tobacco products, the City provides some monetary reimbursement for treatment. Employees, their spouses, and dependents covered by the City's medical plan who wish to take advantage of this assistance must notify the Human Resources Department (in writing) that they are proceeding with treatment to stop smoking or using tobacco products.

1. The City will reimburse 50% of the treatment cost, up to a maximum of \$150. The employee must provide the Human Resources Department with receipts or other documentation to confirm treatment costs.
2. If the employee, spouse, or dependent reports being tobacco-free six (6) months after the onset of treatment, the City will reimburse the employee an additional 50% for treatment costs, up to a maximum of \$150. The employee, spouse, or dependent must complete the Non-Tobacco Affidavit and provide the Human Resources Department with receipts or other documentation to confirm treatment costs.
3. The maximum treatment reimbursement for smoking and tobacco cessation during any three-year period of time is \$300 per employee.

Following is a list of treatment options:

1. Nicotine patches
2. Nicotine gum
3. Nicotine lozenges
4. Prescription (covered under the City's prescription plan just like any other prescribed medication)
  - Chantix (varenicline) tablets
  - Buproban/Zyban (bupropion hydrochloride) tablets
  - Nicotrol (nicotine) inhaler/nasal spray
5. Acupuncture
6. Laser therapy
7. Quit for Life program
8. Nicotine Anonymous

To utilize a treatment option that is not listed, please contact the Human Resources Department prior to beginning treatment to confirm eligibility for reimbursement.

Questions regarding this policy should be directed to the Human Resources Department.

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## WEIGHT LOSS SUPPORT

*APP: APP: ALL FULL-TIME  
& IMRF QUALIFYING  
PART-TIME EMPLOYEES*

For the health and welfare of all City employees, the City of St. Charles strongly urges all City employees to work toward a healthy weight.

To assist employees who wish to achieve a healthy weight, the City provides some monetary reimbursement for treatment. Eligible weight loss treatment programs are those that are recommended by the employee's physician.

To enroll in the City's weight loss support program, employees must do the following:

1. Notify the Human Resources Department of the intent to begin a weight loss program. Complete the "Weight Loss Support" form (available in HR).
2. Provide HR with a letter from a physician approving the weight loss treatment option (and goal weight range, if desired).

The City will provide the following reimbursement during a 12-month period of time:

1. Within six (6) months of beginning treatment, the City will reimburse 50% of the treatment cost, up to a maximum of \$150, when the employee decreases body weight by at least 5%. (Documentation of weight loss percentage and receipts must be provided to HR.)
2. Within twelve (12) months after the onset of treatment, the City will reimburse 50% of the treatment cost up to a maximum of \$150 when the employee decreases the beginning of treatment weight by 15% **or** reaches a weight goal range as indicated by the employee's physician or by the height/weight chart used for the City's HEALTHY program. (Documentation of weight loss percentage and receipts must be provided to HR.)
3. The maximum reimbursement for weight loss treatment during any three-year period of time is \$300.

Questions regarding this policy should be directed to the Human Resources Department.

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## ADOPTION ASSISTANCE

*APP: ALL FULL-TIME  
EMPLOYEES*

The City of St. Charles supports employees who choose to adopt and recognizes the investment of time and financial resources required by the adoption process. Leave time for adoption is provided through the Family and Medical Leave Act policy. The City's Employee Assistance Program (EAP) is also available to partner with employees to provide adoption information, research, and referral services. This policy provides financial assistance for adoption expenses, which are not covered by the City's medical coverage or other benefits.

Full-time employees who meet the established criteria outlined below shall be eligible for reimbursement for eligible expenses related to the adoption process up to \$5,000 for each child.

### Criteria for Eligibility

- Regular, full-time employees with at least twelve (12) months of continuous service in a full-time regular position at the time of application for this benefit.
- The adopted child must be under the age of eighteen (18) at the time of adoption, must not be married, and may not be related to either parent.
- In cases where both adopting parents are City employees, the reimbursement is paid only once to the family unit.

### Eligible Expenses

- Reasonable and customary licensed public and private adoption agency, home study, and placement fees.
- Reasonable and customary attorneys' fees, court costs, and legal expenses related to the actual adoption.
- Fees for authentication of documents.
- Immigration, immunization, and translation fees.
- Reasonable and customary medical expenses of the birth mother and the child not covered by insurance.
- Reasonable and necessary transportation and lodging associated with the adoption.
- Expenses related to accommodating a child with special needs (as defined by IRS regulations), including home reconstruction and home health visits not covered by a medical plan.

### Terms & Conditions

- For the purpose of this policy, "adoption" is defined as steps taken through a legal procedure to assume parental responsibility for an unmarried child younger than eighteen (18) years of age.
- There is a lifetime maximum limit of two (2) adoption reimbursements per family. A simultaneous adoption of two or more children is considered two adoption reimbursements for the household for purposes of this policy.
- The adoption reimbursement benefit may be utilized only once per family during a twelve (12) month period.
- If an employee voluntarily separates from the City two (2) years after receiving adoption reimbursement, the employee will be required to reimburse the City for the amount of the benefit received.
- This benefit may not be used for kinship or step-child adoptions or for the child of a domestic partner.
- Expenses related to the surrogate parent prior to the adoption are not reimbursable through this benefit.

- Expenses covered under another adoption assistance or medical plan or those that are not considered reasonable and necessary (voluntary donations, personal items for the child) are not eligible for reimbursement

### **Reimbursement Procedure**

Upon finalization of the adoption, and within six (6) months after placement of the child in the employee's home, complete and submit an Adoption Reimbursement Request form to the Benefits Coordinator, including:

- Itemized receipts
- A copy of the final adoption papers from the court

Once the request and documentation has been reviewed, the reimbursement will be processed for payment.

Federal income tax will not be withheld from reimbursements made through this policy. If your income is within certain limits as defined by the Internal Revenue Code Section 137, you may be eligible for a tax credit and/or exclusion for adoption-related expenses. It is recommended you consult the IRS (1-800-TAX-FORM) or tax advisor about the tax requirements and implications.

## **MEMBERSHIPS**

### *APP: ALL EMPLOYEES*

All employees are encouraged to become members of professional organizations and associations that are related to and will enhance their job performance, knowledge, and career at their own discretion and expense.

Membership dues, fees, and regular luncheon/dinner expenses for such professional organizations and associations may be paid by the City at the discretion and with the approval of the department director if such membership benefits the City directly or indirectly. Benefits may include, but are not limited to, access to resources, enhancement to an employee's job performance or knowledge, sources for information on innovative practices and current trends, and representation with an established civic or service organization that benefits the City. Optional luncheons, dinners, and other special events shall be the responsibility of the employee.

## **BRING YOUR CHILD/GRANDCHILD TO WORK DAY PROGRAM – OPTIONAL**

### *APP: ALL EMPLOYEES*

The City allows employees to bring their child/grandchild to work in order for the child/grandchild to observe their parent's/grandparent's job duties and work environment.

### **Guidelines**

On the fourth Thursday of April, and as determined by Human Resources (in conjunction with "Bring Your Daughter to Work Day"), the City of St. Charles shall permit employees to bring a child/grandchild to work, allowing the child/grandchild to observe their parent's/grandparent's work environment and

job duties. The ages of the participating child must be limited to six (6) to eighteen (18) years of age.

Employees wanting to participate in the program must complete a “Release and Waiver of Liability” form (access forms on the City iNet). The form must be **completed** and **returned** to Human Resources five (5) working days before the actual event in order for an employee to take part in the program.

The child/grandchild may sit/travel with the parent for the whole shift. However, children/grandchildren must be supervised at all times and may **not** operate any equipment, including, but not limited to City vehicles, fork trucks, and any other City machinery and/or property. Children/grandchildren found unattended or operating City machinery will not be allowed to participate in the program for the remainder of the day. An employee whose child/grandchild is found unattended or operating City machinery may be disciplined.

Employees will not be compensated for leaving work in order to return their child/grandchild to school and must perform their normal duties while at work.