

POLICY UPDATE SUGGESTIONS EMPLOYEE HANDBOOK



Policies that may need to be added or expanded to county handbooks.

A) POLICY UPDATES

- ☐ Americans with Disabilities Act (ADA) Policy Statement
- ☐ ADA Policy to include the recent Illinois law regarding Pregnancy Discrimination in the Workplace with Lactation policy
- ☐ Remove use of potentially inflammatory or subjective wording
- ☐ Ensure all Compensation policies manage prorating pay and carry over
- ☐ Drug testing consistency among Employee Medical Exam, Drug and Alcohol Use and Drug and Alcohol Testing
- ☐ Electronic Device and Electronic Communication Use Policy
- ☐ Equal Employment Opportunity Policy reflects the current changes to the EEOC
- ☐ Ensure Family Medical Leave Act statement of policy provides employees a thorough explanation of their benefit rights and includes the Military Family Leave provisions.
- ☐ Handheld cell phones and other handheld communication devices when operating company motor vehicles under current Illinois law
- ☐ Illinois Victim's Economic Security and Safety Act (VESSA)
- ☐ National Labor Relations Board action on Social Media, Confidentiality, Internet Use and Concerted Activities
- ☐ School Visitation Leave Policy
- ☐ Performance Management Policy
- ☐ Remove the word "probationary" and replace it with "introductory" which minimizes the promise of pay if released early
- ☐ Smoking Policy referencing Illinois Smoke Free Workplace Act of 2008
- ☐ Weapons in the Workplace/Concealed Carry

