

POLICY ACKNOWLEDGEMENT FORM 2020

I acknowledge that I have been provided online access to the policies and Administrative Directives noted below for The City of Lake Forest at www.citylf.org, setting forth certain work rules of the City. I understand that I may request a hard copy version of these policies from Human Resources.

To open links, please download form

1-5 Acceptance of Private Improvements	2-24 Alternative to Employee Health Insurance
1-7 Freedom of Information Act	3-3 Credit Card Policy
1-11 Expense Reimbursement	3-5 Purchasing Procedures
1-19 Commercial Filming - New	3-6 Grant Procedures
1-20 Processing/Releasing Legal Notices	3-8 Interdepartment Charges
1-21 Open Meetings Act	3-9 Water Service Payment Rules
Personnel Policies and Practices 2020	3-11 Revenue Collection & Write-Off - New
2-2 Alcohol/Drug Policy for CDL Holders	3-13 PCI Compliance
2-3 Alcohol/Drug Policy	6-2 Accident Review Board
2-5 Use of Personnel Action Report	6-6 Exposure to Toxic Substances
2-8 Employee Orientation Program	6-9 Lockout Policy
2-10 Medical Exam Policy	6-10 Confined Space Entry/Trench Excavation
2-12 Job Sharing - Retired	6-11 Electrical Safety
2-18 Performance Compensation & Evaluation	

I acknowledge that I am responsible for knowing their contents. I further understand and acknowledge that, in the absence of a collective bargaining agreement entered into between the City and the Union providing otherwise, I am employed at-will by the City and that neither these Policies nor any other City policy, procedure or practice constitutes a contract of employment for any purpose or a limit on the City's ability to terminate the employment relationship at any time. Finally, except as limited by the terms of any contract or law, I understand and acknowledge that the City has the right to change, add or delete policies, procedures, practices and benefits, including those addressed in these Policies, at any time, with or without notice.

Printed Name

Employee #

Department

Signature

Date

A document containing a synopsis of changes to all Policies and Administrative Directives is attached to this acknowledgement for your review and information.

**PLEASE RETURN THIS SIGNED ACKNOWLEDGEMENT FORM TO
THE HUMAN RESOURCES DEPARTMENT BY JULY 20, 2020**

Administrative Directive Changes - May 2020

Noted below is a list of changes made to Personnel Policies and Administrative Directives dated May 1, 2020. All are available on the Employee Information Site, www.citylf.org, or request paper copies from the Human Resources Department. Direct any questions to the Human Resources Department.

General	
1-5 Acceptance of Private Improvements – Updated subdivision list	
1-7 Freedom of Information Act – Reviewed	
1-11 Expense Reimbursement <ul style="list-style-type: none"> • Added reference to Dir. 3-3; • Sec. 4.4 updated with revised reimbursement processes; • Sec. 4.5.4 Meals clarification on when receipts are needed • Sec. 4.5.7 Entertainment Expenses lists exceptions to when alcohol may be purchased • In several areas defined what was formally Chicago Metropolitan Area • Sec. 4.7.5 Mileage reports – added points a-d • Sec. 4.7.6 deleted • Sec. 6.0 Related Policies – New section 	
1-19 Commercial Filming Policy – New policy regarding filming in the community	
1-20 Processing/Releasing Legal Notices – Reviewed	
1-21 Open Meetings Act – Reviewed	
Personnel	Page #
Personnel Policies and Practices 2020 (All changes noted in <i>Italics in the document</i>)	
<ul style="list-style-type: none"> • Referenced Chapter 40 of City Code under Core Values and Code of Conduct section • New Sec. 1.7.0 Professional Appearance 	2 6
2-2 Alcohol/Drug Policy for CDL Holders – Added Sec. 4.0 FMCSA Clearinghouse, plus adjusted language throughout to reference the Clearinghouse and use of cannabis.	3
2-3 Alcohol/Drug Policy for Non-CDL Holders – Minor wording changes in Sec 2.2, Over-the-counter medications; added definition of On-Duty in Sec 3.6; Sec 3.8 Reasonable Suspicion, added clarifying language and item f.	2 3
2-5 Use of Personnel Action Report – Reviewed	
2-8 Employee Orientation Program – Reviewed	
2-10 Medical Exams – Made SCBA physical annual instead of age-based.	
2-12 Job Sharing Policy – Policy retired due to obsolescence	
2-18 Employee Performance Compensation & Evaluation – Reviewed	
2-24 Alternative to Employee Health Insurance – Reviewed	
Financial Management	
3-3 Credit Card Policy – Added cross reference to Dir. 1-11	
3-5 Purchasing Procedures – Increased City Manager authority to \$25,000; separated procedures into a separate document (previously reviewed by Finance Committee)	
3-6 Grant Procedures – Created separate Grant Procedures Manual	
3-8 Interdepartment Charges – Reviewed	
3-9 Water Service Payment Rules – Reviewed	
3-11 Revenue Collection and Write-Off – New policy on process for these issues	
3-13 PCI Compliance – Updated to reflect current practice and technological changes	

Employee Safety Procedures	
6-2 Accident Review Board – Revised to reflect actual practice in each department	
6-6 Exposure to Toxic Substances – Updated language to reflect online MSDS program	
6-9 Lockout Policy – Reviewed	
6-10 Confined Space Entry and Trench Excavation – Reviewed	
6-11 Electrical Safety – Reviewed	