

**RESOLUTION NO. R-20-06**

**A RESOLUTION OF THE VILLAGE OF CAMPTON HILLS, KANE COUNTY, ILLINOIS AMENDING THE EMPLOYEE HANDBOOK BY AMENDING THE DRUG AND ALCOHOL-FREE WORKPLACE POLICY AS IT RELATES TO CANNABIS USE**

**WHEREAS**, the Village of Campton Hills, Kane County, Illinois (the "*Village*") is a duly organized and existing municipal corporation created under the provisions of the laws of the State of Illinois and under the provisions of the Illinois Municipal Code, as from time to time supplemented and amended; and

**WHEREAS**, in order to ensure a safe work environment and compliance with the Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101 *et seq.*), the Village desires to maintain a drug-free workplace; and

**WHEREAS**, the Village wishes to prohibit employees from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in accordance with the requirements of the Anti-Drug Abuse Act of 1988 (Public Law 100-690, 102 Stat. 4181), and from engaging in the use of drugs or alcohol in the workplace; and

**WHEREAS**, the Village President and Board of Trustees of the Village of Campton Hills (the "*Corporate Authorities*") wish to adopt a fair general employee policy that is consistent with the Drug-Free Workplace Act of 1988 and the Anti-Drug Abuse Act of 1988 to ensure that the Village maintains its high standards for employment and operations; and

**WHEREAS**, the attached Section 6 Drug and Alcohol-Free Workplace Policy, in the form as attached hereto as Exhibit A, is found and declared to constitute a fair and appropriate policy to regarding drug and alcohol use and made binding on all employees of the Village; and

**WHEREAS**, the Village President and Board of Trustees of the Village of Campton Hills deem it advisable and in the best interest of the health, safety and welfare of the residents of the

Village to amend the employee manual to include the updated Section 2.6 Drug and Alcohol-Free Workplace, as set forth in Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED** by the President and Board of Trustees of the Village of Campton Hills, Kane County, Illinois, as follows

**Section 1.** That the above recitals and legislative findings are found to be true and correct and are hereby incorporated herein and made a part hereof, as if fully set forth in their entirety.

**Section 2.** The Drug-Free Workplace Policy attached as Exhibit A is hereby adopted in its entirety and made applicable to Village employees described therein in substantially the form presented to the Village Board with such necessary non-material changes as may be authorized by the Village President, the execution thereof to constitute the approval by the Village of any and all changes or revisions therein contained.

**Section 3.** That the Village Administrator is hereby authorized and directed to incorporate Section 2.6 Drug and Alcohol-Free Workplace into the appropriate Chapter of the employee handbook of the Village.

**Section 4.** If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any other provision of this Resolution.

**Section 5.** All ordinances, resolutions, motions or orders in conflict with this Resolution are hereby repealed to the extent of such conflict.

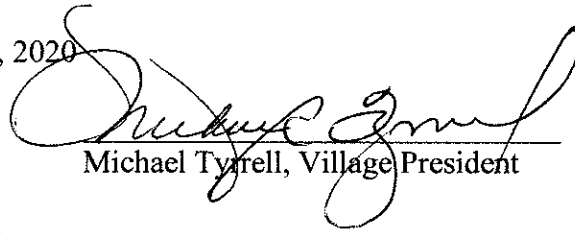
**Section 6.** This Resolution shall be in full force and effect upon its passage, approval, and publication in the manner provided by law.

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Passed this 4<sup>th</sup> day of February, 2020, pursuant to a roll call vote as follows:

	AYES	NAYES	ABSENT	ABSTAIN
Trustee Darlene Bakk	<u>✓</u>	_____	_____	_____
Trustee Susan P George	<u>✓</u>	_____	_____	_____
Trustee Jim McKelvie	<u>✓</u>	_____	_____	_____
Trustee Mike Millette	<u>✓</u>	_____	_____	_____
Trustee Michael O'Dwyer	_____	_____	<u>✓</u>	_____
Trustee Wendy K. White Eagle	<u>✓</u>	_____	_____	_____
President Michael Tyrrell	<u>✓</u>	_____	_____	_____

APPROVED this 4<sup>th</sup> day of February, 2020

  
\_\_\_\_\_  
Michael Tyrrell, Village President

(SEAL)

ATTEST:


  
\_\_\_\_\_  
Lynn Baez, Village Clerk  
*Ashley, Gregory, Deputy Clerk*

Exhibit A

*Section 2.6 Drug and Alcohol-Free Workplace*

## **2.6 Drug and Alcohol-Free Workplace**

The Village is committed to maintaining a zero-tolerance policy relative to drugs and alcohol in the workplace. The purpose of this policy is to help ensure a safe, healthy and productive work environment for our employees and others, to protect Village property and to ensure efficient operation. This policy applies to all employees and other individuals who perform work for the Village, and incorporates the Federal Motor Carrier Safety Administration (FMCSA) (Section 49 C.F.R. Parts 40 and 382) requirements for drug and alcohol testing for Commercial Driver's License (CDL) holders and Federal Transit Administration (FTA) rules for employees performing safety-sensitive work.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia, cannabis, or alcohol by an individual anywhere on Village premises, while on Village business (whether or not on Village premises) or on call for the Village, or while representing the Village, is strictly prohibited. Working includes time allocated for breaks, meals, and attending meetings outside of the employee's normal working hours. Employees and other individuals who work for the Village also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substance, including cannabis, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. Refer to Section 5.14, Prescription Drug Use Policy.

Employees are reminded that the federal government still classifies cannabis as a prohibited drug in Schedule I of the Controlled Substances Act. The Village may require employees to submit to drug/alcohol testing at a time and place designated by the Village when a Supervisor/Sergeant determines there is cause for such testing, i.e., reasonable suspicion, or when an employee is involved in any work-related incident which results in personal injury or property damage. Violation of this policy will result in disciplinary action, up to and including termination.

### **A. Drug and Alcohol Testing of Employees Based on Reasonable Suspicion**

For the purposes of this policy, reasonable suspicion means a belief based on objective facts sufficient to lead a reasonable prudent person to find that an employee is using, or has used, drugs or alcohol in violation of this policy. Such a suspicion shall be drawn from specific, objective facts and reasonable inferences drawn from those facts in light of experience.

Some factors that may be considered in determining whether a finding of reasonable suspicion is appropriate may include, but are not limited to, any of the following, alone or in combination:

- a. Observable phenomena, such as direct observation of drug or alcohol use, the presence of the odor of drugs or alcohol on or about the employee and/or the physical symptoms or manifestations of being under the influence of drugs or alcohol;
- b. Abnormal conduct or erratic behavior;

- c. Excessive unexcused absenteeism, tardiness, or deterioration in work performance;
- d. Slurred speech or unsteady walking or movement;
- e. Illegal possession of drugs or controlled substances or an arrest for violation of a drug statute;
- f. Information obtained from a reliable and credible source with personal knowledge that has been independently corroborated;
- g. Testing for cannabis based on reasonable suspicion shall be supported by the good faith belief that there is some impairment of the employee while at the workplace, while engaged in work for the employer or while on call subject to the definition of those terms in the Cannabis Regulation and Tax Act, 410 ILCS 705/10-50.

Once reasonable suspicion has been determined, the employee shall be required to take the applicable drug and/or alcohol test. An order to submit to testing shall be in writing and signed by a supervisor. If an employee declines the test, it will be treated as a positive test and the employee will be subject to discipline up to and including termination. When an employee is ordered to submit to a drug and/or alcohol test as a result of a supervisor's reasonable suspicion, the employee will not be allowed to return to work pending the results of the drug and/or alcohol test.

Any employee who tampers with a test sample or who refuses to submit to a test immediately upon request (i.e., generally within one (1) hour of the request, unless there is a documented medical reason for the delay) will be deemed in violation of this Policy. Any violation of the Policy, including a positive test, will be grounds for appropriate discipline up to and including termination for the first offense.

### **1. Post-Accident Testing**

All accidents, including those involving a vehicle, when an employee requires medical attention, or when the employee's actions are unclear, must immediately be reported to an employee's supervisor. Refer to Section 10.3, Reporting Injuries. The supervisor shall investigate the circumstances of the accident and determine if there is reasonable suspicion to require a drug and/or alcohol test. If it is determined that the employee caused or contributed to occurrence of the accident or the employee was otherwise at fault, the supervisor shall notify the Village Administrator, and the employee may be required to submit to a drug and alcohol test regardless of the existence of reasonable suspicion.

Post-accident testing for cannabis shall be supported by the good-faith belief that there is some impairment of the employee while at the workplace, while engaged in work for the employer or while on call subject to the definition of those terms in the Cannabis Regulation and Tax Act, 410 ILCS 705/10-50.

If post-accident drug and/or alcohol testing is ordered, the employee involved must submit to a drug and/or alcohol test within two hours of the accident. An employee who fails to remain readily

available for post-accident testing or leaves the scene of an accident without a valid reason or permission by his or her supervisor will be deemed to have refused to submit to testing. The employee to be tested shall not be permitted to drive himself or herself to the collection site.

## **2. Types of Testing**

Any of the following methods may be utilized to test an employee for the presence of drugs and/or alcohol:

- a. Urine testing;
  - b. Evidentiary breath testing device (Breathalyzer);
  - c. Blood testing;
  - d. Hair follicle testing; or
  - e. Saliva testing.
4. Licensed Clinical Laboratory Only

The Village shall use only licensed clinical laboratories for drug and/or alcohol testing. Such laboratories shall be responsible for maintaining a proper chain of custody of any samples. If an employee tests positive for drugs and/or alcohol, a confirming test shall be conducted. The laboratory will not submit a positive test result to the Village unless the confirming test result is also positive for the same sample. The laboratory shall retain a portion of the tested sample so the employee can arrange for another confirming test to be conducted by a licensed clinical laboratory of the employee's choice and at the employee's expense. Once the portion of the tested sample is delivered to the clinical laboratory selected by the employee, the employee shall be responsible for maintaining the proper chain of custody for that portion of the sample.

Employees who test positive for drugs may request a second test of the remaining portion of the split sample within 72 hours of notification of a positive test result by a medical review officer. A medical review officer is a licensed physician responsible for receiving and interpreting laboratory results from applicable tests.

## **3. Records Relating to Drug and/or Alcohol Tests**

Records reflecting positive drug and/or alcohol tests will be kept in the employee's file and will be kept confidential in accordance with applicable law. Information regarding drug and/or alcohol tests and an employee's participation in a substance abuse rehabilitation program may be disclosed to supervisors only if such information relates to the employee's ability to perform his or her work duties or the employee's need for a reasonable accommodation under the Americans with Disabilities Act of 1990 or other applicable law.

For employees in safety sensitive positions, the following records shall be maintained for a minimum of five years: (i) records of annual management information system reports; (ii) records

regarding employee evaluations and referrals to substance abuse professionals; (iii) records relating to follow-up tests and follow-up schedules; (iv) records relating to refusals to submit to drug and/or alcohol tests; (v) records of alcohol test results indicating an alcohol concentration of 0.02 or greater; (vi) verified positive drug test results; and (vii) breath testing device calibration documentation.

#### **4. Cutoff Levels for Drugs and Drug Metabolites; Blood Alcohol Exceedances**

Cutoff levels for all drug and drug metabolite testing shall be consistent with the guidelines established by the U.S. Department of Health and Human Services (HHS). An employee shall be deemed to be under the influence of alcohol if the applicable blood alcohol test demonstrates a level of 0.02 or greater.

#### **5. Random Drug and/or Alcohol Testing**

Employees may be randomly selected to submit to drug and/or alcohol testing. The process will be unannounced, and employees shall be selected in a non-discriminatory manner. After an employee is notified that he or she has been selected for random testing, the employee shall be required to report immediately to the testing location no later than one hour after notification. Upon arrival at the testing location, the employee must identify him or herself by use of a photo identification card and present any applicable documentation. Upon completion of the drug and/or alcohol testing, the employee will, if his or her shift is not completed, immediately return to duty status.

Please be aware of your obligation to comply with this Policy and that you may face termination for refusing to submit to a test upon request pursuant to this Policy. This provision is necessary for the safety of Village employees and residents, and to ensure compliance with laws prohibiting unlawful drug use or consumption. You should not expect privacy with respect to these issues at work.

#### **6. Policy Violations**

Any employee testing positive for drug usage, blood alcohol levels greater than 0.02, or engaging in any other prohibited conduct concerning drug or alcohol shall be subject to disciplinary action up to and including immediate termination. Regardless of disciplinary action taken, all such employees will be advised of resources available to evaluate and treat problems associated with drug and/or alcohol abuse.

#### **B. Drug and Alcohol Testing of Employees in Safety-Sensitive Positions**

In accordance with the Omnibus Transportation Employee Testing Act of 1994 and other applicable law, the Village requires employees in safety-sensitive positions and applicants for safety sensitive positions to submit to mandatory drug and alcohol testing pursuant to this policy. Applicants for non-safety-sensitive positions may be required to submit to pre-employment testing. All employees are subject to random drug and alcohol testing.



Safety-sensitive positions are those positions where there exists a high risk of injury to others with disastrous consequences if the employee has even a momentary lapse of attention. Some examples of safety-sensitive positions include law enforcement personnel, firefighters, paramedics, health care professionals responsible for direct patient care, employees who transport passengers, and employees who operate large or heavy equipment.

Under this policy, employees in safety-sensitive positions specifically include all employees whose positions may involve driving a commercial vehicle and that require the possession of a CDL. For purposes of this policy, a commercial vehicle means a vehicle that either: (i) has a gross weight of over 26,000 pounds (including combined weight if towed unit weighs over 10,000 pounds); (ii) is designed to transport 16 or more persons, including the driver; or (iii) is used to transport hazardous materials.

An employee is considered to be “driving a commercial vehicle” under this policy if he or she is performing any safety sensitive function defined in 49 CFR 382.107, which includes all time working in a position requiring a CDL.

With respect to employees who work in a position requiring a CDL, alcohol testing for reasonable suspicion may be conducted just before, during, or after an employee operates a commercial vehicle.

#### **1. Additional Testing Parameters**

Employees in safety-sensitive positions are subject to drug and alcohol testing under different and additional circumstances than employees who are not in safety sensitive positions.

a. Reasonable Suspicion – Any employee in a safety-sensitive position shall submit to a drug and/or alcohol test when any supervisor has reasonable suspicion, as defined in Section 2.6A (above), to believe that an employee has been using illegal drugs, abusing prescribed drugs, is under the influence of alcohol or cannabis, or is consuming alcohol or cannabis while working or while on call.

b. Testing for cannabis based on reasonable suspicion shall be supported by the good faith belief that there is some impairment of the employee while at the workplace, while engaged in work for the employer or while on call subject to the definition of those terms in the Cannabis Regulation and Tax Act, 410 ILCS 705/10-50.

c. If an employee is removed from duty based on reasonable suspicion of alcohol use and an alcohol test is not administered within eight hours, the employee will not be allowed to perform or continue to perform safety-sensitive functions until: (i) an alcohol test determines that the employee’s breath alcohol concentration measures less than 0.02; and (ii) 24 hours have elapsed following the determination that there is reasonable suspicion to believe that the employee has been using alcohol.

## **2. Post-Accident Testing Involving a Commercial Vehicle**

An employee is required by law and this policy to submit to an alcohol test whenever he or she is involved in an accident while driving a commercial vehicle on a public road which results in: (i) a fatality; (ii) bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; and/or (iii) one or more motor vehicles incurring disabling damage requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

a. Post-accident testing for cannabis shall be supported by the good-faith belief that there is some impairment of the employee while at the workplace, while engaged in work for the employer or while on call subject to the definition of those terms in the Cannabis Regulation and Tax Act, 410 ILCS 705/10-50.

b. Return to Duty Testing – Any employee who has violated this policy and/or has tested positive on a drug or alcohol test and is subsequently permitted to return to work, must pass a drug and/or alcohol test in accordance with this policy prior to returning to duty.

c. Follow-Up Testing – An employee in a safety-sensitive position who is referred for assistance related to alcohol and/or drug abuse is subject to unannounced follow-up testing for a period not to exceed 60 months as directed by a substance abuse professional and the Village. The number and frequency of follow-up tests will be determined by the substance abuse professional and the Village but will not be less than six tests in the first 12 months following the employee's return to duty.

d. For purposes of this policy, a substance-abuse professional is a licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug-related disorders.

## **3. Policy Violations by Employees in Safety-Sensitive Positions**

Employees in safety-sensitive positions, including those that require a CDL, who are not terminated for violation of this policy shall be subject to the following conditions of continued employment:

a. If an employee has a breath-alcohol concentration of at least 0.02 but less than 0.04, he or she shall not drive a commercial vehicle or engage in any other safety sensitive activities for at least 24 hours.

b. If an employee tests positive for drugs, tests positive for a blood-alcohol level of 0.04 or greater, and/or engages in any other conduct prohibited by this policy relating to drugs and/or alcohol, the employee will be immediately removed from duties requiring the driving of a commercial vehicle and will not be permitted to return to work unless the employee: (i) has been evaluated by a substance abuse professional; (ii) has complied with any rehabilitation prescribed

by a substance abuse professional; and (iii) has successfully completed a return to duty test for drugs and/or alcohol.

c. Upon completion of a recommended rehabilitation program and successful return to work, the employee will be subject to follow-up random testing for up to 60 months as recommended by the substance abuse professional and the Village with a minimum of six such unscheduled tests within the first 12 months of returning to duty.

#### **4. Required Records from Prior Employment as Driver of a Commercial Vehicle**

In accordance with applicable law, any individual who is given an offer of employment for a safety-sensitive position requiring a commercial driver's license (CDL) and who has worked as a driver of a commercial vehicle during the two-year period immediately preceding the offer of employment, must authorize his or her prior employer(s) during the two-year period immediately preceding the offer of employment to release information to the Village regarding any positive alcohol or drug tests and/or any refusal to submit to an alcohol or drug test.

This information must be obtained before the individual can be hired by the Village. However, if the information has not arrived by the individual's anticipated start date and the individual has passed a pre-employment drug test, the individual may be hired, and the requested information can be obtained from the individual's prior employer(s) within 14 calendar days of the individual's date of hire. If the information has not been received within 14 calendar days of the individual's date of hire, the individual will not be permitted to drive a commercial vehicle until the information has arrived. If the information obtained from any prior employer indicates that the individual tested positive for drugs or alcohol or refused to be tested during the past two years, that individual will not be permitted to drive a commercial vehicle unless subsequent information indicates that the individual was evaluated by a substance abuse professional and successfully completed return to duty testing.

#### **C. Drug and Alcohol Testing of Public-Safety Employees**

The Village explicitly prohibits its public safety employees, including law enforcement officers, corrections officers, probation officers, paramedics, and firefighters, from the consumption, possession, sale, purchase, or delivery of cannabis or cannabis-infused substances while on or off duty.

#### **D. Voluntary Treatment for the Abuse of Drugs and/or Alcohol**

The Village maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. The Village strongly encourages employees who believe or suspect that they may be abusing drugs and/or alcohol to voluntarily seek treatment before their job performance is affected. Any employee who notifies the Village of alcohol or drug abuse problems will be treated in the same manner as any other employee with an illness. Information and communications regarding an

employee's voluntary treatment or counseling due to actual or suspected drug and/or alcohol abuse shall remain confidential in accordance with state and federal law.

Employees who voluntarily seek treatment for drug and/or alcohol abuse shall not be subject to discipline, discharge, or discrimination based solely on such voluntary treatment if the treatment is sought prior to:

1. The employee testing positive for illegal drugs and/or alcohol;
2. The employee being notified of an upcoming drug and/or alcohol test;
3. The occurrence of an event that gives rise to reasonable suspicion that the employee is under the influence of drugs and/or alcohol;
4. Any return to duty or related follow-up testing for drugs and/or alcohol; and/or
5. The occurrence of an accident which requires the employee to submit to drug and/or alcohol testing.

Employees who seek voluntarily treatment for drug and/or alcohol abuse shall continue to be subject to appropriate disciplinary action up to and including termination for substandard job performance, unexcused absences, abuse of drugs and/or alcohol, or any other violations of this manual, whether such violations are directly or indirectly related to the employee's use of drugs and/or alcohol.

Furthermore, employees who voluntarily seek treatment for drug and/or alcohol abuse shall not be excused from required drug and/or alcohol testing in accordance with this policy even when voluntary treatment was sought prior to the testing in question. No employee shall be permitted to use voluntary treatment for drug and/or alcohol abuse to avoid otherwise legitimate disciplinary action for failure to comply with this policy or other provisions of the manual.

Employees may request a medical leave of absence to obtain treatment for drug and/or alcohol abuse in accordance with the Family and Medical Leave Act of 1993 and other applicable law.

Such leave requests shall be treated in the same manner as any other request for leave pursuant to this policy. The Village may also grant reasonable accommodations for employees being treated for drug and/or alcohol abuse so long as those employees are participating in a treatment program and are not currently abusing drugs and/or alcohol. The Village will not retaliate or discriminate against any employee for requesting leave or a reasonable accommodation to obtain treatment for drug and/or alcohol abuse.

### **3.2 Hiring Process**

A. The Village Administrator or designee will coordinate the hiring process for all non-appointed administrative position vacancies. The Board of Police and Fire Commissioners is responsible for the recruitment and certification of full-time police officers to ensure compliance with contractual, legal, and equal opportunity requirements. The Chief of Police is responsible for the recruitment and certification of all part-time police officers.

B. All non-sworn openings are to be posted on the approved Village bulletin boards and all positions on the Village's website. Even though a job opening has been posted, the Village retains the final right to determine whether or not the opening should be filled, and by whom.

C. All applicants for Village employment shall complete and sign an application for employment. The applicant will be asked to supply complete information relating to past employment, education, experience, training, references, and other qualifications where applicable. An applicant or employee shall be considered only on the basis of their qualifications as required by the position they seek or hold relative to experience, training, physical fitness, abilities, skills, knowledge, and their personal character and integrity.

D. Reference, criminal background, credit checks, and drug screening, including for cannabis, shall be conducted for any position which the Village Administrator deems necessary according to appropriate State regulations. A waiver shall be signed by the applicant prior to conducting the screening.

E. A written record summarizing such reviews shall be retained in the employee's personnel file.

F. Applicants must provide evidence of identity and employment eligibility. New employees will be advised as to the proper documents which must be provided to the Village.

### **4.3 Reasons for Disciplinary Action**

Some general things for which an employee may be disciplined include, but are not limited to:

1. Violation of any lawful or official regulation, ordinance, law, order, rule, or policy in this manual.
2. Insubordination by failing to comply with any lawful direction given by a supervisor.
3. Reporting to work under the influence of intoxicants or non-prescription/illegal drugs, including cannabis, or using such substances while on Village property. Failure to report to a Supervisor the

use of any prescription drug(s), which may affect the employee's ability to perform necessary job duties.

4. The unauthorized use, possession, manufacture, distribution, or sale of an illegal drug, alcohol, or cannabis on Village premises or while on Village business, in Village-supplied vehicles, or during working hours. Storing any illegal drug, drug paraphernalia, any controlled substances of which use is unauthorized, cannabis, or container of alcohol in or on Village property (including vehicles) is also prohibited.

5. Refusing to submit to an inspection when there is reasonable suspicion to believe that an employee's job performance may be impaired by drugs, cannabis, or alcohol. In such circumstances, the Supervisor may direct the employee to submit to a drug/alcohol test or search, with or without employee consent, and including all areas and property in which the Village maintains control or joint control with the employee.

6. Absence without leave; failure to report to a Supervisor when absent; or, the use of leave in an unauthorized manner.

7. Excessive or chronic absenteeism and/or tardiness, or being wasteful with working time.

8. Incompetence, negligence, inefficiency, or failure or inability to perform assigned duties.

9. Causing damage to public property or being wasteful of Village supplies through negligence or willful misconduct, or failure to take reasonable care of Village material or property.

10. Inability to get along with fellow employees so that the work being done is hindered and not up to required levels.

11. Immoral, unethical, or disgraceful actions or any other personal conduct likely to impact the efficiency of the Village service or bring the Village into disrepute, while on or off duty.

12. Commission of a felony or gross misdemeanor while on or off-duty.

13. Misappropriation of Village funds.

14. Use of Village vehicles, equipment, supplies, or tools for personal use or unauthorized purposes.

15. Making false statements, failing to provide requested information, or falsification of any records when applying for employment.

16. Falsification of any Village records including time sheets.

17. Divulging or misusing confidential information, including removal from Village premises, without proper authorization, any employee lists, records, designs, drawings, or confidential information of any kind.

18. Accepting fees, gifts, or other items of value in connection with work performed on Village time or as a representative of the Village or violating the Gift Ban Act.

19. The use of profanity or abusiveness in attitude or language; conduct resulting in physical harm, injury, or harassment of Village employees or the public.

20. Any other good and sufficient reason