

City of Crystal Lake Administrative Directives

Table of Contents

ADMINISTRATION

City Council Agenda Preparation
Electronic Mail Retention
Freedom of Information Act
Government Access Programming and Bulletin Boards
Standardized Memo Format

FINANCE

Credit Card Usage
Smartphone Reimbursement

HUMAN RESOURCES

Absence Without Leave
Appearance of Municipal Complex
Appearance of Municipal Facilities
Appointment to Acting Status
Assigned Vehicle Use
Attendance and Working Hours
Availability for Emergency Assistance
Background Investigation
Bereavement Leave
Blood Donation Leave
Bulletin Boards
Classification Plan
Compensation Plan
Donation of Leave Time
Drug and Alcohol Free Workplace
Electronic Communications Tools
Employee Assistance Program

Table of Contents continued

Employee Benefits
Employee Discipline
Employee Identification Badge and Proximity Card
Employment Definitions
Employment of Family Members
Equal Employment Opportunity
Grievance Procedure
Harassment Prevention
Illinois School Visitation
Internship Program
Medical Examinations
Municipal Complex Fitness Center Use
Performance Evaluation Program
Personal Business Time
Personnel Files
PSEBA
Sick Leave
Sick Leave Incentive
Smoke Free Workplace
Temporary Leave of Absence
Timesheets and Payroll
Vacation Time
VESSA Leave
Violence Prevention
Visitor Policy and Visitor Badge

INFORMATION TECHNOLOGY

iPad/Laptop Reimbursement
Social Media Policy

RISK MANAGEMENT

Annual Sidewalk Replacement
Fleet Safety & Vehicle Use Guidelines
Risk Management - OSHA Recordkeeping