

Agenda Item # 44

Distribution
County Board
County Administrator
Human Resources
State's Attorney

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

COUNTY BOARD, LAKE COUNTY, ILLINOIS

ADJOURNED REGULAR SEPTEMBER, A.D., 2004 SESSION

MARCH 8, A.D., 2005

MADAM CHAIRMAN AND MEMBERS OF THE COUNTY BOARD:

Your Financial and Administrative Committee presents herewith a Resolution amending the Lake County Employee Policy and Procedures Ordinance, Section 10.5; and request its adoption.

Respectfully submitted,

[Signature] AYE NAY
CHAIR X

[Signature] X
VICE-CHAIR

[Signature] ✓

Robert Sabonjian Present

[Signature] ✓

FINANCIAL and ADMINISTRATIVE COMMITTEE

RESOLUTION

WHEREAS, the County of Lake established the Employee Policies and Procedures Ordinance to serve as a clear policy statement, providing for the equitable treatment of employees as well as the terms, conditions and benefits of the Lake County employment relationship; and

WHEREAS, the County of Lake establishes policies and procedures to ensure its compliance with relevant County Board Rules and State and Federal laws concerning employment and conditions of employment; and

WHEREAS, the County of Lake is committed to maintaining its employment practices, and thus subjects said practices to modification and development in order to be responsive to changes in the employment population.

NOW, THEREFORE, BE IT ORDAINED, by this County Board of Lake County, Illinois that the Lake County Employee Policies and Procedures Ordinance is hereby amended to include revised Section 10.5 as attached hereto and made part of this ordinance.

DATED, at WAUKEGAN, LAKE COUNTY, ILLINOIS, on this 8th day of March, A.D., 2005.

10.5 Gifts, Conflict of Interest, Bribery, Honoraria,

Effective Date: March 8, 2005

Policy

Conflict of Interest

No employee of the County shall have any substantial interest, direct or indirect, or engage in any business transaction or professional activity or incur any obligation of any nature that is in conflict with the proper discharge of his/her duties in the public interest.

Gifts

No employee of the County shall directly or indirectly receive or agree to receive any compensation, gift, reward or gratuity from any source except Lake County, for any matter or proceeding connected with or related to the duties of such employee. Employees may, however, accept nominal gifts similar to advertising samples (i.e. pens, note pads, etc.). No employee of the County shall use his/her position to secure special privileges or exemptions, personally or for others.

Honoraria

Honoraria or expenses paid for papers, talks, demonstrations or appearances made by employees on their own time shall not be deemed a violation of this section provided such activity is approved by the Department Head.

Department Heads must receive prior Standing Committee approval for receiving honoraria or expenses paid for papers, talks, demonstrations or appearances made on their own time wherein they are acting or speaking in their official capacity as an official of Lake County government.

Meals

Employees are discouraged from regularly accepting food or refreshments from an individual or organization with whom Lake County is involved in business activities. Employees authorized by their Department Head or the County Administrator may accept food or refreshment not exceeding \$75 in value on a single calendar day provided the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered.