

Employment Policies

Residency Policy

Regular full time employees of the Town shall reside within the corporate limits of the Town of Normal, the City of Bloomington, McLean County or [within a Twenty \(20\) mile radius](#) of the intersection of Main and College Avenue. Department Heads and key professionals designated by Personnel Code shall reside within the corporate limits of the Town. The City Manager, in writing for good cause, may grant exemptions from the foregoing residency requirements. New employees residing outside of the corporate limits will be granted a reasonable period of time to move within the Town limits.

Equal Opportunity Employer

The Town of Normal is an Equal Opportunity Employer. The Town encourages and fosters the employment, compensation, promotion, and other conditions of employment, of all properly qualified persons without regard to race, color, religion, sex, sexual orientation, marital status, ancestry, national origin, age, disability, matriculation, political opinion or affiliation, or unfavorable discharge from military service.

Anyone needing an ADA accommodation must contact the Human Resources Department in a timely manner prior to the start of the selection process.

Nepotism Policy

Under the Town's Nepotism Policy applicants cannot be hired into a position within the same department as a first cousin relative or closer, whether from blood or marriage.

Personal Employee Conduct

The Town of Normal intends to maintain a professional, customer-friendly work environment for all employees. As such, employees must exercise courtesy, discretion and a commitment to service excellence regarding all matters of Town business and contact with our citizens, customers and all others with whom we come into contact. Employees should also refrain from any action that might reflect adversely upon the Town. Employees are viewed by the public as representatives of the Town and shall be expected to act as such. Employees are also expected to treat each other in the same manner.

Town of Normal employees are expected to comply with all laws, ordinances, directives, personnel policies and practices of the Town. Employees should conduct themselves in a positive manner that promotes the Town, on duty and off. They should act to promote the most efficient operation of their department, the performance of their duties, and the health and safety of themselves, their co-workers and the public. Any employee who violates, federal, state or local laws must promptly notify his or her supervisor.

Personnel Policies, Directives and Practices

It is the purpose of Personnel Policies, directives and practices to establish the usual procedures that will serve as a guide to administrative action concerning the various personnel activities and transactions. They are intended to indicate the customary and the most reasonable methods whereby the aims of the personnel program can be carried out. ***These policies, directives, and practices are not to be considered as establishing a contract of employment, nor are they to be considered as establishing property rights. The Town has the authority and discretion to modify and waive application of these policies, directives, and practices in any instance.***