

CITY OF LE ROY

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ORDINANCE NO. 142

WORK POLICIES, RULES AND REGULATIONS  
CITY EMPLOYEES

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ADOPTED BY THE

CITY COUNCIL

OF THE

CITY OF LE ROY

THIS 15 DAY OF MARCH, 1981

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Published in pamphlet form by authority of the  
City Council of the City of Le Roy, McLean County,  
Illinois, this 16th day of March, 1981.

ORDINANCE NO. 142

BE IT ORDAINED by the City Council of the City of Le Roy, McLean County, Illinois in regular session this 16th day of March, 1981, that the following work policies, rules and regulations for City Officers and Employees become effective and in full force May 1, 1981.

SECTION I. Holiday and Personal Days.

The following holidays will be allowed each officer and full-time employees:

NEW YEARS DAY	LABOR DAY	CHRISTMAS
MEMORIAL DAY	THANKSGIVING DAY	FLOATING HOLIDAY -
4th OF JULY	FRIDAY AFTER THANKSGIVING	(DEC. 24, 1981)
		BIRTHDAY

Two paid personal days per year. Personal days not accumulative.

Additional three days off for death in immediate family. This will include Mother, Father, Brother, Sister, Husband, Wife, Grandmother, Grandfather, Father-in-law, Mother-in-law. If time off falls in regular scheduled work days, employee will be paid full pay for those three days.

City personnel must work their workday preceding the holiday and their first workday following the holiday to receive holiday pay. Should a holiday fall on a Saturday, Sunday or on a day an employee is regularly scheduled to work, he shall be given a day's pay for that holiday, providing that the employees worked the regularly scheduled workday prior to the holiday and worked the regularly scheduled workday following the holiday

The person's birthday must be taken on the date of his birthday. Should the birthday fall on another national holiday, on a Saturday, Sunday or on a day the person is not scheduled to work, the birthday holiday shall be taken on the preceding workday. If the birthday holiday is not taken on the day of the birthday, or as designated above, he then loses the holiday and there will be no compensation made.

All employees who are required to work to maintain essential services to the City shall be compensated by an additional hour's pay for each hour worked in addition to regular holiday pay. Any employee not scheduled to work, who is required to work due to an emergency situation, shall be compensated at one and one-half (1½) times his regular rate of pay in addition to the regular holiday pay.

All overtime to be worked on a holiday shall be at the discretion of the Mayor, or in his absence, the Superintendent of the department and by consultation with the Chairman of the Committee of the Council that is connected with the department.

SECTION II. Sick Pay And Insurance Coverage For Full-Time Employees.

All full-time employees, after two (2) consecutive days of sick leave, must provide the City with a Doctor's statement of illness to qualify the employee for compensation for any additional sick days for the same illness.

Sick days will accumulate for a maximum of thirty (30) days - first year will follow present policy as follows. Employees shall be allowed regular pay at basic rates on scheduled working days absent from duty when incapacitated by illness or physical injury (not compensable under workmans compensation act) in accordance with the following schedule.

A. First seven days sick leave allowance will be granted to all employees each fiscal year.

B. Up to ten (10) additional days with 100% pay will be given to any employee who with the proper certificates from a qualified Physician, states that he is unable to perform his normal work functions and is approved by a majority of the City Council.

SECTION II. Continued

C. Department heads will approve sick leave absences and the burden of proof will be on the employees. To qualify for sick leave, all employees are required to notify their department Superintendent before the scheduled starting time that day, failure to do so will result in loss of pay.

D. Any part of an eight (8) hour day will be considered as a day of sick time.

E. Sick days are not to be used as personal time off. Anyone in violation of this policy will relinquish any sick time for the remainder of the fiscal year.

F. The City of Le Roy will pay on all full-time employees health insurance with Dental Clause to a maximum annual rate of \$1,868.04 per family. Any increase beyond this amount will be paid by employees. There will be no readjustment if premium fluctuates or salary differential for single person coverage.

G. The City Clerk will be required to contribute one-half ( $\frac{1}{2}$ ) of yearly coverage cost. The maximum City contribution will be \$934.02 annually.

Sick leave is a privilege granted to the employees by the City and if not a right of the employee.

Compensation for sick pay shall be figured on the basis of an eight-hour workday, not on hours worked that would create an overtime situation at the end of forty (40) hours worked.

SECTION III. Vacation Time

Vacation shall be allowed in accordance with the following schedule:

After 1 year of employment	1 week
After 2 years of employment	2 weeks
After 8 years of employment	3 weeks
After 15 years of employment	4 weeks

All vacations shall be taken and there shall not be allowed the person to work the vacation days and receive additional pay or overtime.

Vacation may be taken one day at a time with prior approval of Dept. head but not to be taken in hours or 1/2 days due to additional administrative work load.

Only one person may be off at one time from each department.

Vacation will be allowed on the actual years of employment from the starting date of the person and not on the fiscal year of the City.

Vacation time may be accumulated for two years without loss of time, however, any person with more than fifteen (15) years of employment or four (4) weeks of vacation must get approval of the department head and the majority of the City Council approval to take their vacation all at once due to the hardship it could create in that department.

For definition purposes, vacation time will be figured on an eight-hour workday, forty (40) hour week.

SECTION IV. Miscellaneous

All employees will be required to learn and be trained to operate all machinery and vehicles necessary to their departments daily operation.

All coffee breaks shall be limited to fifteen (15) minutes in the first four (4) hours worked, and fifteen (15) minutes in the second four (4) hours worked. The time for the break shall start from the time the employee leaves the job site and it shall end when he again returns to that same job site or another site as assigned by the Superintendent of that department.

Employees working at the overtime rate shall not qualify for the coffee breaks as outlined above.

SECTION IV cont.

No part-time personnel will be used without consent of Council.

All new personnel will be approved by the majority of the Council.

Superintendents will not be paid at the overtime rate of their salary when they are doing work that ordinarily would be worked by an hourly employee. If it becomes necessary that ordinary work be performed on an overtime basis, then an employee will be assigned to perform the work. If it is not possible for an hourly employee to perform the work and the Superintendent must do the work, then he shall keep a record of the hours worked and when the hours total exceed twenty (20) hours per month, ten percent (10%) of the excessive overtime hours will be allowed off. No overtime pay will be paid to Supervisory Personnel but will be taken into consideration when evaluating their annual salary.

BE IT FURTHER ORDAINED that all prior ordinance or portions thereof of this City in conflict herewith be and they are hereby repealed.

PASSED this 16th day of March, A. D., 1981.

APPROVED:

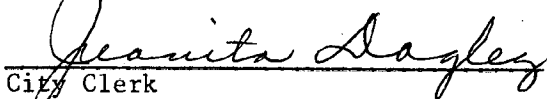
  
\_\_\_\_\_  
Mayor

AYES: Bruce Owens, Jerry Davis, Randy Zimmerman

Gary Bulta, Jack Gassaway

NAYS: None

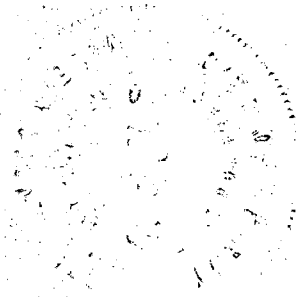
ATTEST:

  
\_\_\_\_\_  
City Clerk

STATE OF ILLINOIS)

COUNTY OF MC LEAN)

I, Juanita Dagley, duly elected and qualified City Clerk of the City of Le Roy, Illinois, do hereby certify that the foregoing is a true and correct copy of an ordinance passed by the City Council on March 16, 1981, published in pamphlet form. The record of the final vote on its passage can be found in the minutes of the March, 16, 1981 council meeting.



*Juanita Dagley*

Juanita Dagley  
City Clerk