

ORDINANCE NO. 74

BE IT ORDAINED by the City Council of the City of Le Roy, McLean County, Illinois in regular session this 17th day of April, 1978 that the following work policies, rules and regulations for City Officers and Employees become effective and in full force on May 1, 1978:

SECTION I. Holidays.

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

NEW YEARS DAY	THANKSGIVING DAY
MEMORIAL DAY	CHRISTMAS
4th of JULY	BIRTHDAY
LABOR DAY	

City personnel must work their workday preceding the holiday and their workday following the holiday to receive holiday pay. Should a holiday fall on a Saturday, a 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 employee works the regularly scheduled workday prior to the holiday and works the regularly scheduled workday following the holiday.

The person's birthday holiday 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 the 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 ($1\frac{1}{2}$) 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 that department.

SECTION II. Sick Pay 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 addition sick days for the same illness.

All full-time employees will be allowed seven (7) days per year sick leave. Sick leave days are accumulative for two years. All employees off work on disability other than ordinary sickness, such as surgery, recovery or disability not covered by workman's compensation, shall be allowed full pay up to 10 working days. This will be over and beyond the regular seven days sick leave allowance.

All sick leave absences are to be approved by the department head.

Sick leave days shall be based on the fiscal year of the City.

Sick leave is a privilege granted to the employee by the City and is 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

Vacations shall be allowed in accordance with the following schedule:

1 year of employment	40 hours (1 week)
2 to 5 years of employment	80 hours (2 weeks)
After 5 years of employment	100 hours (2½ weeks)
After 10 years of employment	120 hours (3 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 pay.

Only one person may be off at any 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.

SECTION IV. Miscellaneous

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 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 job site as assigned by the Superintendent of that department.

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

Superintendents will not take extended coffee breaks in a business establishment or at their residence.

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 and when the hours become excessive, an adjustment will be made by allowing additional time off for a percent of the hours worked. Only under unusual circumstances and with the approval of the Mayor and the Chairman of the committee of that department will there be monetary reimbursement for supervisory personnel who work overtime.

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

PASSED this 17th day of April, A. D., 1978.

APPROVED:



Mayor

AYES: 5

NAYS: 0

ATTEST:

City Clerk