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CITY OF LeROY  
COUNTY OF McLEAN  
STATE OF ILLINOIS

ORDINANCE NO. 298

ADOPTED BY THE CITY COUNCIL OF THE CITY OF LeROY THIS 1st DAY OF June, 1987

PRESENTED: June 1, 1987  
PASSED: June 1, 1987  
APPROVED: June 1, 1987  
RECORDED: June 1, 1987  
PUBLISHED: June 1, 1987  
In Pamphlet Form/In Newspaper

Voting "Aye" 6  
Voting "Nay" 0

The undersigned being the duly qualified and acting City Clerk of the City of LeRoy does hereby certify that this document constitutes the publication in pamphlet form, in connection with and pursuant to Section 1-2-4 of the Illinois Municipal Code, of the above-captioned ordinance and that such ordinance was presented, passed, approved, recorded and published as above stated.

*Jeanita Hagley*  
\_\_\_\_\_  
City Clerk of the City of LeRoy,  
McLean County, Illinois

(SEAL)

Dated: June 1, 1987

BE IT ORDAINED by the City Council of the City of Le Roy, McLean County, Illinois in regular session this 1st day of June, 1987, that the following work policies, rules and regulations for City Officers and Employees become effective and in full force May 1, 1987.

SECTION I. HOLIDAYS AND PERSONAL DAYS

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

NEW YEARS DAY	LABOR DAY	CHRISTMAS
MEMORIAL DAY	THANKSGIVING DAY	FLOATING HOLIDAY-
4TH OF JULY	FRIDAY AFTER THANKSGIVING	(Dec. 24, 1987)
	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 in full for those three days.

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.

When an authorized holiday or its observed equivalent falls on a employee's regular scheduled work day, the employee shall be excused from work and shall be allowed a regular day's pay provided the employee works the employee's last full unexcused shift preceding the holiday and the employee's first full unexcused shift following the holiday. However, an employee shall not receive a regular day's pay for a holiday if the employee fails to work on such holiday when the employee was so notified before quitting time of the employee's tour of duty on the employee's last scheduled work day preceding the holiday. If an employee works on an authorized holiday or its observed equivalent, the employee shall be paid the employee's regular hourly rate for the first eight (8) hours worked.

If a holiday falls on a Saturday, the employee will be allowed Friday off in observance of the holiday. If a holiday falls on a Sunday, the employee will be allowed Monday off in observance of the holiday.

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.

A. Seven days sick leave allowance will be granted to all employees each fiscal year. Sick days will accumulate for a maximum of thirty (30) days. Employees shall be allowed regular pay at basic rates on scheduled working days absent from duty when incapacitated by illness or physical injury (no compensable under workmans compensation act).

B. Department heads will approved 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 departments Superintendent before the scheduled starting time that day. Failure to do so will result in loss of pay.

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

D. 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.

E. The City of Le Roy will pay on all full-time employees health insurance with Dental Clause to a maximum annual rate of \$2643.24 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.

F. The City Clerk's insurance will be paid 100% by City but will be required to contribute one half (½) for family coverage. Maximum City contribution will be \$1321.62.

Sick leave is a privilege granted to the employees 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

Vacation shall be allowed in accordance with the following schedule:

After 1 year employment	1 week
After 2 years employment	2 weeks
After 8 years employment	3 weeks
After 15 years 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 Department head but not to be taken in hours or one-half 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 may 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) your 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 outlined above.

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

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

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

PASSED BY the Mayor and City Council of the City of Le Roy, Illinois, on the 1st day of June, 1987.

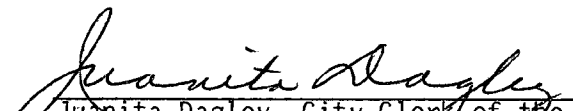
Aldermen elected: 6

Aldermen present: 6


AYES: Steve Dean, Jon Winston, Jerry Davis, Randy Zimmerman, Patrick Derby

David King

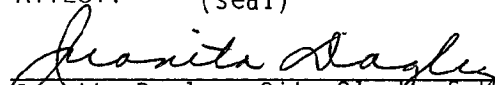
NAYS: None

  
Juanita Dagley, City Clerk of the  
City of Le Roy, Illinois

Approved by the Mayor of the City of Le Roy, Illinois, this 1st day of June, 1987.

  
Jack Moss, Mayor of the City of  
Le Roy, Illinois

ATTEST: (seal)

  
Juanita Dagley, City Clerk of the City of Le Roy, Illinois

CERTIFICATE

I, Juanita Dagley, certify that I am the duly elected and acting municipal clerk of the City of Le Roy, McLean County, Illinois.

I further certify that on June 1, 1987, the Corporate Authorities of such municipality passed and approved Ordinance No. 298, entitled:

WORK POLICIES, RULES AND REGULATIONS

which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. 298, including the Ordinance and a cover sheet thereof was prepared, and a copy of such Ordinance was posted in the municipal building, commencing on June 1, 1987, and continuing for at least ten days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the municipal clerk.

Dated at Le Roy, Illinois, this 1st day of June, 1987.

(seal)

Juanita Dagley  
Juanita Dagley, Municipal Clerk  
of the City of Le Roy, Illinois

STATE OF ILLINOIS )  
                          ) SS.  
COUNTY OF MC LEAN )

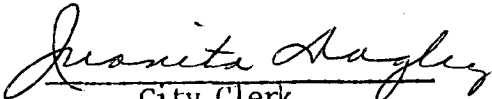
I, Juanita Dagley, do hereby certify that I am the duly qualified and acting City Clerk of the City of Le Roy, McLean County, Illinois, and as such City Clerk that I am the keeper of the records and files of the Mayor and the City Council of said City.

I do further certify that the foregoing is a true, correct and complete copy of an ordinance entitled:

WORK POLICIES, RULES AND REGULATIONS

That said ordinance was adopted by the Mayor and City Council of the City of Le Roy at a regular meeting on the 1st day of June, 1987, and that a faithful record of said ordinance has been made in the record books.

In Witness Whereof, I have hereunto set my official hand and seal of office this 1st day of June, 1987.

  
City Clerk

(Seal)

HUNT HENDERSON  
ATTORNEY AT LAW  
122 NORTH CHESTNUT STREET  
LEROY, ILLINOIS 61752

(309) 962-2791

City Clerk of LeRoy  
LeRoy City Hall  
111 East Center St.  
LeRoy, IL 61752

June 8, 1987

Dear Juanita:

By legislation passed in late 1979, effective January 1, 1980, each municipality in the State of Illinois during the month of June of each calendar year must investigate and ascertain the prevailing rate of wages to be paid for work on public works and most post or keep available such determination of the prevailing wages, as well as file a certified copy of the findings made by the municipality in the office of the Secretary of State in Springfield. This legislation, Chapter 48, Paragraphs 39s-1 through 39s-12, also provides, under 39s-4, that a municipality may request the Department of Labor in the State of Illinois to ascertain the prevailing rate of wages.

Enclosed please find the original and four copies of the ordinance for the City of LeRoy for the adoption of the prevailing wage rate for public works to be constructed within the city. Please have this ordinance adopted by the City Council at your next meeting. By state law, every municipality in the State of Illinois must adopt a prevailing wage ordinance during the month of June of each year.

After this ordinance has been adopted, please return one fully executed copy to me to keep in my file. You will also need to send one certified copy of the ordinance to the Office of the Secretary of State and one certified copy to the Department of Labor, both in Springfield, Illinois.

Although this ordinance must be published in some fashion, it may be published by a short notice in the newspaper indicating that the ordinance is published in pamphlet form and indicating that the pamphlets are available at certain places during normal business hours for viewing by the public.

Should you have any questions, please feel free to call me at your convenience.

Sincerely yours,

  
Hunt Henderson

HH/pb - Enc.

P.S. Enclosed please find letters which I have prepared for your convenience in forwarding a certified copy of the ordinance to the Secretary of State and to Illinois Department of Labor. Also enclosed is a Notice which I have prepared for publication in the newspaper.



**Illinois Department of Labor**

**Gwen R. Martin**  
*Director*

June 25, 1987

Ms. Juanita Dagley, City Clerk  
City of LeRoy  
P. O. Box 151  
LeRoy, IL 61752

Dear Ms. Dagley:

This will acknowledge receipt of a resolution establishing Prevailing Rate of Wages for the City of LeRoy, County of McLean, dated June 15, 1987.

The Prevailing Wage Act, Illinois Revised Statutes, Chapter 48, Paragraph 39s-9 requires each public body to make a determination during the month of June of each calendar year.

The Prevailing Rate of Wages for construction work are on file in this office and are available upon request.

Thank you for your attention to this matter.

Sincerely,

David H. Hayes  
Superintendent

DHH:jw