

CITY OF LeROY
COUNTY OF McLEAN
STATE OF ILLINOIS

ORDINANCE NO. 396

WORK POLICIES, RULES & REGULATIONS

ADOPTED BY THE CITY COUNCIL OF THE CITY OF LeROY THIS 3rd DAY OF June, 1991

PRESENTED: June 3, 1991

PASSED: June 3, 1991

APPROVED: June 3, 1991

RECORDED: June 3, 1991

PUBLISHED: June 3, 1991

In Pamphlet Form/~~In Newspaper~~

Voting "Aye" 4
Voting "Nay" 2

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.

Juanita Bagley
City Clerk of the City of LeRoy
McLean County, Illinois

(SEAL)

Dated: June 3, 1991

ORDINANCE NO. 396

BE IT ORDAINED by the City Council of the City of Le Roy, McLean County, Illinois in regular session this 3rd day of June, 1991, that the following work policies, rules and regulations for City Officers and Employees become effective and in full force May 1, 1991.

SECTION I. HOLIDAYS AND PERSONAL DAYS

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

NEWS YEARS DAY	4TH OF JULY	FRIDAY AFTER THANKSGIVING
GOOD FRIDAY	LABOR DAY	CHRISTMAS
MEMORIAL DAY	THANKSGIVING DAY	FLOATING HOLIDAY

Two paid personal days for the first year of employment, three paid personal days per year after the first year of employment. Personal days are 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.

When an authorized holiday or its observed equivalent falls on an employee's regular scheduled workday, 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 (8) eight 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 ($1\frac{1}{2}$) 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 the department.

SECTION II. SICK PAY AND INSURANCE COVERAGE FOR FULL-TIME EMPLOYEES

All full-time employees, after three (3) 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 when Doctor's statement of illness or injury is presented. Doctor's statement of release from extended illness or injury is required before employee can return to work.

ORDINANCE NO. 396 cont.

A. Seven days sick leave allowance will be granted to all employees each fiscal year. Sick days will accumulate for 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 (not compensable under workmans compensation act).

B. 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 one (1) hour before the scheduled starting time that day. Failure to do so will result in loss of pay.

C. Four hours or less will be considered a half ($\frac{1}{2}$) day of sick time, Four (4) hours or more will be considered a full 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 rate of \$5312.28 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 health insurance with Dental Clause will be paid 100% by City for family coverage. Maximum contribution per year to be \$5312.28.

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 the person shall not be allowed 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.

One and one-half ($1\frac{1}{2}$) years worth of vacation time may be accumulated 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 would create in that department.

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

ORDINANCE NO. 396 cont.

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.

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 3rd day of June, 1991

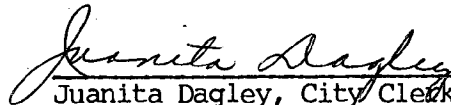
Aldermen elected: 6

Aldermen present: 6

AYES: David Spratt, William Swindle, Gary Bulta, Jerry Davis, Robert D. Johnson

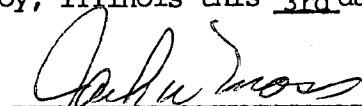
Randy Zimmerman

NAYS: None



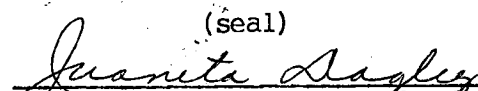
Juanita Dagley, City Clerk of the
City of Le Roy, Illinois

APPROVED BY the Mayor of the City of Le Roy, Illinois this 3rd day of June, 1991.



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

ATTEST:

(seal)


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

STATE OF ILLINOIS)
)
COUNTY OF MC LEAN)

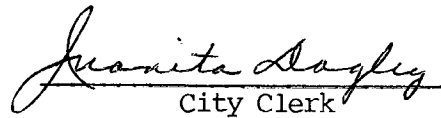
I, Juanita Dagley, do hereby certify that I am the duly qualified and acting City Clerk of the City of Le Roy, McLean County, Illinois, and as such City Clerk that I am the keeper of the records and files of the Mayor and the City Council of said City.

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 #RD day of June, 1991, and that a faithful record of said ordinance has been made in the record books.

Dated this 3rd day of June, 1991.


City Clerk

(SEAL)

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 3, 1991, the Corporate Authorities of such municipality passed and approved Ordinance No. 396, 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. 396, including the Ordinance and a cover sheet thereof was prepared, and a copy of such Ordinance was posted at the municipal building, commencing on June 3, 1991, 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 3rd day of June, 1991.

(seal)

Juanita Dagley
Municipal Clerk