

**ORDINANCE NO. 535**

**AN ORDINANCE APPROVING WORK POLICIES  
RULES AND REGULATIONS FOR CITY OFFICERS AND EMPLOYEES**

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ADOPTED BY THE CITY COUNCIL OF THE CITY OF LE ROY, THIS  
2ND DAY OF MAY, 1994

PRESENTED: MAY 2, 1994

PASSED: MAY 2, 1994

APPROVED: MAY 2, 1994

RECORDED: MAY 2, 1994

PUBLISHED: MAY 2, 1994

In Pamphlet Form

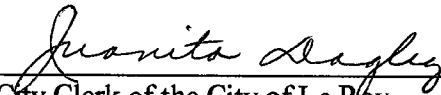
Voting "Aye" 4

Voting "Nay" 1

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The undersigned being the duly qualified and acting City Clerk of the City of Le Roy 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.

SEAL

  
\_\_\_\_\_  
City Clerk of the City of Le Roy,  
McLean County, Illinois

Dated May 2, 1994

ORDINANCE NO. 535

BE IT ORDAINED by the City Council of the City of Le Roy, McLean County, Illinois in regular session this 2nd day of May, 1994, that the following work policies, rules and regulations for City Officers and Employees become effective and in full force May 1, 1994.

**SECTION I. HOLIDAYS**

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

|               |                  |
|---------------|------------------|
| NEW YEARS DAY | THANKSGIVING DAY |
| GOOD FRIDAY   | FRIDAY FOLLOWING |
| MEMORIAL DAY  | THANKSGIVING     |
| 4TH OF JULY   | CHRISTMAS DAY    |
| LABOR DAY     | FLOATING HOLIDAY |

2. 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.
3. Any employee not scheduled to work, who is required to work due to an emergency situation, shall be compensated by an additional hour's pay for each hour worked, or the choice of a different day off for the holiday (to be used within one week of the holiday).
4. 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.
5. 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.
6. All overtime to be worked on a holiday shall be at the discretion of the Department Superintendent.

**SECTION II. PERSONAL DAYS**

1. Personal time is awarded at the beginning of the city's fiscal year not on the employee's anniversary date.

2. An employee shall receive sixteen hours personal time for the first year of employment. Twenty four hours of personal time will be awarded to the employee after the first year of employment. Personal time will be prorated for all new employees.
3. Personal time may be taken in one hour increments.
4. An employee is allowed an additional three days off for death in the immediate family, if time off falls on regular scheduled work days. The definition of immediate family to include Husband; Wife; Mother; Father; Brother; Sister; Grandmother; Grandfather; father-in-law; and mother-in-law.

### SECTION III. SICK PAY

1. Eight days sick leave allowance will be granted to all employees each fiscal year. Sick days may accumulate up to sixty (60) days. Employees shall be allowed a regular pay at basic rates on scheduled working days absent from duty when incapacitated by illness or physical injury (not compensable under workman's compensation act). Sick days to be pro-rated for new employees. Sick days not used upon termination or retirement are forfeited.
2. Sick time may be taken in one (1) hour increments.
3. 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.
4. If it is necessary for a full-time employee to use more than three (3) consecutive days of sick leave, the employee must provide the city with a doctor's statement of illness to qualify the employee for compensation for the sick days. If the employee suffers from an extended illness or injury, a doctor's statement of release will be required before returning to work.
5. 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. Sick leave is a privilege granted to the employees by the city and is not a right of the employee.
6. Compensation for sick pay shall be figured on the basis of an eight-hour work day, not on hours worked that would create an overtime situation at the end of forty (40) hours worked.

**SECTION IV INSURANCE COVERAGE**

1. All full-time employees health insurance with dental clause will be paid 100% by the city for employee coverage. City will pay \$104.50 toward spouse or family coverage.
2. The City Clerk's health insurance with dental clause will be paid 100% by city for clerk's coverage. The city will pay \$104.50 toward spouse or family coverage.

**SECTION V. VACATION TIME**

1. 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 11 years employment | 3 weeks and 1 day  |
| After 12 years employment | 3 weeks and 2 days |
| After 13 years employment | 3 weeks and 3 days |
| After 14 years employment | 3 weeks and 4 days |
| After 15 years employment | 4 weeks            |

\*Special Note - For the twenty fifth year of employment, employee shall receive one additional week of vacation as a one time special allowance for their anniversary year.

2. 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.
3. Vacation time may be taken in increments of one-half days or whole days at a time with prior approval of department head.
4. All vacation shall be taken and the person shall not be allowed to work the vacation days and receive additional pay or overtime.
5. One and one-half (1 1/2) years worth of vacation time may be accumulated without loss of time. Vacation time will not accumulate during disability leave. Any person with more than fifteen (15) years of employment, or four (4) weeks or more of vacation must get approval of the department head to take their vacation all at once due to the hardship it would create in that department. Department heads must have the majority of the City Council's approval in order to take four (4) or more weeks of vacation all at one time.
6. For definition purposes, vacation time will be figured on an eight (8) hour workday, forty (40) hour week.

**SECTION VI. MISCELLANEOUS**

1. 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.
2. Employees working at the overtime rate shall not qualify for the coffee breaks as outlined above.
3. No part-time personnel will be used without consent of the City Council.
4. All new personnel will be approved by the majority of the City Council.
5. When an employee serves on jury duty in McLean County, the city will pay the employee his/her regular salary.
6. Military duty; no city pay while serving; no lack of job security; no loss of benefits.
7. Maternity or family leave; excused up to twelve (12) weeks without pay; no lack of job security.

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

SECTION II. This ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form, as required by law.

PASSED by the City Council of the City of Le Roy, Illinois, upon the motion by Lois Parkin, seconded by Dave McClelland, by roll call vote on the 2nd day of May, 1994, as follows:

Aldermen elected   6  

Aldermen present   5  

VOTING AYE: Lois Parkin, Patrick Beaty, R.D. Johnson, Dave McClelland  
(names)

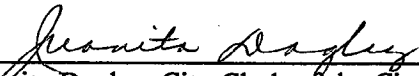
VOTING NAY: Randy Zimmerman

(names)


ABSENT, ABSTAIN, OTHER: Ron Litherland-absent

(names)

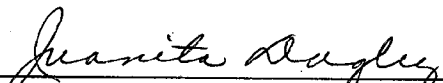
and deposited and filed in the office of the City Clerk in said municipality on the 2nd day of May, 1994.

  
\_\_\_\_\_  
Juanita Dagley, City Clerk of the City  
of Le Roy, McLean County, Illinois.

APPROVED by the Mayor of the City of Le Roy, Illinois, this 2nd day of May, 1994.

  
\_\_\_\_\_  
Jerry C. Davis, Mayor of the City of  
Le Roy, McLean County, Illinois

ATTEST: (SEAL)

  
\_\_\_\_\_  
Juanita Dagley, City Clerk of City of  
Le Roy, McLean County, 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 May 2, 1994, the Corporate Authorities of such municipality passed and approved Ordinance No. 535, entitled:

**AN ORDINANCE APPROVING WORK POLICIES  
RULES AND REGULATIONS FOR CITY OFFICERS AND EMPLOYEES**

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

The pamphlet form of Ordinance No. 535, including the Ordinance and a cover sheet thereof was prepared, and a copy of such Ordinance was posted at the municipal building, commencing on May 2, 1994, 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 2nd day of May, 1994.

(SEAL)

  
Municipal Clerk

(STATE OF ILLINOIS)

(COUNTY OF MCLEAN)

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 City Council of said City.

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

**AN ORDINANCE APPROVING WORK POLICIES  
RULES AND REGULATIONS FOR CITY OFFICERS AND EMPLOYEES**

That said ordinance was adopted by the Mayor and City Council of the City of Le Roy at a regular meeting on the 2nd day of May, 1994, and that a faithful record of said ordinance has been made in the record books.

Dated this 2nd day of May, 1994.

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City Clerk

(SEAL)