

21
ORDINANCE NO. ~~3.09~~

SALARY SCHEDULE

WHEREAS certain changes are desired in the Salary Schedule Ordinance of this City;

NOW THEREFORE, IT IS HEREBY ORDAINED by the Mayor and City Council of the City of LeRoy, McLean County, Illinois in regular session this ____ day of June, 1976 that the salary schedule for officers and employees of this City effective May 1, 1976 shall be as follows:

Section I. Salary Schedule for Officers of the City:

Mayor	\$2,000.00	yearly
City Clerk	\$5,400.00	yearly
Treasurer	\$ 800.00	yearly
Aldermen	\$ 10.00	per mtg. attended
Judges of Election	\$ 20.00	per election

Section II. Wage Schedule for Employees
City of LeRoy
For year May 1, 1976 to May 1, 1977

City Attorney

Superintendent of Streets	\$ 5,700.00
(May 1, 1976 to November 1, 1976)	
(November 1, 1976 to May 1, 1977)	\$ 5,950.00
Yearly	\$11,650.00
Superintendent of Water Dept.	\$11,742.00
City Marshall	
(May 1, 1976 to November 1, 1976)	\$ 5,000.00
(November 1, 1976 to May 1, 1977)	\$ 5,600.00
Yearly	\$10,600.00
Assistant Marshall	\$ 8,000.00
Full time employees - hourly	\$. 4.41

All new full time employees will be paid (30¢) below the regular rate of a full time employee for the first 30 days. At the end of the 30 days if the work is satisfactory then the employees rate of pay will be at the same rate as the other full time employees.

All part time employees will be paid at the rate of \$4.20 hour.

Yearly cost of known salaries

Hourly employees	Option I (52 weeks)	\$73,382.40
Superintendant of Streets		\$11,650.00
Superintendant of Water Dept.		\$11,742.00
City Marshall		\$10,600.00
Assistant City Marshall		\$ 8,000.00
Total of known expenditures (with option I)		\$115,374.40

Section III Holiday Time for Employees

The following holidays will be allowed to each full time City employee.

NEW YEARS DAY
MEMORIAL DAY
JULY 4TH
LABOR DAY
THANKSGIVING DAY
CHRISTMAS DAY
EMPLOYEES BIRTHDAY

Employees must work the day preceding the holiday and the day following the holiday to receive holiday pay.

The employees birthday holiday must be taken on the date of their birthday. Should the birthday fall on another national holiday, on a Saturday, Sunday or a day the employee is not scheduled to work, the birthday holiday shall be taken off the day preceding. 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 that are required to work to maintain essential services to the city, shall be compensated by an additional pay of $\frac{1}{2}$ of their regular rate of hourly pay. Any employee

not scheduled to work who is required to work, due to an emergency situation, shall be compensated at $1\frac{1}{2}$ times his regular hourly rate in addition to his 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 IV Sick Pay for Full Time Employees

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

All full time employees will be allowed (7) seven days per year sick leave. Sick leave days are not accumulative from year to year.

All sick leave absences will be approved by the department head.

Sick leave days shall be based on the fiscal year of the city. (May 1 to May 1 of each year.)

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 (8) eight hour work day, not on hours worked that would create an overtime situation at the end of (40) forty hours worked.

Section V Vactation 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 ($2\frac{1}{2}$ weeks)

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

Only one employee 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 employee and not on the fiscal year of the City.

Section VI Working Rules

All coffee breaks shall be limited to (15) fifteen minutes in the first (4) four hours worked, and (15) fifteen 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.

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

Superintendants will not be paid at the overtime rate of their salary when they are doing work that ordinarily would be worked by another hourly employee. If it becomes necessary that ordinary work be performed, on an overtime basis then the 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 so 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 that work overtime.

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

PASSED this ___ day of June, 1976.

AYES: _____ SIGNED: _____
Mayor

NAYS: _____ ATTEST: _____
City Clerk

THE ATTACHED SHEETS I,II,III ARE BEING SUBMITTED
BY THE FINANCE COMMITTEE TO THE LEROY CITY COUN-
CIL FOR THEIR CONSIDERATION, CORRECTIONS OR RE-
JECTION.

SUBMITTED THIS 3rd day of May, 1976

JACK GASSAWAY chairman
ROBERT ABNER member of committee
DEGRAFF MURRELL member of committee

WAGE SCHEDULE FOR EMPLOYEES
CITY OF LEROY

For year May 1,1976 to May 1,1977

Superintendant of Streets	(May 1,1976 to November 1,1976)	\$5,700.00
	(November 1,1976 to May 1,1977)	\$5,950.00
	Yearly	\$11,650.00
Superintendant offWater Dept.		\$11,742.00
City Marshall	(May 1,1976 to November 1,1976)	\$5,000.00
	(November 1,1976 to May 1,1977)	\$5,600.00
	Yearly	\$10,600.00
Assistant Marshall		\$8,000.00
Full time employees	option I	\$4.41 hour x
	option II	
	May 1,1976 to November 1,1976	\$4.45 hour
	November 1,1976 to May 1,1977	\$4.45 hour

All new full time employees will be paid (30%) below the regular rate of a full time employee for the first 30 days. At the end of the 30 days if the work is satisfactory then the employees rates of pay will be at the same rate as the other fulltime employees

All part time employees will be paid at the rate of \$4.20 hour

yearly cost of known salaries

Hourly employees	option I (52 weeks)	\$73,382.40*****
	option II (26 weeks)	\$36192.00
	(26 weeks)	\$37024.00
	total for 52 weeks	\$73,216.00*****
Superintendant of Streets		\$11,650.00
Superintendant of Water Dept.		\$11,742.00
City Marshall		\$10,600.00
Assistant City Marshall		\$ 8,000.00
Part times employees		??????????
Total of known wpenditures	(with option I)	\$115,374.40
	(with option II)	\$115,208.00

HOLIDAY TIME FOR EMPLOYEES

The following holidays will be allowed to each full time city employee.

NEW YEARS DAY
 MEMORIAL DAY
 JULY 4th
 LABOR DAY
 THANKSGIVING DAY
 CHRISTMAS DAY
~~EMPLOYEES BIRTHDAY~~

Employees must work the ^{work} day preceding the holiday and the ^{work} day following the holiday to receive holiday pay.

The ^{city personnel} employees birthday holiday must be taken on the date of their birthday. Should the birthday fall on another national holiday, on a Saturday, Sunday, or a day the ^{employee} is not scheduled to work, the birthday holiday shall be taken off the ^{work} day preceding. 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 ^{persons} employees that are required to work to maintain essential services to the city, shall be compensated by an additional pay of $\frac{1}{2}$ of their regular rate of hourly pay. Any employee not scheduled to work who is required to work, due to an emergency situation, shall be compensated at $1\frac{1}{2}$ times his regular hourly rate in addition to his 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.

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 (May 1, to May 1 of each year.)

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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)

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

Only one employee may be off at any one time from each department.

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WORKING RULES

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