

CITY OF LE ROY

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ORDINANCE NO. 161

Policies, Rules and Regulations for City Officers and Employees

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ADOPTED BY THE  
CITY COUNCIL  
CITY OF LEROY, ILL.

This 15th day of March, 1982

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Published in pamphlet form by authority of the City Council of the  
City of Le Roy, McLean County, Illinois this 17th of March, 1982.

ORDINANCE NO. 161

BE IT ORDAINED by the City Council of the City of Le Roy, McLean County, Illinois in regular session this            day of            , 1982, that the following work policies, rules and regulations for City Officers and Employees become effective and in full force May 1, 1982.

SECTION I. HOLIDAY AND PERSONAL DAYS.

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

NEW YEARS DAY	LABOR DAY	CHRISTMAS
MEMORIAL DAY	THANKSGIVING DAY	FLOATING HOLIDAY -
4TH OF JULY	FRIDAY AFTER THANKSGIVING	(DEC. 24, 1982)
		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 full pay 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 an employee's regularly 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 (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 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 \$2237.64 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 will be required to contribute one-half (1/2) of yearly coverage cost. The maximum City contribution will be \$1118.82 annually.

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 of employment	1 week
After 2 years of employment	2 weeks
After 8 years of employment	3 weeks
After 15 years of 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.



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

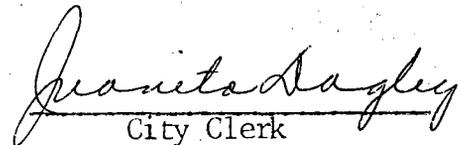
I, Juanita Dagley, do hereby certify that I am the duly qualified and acting City Clerk of the City of Le Roy, McLean County, Illinois, and as such City Clerk that I am the keeper of the records and files of the Mayor and the City Council of said City.

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

POLICIES, RULES AND REGULATIONS FOR OFFICIALS 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 15th day of March, 1982, 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 17th day of March, 1982.

  
City Clerk



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 March 15, 1982, the Corporate Authorities of such municipality passed and approved Ordinance No. 161, entitled 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. 161, including the Ordinance and a cover sheet thereof was prepared, and a copy of such Ordinance was posted in the City hall, commencing on March 17, 1982, 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 City Clerk.

DATED at Le Roy, Illinois, this 17th day of March, 1982.

(SEAL)

*Juanita Dagley*  
City Clerk