

CITY OF LE ROY

ILLINOIS

ORDINANCE NO. 273

WORK POLICIES, RULES AND REGULATIONS

ADOPTED BY THE

CITY COUNCIL

OF THE

CITY OF LEROY

THIS 5th DAY OF May, 1986

Published in pamphlet form by authority of
the City Council of the City of Le Roy,
McLean County, Illinois this 6th day of
May, 1986

BE IT ORDAINED by the City Council of the City of Le Roy, McLean County, Illinois in regular session this 5th day of May, 1986, that the following work policies, rules and regulations for City Officers and Employees become effective and in full force May 1, 1986

SECTION I. HOLIDAYS AND PERSONAL DAYS

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

NEW YEARS DAY	LABOR DAY	CHISTMAS
MEMORIAL DAY	THANKSGIVING DAY	FLOATING HOLIDAY -
4TH OF JULY	FRIDAY AFTER THANKSGIVING	(Dec. 26, 1986)
	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 (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 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 \$2918.16 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 (1/2) for family coverage. Maximum City contribution will be \$1459.08 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 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) 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 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.

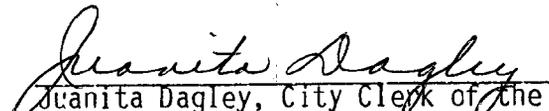
PASSED BY the Mayor and City Council of the City of Le Roy, Illinois, on the 5th day of May, 1986.

Aldermen elected: 5

Aldermen present: 4

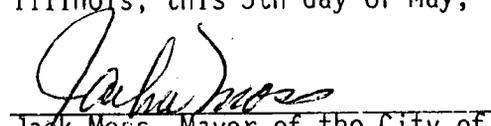
AYES: King, Derby, Davis, Bulta

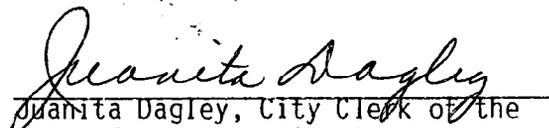
NAYS: None


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

Approved by the Mayor of the City of Le Roy, Illinois, this 5th day of May, 1986.

ATTEST:
(seal)


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


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 May 5, 1986, the Corporate Authorities of such municipality passed and approved Ordinance No. 273, 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. 273, including the Ordinance and a cover sheet thereof was prepared, and a copy of such Ordinance was posted in the City hall, commencing on May 6, 1986, 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 LeRoy, Illinois, this 6th day of May, 1986.

(SEAL)


City Clerk