

ORDINANCE NO. 512

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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF LE ROY, THIS
20th DAY OF September, 1993

PRESENTED: September 20, 1993

PASSED: September 20, 1993

APPROVED: September 20
September 20, 1993

RECORDED: September 20, 1993

PUBLISHED: September 20, 1993

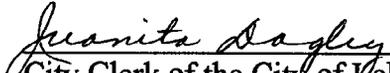
In Pamphlet Form

Voting "Aye" 5

Voting "Nay" 0

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.

SEAL


City Clerk of the City of LeRoy
McLean County, Il.

Dated September 20, 1993

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 September 20, 1993, the Corporate Authorities of such municipality passed and approved Ordinance No. 512, 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. 512, including the Ordinance and a cover sheet thereof was prepared, and a copy of such Ordinance was posted at the municipal building, commencing on September 20, 1993, 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 20th day of September, 1993

(seal)

Juanita Dagley
Municipal Clerk

ORDINANCE NO. 512

BE IT ORDAINED by the City Council of the City of Le Roy, McLean County, Illinois in regular session this 20th day of September, 1993, that the following work policies, rules and regulations for City Officers and Employees become effective and in full force October 1, 1993.

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 DAY
MEMORIAL DAY	THANKSGIVING	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. Personal days to be pro-rated for new employees.

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 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.

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 (the day to be used within one week of the holiday).

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.

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 workman's compensation act). Sick days to be pro-rated for new employees.

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. Sick time shall be taken in one (1) hour increments.

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. All full-time employees health insurance with Dental Clause will be paid 100% by City for family coverage.

F. The City Clerk's health insurance with Dental Clause will be paid 100% by City for family coverage.

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 work day, 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 time may be taken in increments of one-half days or whole days at a time with prior approval of department head.

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 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 of vacation must get approval of the department head and the majority of the City Council's 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 figured on an eight (8) hour workday, forty (40) hour week.

SECTION I: 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

When an employee serves on jury duty, city will pay difference between jury duty pay and regular salary.

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 Robert D. Johnson, by roll call vote on the 20th day of September, 1993, as follows:

Aldermen elected 5

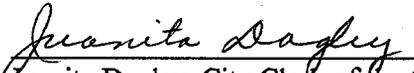
Aldermen present 5

VOTING AYE: Lois Parkin, Robert D. Johnson, Randy Zimmerman, Ronnie Litherland,
(names) David Spratt

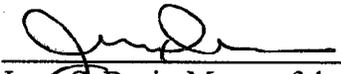
VOTING NAY: None
(names)

ABSENT, ABSTAIN, OTHER: None
(names)

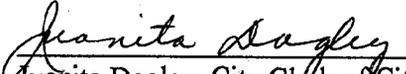
and deposited and filed in the office of the City Clerk in said municipality on the 20th day of September 1993.


Juanita Dagley, City Clerk of the City
of LeRoy, McLean County, Illinois.

APPROVED by the Mayor of the City of Le Roy, Illinois, this 20th day of
September, 1993.


Jerry O. 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

