

CITY OF LEROY
COUNTY OF MCLEAN
STATE OF ILLINOIS

ORDINANCE NO. 668

AN ORDINANCE ADOPTING WORK POLICIES, RULES AND REGULATIONS FOR CITY OFFICERS AND EMPLOYEES FOR THE CITY OF LEROY, MCLEAN COUNTY, ILLINOIS, AN ILLINOIS MUNICIPAL CORPORATION

ADOPTED BY THE CITY COUNCIL OF THE CITY OF LE ROY THIS 3rd

DAY OF June, 1996.

PRESENTED: June 3, 1996

PASSED: June 3, 1996

APPROVED: June 3, 1996

RECORDED: June 3, 1996

PUBLISHED: June 3, 1996

In Pamphlet Form

Voting "Aye" 6

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)

X 
Acting City Clerk of the City of LeRoy,
McLean County, Illinois

Dated: June 3, 1996.

ORDINANCE NO. 668

AN ORDINANCE ADOPTING WORK POLICIES, RULES AND REGULATIONS FOR CITY OFFICERS AND EMPLOYEES FOR THE CITY OF LEROY, MCLEAN COUNTY, ILLINOIS, AN ILLINOIS MUNICIPAL CORPORATION

BE IT ORDAINED, by the City Council of the City of LeRoy, McLean County, Illinois, in regular session this 3rd day of June, 1996, that the following work policies, rules and regulations for the City Officers and Employees become effective and in full force May 1, 1996:

SECTION I. HOLIDAYS

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

NEW YEAR'S DAY
GOOD FRIDAY
MEMORIAL DAY
4TH OF JULY
LABOR DAY

THANKSGIVING DAY
FRIDAY FOLLOWING THANKSGIVING
CHRISTMAS 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 eight hours personal time after the the sixth month probationary period. Sixteen hours personal time during the first year of employment. Eight hours every four months after the first year of employment up to and including twenty-four hours of personal time per year shall be awarded to the employee. Personal time shall 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 shall include Husband; Wife; Son; Daughter; Mother; Father; Brother; Sister; Grandmother; Grandfather; father-in-law; and mother-in-law. A day off is permitted to attend the funeral of any other relative at the discretion of the employee's supervisor.

SECTION III. SICK PAY

1. Eight days sick leave allowance shall be granted to all employees each fiscal year. Sick days may accumulate up to ninety (90) 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). New employees employed after the beginning of the fiscal year will be granted one day sick leave for each 260 hours worked during the first year of employment. Sick days not used upon termination or retirement shall be forfeited.
2. Sick time may be taken in one (1) hour increments.
3. Department heads shall approve sick leave absences and the burden of proof shall be on the employee. 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 shall 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 additional sick days. If the employee suffers from an extended illness or injury, a doctor's statement of release shall be required before the employee may return to work.
5. Sick days are not to be used as personal time off. Anyone in violation of this policy shall relinquish any sick time for the remainder of the fiscal year. Sick leave is a privilege granted to the employee 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. The City shall pay for all full-time employees' and City Clerk's health insurance (including dental clause) up to \$193.00 per month, or less if the total premium on a monthly basis is less than \$193.00 per month beginning August 1, 1994, until the termination of the full-time employment of the employee or vacation of the City Clerk's position, or involuntary termination, whichever shall first occur.

2. The City shall pay, for all full-time employees' and City Clerk's spousal health insurance coverage, or health insurance coverage for a dependent when a spouse is not covered by the employee's health insurance provided by the City (including dental clause in each instance), \$352.00 per month, or less if the total premium on a monthly basis is less than \$352.00 beginning August 1, 1994, or until the termination of the full-time employment of the employee or vacation of the City Clerk's position, or involuntary termination, whichever shall first occur.

3. The City shall pay, for all full-time employees' and City Clerk's family health insurance with dental clause (including spouse and other dependents), \$407.00 per month, or less if the total premium on a monthly basis is less than \$407.00 per month beginning August 1, 1994, or until termination of the full-time employment of the employee or vacation of the City Clerk's position, or involuntary termination, whichever shall first occur.

SECTION V. VACATION TIME

1. Vacation shall be allowed in accordance with the following schedule:

After 1 year employment	5 days (40 hrs.)
After 2 years employment	10 days (80 hrs.)
After 8 years employment	15 days (120 hrs.)
After 11 years employment	16 days (128 hrs.)
After 12 years employment	17 days (136 hrs.)
After 13 years employment	18 days (144 hrs.)
After 14 years employment	19 days (152 hrs.)
After 15 years employment	20 days (160 hrs.)

*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.

Vacation days earned during each year of employment shall be apportioned throughout the year equally, based on the number of hours of work accumulated during the year (based on a 40 hour work week for 52 weeks during the year). For example, an employee having over two years of employment, but less than eight years of employment, is entitled to ten days per year of vacation. Since there are 2,080 hours in the normal "work year" (40 hours per week x 52 weeks per year), one day of vacation would be earned after each 208 hours of work or approximately after each five weeks and two days of employment.

2. Vacation shall be allowed, based on the actual years of employment from the starting date of employment 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 or she returns to that same job site or another site as assigned by the superintendent of that department.
2. Employees working at the overtime rate of one and one-half time regular salary shall not qualify for the coffee breaks as outlined above.
3. No part-time personnel shall be used without consent of the City Council.
4. All new personnel shall be approved by the majority of the City Council.
5. When an employee serves on jury duty in McLean County, the city shall 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.

SECTION VII. All ordinances, or parts thereof, and all resolutions, or parts thereof, in conflict with this ordinance shall be and the same are hereby repealed to the extent of such conflict, and this ordinance shall be in full force and effect as set forth hereafter.

SECTION VIII. 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 LeRoy, Illinois, upon the motion by Swindle, seconded by Litherland

, by roll call vote on the 3rd day of June, 1996, as follows:

Aldermen elected 6 Aldermen present 6

VOTING AYE:

Ron Litherland, Lois Parkin, Fred Dodson, Dawn Thompson, Bill Swindle, Dave McClelland
(full names)

VOTING NAY:

None
(full names)

ABSENT, ABSTAIN, OTHER:

(full names)

and deposited and filed in the office of the City Clerk in said municipality on the 3rd day of June, 1996.

X Sue Marcum
Sue Marcum, Acting City Clerk of the City of LeRoy,
McLean County, Illinois

APPROVED BY the Mayor of the City of LeRoy, Illinois, this 3rd day of June, 1996.

X Jerry C. Davis
Jerry C. Davis, Mayor of the City of LeRoy, McLean
County, Illinois

ATTEST: (SEAL)

X *Sue Marcum*
Sue Marcum, Acting City Clerk, City of LeRoy,
McLean County, Illinois

CERTIFICATE

I, Sue Marcum, certify that I am the duly appointed and acting municipal clerk of the City of LeRoy, of McLean County, Illinois.

I further certify that on June 3, 1996, the Corporate Authorities of such municipality passed and approved Ordinance No. 668, entitled:

AN ORDINANCE ADOPTING WORK POLICIES, RULES AND REGULATIONS FOR CITY OFFICERS AND EMPLOYEES FOR THE CITY OF LEROY, MCLEAN COUNTY, ILLINOIS, AN ILLINOIS MUNICIPAL CORPORATION,

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

The pamphlet form of Ordinance No. 668, including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was posted at the municipal building, commencing on June 3, 1996, 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 LeRoy, Illinois, this 3rd day of June, 1996.

(SEAL)



Acting Municipal Clerk

STATE OF ILLINOIS)
) SS:
COUNTY OF McLEAN)

I, Sue Marcum, do hereby certify that I am the duly qualified and acting City Clerk of the City of LeRoy, 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:

AN ORDINANCE ADOPTING WORK POLICIES, RULES AND REGULATIONS FOR CITY OFFICERS AND EMPLOYEES FOR THE CITY OF LEROY, MCLEAN COUNTY, ILLINOIS, AN ILLINOIS MUNICIPAL CORPORATION.

I do further certify said ordinance was adopted by the City Council of the City of LeRoy at a regular meeting on the 3rd day of June, 1996, and prior to the making of this certificate the said ordinance was spread at length upon the permanent records of said City where it now appears and remains as a faithful record of said ordinance in the record books.

Dated this 3rd day of June, 1996.

X *Sue Marcum*
Acting City Clerk

(SEAL)