

CITY OF LE ROY  
COUNTY OF MCLEAN  
STATE OF ILLINOIS

ORDINANCE NO 797

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

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ADOPTED BY THE CITY COUNCIL OF THE CITY OF LE ROY  
THIS 18th DAY OF May, 1998

PRESENTED: May 18, 1998

PASSED: May 18, 1998

APPROVED: May 18, 1998

RECORDED: May 18, 1998

PUBLISHED: May 18, 1998

In Pamphlet Form

Voting "Aye" 5

Voting "Nay" 0

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The undersigned being the duly qualified and acting City Clerk of the City of Le Roy 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)

  
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City Clerk of the City of Le Roy,  
McLean County, Illinois

Dated: May 18 1998

ORDINANCE NO. 797

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 4<sup>th</sup> day of May 1998, that the following work policies, rules and regulations for the City Officers and Employees become effective and in full force May 1, 1997.

SECTION 1. HOLIDAYS

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

NEW YEAR'S DAY	THANKSGIVING DAY
GOOD FRIDAY	FRIDAY FOLLOWING THANKSGIVING
MEMORIAL DAY	CHRISTMAS DAY
4 <sup>TH</sup> OF JULY	FLOATING HOLIDAY
LABOR DAY	

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 every 260 regular hours worked (approximately six and a half weeks) beginning at the city's fiscal year start. There are eight award dates per year.
2. An employee in the first fiscal year of employment shall receive two personal hours on each of the eight award dates. A total of sixteen hours for a full fiscal year of employment. At the beginning of the 2<sup>nd</sup> fiscal year of employment, the employee shall then receive three hours on each award date, a total of twenty four hours per year.
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; Grandson; Granddaughter; 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. One eight hour sick day is awarded every 260 regular hours worked from the beginning of the 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). 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 employee's 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.

Effective on July 7, 1997 the above numbers 1 through 3 of SECTION IV will be replaced by the following: The city will share in the cost of the monthly premium for medical/dental insurance for full time employee and their dependents at a rate of 90%, with the employee paying the remaining 10% of the monthly premium until the termination of the full time employment of the employee or vacation of the full time position, or involuntary termination, whichever shall first occur.

## SECTION V. VACATION TIME

1. Vacation shall be allowed in accordance with the following schedule awarded every 260 regular hours (6 ½ weeks) from the begin fiscal year based on the employee's anniversary date:

During 1 <sup>st</sup> year of employment	5 hours awarded every 260 regular scheduled hours (40 hours total)
During 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> and 7 <sup>th</sup> year of employment	10 hours awarded every 260 regular scheduled hours (a total of 80 hours for the year)
During 8 <sup>th</sup> , 9 <sup>th</sup> , and 10 <sup>th</sup> year of employment	15 hours awarded every 260 regular scheduled hours (a total of 120 hours for the year)
During 11 <sup>th</sup> year of employment	16 hours awarded every 260 regular scheduled hours (a total of 128 hours for the year)
During 12 <sup>th</sup> year of employment	17 hours awarded every 260 regular scheduled hours (a total of 136 hours for the year)
During 13 <sup>th</sup> year of employment	18 hours awarded every 260 regular scheduled hours (a total of 144 hours for the year)
During 14 <sup>th</sup> year of employment	19 hours awarded every 260 regular scheduled hours (a total of 152 hours for the year)
During 15 <sup>th</sup> year of employment and all following years*	20 hours awarded every 260 regular scheduled hours (a total of 160 hours for the year)

\*Special Note - For the twenty-fifth year of employment, an 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).

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 or whole days at a time with prior approval of the 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 ½ ) 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. 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 (1 ½ ) time regular salary shall not qualify for the coffee breaks as outlined above.
3. All part-time personnel shall be approved by the majority 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 Dave McClelland, seconded by Ron Litherland by roll call vote on the 18th day of May, 1998, as follows:

Aldermen elected 6 Aldermen present 5

VOTING AYE:

Ryan Miles, Ron Litherland, Dave McClelland, W.H. Weber, Dawn Thompson.  
(full names)

VOTING NAY:

None  
(full names)

ABSENT, ABSTAIN, OTHER:

Dick Oliver, absent  
(full names)

and deposited and filed in the office of the City Clerk in said municipality on the 18th day of May 1998.

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

**APPROVED BY** the Mayor of the City of LeRoy, Illinois, this 18th day of May, 1998.

*Robert Rice*  
Robert Rice, Mayor of the City of LeRoy,  
McLean County, Illinois

ATTEST: (SEAL)

*Sue Marcum*  
Sue Marcum, City Clerk of City of Le Roy  
County of McLean

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 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:

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

I do further certify said ordinance was adopted by the City Council of the City of Le Roy at a regular meeting on the 18th day of May, 1998, 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 18th day of May, 1998.

  
\_\_\_\_\_  
City Clerk

(SEAL)

**CERTIFICATE**

I, Sue Marcum, 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 18, 1998, the Corporate Authorities of such municipality passed and approved Ordinance No. 797 entitled:

**AN ORDINANCE ADOPTING WORK POLICIES, RULES AND REGULATIONS  
FOR CITY OFFICERS AND EMPLOYEES FOR THE CITY OF LE ROY,  
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. 797, including the Ordinance and a cover sheet thereof was prepared, and a copy of such Ordinance was posted at the municipal building, commencing on May 18, 1998 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 18th day of May, 1998.

(seal)

  
Municipal Clerk