

CHAPTER 11

EMPLOYEE POLICIES

ARTICLE I – RESIDENCY REQUIREMENTS

**11-1-1**            **RESIDENCY REQUIREMENTS.**

(A)            Full-time employees residing outside of the Village corporate limits or full-time employees who signed a contract to purchase a residence outside of the corporate limits of the Village on or before **August 5, 1985**, are exempted from the provisions hereof.\

(B)            Part-time employees of the Village are exempted from the provisions of this Section. The definition of a “part-time employee” shall be established from time to time by motion duly made, seconded and adopted by the Board of Trustees.

(C)            **Part-Time Positions; Residents Preferred.** Village residents shall receive preference when filling part-time positions.

(D)            **Full-Time Temporary Employees.** Full-time temporary employees for the Village shall be limited to **nine hundred ninety-nine (999) hours** of employment per fiscal year. **(Ord. No. 489; 11-02-87)**

**ARTICLE II – HOLIDAYS AND TIME OFF BENEFITS**

**11-2-1**        **DEFINITIONS.** For the purposes of this Section, the following definitions shall apply:

(A)            **Family Member.** Includes an employee’s spouse; parents; grandparents; adopted, natural and stepchildren; brothers; sisters; grandchildren; parents-in-law; or any relative or person living in the employee’s household for whom the employee has custodial responsibility; or such person is financially and emotionally dependent on the employee and the presence of the employee is needed.

(B)            **Infant.** Anyone who is **two (2) years** of age or younger.

(C)            **Medical Documentation.** Written verification by a doctor, dentist, or other professional medical practitioner licensed by a government body, regarding the physical or mental condition of an employee.

**(Ord. No. 541; 12-05-94)**

**11-2-2**        **HOLIDAYS.**

(A)            Any full-time hourly rate employee required to work on a Holiday will be paid for their scheduled shift at regular pay plus **eight (8) hours** Holiday pay. Any full-time hourly rate employee that does not work on the Holiday shall be granted **eight (8) hours** of Holiday pay or **eight (8) hours** of compensation time for the Holiday. In order to receive Holiday pay, the employee must work his/her scheduled shift before and after said Holiday. This provision does not apply to part-time employees of the Village.

(B)            **Adoption of Schedule.** The Village Board hereby adopts the following paid Holiday schedule, which shall remain in full force and effect until amended or changed by the Village Board:

- |                            |                             |
|----------------------------|-----------------------------|
| (1) New Year’s Day         | (8) Labor Day               |
| (2) Martin Luther King Day | (9) Columbus Day            |
| (3) Lincoln’s Birthday     | (10) Veteran’s Day          |
| (4) President’s Day        | (11) Thanksgiving           |
| (5) Memorial Day           | (12) Day after Thanksgiving |
| (6) Juneteenth             | (13) Christmas Eve          |
| (7) Independence Day       | (14) Christmas Day          |
|                            | (15) New Year’s Eve         |

**(Res. No. \$2021-03; 09-07-21)**

(C)            **Designation of Duties.** The Department Head shall have the right to schedule duties for any full-time employee on a holiday to meet the operational needs of the Village.

**11-2-3**        **GRIEF TIME.**

(A)            **Days Granted.** Upon the death of a family member, full-time employees of the Village will be granted up to **three (3) days** of grief time for the purpose of attending the funeral and tending to the affairs of the decedent, with approval of the Department Head.

(B)            **Designation of Duties.** If such a death occurs during the employee’s vacation time, grief time will be paid in lieu of the vacation time. Full-time employees with at least **six (6) months** of service are eligible for this benefit.

**11-2-4**        **PERSONAL LEAVE.**

(A)            **Time Allowed.** Each full-time employee, having completed at least **six (6) months** of service to the Village, shall be entitled to receive **two (2) days** of paid personal leave time on the first day of each fiscal year.

(B) **Scheduling with Department Head.** Personal time shall be scheduled with the Department Head in accordance with the operational needs of the Village, and any such time not used during the fiscal year shall be forfeited. **(Ord. No. 541; 12-05-94)**

**11-2-5 VACATION TIME.**

(A) **Time Allowed.** The Village will grant vacation time at the end of each month to full-time employees according to the following schedule:

- 80 hours – after 1 year of service
- 96 hours – after 3 years of service
- 120 hours – after 5 years of service
- 140 hours – after 10 years of service
- 160 hours – after 15 years of service
- 180 hours – after 20 years of service
- 200 hours – after 25 years of service

(B) **Eligibility to Receive Credit.** The vacation earning rate established herein begins at the end of the month in which the employee's anniversary date falls; provided the anniversary date is on or before the **tenth (10<sup>th</sup>)** of the month, in which event the vacation earning rate begins the following month. To be eligible to receive credit for a month of service to the Village, an employee must be in pay status at least **one-half (1/2)** the workdays of such month.

(C) **Advance Scheduling.** Vacation time shall be scheduled in advance, taking into consideration the operational needs of the Village. Vacation time must be taken within **twelve (12) months** after the calendar year in which it was earned, or it shall be forfeited.

(D) **Vacation Pay to Terminated Employees.** Any terminated employee shall be entitled to be paid for any accumulated vacation time. New employees are not entitled to any vacation time until the completion of **one (1) year** of service. **(Ord. No. 556; 06-16-97)**

**11-2-6 SICK LEAVE.**

(A) **Definition.** "Sick leave" is defined as any period of time during which a full-time employee may, due to illness or injury, except job related injury, be excused from work without loss of normal pay. This provision applies to elected or appointed or full-time persons. This provision does not apply to time off for an employee to care for a sick family member or for attendance to personal business. The Village Board may deny pay if sick leave is taken outside of the limits of this subsection.

(B) **Time Allowed; Accrual.** **Four (4) hours** of sick time will be credited to full-time employees at the end of each month; provided, that the employee is in pay status at least **one-half (1/2)** of the workdays of the month. Sick time may accrue to a total of **four hundred eighty (480) hours.**

(C) **Incentive Pay.** An incentive of **Fifty Dollars (\$50.00)** will be paid at the end of the fiscal year to each employee who has not taken any sick time during such fiscal year, and such employee was on pay status for the full fiscal year.

(D) **Medical Documentation.** Medical documentation and work release are required for medical absences from work after **three (3) consecutive sick days** have been used. Medical documentation may be required by the department head for any period of time, regardless of the number of sick days used. The Village Board may require a physical examination of any employee by a physician of the Board's choice. **(Ord. No. 541; 12-05-94)**

(E) **Childbirth.** The Village will allow an absence of at least **six (6) weeks** for the birth or adoption of an infant, which may be used as sick time. Medical documentation is not required for the first **six (6) weeks** of the post-delivery absence.

(F) **Employment Related Injury.** Employees requiring off-duty time due to an employment related illness or injury are subject to the worker's compensation act or other laws of the State of Illinois and will receive benefits as provided by said laws, in lieu of the benefits granted in this Section.

**11-2-7**        **JURY DUTY.** Any full-time employee who is on active jury duty will be paid the difference between such employee's regular salary and the compensation received for jury duty for the first **two (2) weeks** of jury duty. The Village Board of Trustees may, at its discretion, continue this benefit if jury duty extends for more than a **two (2) week** period. Employees who are called for jury duty shall notify their department head immediately.

**11-2-8**        **APPLICABLE TO FULL-TIME EMPLOYEES.** This Section pertains only to full-time employees who work a minimum of **thirty-five (35) paid hours** each week of the fiscal year for the Village. No provisions of this Section shall be interpreted to apply to any part-time employee of the Village working less than an average of **thirty-five (35) hours** per week during the fiscal year.

**11-2-9**        **VIOLATORS SUBJECT TO DISCIPLINARY ACTION.** Any employee who violates any of the provisions of this Section shall be subject to disciplinary action, including dismissal or suspension, as an employee of the Village. **(Ord. No. 541; 12-05-94)**

**ARTICLE III – EMPLOYEE COMPENSATION POLICIES**

**11-3-1 COMPENSATION.**

(A) **Employee Salary Schedule.** The employee salary schedule is established for the following classifications:

<u>Level</u>	<u>Description</u>
1	Librarian and custodial part-time
2	Clerical part-time
3	
4	
5	Clerical (full-time)
6	
7	Public Works
8	Police officer
9	Police sergeant
P1	Probationary level 5, 7
P2	Probationary level 8, 9

(B) **Annual Appropriation Ordinance.** The compensation of appointed Village officials and Village employees shall be as established from time to time by ordinance of the Board of Trustees, or as fixed in the annual appropriation ordinance of the Village. **(Ord. No. 540; 12-05-94)**

**11-3-2 LONGEVITY SCHEDULE.** A longevity schedule for the full-time employees of the Village is established as follows:

The base salary of a full-time employee who has completed **four (4) years** of service will be augmented by **Forty Cents (\$0.40)** per hour, which will establish a new base salary for said employee. The base salary of said employee shall thereafter be augmented at the rate of **Fifteen Cents (\$0.15)** per hour for each hour worked, as follows:

<u>Term</u>			
After 4 years	Base salary plus \$0.40	=	New base salary
	longevity bonus		
After 5 years	New base salary plus \$0.15	=	New base salary
	longevity bonus		
After 6 years	New base salary plus \$0.15	=	New base salary
	longevity bonus		
After 7 years	New base salary plus \$0.15	=	New base salary
	longevity bonus		

And so on

**[NOTE: The compensation paid by the Village to its employees that are members of a union shall be governed by the terms and conditions of the labor contract between the Village and the appropriate union.]**  
**(Ord. No. 742; 10-07-13)**

**11-3-3 EDUCATION SCHEDULE.** Considering the value of education and to recognize its full-time employees who have furthered their education, the Village hereby establishes the following annual bonus for education:

Associates degree	\$250.00
Bachelors degree	\$500.00

**11-3-4 TRAINING BONUS.**

(A) A training bonus will be given at the end of the fiscal year to full-time employees who have been certified or trained for **twelve (12) months** during the preceding year. Full-time employees who have been certified or trained for **six (6) months** during the preceding year will be eligible for **one-half (1/2)** the established bonus.

(B) Full-time employees who are trained at Village expense and who are eligible for a bonus will receive the bonus amount which is remaining after subtracting the expense from the bonus amount. If the expense is more than the bonus amount, the remaining unsatisfied expense will carry over into the bonus amount in the next fiscal year.

<u>Training or Certification</u>	<u>Amount</u>
EMT or first responder	\$100.00
EPA class 4 or D	250.00
EPA class 2 or C	500.00
Certified breath analysis operator, or juvenile officer.	250.00 each with a maximum of \$500.00

Maximum training bonus shall be \$500.00 per year.

**(Ord. No. 540; 12-05-94)**

**11-3-5 OVERTIME.** Pay for overtime work is hereby established as follows:

(A) **Emergency Overtime. One and one-half (1 ½) times** the employee's usual rate of pay.

(B) **Overtime Work.**

(1) Full-time overtime work shall be defined as any hours worked in excess of an **eighty (80) hour** pay period. **(Ord. No. 2022-06; 06-06-22)**

**11-3-6 MAINTENANCE OF SCHEDULE BY CLERK.** The Village Clerk shall maintain a schedule listing all employees and such employee's job description, level of compensation, and eligibility for longevity and any bonus. **(Ord. No. 540; 12-05-94)**

**11-3-7 FULL-TIME – PART-TIME PAY SCHEDULE.**

(A) **Full-Time to Part-Time Employees.** Such an employee shall be paid the base rate pay of a part-time employee enhanced by the amount of raises that said full-time employee may have earned prior to his/her transfer from full-time to part-time employment.

(B) **Part-Time to Full-Time Employees.** Such an employee shall be paid the base rate pay of a full-time employee enhanced by the amount of raises that said part-time employee may have earned prior to his/her transfer from part-time to full-time employment.

**(Ord. No. 759; 12-01-14)**

**ARTICLE IV – HEALTH INSURANCE**

**11-4-1**        **INSURANCE COVERAGE.**    The Health Insurance coverage plan shall be provided by the Village.

**11-4-2**        **ANNUAL BASIS.**    The Health Care Insurance is established on an annual basis, effective on the **first (1<sup>st</sup>) day of April** and expiring on the last day of June following thereafter.

**11-4-3**        **DEDUCTIBLE.**    The Health Insurance Plan of the Village providing for an employee deductible will be determined by the Village Board.

**11-4-4**        **REIMBURSEMENT.**    The Village will reimburse deductible expenses incurred by an employee that exceed **Five Hundred Dollars (\$500.00)** per policy year, with a maximum payout of **One Thousand Dollars (\$1,000.00)** by the Village. The employee shall pay the first **Five Hundred Dollars (\$500.00)** of deductible medical expenses per plan year.

**11-4-5**        **SUBMISSION OF DEDUCTIBLE EXPENSES.**    The employee may submit receipts and other credible evidence of payment of deductible expenses for reimbursement on a quarterly basis. The expenses shall be submitted to the Village Clerk.

**11-4-6**        **NO CARRYOVER.**    There shall be no deductible carryover for any year in which an employee does not use the full **One Thousand Dollar (\$1,000.00)** deductible reimbursement.

**11-4-7**        **PAYMENT OF PREMIUM.**    The Village will pay the monthly premium for each employee as established.

**11-4-8**        **FAMILY EXPENSE TO EMPLOYEE.**    Any health insurance coverage for an employee's spouse or family policy shall be at the expense of the employee, by payroll deduction.

**11-4-9**        **INSURANCE TERMINATION.**    Participation in the Village employee's Health Care plan, including all the provisions herein, shall cease as of the last day of the month following the date of termination of any employee. The health reimbursement arrangement plan shall not apply to any employee that is covered under the Village's health insurance through the provisions of COBRA.

**(Ord. No. 799; 06-06-16)**