

AN ORDINANCE REGULATING WAGES, VACATION TIME
AND OTHER BENEFITS OF THE EMPLOYEES OF THE
CITY OF EARLVILLE, COUNTY OF LASALLE AND STATE OF ILLINOIS

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EARLVILLE, County of
LaSalle and State of Illinois as follows:

SECTION I. DEFINITIONS

A. Full time Employees: The term "full time employee" means a person who is employed on a twelve (12) month a year and minimum forty (40) hours per week basis. This provision applies to both hourly wage and salaried employees. Elected and/or appointed public officials shall not be considered employees for purposes of this ordinance.

B. Part time Employees: The term "part time employees" means all persons employed by the City other than full time employees. Elected and/or appointed public officials shall not be considered employees for the purpose of this ordinance.

C. Continuous Service: Continuous service refers to a full time employee of the City of Earlville and shall continue until the resignation or dismissal of an employee. Time spent in part time employment or under an approved work training program, or in an elective position, shall not count towards the accumulation of continuous service. Any absence granted by the City Council under any of the City's leave programs shall not constitute discontinuance of service. The term continuous service in relation to vacation earned and sick days earned will be based upon the completion of each full year of service.

SECTION II. HOLIDAYS GRANTED

A. Holidays designated: The following dates are hereby designated to be paid holidays for employees for the City of Earlville:

Memorial Day	May 31, 2004
Independence Day	July 4, 2004
Labor Day	September 6, 2004
Thanksgiving Day	November 25, 2004
Christmas Day	December 25, 2004
New Year's Day	January 1, 2005

Each full time employee shall be granted these holidays off work with full pay subject to the following provisions: If the date of any holiday shall be changed, the new date will be substituted therefor. Any holiday on the schedule falling on a Saturday shall be observed on the proceeding Friday and any holiday on the schedule falling on Sunday shall be observed on the following Monday. Any employee, who, for emergency purposes, shall be required to work on one of the above holidays, shall be compensated at his overtime rate of pay as hereinafter specified.

SECTION III. VACATION

A. Schedule: Each full time employee shall be entitled to the following amount of vacation. Such vacation will depend on the employee's anniversary date of employment and may be drawn upon after the completion of each full year of service:

CONTINUOUS SERVICE	VACATION TIME
One to 2 years	1 week
After 3 to 7 years	2 weeks
After 8 years and beyond	3 weeks

The dates of employment for the following employees are:

Lowell F. Ambler (Sergeant)	05/14/1993
Clarence "Joe" Plumlee (Chief of Police)	09/15/1995
Richard Ellis (Patrolman)	01/24/2003
Kirk Fischer (Public Works Employee)	08/27/2003
John Renkosik (Public Works Employee)	10/18/2003
Martha Dankenbring (City Office Manager)	01/06/1997

The above vacation schedule shall apply to all full-time employees and be paid on their regular work day hours per week.

No part-time employee shall be entitled to any vacation time.

B. Effect of Termination on Vacation: An employee shall be compensated for any vacation time earned by not taken prior to the effective date of termination. No vacation time will be earned for partial years of service, except in the case of those employees who leave their position in good standing with the City. Earned vacation for partial years of service for employees in good standing will be computed on a quarterly pro-rated basis relating to said employee's anniversary date of employment. An employee who does not give two weeks written notice of his intent to retire shall not be eligible for pro-rated, quarterly vacation benefits, as described hereinabove.

C. Non-accumulation of Vacation Pay: Vacation pay cannot be accumulated and must be taken when available before the next anniversary date of employment and any vacation time not taken is waived and forfeited.

D. Notice of Vacation: Full time employees intending to take a vacation shall give a minimum of one (1) month notice to his immediate superior of his intention to take his vacation. The vacation pay to which the full time employee is entitled shall be issued to him on the pay day prior to his vacation; accepting and cashing of said check binds the employee to take the vacation during the time indicated by him, unless consent for change of vacation time is granted by the City.

E. No two full time employees, of the same department, shall take concurrent vacation time.

SECTION IV. BUSINESS / SICK DAYS

A. Number of Days: All full-time employees shall be entitled to five (5) days leave for sickness or business during each twelve (12) month period beginning from date of hire.

B. Non-cumulative Business / Sick Days: Business / sick days are non-cumulative and any days not taken during each twelve (12) month period are waived and forfeited.

C. If five consecutive days are taken, then thirty days notice shall be given. If days are taken one day at a time, then three days notice shall be given, except for an emergency.

D. No two persons from the same department shall take concurrent business/sick days, except for an emergency.

E. All business/sick days requested, by any person, shall be approved by a committee member on the City Council's committee for the department for which that person works.

SECTION V. SALARIES AND WAGES

A. Chief of Police: The Chief of Police shall work a forty (40) hour week, with the hourly rate range of \$13.00 to \$20.00 per hour (annual salary of \$27,040 and \$41,600). An overtime rate of time and one-half will be paid for hours worked in any given week in excess of forty (40) hours. Vacation pay will be based upon the regular forty (40) hour week only and shall not include any overtime pay.

B. Patrolmen/Sergeant: The Patrolmen/Sergeant shall work a forty (40) hour week, with the hourly rate range of \$9.00 to \$17.00 per hour (annual salary of \$18,720 and \$35,360). An overtime rate of time and one-half will be paid for hours worked in any given week in excess of forty (40) hours. Vacation pay will be based upon the regular forty (40) hour week only and shall not include any overtime pay.

C. Certified Water Supply/Disposal Plant Operator: The Certified Water Supply/Disposal Plant Operator shall be in charge of the Water and Sewer System, Waterworks and Disposal Plant. He shall maintain a minimum Class 2 license for the Disposal Plant and a B license for the Waterworks. He shall work a forty (40) hour week, with the hourly rate range of \$15.00 to \$25.00 per hour (annual salary of \$31,200 and \$52,000). An overtime rate of time and one-half will be paid for hours worked in any given week in excess of forty (40) hours. Vacation pay will be based upon the regular forty (40) hour week only and shall not include any overtime pay.

D. Public Works Employee: The Public Works employee shall be responsible for the Streets and will assist the Certified Water Supply/Disposal Plant Operator when needed. He shall work a forty (40) hour week, with the hourly rate range of \$8.00 to \$25.00 per hour (annual salary of \$16,640 to \$52,000). An overtime rate of time and one-half will be paid for hours worked in any given week in excess of forty (40)

hours. Vacation pay will be based upon the regular forty (40) hour week only and shall not include overtime pay.

E. Part-time Patrolmen: All part-time Patrolmen must have P.T.I. training. Part-time patrolmen shall be paid an hourly rate between \$9.00 and \$13.00. Court pay will be paid at the patrolman's regular hourly rate.

F. Part-time Certified Water and Disposal Plant Operator: The Part-time Certified Water and Disposal Plant Operator shall be paid monthly with a rate range of \$200.00 to \$800.00 per month to perform his duties.

G. City Office Manager: The City Office Manager shall be in charge of the day to day operation of City Hall including but not limited to preparation of documents that are of public record for dissemination to the public, issuing statements at intervals prescribed by Ordinance for the use of City sewer and water services, assisting the Mayor and Alderman by providing needed information and/or documentation in regard to City business that may be available in the files or archives stored at City Hall, and maintaining the orderly functioning of City Hall on a day to day basis under the direction of the City Clerk. The City Office Manager shall work a forty (40) hour week, with an hourly rate range of \$7.50 to \$16.00 per hour. An overtime rate of time and one-half will be paid for hours worked in any given week in excess of forty (40) hours. Vacation pay will be based upon the regular forty (40) hour week only and shall not include any overtime pay.

H. Other Employees: Part-time employees shall be paid at the minimum hourly rate of \$5.25 - \$15.00. Such hourly rate shall be effective upon passage of this Ordinance.

I. Uniform and Cellular Telephone Allowances: Uniforms will be purchased for full-time and part-time policemen. The City shall also provide any special clothing or personal supplies required by Street, Sewer or Water Department personnel. Approval by the City Council shall be obtained prior to any purchases allowed under this provision. All Street, Sewer and Water Department personnel shall be required to maintain a working cellular telephone at all times through a company and telephone service plan chosen by each employee. The City shall pay directly to the company providing service for any such cellular telephone the sum of \$50.00 per month.

J. Tuition, Materials and Travel Expense: Each department, Police, Street, Water/Sewer, shall be allowed the sum of \$500.00 per year to pay for attendance at training sessions, tuition, materials, and travel related expenses to training seminars. All expenditures for said seminar training shall be approved by the City Council prior to incurring any such expenses.

L. Retirement Plan: The City of Earlville participates in the Illinois Municipal Retirement Fund (IMRF). Participation in IMRF is for all employees holding a position which is expected to require at least 1000 hours of work in a 12-month period and is administered according to the rules and regulations set forth in the Illinois Pension Code.

M. Insurance Contribution: In addition to the retirement plan set forth above, the City shall pay 100% of the premium for family major medical insurance for full-time employees (including the life insurance element upon the lives of the employees) after sixty (60) days of employment up to and including a premium of \$950.00 per month. Any employee requiring a higher premium to be insured shall be responsible for such amounts over and above \$950.00 per month. This contribution shall be considered as a fringe benefit to the employee. The City does not hereby obligate itself to pay any of the deductible, and affirmatively states that the City will pay no deductible required to be paid under the policy. The City shall have the exclusive right and sole discretion in selecting the family major medical plan to be provided for said full-time employees.

N. Alternate to Insurance Contribution: At the request of a qualifying employee, a deposit of seventy-five percent (75%) of what would be the insurance premium cost, per item M above, would be made into an annuity for the employee. The original amount to be based on cost in effect at the time of this ordinance, or eligibility to participate in this benefit. Said amount will then be revised on an annual basis, on the first day of the calendar year. If this option is chosen, a waiver of insurance must be signed.

SECTION VI. TERM OF ORDINANCE

No provision in this ordinance shall be retroactive prior to the effective date of this ordinance. This ordinance shall be in effect at 12:01 a.m. on May 1, 2004 until its expiration of 12:01 a.m. on April 30, 2005.

SECTION VII. REPEAL OF OTHER ORDINANCES

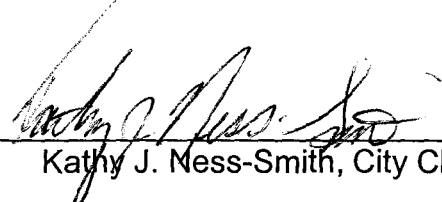
All other ordinances and parts thereof, in conflict with the provisions of this ordinance, are hereby repealed insofar as they conflict with the provisions of this ordinance.

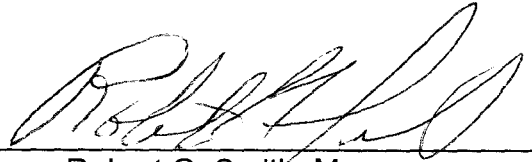
SECTION VIII. PASSAGE

This ordinance shall be in full force and effect upon passage, approval and publication as provided by law, but in no event prior to May 1, 2004.

PASSED this 14th day of April, 2004.

APPROVED this 14th day of April, 2004.


Kathy J. Mess-Smith, City Clerk


Robert G. Smith, Mayor

(SEAL)