

4.9 - 2008

ORDINANCE NO. [REDACTED]

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 Employee: 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, with the exception of police officers, shall not be considered employees for purposes of the ordinance.

B. Part time Employee: The term "part time employee" means a person employed by the City other than a full time employee. Elected and/or appointed public officials, with the exception of police officers, 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 personal days earned will be based upon the completion of each full year of service.

SECTION II. HOLIDAYS GRANTED

A. Holidays designated: The following days are hereby designated to be paid holidays for employees for the City of Earlville: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Each full time employee shall be granted these holidays off work with full pay subject to the following provisions: Any holiday falling on a Saturday shall be observed on the proceeding Friday and any holiday 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/her 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 to 19 years	3 weeks
After 20 years and beyond	4 weeks

The dates of employment for the following employees are:

Clarence "Joe" Plumlee (Chief of Police)	09/15/1995
Scott Thime (Sergeant)	10/13/2006
Sergio Fuentes (Patrolman)	04/13/2007
Roger Torman (Certified Water/Sewer Operator)	12/18/1999
John Renkosik (Public Works Employee)	10/18/2003
Gary Anderson (Public Works Employee)	01/04/2008
Martha Dankenbring (City Office Manager)	01/06/1997
Rita Novak (Office Assistant)	04/27/2007

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 but 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/her 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: A full time employee intending to take vacation shall give a minimum of one (1) month notice to his/her immediate superior of his/her intention to take his/her vacation. The immediate superior of a police officer shall be the Chief of Police, the immediate superior of the Chief of Police shall be the Chairman of the Police Committee, the immediate superior of a public works employee shall be the Chairman of the Public Works Committee, and the immediate superior of a City office

worker shall be the Chairman of the Finance Committee. The vacation pay to which the full time employee is entitled shall be issued to him/her on the pay day prior to his/her vacation; accepting and cashing of said check shall bind the full time employee to take the vacation during the time indicated by him/her, unless a request for a change of scheduled vacation time is approved by the full time employee's immediate superior.

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

#### SECTION IV. PERSONAL DAYS

A. Number of Days: All full time employees shall be entitled to five (5) personal days leave, for any reason, during each twelve (12) month period beginning from the date of hire.

B. Un-used Personal Days: Personal days not taken during each twelve (12) month period become sick days. A maximum of ten (10) sick days can be accumulated and carried on the books at any given time. Sick days can be used only for medical reasons. Any time more than three (3) sick days are used a doctor's verification of illness is required. If there are already ten (10) sick days on the books, any un-used personal days at the end of the year are forfeited.

C. If five consecutive personal 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 personal or sick days, except for an emergency.

E. All personal days requested or sick days used, by any person, shall be approved by the committee chairman on the City Council's committee for the department in 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 \$30.00 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.

B. Patrolmen/Sergeant: The Patrolmen/Sergeant shall work a forty (40) hour week, with the hourly rate range of \$9.00 to \$25.00 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.

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/she shall maintain a minimum Class 2 license for the Disposal Plant and a B license for the Waterworks. He/she shall work a forty (40) hour week, with the hourly rate range of \$15.00 to \$35.00 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.

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/she shall work a forty (40) hour week, with the hourly rate range of \$8.00 to \$25.00 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.

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 \$17.00. Court pay will be paid at the patrolman's regular hourly rate.

F. Auxiliary Police Officer: All auxiliary police officers must have successfully completed the Illinois Department of Corrections training academy or have previously worked as a police officer prior to the passing of the mandatory PTI requirements. Auxiliary Police Officers will be used in accordance with Ordinance No. 6-9-2004A and shall be paid an hourly rate between \$9.00 and \$15.00.

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 the hourly rate range of \$7.50 to \$25.00 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: Full time employees, not listed elsewhere, and part time employees shall be paid no less than the Illinois State Minimum hourly rate. Full time employee's actual hourly rate shall be set by the City Council. Part time police employee's actual rate will be at the discretion of the Chief of Police, within the listed range. All other part time employees actual rate will be at the discretion of the Committee Chairman overseeing the department where the employee works.

I. Uniform and Cellular Telephone Allowances: Uniforms (trousers, short-sleeve and long-sleeve shirts, badge, boots, winter coat, bullet-proof vest and vest carrier) will be purchased for full time policemen. Uniforms (trousers, short-sleeve and long-sleeve shirts, badge and bullet-proof vest with signed agreement to work for 2 years) will be purchased for 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 Committee Chairman shall be obtained prior to any purchases allowed under this provision. All full time Police, 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. Wages for full time Police, Street, Sewer and Water Department personnel shall include an additional fifty (\$.50) cents per hour to offset the cost of maintaining this required cellular telephone.

J. Tuition, Materials and Travel Expenses: 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.

K. 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.

L. 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 after sixty (60) days of employment up to and including a premium of \$1,200.00 per month. Any employee requiring a higher premium to be insured shall be responsible for such amounts over and above \$1,200.00 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.

M. Annual Increases: All full time employees shall receive a three percent (3%) increase in their rate of pay at the start of each fiscal year during the term of this Ordinance, except that the Chief of Police and the Certified Water Supply/Disposal Plant Operator shall receive a five percent (5%) increase at the start of the first fiscal year and three percent (3%) in subsequent years. All rates of pay shall be computed to the penny and rounded to an amount divisible by ten, with pay rates ending in 1 through 4 being rounded down and rates ending in 5 through 9 being rounded up.

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, 2008 until it's expiration of 11:59 p.m. on April 30, 2011.

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.

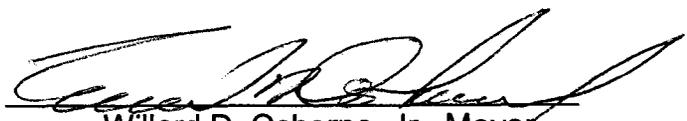
SECTION VIII. PASSAGE

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, 2008.

PASSED this 9<sup>th</sup> day of April, 2008.

APPROVED this 9<sup>th</sup> day of April, 2008.

  
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M. Joel Zimmerman, City Clerk

  
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Willard D. Osborne, Jr., Mayor

(SEAL)