

STATE OF ILLINOIS)
)
COUNTY OF LAKE)

CERTIFICATE

I, Karen Walsh, certify that I am the duly elected Municipal Clerk for the Village of Mundelein, Lake County, Illinois.

I further certify that on the Corporate Authorities of such Village passed and approved:

Ordinance No. O-24-06-26
which is entitled

**AN ORDINANCE ADOPTING THE 2024 EMPLOYEE REFERENCE MANUAL FOR THE VILLAGE OF
MUNDELEIN**

The pamphlet form of said Ordinance, including the Ordinance and a cover sheet thereof was prepared and a copy of such Ordinance was posted in the Village Hall commencing on June 11, 2024 and was posted for at least ten days thereafter.

Copies of such Ordinance are available for public inspection upon request in the Customer Service Office.

Dated at Mundelein, Illinois on 6/11/2024.

Village Clerk

ORDINANCE NO. O-24-06-26

AN ORDINANCE ADOPTING THE 2024 EMPLOYEE REFERENCE MANUAL FOR THE VILLAGE OF MUNDELEIN

AN ORDINANCE ADOPTING THE 2024 EMPLOYEE REFERENCE MANUAL FOR THE VILLAGE OF MUNDELEIN

WHEREAS, the Mundelein Village Board of Trustees has passed the following ordinances adopting an Employee Reference Manual for the Village of Mundelein:

1. Ordinance 03-07-21, passed July 28, 2003 and
2. Ordinance 04-09-58, passed September 27, 2004 and
3. Ordinance 10-11-65, passed November 8, 2010 and
4. Ordinance 11-09-57, passed September 12, 2011 and
5. Ordinance 12-05-24, passed May 14, 2012 and
6. Ordinance 12-12-58, passed December 12, 2012 and
7. Ordinance 13-03-15, passed March 25, 2013 and
8. Ordinance 14-07-31 passed July 17, 2014 and
9. Ordinance 18-01-03, passed January 8, 2018 and
10. Ordinance 18-05-29, passed May 14, 2018 and
11. Ordinance 18-10-64, passed October 8, 2018 and
12. Ordinance 21-01-05, passed January 25, 2021
13. Ordinance 23-05-34, passed May 22, 2023

WHEREAS, provisions for review and adoption of the Employee Reference Manual outlined in Ordinance 03-07-21, provide that non-economic components of the Village personnel policies can be changed by the Village Administrator, subject to approval by the Village Board, while economic provisions of the policies require Village Board action; and

WHEREAS, the Village Board of Trustees determined that it is in the best interest of the Village to amend the Employee Reference Manual to maintain compliance with Employment Law; and

WHEREAS, the 2024 Employee Reference Manual has been updated to include the changes identified in **EXHIBIT A** which constitute all the policy and procedural changes since the last Employee Reference Manual was adopted by Ordinance 23-05-34 on May 22, 2023; and

WHEREAS, a copy of the 2024 Employee Reference Manual for the Village of Mundelein is on file with the Village Clerk, is available for review at the office of the Director of Human Resources in the Village Hall, and is posted on the Village's internal website.

NOW THEREFORE BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MUNDELEIN, COUNTY OF LAKE, STATE OF ILLINOIS as follows:

SECTION I. Adoption of the 2024 Employee Reference Manual. The 2024 *Employee Reference Manual for the Village of Mundelein*, incorporated herewith by reference, is hereby adopted. Said *Employee*

Reference Manual, and all subsequently adopted employee reference manuals, shall remain in effect, subject to revision as provided herein, until the next employee reference manual is adopted by ordinance passed by the Village Board.

SECTION II. If any section, paragraph, clause or provision of this ordinance shall be held invalid, the invalidity of such section, paragraph, clause or provision, shall not affect any other provision of this ordinance.

SECTION III. This ordinance shall be published in pamphlet form according to law and available in the Village Clerk’s office along with a copy of the 2024 Employee Reference Manual for the Village of Mundelein.

SECTION IV. This ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

XXX this 10th day of June 2024 by a roll call vote as follows:

RESULT:	Passed [Yes 6, No 0, Abstained 0]
MOVER:	Trustee Daniel Juarez
SECONDER:	Trustee Robin Meier
AYES:	Daniel Juarez, Kara Lambert, Robin Meier, Jenny Berman Ross, Erich Schwenk, Tim Wilson
NAYS:	None
ABSTAIN:	None

President

ADOPTED: Monday, June 10, 2024

APPROVED: Monday, June 10, 2024

ATTEST: _____

Village Clerk

EXHIBIT A

In addition to formatting, re-ordering and organization of sections, the following significant changes, relative to employment law and to internal policies and procedures were made to the employee handbook since its last revision May 22, 2023; Ordinance 23-05-34

2.5a Appointed Auditing Official

Updated Director of Human Resources information.

2.6a Reporting of the Incident

Updated the ADA Compliance Officer information.

3.2.1 New Employee Orientation Process

Adjusted the handling of new employee orientation process from the Director of HR to any personnel in HR.

3.7f Stipends

Added clarification language that the stipend is disbursed on the last paycheck disbursement.

3.7g Longevity

Added clarification language to be consistent with past practice that the cost-of-living adjustment (COLA) is applied to the base wage rate of the respective step and the longevity is added after the COLA.

4.6e Work on an Employee's Authorized Holiday

Added clarification language to be consistent with past practice for situations that may occur when a full-time, non-exempt, non-emergency department employee has a normal day off and the employee is called in to work.

4.9 Paid Time Off (Seasonal, Paid on-call, and Crossing Guard)

Currently Administrative policy AD24-38 effective January 1, 2024; language added to the employee manual to be consistent with past practice. Please note that the addition of this language resulted in a renumbering of the remaining sections within Section 4 of the employee manual.

5.1 Medical, Dental, and Vision

Removed language regarding Local 150 insurance.

5.5 Employee Assistance Program (EAP)

Adjusted EAP provider from LifeWorks to ComPsych.

5.8b Employee of the Quarter

Adjusted language under procedures to read that the Department Head will recommend an individual from the department and that individual will be approved by HR. Current language leaves the sole selection to be made by HR.

5.12 COBRA Notice

Updated Director of Human Resources information.

6.4 Inclusion Code of Conduct Policy

New section adding in an inclusion code of conduct policy. Please note that the addition of this language resulted in a renumbering of the remaining sections within Section 6 of the employee manual.

6.9 No Smoking Policy (Currently 6.8)

Added language pursuant to the Smoke-Free Illinois Act, 410 ILCS 82/1 et seq. that now includes all forms that emit a visible vapor or gas by a burning or smoldering substance, including but not limited to cigarettes, cigars, pipes, e-cigarettes, hookahs, vaporizers, or bidis. This revision became effective January 1, 2024.