

ORDINANCE 10- 41

AN ORDINANCE AMENDING THE EMPLOYEE MANUAL

WHEREAS, the Administrative Committee has reviewed the Employee Manual and has determined the interest of the Village will best be served by amending the Manual.

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF CHATHAM, SANGAMON COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: The Village of Chatham Employee Manual effective May 1, 2010 is hereby amended as per Exhibit A, attachment hereto is hereby adopted.

SECTION 2: This Ordinance and the Village of Chatham Employee Manual attached hereto are effective upon their passage and approval, as provided by law.

ADOPTED this 22nd day June, 2010

Thomas S. Gray
Thomas S. Gray, President
Village of Chatham

ATTEST:

Pat Schad
Pat Schad, Clerk

AYES: 5 *HERRMAN BOYCE*
REYNOLDS SCHATTEMAN
NAYS: 0
ABSENT: 1 *KAVANAGH*

PASSED: 6-22-10
APPROVED: 6-22-10

VILLAGE OF CHATHAM

Employee Manual

MAY 2010
(revised 06/22/2010, ORD. 10-)

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Your department head will meet with you to discuss the problem, making sure that you understand the nature of the violation and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectation is and also reminds you that it is your responsibility to meet that expectation.

You will be informed that the Oral Reminder is the first step of the discipline procedure. Your manager will fully document the Oral Reminder ~~which will remain in effect for 12 months~~. Documentation of the incident will remain in the department file and will not be placed in your permanent record, unless another disciplinary transaction occurs.

Step Two: Written Reminder

If your performance does not improve, ~~within the 12-month period~~, or if you are again in violation of Village practices, rules or standards of conduct, your department head, after reviewing the situation with the Village Manager, will discuss the problem with you, emphasizing the seriousness of the problem and the need for you to immediately remedy the problem.

Following the conversation, your manager will write a memo to you summarizing the discussion. The original memo will go to you and a copy will be routed to the Human Resources department. The Human Resources Department's copy of the memo will be placed in your file.

~~The Written Reminder will remain in effect for 3 months.~~

Step Three: Decision-Making Leave

If your performance does not improve ~~within the 3-month period~~ following a Written Reminder, or if you are again in violation of Village practices, rules or standards of conduct, you will be placed on Decision Making Leave. The Decision Making Leave is the final step of the Village's disciplinary system.

Decision Making Leave is a paid or unpaid, ~~one-day~~ disciplinary suspension. Employees on Decision Making Leave will spend the following time away from work deciding whether to correct the immediate problem and conform to all of the Village's practices, rules and standards of conduct, or to quit and terminate their employment with the Village.

If your decision following the Decision Making Leave is to return to work and abide by the Village practices, rules and standards of conduct, the Village Manager or your department head will write a letter to you explaining your commitment and the consequences of failing to meet this commitment. You will be required to sign the letter to acknowledge receipt. A copy of the letter will be routed to all managers in your chain of command. A copy will be placed in your personnel file.

You will be allowed to return to work with the understanding that if a positive change in behavior does not occur, or if another disciplinary problem occurs ~~within the next 3 months~~, you may be terminated.

If you are unwilling to make such a commitment, you may be terminated.

Sequence of Steps

Crisis Suspension

If you commit any of the actions listed below, or any other action not specified but similarly serious, you will be suspended without pay pending the investigation of the situation. Following the investigation you may be terminated without any previous disciplinary action having been taken.

1. Theft
2. Falsification of Village records

3. Failure to follow safety practices
4. Conflict of interest
5. Threat of or the act of doing bodily harm
6. Willful or negligent destruction of property
7. Use and/or possession of intoxicants, drugs or narcotics
8. Neglect of duty
9. Refusal to perform assigned work or to follow a direct order

Discipline Deactivation

~~Step 1 of the procedure (Oral Reminder) will be in effect for 3 months.~~

~~Step 2 (Written Reminder) will be in effect for 6 months.~~

~~Step 3 (Decision Making Leave) will be in effect for 9 months.~~

~~If no further performance problems occur during the active period, the discipline procedure will be formally deactivated at the end of the appropriate time period. Your department head will initiate a memo advising you of the inactive status of discipline and, when appropriate, commend you for performance improvement.~~

Dismissal

Employment and compensation with the Village may be terminated with or without cause, and with or without notice, at any time, at the option of either the Village or yourself, except as otherwise provided by law.

If your performance is unsatisfactory due to lack of ability, failure to abide by the Village rules or failure to fulfill the requirements of your job, you will be notified of the problem. If satisfactory change does not occur, you may be dismissed or transferred. Some incidents may result in immediate dismissal.

~~Paid Leaves of Absence~~

~~Once you have used all of your earned sick or personal days, the time will be counted against your earned vacation time. Thereafter, unless specifically accepted, any time off will be without pay.~~

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hours. You are required to request personal leave time from your department head in advance and obtain his or her approval. During your first calendar year, the earned personal leave time is pro-rated by 4 hours per month of work performed.

If you are required to take a disability leave of absence, any accrued personal leave will be paid at the time the leave commences.

Employees going on unpaid required military leave of absence may apply their personal leave at the time the leave commences if they wish.

If you are on an approved leave of absence for less than thirty (30) days, your personal leave eligibility will not be affected; should the leave extend beyond thirty calendar days, personal leave time will not continue to accrue.

This personal leave policy does not apply if personal leave is needed as a result of self-inflicted injury, illegal substance abuse or alcohol abuse, or illness or injury incurred while in the act of committing a felony.

In the event of an illness or injury which is covered by workers' compensation insurance, this personal leave policy will not apply.

Personal leave may not be carried over and accumulated from year to year. Personal leave not used during a calendar year will be canceled out and not paid.

Sick Leave

To qualify for sick leave you must be a full-time, part-time, or permanent part-time employee. Sick time will be earned at a rate of 8 hours per month to be accumulated up to a maximum of (960) nine hundred and sixty hours. If you must be absent from work because of a personal illness, you will be eligible to receive your regular straight time pay, eight (8) hours per day. You may use your sick leave in units of no less than one (1) hour at any one time. Please advise your department head as soon as possible and prior to your start time that you will be absent from work due to illness.

Sick leave may be used for the purpose of visiting doctors, dentists or other practitioners in their offices. This time may also be used for tending to a serious illness suffered by a member of your immediate family, in the event the illness requires your personal time and attention. For purposes of this section, immediate family includes spouse, child, parent, or sibling living in your home. If another person can attend to the needs of an ill family member, you are expected to fulfill your duties as an employee of the Village.

The Village may request "proof-of-illness" and may also use a Village-appointed physician to examine the employee.

If you are required to take a disability leave of absence, any accrued sick leave will be paid at the time the leave commences; should the leave extend beyond thirty (30) days, sick leave will not continue to accrue.

If you are on an approved leave of absence for less than thirty (30) days, your sick leave eligibility will not be affected; should the leave extend beyond thirty (30) calendar days, sick leave time will not continue to accrue.

This sick leave policy does not apply if sick leave is needed as a result of self-inflicted injury, illegal substance abuse or alcohol abuse, or illness or injury incurred while in the act of committing a felony.

In the event of an illness or injury covered by workers' compensation, this sick leave policy will not apply, but will defer to state statutes.

If you have unused sick days available upon the termination of your employment with the Village, you will be paid for exactly one half (1/2) of that accrued and unused time at your regular base rate. However, if the employee is terminated as a result of disciplinary action, no compensation will be paid for accrued and unused sick time.