

ORDINANCE 13- 42

AN ORDINANCE AMENDING THE PERSONNEL CODE

**WHEREAS**, the Administrative Committee has reviewed the Personnel Code and has determined the best interest of the Village will best be served by amending the Code.

**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 Personnel Code is hereby amended as follows and hereby adopted:

§ 35.016 OTHER EMPLOYEES.

- (A) All authority for creating positions for employment with the village is vested in the President and Board. All employees, except the Village Manager, Chief of Police, and Police Officers, shall be hired by the Village Manger per village policy.
- (B) Firing authority for all employees, except the Village Manager, Chief of Police and Police Officers, is vested in the Village Manager and shall be exercised as set forth in the sections of this chapter relating to discipline.
- (C) REMOVE

§ 35.028 DEPARTMENT HEADS.

The several Department Heads are supervised by no committee of the Village Board, but rather directly by the President and their functions are as follows:

- (A) Chief of Police is the head of the Police Department and reports as necessary to the Village Manager regarding the activities of the Department.
- (B) The Public Works Manager is the head of Zoning, Public Properties, and Streets Departments and reports as necessary to the Village Manager regarding the activities of the departments.
- (C) Public Utilities Manager is the head of the Electric and Water & Sewer departments and reports as necessary to the

- Village Manager the activities of the departments.
- (D) Code Enforcement Coordinator is the head of the Building and Codes Department and reports as necessary to the Village Manager regarding the activities of the Department.
  - (E) Chief fiscal Officer is the head of the Financial and Administration Departments and reports as necessary to the Village Manager regarding the activities of the departments.
  - (F) Administrative Assistant/Human Resource Coordinator is the head of the Human Resource Department and reports to the Village Manager regarding the activities of the department.

§ 35.055 NEW HIRES.

- (A) The salary of a newly hired employee shall be established when the employee is hired.
- (B) The salary of a new employee, other than temporary employees, shall be reviewed at the end of that employee's six month probationary period, and the Village Manager may in his/her discretion decide to raise, lower or keep in force the employee's initial salary.
- (C) The salary for of a newly promoted Police Sergeant shall be their standard base Police Officer salary plus 8% the first year, plus 10% the second year and plus 12% thereafter.

§ 35.056 ANNUAL SALARY REVIEW.

The Village Manager shall perform or cause to be performed an annual review of salaries of the jobs within the village. Report to the Village President with recommended adjustments.

§ 35.070 VACATIONS.

- (A) Full-time employees shall earn paid vacation time. No employee on leave of absence may earn vacation. Vacation time may be taken in increments of not less than four hours at a time, at any time after it is earned in accordance with this section.
- (B) Rate for earning vacation.
  - (1) From the date of hire until the completion of five years continuous service: 6.67 hours a year per the month.
  - (2) From the completion of five years of continuous service until the completion of 10 years of continuous service 10 hours per month.
  - (3) From the completion of 10 years of continuous service until the completion of 15 years of continuous service 13.33 hours per month.

(4) From the completion of 15 years of continuous service; eight additional hours per year up to a maximum of forty additional hours. Culminating in 16.67 hours earned per month.

(C) Limitations on vacation length. No employee may take more than 120 consecutive hours of vacation (exclusive of holidays) without the prior consent of the Administrator.

(D) Carryover of vacation days. Vacation time shall not be carried over for more than 24 months after the end of the calendar year in which it is earned.

(E) Request of pay for accrued and unused vacation time. An employee may request pay for vacation time accrued and unused once per calendar year. The request shall be submitted in writing to the Administrator and shall be processed on the ensuing pay period.

Requests for vacations. Preference for vacation shall be given those scheduled by February 15. An employee shall request vacation at least one week prior to the vacation requested. Department heads have the discretion and responsibility to grant or deny vacations subject to the needs of the village.

REMOVE § 35.071 PRORATED VACATIONS FOR PART-TIME EMPLOYEES.

§ 35.074 SICK LEAVE.

(A) Full-time employees may take sick leave in accordance with this section.

(B) An eligible employee shall accumulate sick leave at a rate of eight hours for each months service.

(C) An eligible employee may accumulate sick leave up to a maximum of 960 hours. After accumulation of 960 hours, sick time shall be transferred to Personal Time at a rate of one half (8 hours sick to 4 hours personal). When the services of an employee are terminated as a result of disciplinary action, no compensation will be paid for accrued sick leave. In all other cases, accrued paid sick leave will be paid at half of the employee's then current straight time rate of pay.

(D) An employee without accumulated paid sick leave who

requires additional sick leave will have sick days deducted from vacation time, if the employee has accumulated vacation time, or the time will be docked.

- (E) Sick leave shall be taken in minimum increments of one hour and may be used for illness, disability or injury, doctor or dentist appointments, or appointments with other professional medical practitioners. Sick leave may be used for injury or disability of the employee's immediate family.
- (F) An employee taking sick leave shall, unless incapacitated, notify his or her department head by telephone no later than starting time on the date of the absence, and of each day thereafter of absence. (If a department head is sick, he or she shall notify the Administrative Assistant. The department head shall notify the Administrative Assistant of the employee's absence. An employee who does not comply with these rules shall be charged with an unauthorized absence.
- (G) An employee must have a doctor's slip to return to work after three consecutive days of sick leave.

§ 35.075 PERSONAL HOURS.

- (A) Full-time Employees may take personal hours in accordance with this section.
- (B) Full-time Employees shall receive 48 hours personal leave on January 1 of each year.
- (C) Personal hours may not be accumulated and carried over to the following year nor shall unused days be paid on termination.
- (D) Personal Hours may be used in minimum increments of two hours.
- (E) Applications shall be filed with the department head a minimum of 24 hours prior to the requested leave, except in an emergency. The department head shall allow or deny the request based on department needs.

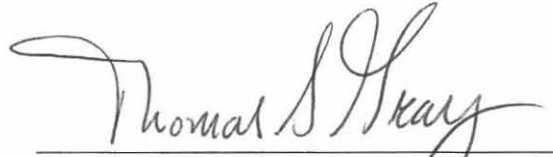
§ 35.076 BEREAVEMENT LEAVE.

You are entitled to take up to (3) workdays with pay to attend the funeral and take care of personal matters related to the death of a member of your immediate family. (Immediate family herein shall be defined as a spouse, child, grandchild, parent, brother, sister, niece, nephew, aunt, uncle, and equivalent relatives of an existing spouse) In the event that an

employee has pallbearer duties, the employee shall be granted four (4) hours the day of the funeral off with no loss of pay. Only regular full-time employees are eligible for paid funeral leave. Upon returning to work, the employee must record his/her absence as a Bereavement Leave on their attendance record. Proof of death and relationship to the deceased may be required.

**SECTION 2:** This Ordinance is effective upon passage and approval, as provided by law. The Clerk shall cause this Ordinance to be included in the Village of Chatham Code of Ordinances.

**ADOPTED** this 22<sup>nd</sup> day October, 2013

  
Thomas S. Gray, President  
Village of Chatham

ATTEST:

  
Pat Schad, Clerk

AYES: 6 <sup>FORMER</sup> CLAYTON KIMSEY BOYLE  
                     HOLDEN SCHATTEMAN      PASSED: 10-22-13  
NAYS: 0      APPROVED: 10-22-13  
ABSENT: 0