

ORDINANCE NO. 86-13

AN ORDINANCE REVISING THE VILLAGE OF
CHATHAM EMPLOYEES HANDBOOK

WHEREAS, The Village of Chatham heretofore has adopted an Ordinance revising the Village of Chatham employees handbook;

NOW, THEREFORE, 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 heretofore has undertaken to have written a handbook for all employees in the Village of Chatham with update from time to time do this day adopt attached handbook.

Section 2. This Ordinance shall be in full force and effect upon its passage and approval as provided by law.

PASSED July 8, 1986

APPROVED July 8, 1986

D.E. Moore

President, Board of Trustees
Village of Chatham

ATTEST:

Barbara Bickhaus

Barbara Bickhaus
Village Clerk

OBJECTIVE OF THE VILLAGE

The Village aims to provide its citizens with service of the highest quality. This goal requires that employees:

- (1) Adopt the highest standards of conduct for integrity, courtesy, loyalty and professionalism.
- (2) Know the operations of the Village and the required conduct of its employees.
- (3) Provide the best possible service in a professional and courteous manner to every citizen.
- (4) Insure that attention is given to all citizen's suggestions and recommendations for improvement.
- (5) Take an active interest in the Village by helping to insure efficient operations and suggesting changes that would improve them.
- (6) Cooperate with fellow employees in the performance of their jobs.
- (7) Help to maintain a pleasant environment.
- (8) Policies and benefits arising from the unilateral action of the Village do not constitute a term or condition of employment, or contract and may be changed by the Village in its discretion without notice. The contents of this handbook do not constitute an employment contract.

Employee may be dismissed by Board approval.

ORGANIZATION OF THE
VILLAGE OF CHATHAM

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The Village Government performs a number of services for the citizens of Chatham. The services provided include the sale of electricity and water, the maintenance of a sanitary sewer system, police protection, and the maintenance of a cemetery and park system. Your work with the Village will include working in one or more of these areas.

VILLAGE OPERATIONS

The Village runs its own electrical distribution system. This system provides the Village as well as part of the surrounding area with electrical services it needs. The power is purchased from a wholesale supplier (a public utility company) and resold to the Village customers. Employees are responsible for maintaining the Village system and providing Village customers with adequate and reliable power.

The Village sells water to its residents as well as the several out of town customers. The water is purchased from the City of Springfield and resold to Village customers. Employees are responsible for maintaining the water system and newly constructed Village sanitary sewage system.

Employees have the responsibility of not only keeping the Village streets in repair, but providing snow removal service and maintaining the Village storm sewers.

POLICE DEPARTMENT

The Police Department provides normal police services for the Village of Chatham. In addition, the police service the Ball-Chatham High School and Junior High School, as well as provide emergency service to the Ball Elementary School. The police also have an animal control officer to deal with the problem of stray or nuisance animals.

ADMINISTRATIVE SERVICES

The Village Office staff is responsible for billing and collecting revenues from the sale of electricity, water and sewer services. The staff opens new accounts and provides general assistance in handling citizen problems..

PERSONNEL POLICIES

YOU AND YOUR CO-WORKERS

One of the keys to the success and enjoyment of your job is how well you get along with others. Studies show that more workers fail at their jobs because of an inability to get along with co-workers than an inability to do the job. Your skill, willingness, loyalty, and energy are important. But great emphasis is placed on human relations also. A good attitude and spirit of cooperation make the job easier for everyone.

EMPLOYMENT AND SEPARATION

Employees who are hired to work in the Village may be asked to provide certain information on an employment application as well as references. Falsification of information may be cause for immediate discharge.

Employees may be required to provide proof of attendance at an educational institution, such as high school, vocational school, or college.

To leave in good standing, an employee should give his supervisor two weeks notice of his intention to resign, except in emergency. Persons leaving the employ of the Village must return all property to their supervisor. Final paychecks will be held until items are returned or accounted for.

RESIDENCE

All employees are required to live within the Village of Chatham.

New employees must reside within the Village at the time of their employment. This requirement may be extended or waived by the Village Board of Trustees under certain circumstances.

ATTENDANCE

Employees of the Village of Chatham work a five-day week. Your supervisor will inform you of your work schedule. The most common working hours in the village are 8:00 A.M. to 5:00 P.M. Your supervisor will notify you of any changes in these hours.

TARDINESS

Tardiness is a poor work habit that can place unnecessary burdens on your fellow workers and affect your own work record. If you find that you will be late for work, notify your supervisor.

Repeated tardiness may result in reprimand or termination of job.

OVERTIME

Employees may be required to work overtime, reporting before or remaining at work after normal working hours, or working on a regularly scheduled day off.

Compensation for overtime will be at the employees' regular hourly rate plus half of that rate.

Refusal to work overtime, unless undue hardship on the employee is shown, may constitute insubordination and could be grounds for disciplinary action.

BREAKS

Employees are entitled to a 15 minute rest period in the morning and afternoon, to be scheduled by the supervisor, and a one hour lunch break each day.

TIME CARDS

Every employee each day must record the time of arrival and departure by punching his time card in the time clock in the Village Hall. These cards are the official record of your attendance. Failure to properly use the time clock could result in disciplinary action.

PAYDAYS

You will be paid every other Friday for pay earned 14 days before that date.

EMPLOYMENT RECORDS

Employment records must be kept to date, if there is a change in your mailing address, telephone, marital or dependent status, the Village office must be notified.

VACATION

Employee must work one complete year before his/her vacation is earned (80 hours after completed year). A year shall run from January 1 to December 31.

Vacations must be taken within the calendar year in which they become due, otherwise, vacation rights for that year will not be carried over and will be lost (only by board approval may as many as three days be carried over if due to unusual circumstances).

Vacations shall be: 1 to 6 years - 80 hours
6 years and above - 120 hours
Vacations must be posted by January 15. No vacation may be changed without the supervisor and Mayor's approval.

January 1, 1987 all full-time employees with five or more years continued service as a full-time employee will receive 2% longevity raise. Each five years thereafter they will receive a 2% longevity raise (this will not be retroactive to employees with more years).

Employee shall be entitled to split his/her vacations into full weeks.

Example: 2 weeks vacation (80 hours) =
(1 week or 40 hours)
(five 8 hour days or 40 hours)

Supervisors are responsible for scheduling all vacation leaves with the approval of the Mayor. At least one days notice must be given before leave is granted for split vacation day. Upon termination, employee will be paid for unused vacation on a pro-rated basis for time worked during calendar year in which employee terminates, provided at least 2 weeks advance written notification is provided to the Village.

SICK LEAVE

Employees receive seven (7) sick days per year. Sick leave benefits are provided to enable you to remain on the payroll if you are unable to work because of personal illness. The Village may require you to substantiate that sick leave was taken for its intended purpose by Doctor's certificate. Sick days may be

accumulated to a maximum of 90 days. Unused sick leave is not paid to employees upon termination. If no sick leave is used in the year, 16 hours of Bank time may be accumulated each year in addition to the 90 days. This may be paid to employee at retirement or days earlier for retirement.

PERSONAL LEAVE

Employees are entitled to 2 personal days per year. Except in cases of emergency, one days notice for scheduling personal leave should be given by employees. Carry-over of personal days is not permitted.

Split days shall not be permitted immediately before or after a holiday. Split days, as well as personal, shall require one days notice before taking. The supervisor may limit the number of split days taken to one at a time.

FUNERAL LEAVE

When death occurs in a full-time employee's immediate family, that employee shall, upon request, be granted a leave of absence with no loss of pay during regularly scheduled work hours up to a maximum of three (3) days, ending with the day of the funeral. In those cases where the employee must travel, transact business of legal matters in connection with the deceased relative's funeral, that employee may be permitted to take the day after the funeral as the third day of allowed leave. The immediate family of the employee shall include the following: father, mother, sister, brother, spouse, son, daughter, son-in-law, daughter-in-law, father-in-law, mother-in-law, step-mother, step-father, and such other relative of the employee or spouse who were resident of the employees household at the time of death. In case of a grandparent, grandchild, brother-in-law, sister-in-law, step-brother, or step-sister of the employee shall, upon request, be granted a leave of absence with no loss of pay for the day of the funeral. When an employee is requested by the family to act as a pallbearer (does not include honorary pallbearers) for a deceased employee or a retired employee, he shall, upon request, be granted a leave of absence with no loss of pay for time off during regularly scheduled work hours up to a maximum of one-half ($\frac{1}{2}$) day.

HOLIDAYS

The Village of Chatham will observe these holidays: New Year's Day, Washington's Birthday, Good Friday, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day.

Holidays that occur on Saturday are observed on the preceding Friday and holidays that occur on Sunday are observed the following Monday.

To be eligible for holiday pay, an employee must work the last scheduled workday before and the first scheduled workday after the holiday unless on approved vacation or personal leave.

JURY DUTY, COURT ATTENDANCE

Full-time employees called for jury duty or subpoenaed for an appearance before a court of law or a quasi-judicial board or agency may serve or make such appearance without loss of pay or use of accrued benefits. Any pay for such service or appearance, however, must be remitted by the employee to the Village. An employee may elect to use accrued time off or personal leave and retain the full amount received.

Part-time employees will be allowed time off without pay for such purposes and shall retain any pay for such service or appearance.

PART-TIME EMPLOYEES

Part-time employees will receive pro rata vacation, personal and sick leave benefits based upon the employees authorized work schedule.

WORKMEN'S COMPENSATION

As a Village employee, you are covered by the Illinois Workmen's Compensation Act and may be eligible for reimbursement of first aid, hospital, medical and surgical costs arising from job-related injuries. You also may be eligible for compensation if a job-related injury keeps you from working.

Unless incapacitated, you will notify your supervisor immediately of any injuries and complete and submit the pertinent forms. If you are unable to report an on-the-job accident immediately, report it as soon as you are able. Delays in reporting accidents on filing form could jeopardize a claim.

~~Payments of insurance coverage after April 1, 1986 will be limited to employees only.~~ New

TIME OFF TO VOTE IN ELECTIONS

The State's Election Code provides for up to two hours of excused absence from work for some election days to allow employees to exercise their right to vote. Such time off must be scheduled prior to an election day and supervisors may specify the hours during which the employee may be absent. The absence will be without pay or employees may elect to utilize compensatory time if they have such accrued.

GRIEVANCE PROCEDURE

Any employee who is dissatisfied with any aspect of his job has the right to initiate grievance proceedings. Causes of any grievance should be discussed immediately by the employee with his immediate supervisor. If the employee feels the grievance is still unresolved, he may then submit his grievance to the Mayor. If the matter remains unresolved, the employee may appeal to the Administration and Public Affairs Committee of the Board of Trustees who will conduct a hearing and render a final decision.

LEAVE OF ABSENCE

Leaves of absence without pay are permitted for military service, maternity, education, or any other reason approved by the Village. All outstanding vacation and personal days will be exhausted by the Village before the employee is placed on leave of absence status, however, any sick days accumulated at the time the leave of absence begins and will be held until employee returns to work.

An employee taking a maternity leave of absence may elect to use her accumulated sick leave.

UNIFORMS

Uniforms are the property of the Village and must be returned upon leaving employment with the Village. If they are distributed to employees, they shall be worn during working hours. Failure to wear issued uniforms could result in disciplinary action.

INSURANCE

Present full-time employees as of this date shall be provided health, dental and life insurance at no cost and shall be furnished dependent coverage subject to provisions of Ordinance

Any full-time employees hired after this date shall be provided health, dental, and life insurance at no cost. Dependent coverage for any new full-time employees shall be available through the group plan but the new employee must reimburse the Village for the additional cost to the Village for such dependent coverage by payroll deduction.

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President, Board of Trustees
Village of Chatham

ATTEST:

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Village Clerk

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