

CITY OF EARLVILLE
ORDINANCE NO. 04-10-2024(A)

**AN ORDINANCE REGULATING WAGES, VACATION TIME AND OTHER BENEFITS
OF THE EMPLOYEES OF THE CITY OF EARLVILLE, COUNTY OF LASALLE AND
STATE OF ILLINOIS**

**ADOPTED BY THE CITY COUNCIL
OF THE CITY OF EARLVILLE
THIS 10TH DAY OF APRIL, 2024**

Published in pamphlet form by authority of the City Council
of the City of Earlville, LaSalle County, Illinois,
this 10th day April, 2024

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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 thirty-six (36) 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 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 all full time employees for the City of Earlville: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve and Christmas Day. Full time employees will receive pay for each holiday according to their normal work day hourly shift.

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 preceding 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
After 1 year	40 hours
Start of 3 rd year	80 hours
Start of 8 th year	120 hours
Start of 13 th year	160 hours
Start of 20 th year	200 hours

The dates of employment for the following employees are:

Martha Dankenbring (Retiring City Office Manager)	01/06/1997
Roger Torman (Superintendent of Public Works)	12/18/1999
Michael Gast (Public Works Employee)	04/02/2018
Doug Ohme (Public Works Employee)	11/01/2021
James Scheib (Police Chief)	11/27/2023
Jessica Olson (City Office Manager)	01/22/2024

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. Vacation time will be earned for partial years of service of those employees who leave their position with the City. Earned vacation for partial years of service will be computed on a quarterly pro-rated basis relating to said employee's anniversary date of full time employment.

C. Non-accumulation of Vacation Time: Vacation time 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. However, vacation hours may be carried over for no more than six (6) months after the anniversary date.

D. Notice of Vacation: A full time employee intending to take vacation shall give 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 Mayor, the immediate superior of a public works employee shall be the Superintendent of Public Works, the immediate superior of the Superintendent of Public Works is the Mayor, and the immediate superior of a City office

worker shall be the City Office Manager, the immediate superior of the City Office Manager is the Mayor. The vacation pay to which the full time employee is entitled shall be issued to him/her on the pay day that covers the pay period in which the vacation time falls.

SECTION IV. PERSONAL LEAVE, SICK LEAVE, AND PAID LEAVE FOR ALL WORKERS

A. Personal Time Leave: All full time employees shall be entitled to forty-eight (48) hours of personal time leave, for any reason, during each fiscal year. Personal time will be prorated at the time of hire.

B. Use of Personal Time: The employee is to give notice to his/her immediate supervisor at least twenty-four (24) hours before personal time can be used unless an emergency or illness/sickness exists. If personal time is the only form of requested leave, when requesting five (5) consecutive work days off, then thirty (30) days' notice shall be given, unless an emergency exists.

C. Un-used Personal Time: During the current fiscal year, in the case of employee's termination or resignation from full-time service all unused personal time will be paid out at termination or resignation from full-time service. Unused personal time shall not roll over into the following year.

D. Sick Time Leave: An employee shall receive an annual amount of forty-eight (48) hours of sick time leave. Upon retirement or separation from the City, un-used un-paid sick time will be credited toward time worked according to the regulations of the IMRF (Illinois Municipal Retirement Fund). For reporting un-used, un-paid sick time to IMRF, eight (8) hours of un-used, un-paid sick time will equal one (1) day.

E. Use of Sick Time: Sick time may be used in accordance with the Illinois Sick Day Leave Act.

F. Notification of Use of Personal or Sick Time: All personal time requested, or sick time used, by any person, shall be approved or denied by the employee's immediate superior or his/her designee and shall not be unreasonably denied.

G. Paid Leave for All Workers Time: The City establishes the following rules pertaining to the Paid Leave for All Workers Act (820 ILCS 192/1 *et seq.*) (the "Act") 102-1143, as amended from time to time.

1. Paid Leave for All Workers time will begin January 1, 2024 or upon the start of employment, whichever is later.
2. The city's fiscal year, May 1 – April 30, will be the basis for the 12-month period for paid time regarding the Act.

3. Full-time employee's amount of Paid Leave for All Workers time is forty (40) hours per fiscal year, given to each full-time employee at the beginning of each fiscal year. Full-time employee unused Paid Leave for All Workers time shall not roll over into the following year.
4. Part-time employees will be given an amount of Paid Leave for All Workers time, prorated upon their projected work schedule within a 12-month period, but in no case less than eight (8) hours. Part-time employee's hours worked will be monitored and they will be given one (1) hour of paid leave for every forty (40) hours worked over the initial amount of time worked per their projected work schedule. Part-time employee unused Paid Leave for All Workers time shall not roll over into the following year.
5. All employee's Paid Leave for All Workers time may be taken for any reason. When requesting use of Paid Leave for All Workers time, employees must provide notice of seven (7) days for foreseeable leave and as soon as possible for unforeseeable leave.
6. The city can deny the use of Paid Leave for All Workers time in an event of operational necessity. At no time will a department be left without the necessary manpower to operate effectively and safely during normal working hours. In the case of multiple requests for the same time off, requests will be evaluated in the order received and considering the department's scheduled operations.
7. This leave must be used in a minimum of one (1) hour per day.
8. Unused Paid Leave for All Workers time will not be paid out upon separation from employment.
9. All current employees, on the roster prior to January 1, 2024, will be given a prorated amount of Paid Leave for All Workers time for the time period of January 1, 2024 to April 30, 2024 upon their projected work schedule within a 12-month period, rounded up to the next whole number. Paid Leave for All Workers time shall not roll over into the following year.

SECTION V. SALARIES AND WAGES

A. Chief of Police: The Chief of Police shall work a forty (40) hour week, with the base hourly rate range of \$25.00 to \$45.00 per hour. An overtime rate of time and one-half will be paid for hours over forty (40) hours within a work week. Actual hours worked, personal time and vacation time will be counted when calculating the forty (40) hours within a work week needed to determine overtime. 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 are covered by a collective bargaining agreement.

C. Superintendent of Public Works: The Superintendent of Public Works shall be in charge of all City Public Works. He/she shall maintain a minimum Class 2 license for the Disposal Plant and a C license for the Waterworks. He/she shall work a forty (40) hour week, with the base hourly rate range of \$25.00 to \$45.00 per hour. An overtime rate of time and one-half will be paid for hours over forty (40) hours within a work week. Actual hours worked, personal time and vacation time will be counted when calculating the forty (40) hours within a work week needed to determine overtime. 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 under the direction of the Superintendent of Public Works. He/she shall work a forty (40) hour week, with the base hourly rate range of \$15.00 to \$35.00 per hour. An overtime rate of time and one-half will be paid for hours over forty (40) hours within a work week. Actual hours worked, personal time and vacation time will be counted when calculating the forty (40) hours within a work week needed to determine overtime. 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 are covered by a collective bargaining agreement.

F. Auxiliary Police Officer: Auxiliary Police Officers will be used in accordance with Ordinance No. 02-14-2024 and shall be paid an hourly rate between \$15.00 and \$25.00.

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 and city-wide garbage 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. The City Office Manager shall work a forty (40) hour week, with the base hourly rate range of \$20.00 to \$45.00 per hour. An overtime rate of time and one-half will be paid for hours over forty (40) hours within a work week. Actual hours worked, personal time and vacation time will be counted when calculating the forty (40) hours within a work week needed to determine overtime. 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 a base hourly rate no less than the Illinois State Minimum hourly rate. All other employee's base hourly rate shall be set by the City Council.

I. Uniform Allowances: Uniforms (trousers, short-sleeve and long-sleeve shirts, badge, patches, 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, patches, bullet-proof vest and vest carrier) will be purchased for part time policemen. The City shall also provide any special clothing or personal protective equipment required by Street, Sewer or Water Department personnel. Full time police and public works employees shall be entitled to a four hundred (\$400.00) annual reimbursement for clothing, equipment or equipment maintenance. Employees shall be reimbursed upon submission of a receipt to their Department Head/Mayor. Unused reimbursements shall not carry over into the next fiscal year.

J. 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.

K. Insurance Contribution: The City shall pay 100% of the premium for the major medical insurance for full time employees after sixty (60) days of employment. Any employee requiring employee + one dependent coverage will pay 20% of the premium difference between employee coverage and employee + one coverage. Any employee requiring employee + two or more dependents coverage will pay 40% of the premium difference between employee coverage and employee + two or more dependents coverage. The percentage amount of additional premium for dependent coverage that is the responsibility of the employee will be paid by payroll deduction. 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.

L. Longevity Scale:

	After 1 yr of service	After 3 yrs of service	After 5 yrs of service	After 10 yrs of service	After 15yrs of service	After 20 yrs of service	After 25 yrs of service
Base Rate	+.50	+.50	+.25	+.25	+.25	+.25	+.25

M. Annual Increases: All full time employees, not covered by collective bargaining, will receive a six point five percent (6.5%) raise in base wages for the fiscal year beginning May 1, 2024 and ending April 30, 2025, a four percent (4.0%) raise in base wages for the fiscal year beginning May 1, 2025 and ending April 30, 2026, and a four percent (4.0%) raise in base wages for the fiscal year beginning May 1, 2026 and ending April 30, 2027.

SECTION VI. TERM OF ORDINANCE

This ordinance shall be in effect at 12:01 a.m. on May 1, 2024 until its expiration of 11:59 p.m. on April 30, 2027.

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.

PASSED this 10th day of April, 2024, pursuant to a roll call vote by the Mayor and City Council of the City of Earlville, LaSalle County, Illinois.

Motion: Alderman Austin Seconded by: Alderman Cwikla

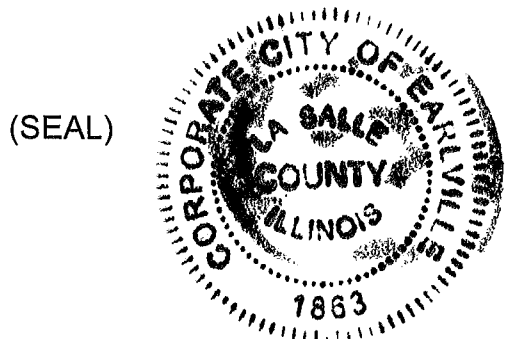
	Aye	Nay	Other
Alderman Austin	X	_____	_____
Alderman Boltz	X	_____	_____
Alderman Cwikla	X	_____	_____
Alderman Goodbred	X	_____	_____
Alderman Law	X	_____	_____
Alderman Osborne	_____	_____	Absent
Mayor Actis	_____	_____	_____ (to break tie)

APPROVED this 10^h day of April, 2024.

ATTEST:

BY: [Signature]
Mark Actis, Mayor

[Signature]
Jane M. Bauer, City Clerk



STATE OF ILLINOIS)
) SS.
COUNTY OF LASALLE)

CERTIFICATE

I, Jane M. Bauer, certify that I am the duly elected and acting municipal clerk of the City of Earlville, LaSalle County, Illinois.

I further certify that on April 10, 2024 the Corporate Authorities of the above municipality passed and approved ORDINANCE NO. 04-10-2024(A) AN ORDINANCE REGULATING WAGES, VACATION TIME AND OTHER BENEFITS OF THE EMPLOYEES OF THE CITY OF EARLVILLE, COUNTY OF LASALLE AND STATE OF ILLINOIS including the Ordinance and a cover sheet thereof, was prepared, and a copy of the Ordinance was posted in the municipal building, commencing on April 10, 2024, and continuing for at least ten days thereafter. Copies of the Ordinance were also available for public inspection upon request in the office of the municipal clerk.

DATED at Earlville, Illinois, this 22nd day of April, 2024.

Jane M. Bauer

Municipal Clerk

(SEAL)

