

CHAPTER 4

EMPLOYEES

PART 1

EMPLOYEE RULES AND REGULATIONS

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SECTION 4-101. HOURS OF THE GOVERNMENT CENTER, ADMINISTRATIVE OFFICES.

The location of the Village's administrative offices, which are currently located at 1400 North Illinois Street, Swansea, Illinois, including the office of the Village Clerk and the office of the Utility Control Clerk, shall be moved to 1444 Boul Avenue, Swansea, Illinois, and shall be open at that location beginning October 17, 2016, and shall be open Monday through Friday thereafter from 8:00 a.m. until 4:30 p.m., unless otherwise provided by a resolution or motion passed as provided by law. All full-time administrative office employees shall regularly work the aforementioned days and times, with one-half (1/2) hour for lunch, provided that the Village Administrator may from time-to-time assign different hours, as required, not to regularly exceed more than 40 hours for any particular employee. (Ord 1763, 10/3/16)

SECTION 4-102. HOURS OF THE STREET DEPARTMENT.

The Village's Street Department at 215 Service Street shall be open Monday through Friday from ~~8:00 a.m. until 4:30 p.m.~~ 7:00 a.m. to 3:30 p.m. All full-time Street Department employees shall regularly work the

aforementioned days and times, with one-half (1/2) hour for lunch, provided that the Department

Supervisor may from time-to-time assign different hours, as required, not to regularly exceed more than 40 hours for any particular employee. (Ord 1581, 06/21/10)

SECTION 4-103. HOURS OF SEWER PLANT.

The Village's Sewer Plant at 225 Service Street shall be open Monday through Friday from ~~7:30 a.m. until 4:00 p.m.~~ 7:00 a.m. to 3:30 p.m. All full-time sewer plant employees shall regularly work the aforementioned days and times, with one-half (1/2) hour for lunch, provided that the Department Supervisor may from time-to-time assign different hours, as required, not to regularly exceed more than 40 hours for any particular employee. (Ord 1581, 06/21/10)

SECTION 4-104. NOTICE OF BUSINESS HOURS.

The Village Clerk shall post a notice of the regularly scheduled hours of business of the Administrative Offices at the Government Center at 1400 North Illinois, Swansea, Illinois. It shall be the duty of the authorized personnel of each office to see that their

office is kept open during the hours as heretofore specified, except on the below listed public holidays.

SECTION 4-105. HOLIDAYS.

The Village of Swansea recognizes and observes the following holidays each year:

New Year's Day Martin Luther King's Birthday

1. ~~Lincoln's Birthday~~ 2. Lincoln's Birthday
(Police Officers & Dispatchers only)

President's Day

1. Friday Immediately Preceding Easter

Easter Memorial Day

Independence Day Labor Day

Veterans Day Thanksgiving Day

The Day Following Thanksgiving

Christmas Day (2) Personal Holidays
(Ord 1433, 12/05/05, #1), (Ord 1508, 3/03/08, #2)

Every full-time permanent employee, regularly scheduled to work ~~40 hours per week, 80 hours per pay period~~ (all Police Officers shall work 84 hours per pay period), shall be entitled to each holiday with pay, within the following guidelines: (Ord 1575, 05/17/10)

~~(A) The day following Thanksgiving Day shall not be considered a holiday for Police Officers or Police Dispatchers. Easter shall only be considered a holiday for Police Officers or Police Dispatchers. (Ord 1508, 3/03/2008)~~

(A) The day following Thanksgiving Day and the Friday immediately preceding Easter shall not be considered a holiday for Police Officers or Police Dispatchers. Easter and Lincoln's Birthday shall only be considered holidays for Police Officers or Police Dispatchers. (Ord 1508, 3/03/2008)

(B) Police Officers and Police Dispatchers who are scheduled and required to work on holidays shall be compensated at a rate of two and one-half (2 1/2) times their normal hourly wage.

(C) For those employees not normally scheduled to work on Saturdays or Sundays, if any holiday falls on a Sunday, the holiday shall be deemed to have fallen on the following Monday. If any holiday falls on a Saturday, the holiday shall be deemed to have fallen on the previous Friday.

(D) Each such holiday shall be observed by the Village of Swansea on the same date that it is observed by Federal Government Offices.

(E) Police Officers not normally scheduled to work on the day on which a holiday falls shall be compensated for ~~ten (10)~~ twelve (12) hours pay at their normal hourly wage.

(F) Police Dispatchers not normally scheduled to work on the day on which a holiday falls shall be compensated for eight (8) hours pay at their normal hourly wage.

(G) Holidays are based upon the fiscal year beginning May 1st and ending April 30th. Personal holidays must be scheduled and taken within the fiscal year or they are forfeited. Personal holidays must be approved by the employee's supervisor at least 24 hours in advance (48 hours in the case of Police Officers), unless an emergency occurs. Personal holidays cannot be taken in increments of less than one hour.

SECTION 4-106. VACATION.

(A) Effective as of the employee's last anniversary date prior to May 1, ~~1998~~ 2010, every full-time permanent employee of the Village shall accrue vacation based on ~~50 pay periods~~ on the following schedule:

(1) 0 until completion of 5 years: 10 days (~~1-6~~ 3.2 per pay period) (80 hours)

(2) 6 until completion of 10 years: 15 days (~~2-4~~ 4.8 per pay period) (120 hours)

(3) 11 or more: 20 days (~~3-2~~ 6.4 per pay period) (160 hours)

(4) For the purposes of this section all Police Officers will receive vacation time accrued on their anniversary date of hire as follows:

Start until completion of 5 years.....
84 hours a year (7 hours per month)
Six years until completion of 10 years.....
126 hours a year (10.5 hours per month)
Eleven or more years.....
168 hours a year (14 hours per month)
(Ord 1575, 05/17/10)

(B) Employees begin to accrue vacation upon hire, but may not take time earned until completion of six months of employment.

(C) Every part-time permanent employee of the Village employed prior to March 16, 1987, shall accrue vacation days relative to the number of days regularly scheduled during the year, as follows:

(1) Three times the number of days regularly scheduled per week during the preceding year.

- (D) Vacation time shall be posted on each employee's weekly biweekly paycheck and shall not be taken until posted. Vacation shall be scheduled in advance and approved by the employee's supervisor. The Mayer Village Administrator shall approve vacation requests made by Department Heads. Vacation time cannot be taken in increments of less than one hour.
- (E) An employee may carry up to the number of vacation days earned in the previous year past his anniversary date. Any excess time shall be forfeited, unless an emergency occurs. Determination of emergency shall be made by the employee's Department head in conjunction with the chairman of the Personnel Committee.
- (F) The Supervisor may authorize payment to any employee in lieu of taking vacation time which exceeds the first 80 hours earned, but not excess of 40 hours (42 hours in the case of Police Officers) if that employee so requests. An employee may only be paid for vacation once in any fiscal year.
- (G) In the event that an employee's status changes from part-time to full-time, he shall begin to earn vacation leave as of the date of said change. In the event that an employee's status changes from full-time to part-time, he shall immediately cease to earn vacation leave. However, any previously earned and posted leave shall be retained and may be used accordingly.
- (H) In the event an employee terminates employment with the Village of Swansea, he shall be entitled to payment for all posted but unused vacation time. The employee shall also be paid for any vacation time, which has not yet been posted, but has been earned by the employee "pro-rata", on the basis of full months of service since the last anniversary date.

SECTION 4-107. SICK LEAVE.

- (A) Every Full-time permanent employee of the Village of Swansea employed prior to May 1, 2011 shall earn sick leave at a rate of one day eight hours per month. Full time permanent employees of the Village of Swansea hired on or after May 1, 2011 shall earn sick leave at a rate of four hours per month. For the purpose of this section, sick leave shall equate to 10 1/2 hours per day for Police officers and 8 hours per day for all other employees. Police patrol officers, sergeants and the deputy police chief shall earn sick leave at a rate of twelve hours per month. (Ord 1607, 04/18/11)

- (B) Sick leave shall be posted on the first day of the month following the first full month of

employment and on the first day of each successive month. Sick leave shall not be taken until posted.

- (C) ~~There shall be no limit on the accumulation of sick leave, however.~~ No payment for unused sick leave shall be made at the time of retirement, resignation or termination. The maximum accrual of sick leave for employees who are participants in the Illinois Municipal Retirement Fund shall be 2080 hours. All sick leave accumulated to a maximum of 2080 hours by employees who are participants in the Illinois Municipal Retirement Fund shall be credited towards the determination of longevity for the retirement benefit as provided in 40 ILCS 5/7-139, as amended, and Illinois Municipal Retirement Fund regulations.

~~For the purposes of this section, up to fifty (50%) percent of accumulated sick leave may be applied towards an officer's retirement as provided by statute. (Ord 1575, 05/17/10) (Ord 1607, 04/18/11)~~

- (D) Sick leave may be used for illness, disability or injury of the employee, appointments with doctors, dentists, or other professional medical practitioners, and in the event of serious illness, disability, injury or death of a member of the employee's immediate family.
- (E) Sick leave cannot be taken in increments of less than ~~one (1) hour~~ 30 minutes. When the need for sick leave is predictable, it shall be scheduled and approved by the employee's supervisor at least 24 hours in advance. (*Ord 1678, 06/17/13*)
- (F) If any employee uses more than two (2) consecutive days of sick leave, a doctor's statement may be required upon return to work. ~~The Chief of Police or Village Administrator may require documentation that sick leave was used for an authorized purpose.~~

For the purpose of this section, if a Police Officer uses more than three (3) consecutive days of sick leave, a doctor's or other medical professional's statement may be required upon return to work.

The Chief of Police or Village Administrator may require documentation that sick leave was used for an authorized purpose. (Ord 1575, 05/17/10)

- (G) In the event that an employee's status changes from part-time to full-time, he shall have sick leave posted after the first full month of full-time employment. In the event that an employee's status changes from full-time to part-time, he shall immediately cease to earn sick leave. However, any sick leave previously earned and

posted shall be retained and may be used accordingly.

SECTION 4-108. OVERTIME.

~~(A) Every full-time permanent employee of the Village of Swansea shall normally work 40 hours per week 80 hours every two weeks. In the case of Police Officers, every Police Officer. For each hour worked in excess of eight (8) hours per day, or ten (10) hours per day in the case of Police Officers, an employee shall be paid at a rate of one and one half (1-1/2) times their normal hourly rate. Every full-time permanent employee of the Village of Swansea shall normally work 80 hours every two weeks except for Patrolmen, Sergeants and the Deputy Police Chief. Those police officers shall work 84 hours every two weeks. For each hour worked in excess of eight (8) hours per day, or twelve (12) hours per day in the case of Patrolmen, Sergeants and the Deputy Police Chief, an employee shall be paid at a rate of one and one half (1-1/2) times their normal hourly rate. (Ord. 1608, 04/18/11)~~

(A) Employees not subject to a collective bargaining Agreement shall be subject to the following:

1) The Deputy Police Chief shall normally work 84 hours every two weeks.

2) Every other such full-time permanent employee of the Village of Swansea shall normally work eighty (80) hours every two (2) weeks.

3) For each hour worked in excess of forty (40) hours per week, the employee, except the Deputy Police Chief, shall be paid at the rate of 1½ times his or her normal hourly rate. (Ord 1729, 10/05/15)

(B) Full-time permanent employees not normally scheduled to work Sundays and holidays, yet subject to call-out, shall be paid for time worked on those days at a rate of two (2) times their normal hourly wage, in addition to their normal holiday pay.

(1) Such employees shall be compensated for a minimum of two (2) hours in such situations, regardless of time actually worked. Calculation of time shall commence when the employee is first called.

(C) All part time permanent employees required to work in excess of eight (8) hours per day shall be compensated at one and one half (1-1/2) times their normal hourly wage.

(D) Overtime, when required, shall be scheduled and approved by the employee's supervisor, unless an emergency occurs.

(E) Compensatory time, computed at a rate of one and one half hours for each hour of overtime worked, may be credited in lieu of overtime pay. The compensatory time accrual rate for police employees shall be two hours for every one hour worked in excess of the maximum for the pay period. A maximum of one hundred sixty-eight hours of compensatory time (112) clock hours may be accrued. Overtime hours worked in excess of the maximum compensatory time accrual shall be paid to the employee. An employee who has requested the use of such compensatory time shall be permitted to use such time within a reasonable period after making the request if the use of compensatory time does not unduly disrupt the operations of the Village. Employees may request payment for accrued compensatory time. Said payment for compensatory time, as computed at the one and one half hours per hour of overtime worked rate, or the two hours per hour of overtime worked rate for police employees, shall be paid at the employee's regular rate of pay. At the time of separation from employment with the Village, any accrued compensatory time shall be paid. (Ord 1620, 07/18/11)

(F) The provisions of this section shall not apply to salaried employees. The following positions are determined to be exempt from overtime payment under the federal Fair Labor Standards Act:

- (1) Village Administrator-executive exemption
- (2) Police Chief-executive exemption
- (3) Fire Chief-fire protection activity exemption
- (4) Deputy Fire Chief-fire protection activity exemption (Ord. 1608, 04/18/11)

SECTION 4-109. LEAVE OF ABSENCE FOR DEATH IN FAMILY.

(A) Every full-time permanent employee of the Village of Swansea shall be entitled to three (3) days leave, with pay, in the event of the death of a member of the employee's immediate family. Such leave should be taken within five days of conclusion of services unless extenuation circumstances apply as determined by the employee's supervisor.

(B) For the purpose of this section, immediate family include:

Wife	Husband
Son	Daughter
Step Son	Step Daughter
Mother	Father
Brother	Sister
Grandmother	Grandfather
Stepfather	Stepmother
Any of the above as in-law relation.	

- (C) Employees may use posted sick leave as funeral leave in the event of the death of a family member not specified above.

SECTION 4-110. ABSENCE FOR ATTENDANCE IN COURT.

- (A) Any full-time permanent employee of the Village of Swansea called for jury duty or subpoenaed by any legislative, judicial or administrative tribunal, shall be allowed time away from work with pay, provided that, upon receiving the sum paid for jury service or witness fee, the employee submits the payment, or its equivalent, to the Village to be returned to the fund from which their original payroll payment was drawn.
- (B) Part-time or temporary employees will be allowed time off without pay for such purposes and will be allowed to retain any payment received for jury service or as a witness fee.

SECTION 4-111. MILITARY RESERVE TRAINING AND EMERGENCY CALL-UP.

- (A) Every full-time or part-time employee of the Village of Swansea who is a member of the reserve component of the Armed Service, the Illinois National Guard, or the Illinois Naval Militia, shall be allowed annual leave without pay as may be necessary for the employee to fulfill their military reserve obligation. Such leave will be granted without loss of seniority or other accrued benefits.
- (B) Upon notification of annual leave dates, the employee shall provide his or her Supervisor with said dates, and upon completion of annual leave, shall provide his or her Supervisor with a Certificate of Attendance.
- (C) In the case of an emergency call-up, such leave shall be granted for the duration of the emergency, without pay but also without loss of seniority or other accrued benefits.

SECTION 4-112. VILLAGE OFFICE AND PROPERTY UTILIZATION.

Every Village Officer and employee is hereby prohibited from using the Village office facilities, or property of any kind for any purpose other than official Village business.

SECTION 4-113. TUITION REIMBURSEMENT.

- (A) The Board of Trustees may authorize reimbursement to any full-time permanent employee for the cost of tuition and fees incurred relative to the completion of any course or courses in which the employee is enrolled, provided that said courses have been

determined to be beneficial to the employees professional development and the Board has authorized reimbursement prior to enrollment.

- (B) Reimbursement shall be limited to ~~\$50.00 per credit hour~~, no more per credit hour than the local Community College District charges, plus all related student fees. No reimbursement shall be made for books or supply costs. (Ord 1390, 11/15/04)
- (C) The Board shall limit reimbursement to those courses, which it has determined each quarter or semester to be:
- (1) Directly related to the employees current job; or
 - (2) Part of an Associate Degree Program which is directly related to the employees current job; or
 - (3) Part of a Bachelors Degree Program which is directly related to the employees current job; or
 - (4) Part of a Masters Degree Program which is directly related to the employees current job; or
 - (5) A course or program, which will prepare the employee for a new position within the Village for which the employee is being considered.
- (D) The Board shall limit authorization for reimbursement to those full-time employees who have at least six (6) months continuous employment, and who have submitted a written application for authorization to the Personnel Committee prior to enrollment. Said application shall include, at a minimum:
- (1) A brief description of the course or courses
 - (2) Name of the educational institution
 - (3) Tuition and fee cost.
 - (4) Requirements for degree programs (if applicable)
 - (5) Scheduled time of classes
- (E) The Committee shall review each application and recommend that the full Board of Trustees authorize, or decline to authorize, reimbursement.
- (F) Upon completion of the approved courses for each quarter or semester, the employee shall submit to the Personnel Committee a written request for reimbursement, which shall include a

tuition/fee statement, proof of payment, and grade report.

- (G) No reimbursement shall be made for any course in which a grade lower than "C" has been earned.
- (H) In the event an employee voluntarily terminates employment with the Village within one (1) year after reimbursement has been granted, the Village shall have the right to demand repayment of such reimbursement. Demand for repayment shall only include reimbursement granted for the last semester or quarter completed by the employee.

SECTION 4-114. INSURANCE.

- (A) ~~All full-time permanent employees, and part-time permanent employees regularly scheduled to work at least 30 hours per week, All full-time permanent employees~~ shall be entitled to fully paid life, health, and dental insurance coverage currently offered by the Village of Swansea. *(Ord 1391, 11/15/04)* The Village of Swansea shall provide health, dental and life insurance to all full time, permanent employees, with all non contract employees paying five (5) per cent of the premium for health and dental insurance for the employee, and the remainder of the premium paid by the Village. Employee life insurance shall be offered by the Village of Swansea at no cost to the employee. *(Ord 1572, 05/03/10)*
- (B) Dependent insurance coverage shall be offered to all full-time permanent employees as a shared cost, with the employee paying 30% and the Village paying 70% of the actual cost of said coverage, as it is from time to time adjusted by the insurance carrier. The Village of Swansea shall provide health and dental insurance for dependents of all full time, permanent employees, with all non contract employees paying thirty-five (35) per cent of the premium for health and dental insurance for their dependents, and the remainder of the premium paid by the Village. *(Ord 1572, 05/03/10)*

SECTION 4-115. BREAK-TIME/LUNCH.

- (A) All employees of the Village of Swansea shall be allowed one (1) fifteen minute break in the morning and one (1) fifteen minute break in the afternoon during each full day of employment.
- (B) All employees will be allowed a lunch break during each full day of employment. Police Officers shall remain on call during lunch and thus shall be compensated during that time. Police Dispatchers shall be required to take lunch breaks at their work area and thus shall be compensated during that time. All other

employees shall be entitled to a one-half (1/2) hour non-compensated lunch break.

SECTION 4-116. APPEARANCE AND GENERAL BEHAVIOR.

- (A) All Village employees shall dress appropriately for the work to be performed and shall, through their appearance and grooming, project a professional image.
 - (1) Any male Village employee required to work outdoors in a labor-intensive job may be permitted to remove his shirt on a job site. Any employee required to work in water may be permitted by the supervisor to wear shorts. However, all such employees shall be appropriately dressed when in route to and from the job site.
- (B) Every employee of the Village of Swansea shall be courteous to residents, fellow employees and officials at all times. No employee shall use abusive language, or make innuendos or disparaging remarks to or about residents, employees or officials.
- (C) No employee will represent the Village with promise or compromise unless authorized to do so.
- (D) Village owned and garaged vehicles shall be used only for Village business. Village-owned vehicles assigned to a specific employee and garaged at that employee's residence shall be considered a fringe benefit and any non-business mileage, including commuting to and from work, shall be calculated and considered income in accordance with Internal Revenue Service regulations.

SECTION 4-117. PAY SCHEDULES.

- (A) Each position within the Village of Swansea shall be classified by grade and step, and the corresponding salary determined by the most recently adopted Pay Classification Plan. Each new employee shall be hired at the grade and step recommended by the Personnel Committee within the range of the classified position.
- (B) Subsequent salary increases shall be made in accordance with the most recently adopted Pay Classification Plan.
- (C) The Board of Trustees shall retain the right to adjust and modify the adopted Pay Classification Plan and to freeze any scheduled increase whenever the circumstances and situation warrant such action.

SECTION 4-118. EMPLOYEE PENSION.

Through payroll withholding, every new and current employee normally scheduled to work one-thousand (1,000) hours per year, except Police Officers, shall contribute to the Illinois Municipal Retirement Fund an amount equal to 4.5% of their gross salary each pay period. Said contribution shall be paid to IMRF and managed on behalf of said employee in accordance with the rules and regulations covering said fund.

SECTION 4-119. ADDITIONAL BENEFITS.

- (A) The Board of Trustees shall retain the right to grant additional benefits to any employee as an incentive to employment or retention of employment. Such benefits shall be duly noted and become a permanent record in the employees personnel file.
- (B) The Board of Trustees shall retain the right to grant unpaid leave of absence to any employee without loss of position or seniority.

SECTION 4-120. EXCLUSION OF SCHOOL CROSSING GUARDS.

With the exception of the provisions of Section 4-110 "Absence For Attendance in Court", this chapter shall not apply to school crossing guards employed by the Village.

SECTION 4-121. REIMBURSEMENT FOR TRAVEL EXPENSES.

- (A) It is the policy of the Village of Swansea to reimburse its employees, officers and elected officials for expenses incurred related to "Public Business", meaning expenses incurred in the performance of a public purpose which is required or useful for the benefit of the Village to carry out the responsibilities of Village business, including but not limited to:
1. The Illinois Municipal League Annual Conference;
 2. Meetings of the Southwestern Illinois Council of Mayors;
 3. Meetings of the Southwestern Illinois City Manager's Association;
 4. Applicable seminars, workshops and training events;
 5. Other Village business.
- (B) Expenses incurred during the course of outside-the-office public business and public business travel will therefore be reimbursed or paid by the Village, based upon documented, reasonable and necessary expenses.

(C) Reimbursement or payment shall only be made for the following specific types of travel, meals, and lodging, and shall not exceed the maximum allowable amounts specified:

1. Travel
 - a) Air travel (only when the most reasonable or cost effective mode) - 100% of the best available fare at the time of purchase;
 - b) Train travel - 100% of the best available fare at the time of purchase;
 - c) Automobile rental, taxi, shuttle or other connecting ground transportation - 100% of fare of least; expensive mode of available transportation between airport / train station and destination;
 - d) Auto Travel – The GSA Privately Owned Vehicle (POV) reimbursement rate currently in effect at the time travel occurs, with ride sharing to the greatest degree possible
 - e) Parking - 100% of least costly option within a reasonable distance of the destination;
 - f) Tolls - 100% of tolls charged along the direct route of travel.
2. Meals - when not otherwise provided as part of the cost of the conference, training, or event, not to exceed the current GSA Meals and Incidental Expenses (M&IE) rate for the specific location.
3. Lodging
 - a) Hotel or Motel – not to exceed the current GSA Per Diem rate for the specific location, provided however that 100% of the conference hotel rate for the annual Illinois Municipal League Conference shall be reimbursed or paid.

(D) The following are specifically excluded from reimbursement or payment by the Village:

1. Alcoholic Beverages;
2. Expenses of a personal nature and incurred for the convenience of the employee, officer or elected official, such as traveling indirect routes, upgrading a plane ticket to first class, or upgrading room accommodations;
3. Expenses for in-room movies, use of spa, exercise, or other hotel facilities for which there is an optional charge;
4. Any expenses or differential incurred for meals, travel, lodging, or any other fees related to a spouse, other family member, friend, or other non-Village employee, officer or elected official;

5. Parking tickets, traffic citations, or other fees that could be reasonably avoided by following applicable traffic laws;
6. Travel or hotel change/cancellation fees that could have been reasonably avoided;
7. Any other non-work related expenses.

(I) The "Travel, Meal, and Lodging Expense Reimbursement Request Form", and all documents and information submitted with said form shall be subject to disclosure under the Freedom of Information Act (5 ILCS 140/1 et seq.), (Ord 1773, 02/06/17)

(E) "Travel" means any expenditure directly incident to official travel by employees, officers or elected officials of the Village or by wards or charges of the Village involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

(F) The Village shall not reimburse any employee, officer, or elected official, for any activities which would be considered entertainment.

1. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

2. Activities which would otherwise be considered entertainment, but which are excluded from the prohibition on reimbursement due to being ancillary to the purpose of the program or event, may be reimbursed in accordance with the provisions of this Section.

(G) By roll call vote on a proper motion in open session, the Village Board may, on a case by case basis, pre-approve exceptions to this policy as is deemed necessary and prudent.

(H) No reimbursement of travel, meal or lodging expenses incurred by a Village employee, officer, or elected official shall be authorized unless the Village's "Travel, Meal, and Lodging Expense Reimbursement Request Form" has been completed, submitted and approved. Said form shall include:

1. An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;

2. The name of the individual who received or is requesting the travel, meal, or lodging expense;

3. The job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and

4. The date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

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CHAPTER 4
EMPLOYEES

PART 2
ADDITIONAL BENEFITS, POLICE DEPARTMENT

- SECTION 4-201. ~~PAYMENT FOR COURT TIME.~~
PAYMENT FOR CALL BACK; COURT TIME AND STAND-BY
PAY
- SECTION 4-202. POLICE PENSION.
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- SECTION 4-204. EDUCATIONAL BENEFITS.
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SECTION 4-201. ~~PAYMENT FOR COURT TIME.~~
PAYMENT FOR CALL BACK; COURT TIME AND
STAND-BY PAY.

~~Every police officer, required to appear in court in relation to a court case or Coroner's inquest while not on active duty, shall be compensated for said time at a rate of one and one half (1 1/2) times their normal hourly wage. Officers shall be compensated for a minimum of two (2) hours in such situations regardless of time actually worked.~~

A call-back is defined as an official assignment of work which does not continuously precede or follow an officer's regularly scheduled working hours. Employees called back to work shall be compensated for two (2) hours at the overtime rate or for the actual time worked at the overtime rate, whichever is greater.

Employees that are required to attend court outside their regularly scheduled work hours, shall receive court time pay and shall be compensated for a minimum of two (2) hours at the overtime rate of pay or the actual time spent in court, including travel time, at the overtime rate of pay, whichever is greater.

Officers required to be available during their off-duty hours for a possible court appearance, after having been so notified, shall receive thirty (\$30.00) court stand-by pay for each day in such status. Court stand-by time for purposes of this section shall be defined to mean a period of time in which an officer must be available to respond to a call to court or other judicial hearing following notification by the

State's Attorney's Office that the officer's appearance may be required within a specific time fram on a given day. Court stand-by pay shall be separate and apart from court time pay.i

SECTION 4-202. POLICE PENSION.

Through payroll withholding, every new and currently enrolled police officer shall contribute into the Police Pension Fund an amount equal to that which is determined by the State of Illinois Department of Insurance of their base salary each pay period. Base salary shall not include overtime pay, payment for vacation in lieu of taking time off, court pay, and holiday pay in excess of 20 hours per holiday worked. Police pension withholding shall, however, apply to longevity pay and educational benefits. Police officers shall continue to contribute FICA withholding.

SECTION 4-203. UNIFORM ALLOWANCE.

(A) Every new police officer shall be provided with appropriate uniforms and equipment which shall consist of:

Four (4) Long Sleeve Shirts; Four (4) Short Sleeve Shirts; Four (4) Trousers with Striping; One (1) Pair Shoes or Boots; Four (4) Turtlenecks; One (1) All-Weather Coat; One (1) Raincoat; One (1) ~~Bullet-Proof Vest~~ Ballistic Protection Vest; One (1) Hat; One (1) Handcuff Case; One (1) Portable Carrier; One (1) Key Keeper; One (1) Glove Pouch/Pager Holder; One (1) Taser Holster; One (1) CPR Mask; One

Aluminum Report Holder; One (1) Aluminum Ticket Holder; One (1) OC Spray Holder (if requested); One (1) Traffic Safety Vest; One (1) Flash Light Holder; Four (4) Belt Fasteners; One (1) Ammunition Holder; Two (2) Set Handcuffs; Two (2) Name Plates; Two (2) Department Insignias; Three (3) Badges; One (1) Gun Belt; and One (1) Holster; and other equipment necessary to perform their duties.

- (B) ~~Thereafter, every police officer shall be granted a \$300.00 uniform allowance at the beginning of each fiscal year. Any unused allowance at the end of each fiscal year shall accumulate and remain, except that no payment shall be made upon termination for any unused allowance. Upon termination, all uniforms and equipment shall be returned to the Village.~~

Thereafter, every uniformed police officer shall be granted a \$500.00 uniform allowance at the beginning of each fiscal year. Plain clothes officers shall receive a \$700.00 uniform allowance at the beginning of each fiscal year.

The uniform allowance may be used for the purchase, replacement, repair, cleaning and maintenance of required or authorized uniforms and equipment. Such allowance shall be in the form of a line-item cash voucher system in the name of each officer.

Any unused allowance at the end of each fiscal year shall accumulate and remain, except that no payment shall be made upon termination for any unused allowance. Upon termination, all uniforms and equipment shall be returned to the Village. (Ord 1579, 06-07-10)

- (C) Every new police dispatcher shall be provided with appropriate uniforms and equipment.

SECTION 4-204. EDUCATIONAL BENEFITS.

~~Every police officer who has completed at least ten (10) semester hours of college credit in law enforcement-related classes, shall receive additional compensation annually with the first pay period following their anniversary date as a lump-sum payment equal to Five (5) Dollars for each semester hour of college credit completed, regardless of subject matter, to a maximum of \$500.00 annually.~~

Every Police Officer holding a college degree or an equivalent number of college credit hours shall be paid an annual lump sum education pay bonus at the beginning of each fiscal year in the following amounts:

Associate's Degree (or 60 hours of college credit) \$500.00

Bachelor's Degree (or 120 hours of college credit) \$1,000.00

SECTION 4-205. LONGEVITY.

~~Every police officer shall be compensated for longevity in their position at the following rates:~~

~~(A) Upon completion of four (4) consecutive years of employment, 3% of the employees base salary on that anniversary date.~~

~~(B) Upon completion of five (5) consecutive years of employment 3% of the employees base salary on that anniversary date.~~

~~(C) Upon completion of six (6) consecutive years of employment 3 1/2% of the employees base salary on that anniversary date.~~

~~(D) Upon completion of twenty (20) consecutive years of employment, 5% of the employee's base salary on that anniversary date.~~

~~Compensation shall be made with the first pay period following each officer's annual anniversary date.~~

In recognition of extended service, every Police Officer shall receive longevity pay, paid as a one time bonus, in increments as listed below. The longevity premium is calculated by multiplying the base wage rate times the longevity increment, then multiplying the figure derived by the base schedule of hours, 2080 hours (2184 hours for Sergeants, Deputy Chief of Police and Chief of Police), paid on the next pay period after the employee's anniversary date of employment.

Upon completion of the following years of service:

four through seven years 3%
of the police officer base wage rate

eight through eleven years 4%
of the police officer base wage rate

twelve through fifteen years 6%
of the police officer base wage rate

sixteen through nineteen years 8%
of the police officer base wage rate

twenty or more years of service 10%
of the police officer base wage rate

SECTION 4-206. INSURANCE.

All full time police officers, regularly scheduled to work forty (40) hours per week, shall be entitled to the fully paid life, health, dental and full dependent coverage currently offered by the Village.

All full time police officers, regularly scheduled to work eighty-four (84) hours in a two-week pay period, shall be entitled to the fully paid life, health and dental coverage currently offered by the Village.

Or:

Insurance coverage payment rates for the dependants of Police Officers shall be determined by the current Collective Bargaining Agreement.

SECTION 4-207. RETIREMENT BENEFITS

Fifty percent of accumulated sick leave shall be applied toward retirement; i.e.: An officer with accumulated sick time of 100 days will cease work, but will continue to receive regular pay and benefits for the 50 days prior to effective retirement date.

SECTION 4-208. BULLET PROTECTION VEST.

The Employer agrees to provide officers with ballistic protection vests. The vests shall provide a protection level equal to or greater than the highest caliber of duty weapon regularly carried by officers. The employer agrees to replace the vests every five years or sooner in accordance with National Institute of Justice (NIJ) guidelines.

SECTION 4-209. COMPENSATORY TIME.

Compensatory time may be paid in lieu of overtime payment if the employee so elects. Compensatory time will be calculated and earned at the rate of two (2) increments of time for every one (1) increment of hours worked; i.e. one-half hour of work will result in one hour of comp time accrued. Compensatory time shall be granted at such times and in such time blocks as are mutually agreed upon between the involved officer and a supervisor; permission to use compensatory time shall not be unreasonably denied by the supervisor if operational requirements of the department will not be adversely affected. Employees covered by this Agreement may accrue and carry over from year-to-year the maximum of 168 compensatory time hours. All overtime hours earned in excess of this limit shall be paid in cash as provided above. All compensatory time hours on the books at the time of this agreement in excess of the above limitation shall be paid out to the employee on an hour for hour basis over the first year of the contract.

SECTION 4-210. PROBATIONARY PERIOD.

All newly hired officers shall serve an eighteen (18) month probationary period from their date of hire. The lay-off, discipline or termination of a probationary employee shall not be subject to the grievance and arbitration procedure of any Collective Bargaining Agreement.

SECTION 4-211. TUITION REIMBURSEMENT.

Every police officer who has at least six months continuous employment, shall receive tuition reimbursement for the cost of tuition and fees relative to the completion of any course or courses in which the employee is enrolled pursuant to the following terms and conditions.

- (a) Reimbursement shall be limited to the current tuition rate for Lindenwood University, plus all related fees. No reimbursement shall be made for books or supply costs.
- (b) Reimbursement shall be limited to those courses each quarter, semester or unit period which are directly related to the employees current job; part of an Associate, Bachelors or Masters degree program; or a course or program which will prepare the employee for a new position within the Village for which the employee is being considered. All degree programs must be criminal justice or law enforcement related, unless otherwise approved.
- (c) Employees seeking eligibility for tuition reimbursement shall make application for authorization to the Village Administrator; said application shall include at a minimum:
 - i) A brief description of the course or courses;
 - ii) Name of the educational institution;
 - iii) Tuition and fee cost;
 - iv) Requirements for degree programs (if applicable); and
 - v) Schedule time of the classes.
- (d) The Village shall review each application. Eligibility approval shall not be unreasonably denied.

(e) Upon completion of the approved courses for each quarter, semester or unit period, the employee shall submit to the Village Administrator a written request for reimbursement, which shall include a tuition/fee statement, proof of payment, and the grade report. No reimbursement shall be made for any course in which a grade lower than "C" has been earned.

In the event an employee voluntarily terminates employment with the Village within one year after reimbursement has been granted, the Village shall have the right to demand repayment of such reimbursement. Demand for repayment shall only include reimbursement granted for the last quarter, semester or unit period completed by the employee.

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