

**VILLAGE OF WARRENSBURG, ILLINOIS**

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**ORDINANCE NO. 784**

**AN ORDINANCE AUTHORIZING, APPROVING, AND  
ADOPTING THE VILLAGE OF WARRENSBURG, ILLINOIS  
PERSONNEL POLICY MANUAL  
DATED MARCH, 2023**

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**ADOPTED BY  
THE BOARD OF TRUSTEES OF  
THE VILLAGE OF WARRENSBURG  
THIS 6<sup>th</sup> DAY OF MARCH, 2023**

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Published in pamphlet form by authority of  
the Board of Trustees of  
the Village of Warrensburg, Macon County, Illinois,  
this 6<sup>th</sup> day of March, 2023

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NOW, THEREFORE, IT IS HEREBY ORDAINED BY THE PRESIDENT AND THE TRUSTEES OF THE VILLAGE OF WARRENSBURG, ILLINOIS:

**Section 1:** That the attached Personnel Policy Manual Dated March, 2023 be and the same is hereby authorized, approved, and adopted by the Village of Warrensburg, effective March 6, 2023.

**Section 2:** That this Ordinance, after its passage and approval, shall be published in pamphlet form and shall be in full force and effect on March 6, 2023, after said publication, in the manner, form, and time as provided by the laws of the State of Illinois.

TRUSTEES:

Douglas Fisher	Aye - ____	Nay - <u>X</u>	Absent - ____	Abstain - ____
Shaquill Freeman	Aye - <u>X</u>	Nay - ____	Absent - ____	Abstain - ____
Leland Hackl	Aye - <u>X</u>	Nay - ____	Absent - ____	Abstain - ____
Kerry Hood	Aye - <u>X</u>	Nay - ____	Absent - ____	Abstain - ____
Brian Netherton	Aye - <u>X</u>	Nay - ____	Absent - ____	Abstain - ____
John Oakley	Aye - <u>X</u>	Nay - ____	Absent - ____	Abstain - ____
Kirk Riley	Aye - ____	Nay - ____	Absent - ____	Abstain - ____

PRESENTED, PASSED and APPROVED this 6<sup>th</sup> day of March, 2023.

RECORDED this 6<sup>th</sup> day of March, 2023.

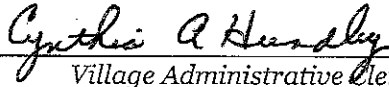
Approved:



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President of the Board of Trustees of the  
Village of Warrensburg, Illinois

ATTEST:



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Village Administrative Clerk of the  
Village of Warrensburg, Illinois



VILLAGE OF  
WARRENSBURG

PERSONNEL POLICY  
MANUAL

Adopted March 2023

## **TABLE OF CONTENTS**

EMPLOYEE STATEMENT OF UNDERSTANDING	2
<b><u>GENERAL POLICIES</u></b>	
GENERAL & PERSONNEL POLICIES	3
DIGNITY AND FAIRNESS IN EMPLOYMENT	3
AMERICANS WITH DISABILITIES ACT	3
NON-DISCRIMINATION AND HARASSMENT POLICY	5
SEXUAL HARASSMENT POLICY	7
EMPLOYEE CLASSIFICATION	10
CLASSIFICATION PLAN	11
COMPENSATION	12
PAY PLAN	12
INSURANCE	12
WEEKEND DUTY	13
TRAVEL REIMBURSEMENT	13
RESIDENCY	13
<b><u>LEAVE POLICIES</u></b>	
BEREAVEMENT LEAVE	14
EXTENDED LEAVE	14
FAMILY MEDICAL LEAVE ACT (FMLA)	15
HOLIDAY LEAVE	15
JURY DUTY LEAVE	15
MILITARY DUTY/TRAINING LEAVE	16
SICK LEAVE	16
TRAINING/EDUCATION CLASSES LEAVE	17
VACATION LEAVE	17
<b><u>EMPLOYEE CONDUCT POLICIES</u></b>	
GENERAL CONDUCT	18
GIFT BAN ACT	18
ALCOHOL/DRUG-FREE WORKPLACE	19
WORKPLACE VIOLENCE WORKPLACE	19
SMOKING AND USE OF TOBACCO PRODUCTS	20
TELEPHONE USAGE	20
COMPUTER USAGE	20
<b><u>CONFLICT RESOLUTION POLICIES</u></b>	
COMPLAINT PROCEDURE	21
DISCIPLINARY PROCEDURE	21
EMPLOYMENT PLACEMENT	21
EMPLOYEE RECRUITMENT, SELECTION AND ADVANCEMENT	22
MINIMUM STANDARDS FOR EMPLOYMENT	23

## EMPLOYEE STATEMENT OF UNDERSTANDING

This personnel policy manual has been prepared for your information and understanding of the goals, policies, practices, benefits and expectations of the Village of Warrensburg. It contains only general information and guidelines. It is not intended to be comprehensive, all inclusive, or to address all of the possible applications of, or exceptions to, the general policies and procedures described.

This manual supersedes all previously issued manuals. The Village of Warrensburg Board of Trustees reserve the right to unilaterally revise, supplement or discontinue any of the policies or guidelines described in this Manual. The Village Board may, from time to time, revise, add to, supplement or discontinue any of the policies, rules or benefits described in this Manual with or without notice. The Village Board of Trustees will try to inform you of any changes that occur.

PLEASE READ IT CAREFULLY. Upon completion of your review of this handbook, please sign the statement below and return to your respective supervisor. A reproduction of this acknowledgement appears at the front of this booklet for your records.

I, \_\_\_\_\_, have received and read a copy of the Village of Warrensburg Personnel Policy Manual, which outlines the goals, policies, benefits and expectations of the Village, as well as my responsibilities as an employee.

I have familiarized myself, at least generally, with the contents of this manual. By my signature below, I acknowledge, understand, accept, and agree to comply with the information contained in the Personnel Policy Manual provided to me by the Village. I understand this manual is not intended to cover every situation which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits and expectations of the Village of Warrensburg.

***Nothing contained in this Manual or any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of the Manual is intended to create nor shall create an employment contract, either express or implied, to remain in the Village of Warrensburg employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice by the Village or Warrensburg, or you may resign for any reason at any time.***

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Supervisor Signature)

\_\_\_\_\_  
(Village President Signature)

## **POLICY MANUAL**

Changes, updates or corrections to this manual will be made by written directives from the President or the Board of Trustees and disseminated to all employees who are under the direction of this manual.

Unless otherwise noted, the provisions in this manual apply to all employees, including full and part time Village of Warrensburg staff, temporary employees, volunteers, and any other individuals who may act as an official representative of the Village of Warrensburg.

## **CONTROLLING TERMS USED IN THIS MANUAL**

- Shall – Mandatory
- Will – Indicates compliance as conditions permit
- Should – Advisory
- May – Permissive, depending upon sound judgement

## **GENERAL AND PERSONNEL POLICIES**

### **DIGNITY AND FAIRNESS IN EMPLOYMENT**

The Village of Warrensburg (hereinafter called “The Village”) has enacted this policy to affirm to all employees and prospective employees that dignity and fairness will be among the primary elements of the working environment.

Equal Employment Opportunity has been, and will continue to be, a fundamental principal at The Village, where employment is based on personal capabilities and qualifications without discrimination because of race, color, religion, age, sex, sexual orientation, gender identity, national origin, marital status, veteran status, disability, civil union partnership, or any other protected characteristic as established by law.

### **AMERICANS WITH DISABILITIES ACT:**

The Village of Warrensburg is committed to complying with all applicable provisions of the Americans with Disabilities Act. It is the Village’s policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual’s disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of non-discrimination, the Village will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Village aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Village.

The Village will make all decisions concerning recruitment, placement, selection, training, hiring, advancement, discharge or other terms, conditions, or privileges of employment based on job-related qualifications and abilities.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their department head. The Village encourages individuals to come forward and request reasonable accommodations.

On receipt of an accommodation request, your supervisor and the Village President will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the Village might make to help overcome those limitations and perform the essential job functions of your position.

The Village will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the Village's overall financial resources, the accommodations on the operation of your department, including the ability of other employees to perform their duties, and on the Village's ability to provide its services to the public.

What is considered a reasonable accommodation will be based on a case-by-case analysis. The Village will inform the employee of its' decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

An employee or job applicant who has questions regarding this policy or believes that they have been discriminated against based on a disability should immediately notify the department head or Village President. All such inquiries or complaints will be treated as confidential as to the extent permissible by law.

This policy shall apply to all phases of the employment relationship, including hiring, upgrading, promotion, layoff, termination, rates of pay, benefits, selection for training, and recruitment or advertising.

The Village President is hereby designated as the Village's equal employment opportunity advisor. All complaints of discrimination or harassment on the basis of race, sex, color, religion, national origin, handicap, veteran's status, or any other protected class as provided by state or federal statute shall be directed to the Village President and shall be handled confidentially.

The Village President has the full responsibility to receive and investigate complaints involving violations of the policies stated herein and recommend imposition of appropriate sanctions against violators.

Village Police Officers (Full and Part time) should follow the Warrensburg Police Department "Rules and Regulations" and Departmental Discipline Procedures manual.



## **NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY**

The Village is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Village expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, officer, board members, agents, and vendors of the Village as well as anyone using our facilities, to refrain from sexual and other harassment. The Village will not tolerate sexual or any other type of harassment of or by any of its' employees, elected or appointed officials. Actions, words, jokes or comments based on an individual's sex, race, national origin, age, religion, sexual orientation, gender identity, civil union partnership, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular sex, sexual orientation, gender identity, civil union partnership, or any other protected characteristic, with regards to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

### **DEFINITIONS OF HARASSMENT**

Sexual harassment may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical or visual conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- The harassment has the purpose or effect of interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but not limited to:

- Unwanted sexual advances or requests for sexual favors
- Sexual jokes and innuendos
- Verbal abuse of a sexual nature
- Commentary about an individual's body, sexual prowess or sexual deficiencies
- Leering
- Catcall or touching
- Insulting or obscene comments or gestures
- Display or circulation in the workplace of sexual suggestive objects or pictures (including emails)
- Other physical, verbal or visual conduct of a sexual nature

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, sex, sexual orientation, gender identity, civil union partnership, age, national origin, disability or any other characteristic protected by law or that of their relatives, friends or associates, and that:

- has the purpose or effect of creating an intimidating, hostile or offensive work environment
- has the purpose or effect of unreasonably interfering with an individual's work performance
- or otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes but is not limited to:

- epithets, slurs or negative stereotyping
- threatening, intimidating or hostile acts
- denigrating jokes
- display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including emails)

Conduct prohibited by the above policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related social events.

***Any employee, officer, elected and appointed official or an agent acting on behalf of the Village engaging in practices or conduct constituting sexual harassment, discrimination or harassment of any kind shall be subject to disciplinary action, up to and including prosecution and discharge.***

# POLICY PROHIBITING SEXUAL HARASSMENT

## PROHIBITION OF SEXUAL HARASSMENT

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the US Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of the Village to prohibit harassment of any person by any municipal official, municipal agent, municipal employee or municipal agency or office on the basis of sex or gender. All municipal officials, municipal agents, municipal employees and municipal agencies or offices are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

## DEFINITION OF SEXUAL HARASSMENT

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct which may constitute sexual harassment includes:

- *Verbal*: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- *Non-verbal*: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- *Visual*: posters, signs, pin-ups or slogans of a sexual nature, viewing, pornographic material or websites.
- *Physical*: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- *Textual/Electronic*: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (email, text/picture/video messages, intranet/online postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception

and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person".

## PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT

An employee who either observes sexual harassment or believes themselves to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating their position to the offending employee, and their immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment by:

- *Electronic/Direct Communication.* If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express their objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing.
- *Contact with Supervisory Personnel.* At the same time direct communication is undertaken or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, a department head, the Village Administrative Clerk, or the Village President/Mayor.  
The employee experiencing what they believe to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the Village will not be presumed to have knowledge of the harassment.
- *Resolution Outside the Village.* The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the Village. However, all village employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed with 300 days.

Documentation of any incident may be submitted with any report:

- what was said or done
- the date
- the time
- the place

including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the Village. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

## PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS

No municipal official, municipal agency, municipal employee or municipal agency or office shall take any retaliatory action against any municipal employee due to a municipal employee's:

- Disclosure or threatened disclosure of any violation of this policy, or
- The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
- Assistance or participation in any proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any municipal employee that is taken in retaliation for a municipal employee's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employee Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

- Discloses or threatens to disclose to a supervisor or to a public body an activity, policy or practice of any officer, member, State agency or other State employee that the State employee reasonably believes is in violation of a law, rule or regulation,
- Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State Agency or other State employee,
- This policy shall be subject to discipline or discharge pursuant to applicable municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Official and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000.00 against any person who intentionally makes a false, frivolous or bad faith allegation.

## EMPLOYEE CLASSIFICATION

Employees of the Village will be classified in one of the following groups:

1. Full-time, non-exempt:
  - 40-hour workweek, hours will be designated by supervisor **and** approved by the Village President, with 30 minutes for lunch.
  - Receives full employee benefits as outlined in the Personnel Policy Manual.
  - Overtime compensation, if required, will be paid at the rate of one and one-half (1 ½) times hourly rate for hours worked over 40 hours per work week.
  
2. Full-time, exempt (Police):
  - Schedule and hours to be designated by supervisor with 30 minutes for lunch.
  - Receives full employee benefits as outlined in the Personnel Policy Manual; however, receives compensatory time for overtime hours worked.
  - Compensatory time to be calculated at the rate of one and one-half (1 ½) times for hours worked over 86 hours per each 14-day work period.
  - Compensatory time can be banked to a maximum limit of 172 comp hours. Comp time shall be used within the same calendar year as it is earned. If an employee is prevented from using all of their comp time due to work requirements, any hours remaining in the bank will be paid out at the end of the year.
  
3. Part-time General Municipal/Clerical Employees and Police Officers
  - Clerical employee work hours are designated by the Village Administrative Clerk.
  - Police Officer work hours are designated by the Chief of Police.
  - Receives no benefits as provided by the Village for full time employees except for rate for holidays worked.
  - Overtime compensation will be paid at the rate of one and one-half (1 ½) times for hours worked over 40 hours per work week.
  - Temporary public works employees must be twenty-one (21) years old to use heavy equipment.

# CLASSIFICATION PLAN

## Probationary Period

- All new employees shall have a probation period of ninety (90) days.
  - The probationary period may be extended based on employee evaluation.

## Evaluation Period

- All full-time and part-time employees shall be evaluated by their respective supervisor every twelve (12) months.
- All probationary employees shall be evaluated by their respective supervisor after the period of probation. After successful completion of probation, they will then be placed in the regular annual evaluation schedule.

## Authority and Responsibilities

### Line of Authority:

- General Municipal Employees shall be under the supervision and direction of the Director of Public Works.
- Part Time Office/Clerical Employees shall be under the supervision and direction of the Village Administrative Clerk.
- Police Department Employees shall be under the supervision and direction of the Chief of Police.
- The Director of Public Works, Chief of Police and the Village Administrative Clerk shall be under the supervision and direction of the Village President.
- In cases where there is no respective supervisor, the supervision and direction shall be the responsibility of the Village President.

### Responsibilities of all General Municipal Employees, whether full-time or part-time.

- General Municipal Employees shall perform all duties assigned by their respective supervisor to the best of their abilities.
- All employees shall be held accountable for the tools and equipment they use.
- No personal use of Village tools, equipment or municipal vehicles shall be permitted without permission of the Village President.

### Responsibilities of Police Department Employees

- Police Department Employees shall perform all duties assigned by their respective supervisor to the best of their abilities.
- Police Department Employees shall follow the policies and procedures contained in the Warrensburg Police Department Rules and Regulations **and** Departmental Discipline Procedures Manual.
  - In the event of a conflict between this manual and the Warrensburg Police Department Rules and Regulations **and** Departmental Discipline Procedures manual, this manual will supersede unless prohibited by state or federal laws or regulations.

## COMPENSATION

The Village Board of Trustees will have the authority to establish all compensation for all employees. These wages shall be reviewed from time to time and should be reviewed prior to the end of each fiscal year.

Payday for all employees will be every other Friday. In the event payday falls on a holiday, employees shall be paid on the preceding day.

Time sheets/ time cards:

- It is the responsibility of all employees to keep their own time sheets/time cards as approved by the Village Board. These time sheets are legal documents and should be treated as such.
- Time sheets/time cards shall be turned in to the respective supervisor for approval no later than the day after the last day in the pay period.

Overtime, except in the case of emergencies, must be approved by the respective supervisor.

## PAY PLAN

The Village Administrative Clerk is designated as the payroll and disbursement officer for the Village. It is the responsibility of the Village Administrative Clerk to withhold from all employees' payroll check the applicable deductions for taxes and all other deductions as ordered. Deductions shall be made from employee's wages as required under the statutes of the State of Illinois and the US Government.

It is the responsibility of the Village President to maintain a personnel file for each Village and Police Department employee. All information in the employee's file is to be treated as confidential.

- It is the Director of Public Works' and/or the Chief of Police's responsibility to report all personnel changes promptly to the Village President.

The Village President will notify the Village Administrative Clerk of personnel changes affecting payroll status.

## INSURANCE

Workmen's Compensation (Full & Part-time)

- Each employee is insured by a blanket policy paid for by the Village. This policy covers all work connected injuries. Workmen's compensation is required by law and the amounts payable hereunder are prescribed by statute.

All employees are encouraged to follow safe work methods and practices, and to have a concern for the safety of their fellow workers.



It is mandatory and extremely important that you immediately report all accidents or injuries to your respective supervisor. Failure to report may result in disciplinary action. Forms are available from the respective supervisor or the Village Administrative Clerk.

In the absence of the employee's respective supervisor, report the accident or injury to the Village President or a member of the Village Board. Any delays could result in unnecessary time lapse in the receipt of all eligible benefits.

#### Hospitalization/Major Medical (Full Time):

- The Village offers group insurance benefits for all full-time employees, which goes into effect the first day of the month following probation.
  - A portion of the cost of the health insurance, dental, and eye coverage for an employee may be provided by the Village. The amount of the portion will be determined by the Village Board as necessary.
  - Insurance programs will be reviewed periodically by the Finance Committee and the Village Board of Trustees and are subject to change accordingly.
- Life insurance will be provided for employees at the Village's expense.
- Retirement Pension
  - The Village does provide pension benefits for full time employees who have completed at least one (1) year of service.
- The employee is entitled to any pension available upon termination of employment. Request and payment are made through the Village Administrative Clerk to the Pension carrier. Any settlement made by the carrier is at the discretion of the carrier and after any applicable charges for handling.

## WEEKEND DUTY

Due to the necessity to perform specific duties each day, the Public Works employees shall rotate working on the weekends on a schedule defined by the Director of Public Works. Weekend pay shall be calculated by taking the actual hours worked on a weekend day and adding 1 hour, defined as a weekend bonus. This shall only apply to the Public Works employees.

Actual hours worked shall be counted towards overtime for the week but the 1 hour bonus shall not be counted towards the overtime calculation.

## TRAVEL REIMBURSEMENT

Reimbursement (with pre-approval) for travel expenses incurred while conducting Village business may be made at the current rate as dictated by law.

## RESIDENCY

The Chief of Police **shall** reside within the corporate limits of the Village. New employees in these positions must comply with the residency requirement by the end of their probationary period.

Other employees are encouraged to reside within the corporate limits of the Village. When this is not practical, they shall reside within a reasonable response time (30 minutes) as determined by their respective supervisor.

Variances from this residency policy must be approved by the Village Board of Trustees in advance.

## **LEAVE POLICIES**

### **BEREAVEMENT LEAVE**

Bereavement leave may be granted for a period not exceeding five (5) working days following the death of a family member as named below:

- Spouse
- Child (including step-child)
- Sister/Brother (including sister-in-law/brother-in-law and step-sister/brother)
- Parent of either spouse (including step-parent)
- Grandparent of either spouse

Bereavement leave may be granted for a period of one (1) working day following the death of a family member as named below:

- Aunt or uncle of either spouse

The employee's respective supervisor should be notified of requests for bereavement leave and the length of leave shall be requested at that time.

Bereavement leave may be extended at the discretion of the Village President for special circumstances.

### **EXTENDED LEAVE**

Leave of absence must be applied for in writing, fully disclosing all circumstances and related facts, and must be signed and dated. Misrepresentation of any facts and circumstances will be cause for dismissal.

Letters of application for leave of absence for all employees will be given to their respective supervisors, who shall have the responsibility for approval or disapproval, subject to but not limited to the following guidelines:

- Leave will not be granted for any form of compensated pursuits or other employment.
- An immediate, unavoidable, unforeseen need must be shown.
- All available vacation or sick time must be exhausted.
- It must be shown that general work-flow and service to the Village and its' residents will not be substantially impaired.
- Leave of absences will be for a period not to exceed six (6) months.

- Leave of absences beyond the employee's available vacation and sick time will be an unpaid leave of absence.
- Exceptions require approval of the Village Board of Trustees.

## **FAMILY MEDICAL LEAVE ACT (FMLA)**

The Village agrees to comply with all Federal and State laws regarding family leave.

## **HOLIDAY LEAVE**

Full time employees are entitled to paid holidays according to the holiday schedule posted each year. If the holiday falls on a Saturday, the preceding Friday will be observed as the holiday. If the holiday falls on a Sunday, the following Monday will be observed as the holiday. Employees are encouraged to take time off during these holidays.

Holiday pay will be based on the employee's regular hourly rate and regularly scheduled shift. These hours will not be included in the overtime calculation.

Sometimes, it will be required for some employees to work on a Holiday. If required, Full-time hourly employees will be paid one and a half (1 ½) times their hourly rate for any hours worked on the holiday. Any remaining Holiday hours will be paid at the regular rate. Since there is already premium pay for hours worked on a Holiday, these hours will not be included in the overtime calculation.

Full-time hourly and part-time employees scheduled to work a holiday are not entitled to another day off with pay.

## **JURY DUTY LEAVE**

When called for Jury Duty, full-time employees will be excused for as long as they serve on the jury.

An employee called for Jury Duty shall have leave, with pay, to perform that duty. Also, if an employee receives service of a subpoena, they shall have leave with pay. Any pay received for jury or witness services shall be turned over to the Village Administrative Clerk. Any mileage reimbursement will be paid at the current federal rate. Employees shall return to work if the jury is dismissed and one (1) hour or more remains in that work day.

## **MILITARY DUTY/TRAINING LEAVE**

When called for Army Reserve/Guard Duty for training purposes, full-time employees will be excused for the period of time required for training. The Village will pay the difference between the employee's pay and the pay received for their training. Upon return from training, the employee shall provide the Village Administrative Clerk with written proof of compensation paid by the U.S. Government.

When a Village employee is activated for active duty in Federal or State emergencies, their wages will not be subsidized during this period, except on approval of the Village Board of Trustees. The Village will follow all State and Federal statutes regarding this issue.

The Village employee does not have to take his vacation time for military training.

## **SICK LEAVE**

All full-time employees of the Village, after completion of the employee's probation period, shall be entitled to a prorated five (5) days off per year with full pay for any sickness or non-occupational injury.

Employees with over five (5) years of service shall receive ten (10) days off with full pay. These days are non-cumulative.

Sick leave shall be granted for use only during actual illness or incapacity due to injury of the employee or doctor or dental appointments, except as follows:

- Sick leave, at the discretion of the employee's respective supervisor, may be allowed in the case of illness in the immediate family. (Immediate family shall mean father, mother, wife, husband, sister, brother, (step) son or (step) daughter, grandparents.)

Sick leave shall not in any way be construed as additional annual leave nor vacation time.

A statement from a physician shall be required in cases of sick leave lasting more than three (3) days and after all sick benefits are exhausted. Salary shall not be paid for employees who do not come to work unless absence and reason are reported by 8:00 a.m. except in cases where the reporting is not possible.

No compensation may be made for unused sick leave.

If an employee leaves the Village and then returns, they shall lose all sick leave accumulated for that year and shall begin all benefits as a new employee.

## TRAINING/EDUCATION CLASSES LEAVE

An employee may attend special meetings and classes deemed necessary by their respective supervisor.

- Tuition for courses pertinent to improvement of position may be paid for by the Village if such class is an essential asset to the service rendered by the employee to the Village.
- Reimbursement for meals and/or lodging, when deemed necessary in connection with attendance of classes, meetings, etc., may be made if approved by the respective supervisor and Village Board of Trustees.

All cases will be considered on an individual basis and should have consent of the Village Board of Trustees.

## VACATION LEAVE

All full-time employees who have worked at least twelve (12) continuous months with the Village shall be entitled to the following vacation periods:

- Two (2) weeks (total of 80 hours) after 1 year of completed service.
- Three (3) weeks (total of 120 hours) after 10 years of completed service.
- Four (4) weeks (total of 160 hours) after 20 years of completed service.

All vacation time should be approved by the employee's respective supervisor, at least two (2) weeks in advance of time requested.

The vacation period shall be in line with the calendar year. Vacations not taken by December 31<sup>st</sup> shall **not** be accumulated from one year to the next and shall be considered waived, unless an employee's anniversary date causes vacation scheduling to be impractical.

- Employees may be eligible to receive pay in lieu of vacation time. They could use up to half of their eligible time. This should be discussed and approved by the employee's respective supervisor. Payout for vacation time must be requested by December 1st for payroll purposes.

Vacation during the months of December, January, and February is discouraged because of possible inclement weather.

# **EMPLOYEE CONDUCT POLICIES**

## **GENERAL CONDUCT**

All employees shall conduct themselves at all times in a manner consistent with the Federal, State, and Local laws and regulations; and in a manner consistent with the public trust placed in a Village Employee.

All Village Employees shall address all problems and questions in a timely and courteous manner. Excessive absence or tardiness shall be sufficient cause for disciplinary action up to and including dismissal.

## **GIFT BAN ACT**

The Illinois Gift Ban Act became effective on January 1, 1999. The Act bans the solicitation or receipt of gifts by official and their immediate family members. The act is complex and contains numerous exceptions to its prohibitions.

Acceptance, by the employee, spouse or immediate family living with the employee, of any gift from a "prohibited source" is prohibited.

Prohibited sources may include:

- Anyone seeking official action by the employee or the employee's supervisor;
- Anyone doing business or seeking to do business with the Village;
- Anyone conducting Village activities regulated by the employee or their supervisor;
- Anyone having interests that may be substantially affected by the performance or non-performance of the official duties of the employee.

Exception to the Gift Ban Act may include:

- Gifts from relatives;
- Anything provided "on the basis of a personal friendship";
- A commercially reasonable loan;
- Intra and inter-office gifts;
- Awards or prizes in contests open to the public;
- Honorary degrees;
- Training, including food provided to all attendees, when training is in the interest of the Village;
- Anything paid for by another governmental entity;
- Opportunities and benefits open to the public generally;
- Commemorative plaques;
- Golf or tennis outings;
- Items of nominal value.

If you receive a gift that is given in violation of the Act, you may return the gift, give the gift to an appropriate charity or keep the gift and pay an amount equal to its value to an appropriate charity.

When a gift is returned, sent to a charity, or the equivalent amount donated, written documentation should be provided to the Village President.

Individuals who violate this Act are subject to sanctions the Village may impose (including dismissal) and assessment of fines of up to \$1,000.00 per violation by the Governor's Ethics Commission, which is to be created to monitor and enforce the Act. Also, an individual who knowingly violates this Act is guilty of a business offense and subject to a court-imposed fine of up to \$5,000.00.

## **ALCOHOL/DRUG-FREE WORKPLACE**

The Village recognizes that substance abuse poses a serious threat to the Village's goal of providing a safe and productive workplace for all employees. In order to provide a workplace free of drugs, the Village Board of Trustees prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance and the abuse of legal drugs and alcohol while on Village owned or supervised property, and while on Village business. Employees are also prohibited from using alcohol while on Village owned or supervised grounds at any time, including meal periods and breaks. Employees are further prohibited from reporting to work while under the influence of alcohol or illegal drugs.

- Controlled Substance: A controlled substance as defined in the Illinois Controlled Substance Act (720 ILCS 5701100 et seq.) or cannabis as defined in the Cannabis Control Act (720 ILCS 55011 et seq.).
- Alcohol: As defined by the Liquor Control Act of 1934 (234 ILCS 5/6-15), the product of distillation of any fermented liquid, whether rectified or diluted, whatever may be origin thereof, and includes synthetic ethyl alcohol. It does not include denatured alcohol or wood alcohol.
- Alcoholic Liquor: As defined by the Liquor Control Act of 1934, includes alcohol, spirits, wine and beer and every liquid or solid, patented or not, containing alcohol, wine, spirits or beer and capable of being consumed as a beverage by human being.

Any employee, if convicted of a criminal drug offense that occurred in the workplace, shall within five (5) days of the conviction, notify the Village President of said conviction. For the purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances.

An employee who violates any aspect of this policy statement will be subject to disciplinary action up to and including dismissal and referral for prosecution. Additionally, if deemed appropriate by the Village under the particular circumstances, an employee who violates this policy statement may be required to participate in and complete a substance abuse assistance or rehabilitation program to the satisfaction of the Village.

## **WORKPLACE VIOLENCE PREVENTION**

It shall be the policy of the Village to provide all employees and members of the public with a safe and healthful work environment.

It shall be the policy of the Village to take appropriate actions to protect, as fully as possible, the employees and members of the public from acts of violence, threats, intimidation and harassment which may occur at the workplace, and during the performance of duties.

The Village shall also take action, including involving local or state law enforcement, in pursuing prosecution through judicial or other appropriate administrative remedies when such incidents occur.

## **SMOKING AND USE OF TOBACCO PRODUCTS**

The Village is concerned with providing a healthful and productive work environment for its employees and the public. To that end, and to comply with the State of Illinois Clean Air Act (Public Act 86-1018-8202), smoking and the use of tobacco products shall be prohibited in all interior areas of Village buildings, vehicles and equipment.

Tobacco shall mean cigarette, cigar, pipe or tobacco in any form, including smokeless tobacco, which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

## **TELEPHONE USAGE**

The Village telephones and cellular phones are intended for the use of serving our residents and conducting the Village's business.

Personal usage during business hours is discouraged except for extreme emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line.

To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours. Employees may be responsible for excessive cellular charges due to personal use.

## **COMPUTER USAGE**

Village employees are allowed use of the computers when necessary to serve our residents and conduct the Village's business.

Employees may use the computers when appropriate to access information needed to conduct business of the Village.

Use of the computers must not interfere with an employee's productivity. Employees are responsible for using the computers and the internet in a manner that is ethical and lawful.



Internet messages are public and not private. The Village reserves the right to access and monitor all files and messages on its' systems.

No pornographic material is allowed on Village computers.

## **CONFLICT RESOLUTION POLICIES**

### **COMPLAINT PROCEDURE**

Under normal working conditions, employees who have a job-related problem, question, or complaint should first discuss it with their respective supervisor. At this level, employees should usually reach the simplest, quickest, and most satisfactory solution.

If the employee and supervisor are not able to resolve the problem, they should contact the Village President. The Village President will bring in the full Village Board of Trustees as needed.

### **DISCIPLINARY PROCEDURE**

Discretion as to the disciplinary action taken is placed with the employee's respective supervisor, inclusive, but not limited to, a verbal warning, a written warning, and dismissal depending on the degree of the offense.

## **POLICY ON EMPLOYEE CERTIFICATION**

It is the policy of the Village to seek the applicants that meet the certification requirement as stated in the job description

### **EMPLOYEE PLACEMENT**

Employees who wish to be considered for other positions within the Village should indicate their desire in writing to the person responsible for interviewing and should notify their immediate supervisor. This practice should be encouraged to allow employee who feel they are suited for open jobs to be identified and considered when such jobs become available.

When the Village President and employee's supervisor determine that an employee is worthy of promotion, such a promotion will be discussed with the employee prior to the promotion.

## EMPLOYEE RECRUITMENT, SELECTION AND ADVANCEMENT

Attracting and selecting qualified employees is vital to the success of the Village. It is the policy of the Village to use a variety of recruitment resources to attract and select the best available qualified applicants for employment. Whenever employment opportunities occur, the Village may hire from outside or promote from within, whenever this is consistent with the best interest of the Village.

If the Village promotes from within, it will consider qualified Village personnel. Ability, past performance, education, experience, character, job aptitude and potential, and other job-related criteria will be carefully reviewed prior to final employment decisions.

Employment will be based upon selection by appointed or supervisory personnel with ratification by the succeeding level of authority. It will be the express practice of the Village to employ the best available qualified applicant for any position and employment and advancement will be based strictly on merit.

- Standard Procedure
  - The standard procedure to be followed in the employment of any individual is set for the below. However, the Village has the sole discretion to institute different procedures if such changes are deemed to be in the best interest of the Village, and so long as the changes are consistent with the Village's policy of providing equal employment opportunities to all qualified applicants.
- Notice of Employment Opportunity
  - When an employment opportunity occurs within the Village, the Village President will confer with the appropriate supervisor and Committee Chair to identify duties, skills, and other requirements for the job. As noted above, consideration will be given to qualified employees available through transfer or promotion within the Village. The Village will also seek to recruit new employees through a variety of resources such as advertisements in newspapers and trade journals, referrals from employees, the posting of help-wanted notices, walk-in applicants, local schools or colleges, public employment referral/training services, and any other appropriate resources available to the Village.
- Review of Applicants
  - All applicants must complete the required application form and/or submit a resume if so requested. It will be the responsibility of the Personnel Committee to review all applications and to select the individual(s) who should be considered for employment.
- Interview and Testing of Applicants
  - Applicants considered for employment must submit to personal interviews if so requested. Whenever possible, the applicant should be interviewed by the staff person immediately responsible for supervising the position, the Village President, and the Personnel Committee. The Village may elect to conduct reference checks, skill tests, or other similar procedures designed to aid selection of qualified employees. All such tests will be undertaken at the expense of the Village and will be based upon job-related factors and will be made in a non-discriminatory manner. In the event that an applicant has a disability, the Village will make a

reasonable accommodation by identifying an alternative means to permit the applicant to demonstrate the skill or knowledge which the test is designed to measure.

- Notification of Employment
  - The direct supervisor will notify the new employee in writing of their selection for employment. Such writing should also include information regarding the new employee's date to commence employment, position classification, rate of compensation, introductory period, method of payment, and any other conditions of employment.

## **MINIMUM STANDARDS FOR EMPLOYMENT**

All new hires are subject to the following standards for employment:

- They must be legally qualified to work in the United States as evidenced by submitting appropriate identity and employment authorization documents.
  - They must possess a valid Illinois' Driver's License and/or Commercial Driver's License if it is a job function to operate any vehicle (Village of Warrensburg or personal) in the course of performing job duties. Before such an employee has started work and generally on an annual basis thereafter, the Village will require a driver's license abstract review from the Illinois Secretary of State's office. Failure to maintain a good driving record or a valid driver's license can result in termination.
  - The new hire will be required to successfully pass the State Criminal Conviction background check as required by state statute.
  - They will be required to successfully pass a drug screen. New hires must be physically and mentally capable of performing the essential job functions with or without reasonable accommodations. With respect to certain positions, the Village has the sole discretion to determine that it is in the best interest of the Village to conduct a post-offer physical exam, including appropriate tests to determine the presence of controlled substances in the body. The report and results of a required physical exam will be seen only by appropriate management employees and will be kept in a file separate from the employee's personnel file. All employment decisions based upon the post-offer physical exam must be made on a non-discriminatory basis. In reviewing the results of the physical, the Village will consider the following:
    - Physical or Mental Condition – In the event that the individual's mental or physical condition affects their ability to perform the job, the Village will consider what reasonable accommodations may be made to the work environment or job duties in order to accommodate qualified disabled individuals. When reasonable accommodations are not feasible, and where a physical or mental condition impairs the individual's ability to meet normal job performance standards, such factor(s) may disqualify the individual from employment.
    - Drug and Alcohol Testing – To ensure the safety and well-being of all employees and residents of the Village, it is the Village's policy that a positive test result indicating the presence of drugs and/or alcohol will be sufficient grounds to withdraw an offer of employment.

STATE OF ILLINOIS        )  
                                  ) ss  
COUNTY OF MACON        )

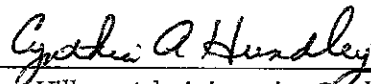
CERTIFICATE

I, CYNTHIA A. HUNDLEY, certify that I am the duly appointed Village Administrative Clerk of the Village of Warrensburg, Macon County, Illinois.

I further certify that on 6<sup>th</sup> day of March, 2023, the President and Board of Trustees of the Village of Warrensburg passed and approved Ordinance No. 784, entitled “An Ordinance Authorizing, Approving, and Adopting the Village of Warrensburg, Illinois Personnel Policy Manual Dated March, 2023”, which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. 784, including Ordinance and cover sheet thereof was prepared, a copy of such Ordinance was posted in the Warrensburg Village Hall, the Barclay Public Library, and Warrensburg Post Office, commencing March 7, 2023, and continuing for at least 10 days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the Village Administrative Clerk.

DATED at Warrensburg, Illinois this 7<sup>th</sup> day of March, 2023.



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Village Administrative Clerk of the  
Village of Warrensburg, Illinois