

CHAPTER 29

PERSONNEL CODE

ARTICLE I - GENERALLY

INTRODUCTION

It is sincerely hoped that your employment at the Village is rewarding and enjoyable. This Village is proud of its excellent record of employee relations, as evidenced by its long-term employees. It is important however, that all employees are aware of and fully understand the terms and conditions of their employment status with the Village.

The Village Board is committed to reviewing its policies. Accordingly, the policies and benefits outlined in this handbook are subject to review and change by the Village Board at any time. Be assured that all employees will be given prior notice and documentation of any changes contained herein.

It is impossible to cover every situation that may arise in the employment relationship. If a situation is not covered, the matter shall be referred to the appropriate Department Head and then reviewed and implemented with the assistance of the Personnel Committee and Village Board.

This Code governs all Village employees but should not be considered or construed as a contract of employment or a guarantee of employment. This Code does not apply to officers of the Village except where specifically indicated.

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- 29-1-1** **DEFINITIONS.** As used herein, the following terms have the following definitions:
- (A) **Board.** The Village Board of Trustees of the Village of New Berlin, Illinois.
- (B) **Compensation.** All form of valuable consideration, including salary, wages, benefits, and allowances earned by or paid to any employee by reason of service in a position with the Village.
- (C) **Employee.** A person other than an officer or an independent contractor who regularly performs remunerative work for the Village.
- (D) **Full-Time Employee.** An employee who is not a part-time employee or a temporary employee.
- (E) **Part-Time Employee.** An employee other than a temporary employee who works for the Village or is reasonably expected to work for the Village less than **thirty-two (32) hours** per week or less than **one thousand six hundred sixty-four (1,664) hours** per calendar year with the exception of Village Officer personnel who will receive the benefits of a full-time employee. The following employment positions are part-time: chief of police, police sergeant, police officer, and mower. All other employment positions in the Village heretofore created are full-time positions. Whenever the Board of Trustees creates a new employment position, it shall designate the position as full-time or part-time.

(F) **Immediate Family.** Includes and is limited to parents, spouses, brothers, sisters, children, including legally adopted children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, and stepchildren.

(G) **Independent Contractor.** A person who performs remunerative work for the Village on a contractual basis. Examples of independent contractors include vendors of goods and services, engineers, attorneys, and consultants for the Village.

(H) **Municipal Code.** The Illinois Municipal Code, **65 ILCS 5/1-1-1 et seq.**

(I) **Officer.** A person designated by the Municipal Code as an officer of the Village, including, but not limited to, the Village President, Village Trustees, the Village Clerk, members of Boards and Commissions who take an oath of office (such as the Zoning Board and Planning Commission). Police officers and the Chief of Police are employees for purposes of this Personnel Code.

(J) **Personnel Committee.** The Personnel Committee of the Village Board.

(K) **President.** The President of the Village Board of Trustees.

(L) **Probationary Employee.** A full-time employee who has worked for the Village less than **six (6)** continuous calendar months.

(M) **Temporary Employee.** An employee who is hired temporarily, for a period of less than **six (6) months**, or who is hired only to work during particular seasons of the year (for example, a person hired to work in the Street Department during the summer).

(N) **Work Day.** A working day is **eight (8) hours**.

(O) **Work Week.** Monday 12:01 A.M. through Friday 11:59 P.M.

(P) **Fiscal Year.** May 1st through April 30th.

29-1-2 EQUAL OPPORTUNITY; STATEMENT OF POLICY.

(A) It is the policy of the Village to provide equal opportunity to all employees and applicants for employment in accordance with all applicable laws, directives and regulations of federal, state, and local legislative bodies and administrative agencies.

(B) The Village shall recruit, hire, train and promote persons in all job classifications without regard to race, color, religion, national origin, sex, sexual preference, age, disability or political affiliation; provided, however, that nothing in this Section shall impair the right of the Village to establish bona fide occupational qualifications for any job category.

(C) The Village shall insure that all personnel actions, including compensation, benefits, transfers, terminations, reductions in work force, rehires, education, tuition assistance, and the like, shall be administered without regard to race, color, religion, national origin, sex, sexual preference, age, disability or political affiliation.

29-1-3 HIRING AND FIRING AUTHORITY; EMPLOYEES.

(A) **Hiring.** All hiring authority for employees is vested in the Board. Employees shall be hired upon motion duly made, seconded, and passed by the Board, subject to the President's veto and the Board's right of override as in the case of ordinances as set forth in the Municipal Code. No person shall be hired, and no motion to hire a person shall be made, unless that person has been evaluated by the Personnel Committee of the Village Board or by the Chief of Police in the hiring of police officers, and a report, either oral or written, rendered to the Board.

(B) **Firing.** Firing authority for employees is vested in the Board and shall be exercised as set forth in the sections of this Personnel Code relating to discipline or by the Police Chief upon reporting to the Personnel Committee.

(C) **Offer of Employment.** An offer of employment to any new full-time employee shall be conditional on the employee undergoing, at the Village's expense, a physical examination by a licensed physician and an opinion from such physician that the employee is physically capable of doing the work. The Village shall provide the physician with a description of the employee's job duties in advance of the examination. An offer of employment to any new full-time or part-time employee could be conditional on the employee undergoing and passing a urinalysis drug test in accordance with the Village's drug testing program.

29-1-4 **LINES OF AUTHORITY.**

(A) **Departments and Committee Heads.** Each employee of the Village, except office employees, is assigned to a department and his or her supervisor shall be the head of that department. The Departments of the Village are as follows: Water & Sewer Department, Police Department, Streets & Parks Department. Committee heads may lend department employees to other departments; in such cases the supervisor of the employee shall be the committee head of the receiving department for the duration of the assignment.

(B) **Committees of the Board.** The Department heads are supervised by the various committees of the Board, as follows:

- Utilities/Streets and Parks
- Health and Safety
- Personnel
- Finance
- Zoning

Each Department Superintendent shall submit a written report to the Committee Chairman no later than **two (2) days** prior to the Village Board meeting.

Each committee reports the activities of its departments to the full Village Board.

(C) **Chief of Police.** The Chief of Police is head of the Police Department and is supervised by the Chairman of Health & Safety Committee to the Village Board. The Chief of Police reports monthly to the full Village Board regarding the activities of the Police Department.

(D) **Deputy Clerk.** If the Village by Ordinance permits the Village Clerk to appoint a Deputy Clerk, then the Deputy reports to the Village Clerk insofar as the Deputy's clerkship duties are concerned and to such employee's department head insofar as all of the employee's other duties are concerned. The Deputy Clerk does not lose his or her status as employee by virtue of appointment to the position of Deputy Clerk.

(E) **Supervisors Other Than Department Heads.** For administrative convenience department heads may designate one or more employees to assist them with their supervision of other employees; however, while authority is delegated, responsibility is not. Committee heads are always responsible as supervisors for all employees within their departments.

(F) **Village Office Employees.** Village Office employees are supervised by the President, who shall perform duties of committee head with respect to them. The Personnel Committee Chairman shall act as the Committee Head for the Office Employees in the absence of the President.

29-1-5 ATTENDANCE AND HOURS OF WORK.

(A) **Village Office Manager.** The Village Office hours are **8:00 A.M.** to **4:00 P.M.** weekdays, except Tuesdays **8:00 A.M.** to **5:00 P.M.** Employees of this Department are entitled to a **fifteen (15) minute** break in the morning and a **fifteen (15) minute** break in the afternoon. Lunch period is **one (1) hour** daily.

(B) **Village Street Department.** The Village Street Department hours are **6:30 A.M.** to **3:00 P.M.**, Monday through Friday. Employees of this Department are entitled to a **fifteen (15) minute** break in the morning and a **fifteen (15) minute** break in the afternoon. Lunch period is **thirty (30) minutes** daily.

(C) **Water and Sewer Department.** The Village Water and Sewer Department hours are **6:30 A.M.** to **3:00 P.M.**, Monday through Friday. Employees of this Department are entitled to a **fifteen (15) minute** break in the morning and a **fifteen (15) minute** break in the afternoon. The lunch period is **thirty (30) minutes** daily.

(D) **Police Department.** Police officers are subject to scheduling by the Chief of Police.

(E) **Basic Work Week.** The basic work week is **forty (40) hours**, consisting of **five (5) working days**, each of **eight (8) hours** in duration. Be advised that employees may be requested from time to time to work overtime but **only as instructed and/or approved by their respective supervisors.** Overtime is not a condition of employment, however, when necessary, employee cooperation is expected.

(F) **Attendance.** Reliable attendance of all employees is essential. Continual absences, tardiness and unsatisfactory attendance will be dealt with under provisions of this Code pertaining to disciplinary actions. All employees will be expected to clock-in and out using the timeclock located inside the Village Hall.

29-1-6 COMPENSATION AND TIME KEEPING.

(A) **Salary.** The salary of a newly hired employee shall be established when the employee is hired. The salary of a new employee, other than temporary employees, shall be reviewed at the end of that employee's **three (3) month** and **six (6) month** probationary period, and the Board may in its discretion decide to raise, lower or keep in force the employee's initial salary.

The salaries of temporary employees may be reviewed by the Board at any time or not at all.

(B) **Annual Salary Review.** The salaries of all full-time employees and part-time employees shall be reviewed by the Board annually. The Board shall annually by appropriate motion, resolution, or ordinance, establish salaries for all full-time and part-time employees upon completion of its review. Salary decreases shall be effective when approved by the Board and shall not be retroactive. Any bonuses for full time employees shall be based on performance evaluations and shall be given at the beginning of a new fiscal year.

(C) **Time Records.** Employees shall keep accurate time records. Each employee shall daily record his or her time worked and absences using the time clock located inside the New Berlin Village Hall. Timecards shall be signed by the employee upon completion of each pay period's entries and reviewed and signed by the Department Head (or in the absence of a Department Head, by a person designated by the Committee Chairman). Department head's timecards shall be signed by the Department Head and reviewed and signed by the Committee Chairman. If needing to manually record timecard, time shall be recorded to the nearest quarter hour increment. In no event shall any employee be paid for time not recorded on a timecard and approved by his or her department head or committee chairman.

No department head or other supervisor shall permit or encourage any employee to work but not record his or her time. Timecards are important legal documents and are the source documents for the Village payroll system. Their accuracy is an absolute must.

(D) **Overtime.** Under the Fair Labor Standards Act, an employee has the choice of taking either the cash for overtime, or comp time if comp time is offered by the employer. As a matter of good business practice, overtime is to be kept to a minimum. All employees will receive compensatory time equal to time and one-half for all hours in excess of **forty (40) hours** in a **seven (7) day** period. Compensatory overtime will only be received on *authorized* overtime, meaning if previously approved by the Department Head or in event of an Emergency. Paid holidays, sick days and vacation days shall be credited as **eight (8) hours** worked for purposes of this Section; any other time off, such as unpaid holiday and vacation days, sick days, bereavement days, and tardiness or other absences with or without leave, shall not be credited toward the **forty (40) hours**. Be advised that overtime is not a condition of employment; however, when overtime is necessary, employee cooperation is expected.

(E) **Compensatory Time.** An employee will not accrue more than **one hundred twenty (120) hours** in compensatory overtime in a fiscal year. Any hours over **one hundred twenty (120)** will be paid to the employee.

(F) **Pay Period.** Village employees shall be paid on the **fifteenth (15th)** and **thirtieth (30th)** of each month. The pay period for each paycheck covers a **two (2) week** period ending the day before payday. (In the case of Police Officers working a Sunday night to Monday morning shift, the pay period shall include the hours worked on the Monday morning).

(G) **Docking of Pay.** Employees shall not be compensated for absences other than paid absences as set forth in the sections of this Code pertaining to paid vacations and leaves; their salaries shall be docked for unpaid absences.

29-1-7 BENEFITS.

(A) **Paid Vacations.** Only full-time employees are entitled to paid vacations. The length of an employee's paid vacation is based upon years of continuous service completed as of his or her anniversary date. Once an employee has completed **one (1) year** of continuous service, vacation time, sick time, compensatory time, etc., will be earned and used based on the fiscal year.

Except for special rules governing new hires, vacation days earned on or prior to the employee's anniversary date are accrued and available for use during the following year. The following rules shall govern paid vacations.

(B) **New Hires and Less Than Five (5) Years of Service.** New hires may earn **one (1) day** per month toward vacation, excluding April and October, however shall not be eligible to use the earned vacation time until completion of **one (1) year** of continuous service based on a fiscal year. Employee's vacation time earned will be prorated based on month and day of employment. After completion of **one (1) year** of continuous service an employee is entitled to **eighty (80) hours** of vacation.

(C) **Employees with Five (5) or More Years of Service.** An employee with **five (5) full years** or more of service will earn **one and one-half (1 ½) days** per month, with the exception of April and October. This is equivalent to **fifteen (15) days** or **one hundred twenty (120) hours** paid vacation to be given at the beginning of each fiscal year. This is the maximum amount of vacation employee may earn.

(D) **Limitations on Vacation Length.** No employee may take more than **ten (10)** consecutive working days of vacation, compensatory time and/or combination of sick time, (exclusive of holidays) without the prior consent of the appropriate committee.

(E) **Carryover of Vacation Hours.** Prior to the employee's **fifth (5th) anniversary** date, no employee may carry over vacation hours from one year to the next. Thereafter, an employee may carry over vacation hours from year to year, not to exceed **two hundred forty (240) hours** total for all years.

(F) **Payment of Vacation Credits Upon Termination.** An employee whose employment is terminated will receive payment at the then current straight time rate for vacation days accumulated and unused. If an employee dies, the employee's estate will be entitled to such payment.

(G) **Payment of Compensatory Time Upon Termination.** An employee whose employment is terminated will receive payment at the then current straight time rate for compensatory time accumulated and unused. If an employee dies, the employee's estate will be entitled to such payment.

(H) **Requests for and Reports of Vacations.** Employees other than Department Heads shall request vacation from Department Heads. Department Heads shall request vacation from the appropriate Committee Chairman. An employee shall request vacation at least **one (1) week** prior to the vacation requested. Department Heads have the discretion and responsibility to grant or deny vacations subject to the needs of the Village. Department Heads shall inform the Village Office daily of all personnel who are on vacation.

(I) **Minimum Increments of Vacations.** Employees may take paid vacations in hourly increments.

(J) **Unpaid Vacations for Part-Time and Temporary Employees.** A part-time employee is entitled to vacation to the same extent as a full-time employee with equivalent lengths of service. However, a part-time employee will receive no pay during vacation. Temporary employees are entitled to no vacation but may take unpaid vacations in the discretion of their respective Department Heads.

(K) **Paid Holidays.**

(1) Only full-time employees are entitled to paid holidays. Part-time and temporary employees shall not report to work for Village holidays and will not be paid for such holidays.

If a holiday falls on a Saturday or Sunday, the following Monday is observed as a holiday. Police Officers will be paid at time and a half and is excluded from this policy. The official holidays of the Village are as follows:

New Year's Day	Labor Day
Martin Luther King's Birthday	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Christmas Day
Fourth of July	

All full-time employees are entitled to **eight (8) hours** pay for each of the holidays listed above.

(2) Full time employees scheduled to work on one of the above listed holidays shall be paid for **eight (8) hours** of regular pay in addition to **one and one-half (1 1/2) times** their regular pay, for actual hours worked.

- (L) **Sick Leave.**
- (1) All employees may take sick leave in accordance with this Section, but only full-time employees are entitled to paid sick leave.
 - (2) An employee is entitled to a maximum of **eighty (80) hours** sick leave per year, which will accrue at **eight (8) hours** per month for the calendar months January through December, with the exception of April and October.
 - (3) A full-time employee may accumulate sick leave up to a maximum of **two hundred forty (240) hours**. When the services of a full-time employee are terminated, no compensation will be paid for accrued sick leave.
 - (4) A full-time employee without accumulated paid sick leave who requires additional sick leave will have sick days deducted from vacation time, if the employee has accumulated vacation time, or the time will be docked.
 - (5) Part-time and temporary employees are entitled to **eighty (80) hours** unpaid sick leave per year and may not accumulate sick leave.
 - (6) Sick leave shall be taken in minimum increments of **one (1) hour** and may be used for illness, disability, injury, doctor or dentist appointments, or appointments with other professional medical practitioners. Sick leave may be used for serious illness, injury, or disability of the employee's immediate family.
 - (7) An employee taking sick leave shall, unless incapacitated, notify his or her Department Head by telephone no later than **one (1) hour** after starting time on the date of the absence, and of each day thereafter of absence. (If a Department Head is sick, he or she shall notify any other Department Head). The Department Head shall notify the Village Office of the employee's absence. An employee who does not comply with these rules shall be charged with an unauthorized absence.
 - (8) An employee must have a doctor's slip to return to work after **three (3)** consecutive days of sick leave.

(M) **Leaves of Absence.** *Please be advised that in the event of a conflict between the Village Personnel Code and the Federal Family and Medical Leave Act, the provisions of the Federal Family and Medical Leave Act shall take precedence.*

(N) **Medical Leave.** An employee who has no sick leave entitlement and reasonably anticipates illness, disability, or convalescence for more than **ten (10) working days** shall apply to the Board for an unpaid medical leave of absence. Applications shall be filed at least **two (2) weeks** prior to the requested leave. The employee shall inform the Village Board in writing of the nature of the medical reason and the approximate time needed for leave and shall accompany the application with a statement from the attending physician. In case of emergency or incapacitation of the employee, the Village Board shall waive these requirements. The Village Board may in its sole discretion allow or deny the request for medical leave; no employee is entitled to medical leave.

(O) **Personal Leave.** A temporary unpaid personal leave of absence without pay may be granted an employee for up to **five (5) days** by the Committee Chairman for the employee's department, or in cases greater than **five (5) days**, by the Board. The employee shall submit the request for personal leave in writing to his or her Department Head. In the

event that personal leave is a Department Head, the request will go to his or her Committee Chairman, at least **three (3) days** before the beginning of the leave, and, where Board approval is required, at least **two (2) weeks** before the beginning of the leave. The request shall be in writing, shall state the beginning and ending dates of the leave, and the reason, therefore. No employee is entitled to personal leave, and personal leave may be granted or denied in the sole discretion of the Committee Chairman or Board.

(P) **Bereavement Leave.** A maximum of **three (3) days** leave may be taken by an employee who has a death in his or her immediate family. Full-time employees are entitled to paid bereavement leave; part-time and temporary employees are entitled to bereavement leave without pay. In addition, to the forgoing bereavement leave, a Department Head may grant any employee an unpaid day of leave to participate in the funeral of an aunt, uncle, niece, nephew, cousin, or friend. The employee may in his or her discretion take a paid vacation day for such purposes if the employee is entitled to a paid vacation day.

(Q) **Military Leave.** Any employee called to active duty in or drafted in the Armed Services of the United States or ordered to training with the Army, Navy, Air Force, Marine Corps, or Coast Guard Reserves or National Guard shall be entitled to unpaid leave for the duration of his or her service. Such an employee shall present his or her Committee Chairman with a copy of his or her orders in advance of taking leave and shall report back to work within **ten (10) business days** after return from active duty. Certain benefits will remain intact for the duration of said leave at the discretion of the Personnel Committee and must be approved before leave commences. Military leave shall not be granted to an employee who voluntarily joins the active Armed Services of the United States.

(R) **Jury Leave.** An employee called for jury duty shall be given leave to attend jury duty. The employee upon receiving a summons shall immediately provide a copy to his or her Department Head, or if the employee is a Department Head, to his or her Committee Chairman. An employee taking jury leave has the following options regarding pay:

- (1) The employee may continue to receive pay from the Village and pay over to the Village Treasurer all compensation paid by the court.
- (2) The employee may take an unpaid leave of absence from the Village and retain all compensation paid by the court.
- (3) The employee may take paid vacation days and retain all compensation paid by the court.

(S) **Disability and Maternity Leave.** An employee is entitled to up to **ten (10) weeks** unpaid leave for a disability condition or for pregnancy and childbirth, subject only to the following conditions:

- (1) The Village reserves the right to request a certificate from a physician of an employee's medical disability. The Village reserves the right to request a certificate from a physician that the employee is able to return to work after taking disability leave.
- (2) In no event shall a pregnant employee be required to produce a physician's certificate relating to her condition, either to take pregnancy leave or to return from pregnancy leave.
- (3) While the Village will leave open a job position for an employee on disability or pregnancy and childbirth leave, the Village cannot guarantee that the job will not be eliminated altogether, or its duties changed, for reasons wholly unrelated to the employee's absence.

- (4) A pregnant employee may, consecutively with her unpaid pregnancy leave, take any accrued paid sick days and accrued paid vacation time.
- (5) An employee may submit a request for an extended childbirth leave in excess of the above time periods to her Department Head (or if the employee is a Department Head, to her Committee Chairman) at least **thirty (30) days** prior to the expiration of the leave or of any extension. The Department Head or Committee Chairman shall forward the request, with recommendations, to the Personnel Committee. The Personnel Committee, in its sole discretion, may approve or deny the extension or approve the extension in part.
- (6) An employee on pregnancy leave should notify her supervisor at least **five (5) working days** in advance of returning from leave.

(T) **Leaves Required Under Workers Compensation Laws.** An employee suffering from an injury that is job related under the Workers Compensation Laws shall be entitled to leave for such injury strictly and exclusively in accordance with those laws.

(U) **Election Leave.** Employees may be granted reasonable time off with pay as needed to vote in national, state, and local elections if they are unable to vote during non-work hours. Requests need to be made in advance to the Department Head.

(V) **Religious Accommodation.** It is the practice of the Village to make reasonable accommodations for an employee's request for time off to observe religious obligations or holy days. Employees who are excused from work for religious observances may elect to take vacation, accrued unused personal time or unpaid personal leave. Employees should request time off for religious observations in advance to allow for appropriate scheduling.

(W) **Tuition Reimbursement Program.**

- (1) The Village encourages its employees to further their education and, therefore, will reimburse tuition as set forth in this Section.
- (2) Only full-time employees are entitled to participate in the tuition reimbursement program. An employee must make application for reimbursement to the Personnel Committee in time for the Personnel Committee to rule on the application prior to commencement of the course work.
- (3) An eligible employee is entitled to **one hundred percent (100%)** reimbursement for any course work at a suitable institution taken to prepare the employee to receive a GED. The employee must receive a passing grade to qualify for any reimbursement.
- (4) An employee who takes a course as part of the requirements to obtain a license or certification required for the employee to perform his or her job responsibilities is entitled to **one hundred percent (100%)** tuition reimbursement upon receiving a passing grade in any such course from a suitable institution.
- (5) An employee electing to take course work not required for but related to the employee's job responsibilities is eligible to partial tuition reimbursement according to the grade received by the employee from a suitable institution, as follows:

<u>Course Grade</u>	<u>% of Reimbursement</u>
A	90%
B	75%
C	50%
D or F	0%
Pass	50%
Fail	0%

Note: Please be advised that if said course work has been stated at time of enrollment to be a graded course but the employee elects the Pass/Fail grading option for said course, reimbursement will be at 50%.

- (6) The Personnel Committee shall in its sole discretion determine whether or not course work meets the criteria of subsection (3), (4) and (5) and whether the institution selected by the employee is suitable. The Personnel Committee shall notify the employee of its findings in writing prior to the employee commencing the course work. The employee has the right to appeal to the Board for any adverse decision by the Personnel Committee.
- (7) On completion of an approved course the employee shall submit to the Board:
 - (a) An official grade notice
 - (b) A copy of the official fee schedule
 - (c) A copy of a canceled check or other proof of payment
 - (d) Prior written authorization from the Personnel Committee
 The Board shall approve reimbursement of any properly submitted application. Reimbursement is limited to tuition only and does not include other costs such as books, travel, health fees, late fees, application fees.
- (8) Full-time Police Offices may, with the advance approval of the Chief of Police, be given up to **forty (40) hours** paid leave per year to attend continuing education courses. Any paid leave for continuing education in excess of **forty (40) hours** per year must also be approved in advance by the Board.

29-1-8 OTHER BENEFITS.

(A) **Medical Benefits.** On or after **July 1, 2017**, the Village will subsidize a full-time employee’s medical insurance as set forth in the governing medical insurance policy at a rate of **ninety percent (90%)** of the total monthly premium. This is to be reviewed by the Board on an annual basis consistent with the fiscal year. Dependent coverage will be the sole responsibility of the employee. Employees terminating employment with the Village are entitled to participate in the Village’s medical insurance program at their own cost as set forth in the Village’s governing medical insurance policy. The Village’s medical insurance program is subject to change without notice.

(B) **Retirement Benefits.** Retirement benefits are provided by the Illinois Municipal Retirement Fund (IMRF). Employees qualify for participation in the IMRF as set forth in IMRF rules and regulations. A minimum of **one thousand (1,000) hours** per fiscal year for IMRF participation.

(C)

Clothing.

- (1) The Chief of Police and police officers are entitled to replacement uniform items to be provided by the Village in an amount approved yearly, pursuant to the Village budget or appropriation ordinance, beginning the January after the police officer's first full year of employment.
- (2) For each newly hired police officer, the Village may purchase, from vendors selected by the Chief of Police, the clothing and accessory items listed herein.
 - (a) Winter coat with insulated liner
 - (b) Windbreaker jacket
 - (c) Summer shirt, 2 per year
 - (d) Winter shirt, 2 per year
 - (e) Trouser, all weather, 2 per year
 - (f) Shoes, 1 per year
 - (g) Raincoat
 - (h) Police Department collar pin
 - (a) Shield (badge)
 - (j) Name Plate
- (3) A newly hired police officer is required to provide, at his/her own expense, clothing, and accessory items as listed below. Upon resignation or termination, the police officer shall return all items purchased or issued by the Village Police Department. Failure to return such items may result in appropriate legal action by the Village. All items listed below must meet Department and Chief of Police specifications.
 - (a) Gun belt
 - (b) Pant belt
 - (c) Holster
 - (d) Handcuff case
 - (e) Belt keepers
 - (f) Magazine pouch/case
 - (g) Duty weapon (must be approved by the Chief of Police)

29-1-9 EMPLOYEE RELATIONS.

(A) **Anti-Discrimination and Harassment Policy.** The Village is committed to employment opportunities which are based upon ability and performance demonstrating in a productive climate free from racial, sexual, or other discrimination and harassment. Discrimination and harassment based on categories listed in the Village's equal opportunity policy (**Section 29-1-2**) will not be tolerated. An employee who believes he or she has been so discriminated against or harassed shall immediately contact his or her supervisor or a member of the Board. Any employee determined by investigation to have so discriminated against or harassed another employee shall be subject to appropriate disciplinary action.

(B) **Policy on Sexual Harassment.** [Adopted by the Village Board of Trustees, July 19, 2000.] "Sexual harassment" as used herein, shall have the meaning assigned to that term under the Illinois Human Rights Act, which is as follows:

"Sexual harassment" means 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.

The Village shall not permit any sexual harassment of any person by any of its officers, trustees, employees, or other representatives.

No individual shall engage in any sexual harassment of any person in connection with any employment or conditions of employment by the Village. Such acts are unlawful and prohibited whether the acts occur in the place of employment or elsewhere. Such acts are prohibited whether such acts are by one person or more, and whether condoned by the employer or not, and whether or not the person perpetrating such acts can, in fact, affect the employment or conditions of employment.

Should any employee of the Village believe he or she has been the victim of sexual harassment, such employee may notify the Village Clerk in writing specifying the alleged perpetrator, the date and time of the alleged sexual harassment and all other facts pertinent to the alleged sexual harassment. Upon receipt of such complaint, the Village Clerk shall immediately provide a copy of the Complaint to the President of the Village Board of Trustees. The President shall, as soon as practicable, appoint an ad hoc committee of the Village Board to investigate the Complaint. If the Complaint is found to be meritorious after a hearing is conducted by the committee, the committee shall make a report to the Village Board of Trustees. The Village Board of Trustees may execute such penalties as the Village Board deems appropriate, including but not limited to discharge from employment.

Any person who believes to be a victim of sexual harassment is hereby notified of the legal recourse available through the Department of Human Rights and the Illinois Human Rights Commission, including the investigative and complaint process available through said Department and Commission. Provisions relating to sexual harassment and employment under the Illinois Human Rights Act are found in **755 ILCS 5/2-101 et seq.**

The address and telephone numbers of the Illinois Department of Human Rights and the Illinois Human Rights Commission are as follows:

Illinois Department of Human Rights
222 South College
Springfield, IL 62704
Phone: (217) 785-5100
(217) 785-5125 (TDD)

Illinois Human Rights Commission
404 Stratton Office Building
Springfield, IL 62706
Phone: (217) 785-4350

All persons are hereby further notified that it is illegal for an employer to retaliate against an individual who has made a complaint of alleged sexual harassment, all as is more fully set forth in **755 ILCS 5/2-105(B)(5)**.

29-1-10 EMPLOYEE EXPECTATIONS.

(A) **Changes in Personal Status.** An employee shall immediately report any change of name, address, telephone number or marital status to his or her supervisor.

(B) **Dress Code.** An employee shall wear attire appropriate to his or her job functions. An employee working out of the shop is not expected to be neat and clean at all

times because of the demanding nature of the job; however, the employee shall report to work in clean clothes in good repair. Office personnel shall wear attire appropriate to a business office. If an employee is in question as to what is appropriate, he or she may inquire of his or her supervisor. Police officers shall, unless called out on emergency, wear their complete uniforms at all times while on duty.

(C) **Nepotism.** The Village may employ a member of the immediate family of a Village employee, trustee, or other officer upon approval by the Village Board after full disclosure of the relationship. It will be noted that said applicant and/or employee will be judged based on his/her qualifications and/or performance.

(D) **Job Description.** A written job description should include the employee's primary job function and other various duties and responsibilities, as well as the person to whom the employee should report to and be supervised by. See Appendix "D" for full job descriptions of all Village positions.

This job description shall be:

- (1) Reviewed by employee at time of employment and signed to reflect understanding of duties.
- (2) Reviewed annually in conjunction with annual evaluations.
- (3) Reviewed with employee as new services are added or as operational changes take place.
- (4) Made part of employee personnel file.

(E) **Performance Measurement.** Once a year prior to each employee's anniversary date, the employee shall be evaluated by his or her immediate supervisor in accordance with Village Board evaluation policies. See **Appendix "C"** for evaluation tool.

(F) **Residency Requirements.** There are no residency requirements, however, all permanent full-time employees must be able to be within the Village Limits within **thirty (30) minutes**, in case of emergency, to report to a Committee Chairman.

(G) **Outside Employment.** Since Village service is the primary responsibility of each employee, outside employment is discouraged. However, an employee may accept occasional or part-time jobs if:

- (1) There is no conflict with Village working hours.
- (2) The employee's efficiency is maintained.
- (3) There is no conflict of interest.

(H) **Drug Testing.** All potential new hires are subject to a drug test at the Village's expense. Those who choose to refuse for any reason to a pre-employment drug test, will not be considered for employment. All Village employees are subject to random drug testing. Any employee that chooses not to undergo a drug test will automatically be considered for termination unless the employee's physician submits a drug test to the Village within **twenty-four (24) hours**. A positive drug test, without documentation from a certified physician, will result in automatic termination.

(I) **Physical.** Prior to and during employment, any and all employees shall be subject to a physical examination at the request of the Village, with the expense of such examination to be the responsibility of the Village with the doctors to be designated by the Village. If an employee is unable at any given time to qualify physically to carry out his/her designated duties, said employee shall be subject to transfer or dismissal.

(J) **Village Vehicles.** Some employee's positions require regular driving of the Village's vehicles. Village vehicles are limited to business use only. Personal use of a Village vehicle is not allowed at any time. Employee's whose position requires driving a Village vehicle will have their driving records reviewed on a periodic basis for insurance purposes. Employees who have an unacceptable driving record will have their position with the Village reviewed by the Department Head and the Personnel Committee. An unacceptable driving record may result in disciplinary action, up to and including termination.

29-1-11 PROBATIONARY AND TEMPORARY EMPLOYEES.

(A) **Probationary Employees.** Full time employees shall be subject to a probationary period of **six (6) months**. During the probationary period, a full time employee may be terminated by the Village Board with or without cause, and without any notice or any hearing other than an opportunity to meet with the chairman of the personnel committee to discuss the reasons, if any, for their discharge. On or about the end of the **fifth (5th) month** of such new employee's tenure, the new employee's Department Head shall provide a written review of the probationary employee's job performance to the Personnel Committee. The Personnel Committee shall decide on or before the end of the **fifth (5th) month** of the new employee's tenure whether or not to retain the new employee and shall make recommendations on that subject to the Village Board along with a recommendation regarding any salary adjustment. The Board shall decide whether or not to retain the employee on or before the end of the **sixth (6th) month** of the new employee's tenure.

(B) Part-time and temporary employees shall have no probationary period. They may be terminated at any time by the Board with or without cause, and without any notice or any hearing other than an opportunity, at the employee's option, to meet with the chairman of the personnel committee to discuss the reasons, if any, for their discharge.

(C) **Temporary Employees.** Temporary employees may be terminated at any time by the Village Board without notice or hearing.

29-1-12 DISCIPLINARY ACTIONS.

(A) **General.** Any Village employee may be subject to disciplinary action as described below because of the employee's failure or refusal to perform assigned duties in a manner acceptable to the Board.

(B) **Verbal Warning.** One method of disciplinary action is a verbal warning by the employee's Department Head or Committee Chairman.

(C) **Written Warning.** Another method of disciplinary action is a written warning by the Department Head or Committee Chairman.

(D) **Suspension Without Pay.** Suspension without pay is another method of disciplinary action, to be used, as to full time employees, only for serious infractions or where the employee has not rectified deficiencies noted in verbal or written warnings. (Neither a verbal warning nor a written warning is a condition precedent for a suspension.) For full time employees, suspensions without pay are limited to **ten (10) working days** for any infraction. The authority to suspend is vested in the Committee Chairman and, if the appropriate Committee Chairman is not available, in the President, subject to hearing rights for full time employees set forth in subsection (H)(2).

(E) **Dismissal.** Dismissal is another method of disciplinary action, to be used, as to full time employees, for serious offenses or for failure to correct problems or deficiencies, which have resulted in written warnings, or in suspension. Dismissal of full-time employees shall only be after the employee has had an opportunity for a hearing with the Board.

(F) **Demotions.** Demotions are, strictly speaking, not a disciplinary action, but the Board may demote any employee whose work in his or her job has not been satisfactory, but who, in the opinion of the Board, can satisfactorily perform less difficult work.

(G) **Disciplinary Rules.** The following actions may result in disciplinary action up to and including discharge:

- (1) Conviction of a felony, or a misdemeanor involving moral turpitude or dishonesty.

- (2) Use of the employee's official position for personal gain.
- (3) Falsification of Village records or timesheets.
- (4) Sexual harassment or discrimination based on gender, race, color, creed, religion, national origin, or handicap.
- (5) Carelessness and/or abuse in the handling Village equipment.
- (6) Illegal or abusive uses of sick time or other leave.
- (7) Use of, or being under the influence of, alcohol or illegal drugs as defined by the Illinois Criminal Code while on the job, or failure to submit to or pass a urinalysis examination as set forth in the Village drug-testing program.
- (8) Incompetence or inefficiency in the performance of assigned duties or inattention to duties.
- (9) Insubordination by disobedience to any order or directive, or disrespect toward a Department Head or Officer of the Village.
- (10) Misuse or abuses of Village working time for person gain or for any reason other than performing the employee's assigned duties.
- (11) Excessive absenteeism or tardiness, including leaving work early and overstaying meal periods.
- (12) Solicitation or acceptance of any gratuity, gift, present, reward or other thing of value in return for the performance of the employee's official duties, or as a condition for not performing those duties.
- (13) Failure to pay promptly any indebtedness owed to the Village, including, but not limited to, taxes and utility bills.
- (14) Habitual discourtesy or disrespect to the public or to fellow employees.
- (15) Theft, destruction, loss or unauthorized use of Village property, equipment, and materials, either willfully or through unnecessary carelessness.
- (16) Unauthorized dissemination of information protected from disclosure under the Illinois Freedom of Information Act.
- (17) Any act which brings disrepute upon the Village or the Village Board.

(H)

Hearing Rights.

- (1) Part time employees have no right to any notice or hearing in disciplinary actions except the opportunity, at the employee's option, to meet with the chairman of the Personnel Committee to discuss the reasons, if any, for imposition of discipline.
- (2) A full time non-probationary employee shall have the right to a hearing and appeal of certain disciplinary actions, as follows:
 - (a) Written warnings may be appealed by presentation of grievance in writing to the employee's Department Head, (or, in the case of discipline of a Department Head, to the Committee Chairman) who, if possible, will resolve the grievance. If the aggrieved employee is not satisfied with the disposition of the written warning, the employee shall submit his case in writing to the Personnel Committee within **five (5) working days**. The Personnel Committee shall require in writing the action taken and justification

therefore against the aggrieved employee. The Personnel Committee may conduct a hearing allowing witnesses for both or either side to testify, or it may call witnesses of its own, before deciding on the issue. The Personnel Committee shall render its decision within **ten (10) days** of the receipt of the appeal of the aggrieved employee and will advise the aggrieved employee of its decision in writing.

- (b) In case of suspension, the full-time employee is entitled to a hearing at the employee's request. The hearing shall be pre-suspension unless in the judgment of the Committee Chairman, or in the absence of the Committee Chairman, the President, circumstances require immediate suspension and a post-suspension hearing. After such hearing, the Board may elect to affirm the suspension without pay, shorten or lengthen the suspension without pay, or if it determines in a post-suspension hearing that the suspension was improper, terminate the suspension and award back pay.
 - (c) A full-time employee faced with discharge is entitled to a pre-discharge hearing at the employee's request, which shall be held by the Board. The pre-discharge hearing shall, in the case of an employee suspended without pay pending discharge, be held in conjunction with the post-suspension hearing.
 - (d) Prior to any hearing under subparagraph (b) or (c), the full-time employee shall be entitled to a written notice of hearing. The notice shall contain a statement of charges signed by the Village President or Chair of the Personnel Committee; it shall identify the conduct complained of; it shall explain the employee's rights under this Code, and it shall identify any complainants. At any such hearing, the employee may present witnesses, may be represented by counsel, and may, at the employee's own expense, have a court reporter present. The President shall preside at any such hearing, and the Village Attorney shall be present to advise the Board.
 - (e) The Board shall make its decision by majority vote of those present. The President is entitled to vote at such hearing and shall be counted in determining the majority.
- (3) Police officers are entitled to rights set forth in the Uniform Peace Officers' Disciplinary Act, **50 ILCS 725/1 et seq.** in the case of any interrogations which may lead to discipline.

(I)

Records of Disciplinary Action.

- (1) Supervisors may in their discretion keep written records of verbal warnings given to employees. Such written records shall not become part of an employee's official personnel file unless they form the basis of a later written warning for repeated behavior.

- (2) Written warnings, and decisions of the Personnel Committee sustaining appeals of a written warning, shall be maintained in an employee's personnel file for a minimum of **three (3) years**. If after **three (3) years**, the employee has had no disciplinary actions resulting from a violation of the same provision of the Personnel Code as gave rise to the written warning, the written warning, and any appeal decision, shall be removed from the personnel file. If there has been a disciplinary action resulting from a violation of the same provision of the Personnel Code as gave rise to the original warning, the record of the original warning shall be maintained in the personnel file until the record of the subsequent violation is removed under this subparagraph.
- (3) If an employee appeals a written warning and the Personnel Committee decides that the written warning was without merit, the written warning shall be removed from the employee's personnel file.
- (4) Records of suspensions without pay, demotions and dismissal shall be maintained permanently in the employee's personnel file.

29-1-13 TERMINATIONS.

(A) **Resignations.** An employee shall give at least **ten (10) working days** written notice prior to the effective date of resignation. The resignation shall be filed with the employee's supervisor, who, in turn, will notify the Personnel Committee. The Personnel Committee shall determine the proper termination pay and see to it that any Village property is either returned or charged as a deduction from termination pay.

(B) **Layoffs.** When it is necessary in the judgment of the Board to reduce the number of employees on the Village payroll or on the payroll of any department, the Board may lay off employees in its sole discretion. A laid off employee shall receive a **ten (10) working day** notice of separation or shall be paid for **ten (10) days** following the notice of layoff. An employee thus separated is eligible for re-employment and if re-employed shall retain seniority rights as of the date of separation for purposes of this Section.

(C) **Return of Village Property.** An employee leaving the Village's service, whether through resignation, layoff or dismissal shall return any property of the Village in which the employee has in his or her possession. Any property in the care of a Village employee which is deemed unusable or in poor condition due to misuse or abuse will be the responsibility of the Village employee to replace, repair to suitable working condition or pay to have the equipment replaced or repaired. Equipment age and normal wear and tear will be taken into consideration regarding this matter. The property shall be returned to the employee's Supervisor before the employee receives his or her final check.

29-1-14 PERSONNEL FILES.

(A) The Personnel Committee shall maintain a personnel file on each employee. The file shall contain the employee's employment application, and copies of every annual review, all letters of commendation or awards deemed relevant by the Personnel Committee, verbal and written disciplinary warnings, records pertaining to suspensions and discharge, and any other information deemed relevant by the Personnel Committee.

(B) The personnel files are confidential and not subject to disclosure to the public without a legitimate subpoena or other judicial order. An employee shall have the right, upon written request and at reasonable times and places, to inspect and copy all or part of his or her personnel file and to request the Personnel Committee to make legitimate additions thereto or deletions therefrom. The personnel files shall be maintained in a secure file cabinet that shall be kept locked when not in use. The Personnel Committee shall have free access to the personnel files and shall allow the President and other trustees to review the files upon request.

(Ord. No. 17-08; 06-21-17)

APPENDIX "A"

**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING
OF THE VILLAGE OF NEW BERLIN PERSONNEL CODES**

I have received a copy of the Village of New Berlin Personnel Codes and Handbook. I know that I must read this handbook, so I understand my rights and responsibilities as an employee of this Village.

I understand that the Personnel Code handbook is not an employment contract, but it is an explanation of Village policies and procedures. The Village of New Berlin has not solicited my agreement to the policies and procedures set forth in this handbook. I realize that the Village may interpret, clarify, revise and/or deviate from the procedures set forth in the handbook.

I also realize the employment relationship between the Village and me is terminable at will by either party and that nothing in this handbook creates additional rights or provide a basis for me to believe my employment is not terminable at will.

I understand that if I have any questions, I am to speak with my immediate supervisor or the Personnel Committee.

Employee Signature

Date

Personnel Committee Chairman Signature

Date

Utilities/Parks & Streets Committee Chairman
Signature

Date

APPENDIX "B"

JOB ACCEPTANCE, SALARY AND BENEFIT AGREEMENT

I, _____ have accepted the position of _____
_____ with the start date of _____. The starting
salary will be _____. At the end of my probationary period of 6 months the
board will assess my salary again and make any changes necessary. After that, my salary will
be assessed as stated in the Personnel Handbook and Ordinance at a minimum of a yearly
basis. My job performance will be rated using the evaluation tool in **Appendix "C"** based off of
my job description found previously in the Employee Handbook and again summarized in
Appendix "D". My evaluation will be done at the end of my probationary period along with a
yearly evaluation completed by my Department Head or other previously assigned committee
member.

Employee Signature

Date

Personnel Committee Chairman Signature

Date

Utilities/Parks & Streets Committee Chairman
Signature

Date

APPENDIX "C"

EVALUATION TOOLS

Performance Standards

The following performance standards will be evaluated at a minimum of each year either by the Committee Chairperson of supervising committee/individual or other committee member previously agreed upon.

Individuals in this Section will be marked with the following distinctions:

Distinguished: Performance exceeds the supervisor's expectations

Proficient: Performance meets and occasionally exceeds the supervisor's expectations

Basic/Needs Improvement: Performance meets the supervisor's expectations

Unsatisfactory: Performance is generally and routinely unacceptable. A narrative description of the performance must accompany any ranking of "Unsatisfactory".

Productivity	Distinguished	Proficient	Basic/Needs Improvement	Unsatisfactory
Quantity of output viewed in terms of the general volume of activity in the department; amount of work assigned versus amount produced; amount of assigned work backlogged; volume of output compared to other staff.				
"Interpretability quotient"—ability to immediately resume work on one task after being interrupted to perform another task; ability to shift gears without coming to a halt.				
Quality/Job Knowledge	Distinguished	Proficient	Basic/Needs Improvement	Unsatisfactory
Understanding of, and compliance with, departmental rules, procedures, workflow, policies and operations.				
Understanding own job responsibilities and how they fit into departmental operations; initiative in learning the responsibilities of other department positions, when appropriate.				
Having any special skills required by the department; willingness and initiative taken to acquire additional knowledge and assume new tasks.				

PERSONNEL CODE APPENDIX "C"

Quality/Job Knowledge	Distinguished	Proficient	Basic/Needs Improvement	Unsatisfactory
General understanding of departmental operations; knowing when to answer a question and when and how to refer it to someone else.				
Organizational skills; ability to pace workflow and schedule time, timeliness of work.				
General appearance of finished work products.				
Accuracy of work – number of errors or corrections.				
Number of complaints or problems received from the public and other department staff due to work errors.				
Interpersonal Skills/ Customer Service	Distinguished	Proficient	Basic/Needs Improvement	Unsatisfactory
Ability to get along with others in the division; ability to avoid or handle minor conflicts without the intervention of the supervisor.				
Consistent attention to and patience with the public; tolerance of diversity; willingness to go out of one's way to assist the public and other employees, a consistently pleasant manner.				
Ability to effectively handle complaints and problems.				
Ability to resolve conflict rather than creating animosity.				
Employee demonstrates appropriate level of information flow to supervisor, other employees.				
Listening skills, the ability to understand questions and obtain additional information needed to answer correctly.				
Work Habits	Distinguished	Proficient	Basic/Needs Improvement	Unsatisfactory
Degree of thoroughness applied to tasks; ability to follow work through to completion.				
Appropriation attendance level.				
Consistently punctual; appropriate use of "breaks."				
Works independently without requiring constant supervision.				

PERSONNEL CODE APPENDIX "C"

Work Habits	Distinguished	Proficient	Basic/Needs Improvement	Unsatisfactory
Willingness to take on extra work when required by circumstances.				
Performs work in such a fashion that the supervisor can rely on the work as accurate and timely.				
Work Attitude	Distinguished	Proficient	Basic/Needs Improvement	Unsatisfactory
Willingness to cooperate with peers and supervisor; ability to give and receive help; offering assistance to other divisions when workflow allows.				
Employee is self-motivated and demonstrates initiative.				
Employee exhibits flexibility under changing conditions.				
Ability to accept and understand criticism and to take appropriate action to correct and improve performance.				
Supervisory Skills (If Applicable)	Distinguished	Proficient	Basic/Needs Improvement	Unsatisfactory
Management skills – success in planning and organizing work and achieving goals within scheduled time and fiscal limits.				
Motivation of employees – success in gaining cooperation and high level of performance from employees supervised.				
Development of employees – success in training employees in skills required for assigned duties as well as providing for flexibility in back-up.				

Overall Rating	Distinguished	Proficient	Basic/Needs Improvement	Unsatisfactory
Productivity				
Quality/Job Knowledge				
Interpersonal Skills/ Customer Service				
Work Habits				
Work Attitude				
Supervisory Skills (If Applicable)				
Overall Rating				

PERSONNEL CODE APPENDIX "C"

I have reviewed the above evaluation and understand that I can reply to any areas in which I disagree with. By signing below, I acknowledge that I received an overall rating of _____ for the evaluation year from April _____ through March _____ at which time another evaluation will be completed.

Employee Signature

Date

Personnel Committee Chairman Signature

Date

Supervisor/Evaluator Signature

Date

APPENDIX "D"

JOB DESCRIPTIONS

NEW BERLIN CHIEF OF POLICE/POLICE OFFICERS

Chief's Responsibilities

- Review Officers' Logs, Reports, and Citations from previous shift and respond to any messages.
- Review any calls handled by Officers and follow up, as necessary.
- Update Village Mayor of any pertinent information and check mailbox for any complaints, etc. filed.
- Pick up mail from Village Hall and attend to, as necessary.
- Check answering machine for messages and return calls.

Monthly Responsibilities

- Prepare monthly board report.
- Put together the shift schedule, which includes coverage every day of the month.
- Collect and review officers' timesheets monthly.
- Prepare and submit the Uniform Crime Report to Illinois State Police.
- Review expenditures for past month to ensure department keeps within budget.
- Collect fuel receipts to turn into Village Clerk for payment.
- Post updated court date for officers' use in issuing citations.
- Enter information pertaining to every vehicle stop into an Access database for Racial Profiling (which is submitted to the Illinois Department of Transportation).
- Receive and review report of Officer's use of LEADS; maintain records for bi-annual audits.

Yearly Responsibilities

- Report to Illinois Training and Standards Board, hours worked by personnel. Twice a year
- Report to Illinois Training and Standards Board, Officer's Firearms qualifications.
- Report to Sangamon County 911 Center, Officers employed list with ID's.
- Report to Mobile Training Unit, Officers employed list and ID's.
- Report Sangamon County Circuit Clerk's Office, Officer's list, and ID's.
- Report Yearly Audit of LESO Equipment.

Other

- Available 24/7 for calls from on-duty Officers or callouts.
- Responsible for all complaints reported to the Police Department, making sure they are brought to a conclusion.
- Responsible for covering shifts if Officer does not work a scheduled shift.
- Responsible for each Officer's daily shift activities and making sure they complete all duties as assigned.
- Evaluation of Officers, ensuring that they are being productive and maintaining the professional standards set forth by department policy.
- Responsible for interviewing and hiring new Officers.
- Responsible for properly training any new Officer and ensuring they are a good fit for the Department and Village.
- Training Officers on Records management.
- Ensure that every Officer receives yearly training, i.e., mandatory firearms, Haz-Mat, LEADS Update.
- Review Officers' citations for accuracy before logging and submitting to the Sangamon County Circuit Clerk's Office.
- Enter all Written Warnings and Citations into PIPS Records Database.

PERSONNEL CODE APPENDIX "D"

- Review all case reports for accuracy before submission to the State's Attorney's Office. Maintain a copy for the Police Department use.
- Responsible for vehicle and equipment maintenance and making sure that Officers have functional equipment to do their job. Responsible for follow through on all necessary repairs, etc.
- Submit and maintain a yearly budget recognizing the future needs of the Officers and department.
- Maintain and update department policies in accordance with changes in legislation. Department policy manual written and implemented and board approved **October 18, 2002**.
- Maintaining office and evidence-collection supplies and ordering citations and any other forms needed for Officers to use.
- Responsible for maintaining records of all logs, citations, board reports, and any other monthly reports.
- Evidence Custodian: Responsible for maintaining evidence collected at any crime scene within the Village and preserving it for court purposes.
- Other duties as assigned.

Training

• Mandatory Firearms Training	40 hours
• LEADS Training	2 hours
• First Responder Awareness Course Haz-Mat	8 hours
• Legislative update – Yearly	4 hours
• Criminal Law Update - Yearly	4 hours
• TASER Certification – Yearly	4 hours
• Illinois Vehicle Code Update – Yearly	4 hours
• Search and Seizure Update – Yearly	4 hours
• Hazmat Refresher – Yearly	4 hours
• FOIA/OMA – Yearly	4 hours
• Aerosol Restraint – Yearly	4 hours
• D.U.I. Enforcement	8 hours
• Report Writing	8 hours
• Chapter 38 Update	4 hours
• Zero Tolerance/DUI	4 hours
• Arrest Search and Seizure	4 hours
• DUI/IVC Update	4 hours
• Vehicle Stops Training	4 hours
• Mumbai, India Attack; Lesson Learned	8 hours
• Basic Firearms Instructor	40 hours
• Search Seizure	8 hours
• TEES CQB/SWAT	40 hours
• Armorer AR15, Sig Sauer	32 hours
• Rapid Deployment, Level 1	8 hours
• Rapid Deployment, Level 2	8 hours
• High Risk Officer Survival & Rescuer	40 hours
• Law Update	4 hours
• Rapid Deployment FTX	8 hours
• Unified Statewide Anti-Terrorism Training	8 hours
• Legislative Update	4 hours
• Tactical Response Team Train the Trainer	4 hours
• Critical Incident Response Tactics	8 hours
• Methamphetamine lab training	4 hours
• IVC-IL Vehicle Code Update	3.5 hours
• Basic Patrol Rifle	8 hours
• Police Carbine Training	8 hours

PERSONNEL CODE APPENDIX "D"

• Police Rifle/Carbine Skills	24 hours
• Immediate Action Rapid Deployment	8 hours
• DUI Enforcement & Processing	8 hours
• Traffic Crash Reporting	4 hours
• Vehicle Stops	4 hours
• Basic SWAT-CQB TEES	40 hours
• Advance CQB/Rural Operations TEES	36 hours
• Special Operation Tactics TEES	8 hours
• Ground Search rescue	16 hours
• Critical Incident Response, Level 2	8 hours
• Homeland Security WMD	4 hours

STREETS & PARKS SUPERINTENDENT

General Statement of Purpose

Performs the duties of Street Superintendent as required by law, ordinance and/or under direction of the Village Board. Oversees construction, maintenance, repair, and/or operation of the Village's streets, including, but not limited to water, wastewater, and stormwater distribution and collection systems; maintains all Village structures; evaluates equipment for possible replacement or upgrade; schedules of work, material and personnel.

Wages and Benefits

Wages and benefits are determined, negotiated, and set by the Village Board. Full-time employees are offered health insurance and IMRF. Salary determined by experience.

Necessary Qualifications

Class A Driver's License

*State Certification when applicable

Knowledge and ability to repair equipment

Repair of equipment may require limited welding

Knowledge of hydraulic equipment is useful

*State Certification may change. Necessary qualifications shall be adjusted to meet state requirements

Specific Duties of Assignment

- Maintains all Village streets, alleys, gutters, sidewalks, curbs, and storm sewers; this includes streets that need repaving and 'patching' holes.
- Snowplowing and salting of all streets and alleys as needed.
- Winter maintenance including removal of snow/ice in and around Village municipal buildings.
- Cleaning of all Village streets in the spring.
- Maintain, service and repair all equipment.
- Notify people of tree limbs and brush which may interfere with visibility on Village streets and corners.
- Collect yard waste and maintain yard waste facility.
- Maintain Village Parks and other properties including, but not limited to, lawn care, weed removal, upkeep of park equipment, picnic tables and garbage removal.
- Occasional inspection of all Village buildings; notify Village Clerk of any areas needing repair.
- Assist Water Superintendent in all emergency repairs and construction activities to the system.
- Must maintain open communications with all Village employees.
- Submit annual budget to Village Finance Committee as requested.
- Other duties as assigned.

VILLAGE OFFICE MANAGER

General Statement of Purpose

The Village Office Manager performs a wide variety of clerical functions and duties. Responds to residents' requests by phone or in person. Responsible for Village accounts payable, accounts receivables, bank deposits, and entering utility payments. Responsible for mailing utility hearing notices, daily mail distribution, ordering office supplies, petty cash reconciliation, and coordinating building permit forms. Perform general filing and records maintenance. Work is performed in accordance with Village Ordinances and statutory law and requires the ability to work efficiently and independently with the public and other officials.

Wages and Benefits

Wages and benefits are determined, negotiated, and set by the Village Board. Full-time employees are offered health insurance and IMRF. Salary determined by experience.

Necessary Qualifications

Ability to work independently

Knowledge of Word processor

Ability to learn various programs on the computer

Specific Duties of Assignment

- Answer and process customer inquiries by telephone and in person in a professional and courteous manner.
- Accounts Receivable billing for Village and Utility and collection of the same.
- Accounts Payable for the Village.
- Receipting and depositing Village and Utility monies.
- Monthly Utility Billing, maintain customer records, and receipt utility payments throughout the billing cycle.
- Process mail, type reports, make copies, send faxes and general correspondence as directed by the Village President.
- Preparation of semi-monthly payroll, including preparation and submittal of state and federal taxes and reports on a semi-weekly, monthly, quarterly, and annually basis as required.
- Posting of meeting agendas and minutes and publishing information when required by State Statutes.
- Work to ensure that the duties and tasks are handled efficiently.
- Other duties and special projects as may be assigned.
- Attend monthly board meetings and provide written minutes if necessary.
- Perform all other duties required by law or by ordinance or other directives of the Village Board.
- Other duties as assigned.

WATER SUPERINTENDENT

General Statement of Purpose

Performs the duties of Water Superintendent as required by law, ordinance and/or under direction of the Village Board. Oversees construction, maintenance, repair, and/or operation of the Village's water operation and equipment, including, but not limited to water, wastewater, and stormwater distribution and collection systems; maintains all Village structures; evaluates equipment for possible replacement or upgrade; schedules work, material and personnel.

Wages and Benefits

Wages and benefits are determined, negotiated, and set by the Village Board. Full-time employees are offered health insurance and IMRF. Salary determined by experience.

Necessary Qualifications

Class A Driver's License

*State Certification when applicable

Knowledge and ability to repair equipment

Repair of equipment may require limited welding

Knowledge of hydraulic equipment is useful

*State Certification may change. Necessary qualifications shall be adjusted to meet state requirements

Class D Water License

Specific Duties of Assignment

- Maintains all Village water equipment and pump house.
- Maintain open communication with Water Commission.
- Maintain, service and repair all equipment.
- Assist Parks & Streets Superintendent in duties specified in their job description as needed.
- Must maintain open communications with all Village employees.
- Submit annual budget to Village Finance Committee as requested.
- Upkeep active water license.
- Submit monthly water testing and reports to the proper entities.
- Other duties as assigned.