

The purpose of this document is to prepare, for the consideration of the Avoca Village Board of Trustees, a plan relative to the compensation for appointed Village Officials, during extended periods of absence from their duties and responsibilities.

GENERAL GUIDELINES

- 1.) Employees having a mandated daily work schedule are not subject to this policy. These employees are either union members or non-union members who follow the union guidelines for time off.
- 2.) The following appointed positions will be subject to this policy:
 - a.) Village Attorney
 - b.) Assistant Purification Engineer
 - c.) Zoning Officer
 - d.) Cemetery Sexton
- 3.) Absence from duties for not more than thirty-one (31) days: No loss of compensation.
- 4.) Absence from duties for more than thirty-one (31) days: Loss of compensation shall start from the first business day of absence and continue to the return date.

The Mayor or the Vice-Mayor and the Village Clerk must be notified well in advance of an absence which will extend for more than 5 working days.

The Mayor or the Vice-Mayor and the Village Clerk, must be notified of the Name, address, and phone number of the qualified substitute selected by the official, prior to their departure. If possible, the substitute should be any current qualified Village employee.

If no current qualified employees exist, then a substitute outside the current employee list should be selected. The substitute must be trained and certified to perform any necessary duties. Compensation will be through the Village payroll.

COMPENSATION FORMULA

Based on the salary schedule currently in effect and approved by the Village Board, “earned” compensation for all Village Officials shall be calculated as follows:

Annual Salary divided by 365 days = a Daily Wage Rate.

Daily wage rate X days worked = Gross Wages.