

CHAPTER 14

OFFICERS AND EMPLOYEES

SECTION:

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1-14-1: OFFICERS AND EMPLOYEES:

(A) Effect. The provisions of this Chapter shall apply alike to all officers and employees of the Village regardless of the time of the creation of the office or position or the time of the appointment of the officer or employee.

(B) Appointment. All officers other than elective officers shall be appointed by the President by and with the Consent of the Board as provided by Statute. Employees of the Village shall, in the absence of any provisions to the contrary, be appointed or selected by the President. The services of any employee may be terminated at any time by the President at his discretion.

(C) Term of Office. Every appointive officer of the Village shall hold office until May 1 following his appointment or until his successor is appointed and qualified, unless it is otherwise provided by ordinance. In cases of a vacancy, it shall be filled in the same manner in which appointments or selections are made, in the absence of provision to the contrary.

(D) Moneys Received. Every officer of the Village shall at least once each month turn over all money received by him in his official capacity to the Treasurer with a statement showing the source from which the same was received.

(E) Oath. Every officer of the Village shall, before entering upon his duties, take the oath prescribed by Section 3-14-3 of the Illinois Municipal Code.

(F) Salaries. All officers and employees of the Village shall receive such salary as may be from time to time provided by ordinance or resolution.

(G) Assignment of Duties. The Board of Trustees shall have the power to assign to any appointive officer any duty which is not assigned by law or ordinance to some other specific officer. The Board of Trustees shall also determine disputes or questions relating to the respective powers or duties of officers.

(H) Records. All records kept by any officer of the Village shall be open to inspection by the President or any member of the Board of Trustees at all reasonable times, whether or not such records are required to be kept by Statute or ordinance.

(I) Bond. Every officer and employee shall, if required by the Board of Trustees, upon

entering upon the duties of his office, give a bond in such amount and with such sureties as may be determined by the Board, conditioner upon the faithful performance of the duties of his office or position.

(J) Conservators of the Peace. The President, members of the Board of Trustees and every member of the Police Department are declared to be conservators of the peace with such powers to make arrest as are given to conservators of the peace by Section 3-9-4 of the Municipal Code.

(K) Delivery of Records. Every officer and employee of the Village shall, upon the expiration of his term for any reason, deliver to his successor all books and records which may be the property of the Village, and if no successor is appointed within one week after the termination of office such property shall be delivered to the Clerk or Treasurer. (1963 Code, 5.01)

1-14-2: ILLINOIS MUNICIPAL RETIREMENT FUND: The Board of Trustees elects that the Village shall participate in the Illinois Municipal Retirement Fund, effective January 1, 1962. (1963 Code, 5.02)

1-14-3: EMPLOYEE BENEFITS AND POLICY: Hereafter, and until further order of the President and Board of Trustees of the Village, the policy of employee benefits shall be in force for all full-time employees and President and Village Clerk of the Village.

(A) Probationary Period - All full-time employees shall be considered probationary employees during the first year of hire. Upon successful completion of the one-year probationary period, a new employee shall have his/her seniority credited back to the most recent date of hire.

(B) Residency Requirement - All persons employed by the Village shall maintain their bona fide residence in the State of Illinois and within twenty (20) linear miles of the corporate limits of the Village of East Alton during all periods of service with the Village. The terms "reside" and "residence": denote that a person has a permanent abode or home in a particular place, and a person may not have a permanent resident in two places at the same time. In order to have one's residence in a particular place, one must both establish a physical presence there and have the intent to make that place his permanent residence. The failure of any person employed by the Village and covered by this Section to comply with its provisions shall be grounds to discharge, and employment shall be terminated with the Village by the appropriate appointing authority in accordance with the rules stated above. However, no non-resident of the Village shall be employed for more than twelve (12) months after beginning such employment unless he shall move in the State of Illinois and within twenty (20) linear miles of the corporate limits.

(C) Vacations

1. Eligibility: All full-time employees of the Village who have been employees for at least one (1) full year shall become eligible for vacation as indicated by the following table:

SERVICE

ANNUAL VACATION ALLOWED

Having completed 1 year	5 work days (40 hours)
Having completed 2	10 work days (80 hours)
Having completed 4 years	15 work days (120 hours)
Having completed 12 years	20 work days (160 hours)
Having completed 20 years	25 work days (200 hours)
Having completed 25 years	30 work days (240 hours)

2. Vacation will be awarded and determined on employee's anniversary date of employment. All vacations must be taken during that year or same forfeited.

3. All vacation preferences must be scheduled through their respective Department Supervisors by February 1st of each year with seniority given preference of dates. All remaining unscheduled vacation will be granted on a "first come, first serve" basis.

4. The Department Supervisor shall maintain an accurate record of each employee's vacation days scheduled and actually taken. A copy of such record shall be in the Village Treasurer's Office.

5. Any employee separated from the service of the Village shall be compensated for all unused vacation time accumulated.

6. If an employee resigns or retires after their anniversary date, they shall be compensated vacation time, based upon the percentage of time worked after their anniversary date and the amount of vacation weeks the employee is entitled to for that year.

(D) SICK LEAVE - Hereafter, and until further order of the President and Board of Trustees of the Village, the policy of sick leave shall be in force for all of the full-time employees of the Village.

When a non-occupational disability, accident or sickness not compensable under the Illinois Workmen's Compensation Act, prevents an employee from performing duties, then each employee shall be entitled to sick leave with pay at the rate of one hundred percent (100%) of his/her base pay each fiscal year, in accordance with the following schedule of time limits:

LENGTH OF SERVICE

MAXIMUM BENEFIT (PER FISCAL YR.)

After one year of service

Pro-rated 22 working days (# remaining months to next April 30 divided by 12 times 22 days)

All Years beyond

22 working days per fiscal year

Sick leave will be charged in increments of four (4) hours (1/2 days)

Employees returning from injury or extended illness of three (3) working days or more may be required to furnish the Village a release from their physician prior to commencing work.

The Village, at its option, before payment of the aforesaid benefits, may have the right to have said employee examined by a duly licensed, practicing Illinois physician of its own choice and at the Village's expense. (Ord. 836; 3-4-75)

1-14-4: EMERGENCY DEATH LEAVES: In the event of a death in the immediate family of a full-time permanent employee, the employee shall be granted leave of three consecutive days, one of which shall be the day of the funeral.

The employee will be paid for only the regularly scheduled workdays of the leave.

The immediate family shall be defined as spouse and children or mutually acknowledged children of the employee, mother, father, sister, brother, grandparents and grandchildren of the employee and those of the employee's spouse. (1963 Code, 5.04; Amd. 1986 Code)

1-14-5: HOLIDAYS: The following Holidays are those which shall be recognized and observed:

New Years Day.....	1st Day of January
Martin Luther King, Jr. Day.....	Third Monday of January
Good Friday.....	Friday before Easter
Memorial Day.....	Federally observed day
Juneteenth.....	19 th day of June
Independence Day.....	4th of July
Labor Day.....	1st Monday of September
Veterans Day.....	11th day of November
Thanksgiving Day.....	Last Thursday of November
Day after Thanksgiving.....	Last Friday of November
Christmas Day.....	25th day of December
and the Employees Birthday.....	Floating day (within fiscal year)

The Birthday Holiday is a floating holiday and must be taken during the fiscal year.

All holidays which are on Saturdays or Sundays shall have an observance day of the Friday before or the Monday after the holiday, whichever is observed by the Municipal Building as declared by the Mayor.

The employer shall pay time and one half to those full-time permanent employees on duty and eight hours pay to those who are off duty on the day of the holiday except salary supervisors and/or elected officials.