VILLAGE OF PECATONICA
ORDINANCE NO. 2025-15

AN ORDINANCE AMENDING CHAPTER 32, SUBSECTIONS 32.075 THROUGH 32.083, "EMPLOYEE HANDBOOK" OF THE CODE OF ORDINANCES OF THE VILLAGE OF PECATONICA, ILLINOIS

WHEREAS, Chapter 32 of the Code of Ordinances of the Village of Pecatonica, Illinois ("Village") sets forth an Employee Handbook for those employed by the Village; and

WHEREAS, the Village desires to amend the Employee Handbook that is located within the Code of Ordinances; and

WHEREAS, the Village finds that it is in the best interest of its citizens to enact the above described ordinance and regulations.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND THE VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF PECATONICA, WINNEBAGO COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. The foregoing recitals are incorporated herein and made a part hereof.

Section 2. That Chapter 32 of the Village Code is hereby amended as follows (**additions** shown as **bolded** and **underlined** and ~~deletions~~ as ~~strikethroughs~~):

~~*EMPLOYEE HANDBOOK*~~

§32.075 ~~GENERAL PROVISIONS~~ ***EMPLOYEE HANDBOOK***

The Village of Pecatonica has adopted a Village of Pecatonica Employee Handbook which covers the rules, policies, and procedures applicable to Village employees. A current copy of the Employee Handbook will be maintained in the Office of the Village Clerk for inspection and will be distributed to all Village Employees upon hire and following any revision thereto.

~~*Equal Employment Opportunity.* The village provides equal opportunity to all applicants for employment and administers hiring, conditions, and privileges of employment, compensation, training, promotions, transfer, and discipline without discrimination because of race, color, religion, gender, disability, age, or national origin. The village also prohibits retaliation against employees who have reported discrimination. Any employee who believes that he or she has been discriminated against in~~

violation of this policy should report the matter to the Village President or appropriate Committee Chairperson.

(A) *Affirmative action policy.* The village continues its efforts and commitment to fully utilize and treat equally minority groups, women, veterans, and disabled employees at all levels and in all segments of the workforce.

(B) *Anti-harassment*

(1) Various laws and regulations generally prohibit employment decisions from being made on the basis of race, sex, religion, national origin, color, age, disability, or similar distinctions. In addition, it is the village's desire to provide a working environment in which employees are free from discomfort or pressure resulting from jokes, ridicule, slurs, threats, and harassment either relating to such distinctions or simply resulting from a lack of consideration for a fellow human being.

(2) The village does not tolerate harassment of any kind and forbids retaliation against anyone who has reported harassment in good faith.

(C) *Sexual harassment*

(1) Sexual harassment warrants special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment occurs when:

a. Submission to the conduct is an explicit or implicit term or condition of employment;
b. Submission to or rejection of the conduct is used as the basis for an employment decision; or
c. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

(2) Sexual harassment may include, but is not limited to, explicit sexual propositions, sexual innuendo, suggestive comments, sexually-oriented kidding or teasing, practical jokes, jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, put-downs, or condescending or derisive comments or terms based on gender, and physical conduct, such as patting, pinching, or brushing against another person. Although most commonly the "perpetrator" of such conduct is male and the victim is female, this policy prohibits such conduct regardless of the fender of the perpetrator or victim.

(D) *Complaint procedure and investigation.*

(1) If the employee believes this policy has been violated by anyone with whom the employee comes in contact on the job, regardless of whether it is by a fellow worker, a supervisor, or a member of the general public, the employee should report the incident(s).

(2) The employee may do this by reporting to his or her supervisor or to a higher level in his or her chain or command. Complaints against the Village President should be made to the Chairperson of the Finance Committee.

(3) Supervisors and managers who receive complaints of or become aware of harassment should immediately coordinate with the Village Attorney so that the Village Attorney can conduct an immediate investigation.

(4) Harassment allegations will be investigated, and the investigatory process may vary from case to case. The investigation is conducted as confidentially as possible consistent with the effective handling of the complaint and the goals of this policy. All employees have a responsibility both to cooperate fully with the investigation and to keep the matter confidential, whether the employee is the accused person, the complainant, or merely a potential witness. Persons who are interviewed should not discuss the matter with coworkers, friends, or management. This does not mean, however, that employees may not complaint to the appropriate state of federal agencies.

(5) To avoid misunderstandings, complaints made to members of management require the completion of a complaint report, either by the employee or by the person, to whom the complaint is made, summarizing the allegations and listing any potential witnesses to the alleged harassment. The employee should be sure to get a copy of this initial complaint report to confirm the employee has complied with this procedure.

(6) These procedures have been established to enable the employee to get relief if the employee feels that they are the victim of harassment. The reporting procedures the village has adopted are intended to establish a clear record of what has been reported.

(E) *Use of village vehicles.* Village vehicles are to be used for village business only with the exception of the Police Chief's use of a squad car for his or her transportation to and from work. An employee may use the village vehicle to stop in the village to get a meal if on break. Village vehicles may not leave the village limits other then to conduct

official village business, training, or to answer an official call from another governmental agency requesting assistance. The vehicle may, if out of the village on an official call or returning from an official call, be used to stop to get a meal.

(Ord, passed 1-22-2014)

§32.076 EMPLOYMENT POLICIES

(A) *Service year.* All employees shall have an anniversary date corresponding to their date of hire, for the purpose of vacation and length of service.

(B) *At-will.* All employment with the village shall be considered at-will employment and can be terminated at any time by a majority vote of the Village Board with or without cause.

(C) *Hiring/Recruiting.* The village endeavors to hire the most suitable candidate for open positions and encourages current employees to apply for positions for which they are qualified. The village may also solicit and consider applications from external applicants. Decisions to fill an open position that are made by lower levels of management require prior approval by the Village Board.

(D) *Employment status*

(1) *Regular full-time and regular full-time salaried.* Employees are those who have completed their probationary periods and fill a full-time position with the village. Employees in this status are normally scheduled to work in excess of 2,000 hours per year, not less than 32 hours per week; however, the village does not guarantee any minimum number of hours per week.

(2) *Regular part-time employees.* Regular part-time employees are those who have completed their probationary periods and fill a part-time position with the village. Employees in this status are normally scheduled to work less than 30 hours per week but may be called upon to work above their normally scheduled hours of work when workloads require.

(3) *Probationary employees.* Probationary employees are part-time and full-time employees who have not yet completed their probationary period.

(4) *Temporary/seasonal employees.* Temporary/seasonal employees are those hired for a limited period of time or until completion of a particular project or projects. Such employees may work part-time or full-time hours depending on the needs of the village.

(5) *Police officers full-time.* Full-time police officers are those who have completed their probationary periods and fill a full-time position with the

village. Employees in this status are normally scheduled to work in excess of 2,000 hours per year, not less than 64 hours in a two-week pay period; however, the village does not guarantee any minimum number of hours per week.

(6) *Police officers part-time.* Part-time police officers are employees who have completed their probationary periods and fill a part-time position with the village. Employees in this status are normally scheduled less than 1,000 hours per year. Part-time police officers must work a minimum of two shifts per month.

(E) *Probationary Period*

(1) All new employees, including former employees who have been rehired, are considered to be on probation for the first three months. This period is a continuation of the selection process and is a time in which the new employee should demonstrate that he or she is suited for his or her job. This period is not a guarantee of employment for three months. If the department head concludes at any time that the employee is not suited for his or her position, the employee may be terminated or may be placed on extended probation if approved by the Village Board.

(2) The probation period ends successfully when the department head, not sooner than three months after the employee was hired, evaluates the new employee in writing and authorizes his or her classification as a regular employee.

(3) All newly promoted employees are considered to be on probation in their new jobs for one month. This period is a continuation of the selection process and is a time in which the newly promoted employee should demonstrate that he or she is well suited for the promotion. It is not a guarantee of employment for one month.

(4) If the department head concludes at any time during the promotion probationary period that the newly promoted employee is not suited for his or her new position, the employee may be removed from that position. If there is a vacancy in his or her former position that is to be filled, he or she may be returned to it. If there is no such vacancy, he or she may be considered for the filling of other vacancies for which he or she is qualified. If no other position is found for him or her, the employee may be placed on personal leave of absence/terminated at the sole discretion of the village. This action does not prohibit an employee from applying for future vacancies with the village.

(F) *Outside employment.* The village expects a full-time employee's work for the village to take precedence over any outside employment engaged in

by an employee. Employees must notify the responsible department head prior to engaging in other employment. Should the village, in its sole discretion, determine that the outside employment interferes with or is otherwise incompatible with employment for the village, the employee may be asked to choose between the jobs. Employees may not engage in any private business or activity while on village work time.

(G) *Conflict of interest.* Village employees are covered by state ethics laws that prohibit public employees from using their public position for their own personal gain or to benefit a family member or business associate. State law also prohibits employees from making governmental decisions on matters in which they, their family, or business associates have an economic interest. Employees must notify their supervisors in writing of any matter in which they, their family, or business associates have an economic interest and in which they must act on behalf of the village. The supervisor must send the notification to the Village President for review. If the village determines a potential conflict or appearance of a conflict exists, the matter will be reassigned to another employee.

(H) *Gifts and gratuities.* No employee may directly or indirectly solicit, accept, or receive a gift under circumstances in which it could be inferred that the gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for an official act on his or her part. A *GIFT* is defined as any benefit, favor, service, privilege, or thing of value that could be interpreted as influencing an employee's impartiality. A gift includes, but is not limited, to meal, trips, money, loans, rewards, merchandise, foodstuffs, tickets to sporting or cultural events, entertainment, and personal services or work provided by village suppliers or contractors. This policy is not intended to prohibit the acceptance of items of nominal value that are distributed generally to all employees. A determination as to whether this policy has been violated is in the village's sole discretion.

(I) *Workplace privacy/computer and internet use.*

(1) The workplace is intended to be a place of work. An important part of work is communications and record-keeping. No employee is at work 24 hours a day, seven days a week, and there are times when management needs access to communications or records maintained by employees in their individual workplaces. Personal items and personal communications received or stored on village premises are not entitled to a guarantee of privacy. Management may search village property and documents in village-owned vehicles, employee desks, lockers, file cabinets, and the like.

(2) Electronic media raise similar issues: the village provides electronic and telephonic communication devices and, when necessary, computers to employees. Although assigned to the employee, these items still belong to the village. Similarly, any computer files created on, or software downloaded on, a village computer belong to the village. The village consents to the reasonable personal use of its computers. Unauthorized programs and files may not be used or installed on village computers without the written permission of the village. Additionally, employees may not encrypt work. Employees may not destroy or delete files from village computers except pursuant to the village's record retention policy.

(3) The village reserves the right to review voice mail, electronic mail, computer files, and other electronic information generated by or stored in the village's electronic systems. The village also reserves the right to report the finding of such reviews to appropriate agencies. Although the village consents to the *REASONABLE* use of its computers for personal business, what is *REASONABLE* is determined in the sole discretion of the village. The only sure way to avoid violating the village's policy on personal computer use is to not use the village's computers for any personal purpose.

(4) The following computer use is absolutely forbidden:

a. To access any material the village considers to be pornographic; to transmit or knowingly accept receipt of any communication that is pornographic, obscene, or in the village's opinion might contribute to a hostile work environment in that it demeans individuals on the basis of race, sex, age, national origin, disability, or some similar distinction;

b. To conduct business for outside employment or a side-business; and

c. To solicit others for non-work related reasons.

(5) Village employees may not use personal electronic equipment (including, but not limited to, personal laptop computers and cellular phones) on village time to engage in conduct that would be prohibited if using village equipment.

(6) The village has the capacity to examine the computer usage of individual employees in detail. Even though an item has been deleted and the employee cannot retrieve it, this does not mean that the village cannot do so. It is also possible to generate a report of every Internet connection made by each user and of how much time was spent in each connection.

(J) *Inclement weather.*

(1) Employees whose departments are closed due to inclement weather are paid their regular straight time earnings if scheduled to work the day of the closure.

(2) Employees whose departments are not closed due to inclement weather or whose jobs require they report are expected to report to work. Those who fail to report are considered unexcused and may not use paid leave to make up their work hours.

(K) *Employment record.*

(1) A confidential employment record is kept on file for each employee and is consulted in the event the employee is considered for a promotion or if the employee's work is being reviewed for any other reasons.

(2) Employees must notify their supervisor if there is a change in:

a. Name;

b. Address;

c. Phone number;

d. Dependents;

e. Beneficiaries;

f. Social Security number; or

g. Citizenship.

(Ord. Passed 1-22-2014)

§32.078 WAGES AND HOURS OF WORK

(A) *Classification system.* The Village Board may develop a system for classifying positions within the village, including pay ranges for those positions. Classification systems and pay ranges are subject to change at any time. The establishment of pay ranges or grades for any position does not guarantee the occupant of that position any particular rate of pay. The department head, with the approval of the Village President, may set the starting wage of a new employee, as long as the wage falls within the pay ranges set by the Village Board.

(B) *Hours of work.*

(1) The village's normal hours of business are from 8:00 a.m. to 4:30p.m. Public Works normal hours are 7:30 a.m. to 4:00 p.m.; however, some departments must operate outside the village's normal hours of business, and schedules of employees of those departments may differ from the village's normal hours. Each department is responsible for scheduling its employees to meet the needs of the village. Employees may be required to work overtime.

(2) Regular full-time employees who work during the village's normal hours of business receive one unpaid meal break of 30 minutes. They will also receive one paid 15-minute break. Breaks and meals for employees whose departments operate outside the village's normal hours are set by those departments. All breaks are workload permitting.

(3) Employees may not use (unless authorized by the department head, on a case by case status) break times and meal periods to report late or to leave early. Break periods may not be combined with the meal period.

(4) The following employees may have their schedules adjusted from time to time to better serve the needs of the village at the sole discretion of the department head or Village President:

a. Village Clerk;

b. Police Chief;

c. Public Works Superintendent;

d. Village Treasurer; and

e. All Public Works' employees

(5) If an employee's schedule is adjusted each department head must ensure that the normal hours of operation for their respective departments are covered.

(C) *Overtime and compensatory time.*

(1) Non-salaried employees receive overtime premiums at one and one-half times their regular hourly rate for all hours worked in excess of 40. Full-time police officers who are paid according to an hourly rate shall receive overtime pay for all hours worked in excess of 84 hours within a two-week pay period, commencing on Mondays at 7:01 a.m. and ending the following Monday at 7:00 a.m. In lieu of cash payment, at request of the employee, the village may credit employees with compensatory time at the rate of one and one-half hours for each overtime hour worked. Compensatory time must be used within a two-week period after the date it was earned.

(2) Employees must accurately record all hours worked and must have worked all hours recorded. Employees may not work off the clock and employees may not work overtime without the prior permission of their department head or Village President in cases he or she deems an emergency. Employees who are exempt from overtime receive a salary that compensates them for all hours worked in the workweek. Such employees do not receive overtime pay or compensatory time off.

(D) *Payment of wages.*

(1) Employees are paid bi-weekly at their work stations or by direct deposit when available. Employees should examine their paychecks/pay stubs immediately to ensure they have been properly paid for all hours and that no improper deductions have been made. Any payment errors must be reported to payroll within 14 days.

(2) The village deducts from employee's gross pay taxes and withholding required by the taxing authorities. The village may also deduct from employees' pay the employees' share of any premiums or plan contributions for insurance, retirement, and similar plans that are elected by the employee. The village may make other deductions as required by law or court order. The village does not make unauthorized deductions and will reimburse employees if such deductions are made inadvertently.

(3) Cash, debts owed the village, fringe benefits, uniforms, tools, equipment, vehicles, instruction manuals, keys, village identification cards, and other items belonging to the village that are advanced or issued to an employee but not repaid or returned by him or her at the time of his or her termination are considered advances of wages, the value of which may be dedicated from the employee's final pay check(s) with approval of the employee.

(E) *Performance evaluations.* The Village President or department head may periodically conduct oral or written evaluations or employee's performance. Employees must sign written evaluations. The employee's signature does not necessarily indicate agreement with the contents of the evaluation, only that he or she has been made aware of it. Employees may attach comments to their evaluations. While favorable performance evaluations may be a factor in determining wage increases, no employee is entitled to a wage increase because her or she receives a favorable evaluation.

(F) *Holidays.*

(1) The village observes the following holidays:

a. New Year's Eve (half-day);
b. New Year's Day;
c. Memorial Day;
d. Fourth of July;
e. Labor Day;
f. Veteran's Day;
g. Thanksgiving Day;
h. Day after Thanksgiving; and
i. Christmas Day.

(2) Additional day in conjunction with Christmas as determined by the Village President each year;
(3) Holidays that fall on Saturday are generally observed the preceding Friday. Holidays that fall on Sunday are generally observed the following Monday;
(4) The Village Board may declare additional days as holidays;
(5) Employees who are scheduled to work a full shift on a holiday receive an additional eight hours overtime pay; and \
(6) Holiday time does not count towards overtime work hours calculations unless the employee also works on the holiday. Employees must work the day before and after a holiday or be on approved leave in order to be paid for a holiday.

(Ord. passed 1-22-2014)

§LEAVE POLICIES

(A) *Vacation plan.*
(1) The village reserves the right to cancel requested time away from work using vacation time, due to the needs of the village as determined by the department heads. Vacation time scheduled, but not taken shall be restored to the employee's vacation balance of vacation time but must be rescheduled and used according to the time limits as listed below.
(2) Regular full-time employees shall earn vacation as follows:
a. Vacation time is accrued/earned by each full-time employee. Vacation time for newly hired employees shall be calculated by the number of complete months remaining in the fiscal year (May 1 through April 30), which are actually worked by the employee. The employee will earn three and one-third hours of vacation for each month worked during the initial truncated fiscal year of employment. Vacation is awarded by the fiscal year. To that end, employees are permitted to use only vacation hours accrued within the prior fiscal year.
b. After the first year of completed employment vacation time earned is as follows.

Years of Employment	*Hours of Vacation*	*Police Officers*
Less than 1	3.3 hours per month	3.5 hours per month
1	40 hours	60 hours per month
2 through 5	80 hours	120 hours per month
6 through 14	120 hours	180 hours per month
15 through 19	160 hours	240 hours per month
20 through 35	184 hours	276 hours per month

(3) Because full-time police officers are assigned to work a greater number of regular hours within a year than other full-time employees, the accrual of vacation hours for full-time police officers will accrue higher rate of hours.

(4) Employees desiring to take vacation should give their supervisors at least two weeks' advance notice. Vacation will be scheduled as much as practical in accordance with employee requests. The village's workload demands, however, are paramount.

(5) When more employees request particular days off than can be accommodated, supervisors will make vacation assignments taking into account the date the requests were made, special needs for particular annual leave dates, and the employee's lengths of service.

(6) Vacation time can be carried over until July of the following fiscal year, but all carried over vacation time will be lost if not taken by July 31. Employees may not take pay in lieu of vacation.

(7) Vacation must be taken in minimum of one-half day increments.

(8) No vacation may be scheduled from December 17 to January 10, the third week of August or Memorial Day weekend without approval of the department head and Village President.

(9) Unused accrued vacation will be paid at termination or separation of employment. An employee is required to give two weeks' notice of resignation. The notice may be waived by the Village President.

(B) *Vacation scheduling (sworn police).* The maximum number of officers to be scheduled for vacation at one time will be at the discretion of the Chief of Police considering seasonal operations, desired level of staffing, and other service related matters.

(C) *Sick leave*. Regular full-time employees accrue sick leave as follows:

(1) Four hours per month of continuous service starting after the three-month probation period;

(2) Full-time police officers shall accrue four and one-third hours per month of continuous service, to begin after the three-month probation period;

(3) Full-time employees may accumulate sick leave days from year to year, up to 200 hours. Once employees attain 200 hours of accumulated sick time, they may accrue no further hours until such time as their usage reduces the balance of hours below 200 hours. Whereupon their sick hours drop below 200 hours, their accrual shall again commence until once again reaching the maximum of 200 hours;

(4) Full-time police officers shall accumulate sick leave days from year to year, up to 215 hours. Once an officer attains 215 hours, they may accrue no further sick leave hours until such time as their usage reduces the balance below 215 hours. Whereupon their accruals of sick leave hours shall commence again until reaching the maximum of 215 hours;

(5) Sick leave is paid when an employee is excused from work due to his or her own non-occupational illness or disability. Employees may also use sick time to care for their dependents in their care. Employees may be required to submit a physician's statement of disability before being eligible for sick leave payment, including when absent for prolonged periods of time or if the employee has been counseled for excessive use of sick leave. In some circumstances, employees may be required to provide certification from their physician that they are able return to work. Abuse of leave or failure to call in as required may result in denial of paid sick leave.

(6) Employees shall not be paid for sick leave which has been accrued but unused at termination of employment with the village; and

(7) In general, employees should notify their supervisor no later than two hours prior to the start of the shift for which they would be unable to report.

(D) *Military leave.* Employees are entitled to leave of absence and reinstatement upon return from leave of absence for military service (including Reserve and National Guard duty) as may be provided by applicable state and federal law as amended from time to time.

(E) *Jury duty.* An employee will be paid for wages lost from scheduled straight time work due to jury duty. To qualify for this payment, an employee called for jury service must:

(1) Give his or her supervisor notice of such service within two work days of the time the employee is called for such service;

(2) Report for work when released by the court on any day of jury service; and

(3) Submit a written statement from the court indicating the days of jury service and the time released each day and turn over to (finance/payroll) any compensation received.

(F) *Call in.* Any hourly employee called in shall be paid a minimum two hours at the applicable rate.

(G) *Bereavement leave.* An employee will be paid for time actually lost from straight time scheduled work up to three days due to attendance at the funeral of a member of his or her immediate family, which is defined as

spouse, parent, child, grandparent, grandchild, brother, sister, parent-in-law, grandparent-in-law, brother-in-law, and sister-in-law. The immediate family will be considered to include step-parents, step-children, and step-brothers and step-sisters only when the employee and the deceased had lived together regularly in the same household at or prior to the time of death. The village may require proof of relationship and attendance at the funeral. Employees may be excused from work to attend the funerals of other family members.

§32.080 BENEFITS

(A) *Generally.* The village currently offers a competitive benefits package. The terms of the village's benefits plans are subject to change, and the village is not responsible for any changes in or elimination of benefits or benefit plans. Please see Village Treasurer for specific information on the village's benefit plans.

(B) *Health insurance.* Following the probationary period, all permanent full-time employees are eligible for health insurance. The village will pay a portion of the premium cost as shall be determined from time to time by the Village Board. Dependent coverage shall be made available, but at the cost of the employee.

(C) *Dental/vision insurance.* Following the probationary period, all permanent full-time employees are eligible for dental/vision insurance. The village will pay a portion of the premium cost as shall be determined from time to time by the Village Board. Dependent coverage shall be made available, but at the cost of the employee.

(D) *Life insurance.* Following the probationary period, all permanent full-time employees are eligible for life insurance. The village shall pay part or the entire premium cost as determined from time to time by the Village Board.

(E) *Retirement.* All permanent, employees, who work more than 1,000 hours per calendar year (January 1 to December 1) are automatically considered members of the State Municipal Retirement Fund (IMRF). Participation begins as of the date of hire. Vesture in the plan occurs after a total of ten years of employment with any participating government in the state.

(G) *Clothing allowance.* Public works full-time employees shall receive an allowance of $300 a fiscal year for wet weather gear, boots, shirts, pants, winter clothing. All shirts will be ordered through the Village Clerk. Public works part-time employees shall receive an allowance of $200 per fiscal year for the aforementioned items.

(H) *Police Department uniform and equipment policies uniform provisions.*

~~(1) The Police Chief shall act as quartermaster for all the police officers. Two pairs of uniform trousers, two short sleeve uniform shirts, two long sleeve uniform shirts, and a cold weather jacket and tie shall be provided to full-time officers; additionally, duty belts, sidearm holsters, and other ancillary accouterments shall be provided to full-time officers. Part-time officers will be issued a single pair of uniform trousers, a short sleeve uniform shirt, and a long sleeve uniform shirt from the Department's inventory when clothing in good condition and proper fit can be provided; otherwise, such clothing will be purchased by the village and provided. A suitable cold winter jacket may be provided if one of proper fit is not present in the Department's inventory.~~

~~(2) The village shall provide a bullet-resistant vest for use and wear by all full-time officers. If a bullet-resistant vest in good condition and of proper fit cannot be provided from the Department's inventory, the village shall purchase a new vest that is in good condition and proper fit according to the officer's body measurements at the time of hire. Should a full-time officer's body measurements change through the course of their employment, the village shall not accept responsibility for the replacement of a bullet-resistant vest which is otherwise in current standing and good condition.~~

~~(3) The village shall assist part-time officers who do not own a bullet-resistant vest in the purchase of one if a vest in current standing, usable condition, and proper fit cannot be provided from the Departmental inventory. Part-time officers who avail themselves of such assistance must repay the cost borne by the village toward the purchase through a series of payments to the village or deductions from pay according to a schedule agreeable to the Village Treasurer and the Police Chief.~~

~~(4) All uniforms, bullet-resistant vests, and other equipment issued to officers at any point during their employment shall be returned to the village at the termination of their employment.~~

~~(5) The Department will purchase and issue two Department badges, two name tags, and an identification card to each full-time officer. Part-time officers shall receive one Department badge, one name tag, and one identification card.~~

~~(6) Any uniform item lost or damaged in the line of duty may be replaced at Department expense.~~

~~(7) The Department may reimburse officers for personal items damaged or lost in the line of duty, to include watches ($50 maximum), eye glasses ($250 maximum), personally-owned firearms, or related equipment ($300 maximum).~~

(8) The request for reimbursement must be in writing and supported by police reports and receipts.

(9) The request will be through the Chief of Police to the Village Board, who will determine the amount of reimbursement.

(10) Specialty items used for Department functions, bike shorts or shirts, training uniforms and the like, may be purchased with unused clothing allowance funds by full-time officers only. Requests for such items will be made through the Chief of Police. Such items must be returned to the Department when no longer used or upon leaving the Department.

(11) Any officer no longer employed by the Department is required to return all items allocated through the quartermaster or purchased with the clothing allowances.

(I) *Worker's compensation.* Village employees are covered by worker's compensation for on-the-job injuries. Benefits are governed by state law and not set by the village. Employees must report immediately any on-the-job injury, regardless of severity, to their supervisor.

(J) *Travel benefits.*

(1) *Mileage.* The village will reimburse for mileage traveled in the employee's personal vehicle while on authorized village business at the rate then authorized by the IRS. Whenever possible, the individual will take a village vehicle or commercial transportation on such travel. The village will pay for the cost of coach class travel incurred while using commercial transportation.

(2) *Overnight stays.* The Village Board or Village President may pre-authorize lodging for employees or public officials subject to the purchasing policy guidelines. All employees or officials are asked to find the lowest cost accommodations available in the area.

(3) *Meals.* When traveling on village business and an employee is away from the village at meal time, the employee is eligible for meals and will be reimbursed at the maximum of $60 per diem. Persons attending training sessions where a meal is provided as part of the registration fee are expected to eat the training site meal and their allotment is reduced accordingly. Receipts for meals shall be required for any reimbursement.

(4) *Alcohol and tobacco.* Alcohol and tobacco product purchase expenses are not eligible for reimbursement.

(5) *Parking and tolls.* The actual cost of parking will be reimbursed. Receipts must be presented. Persons traveling to a location requiring travel on toll roads will be reimbursed for the actual amount of tolls paid.

(6) *Receipts.* An employee shall be required to retain receipts with reference to expenses incurred while on village business.

(7) *Reimbursement.* Following the travel allowed under this policy, the individual incurring expenses must submit all applicable paperwork as well as requests for mileage and other reimbursements to his or her department head within seven working days following their return to work. The department head shall submit the bills to the Village Clerk for payment at the next regularly scheduled Board meeting. The reimbursement check will be issued to the individual that incurred the expense.

(Ord. passed 1-22-2014)

§32.081 DISCIPLINE

(A) *Discipline Policy*

(1) Employees may be subject to disciplinary action up to and including discharge when the Village Board determines that such action is necessary for the good of the Village.

(2) Possible forms of discipline include the following:

(a) A memorandum of an oral warning that shall be placed in the employees file for a two-year period;

(b) A written warning that shall be placed in the employees file for three years;

(c) A three-day suspension without pay, memorandum of which shall be placed in the employees file for five years; or

(d) Termination of employment.

(3) Employees must sign disciplinary notices, counseling memoranda, performance appraisals, and similar documents. The employee's signature indicates only that the employee is aware of the action taken and does not indicate that the employee agrees with such action.

(B) *Course of discipline.*

(1) Supervisors and/or department heads must submit recommended terminations of employees to the Village President for review and possible action by the Village Board.

(2) Employees must sign counseling memoranda, policy statements, performance evaluations, and other similar documents. The employee's signature does not indicate agreement with the contents of the document, only that he or she has been notified of the contents of the document. Failure by an employee to sign the aforementioned documents will result in that employee being relieved of duty without pay. If the employee continues to refuse to sign the

document by 5:00 p.m. at the end of his or her next scheduled workday, that employee will be presumed to have resigned his or her position with the village.

(C) *Examples of conduct warranting disciplinary action.*

(1) It is not possible to list all acts and omissions that may result in disciplinary actin. The disciplinary action that is appropriate for any particular misconduct is at the sole discretion of the village. The following are merely examples of some of the more obvious types of misconduct that may result in disciplinary action, up to and including discharge.

(2) The village reserves the right to treat each employee individually and is not required to treat different employees similar for similar conduct.

(a) Conviction of or plea of guilt or no contest to a charge of theft, violation of drug laws, sexual misconduct, offense involving moral turpitude, or offenses that affects the village's reputation or that reasonably could create concern on the part of fellow employees or the community. Employees who are arrested may be relieved of duty (with or without pay) pending the village's determination on continued employment;

(b) Incompetence;

(c) Unauthorized absence or tardiness or a pattern of absenteeism or tardiness;

(d) Insubordination, including disrespect for authority or for village residents, or other conduct that tends to undermine authority;

(e) Failure or refusal to carry out instructions;

(f) Unauthorized possession or removal, misappropriation, misuse, destruction, theft, or conversion of village property or the property of others.

(g) Violation of safety rules; neglect; engaging in unsafe practices;

(h) Interference with the work of others;

(i) Threatening, coercing, or intimidating fellow employees, including "joking" threats;

(j) Dishonesty;

(k) Failure to provide information; falsifying village records; providing falsified records to the village for any purpose;

(l) Failure to report personal injury or property damage;

(m) Neglect or carelessness;

(n) Introduction, possession, or use of illegal narcotics or unauthorized prescription drugs or intoxicating beverages on village property or while on duty elsewhere; working while under the influence of illegal drugs or intoxicating beverage; off-the-job illegal use or possession of drugs. For purposes of this policy, an employee is *UNDER THE INFLUENCE* if he or she has any detectable amount of any such substance in his or her system;

(o) Unsatisfactory performance;

(p) Violation of village policies; or

(q) Any other reason that, in the village's sole determination, warrants discipline.

(D) *Termination of employment.* Upon termination of employment, all items purchased by the village must be returned to the department head.

(Ord. passed 1-22-2014)

§32.082 DRUG AND ALCOHOL-FREE WORKPLACE POLICY

(A) All employees of the village are prohibited from swallowing, inhaling, injecting, dealing in, or otherwise using, illegal drugs and substances (such as marijuana, cocaine, LSD, heroin, and the like). Further, this prohibition applies to the misuse, abuse, or any unlawful use or possession of otherwise legal drugs. These prohibitions apply to use at any time, both on-the-job and off-the-job. Village employees are, of course, permitted to possess any substance when required by their jobs or for the purpose of lawful delivery to another person.

(B) Similarly, employees are prohibited from reporting to work, using or being anywhere on village property while under the influence of alcohol, illegal drugs, or controlled substances. For purpose4s of this policy, *UNDER THE INFLUENCE* means have any detectable amount of any such substance in the employee's system.

(C) The village may test employees for drug or alcohol use in violation of this policy any time the village has reasonable suspicion of a violation of the policy. The village reserves the right to order an employee to submit to a drug test should the village have reasonable suspicion of drug or alcohol abuse. Refusal to submit to testing may subject the employee to immediate termination.

(D) Should an employee make a request for assistance with a drug or alcohol problem, the village will take reasonable steps to assist the employee seeking treatment.

(E) Any employee who tests positive may be subject to immediate termination.

(Ord. passed 1-22-2014)

§32.083 GRIEVANCE PROCEDURE

(A) A *GRIEVANCE* is defined as a complaint by an employee that he or she has been treated unlawfully or in violation of his or her rights under village policies with regard to his or her employment. This definition includes, but is not limited to suspension, involuntary transfer, promotion, and demotion. An employee's level of compensation or classification is not the proper subject of a grievance except as it applies to alleged inequities within the employee's department; however, if an employee believes he or she has not received or been credited with or has otherwise lost wages or benefits to which he or she is entitles, he or she must present hir or her grievance in writing in accordance with this procedure.

(B) An employee who believes he or she has a grievance must follow the following procedure:

(1) He or she must file his or her written grievance within five calendar days of the event giving rise to the grievance or his or her knowledge of the events giving rise to the grievance. He or she is to follow the chain of command in his or her department, appealing to each successive level of supervision. Each supervisor at each level has three calendar days to render a decision. If no decision is made within that time, the grievance is considered denied and the employee may appeal that denial. If a supervisor at a particular level is unavailable to consider the grievance, it is considered denied and the employee may immediately appeal the denial to the next level of supervision.

(2) If an employee is in his or her initial probationary period and the head of the department in which the employee is employed denies the grievance, this decision is final. A new employee is considered probationary until his or her probationary period is completed.

(3)(a) Employees other than probationary employees may appeal a final denial to the Village Board by filing a written request for appeal with the Village Clerk's office. This must be done within four calendar days of the department head's denial of the grievance.

(b) The written request for appeal must include the following information:

1. The purpose of the appeal and what recommendation is requested of the Village Boards;

~~2. An affirmative statement that the chain of command as is required by the grievance procedure has been followed and all prior appeals have been exhausted; and~~

~~(4) Within ten days, but no later than the second regular Board of Trustees meeting after receiving the employee's request, the Village President will schedule the requested hearing before the Village Board, at which time the affected employee may be heard.~~

~~(5) The Village Board shall issue a final written decision on within five days of said hearing and said decision shall be mailed to the employee's address on file with the village.~~

~~(Ord. passed 1-22-2014)~~

Section 3. All other existing sections of Chapter 32 shall remain unchanged.

Section 4. To the extent this Ordinance contradicts any previous orders, resolutions, ordinances or parts of orders, resolutions and ordinances of the Village, this Ordinance shall control and all other orders, resolutions, ordinances or parts of orders, resolutions, and ordinances in conflict herewith are hereby repealed insofar as such conflicts exist.

Section 5. All other orders, resolutions ordinances or parts of orders, resolutions, and ordinances of the Village of Pecatonica, Illinois not in conflict with this Ordinance shall remain in full force and effect.

Section 6. This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED by the President and Board of Trustees of the Village of Pecatonica this _____ day of _____, 2025

APPROVED by the President of the Village of Pecatonica, Illinois, this _____ day of _____, 2025

BY:_____
COLLIN HARDY, Village President
Village of Pecatonica, Illinois

ATTEST:

BY: _____
DARLA STRAM, Village Clerk
Village of Pecatonica, Illinois

AYES:
_____

NAYS:
_____

ABSENT/
ABSTAIN:_____