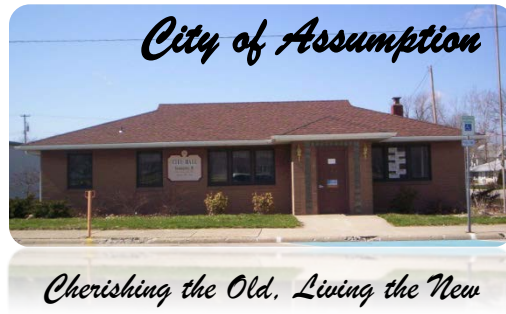


John L. Kehl –Mayor
Debbie Damery – Treasurer
Janet Waller – City Clerk
Jack Kiley – City Attorney
Brian Wade – Police Chief
Darin Damery – Street Supt.
Jeremiah Risley– Water Supt.



Aldermen

Roger Cox – Ward 1
Derek Page – Ward 1
Barb Coughlin – Ward 2
Don Dust – Ward 2
Jon Lowrance – Ward 3
Betty Park – Ward 3

229 N. Chestnut St., PO Box 106
Assumption, IL 62510

Phone: 217/226-3742

Fax: 217/226-4182

WATER/WASTEWATER

Any individual may voluntarily leave employment at any time or be terminated at any time for any reason. Any oral or written statements to the contrary are disavowed except in instances where more specific provisions governing a certain position of employment are established in which case the more specific provision shall control. The contents of this handbook are subject to change at any time.

****June 6, 2018 Council voted to change Personal, Sick and Vacation days to Fiscal Year instead of by hire date.**

EMPLOYMENT

Affirmative Action Program: It is the policy of the city of Assumption to be an equal opportunity employer. Conditions of this policy cover recruiting, hiring, training, compensation, and all other terms, conditions and privileges of employment. Employment policy will encompass non-discrimination on the basis of race, color, religion, sex, age, handicap or national origin.

Employment at will: Any individual may voluntarily leave employment at any time or be terminated at any time for any reason. Any oral or written statements to the contrary are hereby expressly disavowed. The contents of this Employee Handbook are subject to change at any time at the discretion of the City Council. This is not a contract of employment.

Hours of work: Full-time employees are expected to work 40 hours per week. Exceptions may be made at the discretion of the Mayor with notice from employee.

Grievance Procedure: Any complaints or problems, relating to employment, will be adjudicated by the Mayor, then the appropriate committee, and then the full Council for final jurisdiction.

SEXUAL HARRASSMENT

The city of Assumption is committed to providing a workplace that is free from all forms of discrimination, including sexual harassment. Any employee's behavior that fits the definition of sexual harassment is a form of misconduct which may result in disciplinary action to and including dismissal.

Assumption's policy on sexual harassment is part of its overall Affirmative Action efforts pursuant to state and federal laws prohibiting discrimination based on age, race, color, religion, national origin, citizenship status, unfavorable discharge from the military, marital status disability and gender.

Each employee of the City of Assumption bears the responsibility to refrain from sexual harassment in the workplace.

An employee who either observes or believes himself/herself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating his/her position to the offending employee if appropriate, to the employee's supervisor, and to the Mayor (EEO Officer).

SAFETY

The City intends to provide a safe work environment. Individual employees are expected to exercise good judgment to ensure their own safety as well as the safety of others and property.

VACATION

Other than agreements in effect at the time of the effective date of this document to the contrary, full time city employees will be granted annual paid vacation as follows:

<u>Years of Employment:</u>	<u>Earned Vacation</u>
After 1 year of service	1 week
2-10 years	2 weeks
11-14 years	3 weeks
15 years and over	4 weeks

All employees must schedule their vacation at a time mutually agreed upon with Mayor or immediate supervisor.

Vacation time must be used in the 12 months of its accrual. Vacation time will not carry over to another period.

If a paid Holiday falls within an employee's vacation period, an additional day of paid vacation will be granted.

Upon termination, unless, for cause, employees will be paid for any unused vacation days.

PAID HOLIDAYS

Full time employees will be given 9 totaling holidays as listed,

Full Time Employees:

New Year’s Day	Thanksgiving
Memorial Day	½ day for Christmas Eve
July 4 th	Christmas Day
Labor Day	½ day for New Year’s Eve
Veterans Day	One “Floating” Holiday

A full time employee’s “Floating” Holiday must be approved by the immediate Supervisor and Mayor.

In the event that an employee is called to work on a holiday, the employee(s) will receive double time for the hours worked, plus their Holiday pay.

EXCUSED ABSENCES

Excused absences are those allowed without loss of pay for special circumstances providing coverage is available. These include deaths in family, funerals, voting, jury duty, or service as a witness in court.

An absence due to the death of a member of the immediate family or of a relative living in the same household may be excused for three (3) days with no deduction in pay.

Immediate family is defined as: Mother, Father, Husband, Wife, Brother, Sister, Grandchild, Son or Son-in Law, Daughter or Daughter-in-Law, Mother-in-Law, Father-in-Law.

Time off for funerals is not counted against vacation or sick leave.

One day’s permission may be granted without loss of pay to attend the funeral of the following: Grandmother (employee or spouse), Grandfather (employee or spouse), Brother-in-Law, Sister-in-Law, Niece, Nephew, Aunt or Uncle.

Election Days: Any person eligible to vote at a general or special election is entitled to be absent from work for a period of one hour between the opening and closing of the polls without loss of pay. The employee must schedule the time in advance, with the Mayor or immediate supervisor.

Jury Duty: Any full-time employee who has been employed for six (6) months or more and is called for jury service shall be paid full compensation for the period of jury service and may retain the jury warrants received, provided he or she returns to work when jury service is complete.

Service as Witness: An employee subpoenaed to serve as a witness is to be paid for time lost, but must return to work when not needed in court. The employee may keep any fee.

SICK/PERSONAL LEAVE

Full time employees automatically get 12 sick/personal days upon their date of hire per year. No more than 60 unused sick/personal days may be accumulated for pay, however, unused sick/personal days may accumulated beyond 60 days toward IMRF at time of retirement.

SALARY ADMINISTRATION

Salaries and salary increases will be considered annually by the Finance Committee and requires approval by the City Council.

Insurance: Full-time Employees will receive an insurance reimbursement set by council to be paid quarterly after 30 days of employment.

Overtime Pay: All full-time city employees will receive time and one-half overtime pay for any hours over forty (40) hours per week and/or an 8 hour day.

Meeting Allowance: Full time employees will receive the same pay for attending Committee Meetings as Aldermen which at present it \$25.00 per meeting attended.

RETIREMENT

IMRF

DISCIPLINARY

The City intends to utilize an approach of progressive discipline when appropriate as set forth below. Depending on the seriousness of a violation, the progressive approach may not be appropriate. Serious violations may lead to immediate termination or other discipline.

1. Oral Warning.
2. Written Warning.
3. Suspension or termination depending on offense.

All documentation relating to discipline is to be signed and dated by the employee and the Mayor and will be placed in the employee's personnel file.

TERMINATIONS

Policies:

The last day the employee works is considered the termination date even though there may be additional payments for vacations, etc.

An employee terminating will normally receive his final check on the last day worked.

W-2 forms will be mailed at year-end to the terminated employees last known address.

In the event of voluntary resignation, if the employee has given five days (5) notice of quitting, he must be paid in full on the day he/she leaves.

Where no notice or less than five (5) days notice is given, the employee will be paid in full on the next regular pay day.

Residence: See ordinance (8-1-4D).

Legal Guidelines:

Illinois labor law: Every employee must have at least 24 consecutive hours of rest in every calendar week.

Scheduled rest: No employee will be required to work on the day of scheduled rest.

Lunch Period: Any employee required to work for 7 ½ continuous hours or longer must have a 20-minute lunch period between the 3rd. & 5th hours of the work period.

Job Description of Water/Wastewater Superintendent:

(As outlined in City Code)

- A. **APPOINTMENT**: The superintendent of water/sewer shall be subject to the supervision of the committee on water and sewer. He shall be appointed by the mayor, by and with the consent of the city council and shall hold his office until his successor shall be appointed and qualified.

- B. **SALARY**: He shall receive such salary as may be provided by the annual appropriation ordinance of the city council. He will receive the same compensation for attending meetings as aldermen receive for attending committee meetings.

- C. **DUTIES**: It shall be the duty of the superintendent of water/sewer to manage and control all aspects of the water and sewer systems department and maintain systems to highest standard possible. Hold valid pesticide licenses for right away, mosquito, and aquatics.

- D. **HEALTH AND SAFETY**: The superintendent of water/sewer must pass a physical examination and drug testing at the time of hiring and at any time the mayor and city council may request during his employment (Ord. 587, 10-4-2006)

- E. **CALL OUTS**: The employee will be paid for a “Call Out” when the occasion arises. The time is to be logged as to when arrived on scene and when finished at the scene with a minimum of 1 ½ hours. City Employees will be compensated their hourly rate from the time they get called, get back to Assumption until the job is completed for a call back. What constitutes a “Call Out” is a situation that cannot be covered by coverage employees or extreme circumstances.

Reading Meters: Unless for good cause it is impossible to do so, the Superintendent of Water/Sewer shall read or cause to be read every water meter used in the City at such times as are necessary that the bills may be sent out at the proper time. (8-2-8 C)

Holidays:

Water employees due to the nature of their scheduling will not have guaranteed holidays but will be granted nine non accumulating floating personal days.

REVIEW OF POLICY MANUAL

This Personnel Policy procedure for the City of Assumption is subject to annual review by a committee designated by the Mayor. Any changes therein must be approved by the City Council.