

CHAPTER 12
EMPLOYEE POLICIES

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CHAPTER 12

EMPLOYEE POLICIES

ARTICLE I – GENERALLY

12-1-1 POLICY. As a Village of Westfield employee, it is important that you become acquainted with all Village rules and policies. Please read this notice/acknowledgement carefully, as it contains rules and policies which apply to your employment with the Village of Westfield.

12-1-2 TERMS AND CONDITIONS OF EMPLOYMENT. It is important that all employees understand the terms and conditions of the employment relationship with the Village of Westfield, and understand that the State of Illinois is an Employment at Will state. The Village is not in a position to guarantee employment for any specific period of time. Periodically, it may be in the best interest of the Village to terminate employees on an individual basis or on the basis of a reduction in the general work force. The Village reserves the right to make such decisions at its sole discretion. Accordingly, you must realize that you are free to resign at any time just as the Village is free to terminate your employment at any time for any reason or for no reason. Any practice, procedure, statements or promises to the contrary are expressly disavowed and should not be relied upon by a prospective or existing employee. Authorization to negotiate or explain the terms and conditions of employment is held only by the Mayor/Board, and any changes to the at-will nature of employment must be in writing.

12-1-3 PROBATION. All new employees of the Village are subject to a probationary period of **ninety (90) days**, commencing the first day of employment. This probationary period can be extended for an additional **thirty (30) days** at the discretion of the Mayor/Board based upon performance evaluations. Employees receiving a substandard evaluation during the initial **ninety (90) day** probation period may be terminated, or at the discretion of the Mayor/Board, may be placed on an additional **thirty (30) day** probationary period. An employee receiving an additional probationary period will be monitored and evaluated during that time, and will be terminated at the discretion of the Mayor/Board if subsequent evaluations do not show significant improvement. All employees, regardless of length of service, may be put on a probationary period based on performance evaluations, and will be terminated if subsequent evaluations do not show significant improvement.

12-1-4 PURCHASING. Employees may, at various times, be required to order/purchase equipment essential to their department. Under no circumstances should equipment be ordered/purchased without first obtaining approval from the Mayor/Board. Any equipment that is obtained without prior approval may or may not, at the discretion of the Mayor/Board, become the sole responsibility of the purchaser, including payment of or reimbursement for the item(s) purchased.

12-1-5 DISCUSSION OF VILLAGE BUSINESS WITH PUBLIC. No person(s) employed by the Village shall participate in any divisive and/or negative discussion with the general public, during working hours of employment by the Village. Any and all concerns or complaints pertaining to the Village shall be brought to his/her immediate supervisor or higher authority, i.e., Mayor or Trustee, and not discussed with the public.

Examples:

- ❖ Discussion of matters that reflect negatively on the Village.
- ❖ Complaints directed towards supervisors, co-workers and elected officials.
- ❖ Complaints concerning Village business or policies.

- ❖ Negative or damaging discussion of members of the general public.

- ❖ Political and/or religious views.
- ❖ Rumor mongering.
- ❖ Participation in any and all discussions that may be harmful to cast a negative view on the Village and its elected officials and employees.
- ❖ Any and all types of discussion as listed above, while either during working or non-working hours, and the employee is representing his/her self as an employee of the Village and not as a private citizen.

Any person(s) who violate this policy shall be subject to disciplinary action and/or termination.

12-1-6 EMPLOYEE LEAVE.

(A) **Jury Duty.** Employees called for jury duty will be granted time off at their base rate of pay when they fulfill this obligation.

(B) **Holidays.** All full time employees will receive paid holiday leave for the following holidays:

New Year's Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving Day
Memorial Day	Christmas Eve
4 th of July	Christmas Day
Labor Day	New Year's Eve
Veteran's Day	Employee's Birthday

If the holiday falls on Saturday, the previous Friday will be given. If the holiday falls on Sunday, the following Monday will be given.

In the event an employee is required to work on a scheduled holiday, they shall receive pay at time and one-half plus holiday pay at regular time.

To receive holiday pay an employee must work the normal work day preceding and following the holiday unless said employee is on vacation leave.

(C) **Vacation; Eligibility.** Any full time employee who completes **six (6) months** continuous service is entitled to a vacation with pay.

Vacations are intended to provide employee with a period of rest and relaxation. Consequently, the employee may not waive vacation and draw double pay, nor may you accumulate your vacation time one year to the next.

In regard to employee vacation, employee year runs from January 1 through December 31.

(D) **Length of Vacation.** After the employee has completed **six (6) months** of continuous employment with the Village, he/she will be eligible for vacation on the following basis:

After 6 months	1 week
After 2 years	2 weeks
After 7 years	3 weeks

Vacation pay will be computed at the employee's base rate. It will not include any differential pay such as shift differential or overtime premium.

(E) **Scheduling.** Normally, vacations may be scheduled at any time during the calendar year, but consideration also may be given to the time that would be most appropriate for you to be absent from work. All vacations shall be recorded on the vacation schedule calendar located in Village Hall.

If you are absent due to illness or accident, Military leave or maternity leave, you may request that your vacation be scheduled in connection with this providing it is in the same calendar year.

(F) **Separation from Village.** When you leave employment from the Village, for whatever reason, you will be paid an amount equivalent to the vacation time to which you are entitled in that calendar year, less any vacation time taken during this year.

(G) **Sick Leave.** Full time employees will receive **twelve (12)** paid sick leave days per calendar year. Sick days may be accumulated to a total of **sixty (60) days**. There will be no payout on unused sick leave days if employee quits. Sick leave days can be used for immediate family.

(H) **Extended Sick Leave.** The Village realizes that the employees may need to be absent for extended periods due to serious illness or injury. These situations will be handled by the Village on an individual basis, taking into consideration work record, attendance, length of service and nature of the situation to determine if the employee will be compensated. Any employee eligible for workman's compensation shall not receive sick pay during these periods.

(I) **Serious Illness or Injury.** Any employee who has suffered from a serious illness or injury must have, prior to returning to work, a doctor's statement verifying his/her ability to perform normal work duties.

(J) **Death in Family.** The Village allows the employee to take time off with pay at the employee's base rate because of death in your immediate family, not to exceed **three (3) days**. These days cannot be accumulated year to year.

Immediate family meaning: Spouse, child, step-child, foster child, or any child in employee's care, son-in-law, daughter-in-law, mother, father, step-parent, mother-in-law, father-in-law, grandparent, brother, sister, brother-in-law, sister-in-law, niece, nephew, aunt, uncle or guardian of employee.

One (1) day leave without pay shall be granted to attend funeral of other than immediate family with prior approval of the employee's supervisor. This policy may be amended in unusual or unique circumstances with approval of the Village.

(K) **Personal Business Day.** All full-time employees, after **one (1) year** of continuous service, shall receive **two (2)** paid personal business leave days. These days cannot be accumulated year to year.

12-1-7 DEFINITIONS.

(A) **Village** as referred to in this policy either expressed or implied, shall mean the legislative and executive body of Village officials, either elected or appointed consisting of the Mayor and the Board of Trustees of the Village of Westfield, Illinois.

(B) **Full-Time Employee.** A person working the regularly scheduled number of hours for a Village office, including Department of Superintendents, is considered a full-time employee and is eligible for all Village benefits.

(C) **Part-Time Employee.** A person working less than the regularly number of hours for the assigned office is considered a part-time employee and is not eligible for Village benefits.

(D) **Temporary Employee.** A person employed for a period of less than **six (6) consecutive months**, or for a specific task, is considered a temporary employee and is not eligible for Village benefits, unless otherwise stated. Temporary employees may work the regularly scheduled number of hours for a Department (full-time) or less than regularly scheduled number of hours for a Department (part-time). Student interns may be considered temporary employees.

(E) **Compensatory Time.** Time off for work performed in the regular line of duty beyond normal working hours in lieu of actual overtime pay.

(F) **Overtime.** Compensation received either cash or compensatory hours for hours worked beyond normal working hours.

(G) **On-Call Time.** Time an employee may be requested by the Village to keep themselves available for duty under direction from the Village or their Supervisor, outside their normal schedule.

(H) **Sick Leave.** Meant to be short term illness; cold, flu, etc.

(I) **Extended Sick Leave.** Serious long term illness or injury.

(J) **Department Superintendents.** For Personnel Code purposes only and to identify those persons of each Village department having managerial authority. Department Superintendents shall mean: Superintendent of Public Works (Streets, Alleys and Water); Superintendent of Parks and Recreation; Police Chief.

(K) **Police Department.** Due to the unique responsibilities of a Police Officer, the policies of the Village may or may not apply to the Police Department. In addition, there may be specific policies that apply only to the Police Department.