

**VILLAGE OF VERNON HILLS
RESOLUTION NO. 2018-036**

**A RESOLUTION AMENDING THE VILLAGE OF VERNON HILLS PERSONNEL RULES
EFFECTIVE JUNE 1, 2018**

WHEREAS, the Village of Vernon Hills, County of Lake, State of Illinois (*"the Village"*) is a duly organized and existing municipality and unit of local government created under the provisions of the laws of the State of Illinois, and is operating under the provisions of the Illinois Municipal Code; and

WHEREAS, the Village Board has approved a manual of Village of Vernon Hills' Personnel Rules (*"Village's Personnel Rules"*) establishing the policies and procedures for the Village; and

WHEREAS, changes in regulation and compliance with best practices may sometimes require amendments to the Village's Personnel Rules; and

WHEREAS, the Village staff has reviewed the Village's Personnel Rules and identified several areas of the Personnel Rules that must now be updated, which are attached to this Resolution as Exhibit A; and

WHEREAS, the Village Board now desires to approve these amendments to the Village's Personnel Rules.

**NOW THEREFORE BE IT RESOLVED BY THE PRESIDENT AND BOARD OF
TRUSTEES OF THE VILLAGE OF VERNON HILLS, LAKE COUNTY, ILLINOIS**, as follows:

SECTION 1: APPROVAL OF AMENDMENTS. The Village of Vernon Hills Personnel Rules are hereby approved, as attached to this Resolution in Exhibit A.

SECTION 2: EFFECTIVE DATE. This Resolution shall be in full force and effect as of June 1, 2018

SECTION 3: RESOLUTION NUMBER: This Resolution shall be known as Resolution Number 2018-036.

Dated the 19th of June 2018

Adopted by roll call vote as follows:

AYES: 5- Hebda, Schultz, Marquardt, Oppenheim, Koch

NAYS: 0 - None

ABSENT AND NOT VOTING: 1 - Takaoka

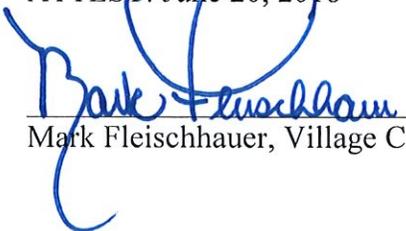


Roger L. Byrne, Village President

PASSED: June 19, 2018

APPROVED: June 19, 2018

ATTEST: June 20, 2018



Mark Fleischhauer, Village Clerk

RESOLUTION 2018-036
EXHIBIT A: VILLAGE OF VERNON HILLS PERSONNEL RULES

- B. If the employee becomes eligible for a pay increase or cost-of living increase during the temporary assignment such increase shall be based on and added to the employee's previous salary rate exclusive of any temporary salary rate increase provided under this Section; provided, however, that the amount of the temporary salary rate increase shall be adjusted, if necessary, to conform with the provisions of Paragraph A above.
- C. An employee may also be assigned to perform the duties of a higher-level position below the rank of department head. In the discretion of the Village Manager a pay increase may, or may not, be granted to an employee so assigned throughout the term of the assignment. Otherwise however, the salary rate of the employee and their eligibility for pay increases during the period of assignment shall remain unchanged.

8.12 - Overtime - General

- A. Eligibility. All full-time, part-time, and temporary employees except exempt employees shall be eligible for overtime compensation. Compensation for overtime may be in the form of premium pay or compensatory time off. The Village Manager shall approve the form or forms of overtime compensation available to each class of work in the municipal service. Employees eligible for overtime will not generally be paid overtime for attending, or traveling to, seminars, conferences, or other training programs except as specifically authorized under Section 18.02.
- B. Premium Pay. Employees in classes eligible for premium pay shall be compensated at the rate of one and one-half (1 1/2) times the equivalent hourly rate of the employee for hours worked in excess of eight (8) hours per day or forty (40) hours per week. Hours worked on a holiday recognized by the Village shall be compensated at the rate of two (2) times the equivalent hourly rate of the employee for holiday hours worked, unless the employee is a part-time employee in which case the employee only earns only their normal pay rate for holiday hours worked. Should the holiday fall on a weekend, and be observed on a weekday, overtime (at 2 times the equivalent hourly rate) shall only be paid for hours worked on the actual date of the holiday. Overtime worked on the observed date of the holiday (if different from the actual holiday date) will be compensated at one and one half (1 1/2) times the equivalent hourly rate. If said employee is normally scheduled to work that holiday (in the police department) the employee will receive compensation in accordance with the provisions of Section 8.22 (D). Employees who work overtime without obtaining proper authorization may be subject to discipline up to and including termination. Any paid leave (such as sick time, vacation time, compensatory time) taken by an employee during a day or week will count towards the 8 hours per day and 40 hours per week overtime limits.

Compensatory Time. If the department head determines that future departmental scheduling permits time off, employees may elect to be compensated for overtime in the form of compensatory time off. Compensatory time shall be taken at a time and date agreed upon between the employee and his/her department head and employees are required to complete the required forms prior to taking compensatory time off. Compensatory time off can be

taken in a minimum of one-half (1/2) hour increments. Compensatory time shall be used only at such times as approved by the employee's supervisor and consistent with the needs of the Village. The use of compensatory time shall not be approved if absence from work would cause impairment to the performance of the Department or the Village.

In no instance may an employee's compensatory time balance exceed eighty (80) hours, without the written permission of the Village Manager. Compensatory time in excess of eighty (80) hours will be paid out to the employee within the following pay period.

When an employee qualifies for and elects to receive compensatory time for overtime, the employee shall receive one (1) hour of compensatory time (or a fraction thereof) for overtime hours worked between thirty-five (35) hours and forty (40) hours in a workweek. Compensatory time for overtime in excess of forty (40) hours in a workweek will be recorded at the rate of one and one-half (1 ½) times the number of hours (or a fraction thereof) worked in excess of forty (40). ~~Commanders will be eligible to be awarded straight compensatory time for staff meetings, court time, training, holiday pay and otherwise when appropriate. Newly appointed Commanders will be required to use or cash out any accrued compensatory time within six (6) months of their appointment.~~

8.13 - Overtime - Police

All Police Department civilian employees and sworn police officers below the rank of Commander of the Police Department are paid overtime at time and a half for time worked above and beyond their normal shift. This applies to all employees whose normal shift averages 80 hours in a two-week period. This does not address the rate at which an employee is paid if the overtime occurs on a holiday. Sworn police employees of the rank of commander or above are exempt employees and are not eligible for overtime. Exception to the aforementioned, Police Officers, Sergeants and Telecommunicators overtime is controlled by his/her collective bargaining agreement.

8.14 - Call Back Pay (Non-Sworn)

Employees shall be compensated a minimum of 3 hours at the overtime rate if called in to perform their duties outside of the normal weekday work hours. The overtime hours will be counted from the time an employee arrives at their workplace (or worksite) until the employee leaves their workplace (or worksite). An employee who is called out and is required to perform their duties less than one (1) hour before normal starting time on Monday through Friday will not be eligible for the minimum 3 hours of overtime referred to above. An employee in that circumstance will be compensated only for the actual time worked prior to the normal starting time. The 3-hour minimum indicated above does not apply to scheduled overtime.

8.15 - Compensatory Time - Department Heads

Department heads may be awarded compensatory time off on an hour per hour basis for hours worked in excess of those normally required to discharge the duties of their position. The Village

Manager shall determine eligibility for and the amount of compensatory time to be awarded. The Village Manager shall approve use of compensatory time awarded under this Section.

8.16 - Shift Differentials

~~Public Works employees assigned to the night shift will receive a night shift pay differential of \$20.50 per day. The duration of the night shift will begin the first Monday after Thanksgiving and conclude on or about the last week of March. The hours of the night shift will be determined by the Public Works Director.~~

~~This section outlines shift differential rules for Commanders.~~ Community Service Officers are not explicitly addressed in this rule, indicating that they are not eligible for a shift differential benefit.

~~Commanders who work between 10PM and 6AM be paid a 10% shift differential for the hours actually worked between 10 PM and 6 AM.~~

When a police officer is placed on leave due to a work related injury the related pay differential may be included, if appropriate, when calculating the rate of pay. Pay differential will only be included when the police officer has worked a shift where pay differential has been paid for at least the 12 full months immediately preceding the injury.

8.17 - Roll Call Credit Time

~~Commanders who are required to report fifteen (15) minutes early for roll call each shift, will receive thirty two (32) hours of time off per year, to be distributed on January 1st for the previous year. The Commander must be employed with the Village on January 1st to be eligible to receive this time credited for the previous year. Roll call credit time earned during the previous year will not be paid unless he/she is employed on January 1st of the next year. Roll Call credit time off must be used by the end of the calendar year or else forfeited. The Employer reserves the right to eliminate the requirement to report early for roll call, in which case the time off for such roll call credit shall cease, effective going forward. Roll call credit time is not considered compensatory time and is not part of the 80 hour limit affecting compensatory time.~~

8.17 - Commander Night Shift Stipend

Commanders who are regularly assigned, as determined by the Chief of the Police or his designee, to work the night shift, are eligible for a \$300 per month stipend.

8.18 - Police Special Pay

The following rules apply to these special pays:

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Sworn Employees

<u>Upon completion of</u>	<u>Longevity Award</u>
6 years of service	\$500.00 per year
10 years of service	\$650.00 per year
15 years of service	\$800.00 per year
20 years of service	\$950.00 per year

Regular Employees

<u>Upon completion of</u>	<u>Longevity Award</u>
5 years of service	\$400.00 per year
10 years of service	\$500.00 per year
15 years of service	\$600.00 per year
20 years of service	\$700.00 per year

8.21 - Merit Awards

The Village Board, in its discretion, may award on an annual basis one-time cash payment(s) to specific management pay scale employee(s). These award(s) will generally be for accomplishing pre-determined goals approved by the Village Board, but can be for any other reason the Village Board determines is appropriate.

8.22 - Holiday Compensation

A. Full-Time Employees. All Full-time employees shall receive their normal compensation for holidays. If a full-time employee is required to actually work on a holiday, they shall be compensated according to the overtime provisions of these rules.

B. Part-Time Employees. All Part-time employees shall receive compensation for holidays based on their scheduled hours of work in a normal workday for the specific day of the week that the holiday occurs. If not scheduled to work that day the part-time employee shall receive no compensation. If scheduled to work the day the holiday occurs the part-time employee would receive pay equal to the number of hours they were scheduled to work on that day. Part-time

employees that work an intermittent or irregular schedule will not get holiday compensation. If a part-time employee is required to actually work on a holiday, they shall be compensated according to the overtime provisions of these rules.

C. Temporary Employees. All Temporary employees shall receive time off without pay for holidays. If a temporary employee is required to work on a holiday, they shall be compensated for hours worked at their normal rate of pay.

D. Police. Holiday compensation for Community Service Officers shall be in accordance with the rules and regulations of the police department stated below. All such employees will receive 8 hours regular pay or 8 hours of compensatory time for each holiday, regardless of whether they are actually scheduled to work. In addition, any hours worked on a holiday listed in Section 11.01 above (between 12:01 a.m. and 12:00 midnight on the actual holiday) shall be paid at the rate of time and one-half the employee's regular hourly rate of pay.

Any employee not scheduled to work on a holiday who does work on a shift that begins on that holiday will be paid double time for the time worked on that holiday, but they will not receive any "special holiday" hours. (Note: The employee shall still receive holiday pay.)

Any overtime worked during a shift beginning on a holiday observed by the Village, regardless of whether that shift was scheduled or unscheduled, will be compensated at the double time rate.

Also, an employee who is scheduled to work a holiday, but instead takes the holiday as comp time, will only receive pay for an additional 8 hours for the holiday that was not actually worked.

~~Holiday compensation for a Police Commander who works on an actual holiday will be entitled to additional compensation if he/she works at least six (6) hours. The compensation is as follows:~~

- ~~— At least six (6) hours but less than nine (9) hours, will result in payment of an additional \$100.00 of holiday pay~~
- ~~— At least nine (9) hours, will result in payment of an additional \$200.00 of holiday pay~~

8.23 – Career Development Plan

The Career Development Plan is the formal process for the career development efforts of the Village. This program consists of four separate and distinct advancement levels that are fully defined in the Career Development Plan. These advancement levels are achieved on the basis of performance, training, education, and proficiency within designated specialized areas. Only employees at the top step in the Step System of the Village of Vernon Hills Pay Plan are eligible to participate in the Career Development Plan. Any interested employee can obtain a full copy of the Career Development Plan on the Village of Vernon Hills Human Resources Directory at www.vernonhills.org/hr.

8.24 - Employee Evaluations

EXHIBIT C

UNIFORM ALLOWANCE – PUBLIC WORKS DEPARTMENT

UNIFORM - the official or distinctive clothes or outfit worn by members of a particular group when on duty.

PUBLIC WORKS DEPARTMENT PROCEDURE

As employees of the Village of Vernon Hills, we should be mindful that we are Village representatives and we should dress and act accordingly. All employees are to maintain a proper appearance. It is important that employees dress in a neat and clean manner.

It is required that employees while working for the Village wear clothing that is furnished by the Village, that the clothing be neat, in good repair, and display the Village emblem and employee's name. Exceptions must be approved in advance by their direct Supervisor. The top portion of an employee's body is to be covered with a minimum of a short sleeve shirt. Shirts and/or sweatshirts shall not be in an altered or discolored condition when worn by an employee working for the Village.

At the start of employment with the Village, full time employees will purchase a pair of safety-toed work boots from their outerwear allowance. Other uniform/clothing items may be purchased with the approval of their Supervisor during the course of the fiscal year in conjunction with their outerwear allowance and subject to the approval of the annual budget by the Village Board. The clothing allowance will be adjusted over the fiscal year for new employees and purchases must be approved by the Supervisor. Newly hired full time employees will receive half of their outerwear allotment upon hiring and the remainder of their allotment after 6 months or as approved by their supervisor.

Employees working outside a vehicle within the Right of Way of any roadway, or while performing inspections on private property, shall wear an approved ANSI 107 Class 2 or higher safety vest. Additionally, safety vests shall be worn while performing operations or in areas where a safety vest would greatly enhance visibility and/or safety.

UNIFORM RENTAL

Uniform rental will be provided by the Department for maintenance workers and mechanics opting to use this service. For those employees preferring rental of the uniforms, 11 changes of shirts and pants will be provided by a service.

GENERAL ITEMS PURCHASED BY THE DEPARTMENT

1. Five (5) navy blue, orange, gray or Hi-Vis yellow tee shirts with department emblem and employee name will be provided for maintenance staff and seasonal/summer employees. A bulk order will be placed in April for tee shirts. One long sleeved t-shirt may be substituted for two t-shirts when ordering.
2. Over-boots will be supplied to full time employees who are required to work outdoors during inclement weather. Supervisors will approve this purchase.
3. Rainwear, consisting of pants or bib overalls with coat and displaying the Village emblem and

employee name, will be supplied to full time employees who are required to work outdoors during inclement weather. Supervisors will approve this purchase.

4. Standard mesh ANSI 107 Class 2 safety vests, clear safety glasses, ear protection, hard hats, and other incidental personal protection for employees will be supplied to every employee. Standard mesh safety vests shall display "Public Works" on the back.

5. Work Pants or shorts may only be purchased when employees do not use the uniform rental service. Employees may annually purchase work pants or shorts at a cost not to exceed the amount approved in the annual budget and in accordance with the approved outerwear list or as approved by the Supervisor. The employee will be responsible for the cleaning and maintenance of the work pants or shorts. When wearing shorts, employees must have proper leg protection apparel available at the job site in the event it is necessary to perform or undertake a hazardous task.

6. The Village will supply all employees a cap with the Village Logo (1 per year). Employees may elect to wear their own cap with sports team logos, provided there is no alcohol or tobacco product or manufacturers advertising on them (a small manufacturers label is allowed). Also no hats received from vendors may be worn while working. Other hats (such as wide brimmed or sun protection hats) are allowed to be worn subject to supervisor's approval and may be purchased from outerwear allowance.

7. The Village will supply all employees with a Special Events shirt to be worn while working during many of the Village's special events.

CLOTHING ALLOWANCE ITEMS APPROVED FOR EXPENDITURE BY FULL TIME PUBLIC WORKS EMPLOYEES

Below is a list of clothing items that may be purchased from the employee's outerwear allowance. Items may only be purchased in accordance with the APPROVED OUTERWEAR LIST or as approved by a supervisor. Items will be embroidered as noted and must be brought to the office immediately after purchase. Embroidery shall be done in a contrasting color to the garment. Shipping charges will be charged to employees clothing allowance. Where bulk orders are made, the shipping charge will be pro-rated to all employees. There will be no over spending allowed from within one's allotment.

1. Carhartt brand or similar outerwear goods such as Sweatshirts, Jackets, Winter coats and insulated bib overalls. The Department emblem and name of employee will be affixed to the item at Department expense on all sweatshirts, jackets and coats.
2. Safety-toed work shoes or boots. Work shoes and boots shall be worn in accordance with the Personal Protection for Employees Procedure.
3. Gloves (winter, leather, work gloves)
4. Caps, and stocking hats. The Village emblem will be embroidered at Department expense on all stocking hats.
5. Non-standard ANSI Class 2 safety vests (zippers, pockets, etc.) The Village emblem and the employee's name will be embroidered at Department expense.
6. Non-standard safety eye protection
7. Long or short sleeve business casual shirts. The Department emblem and name of employee will be affixed to the item at Department expense. A maximum of 2 per year will be allowed per employee.

8. Solid color mock or regular turtlenecks. The Department emblem and name of the employee will be affixed to the item at Department expense.
9. Solid color long sleeve denim or twill collared button-down shirts. The Department emblem and name of the employee will be affixed to the item at Department expense. A maximum of 2 per year will be allowed per employee.
10. Denim or cotton canvas Work shorts.

PURCHASING

At time to time throughout the year consolidated orders of clothing may be made by the Department. Items purchased by the employee will be reimbursed by the Village excluding sales tax. The Village emblem and employee name will be silk screened or embroidered on all items as practicable.

Under the direction of your Supervisor, employees may go to an approved local vendor to try on work shoes/boots, outerwear or work pants for purchase from their outerwear allowance.

DISCIPLINE

Any employee not adhering to this policy may be subject to the Village disciplinary actions as outline in Section 16.5 in the Village Personnel Rules. Clothing worn, altered or discolored when worn by an employee working for the Village during working hours or failure to wear an approved Class 2 safety vest in an environment which requires the employee to wear a safety vest may also be subject to disciplinary action as stated above.

CLOTHING ALLOWANCE ITEMS APPROVED FOR EXPENDITURE BY FULL TIME ADMINISTRATIVE ASSISTANTS

1. Appropriate office clothing can be purchased from this allowance with Supervisors approval.

CLOTHING ALLOWANCE ITEMS APPROVED FOR EXPENDITURE BY SEASONAL/PART-TIME PUBLIC WORKS EMPLOYEES

1. Temporary Maintenance employees may purchase work gloves and one pair of safety shoes and safety glasses. In addition, one sweatshirt may be purchased during the year. Purchases will be in accordance with approved budgeted amounts and in accordance with the approved outerwear list or as approved by a supervisor.
2. Seasonal and summer part time employees shall be provided five tee shirts with Village logo during the year.
3. If cold weather gear is needed, (heavy coat, bib overalls etc.) the Village may elect to purchase and issue these items to the part-time employee. The outerwear must be returned at the end of their employment.