
THE CITY OF ROCHELLE
Ogle County, Illinois

RESOLUTION
NO. _____

**A RESOLUTION APPROVING AN AMENDMENT TO THE
PERSONNEL MANUAL**

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Published in pamphlet form by authority of the President and Board of Trustees of the Village of Oak Lawn
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PERSONNEL MANUAL**

WHEREAS, the City of Rochelle, County of Ogle, State of Illinois a non-home rule unit of government, has the power to set policies and procedures for its employees and elected officials; and

WHEREAS, previously the City has adopted a policies and procedures manual for employees ("Personnel Policies Manual") setting forth the policies and procedures in current force and effect for Village employees and elected officials; and

WHEREAS, by its nature, the Personnel Policies Manual, otherwise referred to as the Employee Handbook, is in constant need of review and revision to be consistent with all applicable laws and current technology; and

WHEREAS, the City staff and legal counsel have identified a need to amend the Personnel Policies Manual; and

WHEREAS, the City Board finds it to be in the best interests of its citizens and residents to amend the Personnel Policies Manual by adding information regarding Firefighter Lieutenant employment benefits and to provide Personal Days for non-unionized staff.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROCHELLE, OGLE COUNTY, ILLINOIS:

SECTION ONE: That City hereby incorporates all of the recitals above into this Resolution as if fully set forth herein.

SECTION TWO: The City hereby amends Chapter 1, Article A of the Personnel Policies Manual to include the following language:

Fire Department Lieutenant: An employee who works for the Fire Department as the rank of a Lieutenant. Fire Department Lieutenants are excluded from the bargaining unit set by the agreement between the City of Rochelle and the Rochelle Firefighters Association, Local #3445 of the International Association of Fire Fighters, AFL-CIO, hereinafter referred to as the "Union". For the purpose of the Employee Handbook and the policies set within, the Fire Department Lieutenants shall receive the same like benefits as set by the Firefighters Union Collective

Bargaining Agreement, with the exclusion of wages and insurance premiums. Wages and insurance premiums will be calculated and administered the same as non-union employees on an annual basis.

SECTION THREE: The City hereby amends Chapter 3 of the Personnel Policies Manual to include the following language:

PERSONAL DAYS

Personal days are available for employees to be absent from work to attend to personal business, which cannot be handled outside of working hours. Employees should discuss in advance any such needs with their supervisor to obtain approval. Requests for personal leave must be given to the Supervisor with reasonable notice. Personal days may be taken only in such a manner, as it will not disrupt City operations.

Full-time, Non-union employees are eligible for (2)* personal days on an annual basis at the beginning of the calendar year and will be paid at the regular wage and scheduled hours at the time taken.

*Effective May 1, 2019 one (1) day available to use until December 31, 2019

*Effective January 1, 2020 two (2) days available to use until December 31, 2020 and every year after on a calendar year basis.

For exempt employees, use of personal days is recorded only if the employee is absent for at least one-half of one day or more (e.g., four hours). For non-exempt, hourly employees, personal time may be taken in hourly increments.

Personal days must be used before the end of the fiscal year during the year they are eligible and are not accumulated, carried over to the next year, or paid out upon termination.

SECTION FOUR: All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed but only to the extent of such conflict or inconsistency.

SECTION FIVE: This Resolution shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED THIS ____ day of _____, 2019.

AYES:

NAYS:

ABSENT:

APPROVED THIS ____ day of _____, 2019.

MAYOR

ATTEST:

CITY CLERK

STATE OF ILLINOIS)
)
COUNTY OF OGLE) SS.

CERTIFICATE

I, _____, City Clerk of the City of Rochelle, County of Ogle and State of Illinois, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. _____, “AN RESOLUTION APPROVING AN AMENDMENT TO THE PERSONNEL MANUAL,” which was adopted by the Mayor and City Council of the City of Rochelle on _____, 2019.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the City of Rochelle this _____ day of _____, 2019.

CITY CLERK