
THE CITY OF ROCHELLE
Ogle County, Illinois

RESOLUTION
NO. _____

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

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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 5, Article Q, 5.p thru 5.s., 6 thru 6.c. and 7 of the Personnel Policies Manual to include the following language:

Chapter 5, Article Q: Electronic Communication and Technology Policy

5.p. No USB Drive should be used on a home computer or any other non-City computer and brought in and used on a City owned computer.

5.q. Non-Employees are prohibited use of their USB drive on City owned computer.

5.r. Use of a City owned USB is prohibited on any non-City owned computer. (City owned USB drives should only be used on City owned computers)

5.s. B.Y.O.D.: Computers, laptops, tablets or any other device that is not City owned should not be connected to the City network on City property with authorization from the IT Dept.

6. change from Violations to Laptops

6.a. All city owned laptops are to remain on City property unless given written and specific authorization. Authorization will be permitted for specific use only, unless it is necessary to conduct business offsite on an ongoing basis.

6.b. Laptops should be kept in a secure designated location within the department unless used daily.

6.c. Laptops, tablets or any other electronic device should not be left in vehicles overnight or for extended periods of times due to potential theft or the extreme heat/cold in vehicles.

7. Violations now #7 and content remains the same.

SECTION THREE: The City hereby amends Chapter 5 to include Article T of the Personnel Policies Manual to include the following language:

Chapter 5, Article T: Guidelines for sending flowers at the time of bereavement or hospitalization.

The City of Rochelle extends condolences to employees during the time of bereavement or during hospitalization by providing flowers or an alternate gift/memorial.

1. Death of an Employee or Council Member - Maximum Amount \$150.00.
2. Death of the Spouse or child of an Employee or Council Member. Maximum Amount \$100.00
3. Death of immediate family member of an Employee or Council Member. An immediate family member is defined as Mother, Father, Sister, Brother, or a member of the household. Maximum Amount \$50.00
4. Hospitalization of an Employee or Council Member. Maximum Amount \$50.00
5. At the discretion of the Mayor, City Manager or a Department Director, others may be recognized with a gift of flowers or alternate memorial contribution.

In the event of the death of a person where the family requests alternative memorial, a contribution may be made to that charitable agency.

6. Department head or supervisor will notify the Assistant to the City Manager or Director of Human Resources regarding any situation that may meet the criteria listed above. Cost will be charged to the appropriate department.

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