
THE CITY OF ROCHELLE
Ogle County, Illinois

RESOLUTION
NO. _____

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

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City Council

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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 City 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 Council finds it to be in the best interests of its citizens and residents to amend the Personnel Policies Manual by updating information regarding the Sexual Harassment Policy and by adding a Telecommuting Policy and Procedure for the 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 6, Article A, c., paragraph 3 of the Personnel Policies Manual to change the following language of 180 days to 300 days to file with IDHR.

SECTION THREE: The City hereby amends Chapter 6, Article A,e of the Personnel Policies Manual to include the following language:

In addition to any and all other discipline that may be applicable pursuant to municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable disciplinary actions or discharge by the municipality and any applicable fines and penalties established pursuant to local ordinance, state law or federal

law. Each violation may constitute a separate offense. Any discipline imposed by the municipality shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a state or federal agency.

SECTION FOUR: The City hereby amends Chapter 6, Article A,c, of the Personnel Policies Manual to include paragraph 4 the following language:

- *Allegations of Sexual Harassment made against an elected official of the governmental unit by another elected official of a governmental unit. In addition to the methods of reporting included above, an elected official may request an independent review of a complaint of sexual harassment by another elected official. The request shall be made to the Human Resources Director, the City Manager, or the chief elected official of the City. The official receiving the request shall take immediate action in keeping with the procurement process of the municipality to retain a qualified individual or entity for the independent review of the allegations of sexual harassment in violation of this policy. The outcome of the independent review shall be reported to the City Council.*

SECTION FIVE: The City hereby amends Chapter 1 to include Article K of the Personnel Policies Manual to include the Telecommuting Policy and Procedure and Telecommuting Agreement.

SECTION SIX: 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 SEVEN: 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 _____, 2020.

AYES:

NAYS:

ABSENT:

APPROVED THIS ____ day of _____, 2020.

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