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**THE CITY OF ROCHELLE**  
**Ogle County, Illinois**

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**RESOLUTION**  
**NO. \_\_\_\_\_**

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

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**JOHN BEARROWS, Mayor**  
**SUE MESSER, City Clerk**

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**JOHN GRUBEN**  
**DAN McDERMOTT**  
**KATE SHAW-DICKEY**  
**City Council**

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200 W. Adams, Ste. 2125, Chicago, IL 60606

CITY OF ROCHELLE  
Ogle County, Illinois

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING AN AMENDMENT TO THE  
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 Board finds it to be in the best interests of its citizens and residents to amend the Personnel Policies Manual by adding information regarding Safety Policy and additional guidance on sick leave usage and dating policy.

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 adds Chapter 9 to include Safety Policies; Slip, Trip and Fall Prevention Policy and Safe Lifting Policy, see Appendix A.

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

Upon resignation, any sick time used will require a physician's statement, if no physician's statement is submitted, the time off will be considered vacation time or unpaid time and recorded as such. Any time used in the prior month to resignation may be reviewed and require a physician's statement or time used will be reverted to vacation time used.

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

Co-workers who do not manage and/or supervise each other may continue in the dating relationship, however both parties must inform their direct supervisor and/or the department head of the relationship. The department head may consult with Human Resources or City Manager, if there is any concern regarding the existence of the relationship. Being involved in a dating and/or physical relationship with a co-worker may severely impact the employees' opportunities for promotion to supervisory positions within the department. Employees who fail to inform their supervisor and their department head of their dating and/or physical relationship will be subject to disciplinary action up to and including termination.

SECTION FIVE: 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 SIX: 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.

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MAYOR

ATTEST:

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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