



Wage Policy

FY - 2016 / 2017

Wage Policy

- A. Village Administration**
- B. Community Development**
- C. Public Works**
- D. Recreation**
- E. Fire**
- F. Police**
- G. EMA**
- H. General Provisions**

ORDINANCE

2016-O-13

BE IT ORDAINED by the President and Board of Trustees of the Village of Winthrop Harbor, Illinois, that;

SECTION I: AN ORDINANCE ESTABLISHING THE COMPENSATION AND BENEFITS OF OFFICERS, OFFICIALS AND EMPLOYEES OF THE VILLAGE OF WINTHROP HARBOR, LAKE COUNTY, ILLINOIS, EFFECTIVE SEPTEMBER 6, 2016 THROUGH APRIL 30, 2017 AS FOLLOWS:

A. VILLAGE ADMINISTRATION

- A1 **-DEPARTMENT HEAD-** Director of Administration / Village Collector – FT
 - Minimum \$ 20.00 / hr
 - Maximum..... \$ 40.00 / hr

- A2 **-DEPARTMENT HEAD-** Director of Finance & Human Resources / Village Treasurer - FT
 - Minimum \$ 20.00 / hr
 - Maximum..... \$ 45.00 / hr

- A3 **DEPARTMENT HEAD-** Director of I.T. Department-FT
 - Minimum.....\$15.00/hr.
 - Maximum.....\$35.00/hr.

- A4 Administrative Office Clerk – FT
 - Minimum \$ 10.00 / hr
 - Maximum..... \$ 25.00 / hr

- A5 Deputy Clerk
 - Annual.....\$1,000.00 / year

- A6 Utility Billing Clerk / Assistant Village Collector - FT
 - Minimum \$ 13.00 / hr
 - Maximum..... \$ 20.00 / hr

- A7 Office Clerk – PT
 - Minimum \$ 9.00 / hr
 - Maximum..... \$ 16.00 / hr

B. COMMUNITY DEVELOPMENT DEPARTMENT

- B1 **-DEPARTMENT HEAD-** Community Development Director - FT
 - Minimum \$ 20.00 / hr
 - Maximum..... \$ 40.00 / hr

- B2 Community Development Deputy Director - PT\$ 100.00 / month
 - (a) Customary expenses shall be reimbursed, with Dept. Head approval.

- B3 Inspector: Building, Electrical, Carpentry, Plumbing – PT \$ 40.00 / per insp.

B4	Maintenance Worker – PT	Minimum \$ 8.00 / hr Maximum..... \$ 9.00 / hr
B5	Shuttle Bus Driver – PT	Minimum \$ 12.00 / hr Maximum..... \$ 15.00 / hr
B6	Administrative Office Clerk – FT	Minimum \$ 10.00 / hr Maximum..... \$ 24.00 / hr
B7	Administrative Office Clerk – PT	Minimum \$ 9.00 / hr Maximum..... \$ 17.00 / hr

C. PUBLIC WORKS DEPARTMENT

C1	-DEPARTMENT HEAD- Superintendent of Public Works	Minimum \$ 20.00 / hr Maximum..... \$ 40.00 / hr
C2	Assistant Superintendent of Public Works	PER CBA
C3	Equipment Operator / Public Works	PER CBA
C4	General Maintenance / Utility Worker – FT	PER CBA
C5	General Maintenance / Utility Worker – PT	PER CBA
C6	Public Works Employee Uniform Allowance	PER CBA

D. RECREATION DEPARTMENT

D1	-DEPARTMENT HEAD- Recreation Coordinator	Minimum \$ 17.00 / hr Maximum..... \$ 30.00 / hr
D2	Recreation Maintenance Worker - FT	Minimum \$ 12.00 / hr Maximum..... \$ 19.00 / hr
D3	Recreation Employee – PT	Minimum \$ 11.00 / hr Maximum..... \$ 15.00 / hr

E. FIRE DEPARTMENT

E1	-DEPARTMENT HEAD- Fire Chief (Non-Hourly Salaried Position)	\$22,600.00 / Annual
E2	Deputy Fire Chief	\$ 650.00 / Month + Hourly Rate

E3	Assistant Fire Chief	\$ 400.00 / Month + Hourly Rate
E4	Lieutenant	\$ 150.00 / Month + Hourly Rate
E5	Engineer	\$ 100.00 / Month + Hourly Rate
E6	Chief Engineer	\$ 25.00 / Month + Hourly Rate
E7	Fleet Maintenance Supervisor	\$ 25.00 / Month + Hourly Rate
E8	Fire Inspector	Minimum.....	\$ 11.00 / hr
		Maximum.....	\$ 17.00 / hr

E9 Firefighter / Day-Shift & Paid-on-Call

Firefighter	Base Rate	\$ 12.00 / hr
EMT-Basic (1 st year)	Base Rate	\$ 13.75 / hr
EMT-Basic (after 1 st year)	Base Rate	\$14.25/ hr
EMT-Paramedic (1 st year)	Base Rate	\$ 15.25/ hr
EMT-Paramedic (after 1 st year)	Base Rate	\$ 16.25 / hr
Medical Liaison / Officer	Additional	\$ 2.00 / hr
Divemaster	Additional	\$ 2.00 / hr

E10 Fire Department Sleep-In Program
 A five person shift, unless altered at the discretion of the Department Head.
 \$50 Stipend per night, plus calls, per person.

E11 State Certified Fire Officer Level I & II Additional \$ 5.50 / month

E12 Fire Department Secretary

(a) Permanent – PT	Minimum	\$ 11.25 / hr
	Maximum.....	\$ 14.00 / hr
(b) Permanent EMT-B – PT	Minimum	\$ 12.25 / hr
	Maximum.....	\$ 14.50 / hr
(c) Permanent EMT-P – PT	Minimum	\$ 13.75 / hr
	Maximum.....	\$ 15.00 / hr

E13 Fire Chief Vehicle Allowances

(a) **INSURANCE:** The Fire Chief’s personally owned vehicle shall be insured under the Village fleet auto policy to allow his/her vehicle to be designated as an emergency vehicle by the Winthrop Harbor Fire Department.

(b) **FUEL:** The Fire Chief shall be allowed two (2) tanks of gasoline per month in his personally owned vehicle. The Deputy Chief shall be allowed one (1) tank of gasoline every other month in his personally owned vehicle.

(c) **MAINTENANCE:** The Fire Chief shall receive an annual vehicle maintenance allowance on a reimbursement basis up to a maximum amount of five hundred dollars (\$500.00) for his personally owned vehicle.

E14 Fire Department Holiday Pay

Time and one-half will be paid to Fire Dept. employees for hours worked on the following holidays:

- (1) New Year’s Day
- (2) Fourth of July

- (3) Thanksgiving Day
- (4) Christmas Eve
- (5) Christmas Day
- (6) New Year's Eve
- (7) Labor Day
- (8) Memorial Day

E15 Fire Department Employee Lost Wages

The Village recognizes that Fire Department personnel are often employed full or part-time elsewhere. The Village of Winthrop Harbor provides worker's compensation insurance coverage which provides monetary benefits for time lost by an employee from other employment in conformance with the Illinois worker's Compensation Act.

F. POLICE DEPARTMENT

F1	DEPARTMENT HEAD – Police Chief & Health Officer	Minimum \$ 25.00 / hr Maximum..... \$ 50.00 / hr
F2	Deputy Chief	<u>Minimum.....\$ 25.00 / hr</u> <u>Maximum.....\$ 35.00 / hr</u>
F3	Sergeant – FT PER CBA
F4	Director of Police Administration – FT	Minimum \$ 15.00 / hr Maximum..... \$ 35.00 / hr
F5	Police Officer – FT PER CBA
F6	Police Officer – PT PER CBA
F7	Property Control Officer – FT or PT	Minimum \$ 15.00 / hr Maximum..... \$ 21.00 / hr
F8	Community Service Officer – FT or PT	Minimum \$ 8.25 / hr Maximum..... \$ 21.00 / hr
F9	Records Clerk - PT	Minimum \$ 8.25 / hr Maximum..... \$ 18.00 / hr
F10	Telecommunicator / Dispatcher – FT	Minimum (Start) \$ 14.00 / hr After Training \$ 15.00 / hr After Probation..... \$ 16.00 / hr Maximum..... \$ 27.00 / hr

(a) If the FT Telecommunicator/Dispatcher is also employed as a PT sworn Police Officer with the Winthrop Harbor Police Department, the "After Probation" hourly rate will mirror that which is found in the current PT Police Officer collective bargaining agreement (CBA), at the "1st Year of Service"

level. Thereafter the hourly rate will follow the CBA step increases for 2nd through 5th years of service.

F11 Telecommunicator / Dispatcher – P/T

Minimum (Start)	\$ 12.00 / hr
After Training	\$ 13.00 / hr
After Probation.....	\$ 14.00 / hr
Maximum.....	\$ 24.00 / hr

(a) If the PT Telecommunicator/Dispatcher is also employed as a PT sworn Police Officer with the Winthrop Harbor Police Department, the “After Probation” hourly rate will mirror that which is found in the current PT Police Officer collective bargaining agreement (CBA), at the “1st Year of Service” level. Thereafter the hourly rate will follow the CBA step increases for 2nd through 5th years of service.

F12 Dispatch Administrator Additional \$ 2.00 / hr

(a) The Dispatch Administrator shall be a full-time Telecommunicator/Dispatcher with a minimum of three years dispatch experience with the Winthrop Harbor Police Department.

F13 Police Department Employee Uniform Allowance

(a) All Sergeants, full-time Police Officers and part-time Police Officers shall receive the uniform allowance defined in the collective bargaining agreements applicable to those positions.

(b) All civilian employees shall receive a uniform allowance not to exceed \$400.00 in any fiscal year.

(c) The Chief of Police, Deputy Chief of Police and Director of Police Administration shall receive a uniform allowance not to exceed \$1,000.00 in any fiscal year.

(d) The employee shall be fully responsible for any and all income or other taxes that the federal or state government may levy on the value of uniforms so provided.

G. EMERGENCY MANAGEMENT AGENCY (EMA)

G1 EMA Director - FT or PT

Minimum	\$ 15.00 / hr
Maximum.....	\$ 25.00 / hr

G2 Maintenance Worker – FT or PT

Minimum.....	\$ 9.00 / hr
Maximum	\$12.00 / hr

G3 The following EMA management positions are appointed by the Village President, and fall within the duties of their employment positions with the Village of Winthrop Harbor, without additional compensation, except for as provided in Section G6 herein:

- (a) EMA Coordinator
- (b) EMA Assistant Coordinator
- (c) EMA Operations Manager

G4 The following EMA volunteer member positions are appointed by the Village President, without compensation, except for as provided in Section G6 herein:

- (a) EMA Supervisor
- (b) EMA Active officer
- (c) EMA Reserve Officer

G5 There shall be two classifications of EMA Officers, defined as follows:

- (a) EMA Active Officers shall be designated as such by EMA management, subject to compliance with the following criteria;
1. Must attend monthly group meetings. May not miss two consecutive meetings.
 2. Must attend scheduled training sessions. May not miss two consecutive training sessions.
 3. Must performed assigned maintenance duties no less than once each month.
 4. Must participate in scheduled deployments. May not miss two consecutive scheduled deployments.
 5. Must respond to emergency call-outs. May not decline two consecutive emergency call-outs with exception of such call-outs made when Officer is not available due to employment or due to being out of the area on business, vacation, etc.
 6. Must be (or become) CPR/AED certified within 90 days of appointment, and maintain such certification per required renewal periods.
 7. Must complete (or have completed) required federal NIMS courses within 60 days of appointment.
 8. EMA Active officers who are not compliant with this Section shall become EMA Reserve officers until such time compliance is restored and reappointment by management is made.

- (b) EMA Reserve Officers shall be designated as such by EMA management, subject to compliance with the following criteria;
1. Must attend a minimum of two monthly group meetings per year.
 2. Must attend a minimum of two scheduled training sessions per year.
 3. Must participate in a minimum of one scheduled deployment per year.
 4. EMA Reserve officers who are not compliant with this Section shall be removed from the unit.

G6 The Village of Winthrop Harbor recognizes that its volunteer EMA personnel typically are employed full-time or part-time elsewhere. The Village provides Worker's Compensation insurance coverage for said personnel, which provides monetary benefits in the event of an injury incurred while performing duties for the Village of Winthrop Harbor, when such injury results in time lost from other employment. This Worker's Compensation insurance is provided through and administered in accordance with the Illinois Worker's Compensation Act.**G7** EMA Call-Out & Deployment Allowance

- (a) Winthrop Harbor EMA members, with the exception of Reserve officers, shall receive a \$15.00 allowance for each response to an authorized EMA emergency call-out, and for participation in each EMA scheduled deployment, when such response or participation results in a minimum of one hour of time on-station.

- (b) Winthrop Harbor EMA members who are employed by the Village of Winthrop Harbor, and on-duty in their employment position, shall not receive the emergency call-out or scheduled deployment allowance in addition to their normal wage or salary. Employees shall receive the allowance for responses or deployments that occur during their off time, with the exception of Reserve officers.

- (c) Employees of the Village of Winthrop Harbor who are on-duty in their employment position shall only respond to an EMA emergency call-out with approval of their Department Head, and then only for the minimal time required to aide in the emergency until relieved by other arriving EMA personnel.

- (d) EMA emergency call-out and scheduled deployment allowances shall be paid in arrears on a periodic basis, subject to proper documentation and submission per current procedure, and subject to approval by the EMA Coordinator.

G8 EMA Expense Reimbursements

- (a) Winthrop Harbor EMA members shall be reimbursed for travel, lodging and meal expenses incurred as a result of participation in regional or State EMA functions. Such reimbursements shall be

made on a usual and customary basis when properly documented and submitted per current procedure, and are subject to Section G7(d) herein.

(b) There shall be no travel, lodging or meal expense reimbursements for participation in local Winthrop Harbor EMA meetings or training events.

(c) Winthrop Harbor EMA members shall be reimbursed for materials and equipment purchased with personal funds for the general use of Winthrop Harbor EMA (not including personal uniform items or equipment). Such reimbursements required original receipts and submission per current procedure, and are subject to Sec. G7(d) herein.

(d) Expense reimbursements defined herein shall be made only when pre-approved by the EMA Coordinator or Assistant Coordinator, and such pre-approvals shall be made only when the expenses fall within the then-current EMA budget.

H. GENERAL PROVISIONS

H1 Pay Periods and Overtime

The Village issues paychecks bi-weekly. Overtime is calculated based upon a standard 40-hour work week with the exception of the Police Department. The Police Department overtime is calculated based upon an 80 hour pay period.

H2 Rate Review

(a) The rate of pay for each position shall be between the Minimum and Maximum levels. Merit increases will be determined through performance reviews. Department Heads are responsible for recommending salary adjustments to the Mayor and Board of Trustees for approval.

(b) Merit increases will be considered on an annual basis, commencing at the beginning of the fiscal year.

(c) For employees on a step merit increase system the increase will be considered on an annual basis on the employee's anniversary date or last promotion date.

H3 Position Rates

(a) **MINIMUM RATE** – The Minimum rate of pay for an employee in this position. This rate of pay represents compensation for the lowest acceptable performance in this position. It is also appropriate for a new or probationary employee.

(b) **MAXIMUM RATE** – The Maximum rate of pay for an employee in this position. This rate of pay represents the maximum compensation for performance beyond that expected of an experienced, competent, productive employee in this position.

(c) **STEP RATE** – The set rate of pay for an employee in this position. This rate of pay represents the maximum compensation the employee will receive for performance beyond that expected of an experienced, competent, productive employee in this position.

H4 Village Uniform Performance Appraisal

(a) Performance reviews should be completed for each employee by March 1st for employees that receive merit increases commencing on a fiscal year basis. For employees who receive step merit increases, their performance review should be completed sixty days prior to their anniversary date or last promotion date.

(b) The performance reviews should be discussed with the employee in person by the Department Head / Supervisor. Each performance review form should be signed by the employee at the time of the review. Appropriate comments by either party should be noted on the review form.

(c) If the performance review identifies serious and unacceptable performance issues, a written report should be submitted by the Department Head along with the review form. Such reports should be signed by the employee concerned, signifying that the employee understands the situation and the recommendations being forwarded to the Mayor and Board of Trustees.

(d) Performance reviews for Department Heads shall be as above except that it shall be prepared by the appropriate Committee Chairperson and approved by the mayor and Board of Trustees.

H5 New Employees - (Full-time and Part-Time)

(a) A probationary period of one year from the hire date shall exist for new employees in order to evaluate performance and satisfaction being acceptable to the Village as well as the new employee.

(b) A 90 day and 180 day performance review schedule should be established by the Department Head / Supervisor for each new employee. Each performance review shall be conducted in a professional manner using the approved standard performance review form. Each form must be signed by both parties and submitted to the Mayor and Board of Trustees with any appropriate recommendations for consideration.

(c) All prospective employees shall be required, at the Village's expense, to undergo a complete physical examination by a licensed physician of the Village's choice prior to appointment. In addition, all prospective employees shall submit to a chemical dependency screening, if requested to do so, and agree to permit the release of the results from such examinations, screenings and/or tests to the Village.

(d) In the event that a part-time employee converts to a full-time employee the Department Head may, at their discretion, institute a new probationary period and/or require a new physical examination and/or chemical dependency screening as defined in herein. This will be done with the advise and consent of the Board of Trustees.

H6 Full-Time Employee Defined

(a) For purposes of this Wage Policy Ordinance and the provisions herein, employees are considered full-time if they have worked more than 30 hours each week during the three previous calendar months.

(b) For purposes of the federal Affordable Care Act and the provisions thereof, employees who work 130 or more hours during a calendar month are considered full-time.

(c) In the event the federal government revises the Affordable Care Act in terms of number of hours and/or time period, Section H6(b) of this Wage policy Ordinance shall be revised accordingly to maintain compliance with federal law.

H7 Tuition Reimbursement

(a) Fees for strictly job related coursework or training taken at the employee's discretion and with his/her Department Head's approval will be reimbursed when satisfactorily completed (a grade of "C" or better).

(b) The maximum amount of this reimbursement, per employee, per fiscal year, is \$750.00, after any other compensation has been deducted.

(c) Expenses must be budgeted by the Department Head and employee must provide proof of final grade.

H8 Mileage Reimbursement

Subject to the Department Head's prior approval, employees may be reimbursed for employment related mileage expenses at the current IRS standard rate per mile.

H9 Elected Officials

Elected Village officials shall be reimbursed for expenses incurred as a result of attendance to Village affairs, and/or involvement with individuals, organizations and committees in their capacity as a Village official. Reimbursement shall include expenses related to local travel for Village business, meetings, conferences, etc., in the Lake and Kenosha County areas, minor luncheon expenses for the elected official and a guest of the Village, and for the purchase of minor supplies and other miscellaneous expenses. A properly completed and approved expense reimbursement statement is required.

H10 Holiday Benefit

(a) Full-time Police Officers, Police Sergeants, part-time Police Officers and full-time employees of the Public Works Department shall receive the Holiday Benefits defined in their respective collective bargaining agreements, which for those employees supersede the Holiday Benefits defined in this Section.

(b) Fire Department employees shall receive the Holiday Benefits defined in Section One-E of this Wage Policy, which for those employees supersedes the Holiday Benefits defined in this Section.

(c) Full-time Village employees who are not members of a collective bargaining unit shall be paid eight (8) hours of Holiday Benefit at straight time for each of the Holidays listed in the table below. Such full-time employees, with exception of Telecommunicators, shall be scheduled off when the listed Holiday falls on their regularly scheduled work day. When this is the case, the full-time employee will receive their Holiday Benefit pay as part of their regular pay for the pay period in which the listed Holiday falls.

(d) Full-time Police Department employees whose regular work shift falls on a listed Holiday may request one of the following two options in lieu of working on the Holiday:

1. Take the Holiday off with pay
2. Bank the 8 benefit hours for use at a later date (take a later date off with pay)

Requests for these options must be made no less than four weeks in advance and are subject to approval by the Chief of Police or his designee.

(e) Full-time employees of the Community Development, Recreation and Administration Departments, when called-in to work on a listed Holiday, shall be paid at one and one half (1-1/2) times their regular rate, in addition to the straight rate Holiday Benefit.

(f) Full-time employees of the Police Department, when scheduled to work on a listed Holiday or when called-in to work on a listed Holiday, shall be paid at one and one half (1-1/2) times their regular rate, in addition to the straight rate Holiday Benefit.

(g) Part-time employees of the Police Department receive no Holiday Benefit for listed Holidays on which they do not work. When part-time Police Department employees are scheduled to work on a listed Holiday, or are called-in to work on a listed Holiday, they shall be paid at a rate of one and one half (1-1/2) times their regular rate.

(h) If a village employee works a shift which begins on a listed Holiday, the employee will be paid at one and one half (1- ½) times their regular rate for the entire shift, including any authorized and approved extension thereof.

(i) If a village employee works a shift which begins on a date other than a listed Holiday, the employee will be paid at his/her regular rate for the entire shift, including any authorized and approved extension thereof, and including any portion of the shift or extension which may literally fall on the listed Holiday date.

(j) For all Departments with the exception of Police, the Holiday Benefits shall apply to the Friday prior to listed Holidays which fall on a Saturday, and to the Monday following listed Holidays which fall on a Sunday. For the Police Department, the Holiday Benefits shall apply to the actual dates of the listed Holidays.

(k) Following are the listed Holidays applicable to this policy:

1. New Year's Eve day	7. Independence Day
2. New Year's Day	8. Labor Day
3. Martin Luther King Day	9. Thanksgiving Day
4. President's Day	10. Day after Thanksgiving
5. Good Friday	11. Christmas Eve Day
6. Memorial Day	12. Christmas Day

H11 Personal Day Benefit

(a) All full-time employees will be allowed two 8-hour paid personal days per year. Such personal days may not be taken without prior approval by the Department Head.

(b) New employees shall not be awarded personal days until they have completed their probationary period.

(c) Personal days must be taken within the year in which entitled and do not roll over or accumulate.

H12 Family Medical Leave Act (FMLA)

The Village adheres to the federal Family Medical Leave Act.

H13 Bereavement Benefit

Per Collective Bargaining Agreements.

H14 Vacation Benefit and Compensatory Time

(a) Vacation eligibility for all full-time employees will be on the anniversary date of the year in which the stated service requirements are met, except for probationary employees.

Over 1 year of service	5 days vacation
Over 2 years of service.....	10 days vacation
Over 3 years of service	11 days vacation
Over 4 years of service.....	12 days vacation
Over 5 years of service.....	13 days vacation
Over 6 years of service.....	14 days vacation
Over 7 years of service.....	15 days vacation
Over 8 years of service.....	16 days vacation
Over 9 years of service.....	17 days vacation
Over 10 years of service.....	18 days vacation
Over 11 years of service.....	19 days vacation

Over 12 years of service.....	20 days vacation
Over 13 years of service.....	21 days vacation
Over 14 years of service.....	22 days vacation
Over 20 years of service.....	25 days vacation

(b) Probationary employees are not eligible for vacation time until they successfully complete their probationary period.

(c) Vacation days must be taken in the year when entitled.

(d) After completing two years of service, employees may be monetarily reimbursed for up to one-half of their accrued, unused vacation time annually. Such reimbursements may occur once each year only, and are subject to approval by the Department Head.

(e) Compensatory hours must be taken off, with pay, and cannot accumulate more than 60 hours unless at the Department Head’s discretion.

(f) Vacation and Compensatory time off must be scheduled in advance and be approved by the Department Head.

(g) Vacation Benefit time does not accrue while an employee is receiving disability compensation fully or partially funded by the Village. Upon return to active work status, eligibility for the Vacation Benefit is restored and vacation days due the employee shall be calculated on a pro-rata basis at that time. All prorating will be calculated on the basis of the number of full weeks of disability.

(h) Restored eligibility includes vacation allowance which would have normally expired during the last ninety days of disability. Any vacation allowance so restored must be taken within ninety days of return to active work status, or be forfeited.

(i) Compensatory time accrued is frozen for the first ninety days of disability. After ninety days of disability compensatory time accrued shall be paid to the employee to supplement disability compensation. Payments diminish accrued compensatory time by the amount paid by the Village, converted to hours at the employee’s normal, full base rate of pay.

(j) Extenuating circumstances may justify extension of the above time limits for scheduling vacation and compensatory time. This determination shall be made by the Department Head, or in the case of Department Heads, by the Mayor.

(k) Vacation and compensatory time off shall be fully exhausted by time off with pay prior to retirement.

(l) In the case of voluntary dismissal, vacation and compensatory time outstanding shall be paid in lieu of time off. In the case of involuntary termination unused vacation time is forfeited and compensatory time shall be paid in lieu of time off.

H15 Overtime

(a) All employees, with exception of the Police Department, shall receive overtime compensation for earned hours in excess of 40 hours in one work week. Police Department employees shall receive overtime compensation for earned hours in excess of 80 hours per pay period.

(b) Compensation rate shall be 1-1/2 times the prorated hourly rate or 1.5 compensatory hours per hour worked.

(c) In the event of an emergency call-out, all called employees shall receive a minimum of 2 hours per call. If the excess hours fall on a Sunday or holiday and require a full department call-out, the compensation rate shall be 2 times the prorated hourly rate or 2 compensatory hours per hour worked. The choice of compensation rate shall be made by the Department head.

H16 Earned Hours

For the purpose of overtime computation, earned hours include all hours paid including hours paid as worked, vacation, holiday, sick, jury duty and compensated family leave.

H17 Work Week

The work week begins at 12:01 a.m. Monday.

H18 Sick Pay Benefit and Paid Bonus Time

(a) Full-time employees will accrue a sick pay benefit of eight (8) hours per month. Unused sick pay benefit time may be accumulated up to a maximum of 1,920 hours. Requests for sick leave under conditions set forth below must be accompanied by a physician's statement acceptable in form to the Village;

1. Greater than three consecutive work shifts
2. Greater than 48 total hours per 12 month period
3. For work shifts scheduled before or after a holiday or vacation day

(b) New employees are not eligible for the sick pay benefit during their first three months of employment, however the benefit will continue to accrue during this period.

(c) The employee is not eligible to use the sick pay benefit to supplement any benefits received by the employee from any source.

(d) Employees on sick leave are assumed to be at home or hospitalized and are subject to contact from the Department Head for verification. Any other use or misuse shall constitute grounds for discipline, up to and including dismissal.

(e) Full-time employees who have not used any sick pay benefits during one or more of the qualifying periods listed below shall be awarded 8 hours of paid Bonus Time benefit for each qualifying period, to a maximum of 24 hours of accrued paid Bonus Time benefit per year.

(f) Sick pay accrues only when an employee is actively working on his or her job, and as such, no sick pay shall accrue at any time when the employee is off work for any reason other than a scheduled vacation, compensatory time off, Village-wide holiday or allowed personal day.

Qualifying Periods:

1. January 1st through April 30th
2. May 1st through August 31st
3. September 1st through December 31st

(g) Such awards of paid Bonus Time benefits shall be awarded on the pay date first following the closing date of each qualifying period.

(h) The sick pay benefit may be used under the following conditions only;

1. Illness of the employee
2. Injury of the employee (not work-related)
3. Employee caring for his/her ill or injured child
4. Medical appointment for employee

(i) Sick pay benefits may never be "cashed out" or converted to compensation of any kind in the absence of any of the conditions defined in Section H18(g).

H19 Worker's Compensation

The village provides worker's compensation benefits as provided for in the Illinois Worker's Compensation Act through a fully funded insurance policy for all employees. Additionally, the Village complies with all State and/or Federal laws and regulations regarding additional funds required to be paid for Police and Fire personnel.

H20 Jury Duty

Full-time employees shall be compensated for time spent on jury duty at their normal rate of pay. Any compensation received from any other source for these services must be surrendered to the Village. The employee is required to report to the Department Head on all normally scheduled days that he/she is released from active jury duty selection.

H21 Death Benefit

Death benefit for full-time employees is one month's pay. This benefit shall be considered cumulative of any benefits the deceased or survivors may have under the Illinois Worker's Compensation Act.

H22 Health and Disability Insurance

(a) Full-time employees have available group hospital, major medical and disability insurance coverage, with the Village paying the premiums, or portions thereof, as follows:

1. For employee only, Village pays 100% of group health insurance premiums.
2. For employee's dependents, Village pays 75% and employee pays 25% of group health insurance premiums. The Village grants a one-time, one-year reprieve from the 25% premium contribution required from employees with the +children, +spouse or +family plans. This reprieve is applicable to premiums paid for the plan period of April 1, 2015 through March 31, 2016 only.
3. For employee and dependents, Village pays 100% of group dental insurance premiums.
4. For employee only, Village provides disability insurance coverage for non job-related disability. This benefit begins after the seventh calendar day of disability (accident, sickness or pregnancy) and continues for 26 weeks. The amount of the benefit is 70% of gross weekly salary with a \$350.00 per week maximum limit.

(b) Persons retiring from the employment of the Village of Winthrop Harbor may continue their health insurance coverage through the Village's group plan. The cost for such coverage shall be borne solely by the retiring employee. The Village shall collect the premium cost for coverage in a prepaid monthly, quarterly, semi-annual or annual manner.

H23 Eye Glasses / Corrective Lenses Reimbursement

(a) The Village will contribute a maximum of \$200.00 per calendar year towards the purchase of prescription eyeglasses and/or contact lenses for full-time employees. Such contributions shall be made at such time as it is determined by a qualified examination that the employee's prescription has changed significantly enough to warrant new eyeglasses or work related damage requires replacement.

(b) The cost of said qualified examination will be the responsibility of the employee.

H24 Harassment

(a) The Village of Winthrop Harbor's policy is to prevent and prohibit discriminatory abuse and sexual or racial harassment in any form, either physical or verbal. Sexual harassment includes any unwelcome sexual advances or request for sexual favors or any sexual conduct request explicitly or implicitly as a condition of employment consistent with the Illinois Compiled Statutes, Chapter 775, Section 5/2-101(E). Racial, ethnic, age or religious harassment includes using derogatory or degrading jokes, comments or labels.

(b) Department Heads are responsible for ensuring that no form of sexual, racial, ethnic, or religious harassment occurs in their area of supervision. They should remain alert to any harassment that may be occurring in their areas and take immediate steps to stop it. If a subordinate indicates that he or she has been subjected to such harassment, the Department Head should investigate the situation, take whatever corrective action is needed, and report the matter in writing to the Mayor.

H25 Payroll Deductions

(a) The Village will deduct insurance premiums and such other routine expenses or contributions as the employee may request in writing. The Village shall also deduct such other amounts as may be required by Federal or State law, or by order or judgment of any court. Such deductions shall be made from the employee's gross wages, and in the event his or her wages are insufficient in any pay period to fully pay any and all such deductions, the employee shall promptly remit sufficient funds to the Village to cover such deductions.

(b) For the purpose of this provision, "wages" do not include any payments, checks, drafts or other monetary influx coming from any source other than directly from the Village's payroll account.

H26 Village Vehicle Use Policy

- a) The Village recognizes that there is justification for certain employees to take Village-owned Vehicles home from work, including such factors as ensuring ready availability of the employee for emergency situations. Additionally, the Village's insurer has raised certain issues and has requested that certain provisions be included within this policy in order to fully comply with all reasonable conditions, limitations and provisions of that insurance policy. To balance the interests of the public in the conservation of Village resources and tax dollars with these factors, the Village adopts a standard vehicle policy that is intended to serve as the final expression of the Village on the matters set forth herein.
- b) The use of any village vehicle shall be strictly for official government use in the performance of the employees' jobs, or for such uses as are specifically allowed under this section.
- c) No employee shall use any village vehicle for personal use.
- d) No employee shall use any village vehicle in connection with any other job, business or commercial enterprise.
- e) Only specifically authorized employees may operate any village vehicle. Such specified employee shall not permit any other person to operate a village vehicle unless that person is also an employee specifically authorized to operate that vehicle.
- f) The Village's "zero tolerance policy" prohibiting the operation of any vehicle or equipment with any trace of alcohol within the employee's system or while the employee is under the influence of any illicit drug or function-impairing prescription medication shall be strictly obeyed and enforced.
- g) All employees operating village vehicles shall obey all traffic laws of the State of Illinois and the ordinances of this village except when operating during emergency situations pursuant to the guidelines applicable to emergency responders. That means that in ordinary operations:
 - a. all persons in village vehicles will wear seatbelts at all times;

- b. drivers shall not text or use hand-held cell phones unless parked;
 - c. drivers shall obey all speed limits;
 - d. drivers shall obey all rules of the road.
- h) No village vehicle shall be used to pull trailers or other outboard accessories unless the vehicle is specifically designed for that purpose and the trailer or outboard accessory is being moved from place to place or is being used for specific village business. By way of example and not limitation, attaching snowplows or trailers to dump trucks (for moving tractors or lawnmowers from location to location for maintenance purposes) are specifically permitted whereas attaching a trailer to a police vehicle to move a personal garden tractor would not be.
- i) Employees allowed to take village vehicles home with them shall be required to strictly adhere to the following provisions and regulations:
- 1. The vehicles shall be used only for commuting directly to and from the Village and the employee's home;
 - 2. All vehicles shall be returned to the village when the employee is on vacation for three (3) or more consecutive days, unless the vehicle is assigned to him or her for his or her exclusive use and would not be used or needed by any other officer or village employee, in which case, the vehicle may not be used for vacation purposes, but may be parked either at the employee's home or returned to the village;
 - 3. The employee shall keep the vehicle in presentable condition, with no personal items stored therein, no food wrappers or drink containers, etc.
- j) Any employee involved in any collision involving a village-owned vehicle shall promptly report the same to his or her supervisor, or if the employee is a department head, to the Mayor and Clerk. Promptly, in this setting, shall mean as soon as practical, and not later than noon the next business day.
- k) Any employee receiving a traffic citation while operating a village-owned vehicle shall promptly report the same to his or her supervisor, or if the employee is a department head, to the Mayor and Clerk. Promptly, in this setting, shall mean as soon as practical, and not later than noon the next business day.
- l) The employees who shall be allowed to take vehicles home shall be as follows:
- 1. The Chief of Police;
 - 2. The Director of Police Administration / Communications Supervisor;
 - 3. Full time police detectives;
 - 4. Part time police detectives, but only if on call in this assignment for one full week at a time;
 - 5. Any police officer while he or she is assigned to canine duty;
 - 6. The Director of Planning, Zoning and Economic Development;
 - 7. The Superintendent of Public Works;
 - 8. The Fire Chief;
 - 9. The Fire Department Duty Chief;
 - 10. The EMA Director.
- m) With respect to the vehicles in the possession of the Chief of Police, Director of Police Administration, Fire Chief and Superintendent of Public Works, it is expressly understood and acknowledged that they remain on call at all times when they are not out of the area or on vacation, and as such, any use of their assigned vehicles while they are on duty or on call is expressly permitted hereunder.

- n) No deviations from this policy may be allowed by any person. Any request for a deviation must be approved by a majority of the Village Board and Mayor.
- o) In addition to the foregoing, the Village recognizes that from time to time, employees may need to use personal vehicles for official performance of the governmental job duties. In such events, the Village shall reimburse the employee for the use of the vehicle at the rate that is then set as the standard rate by the Internal Revenue Service of the United States, which will be kept posted in Village Hall. All such use of personal vehicles must be approved in advance by the Department Head, or, if the employee is a Department Head, by the Trustee over that department, or in his or her absence, the Mayor.

SECTION II: Any section of the prior Compensation and Benefit Ordinance in conflict with this Ordinance is hereby repealed.

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

SECTION IV: This Wage Policy ordinance is intended to provide general wage and employment policies for village employees, but is not intended to supercede, alter or affect in any way any provision of any collective bargaining agreement. Additionally, nothing in this ordinance is intended to extend the provisions of any collective bargaining agreement to any employee other than the employees specifically covered by the provisions of such agreement or agreements. For that reason, if any provision of this ordinance conflicts with any provision of any current collective bargaining agreement relative to a covered employee, the provisions of the collective bargaining agreement shall govern that employee's wages, benefits and other employment relationships in all respects stated in that agreement.

PRESENTED, PASSED AND APPROVED at the regular meeting of the Board of Trustees of the Village of Winthrop harbor held on the 6th day of September 2016.

APPROVED:

ROBERT D. LOY
MAYOR

ATTEST:

JULIE A. RITTNHOUSE
INTERIM VILLAGE CLERK

AYES:

NAYS:

PASSED:

ABSENT:

FIRST READING:

SECOND READING:

ORDINANCE PASSED: May 5, 2015