

VILLAGE OF DOWNERS GROVE
Report for the Village
10/20/2020

SUBJECT:	SUBMITTED BY:
Personnel Manual Updates	Enza Petrarca Village Attorney

SYNOPSIS

A resolution has been prepared to approve updates to the Employee Administrative Rules (Personnel Manual).

STRATEGIC PLAN ALIGNMENT

The goals for 2019-2021 include *Exceptional Municipal Services*.

FISCAL IMPACT

N/A

RECOMMENDATION

Approval on the October 20, 2020 Consent Agenda.

BACKGROUND

From time to time, revisions to the Village's Personnel Manual are necessary in order to, among other things, respond to changes in State and federal laws and to mirror current personnel practices within the organization. The proposed revisions being presented for consideration include the following:

- **4.1 Holiday** – added Martin Luther King Jr. Day as a Village holiday;
- **4.2 Vacation Accrual** – adjusted vacation accrual rates for non-bargaining Fire Department personnel working 24/48 schedule to achieve internal comparability.

ATTACHMENTS

Resolution
Personnel Manual Amendments



Village of Downers Grove

Official Village Policy Approved by Village Council

Description:	Employee Administrative Rules	
Res. or Ord. #:	Res. 2020-23	Effective Date: 6/9/2010/20/20
Category:	Human Resources	
	New Council Policy	
		6/9/20; 12/11/18; 01/09/18; 12/02/14; 07/07/09; 11/20/07; 04/17/01; 11/29/93
	<input checked="" type="checkbox"/> Amends Previous Policy Dated:	
	Description of Previous Policy (if different from above):	

RESOLUTION NO. ____

A RESOLUTION AMENDING THE EMPLOYEE ADMINISTRATIVE RULES AND REGULATIONS OF THE VILLAGE OF DOWNERS GROVE, ILLINOIS

WHEREAS, the Village Manager has heretofore issued Employee Administrative Rules and Regulations; and

WHEREAS, the Village Council of the Village of Downers Grove, has heretofore approved these Employee Administrative Rules and Regulations; and

WHEREAS, it has been recommended by the Village Manager that an comprehensive amendment to these Employee Administrative Rules and Regulations be adopted by deleting the existing Rules and Regulations in their entirety and substituting in their place a new Village of Downers Grove Personnel Manual, dated June 9, 2020 October 20, 2020.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That the existing Employee Administrative Rules and Regulations be and are hereby amended by substituting in their place, and in their entirety, the Village of Downers Grove Personnel Manual, dated June 9, 2020 October 20, 2020, a copy of which is attached hereto as Exhibit 1.
2. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

3. That this Resolution shall be in full force and effect from and after its passage as provided by law.

Robert T. Barnett, Mayor

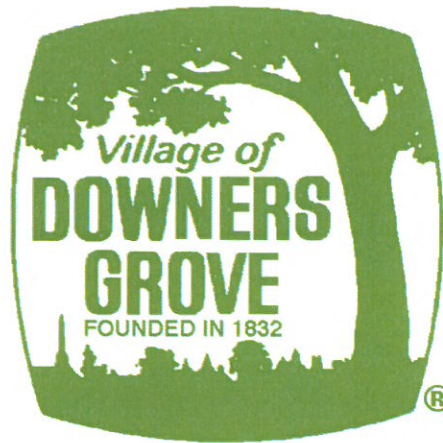
Passed:

Attest: Megan Miles, Village Clerk

| 1:\mw\policy\Cou-Pol\HR Employee Administrative Rules - ~~final-06-09-20~~draft-10-20-20

VILLAGE OF DOWNERS GROVE

PERSONNEL MANUAL



Revised ~~6/9/2020~~10/20/20

SECTION 4 - PAID LEAVE

4.1 Holidays

Except for employees covered by any collective bargaining agreement, or as otherwise provided in any written employment agreement, the following provisions shall govern paid holidays by the Village. Holiday benefits for employees covered by any collective bargaining or written employment agreement shall be as set forth in such agreements. Res. 2014-77 (12/2/14)

4.1.1 Holidays - General

The following holiday benefit program shall apply to all full-time employees, except temporary employees, and those employees in the employment positions described in sections 4.1.2, 4.1.3, and 4.1.4 below:

- a. Full-time employees are eligible for the following paid holidays - Res. 74-52 (10/21/74):
 - ~~1.~~ New Year's Day
 - ~~1-2.~~ Martin Luther King Jr. Day
 - ~~2-3.~~ Memorial Day
 - ~~3-4.~~ Independence Day
 - ~~4-5.~~ Labor Day
 - ~~5-6.~~ Thanksgiving Day
 - ~~6-7.~~ Day after Thanksgiving
 - ~~7-8.~~ Christmas Day
 - ~~8-9.~~ Floating Christmas Holiday
- b. All paid holidays shall be on the basis of eight (8) hours at such employee's regular rate of pay.
- c. In addition to the holidays listed in subsection (a) above, employees on full-time employment status are entitled to sixteen (16) hours of paid time off, which is referred to as floating holiday time. Provided, that employees hired after July 1 of any year shall not be entitled to any floating holiday time for that year. Employees engaged in completing an initial qualification period for a full employment status position are not eligible to take annual floating holiday time until after six (6) months of continuous service. Actual use of the floating holiday time is subject to the scheduling approval of the employee's supervisor, and must be taken within the calendar year. Employees shall not be allowed to carry over the floating holiday time from one calendar year to the next. Res. 86-35 (12/1/86); Res. 88-41 (8/29/88).
- d. All non-exempt employees who work on a designated holiday shall be paid at the rate of time and one-half (1½) times their regular rate of pay for the day.
- e. Except for departments normally scheduled to work on Saturdays or Sundays, when a holiday falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, it shall be observed on the following Monday. Res. 74-52 (10/21/74).
- f. When a holiday falls within an employee's vacation period, the employee shall be paid for the holiday and that day shall not be charged against the employee's vacation balance. Res. 74-52 (10/21/74).
- g. The floating Christmas holiday will be determined at the beginning of each calendar year by the Manager. Res. 86-35 (12/1/86).

Res. 94-22 (6/6/94)

4.1.2 Holidays - 24/48 Schedule

4.1.2 Holidays - 24/48 Schedule

The following holiday benefit program shall apply to full-time, non-temporary employees on a 24/48 schedule - Res. 74-52 (10/21/74); Res. 79-35 (8/13/79); Res. 94-22 (6/6/94):

- a. An employee on a 24/48 schedule is entitled to twelve (12) hours of paid time off as their holiday time for each of the following holidays:

1. New Year's Day
- 1-2. Martin Luther King Jr. Day
- 2-3. Memorial Day
- 3-4. Independence Day
- 4-5. Labor Day
- 5-6. Thanksgiving Day
- 6-7. Day after Thanksgiving
- 7-8. Christmas Day
- 8-9. Floating Christmas Holiday

- b. In addition to the holidays listed in subsection (a) above, employees on a 24/48 schedule are entitled to twenty-four (24) hours of paid time off, which is referred to as floating holiday time. Provided, employees assigned to a 24/48 schedule after June 1 of any year shall only be entitled to twelve (12) hours of floating holiday time and employees assigned to a 24/48 schedule after December 1 of any year shall not be entitled to such floating holiday time for that year.
- c. Holiday time as provided herein shall be available for use at any time in the calendar year. Actual use of holiday time under this section is subject to the scheduling approval of the Fire Chief.
- d. In the event an employee commences or ceases working a 24/48 schedule during a calendar year, such employee's holiday time shall be adjusted by deducting holiday time for any holiday listed in subsection (a) which precedes such commencement or follows such cessation. Appropriate credits and deductions shall be made for an employee who ceases working a 24/48 schedule during the calendar year.

4.1.3 Holidays - Shift Position

The following holiday benefit program shall apply to full-time, non-temporary employees who have been assigned to a shift position. Res. 74-52 (10/21/74); Res. 94-22 (6/6/94):

- a. An employee assigned to a shift position is entitled to eight (8) hours of paid time off as their holiday time for each of the following holidays:

1. New Year's Day
- 1-2. Martin Luther King Jr. Day
- 2-3. Memorial Day
- 3-4. Independence Day
- 4-5. Labor Day
- 5-6. Thanksgiving Day
- 6-7. Day after Thanksgiving
- 7-8. Christmas Day
- 8-9. Floating Christmas Holiday

- b. In addition to the holidays listed in subsection (a) above, employees assigned to a shift position are entitled to sixteen (16) hours of paid time off, which is referred to as floating holiday time. Provided, employees assigned to a shift position after June 1 of any year shall only be entitled to eight (8) hours of floating holiday time and employees assigned to a shift position after December 1 of any year shall not be entitled to such floating holiday

time for that year.

- c. Holiday time as provided herein shall be available for use at any time in the calendar year. Actual use of holiday time under this section is subject to the scheduling approval of the employee's Director or his/her designee.
- d. In the event an employee commences or ceases working in a shift position during a calendar year, such employee's holiday time shall be adjusted by deducting holiday time for any holiday listed in subsection (a) which precedes such commencement or follows such cessation. Appropriate credits and deductions shall be made for an employee who ceases working in a shift position during the calendar year.

4.1.4 Holidays - Part-Time Employees

The following holiday benefit program shall apply to non-temporary, part-time employees:

- a. Part-time employees shall receive four (4) hours holiday compensation at such employee's regular rate of pay for the following paid holidays:

- ~~1.~~ 1. New Year's Day
- ~~1-2.~~ 1-2. Martin Luther King Jr. Day
- ~~2-3.~~ 2-3. Memorial Day
- ~~3-4.~~ 3-4. Independence Day
- ~~4-5.~~ 4-5. Labor Day
- ~~5-6.~~ 5-6. Thanksgiving Day
- ~~6-7.~~ 6-7. Day after Thanksgiving
- ~~7-8.~~ 7-8. Christmas Day
- ~~8-9.~~ 8-9. Floating Christmas Holiday

- b. In addition to the holiday compensation set forth in subsection (a) above, part-time employees shall be paid at a rate of one and one half (1½) times such employee's normal rate of pay for hours of actual work on the holidays. Res. 81-46 (7/6/81); Res. 94-22 (6/6/94); 98-46 (8/3/98); Res. 2014-77 (12/2/14).

4.2 Vacation

Except for employees covered by any collective bargaining agreement, or as otherwise provided in any written employment agreement, the following provisions shall govern paid vacation by the Village. Vacation benefits for employees covered by any collective bargaining or written employment agreement shall be as set forth in such agreements. Res. 74-52 (10/21/74); Res. 79-35 (8/13/79); Res. 80-38 (6/16/80); Res. 2014-77 (12/2/14).

4.2.1 Eligibility for Vacation

Except as noted below, only employees on full employment status are eligible for vacation time with pay. Employees completing the initial qualification period for a full employment status position may be eligible for vacation time with pay upon the approval of the Director or the Manager, as the case may be. A promotional or transfer appointee shall be eligible for vacation time with pay, regardless of the qualification period. Res. 86-35 (12/1/86); Res. 2014-77 (12/2/14).

4.2.2 Vacation Accrual Schedule

Unless otherwise covered by a collective bargaining agreement, effective January 1, 2015, vacation shall be accrued each pay period based upon the following schedule:

<u>Consecutive Employment</u>	<u>Vacation Accrual by Pay Period</u>	<u>Annualized Vacation Accrual</u>	<u>Fire Department 24/48 Schedule</u>
Beginning Employment	3.08 hours	80 hours	120 hours
After four years	4.62 hours	120 hours	180 hours
After eleven years	5.54 hours	144 hours	216 hours
After twelve years	5.85 hours	152 hours	228 240 hours
After thirteen years	6.15 hours	160 hours	240 264 hours
After fifteen years	6.46 hours	168 hours	252 288 hours
After twenty years	6.92 hours	180 hours	270 336 hours

Res. 74-52 (10/21/74); Res. 76-51 (6/28/76); Res. 80-38 (6/16/80); Res. 81-38 (6/8/81); Res. 92-6 (2/10/92); Res. 2014-77 (12/2/14).

4.2.3 Exempt Employee Vacation Bonus

- a. Generally, it is anticipated that exempt employees will work in excess of eighty (80) hours (one hundred twelve (112) hours for exempt employees on 24/48 schedule) per bi-weekly pay period. When situations and events occur, planned or unplanned, which do not fit into the normal work day, it is expected that exempt employees work reasonable extra time to accomplish the task or assignment. Due to this expectation, exempt employees shall accrue five (5) days (forty (40) hours for general exempt employees, one hundred ninety two (192) hours for exempt employees on 24/48 schedule) of additional vacation paid leave annually. This additional vacation leave shall be accrued each pay period on the same basis as regular vacation leave as provided in section 4.2.2. The time taken shall be scheduled and taken as vacation leave with the approval of the exempt employee's supervisor.
- b. Each calendar year, budget permitting, exempt employees may designate up to forty (40) hours of accrued vacation time (sixty (60) hours for exempt employees on a 24/48 schedule) to be exchanged for payment, provided that such exchange shall not cause an employee's accrued vacation time to be reduced below eighty (80) hours (one hundred twenty (120) hours for exempt employees on a 24/48 schedule). Such designation for payment must be made in writing and received by the Human Resources Director no later than October 1 of each year. Any payment made shall be based on the then current bi-weekly salary.

Res. 2009-110 (12/1/09); Res. 2014-77 (12/2/14).

4.2.4 Scheduling Vacations

Vacation periods for employees shall be scheduled in advance and approved by the Director or his/her designee, taking into consideration the departmental work load and the needs and demands of the Village. Vacation periods for Directors shall be scheduled in advance and approved by the Manager, taking into consideration the needs and demands of the Village. Res. 74-52 (10/21/74); Res. 76-51 (6/28/76).

4.2.5 Accumulation of Vacation Time - Limitation

Employees shall be allowed to carry over up to, but not more than, one hundred sixty (160) hours [two hundred forty (240) hours for Fire Department employees on 24/48 schedule] of accumulated vacation from year to year, as time determined from the end of the first pay period of one year to the end of the first pay period of the following year. Res. 74-52 (10/21/74); 79-35 (8/13/79); Res. 82-22 (5/3/82); Res. 92-6 (2/10/92).