

VILLAGE OF VICTORY

EMPLOYEE PERSONNEL MANUAL

SECTION 1. PURPOSE

The purpose of this policy is to establish uniform regulations and provisions for vacation leave, sick leave and holiday pay, applicable to employees as offered of Village of Victory employees.

SECTION 2. DEFINITION

The term "village employee" shall include all employees of the Village with the exception of elected officials, seasonal, temporary, or provisional employees. Full time is an employee who works thirty-seven and a half (37.50) or more hours weekly on a regular basis.

SECTION 3. VACATIONS

Vacation time will be accrued and credited beginning January 1st of each year. Vacation leave earned will be applied and available January 1st following the anniversary date.

Full time employees who have been in continuous service of the Village for more than one year and less than five (5) years shall be entitled to two (2) weeks vacation with pay at their regular rate.

Full time employees who have been in continuous service of the Village for five (5) years or more shall be entitled to three (3) weeks vacation at their regular rate.

Full time employees who have been in continuous service of the Village for ten (10) years or more, shall be entitled to four (4) weeks vacation with pay at their regular rate.

Full time employees shall schedule vacation leave as requested by the employee following approval of the department head. Adequate notice must be given for vacation time to be approved. No more than one (1) regular employee per department shall be on vacation at one time. Preference shall be granted in accordance with years of service. An employee may carry over vacation time equivalent to their yearly allotment for one (1) year. Upon severing of an employee's employment, vacation time may be prorated on a monthly basis.

All previous policies pertaining to vacation leave are hereby rescinded and repealed.

SECTION 4. SICK LEAVE

On January 1st, full time village employees shall receive twelve (12) days sick leave for the calendar year. This sick leave can be carried over from year to year. There shall be no limit to the number of sick days that can be accrued. (This determination will allow the DPW Working Supervisor to receive

the allotment of twelve (12) days retro actively for the year 2006 as he was at the previous maximum level of 120 as per the previous personnel policy).

Absence from duty by a full time employee of the village, by reason of sickness or disability of self or a member of his immediate family, shall be allowed as provided in this section. Immediate family is defined for this purpose as spouse, unmarried children, other blood relatives living in the same household as the employee and an employee's mother or father, whether they live in the same household or not.

Allowable sick leave time shall be considered for all purposes as continuous service, but in the event of resignation or discharge, accumulated or unused sick time shall be canceled and not paid for.

The department head and/or Village Board will require a physician's certificate to return to work for any absence of five (5) days or more. Where the absence is of long duration, a physician's certificate will be required for each thirty (30) days of continuous absence.

Necessary daily records of sick leave status shall be maintained by the department heads and filed at the village office.

Any full time employees who retire after twenty-five (25) years of continuous service shall be entitled to receive payment for half of his unused sick time up to a maximum of twelve thousand (\$12,000.) dollars. The calculation of the dollar amount will be based on the hourly rate of pay at the time of retirement.

SECTION 5. LEAVE OF ABSENCE WITHOUT PAY

Leave of absence without pay will be granted only in cases of demonstrated hardship. Application for a leave of absence without pay will be made to the Mayor, who will make a recommendation to the Village Board for their approval or disapproval.

Any leave of absence without pay would be taken without any salary, without paid health insurance coverage and would not accrue vacation time or sick time. If an employee requests a medical leave of absence without pay, the employee may continue their medical insurance at the employee's own expense.

SECTION 6. JURY DUTY

Employees, who cannot be excused and thereby are required to serve on jury duty, will receive their regular salary during such service less any payments made to them for such service by the Courts. Such time shall not be deducted from an employee's leave time.

SECTION 7. BEREAVEMENT LEAVE

A full time employee is allotted up to three (3) days paid for an absence due to death in their immediate family. "Immediate family" is defined as employee's spouse, parents of the employee or employee's

spouse, employee's sister, brother, brother/sister-in-law, children of employee and/or spouse and grandchildren.

SECTION 8. PERSONAL DAYS

On January 1st of each year, full time employees shall receive three (3) personal days for the calendar year. These days may be used in ½ day increments or full day increments as needed. Personal days must be used during the calendar year and will not be accrued.

No reason for personal leave needs to be indicated by the employee. However, each employee should not abuse this privilege.

The employee is responsible for notifying the department head or the village office (a phone message is acceptable notification) prior to the start of their work shift.

SECTION 9. PAID HOLIDAYS

All full time and permanent part time employees shall receive the following paid holiday pay:

New Years Day	Columbus Day
Martin Luther King Day	Veterans Day
Presidents Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	Floating Holiday
Election Day	

If a paid holiday falls on a Saturday, the prior Friday would be the paid holiday. If the paid holiday falls on a Sunday, the succeeding Monday would then be the paid holiday. If the holiday falls on employee's scheduled vacation, the employee may have another day off if the vacation hours were used during the scheduled holiday.

Floating holiday leave must be scheduled in advance and approved by the Department Head. If a Floating Holiday is scheduled and an emergency arises requiring the employee to work, the employee would be paid at their regular rate of pay. The employee would then be able to re-schedule another day as their floating holiday.

***Amendment:**

Mayor Patrick Dewey made a motion to include the deputy village clerk treasurer (normal day: 3 hours/9-12) and the DPW labor position (normal day: 7 hours/7-2:30) to receive holiday pay for the part time employee's standard work day as outlined, with Trustee Tim Heaty seconded the motion, all ayes on October 18, 2016.

***Amendment:**

Trustee Dennison made a motion to amend the personnel policy, section 9, paid holidays to include Labor Day which was erroneously omitted with Trustee Healy seconded the motion, all ayes on May 5, 2009.

SECTION 10. HEALTH INSURANCE

All full time village employees shall be entitled to enroll in the health insurance plan approved by the Village Board. The premium for this insurance shall be paid 100% by the Village for an individual, two person or family plan. The Village Board reserves the right to annually review the health insurance plan and may annually change the insurance plan to another comparable plan. Full time employees become eligible for health insurance 60 days from the date of hire.

Upon completion of twenty-five (25) years of continuous service, a full time employee will receive health insurance paid in full by the Village upon retirement. At age sixty-five (65) the employee at that time shall receive a Medicare supplemental insurance plan provided by the Village.

***Amendment:**

New permanent full time employees will be required to contribute fifteen percent (15%) to the entire cost of health insurance as provided by the village.

Mayor Sullivan made a motion to amend the personnel policy, section 10; health insurance with Trustee White seconded the motion, all ayes on February 5, 2008.

***Amendment:**

Effective January 1, 2020 the employee shall contribute twenty (20%) percent toward the cost of the employees premium.

SECTION 11. EMPLOYEE WORK HOURS

Full Time DPW Superintendent will work an eight and a half (8 ½) hour day with a half hour for lunch break. Flexibility may be exercised at the start of their shift.

Permanent Part Time DPW Laborer will work a seven and a half (7 ½) hour day with a half hour for lunch break. Differential Rate of Pay, see below.

Village Clerk/Treasurer will work an eight (8) hour day with a half hour for lunch. The Village Clerk/Treasurer is required to attend all meetings of the Village Board.

Village Deputy Clerk will work fifteen (15) hours per week as designated by the Village Clerk/Treasurer. Additional hours may be worked as offered. Differential Rate of Pay, see below.

***Amendment/Part time Employees Rate of Pay after standard day**

Trustee Healy made a motion to approve all part time employees receive a 15% increase or differential pay of the employee's current rate of pay for any work performed or duty performed after the normal standard work day for that employee with Mayor Dewey seconded the motion. Vote: 3-0, All Ayes on October 18, 2016.

SECTION 12. DPW CLOTHING ALLOWANCE

Each full time public works employee will receive Three Hundred Seventy-Five (\$375.00) dollars and each permanent part time public works employee will receive One Hundred (\$187.50) dollars as reimbursement for work relating clothing and footwear combined. This is an annual allowance amount issued in January 1st of each year as the employee is responsible for presenting himself in a neat and orderly fashion while working.

Deputy Mayor Tim Healy made a motion to remove all references made for temporary part time employee(s) receiving the clothing allowance with Trustee Pat Dewey second the motion. All ayes on July 11, 2012.

SECTION 13. PROBATIONARY PERIOD

All employees will be on probation for a period of one year from the date of hire.

VILLAGE BOARD APPROVED AUTHORIZATION

EFFECTIVE DATE: January 14, 2020

MAYOR: Patrick Dewey
TRUSTEE: Timothy Healy
TRUSTEE: Leslie Dennison

Receipt of Personnel Policy

Please sign below indicating that you have received a copy of the new benefit package with the following amendments;

*February 5, 2008 *May 5, 2009 *July 11, 2012 *October 18, 2016
*January 14, 2020

- 1. _____
- 2. _____
- 3. _____
- 4. _____