

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Corby Valentine
Steve Smith
Tony Miller
Rita Baker
Seth Speiser
Charlie Mattern

VILLAGE OF FREEBURG

FREEBURG MUNICIPAL CENTER
14 SOUTHGATE CENTER, FREEBURG, IL 62243
PHONE: (618) 539-5545 • FAX: (618) 539-5590
Web Site: www.freeburg.com

VILLAGE ADMINISTRATOR
Dennis Herzing

VILLAGE TREASURER
Bryan A. Vogel

PUBLIC WORKS DIRECTOR
Ronald Dintelmann

POLICE CHIEF
Melvin E. Woodruff, Jr.

VILLAGE ATTORNEY
Stephen R. Wigginton

June 8, 2009

NOTICE

MEETING OF PERSONNEL & PUBLIC SAFETY COMMITTEE (Personnel/Police/ESDA/Fire) (Baker/Smith/Mattern)

A Personnel and Public Safety Committee Meeting of the Village of Freeburg will be held at the Municipal Center, Executive Board Room, **Wednesday, June 10, 2009, at 5:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

I. Items to be Reviewed

POLICE COMMITTEE:

- A. Old Business
 - 1. Curfew ordinance
- B. New Business

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of May 13, 2009 minutes
 - 2. Employee handbook
 - a. Public Works On Call Status
- B. New Business
- C. General Concerns
- D. Public Participation
- E. Adjourn

At said Personnel Meeting, the Village Trustees may vote on whether or not to hold an Executive Session to discuss the selection of a person to fill a public office [5 ILCS, 120/2 - (c) (3)], litigation [5 ILCS, 120/2 - (c)(11)] personnel [5 ILCS, 120/2 - (c) (1) a.]; or real estate transactions [5 ILCS, 120/2 - (c)(5)].

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, June 10, 2009 at 5:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Wednesday, May 13, 2009 at 5:35 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Village Administrator Dennis Herzing and Office Manager Julie Polson.

POLICE: A. OLD BUSINESS:

1. Curfew Ordinance: Mel asked Steve if the problem had resolved and Steve said yes. Mel said he thinks the problem resolved through word of mouth and extra patrols.

B. NEW BUSINESS:

Mel said he would like to wait on the new police car. He is not desperate at this point but would like to wait and see if a really good deal comes along. He advised the committee of an incident that happened at Gallaghers the weekend before last that involved a resident of Freeburg. The resident (an officer elsewhere) treated ours in a disrespectful manner and after the incident went to Sergeant Burrows home and did a burnout in his driveway. Mel advised he left it up to Sergeant Burrows on whether or not he and his family wanted to prosecute him. The Burrows family decided not to prosecute as they did not want to cost the resident his job. Mel met yesterday with the resident who is very apologetic. The resident will write a letter of apology to the Burrows family as well as the Village.

Dennis advised we had an irate resident in Village Hall that made threatening comments to Jane. Jane expressed her concern about this resident knowing her name and where she lives. Mike has talked to the resident. Mel said we have talked in the past about placing a camera in the lobby. Mel said Jean Schaefer's son-in-law set up their system in his church. Dennis said we have \$4,000 in the recycling grant to put the camera in for that and we can use the same system for the lobby camera.

PERSONNEL: A. OLD BUSINESS:

1. Approval of May 13, 2009 minutes: *Trustee Steve Smith motioned to approve the May 13, 2009 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

2. Employee handbook: The next section was attached to the committee packet. The paragraph on temporary modified duty was deleted. The committee agreed this could be revisited in the future if the need arises.

a. Public Works On Call Status: Dennis needs to work up the numbers for the impact on the budget. The issues to be decided are how many hours of comp time will they receive for being on call over the weekend, holiday comp time, having a minimum call out time, making it mandatory to work on call, sharing the on-call time equitably. Dennis suggested we offer 4 hours of comp time for being on call over the weekend and if the employee gets called out, he gets paid for what he works, in addition to the 4 hours of comp time. For holidays, maybe they could get 4 hours of comp time for the holiday. We will need one electrician and one street employee on call each weekend. It is a good idea to have a schedule in place so Ron and John don't have to worry who is going to be around to work on a weekend. As far as scheduling, if an employee can't be on call on a certain weekend, it is their responsibility to find someone to work for them. The committee agreed comp time will be taken upon approval of the manager. We have to check on retirement to see if comp time can be used towards it. We need to put something in the handbook that addresses retirement notification.

b. Job Descriptions: Ray said it might be more productive by starting with a problem list. Ray said has some problems with work flows and efficiencies but not any specific employee. The sample evaluation forms were passed out and Dennis said we haven't gotten to any revision of the forms. He said he wants to combine both forms because he likes the idea of both the supervisor and employee answering the same question. The evaluation process will be more of a discussion between the supervisor and employee. Ray said we need to decide how we are going to utilize evaluations. He said he still sees a problem with associating pay raises with the evaluation. Rita said education is an across-the-board raise. Steve thinks merit pay gives more incentive for an employee to do a better job. Ray said some of our new procedures for work orders checks the employee so that we know what he is doing. A copy of the current work order log, work order request and listing of job numbers was passed out for the committee's review. With the job numbers put on each timecard, we can track how much time is spent on each job and also be able to track time during storms, etc. The log will be provided to the trustees each Friday so they can see what is going on. We are also notifying each resident of the action taken on their request either by letter or email. The committee talked about eventually putting the work order request form on the website. Dennis said we have instituted weekly mandatory staff meetings with Mel, Ron, John, Dennis, Julie, Barb, Debbie and Jane. Dennis said since we've instituted the weekly staff meetings some of the areas in need of attention are getting better. Ray thinks the problems we have been discussing have to do with solving the problems that our various departments haven't been able to accomplish. He thinks this will give us the larger accountability that they are looking for that the work is being done that they want to be done. Ray said this also extends to the appointments. Ray said he sees Ron's workload as a problem and thinks we may be able to utilize Barb to help Ron in the afternoons.

B. NEW BUSINESS: Dennis advised the committee that the pool does not have a weather alert radio. Gene thought they should and took one down there. Dennis has provided the batteries they need and gave him the okay to get another one. Mel took one of the old VHF radios with the charger to the pool so if they have a power outage, they can use this one. Scott and Gene seemed to think the lightning detector wasn't working. Ron went out there this afternoon and it wasn't detecting anything (sunny outside), but Ron will look into it and see if it is working correctly.

Steve asked if we had a tornado watch Monday night and Julie said it went right to a tornado warning.

C. GENERAL CONCERNS: The new board picture will be taken at the Committee as a Whole meeting on June 29th since Corby will be out of town on the 15th.

D. PUBLIC PARTICIPATION: None.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 6:45 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, motion carried.*



Julie Polson
Office Manager

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, May 13, 2009 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Wednesday, May 13, 2009 at 6:30 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Village Clerk Jerry Menard, Village Administrator Dennis Herzing and Assistant Public Works Director John Tolan. Guest present: Janet Baechle.

POLICE: A. OLD BUSINESS:

1. Curfew Ordinance: There was nothing new on this. Item will stay on the agenda.

B. NEW BUSINESS:

1. 2009 St. Clair County Dispatching Contract: Dennis explained we normally prepare an ordinance authorizing the execution of a contract and had not done that in the past with this contract. He prepared the ordinance and provided a copy to everyone at the meeting. Steve asked why we have to provide insurance to the County and Dennis said we have to name them as an insured on our policy and has always been that way. Dennis will check the dates of the contract with Mel and Rita said it has always been that way.

Trustee Steve Smith motioned to recommend to the full Board the Village of Freeburg enter into the 2009 St. Clair County Coordinated Communications Services Contract and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of April 8, 2009 minutes: *Trustee Steve Smith motioned to approve the April 8, 2009 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

2. Employee handbook: The next section of the handbook was passed out. Any corrections or comments should be given to Dennis or Julie. Rita was concerned that if evaluations are in the handbook, they need to be done.

a. Public Works On Call Status: John said nothing has been done on this. John thinks the guys would expect some type of compensation for being on call. This has not really been discussed with them. Charlie said if they expect compensation, they have to

Personnel/Police Committee Meeting

Wednesday, May 13, 2009

Page 1 of 3

answer the phone and would need to be within a certain radius while on call. John said we were going to go with that but then came up with the cell phone program. Currently, our public works employees receive a minimum of two hours pay when they go on a call-out even if the call only takes 15 minutes. Ray said we should figure out the numbers to see what impact it would have on the budget. Comp time was discussed and Dennis said it has its advantages to the Village in that it does not have the same financial impact as the person actually being paid.

Steve said we need to start working on job descriptions. Ray said he will have more information at the next meeting. Rita talked to Billie about it and there are job descriptions in the filing cabinet and Dennis said that one is from the late 1980's or early 1990's. Steve would like to see a 6-month evaluation be done and also wants a yearly one for salaries to be based on performance.

B. NEW BUSINESS: None.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: Janet brought up the area on Belleville and Apple and Dennis advised it will be talked about in the Streets committee. Steve said we also need to look at Belleville and Washington.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 6:46 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, motion carried.*



Julie Polson
Office Manager

2. In the event the holiday falls on the weekend, the village will observe the holiday closest to the actual day. When an employee is called out on an emergency on the above-listed holiday, he or she will be paid his or her holiday pay, plus one and one-half times for eight hours. Any time required to work in excess of eight hours will be paid at two and one-half times the rate of normal pay.

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B. Employees required to work on any holiday as outlined in division (A) of this section will be paid at the rate of time and one-half, plus holiday pay, provided he or she has worked his or her scheduled day before or after such holiday.

Comment [MSOffice43]: Dennis wants to talk about this section
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C. When an official holiday falls within an employee's vacation period, an extra day will be added with pay to her or her vacation.

D. Each employee shall select a personal holiday of their choice to be taken with proper supervisory notification. The personal holiday may be taken on any working day the employee is regularly scheduled for work. The holiday will be granted to each employee at the rate of one per calendar year.

STARTED HERE 6/5/09:

Police Department Employees - Dennis is going to check with Mel on this section.

1. A full-time police department employee is one who is employed in one of the following respects:

a. Patrol – A patrol officer who works 12 hour shifts shall work 80 hours in a two week period. The officer works alternating weeks of 20 hours and 60 hours on a 14 day schedule.

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b. The Chief of Police is an exempt position; the Sergeant, Investigator, and Secretary positions are 40 hour work week positions.

Deleted: <#>Telecommunicators – A telecommunicator who works 12 hour shifts shall work 84 hours in a two week period on a 28 day schedule. The telecommunicator works an alternating 24 hours and 60 hours (4 hours scheduled overtime) will work on a 28 day schedule.
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T

Part Time Employees

A part time employee is any individual employed to work less than thirty-five (35) hours per week, or for irregular periods of thirty-five (35) or more hours per week in relief or emergency situations. This includes individuals hired for full time work during the summer months. Part time employees are paid for hours worked at their normal hourly wage rate and are not eligible for other employee benefits. The employment of any part time employee must follow the procedures set forth for hiring of full time employees.

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2. In the event the holiday falls on the weekend, the village will observe the holiday closest to the actual day. When an employee is called out on an emergency on the above-listed holiday, he or she will be paid his or her holiday pay, plus one and one-half times for eight hours. Any time required to work in excess of eight hours will be paid at two and one-half times the rate of normal pay.

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RECORDING OF TIME WORKED

All employees must record their actual time worked on their timecard. If an employee is found filling out the time card of another employee, it will result in both employees being subject to disciplinary action up to and including (added by Dennis) immediate termination of employment without recourse.

On Monday following the end of the pay period, department heads will collect time cards for all employees in his or her department and record on the card the total of all regular hours worked and all overtime hours worked. The department head will sign each time card to certify the totals on the card are a true and accurate record of the employees work. Verified timecards are then delivered to the Office Manager by mid-morning of the Monday for preparation for payroll. Time cards will be maintained as a permanent part of the Village's financial records.

The failure of any employee to comply with procedures for recording hours worked as stated above will constitute justification for disciplinary action, including suspension or termination of employment.

PERFORMANCE EVALUTION

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal day-to-day basis. A formal written performance evaluation will be conducted after 6 months and 12 months of employment. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle. Employees will have an evaluation at the end of the calendar year. All evaluations will be due to the Personnel Committee Chairperson by March 1st.

ATTENDANCE AND PUNCTUALITY

We recognize the need for employees to be absent from work due to illness or the need to take care of personal business during the normal workday. We instituted "sick leave" and "personal days" to provide for these needs as they arise. With the approval of the department head and Personnel Committee, (added by Dennis) employees may also qualify for an unpaid (added by Dennis) leave of absence for their own major illness, the major illness of a family member, the birth or adoption of a child, workers' compensation injury or military and/or National Guard duty. Having provided for these situations, it is important to remember that excessive absenteeism, tardiness and/or leaving early causes other employees within the organization to have to bear the burden of filling in for the absent employee.

Comment [MSOffice44]: If; is (added by Dennis)

Deleted: The Village of Maryville has instituted use of a time clock located in the Village Administration Building, Police Department and Public Works Building to record hours worked by certain categories of hourly employees. The Mayor, after consulting with the department head, shall determine which categories of hourly employees must use the time clock. The times recorded by the time clock on each employee's time card will be used by the department head to calculate regular and overtime hours worked.¶

¶ Each employee will punch his or her time card upon reporting to work, upon leaving for their lunch period, upon returning to work from the lunch period and upon departing at the end of the work day.¶

¶ Please note, if an employee's time card is punched after their scheduled start time, the time paid is calculated using the actual time worked, rounded up to the nearest quarter hour.¶

¶ All employees must physically punch his/her own time card. An employee found punch

Comment [MSOffice45]: Added by Dennis

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Comment [MSOffice46]: Steve has a comment but I can't read it, ask me.

Comment [MSOffice47]: Steve commented May 1st?

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Employees, who are not on an approved leave of absence and who are absent from work without sufficient leave to cover that absence, will be subject to disciplinary action.

The following disciplinary action steps will be taken each time this occurs:

First Incident	First Written Warning
Second Incident	Final Written Warning
Third Incident	Termination

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Consecutive days of absence for the same reason are deemed to be one incident. If the employee is absent for more than two consecutive days, he/she must bring a doctor's note for those days to be counted as one incident. If at any time an employee corrects his/her excessive absentee problem and has no unexcused absences during a one-year period, disciplinary action, if it becomes necessary again, should begin with a First Written Warning. An "unexcused absence" is an absence from work for which the employee had no illness or injury or failed to notify the Village of their absence or failed to return to work with a doctor's note.

If an employee, who has been with the Village less than 90 days, has an unexcused absence, he/she will be issued a Final Written Warning for that absence. If an unexcused absence occurs again within his/her first 90 days of employment, the employee will be terminated. If the new employee has no further incidences during his/her first 90 days of employment, the Final Written Warning will revert to a First Written Warning.

Periodically, special circumstances will occur that warrant an employee being excused from work without sufficient leave to cover the absence. These types of requests require the approval of the Village Board of Trustees. Occasionally an employee will exhibit a pattern of absenteeism that must be corrected, despite having sufficient leave to cover those absences (*i.e.*, consistently missing a specific day of the week, the day before or after a holiday, the day before or after a scheduled vacation). Such cases shall be reviewed by the department head and the Mayor for possible disciplinary action.

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Employees who are going to be absent, tardy, or leave early from work are responsible for notifying their supervisors as soon as possible, regardless of whether they have sufficient leave to cover the absences. Employees who are absent and fail to notify their supervisors will be subject to disciplinary action for failure to notify and the days(s) of absence shall be considered as unexcused absences. Employees who have been absent three consecutive days without calling to speak with their supervisors will be considered to have voluntarily resigned.

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EMPLOYEE CONDUCT

It is the policy of the Village of Freeburg that certain rules and regulations regarding employee behavior are necessary for the efficient operation of the Village and for the benefit and safety of all employees and citizens of the Village of Freeburg. Conduct that

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interferes with operations, discredits the Village or is offensive to the public or fellow employees will not be tolerated.

Employees are expected at all times to conduct themselves in a positive manner so as to promote the best interests of the Village including but not limited to complying with the following standards:

1. Reporting to work punctually and being at their proper work station, ready to work, at the assigned starting time.
2. Giving appropriate advance notice whenever unable to work or report on time.
3. Smoking only at times and in places not prohibited by the Village or local ordinances.
4. Wearing clothing provided by the Village for the work being performed.
5. Maintaining work place and work area cleanliness and orderliness.
6. Treating the public and fellow employees in a courteous manner.
7. Payment of legitimate debts to avoid exposing the Village to harassment by creditors.
8. Wearing safety belts while operating a Village vehicle or driving a personal vehicle on Village business. In addition, proper safety equipment will be worn and/or utilized while on, going to and coming from the job site.
9. Performing assigned tasks efficiently and in accordance with established quality standards.
10. Reporting to management suspicious, unethical or illegal conduct by fellow employees or other people on the Village premises.

Comment [MSOffice48]: Change inserted by Steve
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PROGRESSIVE DISCIPLINE

The purpose of this policy is to state the Village of Freeburg's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

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The Village of Freeburg is committed to ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.

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Disciplinary action may call for any of four steps depending on the severity of the problem and the number of occurrences: written warning, final written warning, suspension without pay or termination of employment. There may be circumstances when one or more steps are bypassed. (See Employee Work Rules)

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a written warning; a next offense may be followed by a final written warning; another offense may lead to a suspension; and still another offense may lead to termination of employment.

The Village of Freeburg recognizes that there are certain types of employee problems that are serious enough to justify either a suspension or immediate termination of employment without going through the usual progressive discipline steps.

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While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Work Rules Policy includes examples of problems that may result in disciplinary action up to and including immediate suspension or termination of employment.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the Village of Freeburg.

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EMPLOYEE WORK RULES

The offenses and discipline listed below are not all-inclusive. Unacceptable conduct not specifically covered by these rules may result in disciplinary action.. Repeated violations of the same rules, violations of more than one rule in a single act or violations of different rules at different times shall be the cause of accelerated or compound disciplinary action.

Disciplinary notices will be given to the employee.

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The department head or Mayor will recommend employee discharges to the Personnel Committee who will conduct a due process hearing, if necessary, prior to making a recommendation to the Village Board of Trustees for a final decision on disciplinary action. No due process hearing is necessary for disciplinary action that does not involve a potential suspension without pay or termination.

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Group A

A violation of any Group A rule is considered so serious that such a violation may result in IMMEDIATE DISCHARGE.

1. Engaging in any unlawful conduct on Village work premises or engaging in any unlawful conduct off work premises which affects the employee's relationship to his or her job, his or her fellow employees or which negatively impacts the Village's reputation.

2. Falsifying work or attendance records, falsifying employment applications or falsely claiming to be sick.
3. Entering Village work premises outside of work hours without permission by the department head or the Mayor. The mere possession of a key does not constitute permission.
4. Theft from the Village, its employees or anyone visiting the Village work premises.
5. Unauthorized possession or use of alcoholic beverages on Village work premises at any time.
6. The possession, use or sale of alcohol or illegal drugs or drug paraphernalia during Village work hours or reporting to work under the influence of alcohol or illegal drugs.
7. Negligence or carelessness resulting in damage to persons or property.
8. Failure to follow safety rules.
9. Intentionally misusing, destroying or damaging any property or equipment belonging to the Village, or the property of any employee or visitor to the Village work premises.
10. Unauthorized removal or alteration of Village records or copies of such from the premises.
11. Unauthorized release of any confidential information which directly affects Village business.
12. Failure to obey specific instructions of a superior in performance of specific job or task assigned.
13. Violation of the harassment policy.
14. Being the aggressor in any fight on Village work time.
15. Using threatening or abusive language to supervisors or fellow employees.
16. Conviction of a felony while employed by the Village of Freeburg.
17. Acceptance of valuable consideration given to the employee with the expectation of influencing the employee in the performance of his or her duties or which may create the appearance of such influences.

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18. Use of the Village position for personal advantage.
19. Failure to notify your supervisor of tardiness or absence in the required manner.
20. Sleeping during working hours.
21. Possession, use or sale of a firearm or weapon on Village property unless authorized by the Mayor or state law to possess same.

Comment [MSOffice49]: Steve commented but not use?

Group B

A violation of any Group B rule shall be handled on a two step basis as follows:

First infraction = Three (3) work day suspension without pay*
 Second infraction = Discharge

1. Leaving place of employment during working hours without permission of appropriate supervisor.
2. Refusal to perform a job assignment(s).
3. Excessive absenteeism or tardiness. (See Punctuality and Attendance Policy)
4. Abuse of leave privileges including the abuse of sick leave privileges by illness or exhibiting a pattern of abuse (e.g. call off on Mondays).
5. Abuse of telephone usage such as excessive unauthorized long distance and personal phone calls during work hours.
6. Insubordination or the violation of a written or verbal order of an elected official/department head or their designate.
7. Gambling on Village property.

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Comment [MSOffice50]: Inserted by Steve. Ask Steve about other comment made

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* - The Mayor will decide the appropriate days that the employee will be suspended.

Group C

A violation of any Group C rule shall be handled on a four-step basis as follows:

First Infraction = Written warning
 Second Infraction = Final written warning
 Third Infraction = Three (3) work day suspension without pay*
 Fourth Infraction = Discharge

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1. Failure to properly perform assigned duties.
2. Inability or unwillingness to work harmoniously with others.
3. Exceeding specified time for lunch or breaks.

* - The Mayor will decide the appropriate days that the employee will be suspended.

GRIEVANCES

The most effective accomplishment of the work of the Village requires prompt consideration and equitable adjustment of an employee grievance. It is the desire of the Village to address grievances informally, and both supervisors and employees are expected to make every effort to resolve problems as they arise. It is recognized, however, that there will be grievances which will be resolved only after a formal appeal and review. Accordingly, the following procedure is established.

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Definition of a Grievance

A grievance is any wrong, real or imagined, considered by an employee as grounds for complaint. All grievances shall be processed through the grievance procedures as set out in this manual. However, grievances arising out of a demotion for disciplinary reasons, suspension or the dismissal of an employee may be appealed directly to the Personnel Committee.

Procedures

An employee shall first present their grievance to his or her supervisor or department head within five (5) working days of the occurrence of the incident that caused the grievance. The employee's supervisor or department head shall make a careful inquiry into the facts and circumstances of the complaint. The supervisor or department head shall attempt to resolve the problem promptly and fairly and shall inform the employee in writing of his or her finding and decision within five (5) working days after the receipt of the employee's grievance.

At any time within five (5) working days after receipt of the decision of the supervisor or department head, the employee may submit a written request for further review to the Personnel Committee. The Personnel Committee shall investigate such complaints made to it in writing by an employee. The Personnel Committee shall provide its decision in writing to the employee and his/her supervisor within 10 working days, which shall be final.

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The employee shall have 10 working days from the date of receipt of the Personnel Committee's decision to file with the Village Administrator a written appeal to the Village Board of Trustees. Upon receipt of such an appeal the Board of Trustees shall consider it at the Village's next regularly scheduled meeting. In the case of a

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termination, the Board of Trustees may reinstate the employee or uphold the decision and recommendation of the Personnel Committee. It will require a majority vote of the Board of Trustees to reinstate the employee or uphold the decision of the Personnel Committee. The Mayor will break any tie votes. This decision shall be made in writing to the employee and his/her supervisor.

Julie is adding in our current grievance section here for you to compare with the above grievance procedure.

§ 32.12 GRIEVANCE PROCEDURE.

A. Purpose.

1. It is inevitable that over a period of time there will be some problems and misunderstandings in any organization. An employee problem exists when an employee feels dissatisfied with some aspect of his or her work over which he or she has no control. These problems are often referred to as grievances. It is important to employees and supervisors alike that these problems be presented and decisions made. Unless the problem is expressed clearly to the person in authority, often it cannot be understood and therefore cannot be solved.
2. The village has adopted the following outlined procedure to be used by an employee who sincerely feels that he or she has a real work problem and who desires that it be reviewed by higher authorities. The objective of this procedure is to describe to the employee, the immediate supervisor, and higher authorities the steps to be used to provide an answer to employee problems. Employees are also encouraged, without resort to this formal procedure, to discuss informally with supervisors any problems within the scope of the grievance procedure, and supervisory and administrative personnel are to be accessible for such discussion. The village supports a policy of having supervisors meet with any employee on an informal basis to exchange views and opinions on all matters relating to the conditions of employment.

B. General Provisions.

1. Whenever possible grievances will be handled during the regularly scheduled working hours of the person involved.
2. In the event of the unavailability of a supervisor, the grievance shall then be processed at the next higher step in the procedure.
3. Any problems or grievance shall be considered settled at the completion of any step, if all parties are satisfied. Dissatisfaction on someone's part is implied in the movement of the grievance from one step to the next.
4. The grievance procedure form shall be used in processing employee problems or grievances. Forms will be available either through the department or at Village Hall.

5. The filing of a grievance and the entire grievance procedure is to operate without discrimination, restraint, coercion, or reprisal on the part of any supervisor or employee. The filing of a grievance, or the intention to file, does not relieve an employee in any way of his or her responsibility to perform any and all of his or her assigned duties promptly and completely.
6. When organizational structure or special departmental circumstances do not permit the normal steps to be followed in processing a grievance, the Village Administrator may modify or interpret the plan so as to provide fair and equitable procedures to be used.
7. An employee complaint, dissatisfaction, or problem need not be submitted or accepted by management as a grievance subject to the grievance procedure if the employee fails to file a written grievance, as required in step two, later than 30 calendar days following the date of the incident, event, or activity which gave rise to the grievance.

B. Steps.

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1. Step one.

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- a) The employee will explain orally the situation and problem to the employee's immediate supervisor.
- b) The immediate supervisor will, either alone or after consultation with his or her superiors, reach a decision and communicate it orally to the employee within three work days after being informed of the situation causing the grievance.
- c) Every possible effort should be made by all parties concerned to settle employee problems at this level on an oral basis.

2. Step two.

- a) If the employee is not satisfied with the oral decision rendered, he or she will submit the problem in writing on the grievance procedure form to his or her immediate supervisor. The problem being submitted shall also include the proposed remedy.
- b) The immediate supervisor, either alone or after consulting his or her superiors, will notify the employee in writing of his or her decision on the appropriate space on the grievance procedure form. This form shall be returned to the employee.

3. Step three.

- a) If the grievance is not settled at the second step, the employee shall submit the grievance in writing to the employee's department director by the use of the appropriate space on the grievance procedure form. The Department Director need not act, if he or she so wishes, on any grievance referred which is received later than five work days after the date the written decision was returned to the employee by the immediate supervisor.
- b) The employee's Department Director shall use the appropriate space on the grievance procedure form to notify the employee of his or her decision.

4. Step four.

- a) If an employee does not have his or her grievance settled to his or her satisfaction based on the decision of the Department Director, he or she may file an appeal with the Village Administrator. The employee shall complete the appropriate space on the grievance procedure form and submit it to the Village Administrator within three work days following the date the written decision was returned to the employee by the Department Director.
- b) The Village Administrator shall study the record of the appeal and may hold an informal hearing to obtain any additional information. The hearing shall be held by the Village Administrator, or by any representative authorized by the Village Administrator to serve as the hearing officer. The Village Administrator shall render a decision within five work days following receipt of the record or, if an informal hearing has been held, within five work days following the close of such hearing.
- c) Upon receipt of the Village Administrator's decision, the Department Director will carry out the terms of the decision with the appropriate action.

5. Step five.

- a) If an employee does not have his or her grievance settled to his or her satisfaction based on the decision of the Village Administrator, he or she may file an appeal through the Village Administrator to the Board of Trustees.
- b) The appeal shall be requested in writing and directed to the Village Administrator within five working days after the effective date thereof. Upon such appeal, both the appealing employee and the appointing authority shall have the right to be heard publicly and to present evidence. At the hearing of such appeals, technical rules of evidence shall either confirm the action of the Village Administrator or recommend an alternate course of action.
- c) The Board shall file a written statement of its findings and recommendations with the Village Administrator within ten work days following the close of the hearing. The Village Administrator shall render a decision in writing within five work days of his or her receipt of the findings and recommendations, and the decision shall be final. The grievance, all written documents which may have been considered by the Board, the findings and conclusion of the Board, and the decision of the Village Administrator shall be promptly filed in the office of the Village Clerk and shall be a public record. (Former Code § 15-1-12) (Ord. 768, passed 8-6-90)

USE OF TELEPHONES AND CELLULAR TELEPHONES

Good telephone habits are an indication that the department is interested in serving the public. At all times, answer promptly and courteously. Identify yourself, be friendly and

helpful. Write the time and date of any message from the caller, transfer calls tactfully, give accurate information, do not keep the caller waiting and hang up carefully.

Office telephones are a vital part of our governmental operation. Because of the large volume of business transacted by telephone, personal use of the telephone should be limited and personal calls should be brief. Personal long distance calls must be billed to the employee's home phone or credit card or placed collect.

Cellular telephones, pagers or radios are furnished to certain employees in connection with their job duties. Employees who are issued cellular telephones by the Village of Freeburg should make all long distance telephone calls while traveling from their cellular telephone. *Employees need to limit personal use of their cellular telephone in the same way they need to limit personal use of their office telephone.* Employees that have excessive cellular usage for personal calls will be subject to disciplinary action up to, and including, termination.

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Comment [MSOffice51]: Steve commented "during work/business hours?"

The Village of Freeburg requires the safe use of its cellular telephones by employees while conducting business. The employee should not use the cellular telephone while driving because of safety concerns but should instead pull to the side of the road to make or receive telephone calls. If an employee is unable to pull over or stop before receiving a cellular telephone call, they should keep the business conversation brief, and immediately locate a safe area to park their vehicle. The Village of Freeburg does not permit employees to drive while using a hand-held cellular telephone.

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Comment [MSOffice52]: Steve commented on this, Julie had deleted it.

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Deleted: use the earphone / microphone for increased safety.

During work time, employees are discouraged from using (added by Dennis) personal cellular telephones. These should be used only during breaks and meal times.

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USE OF E-MAIL AND VOICE MAIL

Electronic mail and telephone voice mail are efficient and valuable business tools. They are also property of the Village of Freeburg. In short, neither of these systems are confidential, nor should they be used to meet an employee's own personal needs. If an employee receives a message that is not addressed to him/her, he/she is not authorized to read or use information contained in that message.

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The rule of thumb when it comes to e-mail and voice mail is that employees should not say or write anything that they would not want someone other than the intended receiver to hear or read. Remember that even when an e-mail or voice mail message has been deleted from a location, it is still possible to retrieve and read that message.

The Village reserves the right to access and read any and all information contained in computers, computer files, e-mail messages, or voice mail messages. Employees should have no expectation of privacy with regard to these communications and will be in violation of the Village's discrimination and harassment policy if they send, receive, or access discriminatory, harassing, or otherwise inappropriate e-mails or voice mails. The Village monitors, from time to time, all electronic communication sources and all electronic communication sources are subject to search without notice. The Village reserves the right to disclose employee voice mail and e-mail messages and Internet records to law enforcement, government officials or

other third parties through subpoena or other process without notification to or permission from the employee.

USE OF THE INTERNET

The Village expects that any use of the Internet will be for business purposes only. Employees should see their supervisor to discuss any questions about use of the Internet. The Village of Freeburg, however, requires that employees will:

- ◆ not play computer games;
- ◆ not participate in chat groups unless their job specifically requires that they do so;
- ◆ include a disclaimer, when appropriate, explaining that their comments are their own and not necessarily those of the Village ;
- ◆ not subscribe to any listserv that delivers more than 10 e-mails per day;
- ◆ unsubscribe from any listserv when they are out of the office;
- ◆ not view any web sites that are sexual in nature; and
- ◆ not participate in sending and letters__?

Julie is inserting our current code to compare to the above internet section:

§ 32.14 EMPLOYEE INTERNET USE POLICY. Certain village employees will employ electronic mail on a daily basis at work as a primary tool for communications. The Village may rely upon this medium to communicate information, and all applicable employees will be responsible for checking and reading messages daily.

The network is provided for employee use to conduct business, research and to communicate with others. Communications over the network are often public in nature. Therefore, general rules and standards for professional behavior and communications will apply.

Electronic mail and telecommunications are not to be utilized by employees to share confidential information about Village business or employees because messages are not entirely secure.

The network administrator and/or Village Administrator may review files and communications to maintain system integrity and to ensure that employees are using the system responsibly. Users should not expect files stored on Village servers and workstations will be private.

The following behaviors are not permitted on Village computers:

- A. Sharing confidential information of Village business or employees.
- B. Sending or displaying offensive messages or pictures.
- C. Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition.
- D. Using obscene language.

Comment [MSOffice53]: Steve deleted the first sentence.

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- E. Harassing, insulting or attacking others.
- F. Engaging in practices that threaten the computer network (e.g., loading files that may introduce a virus).
- G. Violating copyright laws.
- H. Using others' passwords.
- I. Trespassing in others' folders, documents or files.
- J. Intentionally wasting limited resources.
- K. Employing the network for commercial purposes.
- L. Violating regulations prescribed by the network provider.
- M. Conducting union business.

The network administrator and/or Village Administrator will report inappropriate behaviors to the Village President who will take appropriate disciplinary action. Any other reports of inappropriate behavior, violations or complaints will be made to the Village President for appropriate action. Violation may result in a loss of access and/or any other disciplinary action the Village President and Village Board deem necessary. When applicable, law enforcement agencies may be involved.

Each employee will be given copies of this policy and procedures and will sign an acceptable use agreement before being assigned access to the network. (Ord. No. 1005: 08-06-01)

USE OF THE COMPUTER SYSTEM

Using other employee's passwords, security codes, accessing or retrieving files or any stored communications without prior approval from the appropriate supervisor or department head is prohibited and subject to disciplinary action, up to and including termination.

Only Department Heads or Network Administrators are allowed to load software on workstations or servers, or download software off the Internet. Only legally licensed software is allowed to be loaded on the Village's computers. You may not bring in personal software to load on, or use on Village computers unless specifically authorized by your Department Head or Network Administrator.

Employees should never attempt to circumvent any Security Measures including password-protected areas.

Employees who violate the provisions of this policy are subject to disciplinary action up to and including termination of employment.

VACATION BENEFITS

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

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Regular Full Time Employees.

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule.

Vacation Earning Schedule

Years of Eligible Service	Vacation Hours Each Year
After 1 year (i.e., after 1 st anniversary date),	40 Hours
After completion of 2 years but less than 9 (anniversary date),	80 Hours
After completion of 9 years but less than 18 (anniversary date),	120 Hours
After completion of 18 years (anniversary date)	160 Hours
After completion of every year after 18 years (anniversary date)	8 Hours Per Year

Note: Vacation is always earned in the current year (based on the employee's anniversary date) for the next year.

Employees in the first year, considered introductory employees, have no vacation time (i.e., vacation time accrued is available to the employee after the 1st anniversary date). If any employee quits, is terminated, etc. in the first year (i.e., prior to the 1st anniversary date), the employee is entitled to no vacation and will not be paid for any days accrued in the first year. See examples below:

Example 1: The employee starts work on January 1, 2004. The employee's one year anniversary date is January 1, 2005. The employee quits work on December 15, 2004 (i.e., after working for the Village for 11 1/2 months). The employee receives no vacation time nor is paid for any time accrued as the employee quit before the employee's one year anniversary date.

Example 2: The employee starts work on January 1, 2004. The employee's one year anniversary date is January 1, 2005. After January 1, 2005, the employee has 80 hours to use between January 1, 2005 and January 1, 2006. Between January 1, 2005 and January 1, 2006 the employee is accruing vacation for use after January 1, 2006.

The length of eligible service is calculated on the basis of a "benefit year". This is the 12 month period between full time date of hire and the employee's 1st anniversary date and between subsequent anniversary dates which are used to determine vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

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Deleted: - 5th Year Accrual Rate – 10 hours per month

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- 15th Year Accrual Rate – 13 1/3 hours per month

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Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. Earned vacation time is available for use in the year following its accrual.

Paid vacation time can be used in minimum increments of four hours at a time unless approved by the Department Director. To take vacation, employees must request advance approval from their supervisor, department head or Mayor. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Employees may be temporarily denied vacation based on operational requirements or emergency situations, but employees will be offered vacation at another time of the current year.

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Vacation time is paid at the employee's base pay rate at the time the vacation is taken. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation and personal pursuits. In the event that available vacation time is not used by the end of the benefit year, employees will forfeit unused time unless the employee files a written request with the Board of Trustees requesting that the employee be allowed an extension of time within which the employee may use the vacation time, not to exceed sixty (60) days. The request must state why the employee was unable to use his/her vacation days and any hardship that prevented the employee from using the vacation days. The Board of Trustees shall have the discretion to grant or deny the request or place conditions on any grant of the request.

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Upon termination of employment, employees, who have passed their 1st anniversary date, will be paid for unused vacation time that has been earned through the last day of work.

Holidays During Vacation: If a holiday occurs during the calendar week in which a vacation is taken by the employee, the employee's vacation period can either be expanded by one (1) or more additional days (depending on the number of holidays within the employee's vacation period) or the employee can take the day at a later date. This day should be considered a Vacation Holiday (VH Day). It should be used within the employee's benefit year.

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FLOATING DAY

In addition to the vacation previously listed, eligible employees will receive one (1) paid Floating Day (FD) in each calendar year(added by Dennis). The FD must be taken as a full scheduled workday. The FD shall be 8 hours of pay at the regular rate for employees working 8 hour shifts. To be eligible, employees must complete 365 calendar days of service in an eligible employment classification. The FD must be scheduled with the prior approval of the employee's supervisor, department head or Mayor. A FD is not earned and may not be taken during the one year introductory period. For employees

changing to full time status the employee's original date of hire is used in determining whether the employee is eligible to receive personal time. Personal time that is not used is forfeited and cannot be carried over. Terminating employees are not eligible to be paid for unused ED.

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Please discuss Personal Day Policy

HOLIDAYS

The Village of Freeburg will grant holiday time off to all full-time eligible employees on the holidays listed below:

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- New Year's Day (January 1)
- Martin Luther King, Jr.'s Day (Third Monday in January)
- President's Day (Third Monday in February)
- Good Friday (2nd Friday in April)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Veteran's Day (November 11)
- Thanksgiving (Fourth Thursday in November)
- Day After Thanksgiving
- Christmas Eve (December 24)
- Christmas (December 25)
- Employee's Birthday

The Village of Freeburg will grant holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be based on the employee's straight-time pay rate for eight (8) hours regardless of the shift the employee is working. Eligible employee classification(s): Regular Full Time and Introductory Employees.

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To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday. This means that when an employee takes vacation time or a personal day in conjunction with a holiday, the employee must work the day before and after the scheduled vacation or personal day to receive holiday pay.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. If Christmas Eve or Christmas Day falls on a Saturday or Sunday, it will be observed Friday and Monday for that year. Employees scheduled to work on the actual holiday will be paid for the actual holiday. They will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday.

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If the employee is on vacation, the employee may extend his vacation by the number of holidays in the week or take it/them at another time during that employee's benefit year (VH Day).

Deleted: If a recognized holiday falls during an employee's paid absence (i.e., vacation, sick leave), the employee will be ineligible for holiday pay.

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Paid time off for holidays will not be counted as hours actually worked for the purposes of determining overtime.

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WORKER'S COMPENSATION INSURANCE

The Village of Freeburg provides a comprehensive worker's compensation insurance program at no cost to employees. This program covers an injury or illness sustained in the course and scope of employment that requires medical, surgical or hospital treatment. Subject to applicable legal requirements, worker's compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

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Employees who sustain work-related injuries or illnesses must inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. The supervisor or department head should notify the Office Manager or Village Administrator of the incident immediately.

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Neither the Village of Freeburg nor the insurance carrier will be liable for the payment of worker's compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity sponsored by the Village of Freeburg. Further, any employee testing positive for drugs or alcohol in a post-accident drug screen may be denied workers compensation benefits. Workers compensation fraud is a crime punishable by jail time and/or fines. The Village of Freeburg will prosecute any individual fraudulently claiming a work-related illness or injury.

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TEMPORARY MODIFIED DUTY

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The Village of Freeburg is committed to providing work, when possible, for employees who have been restricted by a physician due to a work-related injury or illness. Such work will be provided subject to availability. Work will be assigned due to the nature of the injury or illness and the limitations set forth by the treating physician. Every effort will be made to place employees in positions within their own departments, but if necessary, employees will be placed wherever an appropriate position is available.

While on temporary modified duty, employees will continue to receive their regular rate of pay. Employees who are placed outside their department will continue to have their salary charged to their regular department.

Work Order Procedure

1. Request from homeowner received and work order request filled out.
2. Work order given to Julie to be assigned a number and placed on the log.
3. Work orders picked up daily by Ron and distributed to public works employees.
4. When a work order comes back into the office, Julie will annotate the action taken on the work order log.
5. A letter will be sent to the homeowner advising of work that was done/or will be done with expected timeframe for completion of work. If no action will be taken, the letter will explain the reason why.
6. The log will be put into the trustee's box each Friday.

JOB NUMBERS

#010	Christmas Lights
#020	Cleaning clear wells sewer plant
#030	Cleaning drying beds sewer plant
#040	Cleaning shop
#050	City Hall maintenance
#060	Culvert replacement
#070	Ditch work - MFT
#080	Ditch work - non MFT
#090	East lagoon
#100	Electric generation
#110	Flags/banners
#120	General line maintenance
#130	Leaf pickup
#140	Lift station repair
#150	Limb pickup
#160	Locates
#170	Meter reading
#180	Mosquito spraying
#190	Mowing
#200	Patching streets - MTF
#210	Patching streets - non MFT
#220	Power plant cleanup
#230	Power plant generator maintenance
#240	Rereads - Finals
#250	Road oiling
#260	Sewer cleaning
#270	Sewer system maintenance
#280	Snow removal
#290	Street light maintenance
#300	Swimming pool maintenance
#310	Tree trimming
#320	Vehicle maintenance
#330	Water main repair
#340	Water meter replacement
#350	Water samples
#360	Water system maintenance
#370	Weeds spraying
#380	West Plant

Dennis Herzing

From: "Dennis Herzing" <herzing@freeburg.com>
To: "Eugene Kramer" <generadio@att.net>
Sent: Wednesday, June 10, 2009 8:31 AM
Subject: Re: Agenda Item for Public Safety Committee/Concern for Swimming Pool Managers

Gene,

Ron is checking on the lightning detector and we will get it repaired or replaced ASAP.

The pool managers have been given two spare 9V alkaline batteries.

The chief will deliver one of our spare 154.100 mhz VHF radios (with charger) to the pool today and train the managers on its operation.

Please go ahead with the procurement of an additional weather alert radio. If the ESDA budget is tight, we can charge it to the pool or admin. budget.

Dennis Herzing
Village Administrator

----- Original Message -----

From: Eugene Kramer
To: jpolson@freeburg.com
Cc: herzing@freeburg.com
Sent: Tuesday, June 09, 2009 5:10 PM
Subject: Agenda Item for Public Safety Committee/Concern for Swimming Pool Managers

I believe the "Public Safety Committee" meeting is tomorrow evening at 6 PM and unless I am involved in an actual ESDA response from severe weather or held at ISP HQ., I will try to make the meeting. The most important item from my section concerns the Swimming pool manager severe weather "tools" or the lack of them. I was not involved in the purchase of the "lightning detection unit" that the Freeburg Swimming pool is using and as such I do not have any technical data on the unit. However, the pool managers advised me that the unit does NOT work. We need to have the unit returned for repair or at least the "vendor" contacted if the installation manual can not be located for the unit. Lightning is an extremely serious situation for any swimming pool operations to be safe. I believe the lightning detection units use a VLF (very low frequency) receiver to detect the lightning many miles before it approaches the area. The level of "electromagnetic noise" generated by a lightning strike gives a signal strength reading by the device (this is how most of the units work) but if the unit's receiver is defective and/or the unit is setting near a device that generates "electrical noise", the unit will false. It is important for the unit's manual to be found and the unit's troubleshooting page be found before a call to the company. But if a call to the company is needed and/or the unit requires replacement, this was be well worth the price for the protection of the participates at the pool.

Lightning kills more persons than Severe thunderstorms and Tornado on a national basis. I covered NWS lightning protection guidelines with the managers.

Secondly, the swimming pool managers did NOT have a weather alert radio receiver ! They do have a "base type" VHF radio and power supply set up on our local government frequency of 154.100 mhz. If they loose electrical power, then they loose radio communications with ESDA as well as the police department. With the local department moving to the trunked UHF radio system, we may want to see if the police department has an extra "portable VHF" radio that has the local gov't frequency of 154.100 mhz for possible issue to the pool managers. This could be used if there are any power

6/10/2009

outages from the pool. If there are no "extra" VHF portables, I will try to see if our FRS (500 mw) units can be used from ESDA to pool.

The issue of a Weather Alert Radio was a shock. I provided the "federal issue" Midland weather radio that was used by our Police/ESDA secretary - Laura McGarry. She advised she can hear the unit in the ESDA office. This unit needs a 9 volt alkaline battery for back up, but I only have the "AA" size batteries that we use with our portable issued Weather Alert radios for the ESDA staff. So if someone can obtain a 9 volt alkaline battery and relay it to the pool managers to install in the Midland weather alert radio, it would be appreciated. The fact that the pool does not have a Weather Alert radio, of which I know they did in the past, concerns me as to where the "communication equipment" is stored when the pool is closed for the season. The equipment should always be check out for operation BEFORE the pool is open.

I concluded my visit with the pool managers after the issuance of a Tornado Warning for St. Clair County was made around 5:15 PM. The "demo" of the weather radio became an actual "Warning" demo by signals from the national weather service !

The Freeburg ESDA office received excellent reports from the Amateur Radio Emergency Service® amateur radio operators operating in the NWS "Skywarn" mode and our office became the net control point for reception and relays to the county EMA office. All data received from this network was repeated on our local government radio channel of 154.100 mhz (our FCC license KNGW976). All of the ARES® operators are FCC licensed operators with individual FCC call signs and the vast majority of these operators also completed the NWS Storm Spotter Classes.

Our outdoor warning siren system was activated by the Coordinator when it was confirmed that the severe thunderstorm cluster producing the rotation was , as NWS indicated, "moving from Mascoutah - Scott AFB - Shiloh - and continuing ESE with "expanding" cluster area coverage. We had 38 occupants report to St. Paul's UCC shelter and no occupants reported at the Freeburg High School underground shelter. I have ESDA staff members at both locations during the warning period. The ESDA office remained operational for continued ARES® reports of storm damage but NO reports came into the office concerning damage for the Freeburg area.

Summary:

The pool managers need their lightning detection device repaired and/or replaced and I do not know which budget originally purchased the unit.

The pool managers need a 9 volt alkaline battery to be installed in their newly issued weather alert radio.

The pool managers could use an additional Weather Alert radio - permission to obtain on Village Account-Freeburg ESDA budget - a tabletop new style weather alert radio (which uses alkaline "AA" type batteries).

Sincerely,

Gene K. , Coord. Freeburg ESDA
St. Clair Co. ARRL ARES® Emergency Coordinator

6/10/2009

PART I. APPRAISAL OF OBJECTIVES

Supervisor is to list and evaluate all objectives for which the employee was held accountable during the last reporting period. Mark the appropriate column for each objective.

	OBJECTIVES		
	EXCEEDED	MET	NOT MET

PART II. GENERAL APPRAISAL OF EMPLOYEE PERFORMANCE

Complete Items 1 through 8 for all employees and items 9 and 10 when applicable. Differences between ratings by employee and by supervisor must be discussed.

	TO BE COMPLETED BY EMPLOYEE			TO BE COMPLETED BY SUPERVISOR			
	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	NEEDS IMPROVEMENT	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	NEEDS IMPROVEMENT	INSUFFICIENT OPPORTUNITY TO OBSERVE
1. JOB KNOWLEDGE: Knowledge of duties and responsibilities as required for current job or position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. PRODUCTIVITY: Amount of work generated and completed successfully as compared to amount of work expected for this job or position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. QUALITY: Correctness, completeness, accuracy and economy of work - overall quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. INITIATIVE: Self motivation - amount of direction required - seeks improved methods and techniques - consistence in trying to do better	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. USE OF TIME: Uses available time wisely - is punctual reporting to work - absenteeism - accomplishes required work on or ahead of schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. PLANNING: Sets realistic objectives - anticipates and prepares for future requirements - establishes logical priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. FOLLOW-UP: Maintains control of workloads - allocates resources economically - insures that assignments are completed accurately and timely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. HUMAN RELATIONS: Establishes and maintains cordial work climate - promotes harmony and enthusiasm - displays sincere interest in assisting other employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. LEADERSHIP: Sets high standards - provides good managerial example - encourages subordinates to perform efficiently - communicates effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. SUBORDINATE DEVELOPMENT: Helps subordinates plan career development - trains potential replacements - gives guidance and counsel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

State of Illinois
DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
Springfield, Illinois

INDIVIDUAL DEVELOPMENT AND PERFORMANCE SYSTEM

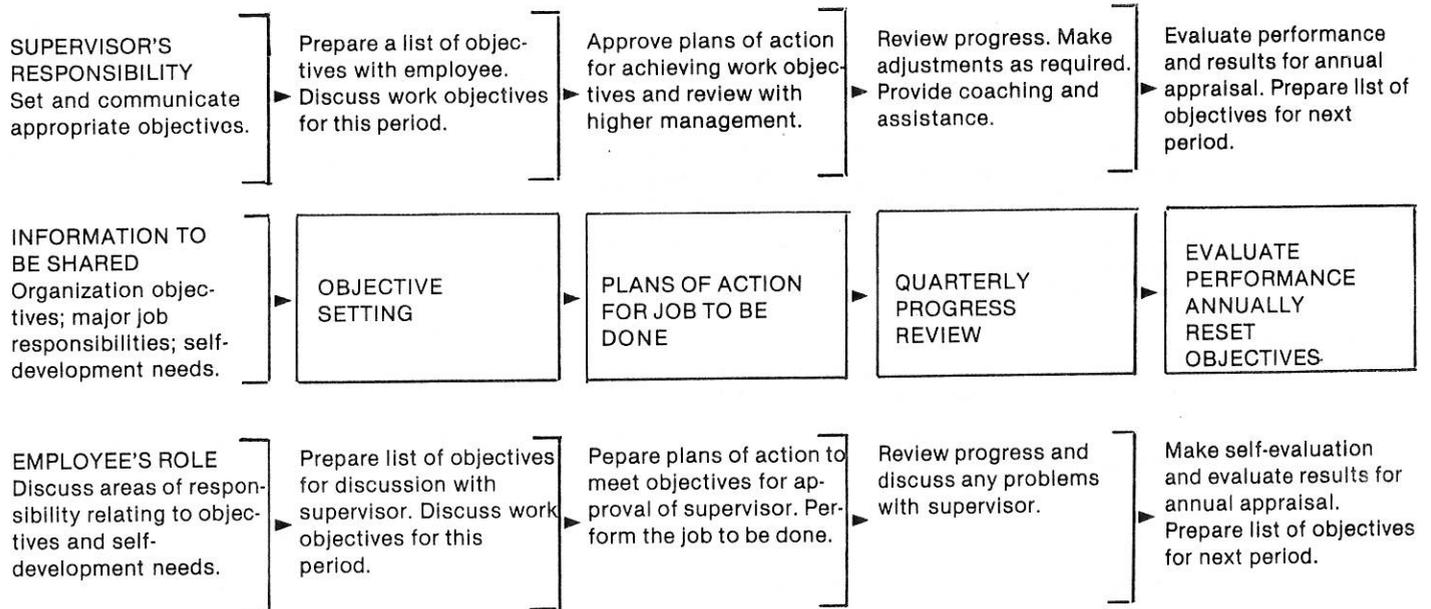
1. EMPLOYEE'S NAME - LAST, FIRST, MIDDLE	2. DEPARTMENT, BOARD OR COMMISSION	3. DIVISION OR INSTITUTION
4. EMPLOYEE'S SOCIAL SECURITY NUMBER	5. EMPLOYEE'S PAYROLL TITLE	6. TIME IN CURRENT TITLE _____ YEARS _____ MONTHS
7. PERIOD OF REPORT FROM TO	8. TYPE OF REPORT <input type="checkbox"/> ANNUAL <input type="checkbox"/> SALARY INCREASE <input type="checkbox"/> DISCHARGE <input type="checkbox"/> LAYOFF <input type="checkbox"/> FIRST PROBATIONARY <input type="checkbox"/> FINAL PROBATIONARY <input type="checkbox"/> INTERIM <input type="checkbox"/> OTHER (SPECIFY) _____	

GENERAL INFORMATION

The basic purpose of the Individual Development and Performance system is to let employees know how they are doing, to motivate them, to improve their performance and to justify administrative personnel decisions.

The system attempts to minimize subjective judgements by utilizing a work planning concept of objective setting and feedback. Thus, it helps employees control and evaluate their progress toward personal as well as organizational objectives.

The establishment of employee objectives is a five-step process which is illustrated as follows:



Each employee will be counseled by his supervisor and a copy of this form filed in the individual's personnel folder not less than once every twelve (12) months. Results of quarterly progress review sessions need be recorded only on copies retained by the employee and the supervisor. **A manual is available which may be obtained from the Department of Central Management Services, Bureau of Personnel.**

A minimum of three (3) copies of this form will be prepared - one for the supervisor, one for the employee, and one for the personnel files. Additional copies may be prepared if needed. If employee's position is at a level (unskilled, etc.) that does not lend itself to objective setting, indicate by inserting "N/A" (Not Applicable) wherever necessary.

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Corby Valentine
Steve Smith
Tony Miller
Rita Baker
Seth Speiser
Charlie Mattern

VILLAGE OF FREEBURG

FREEBURG MUNICIPAL CENTER
14 SOUTHGATE CENTER, FREEBURG, IL 62243
PHONE: (618) 539-5545 • FAX: (618) 539-5590
Web Site: www.freeburg.com

VILLAGE ADMINISTRATOR
Dennis Herzing

VILLAGE TREASURER
Bryan A. Vogel

PUBLIC WORKS DIRECTOR
Ronald Dintelmann

POLICE CHIEF
Melvin E. Woodruff, Jr.

VILLAGE ATTORNEY
Stephen R. Wigginton

Village of Freeburg Employee Evaluation Form

Name: _____

Dept. _____

Date of Hire: _____

Date of Review _____

Supervisor: _____

Date of Last Review _____

Rating System

1= Unsatisfactory

2= Needs Improvement

3= Satisfactory

4= Exceeds expectations

5= Significantly exceeds expectations

1. Quality of Employee's work _____

Comments _____

2. Exercise of good judgment _____

Comments _____

3. Attendance _____

Comments _____

4. Employee involvement/participation in team effort _____

Comments _____

5. Attention to Village policies and procedures _____

Comments _____

6. Interpersonal relationships and communication with co-workers _____

Comments _____

7. Taking initiative to achieve goals and complete assignments _____

Comments _____

8. Responsiveness to changing work requirements _____

Comments _____

9. Work ethic _____

Comments _____

10. Overall performance rating _____

Comments _____

Areas of Strength:

Areas In Need of Improvement:

Date: _____

Supervisor's Signature

Employee's Comments:

Date: _____

Employee's Signature

