

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

February 8, 2010

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, February 10, 2010, at 6:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

I. Items to be Reviewed

POLICE COMMITTEE:

- A. Old Business
- B. New Business
 - 1. Police Contract

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of January 12, 2010 minutes
 - 2. Employee handbook
 - a. Employee Requests
 - b. Public Works On Call Status
 - 3. Job descriptions
 - 4. Employee clothing reimbursements
- B. New Business
 - 1. Employee status - Possible Executive Session, personnel 5 ILCS, 120/2(c)(1)a
 - 2. Approval of Executive Session Minutes
- 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, February 10, 2010 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, February 10, 2010 at 6:30 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Police Chief Mel Woodruff, Village Administrator Dennis Herzing, Public Works Director Ron Dintelmann, Assistant Public Works Director John Tolan and Office Manager Julie Polson. Guests present: Jeff Mohr, Jane Kramper, Laura McGarry, Debbie Pierce, Greg Eckels, Gregg Blomenkamp, Clark Lucash, Bob Elden, Tim Kunkle and Shane Krauss.

POLICE:

A. **OLD BUSINESS:** None.

B. **NEW BUSINESS:**

1. Police Contract: Dennis talked to Officer Cappello who said they won't be ready to start negotiations until April.

Chief Woodruff provided the monthly report to the committee for their review. With no further business, Chief Woodruff left the meeting.

PERSONNEL: A. **OLD BUSINESS:**

1. Approval of January 12, 2010 minutes: Trustee Steve Smith motioned to approve the January 12, 2010 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

2. Employee handbook: The committee discussed the handbook and several revisions were made. Julie will get it revised, printed out and to the trustees for their review prior to next month's meeting. The following issues were discussed:

- a) Greg Eckels said he doesn't like the language that states an employee may be fired at will (handbook, page 5). Chairperson Baker explained the language is necessary because the employee is not protected by contract. Dennis commented Attorney Wigginton has maintained that language needs to be in the handbook. Dennis pointed out that he "employee at will" status is not new. It is in our current personnel policy.
- b) Trustee Smith questioned whether the Village Administrator should have the authority to discharge an employee guilty of certain violations on page 16, Section C. Dennis agreed and felt the sentence should be deleted and the committee agreed.
- c) The committee deleted the last sentence in the "Non-Fraternization" section on page 17.
- d) On page 22, it states the Personnel Chairperson will review the personnel files from time and time and stated she has not been doing that and asked if she

Personnel/Police Committee Meeting

Wednesday, February 10, 2010

Page 1 of 3

needed to. The committee agreed to include “at the Personnel Chairperson’s discretion.”

- e) Shane did not feel it was necessary to submit a form in order to review his personnel file, see page 22. The paragraph will be reworded to delete the requirement to submit a form. The committee agreed to have the employee sign a form acknowledging when they reviewed their personnel file.
- f) Under the Residency Requirements section, the Assistant Public Works Director position will be added. The guys questioned why the residency requirements for the police officers are different from theirs. The police officers can live within 6 miles of the school district and the residency requirements for the Village of Freeburg employees states within the boundaries of the Freeburg High School district or within the boundaries of the Village, whichever is greater. Dennis said he would have to check the contract. He thought the police officers were under the same requirement.
- g) The employees were concerned with the language contained in the section, “Employee Work Rules,” starting on page 32. Group A consisted of a listing of violations so serious the employee could be immediately discharged. For example, Shane said number 8 is failure to follow safety rules. He said if he forgot to wear his safety goggles, he could get fired then. The employees did not feel comfortable with the wording of some of the violations. Rita explained that a violation in Group A **may** result in discharge. You would still have a due process hearing in any possible discharge situation. The committee agreed to revisit Group A - C.
- h) Page 38 references vacations. Greg Eckels asked why the vacation is being capped. Trustee Smith said six weeks vacation is generous and you would have to work for the Village for 30 years to earn six weeks of vacation. Clark doesn’t think it would affect that many employees and doesn’t think it should be capped. Bob Elden commented the guys work very hard to get that vacation and said it is an incentive for longevity. Greg stated to cap the vacation would be a morale buster for them and asked if there was an underlying motive as to the change in policy. Julie compiled a list of vacation policies from other areas and will attach a copy to the minutes. Rita said we will look at the vacation policy again. Jane said our current vacation policy allows for no vacation the first year and would like to see the employee earn a day of vacation every two months the first year.
- i) On page 49, Steve asked that we assign a per diem amount for travel reimbursements. Ron said his expenses vary when traveling to Springfield, Illinois or Washington, D.C. The committee agreed to research federal guidelines.
- j) IMRF retirement information with regards to continuation of health insurance benefits will be added to the handbook.
- k) Normally, FMLA is available to businesses with more than 50 employees. John asked if we can offer it to employees. We will check on that.

a. Employee Requests: The list of requests from the public works employees was discussed, a copy of which is attached to the minutes. Shane said the raise request was self-explanatory. They are requesting the same raise the police officers received with their last contract. Shane also commented the pool managers are getting a 3.5% raise this year. They are requesting to receive three weeks after the completion of the seventh year instead of the ninth and receive four weeks after the completion of the fifteenth year and earn one day per year after the fourth week. They had asked for a health insurance

option after retirement and were advised they already receive that. They asked to receive two and one-half times their normal pay rate any time required to work outside of the normal 7:00 - 3:30 working day on holidays. They want to take their birthday holiday on any day of the week their birthday falls. Dennis commented that, if that policy is established, the selected day would have to be subject to supervisor's approval. The employees agreed. They would like to receive the Village rate for their utility bills. Both Charlie and Steve said they would have a problem explaining that to the taxpayers of Freeburg. Rita said these requests will be discussed in more detail at the next Personnel committee meeting.

b. Public Works On Call Status: Charlie summarized by stating we would institute the on call program based on a seniority list and having the employees fill in the dates from that or could have a lottery to determine the order. It would be the employee's responsibility to switch on their own as long as it was approved by their supervisor. Bob asked if it would just be one employee on call and John replied it would be 1 from water/sewer and 1 from electric. Greg Eckels asked what the parameters are? Do you have to stay in Freeburg when you are on call? John thinks we need to have a certain mileage limit assigned. John said it is problem finding guys to be on call on a holiday. Ron felt we should just start with assigning guys to be on call on a holiday and not every weekend. He said a possible compensation scenario would be for a guy to be on call Saturday and Sunday and would then get the following Friday off. Rita asked the employees if they have talked about it and they said they haven't. Rita said she would welcome their ideas and suggestions. Charlie said as we grow, this will become more of an issue and we can't continue to operate as we are currently. Mayor Danford indicated that this is a very important matter to him and he is concerned about service to the residents and safety of the Village employees. He indicated that it should be understood that some form of extra compensation for being on call will be considered.

3. Job Descriptions: Steve said he needs more detail but is not sure what that is. He said Ron's duties need to be more specific. Rita told the trustees to come back with some more ideas.

4. Employee clothing reimbursements: Not discussed.

B. NEW BUSINESS:

1. Employee status: Not discussed.

2. Approval of Executive Session Minutes: *Trustee Steve Smith motioned to approve the November 30, 2009 Executive Session Minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: Chairperson Baker thanked everyone for attending the meeting.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 8:32 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
Tuesday, January 12, 2010 at 5:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Tuesday, January 12, 2010 at 5:31 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Police Chief Mel Woodruff, Village Administrator Dennis Herzing and Office Manager Julie Polson.

POLICE: A. OLD BUSINESS:

1. Security camera for lobby: Dennis said everything is up and running. Item can be taken off the agenda.
2. H1N1 Swine Flu: A swine flu clinic was held on Saturday, January 9, 2010. Item will be taken off the agenda.

B. NEW BUSINESS:

1. Repairs to 2001 Ford Expedition: Mel told the committee the 2001 Ford Expedition needs a new motor. Several estimates were provided: Micks - \$5,776.50, Jim's - \$5,465.00, Green Mill didn't have time and Wetzel Automotive - \$4,577.14. Mel was contacted by Wetzel who currently repairs New Athens and Marissa's police cars. Normally an expenditure at this price level does not need committee approval, but Mel felt with the difference in estimates and the emphasis on expenditures, the committee should be aware of the potential savings if Wetzel was used. Mel said there is a car in the budget and also said he looked into replacing the Expedition. The cost of a new one is approximately \$25,000 and a new Impala is around \$18,000. Smithton buys used cars from the Kansas State Patrol and spend around \$14,000. He did not see an advantage to buying a used police car when you can get a new one for \$18,000. Mel said we try to spread our business around Freeburg as much as possible. He also said it is his responsibility to manage his budget and that is why the other estimate was included. The committee agreed to use Micks at a cost not to exceed the estimate of \$5,776.50, have the warranty stipulated and advise it was a difficult decision to stay in town due to the difference in estimates. The committee felt we might have to go out of town in the future if the cost savings is significant.
2. Dispatching Cost Study: Mel provided a copy of the letter from St. Clair County advising of the increase in dispatching costs and also said we are paying in arrears for the dispatching contract. Our contracted amount for last year was approximately \$22,000 and this year it has increased to \$38,000 or from \$9.01 per transaction to \$12.88. We have 90 days to terminate the contract if we wish to do so. Dennis thinks the \$38,000 is based on the new per call rate based on the call volume from last year so we are really not paying for last year's calls. It is just the County's best guess on how many calls we will have this year. Mel said they try to curtail the number of calls that go through dispatch but when there are increases in criminal activity, the number of calls will increase. Mel said he does not want to put the Village in a position by limiting the

Personnel/Police Committee Meeting
Tuesday, January 12, 2010
Page 1 of 2

calls and jeopardizing officer safety. If we terminated the contract and handled the dispatching ourselves, we would have to purchase equipment, hire certified professionals and provide space for the operation. At this time, those costs would outweigh the renewal cost of the contract. Mel said several years ago, some of the area towns looked into a dispatching center run by O'Fallon but Freeburg decided against it due to a control issue. The committee agreed at this time it makes sense to continue with St. Clair County's dispatching center.

Trustee Steve Smith motioned to recommend to the full Board the 2010 St. Clair County Dispatching Contract for approval and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Mel has his annual training in February. He is required by the state to get 20 hours of administrative training and this conference will give him 15 hours.

PERSONNEL: A. OLD BUSINESS:

1. Approval of November 30, 2009 minutes: *Trustee Charlie Mattern motioned to approve the November 30, 2009 minutes and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.*

2. Employee handbook: The committee discussed the handbook, made some changes and Julie will get it revised, printed out and to the trustees for their review prior to next month's meeting.

a. Public Works On Call Status: The committee agreed that being on call is part of the employee's job and is not an option. Dennis talked to Steve about the issue of whether we could force the employee to take comp time instead of pay and Steve said we can't. For example, we can offer the employee 4 hours of regular pay or 6 hours of comp time. The committee felt the on call should be assigned to everyone on a rotational basis and if an employee doesn't want to take it, he can find someone else to fill in for him. At that point, a form would need to be filled out by each employee and given to their supervisor for approval. Julie will check the minutes to see what we decided with regard to the rate of compensation.

3. Job Descriptions: The trustees need to review the job descriptions in the code.

B. NEW BUSINESS:

1. Employee clothing reimbursements: Dennis advised some of the employees are turning in receipts for everyday clothing. He saw a receipt today for boots and said all workers should be using ANSI approved safety boots. The committee agreed to have Dennis, Ron and John come up with a list of approved clothing to be eligible for the \$200 yearly clothing allowance. For now, we will ask Ron to tell the guys to hold off on any clothing purchases until this list is decided upon.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 7:00 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, motion carried.*

Julie Polson, Office Manager



VILLAGE OF FREEBURG DEPARTMENT OF POLICE

14 SOUTHGATE CENTER * FREEBURG, ILLINOIS 62243 * 618/539-3132 * FAX: 618/539-9872

Ruhmann 92 - '07
 Cappello 93 - '06
 Marquardt 94 - '01
 Blumenkamp 95 - '05
 Schutzen. 96 - '98
 Burrows 97 - '04
 Ahlers/Unver. 98 - '08
 Chief 99 - '07

Month: January 2010

CAR#	ON MILEAGE	OFF MILEAGE	TOTAL MILES	GALLONS	M.P.G.
92	61892	64325	2433	183.889	13.23
93	75908	77727	1819	121.885	14.92
94	103758	104234	476	63.961	7.44
95	94865	96566	1701	110.983	15.32
96	141015	142113	1098	78.800	13.93
97	66531	67495	964	78.803	12.23
98	32561	35453	2892	207.417	13.94
99	31806	32992	1186	56.300	21.06
					AVG. MPG
	XXX	XXX	12569	902.038	13.93

Officer Stan Ruhmann, Jr. #26

Maintenance and Fuel

Fuel and Maintenance Records

Dates 01/01/2010 To 01/31/2010

92		2006 Chevrolet Impala		Class	SQUAD CAR	
Date	Vendor/Desc	Gallons	Parts	Labor	Amount	Odom Miles
01/08/10	JIM New Wiper Blades			51.78	51.78	
01/12/10	SHAFFER Oil Change			25.00	25.00	62853
01/31/10	GRNML Monthly Fuel Usage Total Miles for the Month 2433. Ending Vehicle Miles for the Month 64,325.	183.89			499.50	

Total Gallons	Fuel Amt	Parts	Labor	Maint Amt	Total Amt
183.89	499.50		76.78	76.78	576.28

93		2007 Chevrolet Impala		Class	SQUAD CAR	
Date	Vendor/Desc	Gallons	Parts	Labor	Amount	Odom Miles
01/27/10	SHAFFER Oil Change, Tire Rotation			45.00	45.00	77312
01/29/10	BERG Flush Transmission			202.38	202.38	77395
01/31/10	GRNML Monthly Fuel Usage Total Miles for the Month 1819. Ending Vehicle Miles for the Month 77,727.	121.89			334.09	

Total Gallons	Fuel Amt	Parts	Labor	Maint Amt	Total Amt
121.89	334.09		247.38	247.38	581.47

Maintenance and Fuel

94		2001 Ford Expedition			Class	SQUAD CAR	
Date	Vendor/Desc	Gallons	Parts	Labor	Amount	Odom Miles	
01/18/10	MICK Replace Engine 3 Year 100,000 Mile Warranty.			5801.25	5801.25	103767	
01/31/10	GRNML Monthly Fuel Usage Total Miles for the Month 476. Ending Vehicle Miles for the Month 104,234.	63.96			173.00		
Total Gallons		Fuel Amt	Parts	Labor	Maint Amt	Total Amt	
63.96		173.00		5801.25	5801.25	5974.25	
95		2005 Chevrolet Impala			Class	SQUAD CAR	
Date	Vendor/Desc	Gallons	Parts	Labor	Amount	Odom Miles	
01/26/10	SHAFFER Oil Change, Tire Repair Left Rear Tire.			37.00	37.00	96309	
01/31/10	GRNML Monthly Fuel Usage Total Miles for the Month 1701. Ending Vehicle Miles for the Month 96,556.	110.98			305.20		
Total Gallons		Fuel Amt	Parts	Labor	Maint Amt	Total Amt	
110.98		305.20		37.00	37.00	342.20	
96		1998 Ford Crown Victoria			Class	SQUAD CAR	
Date	Vendor/Desc	Gallons	Parts	Labor	Amount	Odom Miles	
01/08/10	JIM New Wiper Blades			18.00	18.00		
01/20/10	JIM Oil Change, Replace Oil Sending Unit Replace Left Brake Light Bulb.			168.44	168.44	141564	

Maintenance and Fuel

01/27/10	JIM		142.15	142.15	141900
	Replace Thermostat				
01/31/10	GRNML	78.80		213.85	
	Monthly Fuel Usage				
	Total Miles for the Month 1098.				
	Ending Vehicle Miles for the Month 142,113.				

Total Gallons	Fuel Amt	Parts	Labor	Maint Amt	Total Amt
78.80	213.85		328.59	328.59	542.44

97 2004 Chevrolet Impala Class SQUAD CAR

Date	Vendor/Desc	Gallons	Parts	Labor	Amount	Odom Miles
01/12/10	JIM			252.95	252.95	66896
	Repace Blower Motor					
	Replace Left Backup Light Bulb.					
01/13/10	OTHER			134.49	134.49	
	New Spotlight					
01/21/10	JIM			173.75	173.75	67070
	Replace Thermostat					
01/31/10	GRNML	78.80			218.99	
	Monthly Fuel Usage					
	Total Miles for the Month 964.					
	Ending Vehicle Miles for the Month 67,495.					

Total Gallons	Fuel Amt	Parts	Labor	Maint Amt	Total Amt
78.80	218.99		561.19	561.19	780.18

98 2008 Chevrolet Impala Class SQUAD CAR

Date	Vendor/Desc	Gallons	Parts	Labor	Amount	Odom Miles
01/08/10	JIM			51.78	51.78	
	New Wiper Blades					
01/15/10	BERG			202.38	202.38	34040
	Flush Transmission					

Maintenance and Fuel

01/29/10 BERG 34965
 Replace Steering Knuckle and Steering Wheel
 Warrant Repairs.

01/31/10 GRNML 207.42 563.25
 Monthly Fuel Usage
 Total Miles for the Month 2982.
 Ending Vehicle Miles for the Month 35,453.

Total Gallons	Fuel Amt	Parts	Labor	Maint Amt	Total Amt
207.42	563.25		254.16	254.16	817.41

99 2007 Chevrolet Impala Class SQUAD CAR

Date	Vendor/Desc	Gallons	Parts	Labor	Amount	Odom Miles
01/31/10	GRNML	56.30			153.50	
	Monthly Fuel Usage					
	Total Miles for the Month 1186.					
	Ending Vehicle Miles for the Month 32,992.					

Total Gallons	Fuel Amt	Parts	Labor	Maint Amt	Total Amt
56.30	153.50				153.50

REPORT TOTALS:

Total Gallons	Fuel Amt	Parts	Labor	Maint Amt	Total Amt
902.04	2461.38		7306.35	7306.35	9767.73

JAN 22 2010

The Honorable Raymond S Danford
and Board of Trustees for the
Village of Freeburg, IL

Dear Mayor Danford and Trustees

Re: Benefits Requested by the Public Works Department

1 We would like to ask for another three year deal on our raise, we would like to propose, year one-4%, year two-4%, and year three-4.5%.

2 We would also like to revise Article 32.10 section C and ask that the vacation accrual time was lowered. For example, it takes two years to get two weeks, after that it takes until the completion of the ninth year to get three weeks. We would like to lower that to the completion of the seventh year to obtain three weeks and also lower the fourth week to the completion of the fifteenth year. We would then continue to earn one day per year after the fourth week was obtained.

3 We would like to ask for a health insurance option after retirement.

4 We would also like to revise Article 32.06 section A(2), Holiday Pay. As it states now: Any time required to work in **excess** of eight hours will be paid at two and one-half times the rate of normal pay. We would like to revise that to be worded as such: Any time required to work **outside of the eight hour working day** will be paid at two and one-half times the rate of normal pay.

5 We would also like to be granted the opportunity to take our birthday holiday on any day of that week of which the birthday falls.

6 We would also like to request that each employee's monthly utilities would be charged at the Village's rate.

7 The employees would appreciate your review of these requests. We await your response.

Thank you for your time.

[Handwritten signatures: Guya, Raymond Danford, Don Sand]

[Handwritten signatures: S. Thomas, J. H. ...]

Carl Lusch

Vacation Policies from various Municipalities

1. Freeburg:

After 1 year: 40 hours
After 2 years: 80 hours
After 3 years: 120 hours
After 18 years: 160 hours
Every year after 18: 8 hours per year

2. Highland:

After 1 year: 40 hours
2 - 7 years: 80 hours
8 - 14 years: 120 hours
15+ years: 160 hours

3. Troy:

Service Award:

1 - 4 years:	80 hours	5 years	\$300	25/\$1,500
5 - 9 years:	120 hours	10 years	\$600	30/\$1,800
10 - 19 years:	160 hours	15 years	\$900	
20+ years:	200 hours	20 years	\$1,200	

4. Fairview Heights:

1 - 4 years: 80 hours
5 - 11 years: 120 hours
12 - 19 years: 160 hours
20+ years: 200 hours

5. Swansea:

0 - 5 years: 80 hours
6 - 10 years: 120 hours
11+ years: 160 hours

6. Shiloh:

1 - 4 years: 80 hours
5 - 19 years: 120 hours
20+ years: 160 hours

7. Mascoutah:

Anniversary date until end of fiscal year, employee granted pro-rated 80 hour vacation

After 1 fiscal year - 9 years: 80 hours
10 - 14 years: 120 hours
15 - 19 years: 160 hours
20+ years: 200 hours