

RESOLUTION 33-2022

VILLAGE OF GILBERTS

RESOLUTION APPROVING CHANGES TO THE VILLAGE OF GILBERTS PERSONNEL POLICIES RELATED TO VACATION ACCRUALS

WHEREAS, the Village of Gilberts Personnel Policy, adopted May 1, 2007 and amended January 21, 2020 and August 4, 2020, establishes the general guidelines for employees conduct; and

WHEREAS, from time to time it is necessary to amend the Personnel Policy for clarification or to better meet the needs of the employees and the Village; and

WHEREAS, the Village desires to amend its policy related to non-exempt personnel overtime under the policy as identified in Exhibit A.

THEREFORE, be it Resolved by the President and Board of Trustees of the Village of Gilberts, Kane County, Illinois that:

Section 1. Recitals. The recitals set forth above are hereby incorporated into and made a part of this Resolution as though set forth in this Section 1.

Section 2. Approval; Authorization. The Village Board of Trustees hereby approves the Village of Gilberts Personnel Policy manual attached as Exhibit A.

Section 3. Effective Date. This Resolution shall be in full force and effect after its approval in the manner provided by law.


PASSED BY ROLL CALL VOTE OF THE BOARD OF TRUSTEES of the Village of Gilberts, Kane County, Illinois, this 7 day of June 2022.

	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>	<u>Abstain</u>
Trustee Dave LeClercq	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trustee Dan Corbett	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustee Justin Redfield	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustee Jeanne Allen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustee Lou Hacker	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trustee Brandon Coats	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
President Guy Zambetti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Resolution No. 33-2022



APPROVED THIS 7 DAY OF June, 2022


Village President, Guy Zambetti

(SEAL)
ATTEST:


Village Clerk, Courtney Nicholas

Exhibit A

Village Personnel Policy

2. Employees required to work on a recognized Village holiday shall do so. Employees working on the holiday shall receive their base rate of pay plus the base rate of pay for the holiday.
3. There shall be no duplicating or pyramiding in the computation of overtime or other premium wages including Holiday pay. Employees are not entitled to the payment of overtime or other premium pay more than once for the same hours worked.

5.7 VACATION

All full-time employees are eligible to earn vacation beginning on their start date with the Village as set forth in Section 5.7 of this Agreement. Employees are not eligible to use accrued paid vacation time until after the completion of six (6) months of continuous full-time employment.

Vacation accrual will be calculated on a monthly basis beginning with an employee's date of employment. No vacation can be taken until after it is earned. Before using vacation time, the employee will request the Department Head's approval with at least three (3) business days notice. —Vacation sign up shall begin in January of each calendar year and employees may register for vacation before it is earned, but no vacation can actually be taken until after it is earned. The maximum yearly vacation accruals are as follows:

<u>0-12 Months</u>	<u>80 hours</u>
<u>Following completion of 1st, 2nd, 3rd & 4th years of service</u>	<u>80 hours</u>
<u>Following completion of 5th through 11th years of service</u>	<u>120 hours</u>
<u>Following completion of and including 12th year of service</u>	<u>+ 160 hours</u>

Vacation accrual will be calculated on a monthly basis beginning with an employee's date of employment with the Village. The monthly accrual amount is equal to the employee's maximum yearly vacation accrual divided by twelve (12).

The maximum number of vacation hours which may be accrued by an employee is eighty (80) hours over the employee's maximum yearly vacation accrual. Vacation hours accumulated in excess of this amount will be lost.

Vacation credit shall not be accumulated during any layoff period, nor shall vacation credit be accumulated during an unpaid leave of absence.

~~—— All full-time employees shall be eligible for paid vacation time. Vacation leave shall accrue each period at the employee's award rate as noted below and awarded on May 1 of the following year. Employees may carry over a maximum of 80 hours into the next fiscal year, otherwise the employee forfeits unused vacation time in excess of the 80 hours. No vacation can be taken until after it is earned. Before using vacation time, the employee will request the Department Head's approval with at least three (3) business days notice. Vacation will be earned at the following rates:~~

~~—— For up to one (1) year of service (prorated for partial year service) —— 40 hours~~

~~—— Following completion of 2nd, 3rd, & 4th years of service —— 80 hours~~

~~—— Following completion of 5th through 11th years of service —— 120 hours~~

~~—— After each anniversary following and including the 12th year —— 160 hours~~

5.8 PERSONAL LEAVE

On May 1 of each year, all full-time employees shall be awarded 64 hours (i.e. equivalent to eight (8) working days) to be available for sick or personal days or as a "floating" holiday. To use personal leave, the employee will either:

- a) request the Department Head's approval with at least three (3) business days prior notice, or
- b) will call the Department Head within the first two (2) hours of the employee's regular work hours to notify that the employee will be using a personal day for sick leave. In such an instance where more than three (3) consecutive personal days are used for sick leave, the Department Head may require a note from the employee's doctor stating that the employee is approved to return to work.

New employees must successfully complete the probationary period prior to being awarded and eligible to use personal leave. The use of Personal Leave shall be limited to increments of one (1) hour or more. Personal time not used may be carried over to the next Village fiscal year without loss, up to a maximum