

ORDINANCE NO. 10-14

An Ordinance Amending the West Dundee Municipal Code, Title 1, Chapter 8, Village Departments and Chapter 9, Personnel Policies and Procedures for the Village of West Dundee

WHEREAS, the Village of West Dundee, Kane County, Illinois, is a home rule municipality as contemplated under Article VII, Section 6 of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the Village's home rule powers and functions as in the Constitution of the State of Illinois; and

WHEREAS, since 2005 the Village of West Dundee has made adjustments to the managerial positions within the West Dundee departments through attrition and resignations; and,

WHEREAS, based on departmental reorganizations that have occurred, at this time various positions have been eliminated and employees not replaced; and,

WHEREAS, supervisory and managerial responsibilities have been taken up by other employees within the respective organizational hierarchies of their departments; and,

WHEREAS, most recently, the Village of West Dundee has appointed a Lieutenant position from the ranks of Sergeant in the West Dundee Police Department;

SECTION 1: That Section 1-9-3 (A.) of the West Dundee Municipal Code shall be rescinded and amended to read as follows:

A. Vacation: All regular full time employees may receive a stated vacation period with pay. Part time employees who work a minimum of one thousand (1,000) hours on an annual basis and participate in a village sponsored retirement program shall receive a prorated amount of vacation time based on the number of hours actually worked in comparison to that of a full time employee. Vacation days must be taken during the calendar year in which they are earned, or the vacation accrual will be lost. In unusual circumstances, vacations may be postponed to not later than the next calendar year upon recommendation of a department director and approval of the village manager. Any vacation days carried over to the next calendar year must be used by April 30 of that year. In the event of a postponed vacation, not more than one year's vacation period shall be taken at one time without the prior approval of the village manager.

Employees will begin to accrue vacation in the first full calendar month of employment. Employees may not take the accrued vacation until after they have completed one hundred eighty (180) days of service. Vacation earned shall be determined by length of service and shall be in accordance with the following schedule:

<u>Length Of Service</u>	<u>Full Time Employee</u>	<u>Twenty Four Hour Shift</u>
First partial year of employment	6.67 hours per month	10.00 hours per month
Completed calendar years 1_5	80 hours per year	120 hours per year
Completed calendar years 6_13	120 hours per year	168 hours per year
Completed calendar years 14_20	160 hours per year	
Completed calendar years 14_24		216 hours per year
Completed calendar year 21	168 hours per year	
Completed calendar year 22	176 hours per year	
Completed calendar year 23	184 hours per year	
Completed calendar year 24	192 hours per year	
Completed calendar year 25 or more	200 hours per year	240 hours per year

Vacation schedules shall be determined in each department by the department director. Individual employee convenience will be considered, but village needs will dictate actual dates. If a conflict in scheduling arises, a lottery will be drawn to determine vacation scheduling. Employees must submit vacation requests to their supervisors no later than thirty (30) days prior to the requested vacation.

Vacation time must be taken in blocks of time of no less than four (4) hours.

Upon separation from employment, a lump sum payment of earned vacation benefits will be provided to all employees. (Ord. 05-04, 2-21-2005)

The following positions shall be entitled to three (3) vacation days each year in addition to their regular accrued vacation: finance director, director of public works, fire chief, police chief, community development director and police lieutenant. (Ord. 05-04, 2-21-2005; amd. Ord. 06-32, 6-5-2006);

The village manager's position shall be entitled to five (5) additional vacation days in addition to his regular accrued vacation. (Ord. 06-32, 6-5-2006)

Employees on leave of absence without pay shall not accrue vacation during the period of their leave.

Any and all references to vacation days noted on an employee's payroll stub are for general

reference and planning purposes only and do not affect the normal accrual process as described above. Thus, if an employee leaves prior to the completion of the year, the vacation days will be prorated as described above.

SECTION 2: That Section 1-8A-2 (B), (C) and (D) of the West Dundee Municipal Code shall be rescinded and amended to read as follows:

1-8A-2: APPOINTMENTS:

B. The second in command of the police department shall be the lieutenant of police. The lieutenant of police shall be appointed by the police chief with the advice and consent of the village manager, for an indefinite period of time. The lieutenant of police need not be appointed from the members of the department, but if appointed from members of the department, the appointment need not be from the rank next below the lieutenant of police, but may be appointed from among members of the department regardless of rank. (Ord. 91-15, 8-19-1991; amd. Ord. 98-20, 9-14-1998)

C. The full time position of police officer, sergeant, and full time ranks other than the chief of police or lieutenant of police shall be appointed by the board of fire and police commissioners as provided in their adopted rules and regulations.

D. The order of rank in the police department shall be: chief of police, lieutenant of police, sergeant, and patrol officer.

SECTION 3: That Section 1-8B-2 and 1-8B-3 of the West Dundee Municipal Code shall be rescinded and amended to read as follows:

1-8B-2: APPOINTMENTS:

A. The head of the department shall be the chief. The chief shall be appointed by the village manager subject to the advice and consent of the board of trustees for an indefinite period of time. The chief need not be appointed from the members of the department, but if appointed from the members of the department, the appointment need not be from the rank next below the chief, but may be appointed from among members of the department regardless of rank.

The village manager may suspend or discharge the chief for cause, at any time. In the event the chief is discharged, said person shall revert to their permanent rank in the department, if any, as established by the board of fire and police commissioners. (Ord. 89-04, 4-3-1989; amd. 2004 Code)

B. In the absence of the chief, the second in command of the department shall be the shift lieutenant or the lead firefighter/paramedic.

C. The full time position of firefighter/paramedic, lieutenant, and full time rank other than the chief shall be appointed by the board of fire and police commissioners as provided in their adopted rules and regulations.

D. The order of rank in the fire department shall be: chief of fire, lieutenant of fire and lead firefighter/paramedic.

SECTION 4: That Section 1-8D-2 (B) of the West Dundee Municipal Code shall be rescinded and amended to read as follows:

1-8D-2: APPOINTMENTS:

B. In the absence of the director, the second in command of the department shall be the supervisor of utilities or the supervisor of public works based on the director's recommendation.

SECTION 5: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 6: All ordinances or parts of ordinances in conflict herewith area hereby repealed to the extent of such conflict.

SECTION 7: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

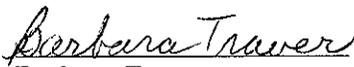
APPROVED this 17th day of May, 2010, by a roll call vote as follows:

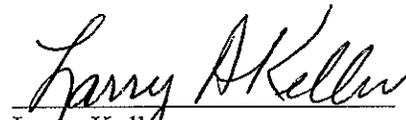
AYES: Trustees Voss, Gillam, Price, Osth, Hanley and Yuscka

NAYS:

ABSENT:

ATTEST:


Barbara Traver
Village Clerk


Larry Keller
Village President