

ORDINANCE NO. 648

AN ORDINANCE TO AMEND THE VILLAGE OF PENDER PERSONNEL POLICY MANUAL; REPEALING ORDINANCES IN CONFLICT; AND ESTABLISHING AN EFFECTIVE DATE; AND AUTHORIZING PUBLICATION OF SAID ORDINANCE IN PAMPHLET FORM.

BE IT ORDAINED BY THE CHAIRMAN AND BOARD OF TRUSTEES OF THE VILLAGE OF PENDER, NEBRASKA:

SECTION 1: The Village of Pender Personnel Manual shall read as follows:

VILLAGE OF PENDER

STATEMENT OF UNDERSTANDING AND RECEIPT OF PERSONNEL POLICY

THE UNDERSIGNED acknowledges that he/she has been provided with a copy of the Personnel Policy for the Village of Pender and further that they have read and understand its contents.

The contents of this manual are presented for information only. The plans, policies, and procedures described are not conditions of employment. The Village reserves the right to modify, revoke, suspend terminate or change any or all plans, policies, or procedures, in whole or in part, at any time with or without notice. The language, which appears in this manual, is not intended to create nor is it to be construed to constitute a contract between the Village and any one or all of its employees.

Dated this _____ day of _____, 20_____.

Employee's Signature

Employee's Printed Name

PURPOSE AND INTRO

It is the purpose of this manual and the policies contained herein to establish and maintain a uniform and equitable system of personnel administration for employees of the Village. The adoption of this manual is meant to ensure that employment with the Village shall be on the basis of qualifications and that employees will benefit from a work environment which will encourage them to render their best service.

The personnel policies within cover all full-time and part-time employees.

DISCLAIMER

Unless you are given a written contract signed by the Village Clerk specifying an employment term, your employment is “at will.” This means that both the Village of Pender and the employee have the right to terminate employment at any time or without cause. Nothing in this personnel handbook, nor will any oral or written representation by any employee or official of the Village of Pender, shall be construed as a contract of employment.

SECTION 1-GENERAL

1.010 GENERAL PURPOSE/SCOPE

- (a) This manual is a general informational guide to the Village's current employment policies and shall not be construed as a contract, implied or otherwise. The Village reserves the right to amend, delete, supplement, or rescind any of the provisions of this manual, as the Village deems necessary and appropriate, without advance notice. These policies shall not be construed to create contractual rights or any type of promise or guarantee of specific treatment upon which any employee may rely. The Village also reserves the right to deviate from these policies in emergency situations, in order to achieve its primary mission of providing orderly and cost-efficient services to its citizens.
- (b) These personnel policies shall apply to all Village employees. They shall not apply to elected officials and independent contractors. In the event of conflict between any provision of this manual and any provision of a valid and effective collective bargaining contract or in cases where the application of these policies would conflict with applicable Civil Services rules and regulations, the provisions of the labor contract and/or the Civil Service rules shall govern. In all other cases, these policies shall govern.

1.020 NATURE OF THE EMPLOYMENT RELATIONSHIP

- (a) Employment with the Village of Pender is voluntary on the part of both parties. Either the employee or the Village may terminate the employment relationship at any time, with or without cause, as either party may deem appropriate.

1.030 EQUAL EMPLOYMENT OPPORTUNITY

- (a) The Village of Pender is an equal employment opportunity employer. The Village employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual's sex, race, color, religion, national origin, age, marital status, disability, sexual orientation, gender identity, pregnancy, or any other prohibited basis of discrimination under applicable local, state, and federal law.
- (b) The Village will make reasonable accommodations of the disabilities and bona fide religious beliefs of job applicants and Village employees to the extent required by law, unless undue hardship to the Village would result.
- (c) Every person in this state is entitled to opportunity for employment on

equal terms with every other person. However, as to employment, an individual must be qualified to perform the services or work required.

1.035 VIOLATION OF INDIVIDUAL RIGHTS—HATE CRIME

An employee who believes he or she is a victim of a Hate Crime must report the incident to the Clerk or Village Board immediately. For purposes of this policy, hate crime means: a criminal offense committed against a person or a person's property because of the person's race, color, religion, ancestry, national origin, gender, sexual orientation, age, or disability, or the person's association with a person of a certain race, color, religion, ancestry, national origin, gender, sexual orientation, age or disability."

1.040 HARASSMENT

- (a) It is the policy of the Village to provide a work environment for its employees that is free from harassment, discrimination and intimidation. The Village will not tolerate any form of harassment. Prompt disciplinary action will be taken against any employee who commits or participates in any form of harassment.
- (b) Harassment is unlawful when it is (1) based on age, race, color, gender, religion, national origin, disability, pregnancy, genetic information, gender identity, sex, sexual orientation or any other characteristics that are protected by law; (2) unwelcome; (3) severe or pervasive in nature; and (4) made a condition of employment, unreasonably interferes with an employee's work performance or creates an offensive, intimidating, degrading, or hostile work environment.
- (c) Any employee who believes he or she is being harassed by co-workers should immediately notify the Clerk, or member of the Village Board. In the event that the harassment involves the Village Clerk, the employee should notify the Village Board or Chairman. The Village will not retaliate against an employee who complains of harassment.

1.050 DEFINITIONS

- (a) Department Head: An employee who has responsibility for directing one or more departments.
- (b) Immediate Family: An employee's immediate family includes the employee's spouse, child, parent, brother or sister, all grandparents, mother or father, son or daughter-in-law. Stepchildren residing with an employee are defined as immediate family.
- (c) Regular Full-Time Employee: An employee who has completed the probationary period and who regularly works a minimum of forty (40) hours a week or One Hundred and Sixty (160) hours a month on a continuing basis.

- (d) Temporary Employees: Temporary employees are defined as those employees who hold jobs of limited duration arising out of special projects, seasonal workloads or emergencies and work less than six (6) months. Temporary employees are not eligible for Village benefits.

1.060 EMPLOYEE PERSONNEL RECORDS

- (a) A personnel file for each employee is kept in the Village Clerk's Office and access is limited to the Village Clerk and Village Board. All employee personnel files contain the employee's name, title and /or position held, job description, department to which the employee is assigned, salary, changes in employment status, training received, performance evaluations, personnel actions effecting the employee, including discipline, and other pertinent information.
- (b) Because of social security, payroll, insurance, income tax, and other requirements, it is particularly important that employees keep the Village Clerk informed about any changes in the following:
 - (1) Name
 - (2) Address
 - (3) Telephone Number
 - (4) Marital Status
 - (5) Number of Dependents
 - (6) Insurance Beneficiary
 - (7) Person to contact in event of emergency
 - (8) United States employment eligibility or authorization
 - (9) Date on which a dependent marries or reaches the age of majority

Employees are required to promptly report all changes that occur in any of this information at the earliest possible time.

- (c) An Employee has the right to review their file. An employee may request removal of what the employee believes to be irrelevant or erroneous information in their personnel file. If the Village denies the employee's request to remove the information, the employee may file a written rebuttal statement to be placed in their file.
- (d) Personnel files are kept confidential to the maximum extent permitted by law. Except for routine verifications of employment, no information from an employee's personnel file will be release to the public, including the press, without the written consent from the employee for specific information.

1.070 REFERENCES

- (a) The Village does not give references, other than to confirm the dates of employment and last salary, without the express written consent of the employee.

1.080 CONFIDENTIALITY

The Village of Pender wants to ensure that aspects of its operation are kept confidential to the greatest extent possible. Employees may become aware of confidential Village and citizen information during their employment. The types of information and records the Village considers confidential include, but are not limited to such things as information concerning personnel, citizen financial information and legal issues.

In addition, employees are prohibited from engaging in gossip based on information not available to the general public that may give rise to Village liability.

Please remember that the need for confidentiality does not end when the employer-employee relationship has been discontinued. During employment, breach of such confidentiality will result in disciplinary action and may result in immediate termination. After the employee's termination, breach of the confidentiality requirements may result in legal action.

SECTION 2—HOURS AND ATTENDANCE

2.110 WORKING HOURS

- (a) A normal working schedule for regular, full-time employees consists of at least forty (40) hours each work week. Different work schedules may be established by the Village to meet job assignments and provide necessary Village services, employees will be advised regarding their specific work hours.
- (b) Part-time and temporary employees will work hours as specified.
- (c) Daily work schedule: including starting time and quitting time shall be set by the employee's supervisor.

2.120 HOURS OF WORK AND OVERTIME

- (a) All Village positions are designated as either "exempt" or "non-Exempt" according to the Fair Labor Standards Act (FLSA) regulations.
- (b) For most Village Employees, the established work period is forty (40) hours within a seven (7) day work week. The work week begins at 12:01 a.m. Monday and ends at 12:00 p.m. Sunday. All employees who work at least 40 hours are full-time employee.

- (c) Non-exempt employees are entitled to additional compensation, either in cash or compensatory time off, when they work more than the maximum numbers of hours during a work period.
- (d) All overtime must be authorized by the Utility Superintendent or Village Board.
- (e) Overtime pay is calculated at one and one-half (1 ½) times the employee's regular rate of pay for all time worked beyond the established work period.
- (f) When computing overtime pay, any holiday, sick leave and vacation time are not counted as hours worked. Only those hours actually worked shall be used to compute overtime.
- (g) Exempt employees are not covered by the FLSA overtime provisions and do not receive either overtime pay or compensatory time in lieu of overtime pay.

2.125 WORK SCHEDULE

- (a) Maintenance Employees: 7:00 a.m. – 4:00 p.m. A Non-paid sixty (60) minute lunch break will be normally taken from 12:00 p.m. (noon) to 1:00 p.m.
- (b) Office Employees: 8:00 p.m. to 5:00 p.m. A Non-paid sixty (60) minute lunch break will be normally taken from 12:00 (noon) to 1:00 p.m. unless circumstances dictate it be taken earlier or later.
- (c) **Overtime Pay:** The employees will be reimbursed for hours worked in excess of their regular workweek at the rate of one and one-half (1 ½) times their normal hourly rate of pay for all hours worked in excess of the regular work week.
- (d) **Holidays:** If an eligible employee is required to work on any established Holiday, which may or not be a part of the regular work week, the employee shall be compensated for the hours worked at the overtime rate, as outlined above. Said overtime compensation shall be in addition to the normal holiday pay received by the employee.
- (e) **Emergency Work:** Emergency work time spent by an employee above the normal forty (40) hour shall be compensated with compensatory time during the next eighty (80) hours work period. If not taken as compensatory time, the employee shall be paid for such time at one and one-half (1 ½) times his/her normal pay rate. Snow removal and all utilities emergencies shall constitute most of these instances.
- (f) Non-exempt employees entitled to overtime pay may elect to receive compensatory time off instead of cash payment. The Village board approves this on a case-by-case basis. If the compensatory time option is exercised, the employee is credited with one and one –half (1 ½) times the hours worked in

excess of 40 hours as compensatory time. Maximum accruals of compensatory time shall be limited to forty (40) hours for regular employees. After maximum accrual, overtime compensation shall be paid.

- (g) Employees may use compensatory time within a reasonable time-period after making a request to the Village Clerk, unless doing so would unduly disrupt Village operations. Compensatory time should be used for short-term absences from work during times mutually agreed to by the employee and the immediate supervisor or Village Board. The accumulation of compensatory time to be used a substitute for extended vacation time off is not normally permitted.
- (h) If any employee is unable to use accrued compensatory time within a reasonable period, no more than ninety (90) days, the employee will be paid their original overtime wage at the end of the fiscal year.

2. 140 ATTENDANCE

- (a) Punctual and consistent attendance is a condition of employment.
- (b) Employees unable to work or unable to report to work on time should notify their immediate supervisor as soon as possible, ordinarily before the work day begins or within thirty (30) minutes of the employee's usual starting time. If an absence continues beyond one day, the employee is responsible for reporting in each day. The employee may leave a message stating the reason for being late or unable to report for work.
- (c) Employees are expected to be at work during inclement weather. The Utility Superintendent and /or Village Board may allow employees to be late or leave early during severe weather conditions; however, non-attendance will be counted as absence from work and will be charged to accrued vacation time or accumulated compensatory time.
- (d) An employee who is absent without authorization or notification is subject to disciplinary action, including possible termination.

2.150 BREAKS AND MEAL PERIODS

The workday shall include two (2) paid fifteen (15) minute breaks for every eight (8) hours worked. All breaks shall be arranged so that they do not interfere with Village business or service to the public. Meal periods are unpaid.

2.160 CALL BACK

All employees are subject to Call Back emergencies and are needed by the Village to provide necessary services to the public. A refusal to respond to a Call Back is ground

for immediate disciplinary action, including possible termination. Employees on Call Back will be paid their appropriate rate of pay for hours worked, or overtime rate/compensatory time rate, if applicable.

2.165 WEEKEND DUTIES

Employees are scheduled for rotating weekend duties, including weather reporting, recording water and wastewater usage, and responding to emergency calls involving Village services. During the summer, weekend duties also include checking Village Park restrooms, shelter house and other duties as may be assigned.

2.170 PAYROLL RECORDS

The Village Clerk keeps the official payroll records. Each employee shall turn in on a regular basis a signed work record noting hours worked, leave taken and overtime worked during the previous pay period.

SECTION 3—RECRUITING AND HIRING

3.210 RECRUITING

- (a) Recruiting practices are conducted solely on the basis of ability, merit, qualifications and competence, without regard to any status protected by law.
- (b) Each applicant shall complete and sign an application form prior to being considered as a finalist for any position. Resumes may supplement, but not replace, the Village official application form. Applicants chosen for consideration as finalists on the basis of their resumes or other information shall complete a standard application form prior to being considered as a finalist for any position.
- (c) Any applicant supplying false or misleading information is subject to immediate termination, if hired.

3.220 HIRING

- (a) When a position becomes vacant and prior to any posting or advertisement of the vacancy, the Department head shall review the position, its job description and the need for such a position and shall submit information to the Village Clerk. The Village Clerk will prepare and submit a written request to fill the position to the Village Board. The position will be posted and /or advertised only after the Village Board has approved the request.
- (b) Residency within the Village shall not be a condition of initial appointment.

Residency in the Village shall be required within thirty (30) days of hiring for all regular full-time employees who are subject to call back, unless extended or waived by the Village Board. In the event the Board authorizes a full-time employee who is subject to call back to live outside of the Village Limits, said employee shall reside within 15 miles of the municipality.

- (c) Applicants for positions in which the applicant is expected to operate a motor vehicle must be at least eighteen (18) years old and will be required to present a valid State driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants with poor driving records, as determined by the Village, may be disqualified for employment with the Village in positions requiring driving.
- (d) An applicant's hiring as a municipal employee is contingent on that applicant passing a medical examination by a licensed physician. The purpose of the examination is to determine if the individual is physically able to perform the job and to ensure their physical condition will not endanger the health, safety or well-being of other employees or the public. The physician shall make a report as the applicant's suitability for employment in the position to be filled. Such medical examination reports and subsequent reports made during the person's term of employment shall be kept in a permanent file for each employee. The offer of employment may be conditioned on the results of the examination. The Village shall reimburse the applicant up to one hundred dollars (\$100.00) for the cost of physical examination.
- (e) A candidate may be disqualified from consideration if: (1) found physically unable to perform the duties of the position (and the individual's condition cannot reasonably be accommodated in the workplace); (2) the candidate refuses to submit to a medical examination or complete medical history forms; or (3) if the exam reveals use of alcohol and/or controlled substances.

3.230 TEMPORARY EMPLOYEES

- (a) With approval of the Village Board, temporary employees may be used during emergencies or other peak workload periods, to temporarily assist regular employees, or absent employees due to disability, illness, vacation or other approved leave, or to temporarily fill a vacancy until a regular employee is hired.
- (b) Temporary employees may be hired without competitive recruitment or examination.
- (c) Temporary employees may not work more than one hundred sixty (160) hours a month for more than five (5) months in a twelve (12) month period.
- (d) Temporary employees are eligible for overtime pay as required by law.

Temporary employees are not eligible and do not receive retirement, vacation, sick leave, health insurance, holiday or any other benefits during their employment.

3.340 PROBATIONARY PERIOD

- (a) All newly hired employees or former employees who have been rehired or employees promoted enter a probationary period, which is considered in integral part of the selection and evaluation process.
- (b) During the probationary period an employee is required to demonstrate suitability for the position through actual work performance.
- (c) The normal probationary period for Village service employees is three (3) months from the employee's date of hire, rehire or promotion; however, longer periods may be established for positions requiring technical, professional specialized, unusual or unique skills or qualifications.
- (d) An employee's probationary period may be extended for up to an additional six (6) months (when needed due to circumstances such as extended illness or a need to continue to evaluate marginal performance) to properly evaluate the employee's performance. The probationary period will not be shortened for any reason.
- (e) During the probationary period, the employee may be terminated at any time with or without cause.
- (f) When a department head determines an employee has satisfactorily completed the probationary period, the Village Clerk shall prepare a written performance evaluation. The Village Board and department head shall perform and review the employee's evaluation. If the probationary period is satisfactorily completed, the employee may be certified to regular employment status.

3.250 EMPLOYMENT OR RELATIVES (NEPOTISM)

- (a) Employee's relatives will not be employed by the Village under any of the following circumstances.
 - (1) Where one of the parties would have authority (or practical power) to supervise, appoint, remove, or discipline the other; except in emergency situations or with board approval.
 - (2) Where one party would be responsible for auditing the work of the other;
 - (3) Where both parties would report to the same immediate supervisor;

- (4) Where other circumstances might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interest of the Village, or
- (5) Where one of the parties is a policy level official of the Village.
- (b) “Relatives” included an employee’s parent, spouse’s parents, spouse, children, Brother-in-laws, Sister-in-laws and step relationships, or any other person related by consanguinity or affinity within the third degree to the person elected, appointed or making said appointment.
- (c) Employment of relatives is prohibited unless such appointment shall first be approved by the Village Board following proper advertising of the vacancy. It is the policy of the Village of Pender to hire the most qualified applicant for the job.

3.260 PROMOTIONS AND TRANSFERS

- (a) The Village encourages current Village employees to apply for vacant Village positions for which they are qualified. Promotions and transfers are based on the department head recommendation, work force requirements, performance evaluations, job descriptions and related Village requirements.
- (b) Regular employees are eligible for promotions, transfers or voluntary demotion. To be considered for another position, an employee must have satisfactorily completed the probationary period and possess the qualifications for the vacant position, unless such requirements are waived by the Village Board in the best interests of the Village.

SECTION 4—COMPENSATION

4.310 SALARY CLASSIFICATION AND GRADES

Each job title within the Village is classified into one of the Village’s classifications for salary purposes, based on job qualifications, level of responsibility, difficulty, working conditions, skill, hazards, and amount of supervision required for the specific job title.

4.320 EMPLOYEE PAY RATES

- (a) Pay increases are contingent on satisfactory performance and job evaluations. If any employee’s performance is consistently unsatisfactory, the Village Board may defer a scheduled pay increase for a stipulated period of time or until the employee’s job performance is satisfactory.

4.330 PAYDAYS

Employees are paid on a bi-weekly basis on the first Friday following the end of a two-week work period. When the payday falls on a holiday, payment shall be made on the day before the holiday.

4.340 DEDUCTIONS

The law requires some regular deductions from the employee's earnings. The employee specifically authorizes other deductions. The Village will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee.

4.350 TRAVEL AWAY FROM THE VILLAGE

All travel away from the Village must be approved in advance, if possible, by the Village Board or department head. The Village acknowledges this will not always be possible. If private automobiles are used, employee's mileage will be reimbursed at the IRS standard mileage rate.

4.360 TRAVEL EXPENSE REIMBURSEMENT

- (a) Village employees will be reimbursed for reasonable and customary expenses actually incurred in connection with the business of the Village, including food, lodging and travel expenses while away, but excluding any expenses for alcoholic beverages. Meal reimbursement shall not exceed thirty-five (\$35.00) dollars per day when overnight lodging is required, unless provided by conference registration. All meals on a day conference shall be reimbursed and not exceed thirty-five (\$35.00) per day.
- (b) Requests for reimbursement, including receipts, shall be submitted on an expense report form signed by the employee.

4.370 COMPENSATION UPON TERMINATION

When an employee's employment with the Village is terminated, the employee will receive the following compensation:

- (a) Regular wages for all hours worked up to the time of termination, which has not already been paid.
- (b) Any accrued but previously unpaid overtime and accrued but unused vacation pay.
- (c) Termination Pay. Regular employees who voluntarily resign shall give two (2)

weeks' notice, and salaried positions will give one (1) month notice. Any employee who complies with this requirement shall be given pay to the date of separation plus earned vacation to that date. Regular employees terminated by the Village Board due to cause other than malfeasance or misfeasance shall be given thirty (30) day's notice, paid to the date of separation, plus earned vacation to that date.

Removal. The Board shall have the power to dismiss an employee. Removal from his or her position shall be made only where the good of the Village's services requires that it be done. Said causes shall be substantial and important and relate directly to the disqualification of the person or to his failure in the performance of his duties so that he has become an unsatisfactory person to hold the position. Grounds for removal shall include, but not be limited to, the following:

- (1) Conviction in a court of competent jurisdiction of a felony or any job-related crime or crimes involving fraud, moral turpitude or dishonesty.
- (2) Working under the influence of drugs or alcoholic beverages, which interferes with expected job performance.
- (3) Failure to report for duty upon termination of suspension or leave of absence and malfeasance, misfeasance, or nonfeasance in the performance of duty.
- (4) Insubordination, neglect of duty or incompetence, violation of Village policies, and disrespectful behavior or any other behavior the Village deems inconsistent with the Village's best interests.

SECTION 5—PERFORMANCE EVALUATIONS AND TRAINING

5.410 PERFORMANCE EVALUATIONS

- (a) To achieve the Village's goal to train, promote and retain the best-qualified employee for every job, the Village may conduct periodic performance evaluations for all positions.
- (b) The Village Clerk and Board are responsible for developing and maintaining the Village's performance evaluation program.
- (c) Employees are to be evaluated by the Department Head and/or Village Board prior to completion of their probationary period and at least once every twelve (12) months thereafter.
- (d) The evaluation is part of an employee's personnel record and may be a factor

in determining the employee's conversion to regular status, whether the employee receives a wage increase, or is to be promoted, transferred, demoted, laid off, or terminated.

5.420 TRAINING POLICY

The Village seeks, within the limits of available resources, to offer training to increase an employee's skills, knowledge and abilities directly related to Village employment, to obtain or maintain required licenses and certifications, and to develop staff resources. Opportunities may include, but are not limited to on-the-job training, in-house workshops, and seminars sponsored by other agencies or organizations.

SECTION 6—BENEFITS

6.510 RETIREMENT BENEFITS

- (a) The Village makes contributions on behalf of all eligible employees to the Social Security System in addition to those contributions made by the employee through FICA payroll deductions.
- (b) There shall not be a mandatory age for retirement.

6.520 DISABILITY BENEFITS

- (a) All employees are covered by the State Industrial Probationary Insurance program (Worker's Compensation). This type of insurance covers employees in case of on-the-job injuries or job-related illnesses. For qualifying cases, State Industrial Probationary Insurance will pay the employee for workdays lost for any disability resulting from job-related injuries or illnesses. All job-related accidents should be reported immediately to the supervisor.
- (b) An eligible employee who is unable to work due to a work-related injury may receive worker's compensation benefits in an amount determined by the applicable laws in effect at the time of the incident.
- (c) The Village may require an examination at its expense, performed by a physician of its choice, to determine when the employee can return to work and if the employee will be capable of performing the duties and responsibilities of the position.

6.535 HEALTH INSURANCE

The Village will pay the premium for each eligible regular full-time employee's health insurance coverage with a health and major medical group insurance program chosen by the Village Board. The Village will pay fifty percent (50%) with an additional twenty

percent (20%) taken off the fifty percent total for each eligible regular full-time employee's health insurance coverage for a spouse, child's or family coverage with a health and major medical group insurance program chosen by the Village Board. The employee and covered spouse, children or family must pay the first \$750.00 toward the applicable health insurance deductible, the Village will contribute the next \$1000.00 toward the applicable health insurance deductible, and the employee and covered family members will then be responsible for the remainder of the deductible as well as any co-pays or uncovered expenses.

The insurance program referred to in this manual will be subject to all the terms and conditions of the contract of insurance provided by the insurance carrier and entered into with the Village. The programs and criteria for eligibility will be explained at the time of employment and will go into effect after employees become eligible to join. The Village Board reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable. All benefit plans are subject to change from time to time.

- (a) **Eligibility:** All full-time employees only will be eligible to apply for said Health and Major Medical Group Insurance Program. Temporary and regular part-time employees do not qualify and will not be provided with Health Insurance.
- (b) **Continued Coverage Provision:** Ninety (90) calendar days after an employee has been approved for coverage after the Village's Health and Major Medical Group Insurance Program, the following provisions will apply.
 - (1) An Employee, who has been approved by the Village Board for a leave of absence, with or without pay, as aforesaid may from said date of approval, continue the employee's Health and Major Medical Group Insurance Program for a period of ninety (90) calendar days. The employee must make application in writing, and approval will be in the discretion of the Village Board and the insurance carrier. The approval of the insurance carrier shall be solely obtained by the employee, and at the employee's sole expense.
- (c) If any employee terminates regular active work from the Village for any any reason, coverage of benefits under the Health and Major Medical group Insurance Program must be offered as a CORBA plan, with identical Benefits to the employee and dependents at the time of termination.
 - (1) If any employee elects to take COBRA, an application is required within sixty (60) days of the qualifying event. The effective date for COBRA coverage may be assigned retroactively by the employee or beneficiary.
 - (2) Each qualified beneficiary has the right to elect coverage, so the spouse and/or dependents may elect coverage on their own even if the employee

does not.

- (2) Said coverage shall remain in force for eighteen (18) months, or a Beneficiary becomes disabled during the first sixty (60) days of COBRA coverage, the period must be extended to twenty-nine (29) months or if the beneficiary cancels coverage.
- (3) Coverage shall, also, cease for any of the following reasons:
 - (a) The qualified beneficiary fails to make timely payments of premiums to the employer.
 - (b) The Village ceases to provide any group health plan for all Employees.
 - (c) The qualified beneficiary becomes covered under another group health plan as an employee or dependent (unless that plan has a pre-existing condition clause) or the beneficiary becomes entitled to benefits under Medicare.
 - (d) Continuation rights are not available if an employee is terminated for “gross misconduct”.
 - (e) An administrative handling fee over and above the cost of the insurance premium may be charged to the employee or their dependents who elect to exercise their COBRA continuation rights.

6.540 REIMBURSEMENT ALLOWANCES

Village regular employees shall be eligible for reimbursement for such additional expenses required by their employment in the form of allowances for the use of a private automobile on Village business as the Board shall by resolution provide, in addition to the amount set forth on a step pay rate, and such allowances and contributions shall be considered in setting the proper levels of pay for similar work.

6.550 UNEMPLOYMENT COMPENSATION

Village employees may qualify for State Unemployment Compensation after termination from Village employment depending on the reason for termination and if certain qualifications are met.

6.610 TYPES OF LEAVES

- (a) Vacation Leave.

- (b) Injury Leave.
- (c) Sick Leave.
- (d) Leave without pay.
- (e) Jury and Witness Leave.
- (f) Administrative Leave.
- (g) Military Leave.
- (h) Emergency Leave.
- (i) Funeral Leave.
- (j) Family Leave.

6.620 VACATION

- (a) Vacation leave is earned on an annual basis. Each regular full-time employee is entitled to vacation leave as follows:
 Regular full-time employees shall be granted leaves of absence with full pay for vacation periods. Employees must have one (1) full year of continuous employment to be eligible for vacation time. Then vacation time will run on a calendar year basis. Vacation time is paid at eight (8) hours per day.

Accumulation of Vacation Time: All regular full-time employees shall be granted and accrue vacation periods in accordance with the following schedules.

Years of Continuous Service	Accrual Days
1 year of employment	5 working days
2 years of employment	10 working days
10 years of employment	15 working days
20 years or more employment	20 working days

Notification to Use Vacation: All vacation time must be reported to the department head with three (3) day advance notice. Each employee is responsible for scheduling vacations without undue disruption of Village operations.

- (b) **Unused Vacation Leave at Termination:** When an employee terminates or is terminated by the Village, all accrued vacation shall be paid and included in the final paycheck. Computation of such vacation pay shall be based on the employee's regular rate of pay at the time of termination.
- (c) All new employees must satisfactorily complete their probationary period to be entitled to use vacation leave. Temporary and part-time employees are not eligible for any vacation benefits.
- (d) In cases when Village operations have made it impractical for an employee to use vacation time within the year it accrues, the department head with the approval of the Board may authorize accrual of vacation hours for an employee

up to eighty (80) hours. This will be reviewed on a case-to- case basis. Any unused vacation time at the end of the calendar year not authorized by the supervisor and board to be carried forward into a new year will be paid to the employee in the form of regular hourly pay.

6.625 INJURY LEAVE

- (a) Leave due to injury while on duty will be granted for the time workmen's compensation paid and for the period preceding the commencement of said compensation.

6.630 SICK LEAVE

Upon completion of a trial period of ninety (90) days, eligible regular full-time employees of the Village shall be granted leave of absence from duties on account of sickness with ten (10) sick days per calendar year. Sick pay benefits may be accumulated by employees up to a maximum of twenty (20) days. All sick leave expires on the date of separation. Sick leave shall not be used as vacation leave. Sick pay will be paid only for approved absences and for time when the employee would normally be scheduled to work. Sick leave does not count as hours worked for purposes of calculating overtime.

- (a) **Granting Sick Leave:** Sick leave shall be granted by the department head or Village Board. Sick leave may be used for personal illness or that of another immediate family member requiring the absence of the employee for the care of the individual. Immediate family members include spouse, children, stepchildren, foster children, parents, stepparents, mother-in-law, and father-in-law. Sick leave may be also be used for personal injury disabling the employee to an extend that prevents performance of assigned duties and or medical appointments.
- (b) **Doctor Excuse and Permission to Return to Work:** A doctor's certificate may be required when an employee is absent for a period in excess of three (3) days. The Village may also request the opinion of a second doctor at the Village expense to determine whether the employee suffers from a chronic physical or mental condition which impairs their ability to perform the job. Employees who are habitually absent due to illness or disability may be terminated if their disability cannot be reasonably accommodated and/or when the employee's absenteeism prevents the orderly and efficient provision of service to the citizens of the Village.
- (c) Medical or dental appointments for the employee or dependent child, provided that the employee must make a reasonable effort to schedule such appointments at times which have the least interference with the work day;
- (d) Exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others;

- (e) Use of a prescription drug which impairs job performance or safety;
- (f) Actual periods of temporary disability associated with pregnancy or childbirth. employees may request additional time off beyond the actual period of disability; vacation leave, compensatory time, or leave without pay may be used.
- (g) Employees who use all their accumulated sick leave and require more time off work due to illness or injury may, with the Village Board's prior approval, take leave without pay.

Abuse of Sick Leave Privileges: Abuse of Sick Leave privileges may be grounds for dismissal.

6.635 LEAVE WITHOUT PAY

- (a) The Village Board may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted included time off work for personal reasons, such as prolonged illness, parenting, caring for an ill relative, pursuing an education, or fulfilling a military obligation in excess of fifteen (15) days per year.
- (b) Only regular full-time and part-time employees who have satisfactorily completed their probationary period are eligible for leave without pay. The following requirements apply.
 - (1) Leave may be granted to an employee for a period of up to thirty (30) days upon the approval of the Village Board. Further extensions are at the discretion of the Village Board.
 - (2) Accrued compensatory time, if any, and vacation leave must be exhausted prior to taking any leave without pay.
 - (3) An employee's benefits are suspended during the period of unpaid leave until the employee returns to work. Vacation, Sick leave and/or any other benefits do not accrue while an employee is on leave without pay.
 - (4) In certain circumstances, self-payment of benefits may apply.
 - (5) An employee who fails to report promptly at the end of the unpaid leave is presumed to have resigned. An employee returning from a temporary disability may, at the Village option, return to the same position or similar position at a comparable rate of pay.

- (6) Unless specified elsewhere in this manual or expressly stated in writing and signed the by Village Board, while on authorized leave of absence without pay, the employee will not accrue vacation or sick leave benefits. An employee will be returned to the same or comparable position after the leave based upon the needs of the Village, the length of the leave, and prior performance of the employee.
- (7) Prior to returning from a leave for medical incapacity, an employee may be required to submit a medical report certifying that the employee is able to resume their regular job responsibilities.
- (8) An employee's employment with another employer while on leave of absence will automatically constitute a voluntary resignation.

6.640 JURY AND WITNESS LEAVE

- (a) Employees may be granted time off with pay to serve on a jury or as a court witness. If any employee is summoned during a critical work period, the Village may ask the employee to request a waiver from duty.
- (b) An Employee granted such leave who is paid by the Village shall reimburse the Village for any pay received from the Court while serving as a juror or witness.

6.645 ADMINISTRATIVE LEAVE

On a case-by-case basis, the Village may place an employee on administrative leave with pay for an indefinite period of time, as determined by the Village Board to be in the best interests of the Village during a pending investigation or other administrative proceeding.

6.650 MILITARY LEAVE

Leaves of absence for training in the National Guard or service in the armed services shall be granted in accordance with federal law, state statutes and subsidiary rules approved by the Board.

6.660 EMERGENCY LEAVE—FUNERAL LEAVE

Emergency leave is available to Village employees for emergencies of the immediate family. Emergency paid leave of up to five (5) days per emergency includes: Spouse's parents, parents, spouse and children. Emergency paid leave up to three (3) days includes: brothers and sisters, brother and sister in-laws, grandparents, grandchildren, aunts and uncles. Total emergency leaves shall be limited to eight (8) days annually. Additional days are available without pay with Board approval.

6.680 FAMILY LEAVE

The Family and Medical Leave Act of 1993 (FMLA), as amended thereafter, requires covered employers to provide FMLA leave to eligible employees.

Eligibility Requirements

In order to be eligible for FMLA leave, an employee must have worked for the Village for at least 1 year prior to commencement of the leave and worked at least 1,250 hours during the 12 months prior to the commencement of the leave.

Reasons for Leave

Eligible employees may take FMLA leave for the following purposes:

1. For incapacity due to the employee's pregnancy, prenatal medical care, or childbirth;
2. To care for the employee's child after birth, or placement for adoption or foster care;
3. To care for the employee's spouse, child, or parent, who has a serious health condition;
4. For a serious health condition that makes the employee unable to perform the employee's job;
5. For military exigency leave to address certain qualifying exigencies related to a military member (if the employee is the spouse, parent, son or daughter of said military member) who is on covered active duty or called to covered active duty status in a foreign country (and if the family member is in the National Guard, Reserves or Regular Armed Forces);
6. For military caregiver leave to care for a covered servicemember (if the employee is the spouse, parent, son, daughter, or next of kin of said servicemember). A covered servicemember is: (a) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (b) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

Definitions

1. Serious Health Condition means an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.
2. Qualifying Exigency may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements,

attending certain counseling sessions, and attending post-deployment reintegration briefings, among other things.

Amount of Leave

Eligible employees are entitled to a maximum of 12 weeks of unpaid FMLA leave during a rolling 12-month period. If the leave is to care for a covered servicemember, an eligible employee is entitled to a maximum of 26 weeks of unpaid leave for such purpose during a single 12-month period. During that single 12-month period, FMLA leave taken for other reasons is also counted, and an employee may not exceed the 26-week maximum for all FMLA leave taken regardless of the reason.

Use of Leave

Leave can be taken intermittently or on a reduced leave schedule.

Paid Time Off Benefits for Unpaid Leave

Employees are required to use paid time off (PTO) benefits while on FMLA leave. PTO benefits will not continue to accrue while an employee is on FMLA leave, but accruals will be re-commenced upon return to work from FMLA leave.

Notice of Need for Leave

The employee must give as much notice as reasonably possible of the need to use leave. When notifying the Village of the need for leave, an employee must provide sufficient information for the Village to determine if the leave might qualify as FMLA leave or an FMLA absence. Calling in “ill” or “sick” is not enough. Employees also must inform the Village if the requested leave is for a reason for which FMLA leave was previously taken or certified

Certification of Need for Leave

Employees may be required to provide a certification/re-certification supporting the need for leave within 15 calendar days of the request. The Village may also request authentication and clarification of any medical certification that is received by the Village.

Employee Notices and Other Responsibilities

If an employee requests FMLA leave, the Village Clerk will notify the employee whether he/she is eligible for such leave. If the employee is eligible, the notice will specify any additional information required of the employee. If the employee is not eligible, the notice will provide a reason for the ineligibility. Once the Village has received a complete and sufficient certification (if one is required), the employee will receive a designation notice that will notify the employee if the leave is FMLA-protected or not.

Benefits and Protections While on Leave

While on FMLA leave, the Village will maintain the employee’s health coverage under the Village’s group health plan on the same terms as if the employee had continued to work.

Activities While on Leave

An employee who is on an approved leave of absence shall engage in only those activities that are consistent with the purpose of leave, and the employee shall not engage in any other activities. An employee is prohibited from working elsewhere or engaging in self-employment while on leave, without the Village’s advance written consent.

Return to Work

If an employee was on leave for his/her own serious health condition, he/she must provide a fitness-for-duty certification upon return to work.

Enforcement

If any employer violates the FMLA, an employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

6.692 HOLIDAYS

The following calendar days of the year shall be observed as holidays:

New Year’s Day	January First.
Memorial Day	Last Monday in May
Independence Day	July Fourth
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December Twenty-Fifth
One (1) floating Holiday—per Calendar Year.	

The following calendar days of the year shall be observed as one half (1/2) day holidays:

Day after Thanksgiving	Fourth Friday in November
Christmas Eve Day	December Twenty-Fourth
New Year’s Eve Day	December Thirty-First

Weekend Holidays: In the event any of the above-mentioned holidays fall on a Saturday, it will be observed on the preceding Friday and if it falls on a Sunday, it will be observed on the following Monday.

6.695 RELIGIOUS OR ETHNIC HOLIDAYS

An employee who wishes to observe religious or ethnic holidays other than those who are listed in Section 6.692 may do so by notifying the Village Board in writing at least two (2) weeks prior to such holiday. Late notices may be accepted or denied at the Village Board’s discretion.

Employees may use a vacation day or trade such day for another holiday not of their observance or, alternatively, employees who have not accrued unused vacation days may be granted unpaid leave.

- (a) Any holiday falling on Saturday will be celebrated on the preceding Friday. Any Holiday falling on Sunday will be celebrated on the following Monday.
- (b) Non-exempt regular full-time employees will be paid for the holiday plus one and one-half (1 ½) times their regular pay for any time worked on the holiday.
- (c) Non-exempt regular part-time employees will not be paid for the holiday, but will be paid one and one-half (1 ½) times their regular pay for any time worked on the holiday.
- (d) Temporary employees will be paid at their regular straight-time for hours worked on a holiday.

SECTION 7—EMPLOYEE RESPONSIBILITIES AND CONDUCT

7.705 GENERAL POLICY

- (a) The safety and welfare of the Village's citizens shall at all times be held as a central mission of government. All Village employees are expected to represent the Village to the public in a professional manner, which is courteous, efficient and helpful. Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position and department head.
- (b) Since the proper working relationship between employees and the public depends on each employee's on-going job performance, professional conduct and behavior, the Village has established certain minimum standards of personal conduct. Among the Village's expectation are: basic tact and courtesy towards the public and fellow employees; adherence to Village policies, procedures, safety rules and safe work practices; compliance with directions from supervisors; preserving and protecting the Village's equipment, grounds, facilities and resources; and providing orderly and cost-efficient services to its citizens.

7.710 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST

- (a) Employees shall not, directly or indirectly, engage in any outside employment or financial interest which may conflict, in the Village's opinion, with the best interests of the Village or interfere with the employee's ability to perform the assigned Village job. Examples include, but are not limited to, outside employment which:

- (1) Prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job;
 - (2) Is conducted during the employee's work hours;
 - (3) Utilizes Village telephones, computers, supplies, or any other resources, facilities or equipment;
 - (4) May reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.
- (b) An employee who chooses to have an additional job, contractual commitment or self-employment, may do so provided the employee obtains prior permission from the Village Board.

7.715 POLITICAL ACTIVITIES

- (a) Village employees may participate in political or partisan activities of their choosing provided that Village resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions. Employees may not campaign on Village time or in a Village uniform or while representing the Village in any way. Employees may not allow others to use Village facilities or funds for political activities.
- (b) Any Village employee who meets with or may be observed by the public or otherwise represents the Village to the public, while performing the regular duties may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit a contribution for a partisan political cause on Village property or on Village time.
- (c) Except as noted in this policy, Village employees are otherwise free to fully exercise their constitutional First Amendments Rights.

7.720 NO SMOKING POLICY

For health and safety considerations, the Village prohibits smoking by employees in all Village facilities, including Village-owned buildings, vehicles, and offices or other facilities rented or leased by the Village, including individual employee offices.

7.725 USE OF VILLAGE EQUIPMENT

Use of Village equipment, including vehicles, should be used by employees for Village business only. An employee's misuse of Village services, telephones, vehicles, equipment or supplies can result in disciplinary action including termination.

7.730 BULLETIN BOARDS

Information of special interest to all employees is posted regularly on the Village bulletin boards. Employees may not post any information in these bulletin boards without the authorization of the department head or Village Board.

7.735 CONTACT WITH NEWS MEDIA

The Village Chair shall be responsible for all official contacts with the news media during working hours. The Village Board may designate specific employees to give out procedural, factual or historical information on particular subjects.

7.740 SEAT BELT POLICY

Anyone operating or riding in Village vehicles is required to wear seat belts at all times, if the Village vehicle is equipped with seat belts.

7.745 DRIVER'S LICENSE REQUIREMENTS

- (a) As part of the requirements for certain specific Village positions, an employee may be required to hold a valid State Driver's license.
- (b) If any employee's license is revoked, suspended or lost, or is in any other way not current, valid and in the employee's possession, the employee shall promptly notify the department head and will be immediately suspended from driving duties. The employee may not resume driving until proof of a valid, current license is provided to the department head.
- (c) Depending on the duration of license suspension, revocation or other inability to drive, an employee may be subject to disciplinary action, including termination.

7.750 SAFETY

- (a) Every employee is responsible for maintaining a safe work environment and following the Village's safety rules. Negligence in adherence to on-the-job safety standards will be considered grounds for discipline and/or termination. Each employee shall promptly report all unsafe or potentially hazardous conditions to the department head. The Village will make every effort to remedy problems as quickly as possible. A safety meeting will be held by

Village light plant employees on the first (1) Monday of every month in accordance with State regulations.

- (b) In case of an accident involving a personal injury, regardless of how serious, employees shall immediately first notify the department head, and subsequently, the Village Board.

7.760 DRUG-FREE WORKPLACE

- (a) The manufacturing, distribution, dispensation, possession and use of unlawful drugs or alcohol on Village premises or during work hours by Village employees is strictly prohibited. Employees who report for work or are at work under the influence of alcohol, illegal drugs, or any controlled substance will be subject to severe disciplinary action, up to and including termination.
- (b) Employees must notify the Village within five (5) days of any conviction for a drug violation in the workplace.
- (c) Violation of this policy can result in disciplinary action, including termination. continued poor performance or failure to successfully complete an assigned rehabilitation program is grounds for termination.
- (d) Employees who are required to maintain a Commercial Driver's License (CDL) are subject to random drug testing as required by the Federal government.
- (e) When there is reasonable cause to suspect possession, influence or use of alcohol or drugs on the job, employees may be required to submit to a drug or alcohol test. Refusal to submit to a search or test will be considered insubordination and the employee will be subject to discipline up to and including termination.

7.765 GRIEVANCE PROCEDURES

The Village recognizes that sometimes situations arise in which an employee feels that they have not been treated fairly or in accordance with Village rules and procedures. For this reason, the Village provides its employees with procedures for resolving complaints.

- (a) Step 1. An employee should first try to resolve any problem or complaint within the Village department.
- (b) Step 2. When normal communication between an employee and another employees is not successful, or when an employee disagrees with the application of Village policies and procedures, the employee should attempt to resolve the problem with the department head. The department head will respond to the employee in writing within five (5) days after meeting with the employee, if possible.

- (c) Step 3. If the employee is not satisfied with the response from the department head, the employee may submit the problem, in writing, to the Village Board. The written complaint must contain, at a minimum:
- (1) A description of the problem;
 - (2) A specific policy or procedure that the employee believes has been violated or misapplied;
 - (3) The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances;
 - (4) The remedy sought by the employee to resolve the complaint;
 - (5) The written complaint should be filed within ten (10) working days of the occurrence leading to the complaint, or ten (10) working days after the employee becomes aware of the circumstances.
- (d) The Village Board may meet with the parties, either individually or together, and the Village Board will respond in writing to the aggrieved employee within ten (10) days of the meeting. The Village Board's response and decision shall be final and binding.
- (e) Employees may have more than one source of dispute resolution rights, i.e., a collective bargaining agreement, if any, and this complaint process. In all other cases, the procedures described in this section shall be used. Under no circumstances shall an employee have the right to utilize both this process and any other complaint or appeal procedure that may be available to an employee. Failure to follow this dispute resolution process may result in discipline or termination.

7.770 INTERNET USE

All information received or disseminated through Village computers will be considered the property of the Village. System users have no right to privacy and should have no expectation in materials sent, received or stored in the Village-owned computers. Personal e-mail and internet use should be kept to a minimum. Excessive use of e-mail and internet privileges is considered a theft of employee's time. Employees may not utilize Village owned computers for personal gain, illegal or pornographic related activities. Misuse of Village-owned computers could result in disciplinary action, including termination.

Specific Examples of Inappropriate Use:

Examples of inappropriate use include, but are not limited to:

- (a) Using Village computers and network resources for illegal activities. (May include: obscenity, child pornography, threats, harassment, copyright infringement, defamation and theft).
- (b) Using the Village's computer account without authorization (attempting to access or accessing another's account, private files, or e-mail without the owner's permission).
- (c) Obtaining a password for a Village computer account without consent.
- (d) Intentionally creating, modifying, or copying files to or from areas to which the user has not been granted access.
- (e) Allowing access to Village-owned computer resources by unauthorized users.
- (f) Altering system software or hardware configurations without authorization.
- (g) Using Village computer and network resources to gain unauthorized access to compute facilities off-site.
- (h) Knowingly interfering with the normal operation of computers, terminals, peripherals, or networks. This includes but is not limited to loading programs known as computer viruses, Trojan horses, and worms.
- (i) Intentionally using an abnormally large amount of resources, such as processing time or disk space, without prior permission. (e.g. sending broadcast e-mail).
- (j) Attempting to circumvent date protection schemes or uncover security loopholes.
- (k) Violating terms of applicable software licensing agreements or copyright laws (installing, copying, distributing or using software in violation of copyright and/or software agreements).
- (l) Masking the identity of an account or machine. (disguising one's identity in any way, including the sending of falsified messages, removal of data from system files, and the masking of process names).
- (m) Posting materials on electronic bulletin boards that violate existing laws or Village regulations.
- (n) Using Village computers and networks resources for commercial or profit-making purposes without written authorization from the Village Board.

- (o) Failing to adhere to individual departmental or system policies, procedures, and protocol.

7.775 SUBSTANCE ABUSE

The Village may discipline or terminate an employee who is possessing, consuming, controlling, selling or using alcohol, drugs or other controlled substances during work hours or who reports for work or is at work under the influence of alcohol, illegal drugs, or any controlled substance. The Village is committed to supporting employees who undergo treatment and rehabilitation for alcohol or other chemical dependencies.

- (a) Employees who voluntarily report an alcohol, drug or controlled substance dependency problem will not be subject to retaliation or discrimination. Employees who voluntarily seek treatment may use sick leave to attend a bona fide treatment or counseling program. The Village may condition continued employment on the employee's successful completion of treatment or counseling programs and future avoidance of alcohol, drugs or other controlled substances.
- (b) An employee may be required to submit to alcohol, drug or controlled substance testing when the employee's work performance causes a reasonable suspicion that the employee is impaired due to current intoxication, drug or controlled substance use or in cases where employment has been conditioned upon remaining alcohol, drug or controlled substance free following treatment.
- (c) Employees using any prescription or over the counter drugs which might impair their work performance should notify their department head. At the option of department head, an employee may be reassigned to less hazardous duty or be placed on sick leave if impaired work performance might pose a threat to the public confidence or to the safety of the employee or others.

SECTION 8—DISCIPLINE AND TERMINATIONS

8.810 DISCIPLINE

- (a) All employees are expected to exercise good judgment, loyalty, common sense, dedication, and courtesy in the performance of their duties. The primary mission of every employee is to provide courteous, orderly, efficient, and economic delivery of services to the citizens of the Village.
- (b) Acts, errors or omissions which discredit the public service to impair the provision of orderly services to the citizens of the Village may result in discipline, including termination.
- (c) The following are examples of the types of behavior, which may result

discipline:

- (1) Drinking alcohol or the abuse of non-prescription or prescription drugs or other controlled substances on the job, or arriving on the job under the influence of or while in possession of alcohol, drugs, or other controlled substances.
 - (2) Violation of a lawful duty.
 - (3) Insubordination.
 - (4) Absence from work without first notifying and securing permission from the Department Head.
 - (5) Habitual absence or tardiness for any reason.
 - (6) Unsatisfactory job performance, as determined by the Village.
 - (7) Conviction of a felony or a misdemeanor involving moral turpitude.
 - (8) Acceptance of fees, gratuities or other valuable items in the performance of the employee's official duties for the Village.
 - (9) Inability, refusal or failure to perform the duties of the assigned job.
 - (10) Violation of duties or rules imposed by this manual, or by any other Village rule, regulation or administrative order.
 - (11) Two (2) written reprimands for any combination of offenses during a twelve (12) month period.
- (d) This list is not all-inclusive, but only serves as a general guide. The Village may discipline or terminate employees for other reasons not stated above.
- (e) In the event that discipline is necessary, the following types of disciplinary actions may be used, depending on the particular situation:
- (1) Oral Warning: An oral warning is a counseling session between the employee's supervisor and the employee on the subject of the employee's conduct and performance, or their failure to observe a rule, regulation, or administrative instruction. It is intended to increase an employee's efficiency and value to the Village by changing the employee's conduct, attitude, habits, or work methods. Following the counseling session, the Village Clerk or Village Board member assigned, shall document the oral warning.

- (2) Reprimand. A reprimand is a formal written disciplinary action for misconduct, inadequate performance, or repeated lesser infractions.
- (3) Suspension: A suspension is a temporary, unpaid absence from duty, which may be imposed as a penalty for significant misconduct or repeated lesser infractions. A suspension is a severe disciplinary action, which is made part of the employee's permanent record.
- (4) Suspensions with pay, where the employee is placed on administrative leave, may be utilized by the Village Board pending the results of an investigation or disciplinary action where the Village Board determines factors such as public confidence, the safety of the employee or the efficient functioning of the Village call for such suspension.

8.820 TERMINATION

- (a) An employee may be terminated from Village employment for various reasons, including but not limited to those listed below:
 - (1) During or at the end of the employee's probationary period.
 - (2) As a result of disciplinary action.
 - (3) Due to loss of skills, certifications or other conditions that would make the employee unfit for service.
 - (4) When the Village Board has made a determination that a lack of work or funding exists with respect to the employee's position.
 - (5) If the employee has a physical or mental impairment that prevents the employee from performing the required duties of the employee's position and the employee cannot be reasonably accommodated. Termination must be supported by medical evidence which establishes that the individual is unable to perform bona fide job requirements. The Village may require an examination at its expense performed by a physician of its choice. Failure to submit to such request may result in termination.
 - (6) Whenever the Village Board determines to make changes deemed to be in the best interests of the Village.

8.830 PRE-TERMINATION HEARING

In the case of termination of an employee, the Village will conduct a pre-termination hearing. The pre-termination hearing serves as a check against mistaken decision and to determine whether there is reasonable presumption that the reasons are valid and support termination.

- (a) In the event an appointing authority desires to terminate an employee, the employee shall be provided with a notice of the recommendation for termination. The notice shall include an explanation of the reasons, on which the recommendation is based, and the time and date for a pre-termination hearing. If the employee fails or refuses to appear, the termination may proceed.
- (b) Pre-termination hearings will be presided over by the Village Board.
- (c) At the hearing, the employee may explain why the employee should not be terminated. The employee may bring one person to the hearing as an observer or representative. The Village Board shall determine whom, if anyone may participate in the hearing, and how the hearing will be conducted.
- (d) Within five (5) working days after the pre-termination hearing, the Village Board will issue a decision on whether the termination will proceed, or whether lesser disciplinary action will be applied. However, if the Village Board determines that more information or time is required in order to render a decision, the Village Board may extend the time period as deemed appropriate.

8.840 LAYOFF

- (a) The Village Board may lay off employees for lack of work, budgetary restrictions or other changes that have taken place.
- (b) Temporary employees or employees who have not completed their probationary period will be laid off before regular employees are affected.
- (c) In determining who is to be laid off, consideration will be given to individual performance and the qualifications required for remaining jobs. Seniority will be considered when performance and qualifications are equal.
- (d) Employees who are laid off may be eligible to be re-employed, if a vacancy occurs in a position for which they are qualified.

8.860 DEATH

Upon the death of an employee, all compensation due shall be paid to the surviving spouse or the estate of the employee.

SECTION 9—JOB DESCRIPTIONS

9-110 JOB DESCRIPTIONS SUMMARY—VILLAGE CLERK

Position: Village Clerk

Department: Village Clerk's Office

Position Reports to: Village Board

Supervisory Responsibilities: Janitor and part-time office help.

Position Function: Oversees all administrative functions of the Village; Performs all reporting and recording functions as required by Nebraska Codes; Assists elected officials as needed; Serve as liaison between Village government and citizens; Ensure that Village Clerk's Office operates efficiently and effectively.

Major Responsibilities:

Essential Tasks:

- (1) Open Village Clerk's Office in morning, activate all office machines. Lock office at end of day.
- (2) Customer-Service-Answer phone, make copies, answer questions, listen to complaints, accept payments, and forward messages while maintaining necessary confidentiality.
- (3) Accounting System—Records receipts, general bills, print checks, balance budget reports, reconcile bank statements and perform date entry.
- (4) Payroll System-Calculate hours from timecards, perform date entry, generate payroll checks, fulfill monthly, quarterly, and annual reporting requirements including federal taxes, unemployment, FICA, Medicare, retirement and job service.
- (5) Word Processing—Type correspondence, meeting agendas and minutes, code changes, resolutions, ordinances and public notices as needed.
- (6) Village Board- Open and prepare board chambers for meeting, attend meetings, take minutes, oversee proper procedures, perform research as requested by Board, recommend actions as necessary and prepare documentation packets for Board, members; maintain necessary confidentiality.
- (7) Board of Adjustment-Open and prepare meeting room, attend meeting, record minutes, oversee proper procedures, prepare research as requested by Board.
- (8) Ensure proper public notice requirements are followed including posting agendas and other notices and submitting publications as required by Nebraska code for all boards and commissions.
- (9) Newsletter-Write articles, label and compile for publications, mail; revise mailing list periodically as needed.
- (10) Ensure proper record retention pursuant to regulatory, requirements a space limitations.

- (11) Manage Village Investments-Record interest earned, track maturity dates and rates.
- (12) Issue building permits-Obtain resident information, verify Code requirements. collect fees, monitor Code enforcement, facilitate variance request procedures, forward records to Village Auditor.
- (13) Compile all monthly reports for Village Board.
- (14) Complete annual budget forms for State of Nebraska to account for revenues and Expenditures; complete year-end reports for State of Nebraska.
- (15) Coordinate communications between Village departments.
- (16) Keep track of terms for all elected and appointed Village personnel; accept nomination papers as required by Nebraska Code.
- (17) Maintain accurate Village Maps.
- (18) Assist with research as requested.
- (19) File tax refunds forms with IRS and the State of Nebraska.
- (20) Maintain computer system-Purchase and install software, delete files as necessary, develop necessary forms, recommend hardware changes.
- (21) Provide work direction for janitor and part-time office help.
- (22) Participate in the annual evaluation process for the janitor and part-time office help.
- (23) Attend supervisor-training class for enforcement of the drug and alcohol policy.
- (24) Shall be responsible to maintain communication between Health Insurance Provider and employees. Maintain Group plan and its benefits for Village employees.

Discretionary Tasks:

- (1) File paperwork and variety of documentation to allow for efficient retrieval.
- (2) Perform inventory of office supplies and order as necessary.
- (3) Make copies on copy machine for citizens as needed.
- (4) Billing System-Generate bills for water, sewer, recycling charges, accept payments, post to computer, balance reports, prepare and make daily deposits, file payment and meter reading stubs.
- (5) Sign for deliveries and distribute to recipient.
- (6) Organize and box records for storage.
- (7) General sorting of expired materials.

Contacts: The incumbent in this position has daily contact with janitor, maintenance personnel and residents to exchange and interpret information and makes frequent contact with Village Board members to exchange and convey information. Contacts made with persons outside the Village are occasional and include a variety of vendors and service providers and involve the exchange and interpretation of information regarding Village operations.

Equipment Used: Calculator, typewriter, computer, printer, phone, video camera, Fax and copy machines; Does perform maintenance activities on equipment

MINIMUM QUALIFICATIONS FOR CLERK:

Education—High School graduate or equivalent required. Some knowledge and/or training in an office environment preferred.

Experience-No experience required. Some office experience or equivalent education preferred.

Special Abilities—Must be able to type 40WPM, operate a calculator and have basic computer and common computer software knowledge. Must have good organizational skills; Must be a self-starter and have good communications skills to interact with patrons and Village officials; Must be bondable and comfortable handling cash and checks. Must have above average accuracy in financial and verbal records keeping; Should be competent in windows based software programs with date base, bookkeeping, and spreadsheet experience preferred; Should be able to pursue and complete Village Clerk's training course at the University of Nebraska at Omaha Nebraska Municipal Clerk's Certification School within six years from date of hire.

Physical Requirements-Must be able to occasionally lift objects weighing up to forty (40) pounds and carry them up to five (5) feet unassisted; must be able to sit, watch, talk and listen for prolonged periods.

Mental Requirements- Must have the ability to concentrate on tasks involving math calculations, analysis, interpretation, organization and planning in an environment with constant interruptions and produce extreme accuracy and attention to detail. This is a position with moderate to high stress levels based on customer demands, accuracy requirements, time pressures and people and project management.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by Village management. The level of involvement may vary based on need and individual capabilities.

Special Requirements– Must possess a valid driver's license.

9.130 JOB DESCRIPTION SUMMARY-MAINTENANCE SUPERINTENDENT

TITLE: Maintenance Supervisor

DEPARTMENT: Maintenance

POSITION REPORTS TO: Village Board

SUPERVISORY FUNCTION: Test and monitor Village Utilities systems for quality and proper operation, mow and maintain Village parks and other Village-owner property as required, maintain streets, curbs and sidewalks in good repair and safe conditions and maintain all Village-owned buildings and equipment in mechanically and structurally sound conditions. Report any deficiencies to the Village Board.

MAJOR PRESPONSIBILTIES:

Essential Tasks:

WATER:

- (1) Read total system water meter to determine daily use in gallons.
- (2) Test water for chlorine, and furnish all test results to the Board.
- (3) Read private water meters as needed, hang reading notices and shut-off notices, shut off water to houses as necessary. Notifies property owners of faulty meter readings and monitors the repairs and/or replacement of the water meter and/or outside readers.
- (4) Drain water tower for inspection and maintenance as required by the Village Tower maintenance Contract.
- (5) Flush fire hydrants twice a year or as Board directs, and operate valve once a year.
- (6) Locate and make necessary arrangements for the repair and/or replacement of water mains and service lines as needed.
- (7) Complete and file monthly and annual water reports to Regulatory authorities as required.
- (8) Attend training sessions to acquire and/or maintain Water Certification Grade I and Grade II through Nebraska Department Health and Human Services.

SEWER:

- (1) Take and submit annual sewer samples for testing, and furnish all test results to the Board.
- (2) Operate and/or make necessary arrangements for sewer-cleaning apparatus to be used as needed.
- (3) Locate and make necessary arrangements for the repair and/or replacement of sewer mains, service lines and manholes as needed.
- (4) Attend training sessions to acquire and/or maintain State required Certification through the Nebraska Dept of Environmental Quality.

STREETS:

- (1) Coordinate all maintenance activities on Village streets, sidewalks and curbs such as grading, construction, repair or reconstruction.
- (2) Maintain all Village signs, paint crosswalks and parking markings.
- (3) Maintain, install, clean and repair storm sewers and catch basins as needed.
- (4) Spray weeds along roadways when needed.
- (5) Mix salt and sand annually for application to streets as needed.
- (6) Remove snow, ice and debris from streets and sidewalks as needed. This includes weekends and holidays.

GROUNDS:

- (1) Maintain grounds on all Village property.
- (2) Trim and/or remove trees on Village property as needed.
- (3) Spray weeds when needed.

EQUIPMENT:

- (1) Operate all Village equipment on appropriate applications as needed.
- (2) Perform general maintenance work on all Village equipment as required.

MISCELLANEOUS:

- (1) Perform minor maintenance on all Village buildings as required.
- (2) Dispose of dead animals and other disposable items as needed.
- (3) Dispose of material deposited in "burn pile" on monthly basis.
- (4) Put up and maintain Village decorations at appropriate times.
- (5) Locate property pins as requested.
- (6) Attend supervisor-training class for enforcement of the drug and alcohol policy.

DISCRETIONARY TASKS:

- (1) Order parts and/or supplies for various projects and equipment as needed and not to exceed a total of \$2,000.00.
- (2) Report water usage in gallons to proper authorities.
- (3) Ensure compliance with OSHA and other safety regulations including postings, equipment and procedures.
- (4) Attend Village Board meetings as required to report activities, answer questions and obtain approval of projects when required.
- (5) Perform any necessary tasks to ensure safe and continued operation of Village systems.

CONTACTS:

The incumbent in this position makes frequent contact with the Village Clerk to exchange and interpret information. Also maintains contact the Village Board to exchange and interpret information and persuade different points of view. Contacts with residents are significant and regular and usually involve the exchange and conveyance of information. Contacts made with persons outside the Village are infrequent and are usually vendors

and/or contracts and involve the exchange and interpretation of information regarding Village projects or supplies/equipment purchases.

EQUIPMENT USED:

Sewer cleaning apparatus, trucks, street sweeper, mowing equipment, various hand and power tools and other equipment needed to perform duties. Most power equipment requires specific operational and maintenance training. Performs minor maintenance activities on most power equipment.

QUALIFICATIONS:

- (1) **Education**-High School graduate or equivalent required. Must participate in and be able to pass a drug and alcohol-screening program. Some knowledge and/or training in heavy equipment operation and maintenance preferred.
- (2) **Experience**-No Experience required. Some experience in heavy equipment operation, water and/or sewer plant operation, grounds maintenance or related areas preferred.
- (3) **Special Abilities**-Must have good organizational and scheduling skills; Must be a self-starter and have good communications skills to interact with Village Board and citizens and manage numerous maintenance related projects in the Village. Must have or obtain all certifications required by the State of Nebraska and other agencies. Should have broad knowledge of Village Operations from maintenance perspective.
- (4) **Physical Requirements**-Must able to lift objects weighing in excess of ninety (90) pounds on an occasional basis and carry them up to ten (10) feet unassisted; must be able to climb to and work effectively at heights. Must be able to stand, sit, listen, watch and climb for prolonged periods. Also have CPR and first responder certifications.
- (5) **Mental Requirements**-Must have the ability to prioritize, plan and schedule a variety of maintenance related activities in accordance with established deadlines in the absence of the Superintendent; Must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizen's expectations under time deadlines.
- (6) **Special Requirements**- Must possess a valid driver's license.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform and other reasonable duties requested by Village Management. The level of involvement may vary based on need and individual capabilities.

9-135 JOB DESCRIPTION SUMMARY-UTILITY WORKER- MAINTENANCE

TITLE: Maintenance

DEPARTMENT: Maintenance

LOCATION:

POSITION REPORTS TO: Department Head

SUPERVISORY RESPONSIBILITIES: None

POSITION FUNCTION: Monitor all Village Utility systems for quality and proper operation, mow and maintain Village Parks and other Village-owned property as required, maintain streets, curbs, sidewalks in good repair and safe condition and maintain all Village-owned buildings and equipment in mechanically and structurally sound condition. Also report any deficiencies to the department head.

MAJOR RESPONSIBILITIES:

Essential Tasks:

WATER:

- (1) Read total systems water meter to determine daily use in gallons.
- (2) Test water for chlorine (as per certification).
- (3) Read private water meters as needed, hang reading notices and shut-off notices, shut off water to houses as necessary. Notifies property owners of faulty meter readings and monitors the repair and/or replacement of the water meters and/or outside readers.
- (4) Drain water tower for inspection and maintenance as required by the Village Tower Maintenance Contract.
- (5) Flush fire hydrants twice a year or as Board directs.
- (6) Locate and make necessary arrangements for the repair and/or replacement of water mains and service lines as needed.
- (7) Assist as requested in completing and filing monthly and annual water reports to regulatory authorities as required.
- (8) Attend training sessions to acquire and/or maintain Water Certifications Grade I and Grade II through Nebraska Department of Natural Resources.

SEWER:

- (1) Take and submit annual sewer samples for testing (as per certification).
- (2) Operate and/or make necessary arrangements for sewer-cleaning apparatus to be used as needed.
- (3) As directed-locate and make necessary arrangements for the repair and/or replacement of sewer mains, service lines and manholes as needed.
- (4) Attend training sessions to acquire and/or maintain Wastewater Certification

Grade II through the Nebraska Department of Natural Resources.

STREETS:

- (1) Maintain all Village signs, paint crosswalks and parking markings.
- (2) Maintain, install, clean and repair storm sewers and catch basins as needed.
- (3) Spray weeds along roadways when needed.
- (4) Mix salt and sand annually for application to streets as needed.
- (5) Remove snow, ice and debris from streets and sidewalks as needed. This includes weekends and holidays.

GROUNDS:

- (1) Maintain grounds on all Village property.
- (2) Trim and/or remove trees on Village property as directed.
- (3) Spray weeds when needed.

EQUIPMENT:

- (1) Operate all Village equipment on appropriate applications as needed.
- (2) Perform general maintenance work on all Village equipment as required.

MISCELLANEOUS:

- (1) Perform minor maintenance on all Village buildings as required.
- (2) Dispose of dead animals and other disposable items as needed.
- (3) Dispose of material deposited in “burn pile” on monthly basis.
- (4) Put up and maintain Village decorations at appropriate times.
- (5) Locate property pins as requested.

DISCRETIONARY TASKS:

- (1) Order parts and/or supplies for various projects and equipment as needed and not to exceed a limit of \$2,000.00.
- (2) Report water usage in gallons to proper authorities.
- (3) Attend Village Board meetings if required to report activities and answer questions.
- (4) Perform any necessary tasks to ensure safe and continued operation of Village systems.

CONTACTS:

The incumbent in this position makes frequent contact with the Village Clerk to exchange and interpret information. Contacts with residents are significant and regular and usually involved the exchange and conveyance of information. Contacts made with persons outside the Village are infrequent and are usually vendors and/or contractors and involve the exchange and interpretation of information regarding Village projects or supplies/equipment purchases.

EQUIPMENT USED:

Sewer cleaning apparatus, trucks, street sweeper, mowing equipment, various hand and power tools and other equipment needed to perform duties. Most power equipment requires specific operational and maintenance training. Performs minor maintenance activities on most power equipment.

QUALIFICATIONS:

- (1) **Education**-High School graduate or equivalent required. Must participate in and be able to pass a drug and alcohol-screening program. Some knowledge and/or training in heavy equipment operation and maintenance preferred.
- (2) **Experience**- No Experience required. Some experience in heavy equipment operation, water and/or sewer plant operation, grounds maintenance or related areas preferred.
- (3) **Special Abilities**-Must have good organizational and scheduling skills; Must be a self-starter and have good communications skills to interact with Village staff and citizens and assist Department Head in managing numerous maintenances related projects in the Village; Must have or obtain all certifications requested by the State of Nebraska and other agencies. Should have board knowledge of Village operations from maintenance perspective.
- (4) **Physical Requirements**-Must be able to lift objects weighing in excess of ninety (90) pounds on an occasional basis and carry them up to ten (10) feet unassisted; must be able to climb to and work effectively at heights. Must be able to stand, sit, listen, watch and climb for prolonged periods. Must obtain CPR and first responder certifications.
- (5) **Mental Requirements**- Must have the ability to prioritize, plan and schedule a variety of maintenance related activities in accordance with established deadlines in the absence of the department head; Must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizen's expectations under time deadlines.
- (6) **Special Requirements**– Must possess a valid driver's license.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by Village Management. The level of involvement may vary based on need and individual capabilities.

9.140 JOB DESCRIPTION SUMMARY-UTILITY PERSON

TITLE: Maintenance

DEPARTMENT: Maintenance

LOCATION:

POSITION REPORTS TO: Department Head

POSITION FUNCTION: The Utility person shall perform the duties consistent with Municipal Utilities operator. He/she shall work in any department that needs his/her help. The Utility position shall be considered a full-time position.

DUTIES-EXAMPLES OF WORK: He/She performs a variety of tasks and operates all types of equipment in the Municipal Utilities, assist in the repair of equipment; assist in sewer, water plant, electric operations; operate a tractor and pickup truck; install and repair water, sewer, gas and electric lines; assist with snow removal; and perform other duties as assigned by the Village Board.

QUALIFICATIONS: The Utility person must be able to understand verbal and written instructions. Experience in operating and maintenance of Municipal Utility System is preferred.

SPECIAL REQUIREMENTS: Possession of a valid driver's license. Must have a Pender phone number or a cell phone number.

- (2) **Village Budget:** Possesses knowledge of the Chart of Accounts. Prepares monthly budget report of income and expenditure , ending balances and financial projections for Village Council review. Assists in preparation of the annual Village budget in accordance with such guidelines as may be provided by the Council.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

- (3) **Village Council informed.** Provides regular information to the Village Board about current activities whether by written report or by oral briefing at regular Board meetings of the Board.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

- (4) **Knowledge of Local Regulations:** Ability to consult and interpret technical sources and documents, including Village Ordinances, the Code of Nebraska. Nebraska Administrative Rules and State Audit Reports.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

- (5) **Federal and State Legislation:** Keeps informed concerning current state and federal legislation affecting the Village and submits appropriate reports and recommendation.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

- (6) **Continuing Education:** Keeps informed concerning current developments in the field of municipal clerk administration. Attends workshops and regional clerk meetings. From time to time, submits recommendations or suggestions to municipal government.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

- (7) **Administrative Directives:** Carries out directives of the Village Board and promptly report to the Village Board any difficulties encountered therein:

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

- (8) **Personnel:** Is responsible for directing and supervising the deputy clerk/billing clerk in the preparation and administration of municipal utility bills, collection of delinquent utility accounts, and preservation of other financial records.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

- (9) **Record Keeping:** Works closely with Village employees in maintaining records of employee continuing education courses and credit earned.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

- (10) **Board Agenda:** In cooperation with the Village Board, the Clerk prepares agendas for all meetings of the board, together with such supporting data as may be required.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

- (11) **Board Meetings:** Attends all meetings of the Village Board, assisting the Village Board as required in the performance of official duties.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

(12) **Accepts:** Criticism or suggestions and conducts self in a professional manner.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not applicable

(13) **Encourages:** employees to maintain a courteous, helpful attitude with the public.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

(14) **Is Self-Motivated:** and uses time effectively.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

(15) **Produces:** a quality of work that can be relied upon. Seeks ways to correct errors. Goes out of way to accept responsibility. Innovates in thinking of improvements.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

(16) **Ability:** to work with others.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

Goal 3.

List Employee's strengths:

List employee's weaknesses and your recommendations for improving them:

New goals

List one (1) to three (3) goals to be attained by the employees before his/her next review. Indicated preparation/training necessary to attain these goals and projects completion date. Goals must be realistic and reasonably accomplishable as part of the employee's regular workload.

Goals—Preparation/Training Necessary to Achieve. Projected Completion Date

1. _____

2. _____

3. _____

Employee's Comments:

Evaluation Signatures:

I have seen and reviewed the evaluation. All items covered have been discussed fully with me. I have been encouraged to make comments. I realize my signature does not imply I am in agreement with the evaluation.

Signature of Village Clerk

Date

Signature of Chairman

Date

10-130 MAINTENANCE SUPERINTENDENT EVALUATION

Employee Name:

Anniversary Date:

Time in Current Position:

Date of Evaluation:

Length of Time with Village:

Status:

_____ Regular _____ Probationary _____ Part-Time

Reason for Appraisal:

_____ Annual _____ Six Months _____ Other

If other please specify: _____

The following definitions are presented for rating categories:

Effective: Standards are consistently met or exceeded.

Growth Needed: Standards are not consistently achieved; additional attention to improvement or the respective item is expected.

Not Acceptable: Current performance may jeopardize future employment.

Not Applicable: Insufficient data to formulate a response.

1. **Planning:** Ability to anticipate and analyze problems: maps effective solutions.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

2. **Organizing:** Ability to arrange work and efficiently apply resources

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

3. **Supervision:** Builds and Motivates a team, provides direction, monitors and adjusts performance as necessary.
- _____ Effective
 _____ Growth Needed
 _____ Not Acceptable
 _____ Not Applicable
4. **Delegation:** Effectively assigns work to others and builds their skills.
- _____ Effective
 _____ Growth Needed
 _____ Not Acceptable
 _____ Not Applicable
5. **Timing:** i.e. opportunist: Makes decisions when sufficient information is available, implements action when conditions are good for success
- _____ Effective
 _____ Growth Needed
 _____ Not Acceptable
 _____ Not Applicable
6. **Forges Compromises:** Has the ability to resolve the numerous conflicts inherent in municipal government; is a good negotiator.
- _____ Effective
 _____ Growth Needed
 _____ Not Acceptable
 _____ Not Applicable
7. **Analytical:** In making decisions-considers the best available facts, projections and scientific evidence. To the extent that resources permit, ensures that these tools are available.
- _____ Effective
 _____ Growth Needed
 _____ Not Acceptable
 _____ Not Applicable
8. **Sensitivity:** Listens and understands the positions and circumstances of others; communicates that understanding.
- _____ Effective
 _____ Growth Needed
 _____ Not Acceptable
 _____ Not Applicable

9. **Communications with the Governing body:** Accurately interprets the directions given by the governing body; keeps the governing body well informed with concise oral and written communications.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

10. **Communications with Employees:** Provides sufficient information to keep the employees productive, motivated and part of the team; understands their concerns.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

11. **Creativity:** Ability to reach for effective and when necessary, inventive solutions.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

12. **Honest and Fair:** Consistently open and straightforward; impartial.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

13. **Adaptable:** Responds positively to a changing world and changing local conditions; does not cling to the status quo for its own sake.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

14. **Resilient:** Energy and motivation maintained in spite of constant demands, handles stress well.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

15. **Humor:** Maintains and shares an appropriate sense of humor to lighten the load.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

16. **Hiring:** Recognizes the value of excellent employees and uses all reasonable effort to ensure the best individuals are recruited and hired.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

17. **Risk Management:** Implements effective programs to limit liability and loss.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

18. **Leadership:** Guides effectively.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

19. **Ethical:** Conforms to the high standards of the profession:

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

20. **Job Knowledge:** Has a solid understanding of all phases of the position.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

21. **Professional Development:** Takes action to acquire new knowledge and skills; encourages employees to do the same.

- _____ Effective
- _____ Growth Needed
- _____ Not Acceptable
- _____ Not Applicable

22. **Successful:** In spite of limited resources-makes it happen:

- _____ Effective
- _____ Growth Needed
- _____ Not Acceptable
- _____ Not Applicable.

WRITTEN COMMENTS:

Achievement of Previous Goals:

List each goal you have set and indicate whether employee achieved, failed to reach, or exceeded the goal. Explain in detail (using additional sheets if necessary). Describe the situations or conditions that may have affected the attainment.

Goal 1.

Goal 2.

Goal 3.

List employee's strengths:

List employee's weaknesses and your recommendations for improving them:

New Goals:

List one (1) to three (3) goals to be attained by the employee before his/her next review. Indicate preparation/training necessary to attain these goals and projected completion date. Goals must be realistic and reasonably accomplishable as part of the employee's regular workload.

Goals—preparation/Training Necessary to Achieve	Projected Completion Date
1.	
2.	
3.	

10.135 UTILITY WORKER—MAINTENANCE

Employee Name:

Anniversary Date:

Time in Current Position:

Date of Evaluation:

Length of Time at Village:

Status:

_____ Regular _____ Probationary _____ Part-Time

Reason for Appraisal:

_____ Annual _____ Six Months _____ Other

If other please specify: _____

The following definitions are presented for rating categories.

- Effective Standards are consistently met or exceeded.
- Growth Needed Standards are not consistently achieved; additional attention to improvement or the respective item is expected.
- Not Acceptable Current performance may jeopardize continued employment
- Not Applicable Insufficient data to formulate a response.

1. **Knowledgeable:** Knowledgeable about municipal waste water treatment operation and distribution system. Uses mature judgment and planning ability when servicing waste water system. Constructs and maintains treatment distribution system within current standards of the Village Waste Water Treatment Plant Permit. knowledgeable in use of tools, equipment and materials related to waste water distribution and treatment work.

_____ Effective
 _____ Growth Needed
 _____ Not Acceptable
 _____ Not Applicable

2. **Responsibilities:** Takes responsibility for correct chemical feeding, pumping and mechanical appurtenances of the waste water treatment facility. Takes and records required reading, checks motor, pumps, pipes, control panels, and variety of other gauges, charts and equipment. Monitors flow of lagoon cells.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

3. **Safety:** Is safety conscious of fellow employees and performs work in a safe manner with a minimum of inconvenience to the public.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

4. **Leadership:** Provides capable leadership, leads by example, instills confidence in others. Willing to help others.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

5. **Self-Motivation:** Is self-motivated and uses time effectively. Goes out of way to accept responsibility. Always thinking of improvement. Shares helpful ideas.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

6. **Village Board Informed:** Provides information to the Village Board about current water utility activities whether by written report or oral presentation at regular Board meetings.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

7. **Administrative Directives:** Carries out directives of the Village Board and promptly reports to the Village Board and/or department head any difficulties encountered therein.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

8. **Public Contact:** Is courteous to employees and the public in the performance of the job.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

9. **Encourages:** Other employees to maintain a courteous, helpful attitude with the public.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

10. **Accepts:** criticism or suggestions and conducts self in a professional manner.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

11. **Ability to Adapt:** Grasps and applies new ideas immediately. Seldom has to be shown how to do anything. Handles various assignments without difficulty.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

12. **Ability to Work with Others:** Highly cooperative and cheerful. Uses tact and diplomacy. Commands respect from others. Instills confidence.

_____ Effective
_____ Growth Needed
_____ Not Acceptable
_____ Not Applicable

List employee's strengths:

List employee's weaknesses and your recommendations for improving them:

New Goals

List one (1) to three (3) goals to be attained by the employee before his/her next review. Indicate preparation/Training necessary to attain these goals and projected completion date. Goals must be realistic and reasonably accomplishable as part of the employee's regular workload.

Goals-Preparation/Training Necessary to Achieve	Projected Completion Date
1.	
2.	
3.	

Employee's Comments:

Evaluation Signatures:

I have seen and reviewed the evaluation. All items covered have been discussed fully with me. I have been encouraged to make comments. I realize my signature does not imply I am in agreement with the evaluation.

Signature of Maintenance Worker

Date

Signature of Maintenance Supervisor

Date

Section II.

All ordinances and parts of ordinances, passed and approved, prior to the passage and approval of this ordinance in and conflict herewith, are hereby repealed.

Section III.

This ordinance shall take effect and be in full force after its passage, approval, and publication or posting as required by law.

Section IV.

The clerk is authorized to publish this ordinance in pamphlet form and distribute to all employees of the Village.

PASSED AND APPROVED this 9th day of November, 2020.

VILLAGE OF PENDER

By: William Newton
Chairman
Village Board of Trustees

ATTEST:

Holly Kinning
Holly Kinning, Village Clerk