

Village of Harristown Personnel Policy

Revised June 29, 2020

Approved June 29, 2020

VILLAGE OF HARRISTOWN

PERSONNEL POLICIES

June 29, 2020

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P-1 – Employee Classification

Purpose: To define separate classifications of employees.

Policy: The following categories of employee status will be recognized:

Permanent Full-Time – An employee who is hired to work year round and is expected to work an average of 40 hours per week for shop employees or 30 hours per week for office employees.

Temporary Full-Time – An employee who is hired to work an average of 40 hours per week for shop employees or 30 hours per week for office employees but not expected to work year round.

Permanent Part-Time – An employee who is hired to work year round but will work less than 40 hours per week for shop employees or less than 30 hours per week for office employees. (Laborer/Meter Reader and Office Assistant)

Temporary Part-Time – An employee who is hired to work less than 40 hours per week for shop employees or less than 30 hours per week for office employees, but is not expected to work year round. (Seasonal shop help; Deputy Clerk for elections; Temporary office help)

The regular work week will be from Saturday thru Friday (7 AM to 3:30 PM), so that every effort is made that employees required to work on Saturday and Sunday can take the appropriate time off during the week to limit overtime for hourly employees to only emergency situations. Emergency situations that require overtime will be approved at the time of the emergency by the Mayor or appointed representative of the Mayor.

All non-salaried employees are hourly employees and will be paid weekly for regular hours and overtime hours. Hours in excess of 40 hours per week and/or 8.0 hours per day, will be paid at one and one half times the regular rate.

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All hours worked by hourly employees will be documented by use of time card and time clock. Hand-written entries will be initialed and authorized by the Mayor of the Village. All time cards will be signed by the employee and authorized by the Mayor.

Records of all hours worked and vacation time used will be approved by the employee's supervisor and kept on file in the office of the Deputy Clerk.

P-2 – Probation

Purpose: To allow a specified training period for employees.

Policy: Employees hired by the Village will be required to serve a minimum 90 days probationary period. Within the first 30 days of employment, the employee will be evaluated as to whether or continue employment, or to be terminated. During the probation period employees are not eligible for vacation or sick pay.

Before the end of the probationary period, an evaluation will be prepared by the supervisor with one of the following recommendations:

- Employment Status
- Extension of Probation
- Termination

The evaluations will be placed in the employee's personnel file.

P-3 – Employees on Call

Purpose: To provide 24 hour emergency services within the Village. A minimum 2 (two) hour call-in time is guaranteed to Public Works personnel. This call-in must be pre-approved by the Mayor or an appointed representative of the Mayor.

Policy: The following employees will be considered on call and will be available 24 hours per day.

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Superintendent of Public Works

Exceptions to this policy may be granted by action of the Village Board of Trustees.

P-4 – Moonlighting

Purpose: To provide 24 hour emergency services within the Village.

Policy: Moonlighting will not be permitted without the consent of the Board of Trustees.

This policy applies to the following employees:

Superintendent of Public Works

P-5 – Paid Time Off

Purpose: To allow time off work without loss of pay.

Policy: Vacations:

Permanent full time Employees who normally work 30 hours per week or more will be granted paid time off in the following manner:

- 1 - 3 years of service – one week vacation
- 4 - 10 years of service – two weeks' vacation
- 11 – 20 years of service – three weeks' vacation
- 21+ years of service – four weeks

*Vacation time will not be carried forward from year to year and be used as time off or as cash payout for unused vacation time at the end of the calendar year.

(Vacation for first year of employment will be calculated to anniversary date, and thereafter on the calendar year basis.

**Documentation of vacation time earned and used will be kept, and available available for official inspection, by the Deputy Clerk.

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Holidays:

Full time employees will be paid for the following holidays:

New Year's Day	M.L. King Jr, Day	President's Day	Christmas Eve
Memorial Day	Labor Day	Veteran's Day	New Year's Eve
Columbus Day	Fourth of July	Thanksgiving Day	Christmas Day

Holiday pay for full time office employees will be six (6) hours and will include the above listed holidays.

Non-salaried employees who must work on holidays will be paid one and one half times the regular rate for hours worked plus Holiday pay.

In addition to paid holidays, the Village Office will observe the following unpaid holidays: Good Friday and the Friday after Thanksgiving, (If employee has available vacation time, it may be used for these 2 unpaid holidays.)

Bereavement:

Permanent full time employees will be paid three (3) days bereavement for the death of immediate family members (parent, sibling, spouse, children).

Permanent full time employees will be paid one (1) day bereavement for the death of a mother-in-law or father-in-law.

Permanent full time employees will be paid one (1) day bereavement for the death of a grandparent.

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Blood Donation:

Permanent full time employees will receive up to 2 hours paid time off for the purpose of donating blood at the local blood drives.

Jury Duty:

Permanent full time employees will be paid the difference between jury duty fees and regular pay when serving on jury duty.¹

Paid Sick Leave:

Superintendent of Public Works is allowed a maximum of six (6) weeks of paid sick leave with Doctor's report or order. Permanent Full-time office employees are allowed a maximum of one (1) year of unpaid sick leave with Doctor's report or order.

(Wording changed 10/24/16)

The Village agrees to hold the job position open for one (1) year from the first day of sick leave for the employee.

Paid Sick Days:

Permanent Full-time employees will be paid for four (4) sick days per year. These days will accumulate based on calendar date (January 1 through December 31) and will not accrue.

As with vacation days, sick days will be pro-rated for an employee's first year and thereafter on a calendar year basis. The sick days can not be held over to following years and there will be no cash pay-out for unused sick days.

As with vacation days, sick days will be pro-rated for an employee's first year and thereafter on a calendar year basis. Sick days can not be held over for following year/years and no cash payout for unused days.

¹ P-6 Paid Time Off Revised Feb 25, 2013; Approved April 22, 2013

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If any employee is out of work due to sickness or injury, a Doctor's letter or excuse must be provided to the Village after the employee is off 4 days in a row.

P-6 Employee Health Insurance

Purpose: To provide Health Insurance for Full- time shop employees

Policy: The Village of Harristown will provide health insurance for the full-time employees (40 hours per week for Public Works personnel and 30 hours per week for Office personnel). This coverage starts at the end of the Employee's probation period and will be reevaluated at each employee review period.

P-7 – Employee Evaluations

Purpose: To allow a written review of employee performance.

Policy: Employees will be evaluated at the end of the 90 day probationary period. At that time, the supervisor will recommend employment status, extension of probation, or termination. Within the first 30 days of employment, the Supervisor shall evaluate the employee's performance and document in employee file. Employees will be evaluated annually, thereafter, in March. Evaluations will be signed by both the employee and the supervisor and will be placed in the employee's personnel file.

P-8 – Discipline

Purpose: To ensure the efficient and effective operation of the Village; to assure achievement of goals by supervisors and staff; to provide supervisors with guidelines for consistent interpretation and enforcement of discipline, and to ensure employees of fair consistent interpretation and application of discipline.

Policy: The Village of Harristown will maintain a high standard of discipline. This standard will be achieved through leadership and through the utilization of progressive corrective

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discipline.

Discipline is teaching which strengthens, directs, corrects. Discipline

establishes parameters of all work related behavior. It lets the employee know that he/she is moving toward his/her goal and encourages him/her to continue in that direction.

Corrective Discipline allows the employee to recognize when he/she needs to change behavior.

Progressive Corrective Discipline uses escalating steps of disciplinary action to correct behavior which is not moving one toward goals.

1. In general, discipline will be the responsibility of the immediate supervisor.
2. Discipline will be consistent to provide employees with stable standards and environment.
3. Discipline will be directed toward behavior and practice rather than toward the person.
4. Corrective discipline will be applied in a timely fashion to change behavior before it becomes common practice, thus minimizing the need for more severe disciplinary measures.
5. Corrective discipline will be administered in private.
6. Records shall be kept to assist both the employee and supervisor in assessing progress toward goals and toward correction of deficiencies.
7. The Employee Warning Disciplinary Action Report shall be used to formally document written warning and disciplinary action. (Exhibit 1 and 2 are attached)
8. Progressive corrective discipline will be used when applicable. The steps are as follows:
 - a. Verbal – This can be accomplished in either or both of two methods: verbal counseling and/or verbal warning. Counseling involves letting the employee know that a problem exists and offering assistance in overcoming the problem.
Documentation of a verbal warning should be placed in employee file.

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A Warning consists of giving the employee the specifics of the problem and what is expected of him/her to correct the situation. This action must be referred to the Personnel Committee and documented in employee personnel file.

b. Written Warning - A statement of the facts, including dates of any prior discipline. Objectives to be achieved and time frame for improvement must be stated. Final consequences of continued non-compliance must be specific. The Written warning may be only for a maximum of one year and will be removed from the employee file at the end of that period. This action must be referred to the Personnel Committee.

c. Suspension – A period of time off from work without pay. This can be a period of one to five days. Additionally, this can be used in a step-ladder fashion to strengthen the employee’s awareness of the seriousness of the problem and potential outcome of continued non-compliance. This process must be by Board action, based upon the recommendation of the supervisor. The recommendation for suspension must be in writing.

The course of disciplinary action will depend upon the circumstances of the individual situation, the employee’s previous work record, and other pertinent factors.

Employees who disagree with a particular disciplinary action may seek recourse by utilizing the grievance procedure as outlined in P-12 of this Personnel Policy.

Examples of action(s) which may result in immediate discharge are listed below. This is not meant to be an all-inclusive list.

- intentionally clocking in or out for another employee
- insubordination (willful refusal by a subordinate to comply with a justifiable request

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or order)

- theft of property belonging to a resident, visitor, or another employee of the Village
- Intoxication, or use of intoxicants or controlled drugs, while on duty—based on testing as specified In the Alcohol and Drug Policy.
- abusive language or acts to residents, visitors, or other employees of the Village
- possession of a dangerous weapon on Village premises
- willful damage to Village property
- absence of three or more days without notifying supervisor
- indecent or immoral conduct on Village premises
- falsifying Village records
- conduct endangering the welfare of a resident, visitor, or other employee
- unauthorized duplication of Village keys
- personal use of Village equipment

P-9 -- Termination Evaluation

Purpose: To provide a record of the reason for termination.

Policy: Upon termination of an employee, whether voluntary or involuntary, an evaluation will be prepared by the supervisor.

This evaluation will include, but may not be limited to, reason for termination and recommendation for rehire.

The evaluation should be signed by both the employee and the supervisor and will be placed in the employee's personnel file.

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P-10 – Employee Lunch Hour

Purpose: To allow employee sufficient time for meals during the workday.

Policy: All employees who work more than 5 hours will be granted a one-half hour lunch break during the work day.

Shop employees will have a workday that begins at 7:00 am and ends at 3:30 pm with one-half hour being deducted for lunch (unpaid). Any clock time less than 6 (six) minutes before 7 AM and after 3:30 PM will not be calculated as overtime. Any clock time over 6 minutes before or after regular work hours must be initialed by immediate Supervisor and a reason for the overtime written on the timecard.

Village Office employees will have a 6 hour workday with one-half hour for lunch (paid).

Shop employees who indicate five and ½ hours on the time card will have 30 minutes deducted for lunch.

P-11 – Work Clarification

All questions and concerns will be brought to the employee's supervisor. If asked to do something thought to be a legal violation or unsafe an immediate conference with the supervisor should be sought. If the issue is not resolved it should be requested that the question be placed on the Board of Trustees meeting agenda.

P-12 – Grievance Procedure

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Purpose: To provide a mechanism for employees to resolve disputes.

Policy: Employees will have a grievance procedure to contest supervisory actions and disputes.

Employees who wish to follow the grievance process will contact a member of the personnel committee who will see that the grievance is placed on the Village meeting agenda. The immediate supervisor will be excused from the Village meeting to allow the employee filing the grievance to appear before the Board of Trustees.

The grievance will either be placed on the next regularly scheduled meeting of the Board of Trustees during executive sessions or will be heard at a special meeting of the Board. The grievance will be heard within five working days.

A copy of revised Personnel Policies approved January 27, 2020 were received and acknowledged the _____ day of _____ 20_____

Signature of Employee

Printed name of Employee