

ORDINANCE NO. 2024-14

AN ORDINANCE FIXING THE SALARIES AND BENEFITS OF CERTAIN EMPLOYEES
OF THE CITY OF MT. VERNON

WHEREAS, the City Council of the City of Mt. Vernon, Illinois desires to fix the salaries and benefits of certain employees of the City of Mt. Vernon effective May 1, 2024.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Mt. Vernon, Illinois as follows:

Section I: That there is hereby established a maximum salary of \$115,798.00 for the following management employees of the City of Mt. Vernon, which salary maximum shall be effective May 1, 2024:

Tourism Director, Chief Building Inspector, Assistant Director of Public Works, Assistant Director of Public Utilities, Assistant Police Chief, Assistant Fire Chief, Fleet Services Director, Police Chief, Fire Chief, Finance Director, Assistant Finance Director, Public Works Director, Public Utilities Director, City Engineer, Parks and Public Facilities Director, Director of Human Resources, Project Engineer, Recreation Coordinator, Capital Projects Manager, Assistant City Manager, and Assistant to the City Manager.

The salary to be received by each individual management employee shall be administered by the City Manager and shall be determined by the City Manager based on merit.

Section II: The annual salary and other benefits of the City Manager shall be as determined and as provided within the Employment Agreement dated May 6, 2019 between the City of Mt. Vernon and the City Manager, provided that the annual base salary beginning May 1, 2024 shall be \$133,146.00 annually.

Section III: That there is hereby established the following maximum salary for certain management employees within the Mt. Vernon Police Department, each which salary maximum shall be effective May 1, 2024:

<u>Position</u>	<u>Maximum</u>
Police Sergeant	\$82,221.00
K-9 Sergeant Juvenile Sergeant Detective Sergeant	
Police Captain K-9 Captain Administrative Captain Detective Captain	\$86,034.00

Police Management Personnel shall receive as holiday pay ninety-six (96) hours at the forty (40) hour rate in lieu of receiving the day off. This pay will be considered as base pay and will be evenly distributed on all paychecks for the year. Said personnel utilizing sick-leave other than being hospitalized or recuperating from hospitalization on the traditional holiday will have the eight (8) hours at the forty (40) hour rate deducted from his/her paycheck.

In addition to the ninety-six (96) hours of holiday pay, personnel working on the following holidays shall be paid at the rate of time and one-half for the actual hours worked: New Year's Day, Martin Luther King's Birthday, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve (one-half day), Christmas Day, and New Year's Eve (one-half day).

Personnel may use his/her birthday as a floating holiday with the advance approval of the Chief of Police.

Section IV: That there is hereby established the following maximum salary for certain management employees within the Mt. Vernon Fire Department, each which salary maximum shall be effective May 1, 2024:

Fire Inspector Vacant

Section V: That there is hereby established the following maximum salary for certain full-time nonunion and clerical employees of the City of Mt. Vernon, each which salary maximum shall be effective May 1, 2024:

<u>Position</u>	<u>Maximum</u>
a. <u>Executive Support Personnel Assistant</u>	\$54,644.00
City Clerk	
Billing Services Supervisor Executive	
Assistant Administrative Assistant	
Accountant II	
Tourism Account Executive or	
Marketing Executive	
b. <u>Administrative Support Personnel</u>	\$50,000.00
Receptionist	
Secretary	
Billing Services Clerk Accountant I	
Receptionist Coordinator	
c. <u>Inspection and Engineering Personnel</u>	
Inspector I	
Associate Engineering Technician	Vacant
Inspector II	
Engineering Technician	\$63,890.00

Section VI: The salary to be received by each individual employee described within Sections III, IV, and V shall be determined and administered by the City Manager.

On May 1 of each year the salary of each employee described within Sections III, IV, or V shall be automatically increased by one percent (1%) unless said individual employee shall have been hired on or after November 1 of the preceding calendar year.

Additional increases based upon merit for individual employees described within Sections III, IV, and V shall be administered and determined by the City Manager.

The maximum salaries described within Sections III, IV, and V shall be subject to annual review by the Mayor and City Council.

Section VII: Employees within Sections III and IV who are promoted into a classification resulting in a higher rank as defined by the Revised Code of Ordinances and the Rules of the Board of Fire and Police Commission shall receive a promotional increase in salary within the salary maximums at the time of promotion as follows: Sergeant, \$4,000; and, Captain, \$5,000.

Section VIII: In addition to the foregoing, each new hire within the positions described Section V shall receive a two percent (2%) merit increase in salary at the completion of six (6) months of employment upon recommendation of the employee's Department Head, which Department Head shall submit a written evaluation with the recommendation for the merit increase.

Section IX: Non full-time employees shall be classified as one of the following: Temporary Employee, Seasonal Employee, Permanent Part-time Employee Under 1,000 Hours Annually, or Permanent Part-time Employee Over 1,000 Hours Annually. For purposes of determining whether a permanent part-time employee is less than or greater than 1,000 hours the number of hours shall be the expected hours worked or budgeted and not the number of hours actually worked during a given fiscal year.

The non full-time employees described within this Section shall not be eligible for nor receive any fringe benefits unless otherwise required or specified by law, except however that a permanent part-time employee over 1,000 hours shall receive prorated holiday (including birthday) benefits based upon the average number of hours worked each day and shall be entitled to participate in the Illinois Municipal Retirement Fund as provided by said Fund.

Non full-time employees described within this Section who are not subject to the terms of a written contract within a labor union shall be paid an hourly wage which is appropriate for the duties performed as determined by the City Manager; provided however that the said hourly wage shall not be less than the minimum wage as established by law.

Section X: Employees within Sections III and V (same being full-time employees) who are assigned to perform work in a higher paying classification shall be paid an additional One Dollar (\$1.00) per hour for each hour worked in said higher classification provided the assignment is for a minimum period of eight consecutive working hours. (i.e. Section IV has only one classification.)

Section XI: Any employee described within Sections III, IV, and V required to work in excess of forty (40) hours per week shall be paid overtime and for purposes of computing the hours worked per week authorized paid leave time shall be computed as time worked.

Overtime work shall be paid at the rate of one and one-half (1 ½) times the employee's hourly rate of pay or the employee may earn compensatory time at one and one-half (1 ½ times) the hours worked. Employees shall be paid for their overtime unless it is mutually agreed between the Department Head and the employee that the employee shall receive compensatory time. The balance of each employee's compensatory time shall not exceed thirty (30) hours. Department Heads shall list the balance of each employee's compensatory time on each payroll sheet. Compensatory time shall be scheduled at the Department Head's sole discretion and approval.

An employee who is called back to work outside the employee's regular working hours shall receive a minimum of two (2) hours at the appropriate overtime rate.

All overtime must be authorized by the Department Head prior to the overtime being worked.

Section XII: Paydays shall be bi-weekly. Paydays shall be every second Friday and shall compensate employees for work performed during the fourteen (14) day calendar period ending on the Sunday immediately prior to payday.

Section XIII: Unless the Child Bereavement Leave Act (see below) applies, Bereavement Leave shall be as provided within Section 6.8 of the Personnel Policy Manual.

The City of Mt. Vernon complies with the Child Bereavement Leave Act. Eligible employees (as that term is defined in Section 101(2) of the Federal Family and Medical Leave Act, 29 U.S.C. 2601 et seq.) are entitled to take a maximum of 2 weeks (10 working days) of unpaid bereavement leave to: (a) attend the funeral or alternative to a funeral of a child; (b) make arrangements necessitated by the death of a child; or (c) grieve the death of a child. In the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of 6 weeks of bereavement leave during the 12-month period. Bereavement leave must be completed within 60 days after the date on which the employee receives notice of the death of the child. An employee is required to provide the City with at least 48 hours advance notice of the employee's intention to take bereavement leave unless providing such notice is not reasonable and practicable. The City may require reasonable documentation, including a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. An employee who is entitled to take paid or unpaid child-bereavement leave may elect to substitute any period of paid leave for an equivalent period of unpaid child-bereavement leave.

Bereavement Leave may be extended at the discretion of the City Manager on a case-by-case basis and under the terms and conditions prescribed, including requiring the use of accumulated vacation days, personal days, and/or sick leave days.

Section XIV: Employees shall receive one (1) sick day per complete month, with a maximum accumulation of one hundred and twenty-five (125) days.

In addition, if an employee does not use sick leave during the calendar year and after the applicable maximum number of 125 sick leave days have been accumulated, one additional eight-hour day will be added to the maximum sick leave bank. In order for an employee to receive this benefit, no sick leave can be used during the calendar year.

An employee in good standing shall be compensated for one-half (1/2) of the employee's unused accumulated sick leave in the event of death while still an employee or upon retirement if on the date of retirement the employee (a) has completed twenty (20) years of service with the City or (b) is eligible to receive payment of benefits from the Illinois Municipal Retirement Fund or (c) is eligible to receive payment of benefits from the Policemen's Pension Fund or Fireman's Pension Fund. No sick leave shall be earned during periods of leave of absence.

An employee may use personal sick leave benefits for absences due to an illness, injury, or medical appointment of the employee. An employee may also use personal sick leave benefits for absences due to an illness, injury, or medical appointment of the employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparents, or stepparents, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury. The City limits the use of personal sick leave benefits for absences due to an illness, injury, or medical appointment of the employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparents, or stepparent to an amount that would be accrued during six months at the employee's current rate of entitlement.

The City recognizes the provisions and requirements of the Family and Medical Leave Act of 1993 which provides up to twelve (12) weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for the City for at least one (1) year and meet other requirements. Certain kinds of paid leave, which count as part of the twelve (12) weeks, must be exhausted before unpaid leave is granted.

Abuse of sick leave is a serious matter. Fraudulent use of sick leave or falsification of any verification of illness shall be just cause for discipline, up to and including discharge. Sick employees are required to remain at home unless hospitalized, visiting their doctor, or acting pursuant to reasonable instruction to care.

An employee on sick leave shall inform his immediate supervisor of the fact and reason therefore before the start of each work day, if possible, or as shortly thereafter as possible, and failure to do so may be cause for denial of sick leave with pay for the period of absence.

An employee receiving sick leave with pay who simultaneously receives compensation under the provision of the Worker's Compensation Act shall receive only that portion of the regular salary which will, together with said compensation, equal his regular salary. Except as otherwise provided within applicable Illinois statutes for employees within Section III and IV, the employee will be charged three (3) hours of leave time for each day off the job on Worker's Compensation, when the City pays the difference between Worker's Compensation and their regular salary. For periods of time off of the job, which Worker's Compensation does not pay

benefits (i.e. doctor's appointments, waiting periods), the employee can choose to have the time off without pay or use paid sick leave or other paid accrued leave time.

Department Heads may request a doctor's certificate from any employee who uses sick leave for over one day.

An employee who is laid off from his position for reasons that are not the fault of the employee may, if reappointed within twelve (12) months, have available for his use, any unused sick leave existing at the time of his lay-off. When an employee is transferred to another position, any unused sick leave, which may have accumulated to his credit, shall continue to be available for his use as necessary. An employee shall not be entitled to any compensation for accrued sick leave at the termination of his employment except upon retirement or in case of death.

Section XV: Employees permanently and regularly assigned to perform duties at City Hall, 1100 Main Street, Mt. Vernon shall be entitled to parking privileges at the metered spaces upon the City parking lot immediately adjacent to the City Hall without placing coins into the meter. This free parking privilege shall be implemented by the City Manager by means of a parking sticker or other procedure, and this free parking privilege shall be conditioned upon the employee's full compliance with said procedure.


Section XVI: For purposes of implementing the City's existing policy of payment upon retirement of certain health insurance benefits for employees hired prior to May 1, 1987 and of certain sick leave benefits, the vesting date shall be the earlier of the following dates: (a) the date on which the employee completes twenty (20) years of service with the City or (b) the date on which the employee is eligible to receive payment of benefits from the Illinois Municipal Retirement Fund or (c) the date on which the employee is eligible to receive payment of benefits from the Policemen's Pension Fund or Fireman's Pension Fund. The benefits referenced above shall be payable only if the employee is not terminated or discharged for cause and shall be paid upon the employee's resignation (including retirement) from City service.

PASSED by the City Council of the City of Mt. Vernon, Illinois this 6th day of May, 2024.

APPROVED by the Mayor of the City of Mt. Vernon, Illinois this 6th day of May, 2024.


APPROVED:


Mayor

ATTEST:


City Clerk by Deputy City Clerk

Published in pamphlet form on the 7th day of May, 2024.



City Clerk by Deputy City Clerk