

ORDINANCE NO. 2021- 2374

AN ORDINANCE OF THE VILLAGE OF WESTCHESTER, COOK COUNTY, ILLINOIS
AMENDING SECTION 3-3 "PERFORMANCE EVALUATIONS" AND SECTION 5.5 "SICK
LEAVE" OF THE VILLAGE OF WESTCHESTER PERSONNEL POLICY MANUAL

PASSED AND APPROVED BY THE
PRESIDENT AND BOARD OF TRUSTEES
THIS 26th DAY OF JANUARY 2021

Published in pamphlet form by
Authority of the Corporate
Authorities of Westchester, Illinois
the 26th day of January 2021

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**AN ORDINANCE OF THE VILLAGE OF WESTCHESTER, COOK COUNTY,
ILLINOIS AMENDING SECTION 3-3 “PERFORMANCE EVALUATIONS”
AND SECTION 5.5 “SICK LEAVE” OF THE VILLAGE OF
WESTCHESTER PERSONNEL POLICY MANUAL**

WHEREAS, the Village of Westchester, Cook County, Illinois (the “*Village*”) is a duly organized and existing municipal corporation created under the provisions of the laws of the State of Illinois and under the provisions of the Illinois Municipal Code, as from time to time supplemented and amended; and

WHEREAS, the Village has previously adopted a Village of Westchester Personnel Policy Manual (the “*Manual*”) related to employees of the Village of Westchester; and

WHEREAS, the Village desires to amend the Manual regarding performance evaluations and sick leave accrual; and

WHEREAS, the Corporate Authorities deem it advisable and in the best interest of the health, safety and welfare of the residents of the Village to amend the Manual related to performance evaluations and sick leave accrual.

NOW, THEREFORE, BE IT ORDAINED by the Village President and Board of Trustees of the Village of Westchester, Cook County, Illinois as follows:

Section 1: The above recitals and legislative findings are found to be true and correct and are hereby incorporated herein and made a part hereof, as if fully set forth in their entirety.

Section 2: Section 3-3 “Performance Evaluations” of Article 3 “Employment Classification and Salary Administration” of the Village of Westchester Personnel Policy Manual is hereby deleted in its entirety and replaced with the following language to read, as follows:

3-3. Performance Evaluations

Performance evaluations shall be conducted annually in November for all employees (semi-annually during an employees' first year of employment with the Village.) Each employee not covered by a CBA (collective bargaining agreement) may, at the Village Manager's discretion, receive a merit bonus of an amount between \$500 - \$1,000 based upon their written review and approval by the applicable Department Head and the Village Manager.

Section 3: Section 5-5 "Sick Leave" of Article 5 "Employee Benefits" of the Village of Westchester Personnel Policy Manual is hereby amended by deleting the stricken language and adding the underline language to read, as follows:

5-5. Sick Leave

Sick Leave Accrual

~~Employees hired after January 1, 2006 shall be eligible to receive the benefits provided for under the sick leave accrual policy. The policy provides the following benefits: Each employee will be entitled to a maximum of ninety-six (96) hours of sick leave per calendar year. Employees shall accumulate paid sick leave at the rate of eight (8) hours for each month of service. Paid sick days may be accumulated 23 from year to year with a maximum accrual of two hundred forty (240) days. Employees who leave employment with the Village of Westchester shall be entitled to receive payment for 50% of all unused accrued paid sick days at the employee's regular rate of pay, not to exceed one hundred twenty (120) accrued paid sick days. The maximum payout shall be for sixty (60) days of unused accrued paid sick time. Employees that use no sick leave in a calendar year shall receive three days pay. An employee who uses less than four sick days in a calendar year shall receive two days of pay. All payments shall be made in January. shall be entitled to a maximum of 96 hours of sick leave per calendar year. Employees shall accrue 8 hours of sick time for each month of service. Paid sick days may be accumulated from year to year and may accrue up to 480 hours of sick time or 12 weeks that may be used. They may be able to accrue more but not use sick hours for paid time off but they may be used at the time of retirement for service credit hours with IMRF. Employees who leave employment for any cause shall not receive any compensation for accrued sick time.~~

Section 4: If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

Section 5: All ordinances, resolutions, motions or orders in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 6: The Village Clerk is hereby authorized and directed to publish this Ordinance in pamphlet form and this Ordinance shall be in full force and effect immediately after its adoption, approval and publication to ensure the public health, safety and welfare of the residents of the Village.

(Intentionally left blank)

ADOPTED this 26th day of January 2021, pursuant to a roll call vote as follows:

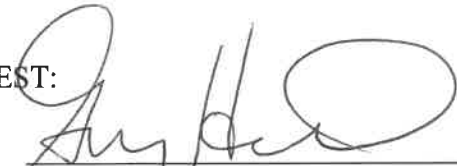
Angelo A. Calcagno	<u>Absent</u>	Robert Morales	<u>Aye</u>
Cathy Kuratko	<u>Aye</u>	Frank Perry	<u>Aye</u>
Tracy Hart Markey	<u>Aye</u>	Nick Steker	<u>Aye</u>

President Gattuso Absent

APPROVED this 26th day of January, 2021.


Paul Gattuso, Village President

ATTEST:


Stanley V. Kolodziej, Village Clerk
Greg Hribal, Deputy Clerk