

ORDINANCE 16-33

AN ORDINANCE APPROVING THE VILLAGE OF MANTENO EMPLOYEE HANDBOOK – UPDATED SICK LEAVE BUY OUT POLICY (SECTION 307) & UPDATED EDUCATIONAL DEVELOPMENT POLICY (SECTION 382)

BE IT ORDAINED by the Village President and Board of Trustees of the Village of Manteno, Kankakee County, Illinois, as follows:

Section 1

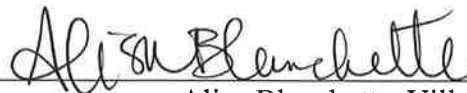
That the Village of Manteno Employee Handbook, updated Section 307, Sick Leave Buy Out and updated Section 382, Educational Development, in substantially the form attached hereto, is hereby approved for and on behalf of the Village.

Section 2

This ordinance shall be immediately in full force and effect after passage and approval.

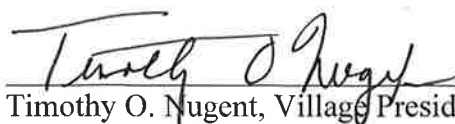
This ordinance was passed and deposited in the office of the Village Clerk of the Village of Manteno this 6th day of March, 2017.

RECORD OF THE VOTE	Yes	No	Abstain	Absent
President Timothy Nugent				
Trustee Timothy Boyce	✓			
Trustee Samuel Martin	✓			
Trustee Diane Dole	✓			
Trustee Todd Crockett	✓			
Trustee Joel Gesky				✓
Trustee Wendell O. Phillips	✓			
TOTAL VOTES <i>or</i>				
BY OMNIBUS VOTE	5			



Alisa Blanchette, Village Clerk

APPROVED by me this 6th day
of March, 2017



Timothy O. Nugent, Village President

SICK LEAVE BUY OUT

There will not be a buy out of sick days upon separation of employment with the Village.

Upon retirement with twenty (20) years or more of full-time service, an employee may exercise **ONE** of the following options:

1. A pay-out of accrued sick days from the Village, with a maximum pay-out of eighty (80) days (640 hours), at the employee's most recent hourly rate of pay.
2. If utilized within 60 days prior to IMRF retirement, members may convert a maximum of 120 days, (960 hours), of additional pension service credit for unpaid, unused sick leave accumulated. Every twenty (20) days, or fraction thereof, earns one month of service credit. Please note that converted sick leave service credit cannot be used to meet the requirements of 35 years service for a non-discounted pension under age 60.
3. A combination of buy-out (option 1) and additional IMRF service credit (option 2), provided that such combination total does not utilize more than the maximum amount of allowable sick time accrual, 120 days (960 hours).

Pay-out of accrued sick days will be issued by check two months following retirement date. Payment for this accrued, unused sick time will not be included in the IMRF final rate of earning (FRE) for pension calculation purposes. This sick time pay-out is also not subject to IMRF member contributions.

382 EDUCATIONAL DEVELOPMENT

During normal work hours, employees of the Village of Manteno may be granted leave with pay to attend work-related professional meetings, training institutes, and conferences of brief duration at the discretion of the Department Head and with prior approval of the Village Administrator. Full costs of such training shall be borne by the Village. Employees must obtain a travel expense form from the Village Treasurer and complete it along with providing receipts to obtain eligible reimbursement of expenses that were personally paid by the employee. Reimbursements will follow the schedule that is currently in affect in the Village Municipal Code.

EDUCATION ASSISTANCE PLAN

The Village will reimburse the cost of an employee's tuition for an approved course, provided the employee meets the following requirements:

1. The employee is a full-time employee with at least six months of full-time service.
2. The course is job-related, or is required for progress toward a job-related degree.
3. The employee has received approval from the Village Board prior to enrollment.
4. The employee attends an accredited school.
5. The employee presents a written or verbal summary of the training to the Village Board.

Reimbursement shall be made in the following manner:

1. The Village will reimburse the employee for tuition expenses up to a maximum of \$750.00 **paid out within any fiscal year.**
2. To qualify for reimbursement under this Section, the employee must provide receipts for tuition expenses and a grade report showing that the course work was completed with a final grade of "C" or above. **Such documentation must be provided to the Village Administrator's Office within four (4) weeks of end of class to be eligible for reimbursement.**
3. All tuition reimbursement is subject to a limitation of \$3,000.00 total expenditure per fiscal year for the employees covered under this handbook.