

CHAPTER 5
VILLAGE OFFICERS AND EMPLOYEES

- 1-5-1¹ Social Security
- 1-5-2 Illinois Police Training Act
- 1-5-3 Village Attorney
- 1-5-4 Possession of Village Records
- 1-5-5 Village Collector
- 1-5-6 Indemnification
- 1-5-7 Paid Leave Rights

1-5-1 SOCIAL SECURITY

It is hereby declared to be the policy and purpose of the Village to extend to the eligible employees thereof, effective as of October 1, 1955, the benefits of the Federal Old-Age and Survivors Insurance System as authorized by the Federal Social Security Act and amendments thereto. In pursuance of said policy, and for that purpose, the President of the Village shall take such action as may be required by applicable State or Federal laws or regulations.

The President of the Village is hereby authorized and directed to execute an agreement with the State Employees' Retirement System of the State of Illinois (Social Security Unit) to secure coverage of eligible employees as provided in this Section.

Withholdings from salaries or wages of employees for the purpose provided in this Section are hereby authorized to be made in the amounts and at such times as may be required by applicable State or Federal laws or regulations, and shall be paid over to the State Agency in such amounts and at such times as are designated by State laws or regulations. Employer contributions and administrative expense shall be paid to the State Agency in accordance with applicable State laws and regulations from amounts appropriated for such purposes.

The Village Clerk shall maintain such records and submit such reports as may be required by applicable State and Federal laws or regulations *Ord. 28, 11-7-55*

1-5-2 ILLINOIS POLICE TRAINING ACT

The Village hereby elects to participate in the program provided for in the Illinois Police Training Act. Before an individual may commence regular employment as a policeman, he must have been certified by the Illinois Local Governmental Law Enforcement Officers Training Board as having successfully completed an approved training course as provided in said Act. Such basic training must be completed by the trainee within his probationary period of six (6) months. *Ord, 1-3-72*

1-5-3 VILLAGE ATTORNEY

The office of Village Attorney is hereby created pursuant to Paragraph 3-8-1 of the Illinois Municipal Code and the President, by and with the advice and consent of the Board of Trustees, shall

¹ Ord. 534 (3-15-93) deleted the original subsection 1-5-1, Salaries of Officers, when it was moved to 1-8-9.

appoint the Village Attorney. The Village Attorney may resign from his office. If he resigns, he shall continue in office until his successor has been chosen and has qualified. If there is a failure to appoint a Village Attorney, or the person appointed fails to qualify, the person filling the office shall continue in office until his successor has been chosen and qualified. (*Ord. 443, 1-8-88*)

1-5-4 POSSESSION OF VILLAGE RECORDS

Within five days after notification and request by the Village President or Village Clerk, any person who has been an officer of the Village shall deliver to the Village Clerk all property, books and effects in his possession, belonging to the Village, or appertaining to the office he has held. Upon his refusal to do so, he shall be liable for all damages caused thereby and subject to a fine of not less than \$500.00 for each violation; each day that the violation continues shall be considered a separate offense. The Village Clerk shall deliver those records deemed necessary to the successor in office to carry out his duties. The disposition of any Village records shall be in accordance with the Local Records Act. *Ord. 502, 12-3-90*

1-5-5 VILLAGE COLLECTOR *Ord. 536, 6/7/93*

- A. Creation: There is hereby created and established in and for the Village, the Office of Collector. The Village Clerk shall serve as the Collector.

- B. Oath and Bond: The Collector, shall within five days after appointment and notice thereof, take and subscribe the oath of office and shall enter into a bond payable to the Village, with sureties to be approved by the Village Board, in the penal sum of \$2,000.00, conditioned upon the faithful performance of the duties imposed by the ordinances of the Village and State Statutes, and to pay over to the Village and to all persons entitled thereto any and all money that may, at any time come into the Collector's hands or by virtue of any of the duties imposed by the ordinances of the Village or State Statutes. The cost of the bond shall be borne by the Village.

- C. Duties: The Collector shall perform the duties which may from time to time be required by law and by the ordinances of the Village and, among other things, it shall be the Collector's duty:
 - 1. To collect all special assessments due and payable to the Village and keep proper and appropriate books and records wherein the records of such special assessments may be transcribed for preservation and reference.

 - 2. To make a report to the Village Board at the close of each month, showing the money collected and the transactions of the office during such month and to file the report with the Clerk.

 - 3. To make such other and further reports concerning the office and business transactions as may be required by the Village Board from time to time.

4. To give to each person paying money a receipt showing the amount paid and on what account such payment was made and to file a duplicate of such receipt with his monthly report.
6. To preserve and safely keep the books and records pertaining to the office and to maintain custody of said books and records unless so ordered by a Court of competent jurisdiction or the Village Board. Upon the termination of office to promptly turn over the same to the successor, or to such person as the Village Board may direct.

1-5-6 INDEMNIFICATION *Ord. 1997-98-609*

- A. In the event a lawsuit is filed against any former or current elected Village officer for acts relating to the Village or Village business affairs while in office, the Village shall retain and pay counsel of its choice to defend the officer. The Village shall also indemnify the officers for any acts for which he or she is found liable within the scope of his or her office, duty or employment with the Village. The protection afforded to officers in this Section 1-5-6 shall apply where defense and indemnity is not adequately provided for, without any conflict of interest, by the Village's liability insurance carrier.
- B. The Village shall defend and indemnify all former and current Village employees for acts within the scope of their duties and employment not otherwise covered by the liability insurance carrier of the Village.

1-5-7 PAID LEAVE RIGHTS *Ord. 2023-24-1013*

- A. All regular, full-time employees of the Village will, at all times, be provided no less than 40 hours of any form of paid leave for every consecutive 12 month period of their employment.
- B. All part-time, temporary, and seasonal employees of the Village will, at all times, be provided no less than 1 hour of any form of paid leave for every 40 hours worked, up to a minimum of 40 hours.
- C. The Village through its Personnel Policies may make adjustments to eligibility and accrual rates for various forms of paid leave, including sick leave, on an ongoing basis without impacting, affecting, or altering this ordinance, but in no event shall the rights to paid leave provided to employees be less than what is provided herein.
- D. The rights of employees working for non-municipal employers within the Village shall be as stated in the Paid Leave for All Workers Act, 820 ILCS 192/1 *et seq.*, as may be amended from time to time.
- E. All provisions of this Section shall be in effect as of January 1, 2024.