

VILLAGE OF CHAPIN

ORDINANCE NO. 2005-1

"AN ORDINANCE AMENDING THE PERSONNEL POLICY MANUAL
OF THE VILLAGE OF CHAPIN, MORGAN COUNTY, ILLINOIS"

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF
THE VILLAGE OF CHAPIN, MORGAN COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. The Personnel Policy Manual of the Village of Chapin is hereby amended by deleting Section VIII, *Compensation and Pay Schedule*, and Section IX, *Overtime*, and replacing the same with the following language:

Section VIII: COMPENSATION AND PAY SCHEDULE

All compensation and pay determinations will be made by the Village Board of Trustees. All Village employees will be paid on a bi-weekly basis. If the pay date falls on a recognized holiday or Sunday, employees will receive their pay on the preceding work day.

A work week begins on Friday and ends the following Thursday. Deductions will be made from the employee's paycheck as required by state or federal law or as requested and authorized by the employee.

Employees will not be paid unless their time sheets have been completed and have been approved and signed by the Village President.

Section IX. OVERTIME

Employees may not begin working prior to the employee's scheduled time, nor may employees work overtime or take compensatory time without prior approval of the employee's supervisor or the Village President.

It is recognized that overtime is sometimes necessary. However, the control of overtime will be closely monitored by the Village President. Village employees are required to use their good judgment and common sense when requesting or requiring overtime.

From time to time, there may be emergency situations and an employee may be required to work overtime. In addition, all on-call individuals may be required to work overtime. In non-emergency cases, overtime must be approved, in advance, by the Village President.

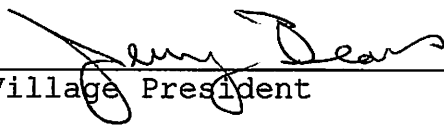
In the event an employee works overtime (in excess of 40 hours in a week), the employee may be given compensatory time off, subject to the employee's written overtime compensation agreement with the Village. The Village Board must approve all overtime compensation prior to the payment of the overtime compensation to the employee.

Section 2. The amendments to the personnel policy as set forth in Section 1 above shall be effective as of January 11, 2005.


Section 3. All ordinances and resolutions or parts of any ordinances and resolutions in conflict herewith are hereby expressly repealed to the extent of said conflict.

Section 4. This ordinance shall be in full force and effect from and after its passage and approval as provided by law.

Passed and approved by the President and Board of Trustees of the Village of Chapin, Morgan County, Illinois, this 9th day of March, 2005.


Village President

Attest:


Village Clerk

(SEAL)