

RESOLUTION AMENDING PERSONNEL POLICY MANUAL

Village of Chapin, Morgan County, Illinois

BE IT RESOLVED by the President and Board of Trustees of the Village of Chapin, Morgan County, Illinois:

That the Village of Chapin's *Personnel Policy Manual*, is hereby amended by adding Personnel Policy No. 311, Jury Duty, a copy of which, marked as **Appendix A**, is attached hereto and incorporated herein by this reference.

Passed and Approved by the President and Board of Trustees of the Village of Chapin, Morgan County, Illinois, on the 10 day of December, 2025. The Village Clerk is hereby directed to place a copy of Personnel Policy No. 311 in the permanent files of the Village and to provide a copy to all current employees.



Village President

Attest:



Village Clerk

Ayes: 4

Nays: 0

Absent: 2

APPENDIX A

PERSONNEL POLICY NO. 311

JURY DUTY

Leaves of absence shall be granted for jury duty or when subpoenaed as a witness. The employee shall notify the village president or his/her designee when notification to serve on jury duty or as a subpoenaed witness is received. Leave shall be paid provided all compensation the employee receives for jury duty or appearing as a result of a subpoena is paid over to the village. While serving on a jury or testifying as a witness, employees are required to provide daily information regarding their availability. Employees who are released from jury duty or witness testimony during the workday are expected to report to work immediately.

This policy was adopted by the President and Board of Trustees on the 10 day of December, 2025.