

VILLAGE OF CHAPIN

ORDINANCE NO. 2025 5

AN ORDINANCE ADOPTING RETURN-TO-WORK POLICY

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ADOPTED BY THE

BOARD OF TRUSTEES

OF THE

VILLAGE OF CHAPIN, MORGAN COUNTY, ILLINOIS

THIS 9 DAY OF July, 2025

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Published in pamphlet form by order of the President and Board of Trustees of the Village of Chapin, Morgan County, Illinois this 9 day of July, 2025.

AN ORDINANCE ADOPTING RETURN-TO-WORK POLICY

ORDINANCE NO. 2025 - 5

Village of Chapin, Morgan County, Illinois

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

Section 1. That the attached new Policy 310 *Return-to-Work Policy*, is hereby approved and adopted. The new Policy 310 shall be added to the *Personnel Policy Manual* effective immediately and a copy provided to all current and future employees

Section 2. This ordinance shall be effective upon its passage, approval, and publication in pamphlet form. The Village Clerk is directed to publish this ordinance in pamphlet form.

Passed by the Board of Trustees of the Village of Chapin, Morgan County, Illinois, on the 9 day of July, 2025.

Bailey Walters

Village Clerk

Ayes: 6

Nays: 0

Absent: —

APPROVED by me this 9 day of July, 2025.

Pat Broderick

Village President

## POLICY 310

### RETURN-TO-WORK POLICY

The Village of Chapin ("Village") is committed to providing a safe work environment for its employees. It is the intention of the Village to provide employees who have sustained work-related injuries with the opportunity to return to or remain on the Village's payroll during periods of partial incapacity resulting from these injuries. Every effort will be made to ensure that employees are returned to the work environment as soon as they are physically able.

Employees who may work in a limited capacity, but who are not capable of performing the full scope of their regular job duties, may receive a temporary job assignment if such job assignment is available and if it fits within any medical restrictions.

Job assignments will be based on specific medical restrictions provided by the employee's health care providers. If work is available for the injured employee and the physical requirements do not violate any medical restrictions, the employee will be required to perform the alternate job assignment.

This Return-to-Work Policy will be coordinated by the President, who can be contacted by calling Village Hall at 217-472-3111. The President is responsible for ensuring this policy is utilized and followed.

Every effort will be made to return an injured employee to the work environment as soon as they are physically able.

Should you have questions regarding this policy, please contact the President.

- This policy was adopted by the Village Council on the 9 day of July, 2025.

STATE OF ILLINOIS     )  
  ) ss  
COUNTY OF MORGAN    )

CERTIFICATION

I, Bailey Walters, the Clerk of the Village of Chapin, Morgan County, Illinois,  
do hereby certify that attached hereto is a true and correct copy of an Ordinance  
entitled:

**AN ORDINANCE ADOPTING RETURN-TO-WORK POLICY**

as the same was duly passed and approved at a regular meeting of the Board of  
Trustees of the Village of Chapin, Morgan County, Illinois, held on the 9 day of  
July, 2025, all as the original of the same remains in the official records of  
my office.

Dated this 9 day of July, 2025.

Bailey Walters  
Village Clerk

(SEAL)

STATE OF ILLINOIS       )  
                                  ) ss PUBLICATION CERTIFICATE  
COUNTY OF MORGAN     )

I, Bailey Walters, certify that I am the Village Clerk of the Village of Chapin,  
Morgan County, Illinois.

I further certify that on the 9 day of July, 2025, the President and  
Village Council of the Village of Chapin, Illinois, passed and approved Ordinance No.  
5, entitled:

**AN ORDINANCE ADOPTING RETURN-TO-WORK POLICY**

The pamphlet form of Ordinance No. 5 including the Ordinance and a cover  
sheet thereof, was prepared, and a copy of such Ordinance was posted at the Village  
Hall, commencing on the 9 day of July, 2025, and continuing for at least ten  
(10) days thereafter. Copies of such Ordinance were also available for public inspection  
upon request in the Office of the Village Clerk.

DATED at Chapin, Illinois, this 19 day of July, 2025.

Bailey Walters  
Village Clerk

(SEAL)