

CITY OF RED BUD, RANDOLPH COUNTY, ILLINOIS

ORDINANCE NO. 1540

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**AN ORDINANCE AMENDING  
TITLE III, CHAPTER 41 OF THE CITY OF RED BUD  
CODE OF ORDINANCES 2021  
PERTAINING TO HOURS OF WORK**

ADOPTED BY THE CITY COUNCIL OF THE CITY OF RED BUD, ILLINOIS,  
THIS 1ST DAY OF APRIL, 2024

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*Published in pamphlet form by authority of the City Council of the City of Red Bud,  
Randolph County, Illinois, this 1st day of April, 2024.*

Posted: April 2, 2024  
Removed:

By: KAC  
By:

STATE OF ILLINOIS        )  
  ) SS.  
COUNTY OF RANDOLPH )

**CERTIFICATION**

I, Joanne Cowell, certify that I am the duly appointed municipal clerk of the City of Red Bud, Randolph County, Illinois.

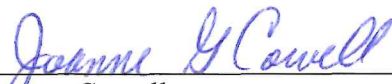
I further certify that on April 1, 2024, the Corporate Authorities of the above municipality passed and approved Ordinance No. 1540 entitled:

**AN ORDINANCE AMENDING  
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PERTAINING TO HOURS OF WORK**

Which, provided by its terms, that it should be published in pamphlet form.

The Pamphlet form of Ordinance No. 1540 including the Ordinance and a cover sheet thereof was prepared, and a copy of such Ordinance posted at the Red Bud City Hall commencing on April 1, 2024 where it will remain for at least ten (10) days thereafter. Copies of the Ordinance were also available for public inspection upon request in the office of the municipal clerk.

Dated at Red Bud, Illinois this 1st day of April, 2024.

  
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Joanne Cowell  
City Clerk

ORDINANCE NO. 1540

**AN ORDINANCE AMENDING  
TITLE III, CHAPTER 41 OF THE CITY OF RED BUD  
CODE OF ORDINANCES 2021  
PERTAINING TO HOURS OF WORK**

WHEREAS, the City of Red Bud has set up a schedule for hours of work, time and attendance, holiday pay and training; and

WHEREAS, the City of Red Bud has determined that administrative time as defined in 41-6 (E) is not a productive method of handling time worked; and

WHEREAS, the City of Red Bud has deemed that it is in the best interest of the City of Red Bud to amend the hours of work.

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RED BUD, ILLINOIS:

**SECTION 1:** That the above recitals are hereby made a part of this Ordinance as though written herein verbatim.

**SECTION 2:** That Section 41-6 of Chapter 41 of the Revised Code of Ordinances of the City of Red Bud is repealed and replaced with the following:

**41-6: HOURS OF WORK.**

**(A) Schedule.**

**(1) Continuous Operation.** Each Department Head will determine the work schedule for his/her own department. Each Elected Official/Department Head must allow for continuous operation of the department or office for the hours which the department or office is required to be in operation.

**(2) Overtime.** Prior approval of the Department Head is necessary for any employee to work early, stay late, or to work hours beyond the employee's regular work schedule.

**(B) Time and Attendance.**

**(1) Attendance Record.** Each department shall maintain accurate daily attendance records. An employee shall be at his/her place of work in accordance with the attendance rules. Tardiness or other abuse of regular attendance will not be tolerated. The attendance will indicate information in order to properly pay employees for actual work performed.

**(2) Sick Leave.** The City expects each employee to assume diligent responsibility for attendance and promptness. Recognizing, however, that illness and injuries may occur, the City has established sick leave, including time off to secure necessary treatment for a disability.

**(3) Illness Notification.** Should an employee be unable to work for medical reasons, the employee shall notify the Department Head within reasonable time as determined by the Department Head/Elected Official at the beginning of his/her shift on each day of absence unless otherwise granted an authorized leave. Failure to properly notify the City will be deemed an unexcused absence.

**(4) Physician's Statement.** If an employee is absent for more than three (3) consecutive workdays, a statement from a physician may be required before the employee will be permitted to return to work. In such instances, the City also reserves the right to require the employee to submit to an examination by a physician designated by the City at the City's expense.

**(5) Absenteeism.** Absenteeism or tardiness that is unexcused or excessive in the judgment of the City may be grounds for disciplinary action, up to and including dismissal.

**(6) Inclement Weather.** When City offices and buildings are open, but inclement weather prevents employees from reaching the buildings, employees may account for such absences by using accrued time, such as vacation and compensatory time earned, or the employee may elect to be docked for time off. Sick leave may not be used to cover absence due to inclement weather.

**(C) Holiday Pay.** All full-time and salaried exempt employees, except those in the Utility Department and Police Department who are required to work on the holiday or who are on call on the holiday, shall have time off with full salary payment on the day designated as a holiday by the City Council.

**(1) Salaried Exempt.** Salaried exempt employees shall receive holiday pay from the beginning of employment.

**(2) Full-Time Employees.** All full-time employees from the beginning of their employment, will be eligible for ten (10) holidays with pay each year. These holidays are: New Year's Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Veteran's Day (effective 11/07), Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, and Christmas Day.

**(3) Working on Holiday.** Any employee who is required to work on a holiday as his/her regularly scheduled work shall receive regular pay and holiday pay.

(4) **Eligibility for Holiday Pay.** To be eligible for holiday pay, the employee must work both the day before and the day after the holiday, unless approved by the Department Head Holiday pay is forfeited if the employee does not work the day before or after the holiday without the Department Head's approval.

(5) **Holiday Observance.** When a holiday falls on a Sunday, the following Monday shall be observed as that holiday. When a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. Any other circumstances will be approved by the City Council.

**(D) Training.**

(1) **Meetings and Seminars.** For meeting and seminars, employees may be granted leave with pay to attend meetings, seminars and conventions of professional and technical organizations, when such attendance would benefit the employee's ability to perform the job, and is approved in advance by the City Council.

(2) **Pay.** For any training program conducted after regular working hours and which would result in overtime pay, such training shall be approved by the City Council. Payment for travel time to and from training meetings and seminars shall be made under the federal Fair Labor Standards Act.

(3) **Transportation.** All employees will be reimbursed for mileage expenses incurred while attending assigned schools outside of Red Bud, Illinois. Upon receipt of a notice to attend the training school, the employee will request the use of a department vehicle to transport those attending to and from school. If a department vehicle is not available, reimbursement shall be made for the employee's use of his/her own personal vehicle. When two (2) or more persons attend the same school at the same time only one (1) person will be eligible to receive reimbursement for travel. The rate of reimbursement shall be the applicable rate established by the federal Internal Revenue Service.

**SECTION 3:** This Ordinance supersedes all Ordinances or parts of Ordinances adopted prior hereto that are in conflict herewith, to the extent of such conflict.

**SECTION 4:** This Ordinance shall be in full force and effect from and after its passage, approval, and signature by the Mayor.

PASSED BY THE CITY COUNCIL this 1st day of April, 2024.

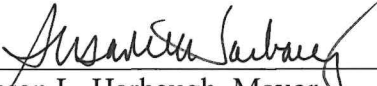
YEAS: J. DeMond, R. Nevois, K. Donjon, A. Piel, C. Guebert, M. Rheinecker,  
B. Hanebutt

NAYS:

ABSTAINED:

ABSENT: B. Schwartzkopf

APPROVED BY THE MAYOR this 1st day of April, 2024.

  
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Susan L. Harbaugh, Mayor

ATTEST:

  
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Joanne Cowell, City Clerk