

## CHAPTER 11

### VILLAGE OFFICERS AND EMPLOYEES

#### SECTION:

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1-11-1. OATH OF OFFICE : The oath of office for all elective and appointive officers of the Village shall be in the following form:

"I, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of (office) of the Village of Dakota, in the County of Stephenson and State of Illinois, according to the best of my ability" .

All elective and appointive officers shall take and subscribe to said oath before assuming the duties of their office.

1-11-2 : APPOINTMENT OF OFFICERS; DUTIES: Except as otherwise provided in the Illinois Statutes, all officers of the Village shall be appointed by the Village President, by and with the advice and consent of the Board of Trustees. Vacancies in all such Village offices may be filled in the same manner. The Board of Trustees, by ordinance, may prescribe the duties, define the powers, and fix the terms of office of all such officers; but the term of office shall not exceed that of the Village President.

1-11-3: RESIGNATION: Any such officer may resign from office. If such officer resigns, he shall continue in office until his successor has been chosen and has qualified. If there is a failure to appoint an officer, or the person appointed fails to qualify, the person filling the office shall continue in office until his successor has been chosen and has qualified.

1-11-4 : REMOVAL FROM OFFICE :

If such officer ceases to perform the duties of or to hold his office by reason of death, permanent physical or mental disability, conviction of a disqualifying crime , or dismissal from or abandonment of office, the Village President may appoint a temporary successor to the office.

B.

Except where otherwise provided by Statute, the Village President may remove any officer appointed by him on any formal charge , whenever he is of the opinion that the interests of the Village demand removal, but he shall report the reasons for the removal to the Board of Trustees at a meeting to be held not less than five (5) nor more than ten (10) Days after the removal. If the President fails or refuses to report to the Board of Trustees the reasons for the removal, or if the Board of Trustees, by a two-thirds (2/3) vote of all its members authorized by law to be elected, disapproves of the removal, the officer thereupon shall be restored to the office from which he was removed . The vote shall be by yeas and nays, and shall be entered upon the Village Clerk' s minutes . Upon restoration, the officer shall give a new bond and take a

new oath of office. No officer shall be removed a second time for the same offense.

1-11-5 : COMPENSATION OF OFFICERS : Village officers shall be compensated for their services as follows :

A. President: \$5, 520 as yearly salary with no meeting pay.

B. Member, Board of Trustees: \$75.00 per meeting.

C. Village Clerk: \$20.00 per hour.

D. Village Treasurer: \$20 . per hour  
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1-11-6 : The Village President may not have a raise in pay during his term of office.

1-11-7 . 1 HIRING POLICY : The Village shall implement in hiring any new employee, the following procedures whether on a part-time (less than 35 hours per week on average) , or full time (35 or more hours per week, on average) basis.

(1) An advertisement, setting out the following:

- (a) The title of the position;
- (b) A brief description setting out in sufficient detail the day to day requirements of the position;
- (c) Expected hourly wages or salary range;
- (d) Educational requirements, if applicable; (e) Application deadline;
- (f) Documents to be included with applications , including, but not limited to, resume or curriculum vitae and past employment history;
- (g) Address to which applications are to be delivered

shall be published in a newspaper of general circulation in the Village no less than one week prior to the last date for acceptance of applications .

( 2 ) The Village Board, or such member or committee thereof as the Board may from time to time designate, shall review the applications and accompanying documentation, and schedule interviews of such persons as the Board or its designee shall decide, based upon its sole discretion, may be a suitable candidate for the position.

( 3 ) No person shall be selected or rejected for employment by the Village based upon race, religion, color, sex,

marital status, age, sexual preference, national origin, veteran's status, handicapped, or membership or non-membership in any labor organization or any other lawful organization, except where such characteristics may be a bona fide occupational qualification. Applicants shall be evaluated solely on ability, experience, and the requirements of the position.

(4) After interviews have been conducted, the employee selected for the position shall be notified by the Village Board or its designee as soon as practicable after the selection has been made, and a starting date for employment shall be determined.

( 5 ) Prior to commencing employment with the Village, and as a condition thereof, each new employee shall either sign an employment agreement, if the employment is for a fixed term, or sign a statement acknowledging that he or she is an employee at will.

( 6 ) As soon as reasonably practicable after reporting for work for the first time, the new employee shall be advised of employment policies, given a copy of the official Village employee handbook, if any, and otherwise informed as to job expectations .

1-11-7 . 2 : TERMINATION POLICY : All employees to be terminated shall be notified in advance of their termination, unless such advance notification is deemed to create a risk of harm to the Village or the circumstances surrounding the termination otherwise require the immediate termination of the employee. Said notification shall be in writing, and may, but need not, state the reason for termination, if any. The period of time in advance, or the amount of pay for which the employee is entitled in the event of an immediate discharge, shall be equal to one pay period, with pay to be based upon the average gross wages earned by said employee for such period of time during the last three months of employment .

No employee shall be terminated based upon the filing of any discrimination action, worker' s compensation claim, personal injury action, or other adversarial proceeding against the Village or any of its Trustees, Officers, Agents or other employees which would be deemed a wrongful termination under Illinois Law.

1-11-7 . 3 : EMPLOYMENT POLICY : The Village may, but need not, enact an official employment policy manual or employee handbook to govern the rules and procedures involving the day to day matters of employment with the Village . In the event such a policy or manual is enacted, a copy of the policy or manual shall be kept on file with the Village Clerk and shall be available for inspection by any employee upon request. Each employee shall be provided with a copy of such policy or handbook at the time he or she reports for employment the first time, or as soon as reasonably practicable thereafter.

1-11-7 . 4 COMPENSATION OF VILLAGE EMPLOYEES :

A. Chief of Police: \$30.00 per hour plus expenses.

B. Janitor: \$15 per hour

C. Snow Plowing: \$30 per hour

D. Water Operator 2: \$17 per hour

E. Sewer Operator 2: \$17 per hour

F. General Labor/ Lawn Care (village and sewer pond) : \$20 per hour

G. Water Operator: \$1150 per month

H. Sewer Operator: \$250 per month