

RESOLUTION NO. _____

**A RESOLUTION AMENDING SECTION 4 (HOURS OF WORK AND OVERTIME) AND
SECTION 9.2 (CITY VEHICLES, EQUIPMENT & FACILITIES) OF THE CITY OF
CREST HILL EMPLOYEE HANDBOOK**

WHEREAS, the City Council of Crest Hill, Will County, Illinois, has the authority to adopt resolutions and to promulgate rules and regulations that pertain to its government and affairs and protect the public health, safety, and welfare; and

WHEREAS, in 2018 the City Council of Crest Hill, Will County, Illinois adopted a Crest Hill Employee Handbook which applies to the City's non-union and exempt employees, and which is administered and periodically reviewed by the City's Employee Relations Manager under the direction of the City Treasurer; and

WHEREAS, Section 1.1(b) of the Crest Hill Employee Handbook provides for additions, deletions, suspension, or discontinuation of the Handbook Policies as may be necessary through changes in legislation, business, or economic conditions; and

WHEREAS, Section 1.6 of the Crest Hill Employee Handbook provides specifically for amendment and updating of its provisions through regular review by the City's Employee Relations Manager with substantive changes being brought to the City Council for approval; and

WHEREAS, the City Council has determined that it desires to amend the Crest Hill Employee Handbook to redefine the approved usage of City owned vehicles and provide language to address taxing of benefits received by employees for clothing stipends or clothing allowances which will be taxed through the employee's payroll and will ensure that the City is following IRS publication 15-B for all taxable benefits by amending Sections 4 and 9.2 of the Employee Handbook; and

WHEREAS, the City Council has determined that such an amendment of the Employee Handbook is fair, equitable, and in keeping with past City practice.

NOW THEREFORE, BE IT RESOLVED by the City Council of Crest Hill, Will County, Illinois, pursuant to its statutory authority, as follows:

SECTION 1: That the City Council hereby finds that all the recitals contained in the preamble to this Resolution are true, correct, and complete and are hereby incorporated by reference hereto and made a part hereof.

SECTION 2: That Section 4 (Hours of Work and Overtime) of the Crest Hill Employee Handbook shall be amended by adding a new paragraph 4.16 and Section 9.2 (City Vehicles, Equipment & Facilities) of the Crest Hill Employee Handbook shall be amended shall be repealed and replaced, as follows:

4.16 TAXATION OF CLOTHING ALLOWANCES AND CLOTHING STIPENDS

The City follows IRS Publication 15-B for all taxable employee benefits. Employees who receive such benefits will be taxed according to IRS publication 15-B for all taxable benefits. Examples include, but are not limited to, clothing

allowances made on behalf of the City for City employees and clothing stipends paid. The respective employee will be taxed through payroll when the taxable benefit occurs.

9.2 CITY VEHICLES, EQUIPMENT & FACILITIES

On Duty

All vehicles, equipment, and facilities shall be utilized appropriately, safely, and in a manner that will not damage any particular item. Any willful negligence or avoidable accident resulting in damage to City property may be cause for disciplinary action. Vehicles, equipment, and facilities shall only be used for City business and activities, or as authorized by the City Administrator, or by the conditions of an individual City employment agreement. They shall not be used for personal errands or other personal reasons. Only City employees shall ride as passengers in City vehicles or use City equipment or facilities except as may be necessary in conducting City business or as specifically approved by the City Administrator, or as authorized by the respective Department Head.

Off Duty

There shall be no use of City vehicles, equipment, or facilities during off duty hours. When a vehicle is in the possession of an employee during off duty hours, it shall be used only for City business when the need arises. It shall not be used for personal errands or other activities. No other passengers besides the authorized employee(s) shall be allowed in the vehicle during off duty hours.

Accidents

Any damage resulting to City vehicles, equipment, and/or facilities shall be reported immediately, but in no event later than the end of the work shift, to the employee's supervisor who shall submit a written report to the Personnel Officer. Damage to a City vehicle shall also be reported to the Police Department.

SECTION 3. In the event that any provision or provisions, portion or portions, or clause or clauses of this Resolution shall be declared to be invalid or unenforceable by a Court of competent jurisdiction, such adjudication shall in no way affect or impair the validity or enforceability of any of the remaining provisions, portions, or clauses of this Resolution that may be given effect without such invalid or unenforceable provision or provisions, portion or portions, or clause or clauses.

SECTION 4. That all ordinances, resolutions, motions, or parts thereof, conflicting with any of the provisions of this Resolution, are hereby repealed to the extent of the conflict.

SECTION 5. That the City Clerk is hereby directed to publish this Resolution in pamphlet form.

SECTION 6. That this Resolution shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED THIS 17TH DAY OF JULY, 2023.

	Aye	Nay	Absent	Abstain
Alderman John Vershay	_____	_____	_____	_____
Alderman Scott Dyke	_____	_____	_____	_____
Alderwoman Claudia Gazal	_____	_____	_____	_____
Alderman Darrell Jefferson	_____	_____	_____	_____
Alderperson Tina Oberlin	_____	_____	_____	_____
Alderman Mark Cipiti	_____	_____	_____	_____
Alderman Nate Albert	_____	_____	_____	_____
Alderman Joe Kubal	_____	_____	_____	_____
Mayor Raymond R. Soliman	_____	_____	_____	_____

Christine Vershay-Hall, City Clerk

APPROVED THIS 17TH DAY OF JULY, 2023.

Raymond R. Soliman, Mayor

ATTEST:

Christine Vershay-Hall, City Clerk