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**THE CITY OF ROCHELLE**  
**Ogle County, Illinois**

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**RESOLUTION**  
**NO. \_\_\_\_\_**

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**A RESOLUTION AMENDING THE PERSONNEL POLICIES MANUAL**

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**JOHN BEARROWS, Mayor**  
**ROSE HUERAMO, City Clerk**

**TOM McDERMOTT**  
**BIL HAYES**  
**KATE SHAW-DICKEY**  
**DAN McDERMOTT**  
**ROSAELIA ARTEAGA**  
**BEN VALDIVIESO**  
**City Council**

CITY OF ROCHELLE  
Ogle County, Illinois

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION AMENDING THE PERSONNEL POLICIES MANUAL**

**WHEREAS**, Section 7 of Article VII of the 1970 Constitution of the State of Illinois provides that a municipality that is not a home rule unit shall only have the powers granted to them by law and as such the City of Rochelle ("City"), Ogle County, Illinois being a non-home rule unit pursuant to the provisions of said Section 7 of Article VII, and may exercise only the powers expressly granted by law; and

**WHEREAS**, the Illinois General Assembly granted non-home rule municipalities broad authority to "pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities." 65 ILCS 5/1-2-1; and

**WHEREAS**, previously the City adopted a policies and procedures manual for employees and elected officials ("Personnel Policies Manual") setting forth the policies and procedures in current force and effect for City employees and elected officials; and

**WHEREAS**, by its nature, the Personnel Policies Manual, otherwise referred to as the Employee Handbook is in constant need of review and revision to be consistent with all applicable laws and best practices; and

**WHEREAS**, the City Council recently approved the City's participation in the Illinois Municipal League's Risk Management Association ("IML RMA"); and

**WHEREAS**, as a result of the City obtaining its workers compensation insurance through the IML RMA, the Personnel Policies Manual needs to be amended to establish a "return to work" policy (Article H), for employees who sustain a work-related injury; and

**WHEREAS**, the proposed Article H is herein as Exhibit A; and

**WHEREAS**, it has been determined by the Corporate Authorities of the City of Rochelle that it is in the best interest of the City and its residents to update the Personnel Policies Manual to adopt Article H.

NOW, THEREFORE, be it Resolved by the corporate authorities of the City of Rochelle the following:

SECTION ONE: The foregoing recitals shall be, and are hereby, incorporated into and made a part of this Resolution as if fully set forth in this Section One.

SECTION TWO: The City hereby amends the Personnel Policies Manual to adopt Article H which is attached herein as Exhibit A, subject to final review and revisions by the City Attorney.

SECTION THREE: All prior Ordinances, Resolutions and Personnel Policies in conflict or inconsistent herewith are hereby expressly repealed but only to the extent of such conflict or inconsistency.

SECTION FOUR: This Resolution shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

APPROVED THIS 8th day of December, 2025.

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MAYOR

ATTEST:

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CITY CLERK

## **EXHIBIT A**

### **ARTICLE H: WORKERS COMP**

1. As a City employee, you are covered by the Illinois Worker's Compensation Law and are entitled to the benefits for job-related injuries.

#### **2. RETURN TO WORK POLICY**

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

Employees who may work in a limited capacity, but who are temporarily not capable of performing the full scope of their regular job duties, may receive a temporary job assignment through City of Rochelle's Return-To-Work Program.

Job assignments will be based on specific medical restrictions provided by licensed physicians. If work is available for the injured employee and the physical requirements of such work do not violate any medical restrictions, the employee will be required to perform the alternate job assignment.

The City of Rochelle's Return-To-Work Program will be coordinated by the Human Resources Department. The Human Resources Department may be reached by emailing [hrhelpdesk@rochelleil.us](mailto:hrhelpdesk@rochelleil.us). The Human Resources Department is responsible for ensuring that the City of Rochelle's Return-To-Work Program is being fully utilized and followed.

Every effort will be made to ensure that an injured employee has received quality medical care and is returned to the work environment as soon as they are physically able. To this end, the following medical system has been designated to care for any injury needing medical attention: Rochelle Community Hospital Healthcare Systems.

STATE OF ILLINOIS       )  
                                      )  
COUNTY OF OGLE       )       SS.

CERTIFICATE

I, Rose Huéramo, City Clerk of the City of Rochelle, County of Ogle and State of Illinois, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. \_\_\_\_\_, "A RESOLUTION AMENDING THE PERSONNEL POLICIES MANUAL" which was adopted by the Mayor and City Council of the City of Rochelle on December 8, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the City of Rochelle this 8<sup>th</sup> day of December, 2025.

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CITY CLERK