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

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

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**A RESOLUTION TO AMEND THE PERSONNEL POLICIES MANUAL**

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

**TOM McDERMOTT**  
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**KATE SHAW-DICKEY**  
**DAN McDERMOTT**  
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**City Council**

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Published in pamphlet form by authority of the Mayor and City Council of the City of Rochelle  
Peterson, Johnson, and Murray Chicago, LLC, City Attorneys  
1301 W. 22nd Street – Ste. 500 Oak Brook, Illinois 60523

CITY OF ROCHELLE  
Ogle County, Illinois

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

**A RESOLUTION TO AMEND 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, 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**, while “non-home rule municipalities have the authority to enact ordinances, such ordinances may in no event conflict with state law or prohibit what a state statute expressly permits . . . A local ordinance may impose more rigorous or definite regulations in addition to those enacted by the state legislature so long as they do not conflict with the statute.” (*Village of Wauconda v. Hutton*, 291 Ill. App. 3d 1058, 1060 (1997)); and

**WHEREAS**, previously the City has 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**, at this time Human Resources recommends that the Policies Manual be revised to update the allowance for personal cell phones and to include five new policies, the proposed updates are attached 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 as reflected in the attached Exhibit A.

**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 as reflected in the attached 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.

PASSED THIS 9<sup>th</sup> day of December, 2024.

AYES:

NAYS:

ABSENT:

APPROVED THIS 9<sup>th</sup> day of December, 2024.

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MAYOR

ATTEST:

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CITY CLERK

**EXHIBIT A**  
**PROPOSED CHANGES TO THE PERSONNEL MANUAL**

**Update to CHAPTER 1, Article K: Telecommuting Policy and Procedure Section 1:A (pg 28 of Employee Handbook)**

- A. Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. **The off-site location must be pre-approved by the employees' Department Head.** Telecommuting could be in the event of an emergency such as inclement weather, a pandemic, other extenuating circumstances, or as an alternative work arrangement.

**Update to CHAPTER 5, Article P: Cell Phone Policy (pg 66 of Employee Handbook)**

Employee shall preserve all text messages, for business related activities, as the messages and phone records may be requested under the Illinois Freedom of Information Act (FOIA).

The monthly allowance will be set by the City Council upon a recommendation from the Finance Director and would be reviewed as directed or needed. The cell phone allowance is set at up to **\$75 per month**, to be paid through accounts payable processing.

**Proposed addition to CHAPTER 5, Article U**

**Employee Property:**

Employees are responsible for their own personal property at all times. There is no reimbursement or insurance coverage provided by the City for the loss of or damage to an employee's personal effects, including but not limited to: money, books, decorations, clothing, electronic devices or other items that are kept in offices and desks, personal vehicles, either on City property or while traveling on City business. Employees are urged to carry a homeowners or renters property insurance policy or other property insurance to cover such risk of loss.

## **Proposed addition to CHAPTER 5, Article V**

### **Time Off During Workers' Compensation:**

- A. Employees on workers' compensation may take a pre-approved vacation, if medically cleared, however, the time will be subtracted from their vacation balance.
- B. Any missed time associated with the initial injury and initial time off will be covered by the City and will not be deducted from the employee's vacation or sick banks. Any continued care associated with the injury will be covered according to our workers' compensation carrier's recommendation. If the work comp carrier does not cover the time, the employee will be accommodated in time off requests, however, the time will need to come from their benefit balance.

## **Proposed addition to CHAPTER 5, Article W**

### **Time Off During Administrative Leave: (New Policy)**

- A. If an employee takes vacation on Paid Administrative Leave and the City chooses to bring the employee back to work, the corresponding time on vacation will be deducted from the employee's vacation leave balance.

## **Proposed addition to Chapter 5, Article X**

### **Email Address Policy for Contracted Employees**

This policy establishes the guidelines and expectations for the use of company email addresses issued to contracted employees. It is designed to protect the company's intellectual property, maintain professionalism, uphold the City's cybersecurity and ensure compliance with legal and regulatory standards.

### **Issuance of Company Email Addresses**

- A. Contracted employees may be granted access to a company email address for the purpose of conducting business-related activities.
- B. Email accounts will be issued for the duration of the contracted employee's engagement with the company and must be deactivated immediately upon termination of the contract or at the end of the assignment.
- C. Contracted employees given a City email shall successfully complete all cyber security trainings as outlined by the City's Cyber Security Policy.

## **Usage Guidelines**

Contracted employees are expected to use company email addresses for business-related purposes only. Unauthorized uses include:

- A. Personal communications or use unrelated to company business.
- B. Communication that violates company policies (e.g., discrimination, harassment, or unlawful activity).
- C. Sending spam or unsolicited emails.
- D. Sharing confidential or proprietary information outside the company unless authorized.

## **Security and Confidentiality**

- A. Contracted employees must ensure that company email accounts are protected by strong passwords and comply with the company's password policies.
- B. Contracted employees must not share their company email passwords with anyone, including colleagues or other contractors.
- C. All email communications sent from a company email account should be considered the property of the company and subject to monitoring.
- D. Contracted employees should not use company email addresses for sending sensitive or confidential information without encryption, if applicable.

## **Access and Monitoring**

- A. Company reserves the right to access, monitor, and review emails sent or received through the company email account to ensure compliance with policies and for security purposes.
- B. Contracted employees should have no expectation of privacy regarding emails sent from their company email account.

## **Termination of Access**

- A. Upon completion of the contracted employee's work or termination of the contract, access to the company email account will be revoked.
- B. Contracted employees must immediately cease using the company email address and transfer any necessary information to the relevant internal parties.
- C. Contracted employees are prohibited from forwarding emails or transferring email contents without permission.

## **Prohibited Activities**

- A. The use of company email addresses for illegal activities or activities that violate company policies, including but not limited to harassment, fraudulent activity, or the distribution of malware, is strictly prohibited.
- B. The use of company email for personal financial gain or commercial activities unrelated to the company's interests is prohibited.

## **Compliance with Laws**

- A. Contracted employees must adhere to all applicable privacy laws and data protection regulations when using company email addresses.
- B. Any suspicious activity, including phishing attempts, should be reported immediately to the IT or security team.

## **Enforcement**

- A. Violations of this policy may result in the termination of the contracted employee's access to company resources, including email, and could lead to termination of the contract.

## **Proposed addition to CHAPTER 5, Article Y**

### **Employee Attendance Policy**

The City of Rochelle values the punctuality and attendance of our employees, as regular attendance ensures high-quality service for our residents.

As such, we have established the following attendance policy to ensure that all employees are aware of our expectations and to provide guidelines for managing absences and tardiness.

### **Policy Guidelines**

The Policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided under the Americans with Disabilities Act (ADA).

1. Nonunion employees are approved to work either four ten-hour days, five eight-hour days, or four nine-hour days with one four-hour day and a thirty-minute paid lunch break on days when more than six hours is worked.

2. Employees are expected to arrive at the workplace on time, based on their schedule.
3. Tardiness is defined as being more than **10** minutes late to work without prior approval from a supervisor.
4. If an employee is unable to come to the workplace, they must notify their supervisor via phone call no later than **one hour** before their scheduled start time.
5. Any unplanned absences or tardiness will be recorded and may be grounds for disciplinary action, up to and including termination.
6. Planned absences, such as vacations or medical appointments, must be approved by a supervisor within 7 days prior to the requested time off.
7. If an employee is unable to come to work unexpectedly, this is recorded as a call off.
8. If an employee calls off more than six separate occurrences in a rolling calendar year, then that employee must obtain a medical note and release before returning to work for future call offs and that employee will be placed on an attendance improvement plan.
9. This attendance policy may be revised or updated at any time at the discretion of management.



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 TO AMEND THE PERSONNEL POLICIES MANUAL” which was adopted  
by the Mayor and City Council of the City of Rochelle on December 9, 2024.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of  
the City of Rochelle this 9<sup>th</sup> day of December, 2024.

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CITY CLERK