ORDINANCE NO. 2025- _____

AN ORDINANCE ADOPTING UPDATES TO THE PERSONNEL POLICY OF THE VILLAGE OF WINNEBAGO, ILLINOIS

WHEREAS, the Village of Winnebago adopted Ordinance 2024-21, establishing a process for updating the Village Personnel Policy and providing the Village Administrator with certain administrative authorities related to personnel matters; and

WHEREAS, the Village Administrator, in consultation with Department Heads, has reviewed the current Personnel Policy and recommends additional amendments to address clarifications, operational equity, and internal feedback received since the adoption of Ordinance 2024-21; and

WHEREAS, the Village Administrator and Department Heads have monitored the implementation of the paid lunch period as authorized under Ordinance 2024-21 and found it to be effective and beneficial to employee morale and operations; and

WHEREAS, the Village Board wishes to affirm and permanently adopt the paid lunch policy and approve new or amended policy sections as recommended by staff;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Winnebago, as follows:

SECTION I. ADOPTION OF UPDATED PERSONNEL POLICY

The 30-minute paid lunch break, initially implemented on a trial basis under Ordinance 2024-21, is hereby affirmed as a permanent provision within the Personnel Policy. The change shall remain in full effect without further review unless otherwise directed by the Village Board.

SECTION II. ADOPTION OF AMENDED POLICY SECTIONS

The Village Board hereby adopts the amended and additional sections to the Personnel Policy as set forth in the attached "Exhibit A", including:

- Revisions to Section 11-4, Holidays, to clarify pay standards across departments and employment types; and
- The creation of Section 11-15, Sick and Vacation Time Donation Policy, establishing a process by which employees may donate leave to coworkers experiencing medical or personal hardships.

SECTION III. EFFECTIVE DATE

The affirmation of the paid lunch break shall be effective immediately upon passage and publication of this Ordinance. All other amendments referenced in Section 2 shall take effect on

January 1, 2026, (or the first full pay period following as applicable) to allow for internal implementation, proper budgeting, and employee communication.

SECTION IV. SEVERABILITY

If any section, paragraph, clause, or provision of this ordinance shall be adjudged invalid or unconstitutional, the remainder of this ordinance shall remain in full force and effect.

SECTION V. REPEAL

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION VI. EFFECTIVE DATE

This ordinance shall become effective immediately upon passage by the Board of Trustees of the Village of Winnebago, and publication of the same in pamphlet form. All administrative changes contained herein shall be deemed effective immediately upon the enactment of this Ordinance. The Village Administrator, in consultation with Payroll Staff and Department Heads, is hereby directed to oversee and coordinate the implementation of any provisions within this Ordinance that require a phased or hybrid approach. The affirmation of the paid lunch break shall remain in full effect immediately. The Sick and Vacation Time Donation Policy, as outlined in Section 11-15 of Exhibit A, shall be effective immediately. The adjustments related to holiday pay, as detailed in the amended Section 11-4 of the Personnel Policy, shall be implemented beginning January 1, 2026, to align with the Village's budgeting process. The Village Administrator shall ensure that all provisions are communicated to staff and implemented in a manner that promotes equity and consistency across departments.

APPROVED this _____ day of _____, 2025

_____
Franklin J. Eubank, Jr.,
Village President

ATTEST:

_____
Sally Jo Huggins, Village Clerk

PASSED: _____

APPROVED: _____

**PUBLISHED IN
  PAMPHLET FORM:** _____