

Section IV: Compensation

Village of Oak Park Personnel Manual

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Date: October 5, 2020

COMPENSATION

It is the Village's policy to compensate all employees on a fair and equitable basis for the work which they perform. Jobs are classified according to duties and responsibilities as a basis for determining wage and salary classifications. In maintaining the designated levels, economic factors and prevailing rates of pay for similar services are taken into consideration. The Village of Oak Park operates under a system of merit in providing salary adjustments. The work performance of each individual is carefully evaluated and reviewed on an annual basis. Advancement within a salary range is based upon demonstrated work performance exceeding minimum standards.

The total compensation package includes group medical insurance benefits, life insurance, pension and reimbursement for uniforms if applicable. Except as otherwise provided, employees shall not receive pay from the Village in addition to the salary authorized under the schedules for each position provided in the salary plan. Under no circumstances may Village services be extended by employees in exchange for special rewards, gifts or other remuneration from outside individuals or organizations.

Whenever an employee works for a period less than the regularly established number of hours a day, days a week, or weeks a month, the amount paid shall be proportionate to the time actually employed for the class, unless special circumstances require some upward revision of this rate. Such revisions shall be subject to the approval of the Village Manager.

Overtime:

Unless specifically excluded elsewhere in this section, all eligible employees will be compensated at a rate of time and one-half for authorized hours worked beyond their established work week. Employees who work on a scheduled day off shall be compensated at a rate of time and one-half, provided they have completed their regular scheduled hours during their work week as defined by their job classification. Paid vacation time, and paid sick leave shall not be considered as "time worked" for purposes of receiving overtime pay as defined by the Fair Labor Standards Act.

All employees shall be eligible for overtime except those employees designated as exempt by the Village of Oak Park in accordance with the Fair Labor Standards Act. An exempt employee is any employee of the Village who is employed in a bona fide executive, administrative or professional capacity as defined by the Fair Labor Standards Act, whether or not such employee

has achieved full employment status. Job classifications which are exempt from the Fair Labor Standards Act are identified in Appendix I of the Manual.

Overtime hours worked shall not be compensated more than once for the same hours worked under any circumstances.

If the Department Head or designated supervisor determines that future departmental scheduling permits time-off, employees may earn compensatory time off at a rate of time and one-half.

Claims for compensatory time or overtime payment must be recorded on the Time and Attendance report within fourteen (14) calendar days. Compensatory time should be used by the end of the next full fiscal quarter, but may be carried forward with the Village Manager's approval.

The use of compensatory time must be approved by the Department Head or designated supervisor and duly recorded on the Time and Attendance report.

Payroll Periods:

The payroll period shall be two weeks in duration. Paychecks will be distributed on the appropriate payday, except when the payday is an official holiday. In such cases, the paychecks will be distributed the day before the holiday. For purposes of calculating employees' paychecks, the following policy will be followed:

1. Sworn personnel and personnel who work variable shifts shall have their salaries computed on a fourteen (14) day pay period.
2. General personnel who are paid a base salary shall have their pay computed on a ten (10) working day pay period.
3. Hourly employees shall be paid on the basis of the hours that are actually worked during the pay period.

Payroll Deductions:

Automatic payroll deductions shall be made as required by State and Federal Statute. Authorized payroll deductions may also be allowed for, but not necessarily limited to savings bonds, credit union, I.C.M.A., union dues and United Way.

Expense Reimbursement:

When employees are required by the Village to perform special assignments, the essential expenses of travel, meals and lodging will be reimbursed. When employees anticipate reimbursable expenses, they should consult with the Department Head to determine what will be reimbursed, the extent of reimbursement, the forms necessary to record expenses and the receipts that must be kept to verify expenses.

Use of Personal Vehicles:

Employees who use their personal vehicles when conducting Village business, shall be

reimbursed at the approved mileage rate stated in the United States Tax Code. Current rates are available through the Department of Human Resources. Mileage calculation begins from the point of embarkation but shall not include mileage to and from work except when required on days which are not normal work days.

All parking or traffic violations received by Village employees while on Village business, while operating either a personal vehicle or a Village vehicle are the sole responsibility of the employee.

Holidays And Holiday Pay:

Village employees shall receive eleven paid holidays during the course of a calendar year. The eligibility of an employee to receive holiday pay requires that the employee be classified as a regular full-time or probationary employee. The paid holidays will be designated as follows:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- Martin Luther King's Birthday
- Birthday Holiday (Floating)
- Three (3) 1/2 Floating Holidays*
- Day after Thanksgiving
- 1/2 Christmas Eve Day
- November 3, 2020 (Election Day)

Holidays cannot be carried beyond the actual holiday.

Floating holidays can be taken at the discretion of the employee; however, departmental approval must be secured prior to the use of the floating holiday. To receive holiday pay, these holidays must be used during the calendar year as there is no pay for unused floating holidays nor can they be carried over into a subsequent year.

** for an employee with a standard 37.5 hour work week three (3) ½ floating holidays is the equivalent of eleven and one-quarter hours (11.25).*

For employees working a standard work week, a scheduled holiday that falls on a Saturday shall be observed the preceding Friday. A scheduled holiday that falls on a Sunday shall be observed the following Monday. For employees working a non-standard work week, a scheduled holiday shall be observed on the exact day that the holiday falls. If the holiday falls on an employee's scheduled off day, the employee will be entitled to another day off with pay.

To be eligible for holiday compensation, employees must work the day before and the day after the holiday. Employees who are absent from work the day before and/or the day after the holiday shall not be eligible for compensation unless the absence is approved by the Department Head.

If regular full-time employees are required to work on the above mentioned holiday(s),

they will be paid at the rate of double regular time; either in direct compensation or compensatory time off, where applicable.