



CITY OF RED BUD, RANDOLPH COUNTY, ILLINOIS

ORDINANCE NO. 1555

**AN ORDINANCE AMENDING TITLE III, CHAPTER 41 OF THE
CITY OF RED BUD CODE OF ORDINANCES 2021
PERTAINING TO EMPLOYEE & PERSONNEL POLICY**

ADOPTED BY THE CITY COUNCIL OF THE CITY OF RED BUD, ILLINOIS,
THIS 2nd DAY OF DECEMBER, 2024

*Published in pamphlet form by authority of the City Council of the City of Red Bud,
Randolph County, Illinois, this 2nd day of December, 2024.*

Posted: December 3, 2024
Removed:

By: KAC
By:

STATE OF ILLINOIS)
) SS.
COUNTY OF RANDOLPH)

CERTIFICATION

I, Joanne Cowell, certify that I am the duly appointed municipal clerk of the City of Red Bud, Randolph County, Illinois.

I further certify that on December 2, 2024, the Corporate Authorities of the above municipality passed and approved Ordinance No. 1555 entitled:

**AN ORDINANCE AMENDING TITLE III, CHAPTER 41 OF THE
CITY OF RED BUD CODE OF ORDINANCES 2021
PERTAINING TO EMPLOYEE & PERSONNEL POLICY**

Which, provided by its terms, that it should be published in pamphlet form.

The Pamphlet form of Ordinance No. 1555 including the Ordinance and a cover sheet thereof was prepared, and a copy of such Ordinance posted at the Red Bud City Hall commencing on December 2, 2024 where it will remain for at least ten (10) days thereafter. Copies of the Ordinance were also available for public inspection upon request in the office of the municipal clerk.

Dated at Red Bud, Illinois this 2nd day of December, 2024.



Joanne Cowell
City Clerk

ORDINANCE NO. 1555

**AN ORDINANCE AMENDING TITLE III, CHAPTER 41 OF THE
CITY OF RED BUD CODE OF ORDINANCES 2021
PERTAINING TO EMPLOYEE & PERSONNEL POLICY**

WHEREAS, the City of Red Bud Code of Ordinances 2021 includes Chapter 41 which involves Employee & Personnel Policy; and

WHEREAS, Chapter 41 includes rules and regulations for obtaining approval for special training sessions from City Council;

WHEREAS, the method of does not allow for a work around if time does not allow for permission to be obtained from Council; and

WHEREAS, the City of Red Bud has deemed it in the best interest of the City to amend the rules and regulations for obtaining approval for special training sessions from City Council.

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RED BUD, ILLINOIS:

SECTION 1: That the above recitals are hereby made a part of this Ordinance as though written herein verbatim.

SECTION 2: That Section 41-4(H) of Title III, Chapter 41 of the City of Red Bud Code of Ordinances 2021 of the City of Red Bud, Illinois be repealed and replaced with the following:

(H) Employee Training and Development. The purpose of this procedure is to provide proper control in the area of special employee training. The City Council is responsible for this activity, as well as for setting policy on expenses that the City will cover for the employee's participation in the training.

(1) In order to provide a systematic method of controlling the City's participation in special training sessions, approval for attendance shall be obtained from the City Council in advance when possible.

If time does not allow for this process, special training sessions may be approved by the Department Head and Mayor instead of the City Council.

Training sessions are usually referred to as workshops, seminars, manufacturer's training programs, institutes, etc. The "Employee Special Training Request" form as maintained by the Finance Officer.

(2) Employee Special Training Request. The "Employee Special Training Request" form should be initiated by the person or persons who are to attend the training session.

The original form should then be submitted to the appropriate Department Head for approval. If approved and if there is sufficient time to obtain City Council approval, the request should be forwarded to the respective Committee Chairman, for review and recommendation by his Committee and then forwarded to the City Council for final approval.

If there is not sufficient time, the original form should then be submitted to the appropriate Department Head for approval. If approved, the request should be forwarded to the Mayor for review and final approval.

Documentation of this training should be placed in the employee's personnel file. Employee's Department Head is responsible to forward this information to the Finance Officer's office for inclusion in personnel records.

Elected Officials are subject to the same guidelines as employees for Special Training and Development.

SECTION 3: That Section 41-6(D) of Title III, Chapter 41 of the City of Red Bud Code of Ordinances 2021 of the City of Red Bud, Illinois be repealed and replaced with the following:

(D) Training.

(1) Meetings and Seminars. For meetings and seminars, employees may be granted leave with pay to attend meetings, seminars and conventions of professional and technical organizations, when such attendance would benefit the employee's ability to perform the job. Such meetings and seminars may be approved in advance by the City Council when possible or by the Department Head and Mayor if there is insufficient time.

(2) Pay. For any training program conducted after regular working hours and which would result in overtime pay, such training may be approved in advance by the City Council when possible or by the Department Head and Mayor if there is insufficient time. Payment for travel time to and from training meetings and seminars shall be made under the federal Fair Labor Standards Act.

(3) Transportation. All employees will be reimbursed for mileage expenses incurred while attending assigned schools outside of Red Bud, Illinois. Upon receipt of a notice to attend the training school, the employee will request the use of a department vehicle to transport those attending to and from school. If a department vehicle is not available, reimbursement shall be made for the employee's use of his/her own personal vehicle. When two (2) or more persons attend the same school at the same time only one (1) person will be eligible to receive reimbursement for travel. The rate of reimbursement shall be the applicable rate established by the federal Internal Revenue Service.

SECTION 4: This Ordinance supersedes all Ordinances or parts of Ordinances adopted prior hereto that are in conflict herewith, to the extent of such conflict.

SECTION 5: This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form, as provided by law.

PASSED BY THE CITY COUNCIL this 2nd day of December, 2024.

YEAS: C. Guebert, M. Rheinecker, B. Hanebutt, J. DeMond, R. Nevois, K. Donjon

NAYS:

ABSTAINED:

ABSENT: B. Schwartzkopf, A. Piel

APPROVED BY THE MAYOR this 2nd day of December, 2024.



Susan L. Harbaugh, Mayor

ATTEST:



Joanne Cowell, City Clerk