

CHAPTER 2

APPOINTIVE OFFICERS AND EMPLOYEES GENERALLY

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ARTICLE 1. VILLAGE TREASURER

SECTION

- 2-1-1: Office Established, Appointment and Term of Office
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2-1-1: OFFICE ESTABLISHED, APPOINTMENT AND TERM OF OFFICE:  
There is hereby appointed by the Village Treasurer, who shall be appointed by the Village President, with the advice and consent of the Board of Trustees. He shall serve an indefinite term and shall immediately relinquish his office and its records to such person as may be named by the Village President as his successor.

2-1-2: QUALIFICATIONS: No person shall be eligible to hold the office of Village Treasurer unless he is a qualified elector of the municipality and has resided therein at least one (1) year next preceding his appointment, and who is not a defaulter to the municipality. The Village Treasurer shall hold no other Village office during his term as Treasurer.

2-1-3: OATH OF OFFICE: Before entering upon the duties of his office, the Village Treasurer shall take and subscribe the oath of office as prescribed by statute. This oath, so subscribed, shall be filed in the office of the Village Clerk.

2-1-4: BOND: The Village Treasurer, before entering upon the duties of his office, shall execute a bond in the amount of Fifty Thousand Dollars (\$50,000), conditioned upon the faithful performance of his duties and shall be conditioned to indemnify the municipality for any loss by reason of any neglect of duty or any act of the Village Treasurer. Said bond shall be approved by the corporate authorities and filed with the Village Clerk. The premium of such bond shall be paid by the municipality.

- 2-1-5:           **COMPENSATION:**   The Village Treasurer shall receive such compensation as may, from time to time, be prescribed by ordinance.
- 2-1-6:           **GENERAL DUTIES:**   The Village Treasurer shall receive all money collected by other officers or employees. He shall pay out money only on vouchers or orders properly signed by the Village President and Village Clerk.
- 2-1-7:           **DEPOSIT OF FUNDS; PRIVATE USE OF FUNDS:**   The Village Treasurer Shall deposit the municipal funds in such depositories as may be selected from time to time by ordinance, by the corporate authorities and in accordance with statutes. He shall keep the deposit of the municipal money separate and distinct from his own money, and shall not make private or personal use of any municipal money.
- 2-1-8:           **RECORDS:**   The Village Treasurer shall keep records showing all money received by him, showing the source from which it is received and the purpose for which it is paid, and he shall keep records at all times showing the financial status of the municipality.
- 2-1-10:          **SPECIAL ASSESSMENT FUNDS:**   All moneys received on any special assessment shall be held by the Village Treasurer in special funds; one for each assessment, to be applied only to the payment of the improvement, or bonds and vouchers issued therefor, together with interest thereon, for which the assessment was made, and said money shall be used for no other purpose, unless to reimburse the municipality for money expended for such improvement.

Payment on bonds or vouchers shall be made in accordance with statutes and the Village Treasurer shall keep books and accounts in such a manner that proper prorations in payments of principal and interest can be made and ascertained.

- 2-1-11:          **WARRANTS AND TRANSFER OF FUNDS:**   All warrants drawn on the Village Treasurer must be signed by the Village President and countersigned by the Village Clerk, stating the particular fund or appropriation to which the same is chargeable, and the person to whom payable; and no money shall otherwise paid except as may be provided by statute. Money shall not be transferred by the Village Treasurer from one fund to another, after it has been received by him, nor appropriated to any other purpose other than that for which it has been collected or paid, except as may be ordered by the President and Board of Trustees in the manner and form prescribed by statute.

2-1-12:       REPORT OF FUNDS:   The Village Treasurer shall render an account under oath to the Village Board, monthly, showing the state of the Treasury at the date of the account and the balance of the money in the Treasury. He shall also accompany such account with a statement of all moneys received into the Treasury and on what account, together with all warrants, bonds and vouchers redeemed and paid by him.

2-1-13:       ANNUAL REPORT OF TREASURER:   The Village Treasurer, prior to the first day of September of each year, shall prepare and file with the Village Clerk an account of all moneys received and expenditures incurred during the preceding fiscal year as prescribed by statute. A copy of the annual account of the Treasurer shall also be filed with the County Collector of taxes who collects taxes levied by the Village, together with an affidavit of the Village Clerk certifying its publication as required by law and its correctness.

2-1-14 :     ~~ADDITIONAL DUTIES:~~   In addition to the duties herein provided, the Village Treasurer shall perform such other duties and functions as may be required by statute or ordinance.

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ARTICLE 2. VILLAGE ATTORNEY

SECTION

- 2-2-1: Employment of Village Attorney
- 2-2-2: Compensation
- 2-2-3: Duties
- 2-2-4: Suits and Actions
- 2-2-5: Special Assessments
- 2-2-6: Additional Legal Counsel

2-2-1: EMPLOYMENT OF VILLAGE ATTORNEY: The corporate authorities shall employ an attorney or firm of attorneys as the Village Attorney for the Village, either as an officer or as an independent contractor. If serving as an officer, the Village Attorney shall take an oath of office and post a bond in the amount of One Thousand Dollars (\$1,000). The cost of such bond shall be paid by the municipality.

2-2-2: COMPENSATION: The Village Attorney shall receive such compensation as may, from time to time, be provided by contract, motion or ordinance.

2-2-3: DUTIES: The Village Attorney shall advise the President and Board of Trustees or any officer of the municipality in all matters of law in which the interests of the municipality are involved; and when required by the President or Board of Trustees, shall furnish written opinions upon any subject submitted to him pertaining to the municipality and its interests.

When requested by the President or Board of Trustees, and upon such financial arrangement as shall prevail, he shall prepare all ordinances and resolution, contracts, leases and other documents or instruments to which the municipality may be a party, and shall attend all regular and special meetings of the Board and such other municipal meeting at which his attendance is required.

The Village Attorney shall assist the Village Prosecutor upon his request.

2-2-4: SUITS AND ACTIONS: Except for the prosecution of ordinance violation cases, which he shall perform only when specifically so directed, the Village Attorney, upon such financial arrangements as shall prevail, shall prosecute or defend any and all suits or actions at law or equity to which the municipality may be a party, or in which it may be brought against, or by, any officer of the municipality on behalf of the municipality, or in the capacity of such person as an officer of the municipality.

2-2-5: SPECIAL ASSESSMENTS: Upon such financial arrangement as shall prevail, it shall be the duty of the Village Attorney to carry out the legal work involved in all special assessment proceedings and condemnation proceedings.

2-2-6: ADDITIONAL LEGAL COUNSEL: The corporate authorities may, from time to time, employ additional lawyers to perform specialized, consultant or advisory services to the Village Attorney or the municipality.

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ARTICLE 3. VILLAGE PROSECUTOR

SECTION

- 2-3-1: Employment of Village Prosecutor
- 2-3-2: Compensation
- 2-3-3: Duties

2-3-1: EMPLOYMENT OF VILLAGE PROSECUTOR: The corporate authorities shall employ an attorney or firm of attorneys as the Village Prosecutor for the Village, either as an officer or as an independent contractor.

2-3-2: COMPENSATION: The Village Prosecutor shall receive such compensation as may, from time to time, be provided by contract, motion or ordinance.

2-3-3: DUTIES: The Village Prosecutor shall prosecute all ordinance violations of the Village unless the corporate authorities shall assign the prosecution of certain cases to some other attorney.

The Village Prosecutor shall notify the Village Attorney of any notice of appeal served in connection with the imposition of any fine or other penalty for a violation of a Village ordinance. The Village Attorney shall, when directed and upon such financial arrangement as shall prevail, represent the Village in such appeal.



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ARTICLE 4. HEALTH INSPECTOR.

SECTION

- 2-4-1: Office Established, Appointment and Term of Office
- 2-4-2: Qualifications
- 2-4-3: Duties
- 2-4-4: Entry Powers
- 2-4-5: Assistant Health Inspector
- 2-4-6: Reports
- 2-4-7: Additional Duties

2-4-1: OFFICE ESTABLISHED, APPOINTMENT AND TERM OF OFFICE:  
There is hereby established the office of Health Inspector, who shall be appointed by the Village President, with the advice and consent of the Board of Trustees. He shall serve an indefinite term and shall immediately relinquish his office and its records to such person as may be named by the Village President as his successor.

2-4-2: QUALIFICATIONS: The Health Inspector shall be a Sanitarian registered by the State of Illinois, or possess such other qualifications as required by statute.

2-4-3: DUTIES: The Health Inspector shall have the following powers and perform, or cause to be performed, the following duties:

a. To enforce all the laws of the State, the rules, regulations and orders of the Illinois Department of Public Health and the ordinances of the municipality in relation to matters pertaining to the preservation of public health within the municipality.

b. Execute and enforce all ordinances of the municipality relating to the health standards maintained in every place of business in the municipality where services of a personal nature are furnished to the public or where foods, food products, milk, milk products and beverages of every nature and description whatsoever are either handled, sold, given away, stored, manufactured or processed.

c. Investigate the existence of any contagious or preventable disease within the municipality and report the same to the State Department of Public Health and to act without delay in carrying out such measures for controlling the progress of the same.

d. Make all necessary sanitary and health investigations and inspections and to cause all nuisances, whether public or private, affecting the health of person in private employment and the public generally to be abated with reasonable promptness.

e. Request the Police Department of the municipality and such other state or municipal authorities for such assistance as may be deemed necessary in the performance of the duties of this office, and to cause the arrest and prosecution of offenders violating any of the ordinances of the municipality relating to public or private nuisances, public health, and sanitation.

2-4-4: ENTRY POWERS: Where the Health Inspector, or his duly authorized representatives, are unable to effect the voluntary entry into or upon any building, premises or unimproved land for the purpose of making a thorough inspection and examination of the health and sanitary conditions of the premises or its occupants, he shall seek a warrant to make or cause to be made entry.

2-4-5: ASSISTANT HEALTH INSPECTOR: There is hereby created the office of Assistant Health Inspector, who shall be appointed by the Village President, with the advice and consent of the Board of Trustees. He or she shall serve an indefinite term and shall assist the Health Inspector in the performance of his duties and shall report to the Health Inspector and the Building Commissioner.

2-4-6: REPORTS: The Health Inspector shall report to the Building Commissioner. The Health Inspector shall cause to be kept a record of all transactions by the inspector and his or her assistants, including such statistical information as may be necessary for the efficient working of the department. He shall make such reports to the corporate authorities as may be required. He shall also make recommendations for rulings, orders or ordinances concerning public health whenever he is requested to do so and whenever he deems it advisable or necessary.

2-4-7: ADDITIONAL DUTIES: In addition to the duties herein provided, the Health inspector shall perform such other duties and functions as provided by this Code and as may be required from time to time by ordinance.

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ARTICLE 5. DIRECTOR OF PUBLIC WORKS

SECTION

- 2-5-1: Office Established, Appointment and Term of Office.
- 2-5-2: Duties.
- 2-5-3: Additional Duties.
- 2-5-4: Deputy Director of Public Works.
- 2-5-5: Director of Public Works
- 2-5-6: Supervisors of Water and Roads

2-5-1: OFFICE ESTABLISHED, APPOINTMENT AND TERM OF OFFICE:  
There is hereby established the office of Director of Public Works, who shall be appointed by the Village President, with the advice and consent of the Board of Trustees. He shall serve an indefinite term and shall immediately relinquish his office and its records to such person as may be named by the Village President as his successor.

2-5-2: DUTIES: The Director of Public Works shall be the head of the Public Works Department and shall have the general management and supervision over all matters pertaining to said department. He shall have the powers and perform the duties provided by law and by the ordinances of the municipality. He shall have the following powers and perform the following duties:

- a. To supervise the removal and disposal of garbage and other household wastes, provided, however, that the abatement or removal of all conditions or nuisances which might affect the public health shall be under the jurisdiction of the Village Health Inspector..
- b. To regulate, control and have custody of all public buildings which belong to the municipality and to maintain all municipal buildings in good repair.
- c. To have charge, control and custody of all mechanical equipment and motor vehicle equipment and to operate, repair and maintain facilities for all equipment.
- d. To supervise the preservation, culture and planting of shade and ornamental trees, plants and shrubbery in the parkways and in parks and playgrounds and other public places; direct the pruning, trimming, spraying, cultivating and otherwise maintenance of such trees, shrubs and plants; and advise

owners and occupants of lots regarding the kinds of trees, plants and shrubbery and the method of planting best adapted to, or most desirable on particular streets and to take such measures as may be deemed necessary for the control and extermination of insects and other pests, and plant diseases which may injuriously affect trees, plants or shrubs that are now growing or may be hereafter growing in the parkways, parks or playgrounds and public places in the municipality.

e. To direct and supervise the manner of using streets, alleys, public ways, highways and other public places of the municipality where improvements are being installed or repairs made, including the erection of electric light, telephone, street light, traffic light and other poles or posts, signs, canopies and other overhead structures, except when the supervision of such erection is delegated to some other person or agency. He shall direct and supervise the laying down of gas, water, steam and other pipes, electric light and telephone conduits and sewers authorized by law or by municipal ordinance, and in the absence of direction by the Board of Trustees, to determine and approve the location of the foregoing improvements or installations. During the progress of construction, alteration, placement or installation, as aforesaid, the Director of Public Works shall require that the location thereof be adequately barricaded and protected so as to protect the public from damage or injury; and the same shall not be removed without the approval of the Director..

f. To keep a systematic record of all transactions within the department, and to record, in a suitable book to be provided by the municipality, all grades and bench marks established by the Board of Trustees, and all such books, records, and files shall be the exclusive property of the municipality.

g. To maintain records showing rights-of-way, public dedications and vacations and shall carefully preserve in his office all engineering field notes, maps, plans, profiles, papers, books, writings and records made by him or pertaining to his office, and to arrange and index the same in such manner that a ready reference may be had thereto.

h. To have special charge of all maps, plats, atlases, charts, surveys and records pertaining to the sewerage and drainage systems and water mains of the municipality, to the public streets, alleys, sidewalks, culverts, and all public places of the municipality, and to the house numbering system of the municipality.

i. To obtain and keep in his office a complete atlas of all sewers, water mains, electric lines, gas mains, and other public service facilities, laid or constructed in the municipality, with all junctions, house connections, and other appurtenances distinctly recorded therein.

j. To issue all permits in connection with the Department of Public Works, including Streets and Alleys and Water and Sewers, subject to the restriction of the ordinances in relation thereto.

k. To direct and supervise the maintenance and service of all streets, curbs, alleys, public ways and highways in the municipality and all walks, crosswalks, bridges, tunnels, viaducts, public places and public grounds under the jurisdiction of the municipality, to promptly cause the repair or the alteration thereof whenever the circumstances shall require.

l. To direct and supervise the removal from and maintenance of the streets, alleys and public places of the municipality of objectionable objects.

m. To supervise the operation of the municipal water system and plant, requiring that the Director of Public Works maintain a valid Class C Operators License.

2-5-3: **ADDITIONAL DUTIES:** In addition to the duties herein provided, the Director of Public Works shall perform such other duties and functions as provided by this code and as may be required from time to time by ordinance.

2-5-4: **DEPUTY DIRECTOR OF PUBLIC WORKS:** There is hereby established the office of Deputy Director of Public Works who shall be appointed by the Village President, with the advice and consent of the Board of Trustees. He shall serve an indefinite term and shall immediately relinquish his office and its records to such person as may be named by the Village President as his successor. The Deputy Director of Public Works shall assist the Director of Public Works in performing all duties set forth in Sections 2-5-2 and 2-5-3 hereto.

2-5-5: **DIRECTOR OF PUBLIC PROJECTS:** There is hereby established the office of Director of Public Projects, who shall be appointed by the Village President, with the advice and consent of the Board of Trustees. He shall serve an indefinite term and shall immediately relinquish his office and its records to such person as may be named by the Village President as his successor. The Director of Public Projects shall be responsible for developing long-term plans to repair and rebuild the Village's infrastructure. The Department of Public Projects shall report directly to the Village President.

2-5-6: **SUPERVISORS OF WATER AND ROADS:** There are hereby established the position of Supervisor of Water, who shall serve as a lead man in the maintenance and operation of the Bridgeview Water System, and the position of Supervisor of Roads who shall serve as a lead man in the maintenance and operation of the streets and roads within the Village of Bridgeview.

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ARTICLE 6. DIRECTOR OF BUILDING AND ECONOMIC DEVELOPMENT

SECTION

2-6-1: Office Established, Appointment and Term of Office.

2-6-2: Duties.

2-6-3: Reports of Permits Issued.

2-6-4: Posting Notice of Violation.

2-6-5: Entry Powers.

2-6-6: Penalty.

2-6-7: Additional Duties.

2-6-1: OFFICE ESTABLISHED, APPOINTMENT AND TERM OF OFFICE:

There is hereby established the office of Director of Building and Economic Development, who shall be appointed by the Village President, with the advice and consent of the Board of Trustees. The Director of Building and Economic Development shall serve an indefinite term and shall immediately relinquish the office and the records to such person as may be named by the Village President as the successor to the office.

2-6-2: DUTIES: It shall be the duty of the Director of Building and Economic Development to see to the enforcement of all ordinance provisions relating to buildings and to inspect all buildings or other structures being erected or altered, as frequently as may be necessary to insure compliance with the ordinances of the Village.

The Director of Building and Economic Development shall have the power to order all work stopped on construction or alteration or repair of buildings in the Village, when such work is being done in violation of any ordinance relating thereto. Work shall not be resumed after the issuance of such order except upon the written permission of the Director of Building and Economic Development, provided that if the stop order is an oral one, it shall be followed by a written stop order within one hour. Such written stop order may be served by any police officer or code enforcement officer of the Village.

The Director of Building and Economic Development shall have control and supervision over all employees assigned to the Department as the Board of Trustees may authorize. The Director of Building and Economic Development shall issue, or cause to be issued, all proper permits for such work upon compliance with the provisions of the building, electrical, plumbing, zoning and all other appropriate ordinances and after payment of fees required by said ordinances are made to the Village Treasurer.

The Director of Building and Economic Development shall be the administrative officer of the Village as specified within the Zoning Ordinance and within any other ordinance of the Village which requires action by an administrative official in the areas of planning, zoning, subdivision, building and structural maintenance.

The Director of Building and Economic Development shall also be responsible for developing and recommending programs and policies that encourage and promote the retention and expansion of business within the Village. In connection with these responsibilities the Director of Building and Economic Development may engage in the following activities:

- a. Identify and evaluate business development or redevelopment opportunities within the Village, identifying parcels whose development or redevelopment will benefit economic conditions;
- b. Prepare appropriate economic development promotional materials;
- c. Develop a marketing strategy to retain existing businesses and attract new business enterprises;
- d. Make recommendations for upgrading the overall quality, appearance and usefulness of the building stock in the commercial, and industrial zoning districts, taking into consideration all techniques available, including financial incentives;
- e. Target specific companies or industries for business attraction efforts;
- f. Identify other community economic development needs as they arise and develop plans to meet such needs.

2-6-3: **REPORTS OF PERMITS ISSUED:** The Director of Building and Economic Development shall cause to be forwarded to the Township Assessor and to the County Assessor a copy of each building permit issued, within fifteen (15) days after issuance of said permit. Each permit shall show the complete legal description of the area to which the permit pertains, together with the real estate index number and the street and number assigned to the property involved.

2-6-4: **POSTING NOTICE OF VIOLATION:** When the Building Commissioner determines a building code violation exists, the Director of Building and Economic Development shall cause a notice of such violation to be posted in a conspicuous place near the main entrance of such building. The notice shall be at least nine inches in height and fourteen inches in width and at the top thereof in large letters shall state 'Notice of Violation.' Said notice shall conform to and be removed in accordance with Chapter 50, Section 810/2 of the Illinois Compiled statutes. Any person, other than a duly authorized representative of the Village, removing or defacing such notice shall be guilty of a petty offense and shall be fined not to exceed one hundred dollars (\$100.00).

2-6-5: ENTRY POWERS: The Director of Building and Economic Development shall have the power to make or cause to be made, entry into any building or premises where the work of altering, repairing or constructing any buildings or structure is going on, for the purpose of making inspections, at any reasonable hour, provided that permission is granted by the owner or legal occupant of the premises. In the event that permission is denied, the Director of Building and Economic Development shall, with the assistance of the Village Attorney, apply to the appropriate court for the issuance of a search warrant.

2-6-6: PENALTY: Any person, firm or corporation violating a stop order or continuing to work in violation of a stop order of the Director of Building and Economic development shall be fined not more than five hundred dollars (\$500.00) for each day on which work in violation of such order is done.

2-6-7: ADDITIONAL DUTIES: In addition to the duties herein provided, the Director of Building and Economic Development shall perform such other duties and functions as provided by this Code and as may be required from time to time by ordinance, resolution or motion of the Board of Trustees. In addition to any other powers granted to such official under the ordinances of the municipality, the Director of Building and Economic Development shall possess such police powers as are granted in Section 2-11-13 of this Code.



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ARTICLE 7.

PLUMBING INSPECTOR

Office Established, Appointment and Term of Office

- 2-7-2: Qualifications
- 2-7-3: Duties
- 2-7-4: Stop Orders
- 2-7-5: Entry Powers
- 2-7-6: Penalty
- 2-7-7: Conflicts of Interest
- 2-7-8: Additional Duties

2-7-1: OFFICE ESTABLISHED, APPOINTMENT AND TERM OF OFFICE: there is hereby established the office of Plumbing Inspector, who shall be appointed by the Village President, with the advice and consent of the Board of Trustees. He shall serve an indefinite term and shall immediately relinquish his office and its records to such person as may be named by the Village President as his successor.

2-7-2: QUALIFICATIONS: No person shall be appointed as a Plumbing Inspector who is not a licensed plumber or as otherwise required by statute.

2-7-3: DUTIES: It shall be the duty of the Plumbing Inspector, and he is hereby empowered, to enforce all municipal ordinances relating to the installation, care and standards of plumbing. He shall make all inspections and tests which may be necessary in the performance of his duties.

The Plumbing Inspector shall issue, or cause to be issued, all proper permits for such work upon compliance with provisions of the Plumbing Ordinance and after payment of fees required by said ordinances are made to the Village Treasurer.

2-7-4: STOP ORDER: The Plumbing Inspector shall have the power to order all work stopped when the work is being done in violation of any provision of any ordinance relating thereto. Work shall not be resumed after the issuance of such an order, except on the written permission of the Plumbing Inspector, Building Commissioner or Village President, provided, that if the stop order is an oral one, it shall be followed by a written stop order within one (1) day. Such written stop order may be served by any police officer.

2-7-5: ENTRY POWERS: Where the Plumbing Inspector is unable to effect the voluntary entry into a structure for the purpose of making an inspection of the plumbing fixtures or pipes being installed, altered or repaired, and to ensure the enforcement of the ordinances relating to plumbing, he shall seek a warrant to make or cause to be made entry. Prior to achieving entry into a structure, the Plumbing Inspector may nonetheless order the stoppage of work proceeding on or within such property.

2-7-6: PENALTY: Any person, firm or corporation violating a stop order or continuing to work in violation of a stop order of the Plumbing Inspector shall be fined not less than Fifty Dollars (\$50.00) nor more than Five Hundred Dollars (\$500.00) for each day on which work in violation of such order is done.

2-7-7: CONFLICTS OF INTEREST: No Plumbing Inspector who is a plumbing contractor, or employed by a plumbing contractor, operating within the jurisdiction of the Village, shall inspect his own installations, or the installation of his employer. Such installation shall be inspected by another Plumbing Inspector, or his duly authorized representative, possessing the same qualifications as prescribed in Section 2-7-2 of the Code.

2-7-8: ADDITIONAL DUTIES: In addition to the duties herein provided, the Plumbing Inspector shall perform such other duties and functions as provided by this Code and as may be required from time to time by ordinance. In addition to any other powers granted to such official under the ordinances of the municipality, he shall possess such police powers as are granted in Section 2-11-13.

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ARTICLE 8. ELECTRICAL INSPECTOR

- 2-8-1: Office Established, Appointment and Term of Office
- 2-8-2: Duties
- 2-8-3: Certificate
- 2-8-4: Stop Orders
- 2-8-5: Entry Powers
- 2-8-6: Penalty
- 2-8-7: Conflicts of Interest
- 2-8-8: Additional Duties

2-8-1: OFFICE ESTABLISHED, APPOINTMENT AND TERM OF OFFICE:  
There is hereby established the office of Electrical Inspector, who shall be appointed by the Village President, with the advice and consent of the Board of Trustees. He shall serve an indefinite term and shall immediately relinquish his office and its records to such person as may be named by the Village President as his successor.

2-8-2: DUTIES: The Electrical Inspector shall enforce, or cause to be enforced, all ordinances of this Code relating to the installation and alteration of electrical equipment. He shall make all inspections of electrical equipment installed or altered within the municipality, and shall require that such work conform to the standards and specifications provided in the Electrical Code.

The Electrical Inspector shall issue, or cause to be issued, all proper permits for such work upon compliance with provisions of the Electrical Code and after payment of fees required by said ordinance are made to the Village Treasurer.

2-8-3: CERTIFICATE: The Electrical Inspector shall give a certificate to the owner or person in charge of the premises which have been inspected where he finds that the electrical apparatus and wiring therein fully complies with the provision of this Code.

2-8-4: STOP ORDER: The Electrical Inspector shall have the power to order all work stopped when the work is being done in violation of any provision of any ordinance relating thereto. Work shall not be resumed after the issuance of such an order, except on the written permission of the Electrical Inspector, Building Commissioner or Village President, provided, that if the stop order is an oral one, it shall be followed by a written stop order within one (1) day. Such written stop order may be served by any police officer.

2-8-5: ENTRY POWERS: Where the Electrical Inspector is unable to effect the voluntary entry into a structure for the purpose of making an inspection of the electrical equipment being installed, altered or repaired, and to ensure the enforcement of the ordinances relating to electrical equipment, he shall seek a warrant to make or cause to be made entry. Prior to achieving entry into a structure, the Electrical Inspector may nonetheless order the stoppage of work proceeding on or within such property.

2-8-6: PENALTY: Any person, firm or corporation violating a stop order or continuing to work in violation of a stop order of the Electrical Inspector shall be fined not less than Fifty Dollars (\$50.00) nor more than Five Hundred Dollars (\$500.00) for each day on which work in violation of such order is done.

2-8-7: CONFLICTS OF INTEREST: No Electrical Inspector who is an electrical contractor, or employed as an electrical contractor, operating within the jurisdiction of the Village, shall inspect his own installations, or the installation of his employer. Such installation shall be inspected by another Electrical Inspector, or his duly authorized representative, possessing the same qualifications as prescribed in Section 2-7-2 of this Code.

2-8-8: ADDITIONAL DUTIES: In addition to the duties herein provided, the Electrical Inspector shall perform such other duties and functions as provided by this Code and as may be required from time to time by ordinance. In addition to any other powers granted to such official under the ordinances of the municipality, he shall possess such police powers as are granted in Section 2-11-13.

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ARTICLE 9. HEATING AND AIR CONDITIONING INSPECTOR

- 2-9-1: Office Established, Appointment and Term of Office
- 2-9-2: Duties
- 2-9-3: Certificate
- 2-9-4: Stop Orders
- 2-9-5: Entry Powers
- 2-9-6: Penalty
- 2-9-7: Conflicts of Interest
- 2-9-8: Additional Duties

2-9-1: OFFICE ESTABLISHED, APPOINTMENT AND TERM OF OFFICE.  
There is hereby established the office of Heating and Air Conditioning Inspector, who shall be appointed by the Village President, with the advice and consent of the Board of Trustees. He shall serve an indefinite term and shall immediately relinquish his office and its records to such person as may be named by the Village President as his successor.

2-9-2: DUTIES: The Heating and Air Conditioning Inspector shall enforce, or cause to be enforced, all ordinances of this Code relating to heating and air conditioning equipment. He shall make all inspections and tests necessary and shall have the power to cause any such heating and air conditioning equipment to be turned off whenever this becomes necessary for the protection of life, limb or property. No such equipment shall be operated until it has been inspected and approved.

The Heating and Air Conditioning Inspector shall issue, or cause to be issued, all proper permits for such work upon compliance with provisions of this Code, and after payment of fees required by said ordinance are made to the Village Treasurer.

2-9-3: CERTIFICATE: The Heating and Air Conditioning Inspector shall give a certificate to the owner or person in charge of the premises which have been inspected where he finds that the heating and air conditioning equipment therein fully complies with the provisions of this Code.

2-9-4: STOP ORDER: The Heating and Air Conditioning Inspector shall have the power to order all work stopped when the work is being done in violation of any provision of any ordinance relating thereto. Work shall not be resumed after the issuance of such an order, except on the written permission of the Heating and Air Conditioning Inspector, Building Commissioner or Village President, provided, that if the stop order is an oral one, it

shall be followed by a written stop order within one (1) day. Such written stop order may be served by any police officer.

2-9-5: ENTRY POWERS: Where the Heating and Air Conditioning Inspector is unable to effect the voluntary entry into a structure for the purpose of making an inspection of the heating or air conditioning equipment being installed, altered or repaired, and to ensure the enforcement of the ordinances relating to heating and air conditioning equipment, he shall seek a warrant to make or cause to be made entry. Prior to achieving entry into a structure, the Heating and Air Conditioning Inspector may nonetheless order the stoppage of work proceeding on or within such property.

2-9-6: PENALTY: Any person, firm or corporation violating a stop order or continuing to work in violation of a stop order of the Heating and Air Conditioning Inspector shall be fined not less than Fifty Dollars (\$50.00) nor more than Five Hundred Dollars (\$500.00) for each day on which work in violation of such order is done.

2-9-7: CONFLICTS OF INTEREST: No Heating and Air Conditioning Inspector who is a heating and air conditioning contractor, or employed by a heating and air conditioning contractor, operating within the jurisdiction of the Village, shall inspect his own installations, or the installation of his employer. Said installation shall be inspected by another Heating and Air Conditioning Inspector or the Building Commissioner, or his duly authorized representative.

2-9-8: ADDITIONAL DUTIES: In addition to the duties herein provided, the Heating and Air Conditioning Inspector shall perform such other duties and functions as provided by this Code and as may be required from time to time by ordinance. In addition to any other powers granted to such official under the ordinances of the municipality, he shall possess such police powers as are granted in Section 2-11-13.

CHAPTER 2

APPOINTIVE OFFICERS AND EMPLOYEES GENERALLY

ARTICLE 10. ELEVATOR INSPECTOR

- 2-10-1: Office Established, Appointment and Term of Office
- 2-10-2: Duties
- 2-10-3: Certificate
- 2-10-4: Stop Orders
- 2-10-5: Entry Powers
- 2-10-6: Penalty
- 2-10-7: Conflicts of Interest
- 2-10-8: Additional Duties

2-10-1: OFFICE ESTABLISHED, APPOINTMENT AND TERM OF OFFICE:  
There is hereby established the office of Elevator Inspector, who shall be appointed by the Village President, with the advice and consent of the Board of Trustees. He shall serve an indefinite term and shall immediately relinquish his office and its records to such person as may be named by the Village President as his successor.

2-10-2 : DUTIES: The Elevator Inspector shall enforce, or cause to be enforced, all ordinances of this Code relating to elevators, escalators, or other people or material-moving equipment. He shall make all inspections and tests necessary and shall have the power to cause any such equipment to be turned off whenever this becomes necessary for the protection of life, limb or property. No such equipment shall be operated until it has been inspected and approved.

The Elevator Inspector shall issue, or cause to be issued, all proper permits for such work upon compliance with provisions of this Code, and after payment of fees required by said ordinance are made to the Village Treasurer.

2-10-3: CERTIFICATE: The Elevator Inspector shall give a certificate to the owner or person in charge of the premises which have been inspected where he finds that the elevator, escalator, or other people, or material-moving equipment therein fully complies with the provisions of this Code.

2-10-4: STOP ORDER: The Elevator Inspector shall have the power to order all work stopped when the work is being done in violation of any provision of any ordinance relating thereto. Work shall not be resumed after the issuance of such an order, except on the written permission of the Elevator Inspector, Building Commissioner or Village President, provided, that if the stop order is an oral one, it shall be followed by a written stop order within one (1) day. Such written stop order may be served by any police officer.

2-10-5 : ENTRY POWERS: Where the Elevator Inspector is unable to effect the voluntary entry into a structure for the purpose of making an inspection of the elevator, escalator, or other people, or material-moving equipment being installed, altered or repaired, and to ensure the enforcement of the ordinances relating thereto, he shall seek a warrant to make or cause to be made entry. Prior to achieving entry into a structure, the Elevator Inspector may nonetheless order the stoppage of work proceeding on or within such property.

2-10-6: PENALTY: Any person, firm or corporation violating a stop order or continuing to work in violation of a stop order of the Elevator Inspector shall be fined not less than Fifty Dollars (\$50.00) nor more than Five Hundred Dollars (\$500.00) for each day on which work in violation of such order is done.

2-10-7: CONFLICTS OF INTEREST: No Elevator Inspector who is a contractor, or employed by a contractor installing or repairing elevators, escalators, or other people, or material-moving equipment operating within the jurisdiction of the Village, shall inspect his own installations or repairs, or the installations or repairs of his employer. Such installations or repairs shall be inspected by another Elevator Inspector, or the Building Commissioner or his duly authorized representative.

2-10-8: ADDITIONAL DUTIES: In addition to the duties herein provided, the Elevator Inspector shall perform such other duties and functions as provided by this Code and as may be required from time to time by ordinance. In addition to any other powers granted to such official under the ordinances of the municipality, he shall possess such police powers as are granted in Section 2-11-13.



CHAPTER 2

APPOINTIVE OFFICERS AND EMPLOYEES GENERALLY

ARTICLE 11. OFFICERS AND EMPLOYEES GENERALLY

SECTION

- 2-11-1: Designation of Officers
- 2-11-2: Appointments
- 2-11-3: Term of Office
- 2-11-4: Vacancy
- 2-11-5: Oath of Office
- 2-11-6: Bond
- 2-11-7: Compensation
- 2-11-8: Assignment of Duties
- 2-11-9: Inspection of Records
- 2-11-10: Delivery of Records Upon Termination
- 2-11-11: Moneys Received
- 2-11-12: Resignation
- 2-11-13: Arrests
- 2-11-14: Holding Other Offices Prohibited
- 2-11-15: Interest in Contracts Prohibited
- 2-11-16: Misconduct of Officers
- 2-11-17: Disclosure of Economic Interests
- 2-11-18: Racial or Gender Profiling
- 2-11-19: Light Duty-Prohibition
- 2-11-20: Conservators of the Peace
- 2-11-21: Anti-Nepotism
- 2-11-22: Legal Assistance; Indemnification

2-11-1: DESIGNATION OF OFFICERS: The following officers are hereby established:

- Chief of Police
- Police Commander (3)
- Police/Fire Chaplain
- Citation Compliance Clerk
- Fire Chief
- Battalion Chief (4)

Revised 7/19/2017  
Revised 12/02/09, 06/01/11  
Revised 01/31/06, 11/01/06  
Revised 01/31/06, 11/01/06  
Revised 06/04/03, 06/18/03, 07/03/05

Village Attorney  
Village Prosecutor  
Village Engineer  
Village Auditor  
Treasurer  
Deputy Treasurer  
EMA/NIMS Coordinator  
EMA/NIMS Deputy Coordinator  
Director of Public Works  
Community Center Manager  
Heating and Air Conditioning Inspector  
Plumbing Inspector  
Electrical Inspector  
Health Inspector  
Deputy Health Inspector  
License Inspector  
Director of Human Resources  
Director of Buildings and Inspectional Services  
Code Enforcement Inspector  
Fire Safety Officer  
Golf Dome Manager  
Community Service Employee (3)  
Director of Stadium Administration  
Community Services Manager  
Freedom of Information Act Officer

to be appointed by the Mayor with the advice and consent of the Trustees.

2-11-2: APPOINTMENTS: All officers other than elective officers, including department heads, and all employees, shall be appointed by the Village President, with the advice and consent of the Board of Trustees, unless otherwise provided for in the provision establishing such office.

Revised 07/19/2017, 06/01/2011  
Revised 11/01/06, 12/02/09  
Revised 07/27/05, 01/31/06  
Revised 03/19/03, 06/04/03

Fire Chief  
Battalion Chief (4)  
Village Attorney  
Village Prosecutor  
Village Engineer  
Village Auditor  
Treasurer  
Deputy Treasurer  
EMA/NIMS Coordinator  
Director of Public Works  
Community Center Manager  
Heating and Air Conditioning Inspector  
Plumbing Inspector  
Electrical Inspector  
Health Inspector  
License Inspector  
Director of Human Resources  
Director of Buildings and Inspectional Services  
Code Enforcement Inspector  
Housing Inspector  
Fire Safety Officer  
Golf Dome Manager  
Retail Manager  
Community Service Employee (3)  
Director of Stadium Administration  
Community Services Manager  
Freedom of Information Act Officer

to be appointed by the Mayor with the advice and consent of the Trustees.

2-11-2: APPOINTMENTS: All officers other than elective officers, including department heads, and all employees, shall be appointed by the Village President, with the advice and consent of the Board of Trustees, unless otherwise provided for in the provision establishing such office.

Revised 06/01/2011  
Revised 11/01/06, 12/02/09  
Revised 07/27/05, 01/31/06  
Revised 03/19/03, 06/04/03

Where any appointive office for which a salary is paid is vacant and the Village President desires to assign some or all of the duties of the vacant office to a person then holding an office within the municipality, he shall notify the Village Board that he has made such an assignment. The Village board may concur or reject such assignment. In the event that the Village Board rejects such assignment, the Village President may (1) make an appointment to the office in the manner provided by law; (2) assign some other existing municipal officer to some or all of the duties of the office, subject to the advice and consent of the Village Board; (3) appoint a temporary successor to the vacant office in the manner provided by law. Where the person assigned some or all of the duties of the vacant office is already a municipal officer, either elected or in a position for which a salary is paid, he shall not receive any salary for serving in the second office.

2-11-3:       **TERM OF OFFICE:** Every appointed officer of the municipality shall hold office for an indefinite term, or until his successor is appointed and qualified unless otherwise provided by ordinance. Any officer appointed by the Village President for an indefinite term may be removed by the Village President at any time without cause.

2-11-4:       **VACANCY:** In the event a vacancy occurs, it shall be filled in the same manner in which appointments are made in the absence of provisions to the contrary.

2-11-5:       **OATH OF OFFICE:** Every officer of the municipality shall, before entering upon his duties, take the oath prescribed by statute. This oath, so subscribed, shall be filed with the Village Clerk.

2-11-6:       **BOND:** Unless otherwise specified by this Code, or by statute, the bond required of any appointed officer shall be One Thousand Dollars(\$1,000.00).

2-11-7:       **COMPENSATION:** All appointed officers and employees of the municipality shall receive such compensation as may from time to time be provided by ordinance. Such compensation may be increased but not diminished so as to take effect during the term for which such persons are appointed.

2-11-8:       **ASSIGNMENT OF DUTIES:** The Village President and Board of Trustees shall have the power to establish by ordinance any additional duties, rules and regulations for appointed officers.

2-11-9:       **INSPECTION OF RECORDS:** All records kept by any officer of the municipality shall be open to inspection by the President or any member of the Board of Trustees at all reasonable times, whether or not such records are required to be kept by statute or ordinance.

2-11-10: DELIVERY OF RECORDS UPON TERMINATION: Every officer of the municipality, upon the expiration of his term for whatever cause, shall deliver to his successor all property, books, records and effects belonging to the municipality, or pertaining to the office he has held, within five (5) days after notification and request to do so. If no successor has been appointed, such property shall be delivered to the Village Clerk or Village Treasurer.

Any officer or employee violating the provisions of this Section shall be liable for all the damages caused thereby and shall be fined not less than One Hundred Dollars (\$100.00) nor more than Five Hundred Dollars (\$500.00).

2-11-11: MONEYS RECEIVED: Every officer of the municipality shall at least once every month turn over all money received by him in his official capacity to the Village Treasurer with a statement showing the source from which the same was received.

2-11-12: RESIGNATION: Any officer of the municipality may resign from his office. If such officer resigns he shall continue in office until his successor has been chosen and has qualified. If there is a failure to appoint a municipal officer, or the person appointed fails to qualify, the person filling the office shall continue in office until his successor has been chosen and has qualified.

2-11-13: ARRESTS: The Village President, members of the Board of Trustees, the Building Commissioner, License Inspectors, members of the Fire Department, as well as every member of the Police Department, are hereby declared to be conservators of the peace with such powers to make arrests and other powers as are given to conservators of the peace by statute.

2-11-14: HOLDING OTHER OFFICES PROHIBITED: The Village President, Village Trustees, Village Clerk and Village Treasurer shall hold no other municipal office during their respective terms as President, Trustee, Clerk or Treasurer.

2-11-15: INTEREST IN CONTRACTS PROHIBITED: To the extent prohibited by law, no officer of the municipality shall be interested, directly or indirectly, in any contract, work, or business of the municipality, or in the sale of any article, whenever the expense, price or consideration of the contract, work, business, or sale is paid either from the Treasury or by any assessment levied by any statute or ordinance. No municipal officer shall be interested, directly or indirectly, in the purchase of any property which (1) belongs to the municipality, or (2) is sold for taxes or assessments, or (3) is sold by virtue of legal process at the suit of the municipality.

Revised 10/02/01  
Revised 06/14/00

2-11-16: MISCONDUCT OF OFFICERS: Every municipal officer who is guilty of a palpable omission of duty, or who is guilty of willful and corrupt oppression, malconduct, or misfeasance in the discharged of the duties of his office, shall be guilty of a business offense and, on conviction, shall be fined not exceeding One Thousand Dollars (\$1,000.00). The court in which such conviction is had shall enter an order removing the convicted officer from office.

2-11-17: DISCLOSURE OF ECONOMIC INTERESTS: Such officers as are required to file statements of economic interest by state law shall promptly file such documents in proper form in the manner provided by law.

2-11-18: RACIAL OR GENDER PROFILING: It shall be unlawful for any employee, including any full-time, part-time or auxiliary officer, to engage in the practice of racial or gender profiling while in the investigation or enforcement of any laws of the State of Illinois or the Village. For purposes of this Section, the term "racial or gender profiling" shall mean any action taken during a traffic stop or the enforcement of any law based upon racial, ethnic or gender stereotypes which has the effect of treating that person differently than a non-minority person.

2-11-19: LIGHT DUTY-PROHIBITION: Unless otherwise required by the provisions of the American's with Disabilities Act or any similar anti-discrimination in employment statute, no employee suffering an injury or condition not sustained during the course of employment will be allowed a permanent or temporary light or modified duty assignment.

2-11-20: CONSERVATORS OF THE PEACE: All appointed officers of the Village and all inspectors are hereby designated conservators of the peace with such powers as provided by law, including the authority to issue complaints (including tickets and notices of violation) with respect to all persons who violate any ordinance of the Village.

2-11-21: ANTI-NEPOTISM:

(a) *Definitions* For the purpose of this ordinance the following words shall have the meanings attribute to them:

"Personnel actions" include, but are not limited to, promotions, pay raises, transfers, duty assignments, and disciplinary matters.

"Relative" is defined to include spouse, child, stepchild, grandchild, parent, grandparent, brother, sister, half-brother, half-sister, uncle, aunt, niece, nephew, or the spouse of any of them. These relationships shall include those arising from adoption. Persons who are common law married or who are living together without the benefit of matrimony are also considered as relatives.

(b) *Relative of Department Heads* Relatives of department heads shall not be employed anywhere in the department in which the relative works, but may be employed in other departments in the Village.

(c) *Relatives of Supervisory Employees* Relatives of employees in positions that carry any degree of supervision shall not be employed anywhere in the department in which the supervisor works, but may be employed in other departments of the Village.

(d) *Relatives of Nonsupervisory Employees* Relatives of employees in nonsupervisory positions shall not be employed anywhere in the department in which the relative works, but may be employed in other departments in the Village.

(e) *Relatives of Elected and Appointed Officials* No more than one relative of an elected or appointed official may be employed in any capacity at the Village.

(f) *Employee Transfers* The limitations regarding the employment of relatives also apply to the transfer of an employee into a department where relatives are employed.

(g) *Employees Who Become Related Subsequent to Employment* The limitations regarding the employment of relatives shall apply to the continued employment of persons who become relatives subsequent to their employment by the Village due to their becoming married to each other or living together without the benefit of matrimony. If an appropriate transfer cannot be arranged, the less senior employee will be terminated.

(h) *Subsequent Elections or Appointments* Employees who are already related on June 18, 2003; or who would be in violation upon the election or appointment of a relative to an elected or appointed office, or appointed supervisory position; or who become related subsequent to their employment on account of the marriage or adoption of some other person; may continue their employment subject to the following conditions;

- (1) Elected or appointed officials may not participate in or vote upon any specific individual personnel actions involving a relative; and
- (2) Department heads and supervisors shall transfer any relative (other than those already employed on June 18, 2003) to a different division or section as to avoid any direct supervision and shall not participate in any personnel actions involving a relative.

Revised 03/17/04  
Revised 06/18/03

2-11-22: LEGAL ASSISTANCE; INDEMNIFICATION:

(a) The Village shall indemnify any officer or employee who was or is a party, or is threatened to be made a party or a witness to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative by reason of the fact that he was an officer or employee of the Village against expenses (including attorney's fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him in connection with such action, suit or proceeding, if he acted in good faith and in a manner he reasonably believed to be in, or not opposed to the best interest of the Village and, with respect to any criminal action, or proceeding, had no reasonable cause to believe his conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of *nolo contendere* or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith in a manner which he reasonably believed to be in or not opposed to the best interest of the Village and, with respect to any criminal action or proceeding, had reasonable cause to believe that his conduct was unlawful.

(b) To the extent that an officer or employee of the Village has been successful, on the merits or otherwise, or not successful, in the defense of any such action, suit or proceeding referred to in this section or in defense of any claim, issue or matter therein, he shall be indemnified against expenses (including attorney's fees) actually and reasonably incurred by him in connection therewith. Any such indemnification (unless ordered by court) shall be made by the Village only as authorized in the specific case, upon a determination that indemnification of the officer or employee is proper in the circumstances because he has met the applicable standard of conduct. Such determination shall be made (1) by the Mayor and Board of Trustees voting jointly, by a majority vote of a quorum consisting of the Mayor and Board of Trustees who are not parties to such action, suit or proceeding, or (2) if such a quorum is not obtainable, or even if obtainable, a quorum of a disinterested Mayor and Board of Trustees so directs, by independent legal counsel in a written opinion.

(c) Reasonable expenses incurred in defending any action, suit or proceeding shall be paid by the Village in advance of the final disposition of such action, suit or proceeding, as authorized by the Mayor and Board of Trustees in the specific case, upon receipt of an undertaking by or on behalf of the officer or employee to repay such amount, unless it shall ultimately be determined that he is entitled to be indemnified by the Village as authorized in this section.

(d) Any elected officer entitled to benefits under this section may employ his own attorney to appear on his behalf, in which case all applicable provisions of this section shall apply. Any appointed officer or employee entitled to benefits under this section shall be represented by the Village Attorney, or another attorney designated by him. In cases where the Village Attorney may not provide representation because of conflict of interest, the Mayor and Board of Trustees shall authorize the representation by another attorney.



(e) No indemnity or reimbursement provision in this section, or the fact that insurance, or risk management coverage, is carried to the extent not covered by insurance, or risk management coverage, shall preclude an officer or employee from asserting or using any immunity defense under the Local Governmental and Governmental Employees Tort Immunity Act.

(f) The Village may purchase and maintain insurance or risk management coverage on behalf of any person who is or was an officer or employee of the Village against any liability asserted against him and incurred by him in any such capacity, or arising out of his status as such, whether or not the Village would have the power to indemnify him against such liability under the provisions of this section.

(g) No indemnification shall be made where there is adequate insurance or risk management coverage, whether or not purchased by the Village, by the person involved, or some other agency for his behalf, nor where, except as provided herein, there is a finding of guilty in a criminal or quasi-criminal case and fines or penalties are assessed, nor where, except as provided herein, there is a finding of malice or willful misconduct in a civil action.

(h) No officer or employee shall be entitled to indemnification unless he notifies the Mayor, Village Clerk, and Village Attorney in writing within 15 days after receiving service of summons, or if no lawsuit, within 30 days of the first notice that a claim, action, or investigation is being made or instituted against him. No officer or employee shall be entitled to indemnification if he refuses to cooperate in the investigation or in the defense of any suit, action or claim.

(i) The provision of this section shall not apply to any suit, action or claim brought by the officer or employee against the Village, or any officer, employee, commission, board or agent thereof. The provisions of this section shall not apply to any suit, action or claim brought by the Village, or any officer, employee, commission, board or agent thereof against an officer or employee.

(j) The right to indemnification accorded by this section shall not limit any other right to statutory indemnification to which the officer or employee may be entitled.

## CHAPTER 2

### APPOINTIVE OFFICERS AND EMPLOYEES GENERALLY

#### ARTICLE 12. SALARIES, COMPENSATION AND FRINGE BENEFITS

##### SECTION

- 2-12-1: Compensation of Elected and Appointed Offices
- 2-12-2: Additional Compensation.
- 2-12-3: Clothing Allowance Benefits.
- 2-12-4: Clothing Allowance Procedure.
- 2-12-5: Auxiliary Policemen; Hourly Salaries.
- 2-12-6: Auxiliary Policemen; Uniforms.
- 2-12-7: Overtime; Compensatory Time-Off.
- 2-12-8: Longevity Plan.
- 2-12-9: Time of Payment.
- 2-12-10: Village to Make Deductions.
- 2-12-11: Accident, Bereavement and Sick Leave Benefits.
- 2-12-12: Vacation Leave Benefits.
- 2-12-13: Holiday Compensation.
- 2-12-14:
- 2-12-15: Life Insurance Benefits.
- 2-12-16: Full-Time Employees Defined.
- 2-12-17: Compensation for Jury Service.
- 2-12-18: Court Show Up Time.
- 2-12-19:
- 2-12-20:
- 2-12-21: Educational Incentive.
- 2-12-22: Use of Time Clock by Village Employees.
- 2-12-23: Pre-Employment Substance Abuse Screening.
- 2-12-24: Participation in Illinois Municipal Retirement Fund.
- 2-12-25: Residency

#### 2-12-1: COMPENSATION OF ELECTED AND APPOINTED OFFICERS:

The compensation for the Mayor, Village Clerk and Village Trustee which is in effect on November 3, 2010 shall continue in effect for all officials elected at the 2011 Consolidated Election and thereafter until changed by ordinance. There shall be no consumer price index increase or other increase in compensation from and after November 3, 2010 as such elected officer salaries shall remain frozen..

Revised 11/03/10  
Revised 5/1/02, 11/01/06

2-12-2: ADDITIONAL COMPENSATION:

(a) Any member of the Police Department assigned as an officer who has qualified for certified advanced police officer status and any member of the Fire Department who has qualified as a State Certified Advanced Firefighter shall be paid additional compensation in the amount of Seventy Two (\$72.00) Dollars per month for the period so assigned or qualified. Advanced status and only one other special position shall be allowed for multiple pay increment purposes.

2-12-3 CLOTHING ALLOWANCE BENEFITS:

(a) That each full-time member of the Fire Department shall receive a duty clothing allowance not to exceed Three Hundred Dollars (\$300.00) each fiscal year, provided that such member has been employed for a period of not less than seven (7) months prior to the end of the fiscal year.

(b) Clothing and gear damaged due to fire department emergency duties shall be replaced by the village, less depreciation. Depreciation to be determined by the Chief of Fire.

(c) That each full-time member of the Public Works Department shall receive a duty clothing allowance not to exceed Three Hundred Dollars (\$300) each fiscal year for special clothing as specified by the Superintendent of Public Works, provided that such member has been employed for a period of not less than seven (7) months prior to the end of the fiscal year.

(d) That each full-time member of the Police Department shall receive his clothing from a quarter master store to be established by the Chief of Police. All items of clothing shall be worn as designated by the Chief of Police and shall be replaced when, in the opinion of the Chief of Police, the condition of the clothing requires replacement.

2-12-4: CLOTHING ALLOWANCE PROCEDURES: Members of the Fire and Public Works Departments entitled to said duty clothing allowances shall purchase the required clothing with their own funds, and receipts evidencing such purchases and bearing the name of the purchaser shall be forwarded to the appropriate department head before the last day in September and March of the fiscal year. Each department head shall maintain a record of all such purchases, and such record shall be available for public inspection. Each department head shall forward a payout request, accompanied by the original receipts, to the Village Treasurer prior to the fifth working day of October and April respectively, who shall disburse the required moneys prior to the last day of said October and April. Each department head has the duty to prevent an unauthorized or excess payout to any individual during each fiscal year.

2-12-5: AUXILIARY POLICEMEN; HOURLY SALARIES: An amount of Seven Hundred Dollars (\$700.00) shall be allocated each month for the hourly salaries of the volunteer auxiliary policemen, with said hourly salaries to be as follows:

Revised 5/5/99

POSITION

HOURLY PAY

Sergeant	\$5.36
Patrolman	4.79

2-12-6: **AUXILIARY POLICEMAN; UNIFORMS:** Each volunteer auxiliary policeman shall purchase, upon authorization of the Chief of Police, his or her own uniforms, initially and as necessary from time to time, and shall forward the receipt for said uniforms, signed by the purchaser, to the Chief. The Chief of Police shall forward said receipt with any documentation as required by the Treasurer to the Treasurer who shall issue a refund to said volunteer auxiliary policeman as soon as practicable. All uniforms and equipment purchased under the provisions of this subsection shall be considered the property of the Village and shall be returned to the Village upon termination of service.

2-12-7: **OVERTIME; COMPENSATORY TIME-OFF:** Full-time employees of the Village, as defined in Section 2-12-16, with the exception of those positions listed in 2-12-16 and fire fighters, shall be entitled to time off at straight time payment rate or payment at the rate of time and one-half for overtime as follows:

(a) Only members of the Police Department shall have the option of either time off, at straight time rate, or overtime payment. All other employees shall receive payment at the rate of time and one-half for each hour worked in excess of eight (8) hours in any one day and a cumulative total of forty (40) hours in any one week.

(b) Time off shall be calculated at the rate of one hour off for each hour worked in excess of eight (8) hours, in a forty (40) hour week. Work beyond eight (8) hours a day shall be approved in advance by the Chief of Police. Time off shall be taken only at such times as the Chief of Police shall approve.

(c) Full-time members of the Fire Department shall be entitled to monetary compensation for extra time worked at the rate of their base hourly salary computed by dividing 2080 hours into their base yearly salary if actively engaged in a firefighting or rescue situation at the end of the normal work shift, if answering a mandatory call back during their normal off-time period, if answering a general alarm call during their normal off-time period and all other overtime which is authorized by the Chief of Fire or his designated representative.

2-12-8: **LONGEVITY PAY PLAN:** Longevity compensation increment of one per cent of base salary for certain employees of the Village of Bridgeview is as follows:

(a) Civil Service members of the Police and Fire Departments of the Village who have not less than five (5) years and not more than twenty (20) years of continuous full-time service to the Village as defined in Section 2-12-16 shall be entitled to an annual longevity increment addition to their base salary as determined by the formula:

$$M = ((Y-5) \times 0.01 + 1) \times S$$

(b) Employees, other than civil service members of the Police and Fire Departments who have not less than three (3) years and not more than twenty (20) years of continuous full-time service to the Village, as defined in Section 2-12-16 shall be entitled to an annual longevity increment addition to their base salary as determined by the formula:

$$M = ((Y-3) \times 0.01 + 1) \times S$$

(c) The symbols 'M', 'Y', and 'S' used in (a) and (b) above are defined as follows:

'S' = the normal gross salary due since the last pay period to which an employee would be entitled without a longevity, incentive, or duty increment

'Y' = the number of completed years of continuous service of full-time employment with the Village as determined by definition in Section 2-12-16, but not exceeding twenty (20) years

'M' = the gross base salary increased by the annual longevity increment for that year

(d) Members of the Police and Fire Departments and village employees who have more than twenty (20) years of continuous service to the Village as of May 1, 1983 as defined in Section 2-12-16 shall be entitled to the annual longevity increment addition to their base salary for each year after their twentieth (20th) year of service as determined by the applicable formulas stated in paragraphs (a) and (b) of this Section. No additional longevity increments shall be added to any employee's base salary under this paragraph after May 1, 1983.

(e) The annual longevity increment increase in compensation herein provided for, and the limitation thereon, shall be effective for the fiscal year commencing May 1, 1983 and thereafter.

(f) The annual longevity increase in compensation herein provided shall only apply to those employees described above who commenced service with the Village on or before June 1, 1987 unless otherwise provided by an applicable bargaining agreement.

(g) Those members of the Police Department who hold the rank of sergeant or lieutenant shall no longer receive an annual longevity increment increase in their yearly compensation effective as of August 18, 1987.

(h) Those members of the Fire Department who hold the rank of Lieutenant or Captain shall no longer receive an annual longevity increment increase in their yearly compensation effective as of November 1, 1987.

2-12-9: TIME OF PAYMENT: All salaries of officials and employees listed in Section 2-12-1 (a) and (b), excluding the Village President and part-time employees, shall be paid by 3:00 p.m. on alternating Fridays, that is on a bi-weekly basis, commencing the First Friday in January, 1988 and continuing in each succeeding calendar month. However, if such pay day falls on a legal holiday then payment shall be made by 3:00 p.m. on the day preceeding such holiday.

All salaries and compensation of part-time officials and employees listed in Section 2-12-1 (b), the officials and employees listed in Section 2-12-1 (c), the Village President, Auxiliary Policemen, and all other part-time employees, shall be paid by 3:00 p.m. on the first day of each calendar month; provided, however, that if the first day falls on a Saturday, Sunday, or legal holiday, then payment shall be made by 3:00 p.m. on the day preceeding such Saturday, Sunday, or legal holiday.

2-12-10: VILLAGE TO MAKE DEDUCTIONS: All deductions, as provided by law, shall be made for pension funds, income tax withholdings, social security, and insurance.

2-12-11: ACCIDENT, BEREAVEMENT AND SICK LEAVE BENEFITS: All employees and appointed officials who qualify as full-time employees of the Village of Bridgeview shall receive compensation during absence from work as follows:

(a) Employees of the Village of Bridgeview are protected by worker's compensation insurance pursuant to the Illinois Workers' Compensation Act, Ill. Rev. Stat., ch. 48, 138.1 et seq. If the employee is injured and disabled while on duty and in the course of his employment, the employee becomes eligible for subsistence payment from worker's compensation. The Village of Bridgeview shall carry worker's compensation. The Village of Bridgeview shall carry worker's compensation insurance as required by state law.

All injuries incurred while on duty and in the course of employment shall be reported immediately to the employee's immediate supervisor. What may appear to be a small injury may have serious after effects. Failure to immediately report any injury may result in disciplinary action.

No employee receiving worker's compensation from the Village of Bridgeview shall perform or hold any employment while receiving worker's compensation payments.

No employee receiving worker's compensation from the Village of Bridgeview shall receive additional compensation for Village paid holidays, sick days, personal or vacation days.

No employee receiving worker's compensation from the Village of Bridgeview shall receive any additional pay or receive the difference between their regular wages and their worker's compensation benefits from the Village of Bridgeview.

Firefighters and policemen who suffer injury in the line of duty, which injury causes a firefighter or policemen to be unable to perform his duties, shall continue to be paid by the Village the same basis as said person was paid before the injury in accordance with the terms, conditions and limitations as set forth in Chapter 70, Section 91 of the Illinois Revised Statutes.

(b) Sick leave. No sick leave will be granted unless the employee reports to the department head at least two hours before being scheduled to report for work. The employee, in making this report either in person or through another person, must report the reasons for not being able to report for work, and the expected duration of the absence. Failure to report absence because of illness will result in absence without pay. The department head may require a doctor's certificate as supporting evidence of the employee's illness.

(1) ACCUMULATION. Commencing January 1, 2001, for all employees not covered by a collective bargaining agreement, sick leave shall be earned at the rate of ½ day per month for a maximum of 6 days per year. At the end of each calendar year the employee shall have the option of being paid at the straight time hourly rate of pay or accumulating sick leave to a maximum of 30 days.

(2) (Repealed effective 12/31/00)

(3) General

In the case of the fire department, a "shift" for computation purposes shall be the equal of two sick days.

Whenever an employee on sick leave is within seven (7) days of exhausting his accumulated sick leave credit, a notification shall be sent to the Village Board Trustees. Violations of the regulations for the use of sick leave or requests for an improper purpose is an act of dishonesty and can result in disciplinary action or discharge.

Sick leave pay at the straight time rate only will be granted to an employee for excused absence due to illness. In no event will sick leave be credited for hours in excess of eight (8) hours per work day.

Revised 10/03/01

Sick leave hours will be included as hours worked in computing the work week. Employees who have been employed by the Village continuously for a minimum of ten (10) years upon retirement shall be entitled to payment at their regular salary, as it existed on January 1, 1996, for each day of accumulated sick days or, in the alternative, use up their accumulated sick pay during their last pay periods before their official retirement date. As an example, an employee with thirty (30) accumulated sick days might work to his retirement date and receive an extra check for the thirty (30) sick days or an employee might leave the job thirty (30) working days prior to actual date of retirement and receive full pay for each pay period involved.

- c) Time lost from scheduled work due to a death in the immediate family or a regular employee shall be paid at the employee's regular base rate. Such time off shall not exceed five (5) consecutive days, one of which days shall be the day of the funeral. The immediate family is defined as the wife or husband, the sons and daughters, the brothers and sisters, the father and mother of the employee.

In the event of death of an employee's mother-in-law, father-in-law, sister-in-law, brother-in-law, or grandparents, the employee shall be allowed time off with pay as provided above, but not to exceed three (3) consecutive days.

Members of the fire department who work on a 24/48 hour shift basis shall be entitled to two shift days off in the event of a five day leave or one shift day in the event of a three day leave as provided for herein.

(d) SICK LEAVE DISABILITY POLICY:

**WHO IS ELIGIBLE?** Any Village employee who works a minimum of 32 hours per week, a qualified member of the Village Health Program and a non-retired employee, who has received a disabling sickness or injury not covered by Workers Compensation and is employed by the Village of Bridgeview for a period of nineteen (19) months or longer.

**WHO SHALL BEAR THE COST OF THE PROGRAM?** The disability protection because of its self-funded structure shall be funded by the Village of Bridgeview. The employee shall be responsible for only those days necessary to become eligible for the disability protection.

**WHAT BENEFITS ARE TO BE RECEIVED?**

1. The secure knowledge to an injured or sick employee that the continuation of a percentage of pay will occur for a predetermined number of days.
2. A decreasing percentage of the employee's gross salary for a predetermined number of days

**PROGRAM OUTLINE:**

2-12-7



- a. Employee becomes disabled.
- b. Employee enters a five (5) day, two (2) shift days for Fire Dept. waiving period.
- c. Sixth (6) day three (3) shift days for Fire Department of disabling injury or sickness, disability protection begins.
- d. Doctor's reports are analyzed by the Department Head and Personnel Committee of the Village Board.
- e. Protection pays decreasing percentage of gross salary.
- f. Protection continues for a predetermined number of days. Oversight of recovery and analysis of doctor's reports to be the responsibility of the Department Heads and the Personnel Committee. Each disabled employee of a designated representative, shall have an opportunity to represent themselves before the Department Head or Personnel Committee.

**TERMS DEFINED:**

**A. EMPLOYEE DISABILITY** - Any employee who works 32 hours per week or more, non-retired and health insurance covered who receives a sickness or injury and whose injury or sickness is not covered by Workers Compensation.

Pregnancy, childbirth and related medical conditions shall be treated the same under this article as any other injury or sickness. Benefits and requirements of childbearing leave under the provisions of this article shall be coordinated with the benefits and requirements of this section so that any mental or physical disability arising out of pregnancy, childbirth and related medical conditions is treated the same as any mental or physical disability arising out of other sickness or injury. The procedures and requirements to obtain paid leave of absence or other leave for childbearing or childrearing, not based upon the physical and/or mental disability arising out of pregnancy, childbirth and related medical conditions, shall be as set forth in this article.

**B. DISABILITY DETERMINATION** - The employee's attending physician shall initially determine disability. Such determination shall be submitted to the Department Heads and Personnel Committee in writing prior to the employee receiving any pay from the Village of Bridgeview. The employee may be required to undergo a second examination by a physician or any other specialist the Department Head may designate.

The Department Head shall if he/she deems necessary make an appointment to obtain a second opinion of the disability fourteen (14) days after the initial notice of disability form the physician or employee.

It shall be the responsibility of the Department Head to update the status of the disability of every employee. The Department Head shall review the matter a minimum of once per month. The Department Head shall document all communications with the employee for review by the Personnel Committee.

Additional disability determination shall be made on a monthly basis until the disability benefits are exhausted or the employee returns to work.

C. WAITING PERIOD Before benefits are paid under the Sick Leave Disabilities Policy, the following waiting period applies:

During 2000	5 Working Days
During 2001	8 Working Days
During 2002	12 Working Days
During 2003	16 Working Days
During 2004	20 Working Days

During the waiting period the employee may use accumulated sick leave, vacation, time due or other benefits to maintain payment of salary. The waiting period for employees of the Fire Department who work 24-hour shifts shall be two shift days.

D. GROSS SALARY - Gross salary shall be determined by establishing the average gross pay when the employee has received over the prior (6) months before the disability occurred. Gross pay includes base pay, longevity, and other items which may alter the base pay rate. No overtime will be included in base pay.

E. YEARS OF CONTINUOUS EMPLOYMENT:

First 18 months/No Disability

Revised 05/12/05  
Revised 10/3/01

19 Months Thru 7 Years

First 30 days 70% of salary  
Second 30 days 60% of salary  
Third 30 days 50% of salary

8 Thru 12 Years

First 30 days 80% of salary  
Second 30 days 70% of salary  
Third 30 days 60% of salary  
Fourth 30 days 50% of salary

13 Thru 20 Years

First 30 days 90% of salary  
Second 30 days 75% of salary  
Third 30 days 60% of salary  
Fourth 30 days 50% of salary

21 Years

First 30 days 90% of salary  
Second 30 days 80% of salary  
Third 30 days 70% of salary  
Fourth 30 days 60% of salary  
Fifth 30 days 50% of salary

F. YEAR OF USAGE - Year of use for an employee shall mean any consecutive twelve (12) month period.

Every employee who uses the Disability Insurance Program may retain may unused portion of the benefit for any other illness occurring within a twelve (12) month period. The waiting period for the additional uses is as described in C. Waiting Period. The employee will be entitled to use that portion of the benefit under the same terms as described in this policy for an initial use. Receipt of benefits is limited to those described in E. Years of Employment. The Department Head shall maintain accurate records of disability payments and use by all employees in that department.

G. POLICY PROHIBITIONS: No Employee may work for any business, private enterprise or non-profit organization while receiving disability benefits.

Any employee who is found to be in violation of performing outside work for pay shall forfeit his/her right to continue on the disability and the Department Head shall begin job termination action against the employee as defined by the policy, rules and regulations of the appropriate Department.

H. SICK LEAVE/DISABILITY POLICY, VACATION TIME AND SICK DAYS: Any employee on disability who has a scheduled vacation during the time of disability shall receive their normal pay during those scheduled weeks or vacation. Disability pay will cease during that time and resume at the conclusion of the employees vacation time. Disability protection shall not be extended to compensate for lost vacation time.

No employee shall accumulate sick days while receiving disability/sick pay.

2-12-12: VACATION LEAVE BENEFITS: All employees and appointed officials (except Fire Department personnel) as listed in Sections 2-12-1 (a) and (b), who qualify as full-time employees of the Village of Bridgeview, as defined in Section 2-12-16, shall be entitled to annual vacation periods with full pay on the following basis:

One Week: One full year of service to the Village of Bridgeview in the year in which the vacation is to occur.

Two Weeks: Two or more full years of service to the Village of Bridgeview in the year in which the vacation is to occur.

Three Weeks: Five or more full years of service to the Village of Bridgeview in the year in which the vacation is to occur.

Four Weeks: Ten or more years of service to the Village of Bridgeview in the year in which the vacation is to occur.

Five Weeks: Fifteen or more full years of service to the Village of Bridgeview in the year in which the vacation is to occur.

Six Weeks: Twenty-five or more full years of service to the Village of Bridgeview in the year in which the vacation is to occur.

Years of full-time service are to be continuous. The above designated vacation periods shall not be considered cumulative and no vacation periods shall be allowed in any year in excess of the periods above established.

The head of each department may designate by rule the time when each employee under this supervision may take a vacation. The time at which department heads or appointed officials may take their vacations shall be designated by the President with the consent of the Board of Trustees.

Vacation time for Fire Department personnel shall be as follows:

Two Days:	For one year of service
Four Days:	For two years of service
Seven Days:	For five years of service
Ten Days:	For ten years of service
Thirteen Days:	For seventeen years of service
Fifteen Days:	For twenty-five years of service.

2-12-13: HOLIDAY COMPENSATION: All full-time employees of the Village of Bridgeview, except the Fire Department who work on a 24/48 hour shifts, shall be paid at two and one-half times their normal compensation for the following listed holidays worked, or an additional day off of their choosing with the consent of their department head:

New Year's Day	Independence Day
President's Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day

When employees are not scheduled to work on the above mentioned holidays, eight hours at the employees normal compensation will be paid, provided they work on the day before and on the day after the holiday, if scheduled to do so, or are excused for absence for just cause by the department head.

All full-time employees whose normal work week is Monday through Friday shall, when a holiday falls on Saturday, observe the preceding day (Friday) as a holiday and when a holiday falls on Sunday, observe the following day (Monday) as a holiday.

Employees, to receive holiday pay, must

1. Have completed their probationary period.
2. Not be receiving sick pay, disability pay or workman's compensation

All full-time employees also will be granted two days off during the year, a personal day and employee's birthday. These days off shall be at the choosing of the employee with the consent of their department head.

Members of the Fire Department who works on a 24/48 hour shift basis shall be required to work on a full shift. Such persons shall be paid additional compensation at a rate of 1/174th of base salary for each holiday.

2-12-14:

2-12-15: LIFE INSURANCE BENEFITS: The Village shall pay life insurance benefits as follows:

All full-time employees, department heads, and elected officials of the Village of Bridgeview shall be a term life insurance policy in the amount of Fifteen Thousand (\$15,000.00) Dollars paid in full by the Village.

2-12-16: FULL-TIME EMPLOYEES; OVERTIME COMPENSATION:

(a) A full-time employee is an employee scheduled to work at least 40 hours per week throughout a calendar year.

(b) Excepting members of the Fire Department who are scheduled to work on a 24/48 hour shift basis, the standard work week for all full-time employees shall be five 8-hour days for a total of 40 hours per week. Overtime pay at a premium rate shall only be paid for authorized work in excess of 40 hours per week. All overtime must be approved by the department head.

(c) Department heads shall work those hours necessary to assure the satisfactory performance of their departments, but not less than 40 hours per week. Hours worked in excess of 40 per week are considered part of the job responsibility and do not justify overtime pay.

(d) Except the Commanders, Battalion Chiefs, and Community Service Employees, all officers of the Village as enumerated in Section 2-11-1 are salaried and shall not be paid overtime for work in excess of 40 hours per week.

2-12-17: COMPENSATION FOR JURY SERVICE: Employees and officers of the Village who are not exempt from jury service shall be given time off from their regular employment for jury duty. Such persons who are summoned for jury service and who respond and appear at the designated location for such service shall receive their regular compensation as employees and officers of the Village. Upon receipt of compensation received from the County of Cook for jury service, such persons shall pay to the Village Treasurer an amount equal to the total County reimbursement less that portion identified by the County as reimbursement of transportation expenses.

2-12-18: COURT SHOW UP TIME: Police officers who are ordered to show up in court shall be entitled to receive two hours pay, if they are not otherwise on duty. At the discretion of the officer, they may accept time off or compensation as heretofore provided in this Code in Section 2-12-7.

Revised 7/27/2007

2-12-19:

2-12-20:

2-12-21: EDUCATIONAL INCENTIVE:

(a) Educational Incentive. Any Police Supervisor, rank of Sergeant and/or Lieutenant who enrolls in an accredited course of study in a police and/or law enforcement related field or subject, with approval by the Police Chief, may receive tuition reimbursement. All requests for future reimbursement must be made prior to the commencement of the fiscal year (May 1st) in which the course(s) will be taken. Tuition for such subjects or courses reimbursed will be based upon the following schedule:

Grade of A -- 100% Reimbursement  
Grade of B -- 100% Reimbursement  
Grade of C -- 50% Reimbursement

All reimbursements to be made after completion of courses with no reimbursement for a grade less than C or failure to complete the course.

2-12-22: USE OF TIME CLOCK BY VILLAGE EMPLOYEES: All village employees who: are assigned to work for the Village Clerk's office and certified in the clerical grade; or are assigned to work for the Building Department and certified in the clerical grades; or are salaried employees or hourly employees; or are eligible for overtime pay; shall be required to use a designated time clock to maintain accurate hours worked.

Each employee shall be required to use the time clock when beginning work, leaving for lunch and returning from lunch and ending work at the time of assigned work hours. Any time worked in excess of assigned work shall additionally be recorded by the use of time clock.

All hours worked shall be approved and reviewed by the appropriate work supervisor prior to any employee working or incurring such time. All overtime shall be approved in writing on each time sheet by the supervisor prior to any employee working or incurring overtime. Any time not authorized in advance by the department supervisor shall not be paid by the Treasurer.

2-12-23: PRE-EMPLOYMENT SUBSTANCE ABUSE SCREENING: All applicants for employment with the Village of Bridgeview shall be required to take a drug and alcohol screening test as part of the application process and as a condition precedent to hiring by the Village.

Revised 7/5/00

In the event that the position applied for requires a physical examination prior to an offer of employment being made, such drug and alcohol screening shall be a part of the physical examination so required.

2-12-24: PARTICIPATION IN ILLINOIS MUNICIPAL RETIREMENT FUND: No person who is first employed by the Village of Bridgeview after January 6, 1993, and who occupies an office or is employed in a position normally requiring performance of duty for less than 1,000 hours per year for the Village of Bridgeview shall be eligible to participate in or receive benefits from the Illinois Municipal Retirement Fund.

2-12-25: RESIDENCY:

(a) All employees of the Village hired after August 21, 1996 shall establish domicile within the Village no later than 12 months following their initial employment or completion of their probationary period, whichever is later. All employees of the Village hired after August 21, 1996 shall continuously maintain domicile within the Village after establishing domicile therein.

(b) All nonresident employees of the Village promoted after August 21, 1996 shall establish domicile within the Village no later than 12 months following their promotion. All employees of the Village promoted after August 21, 1996 shall continuously maintain domicile within the Village after establishing domicile therein.

(c) All employees of the Village who maintained domicile in the Village on August 21, 1996, or who were required by Village ordinance to maintain domicile on that date, shall continuously maintain such domicile within the Village.

(d) Failure of any employee to establish or maintain required domicile in the Village shall constitute grounds for discharge.

(e) Domicile shall be established and maintained under the following principles:

- (1) Domicile means the actual residence of a person and shall denote that a person has a permanent abode or home in a particular place. Domicile requires a physical presence at a certain location and the intent to make that location ones' permanent residence.
- (2) A person may not have a permanent residence in two places at the same time. A person can have only one domicile.
- (3) In order to establish a new domicile, there must be actual abandonment of the former domicile with no intent to return and the new domicile must be acquired with the intent of making it a true and permanent home.

Revised 3/19/03  
Revised 7/5/00



(4) Intent is to be determined by looking at the actions of the person rather than declarations. Factors to be considered in determining whether an employee is domiciled within the Village include, but are not limited to the following:

- A. Where the person is registered to vote.
- B. Where the person has vehicles titled and insured.
- C. Driver's license information.
- D. Location of real and personal property.
- E. Where meals are eaten.
- F. Where mail is delivered.
- G. Where tax returns are filed from.
- H. Where utilities are used and billed.
- I. Where spouse and children live.
- J. The schools where children are registered to attend.
- K. Mortgage financing information including residence declarations.
- L. Homeowners real estate tax exemption.
- M. Insurance information.
- N. Court proceedings involving legal separation, divorce and child visitation.
- O. Financial records including bank accounts and brokerage accounts.

(f) For the purpose of this section "employee" shall mean any officer or employee of the Village except those requiring professional or technical training such as the Village Engineer, Village Auditor, Village Attorney and Village Prosecutor.

Revised 3/19/03

(g) Exceptions to the residency requirement shall only be granted under extreme hardship such as the care of an ailing family member, adjustments to divorce or separation, or the injury or illness of the employee. Special exceptions may be granted by the Mayor, but shall exist for no longer than 90 days. An employee shall be eligible to receive a special exception no more than twice in an 18-month period.

(h) The requirement to establish and maintain residency shall not apply to the following employees:

1. Full-time patrol officers in the Police Department.
2. Full-time firefighters in the Fire Department.
3. Full-time maintenance workers, custodians, heavy equipment operators, and mechanics in the Department of Public Works.
4. Full-time sergeants in the Police Department.

CHAPTER 2

APPOINTIVE OFFICERS AND EMPLOYEES GENERALLY

ARTICLE 13.

CHAPTER 2

APPOINTIVE OFFICERS AND EMPLOYEES GENERALLY

ARTICLE 14.

## CHAPTER 2

### APPOINTIVE OFFICERS AND EMPLOYEES GENERALLY

#### ARTICLE 14. MUNICIPAL BUILDINGS AND GROUNDS DIRECTOR.

##### SECTION

- 2-14-1: Office Established.
- 2-14-2: Duties.
- 2-14-3: Additional Duties and Exclusions.

2-14-1: OFFICE ESTABLISHED: There is hereby established the office of Municipal Buildings and Grounds Director, who shall be appointed by the Village President, with the advice and consent of the Board of Trustees. Such person shall serve an indefinite term and shall relinquish his/her office and its records to such person as may be named as a successor to the office.

2-14-2: DUTIES: Duties of the office shall be under the general direction of the Village President in coordination with the Director of Public Works. The Director shall administratively direct all operations, programs and activities of the municipal buildings and grounds of the Village of Bridgeview. The Director shall have the following powers and perform the following duties:

a. Utilization of existing employees and community service workers to complete the required projects.

b. The projects will encompass the interior and exterior housekeeping and routine maintenance of municipal buildings such as:

- (1) Municipal Building - 7500 South Oketo Avenue.
- (2) Community Center - 7900 South Oketo Avenue.
- (3) Senior Citizen Drop In Center No. 1 - 75th and Oketo Avenue  
Senior Citizen Drop In Center No. 2 - 7940 South Oketo Avenue
- (4) Public Works Building - 7358 West 100th Place
- (5) Water and Sewer Building - 7100 South Thomas

- c. Painting and wall washing, tile floor maintenance, carpet cleaning, windows.
- d. Exterior painting of buildings and grounds.
- e. landscaping maintenance and lawn care and watering.
- g. Snow and ice control for public walks and entries (not including parking lots).
- h. To perform such other duties and related work as assigned or required within the foregoing scope of duties.

2-14-3:        **ADDITIONAL DUTIES AND EXCLUSIONS:** A budget will be established for the balance of the fiscal year 1991-1992 utilizing the existing funds available, under the blanket of the roads and municipal buildings. The Director will be responsible for preparing a separate budget for fiscal year 1992-1993 in coordination with the Director of Public Works. All mechanical, electrical, structural and plumbing repairs and new construction will remain under the direct supervision of the Director of Public Works.

Chapter 2

APPOINTIVE OFFICERS AND EMPLOYEES GENERALLY

ARTICLE 15.

CHAPTER 2

APPOINTIVE OFFICERS AND EMPLOYEES GENERALLY

ARTICLE 15. VILLAGE COMPTROLLER

SECTION

- 2-15-1: Office Established; Oath; Bond.
- 2-15-2: Compensation.
- 2-15-3: Duties.

2-15-1: OFFICE ESTABLISHED; OATH; BOND: There is hereby established the position of Village Comptroller who shall be appointed by the Village President with the advice and consent of the Board of Trustees. The Comptroller shall serve an indefinite term and shall immediately relinquish his or her office and its records to such person as may be named by the Village President as his or her successor. The Village Comptroller shall take an oath of office and post a bond in the amount of One Thousand Dollars (\$1,000.00). The cost of such bond shall be paid by the Municipality.

2-15-2: COMPENSATION: The Village Comptroller shall receive such compensation as may, from time to time, be provided by Ordinance.

2-15-3: DUTIES: The Village Comptroller shall have the following powers and shall perform, or cause to be performed, the following duties:

(a) The Comptroller shall exercise a general supervision over all the officers of the municipality charged in any manner with the receipt, collection, or disbursement of the municipal revenue, or with the collection and return of the municipal revenue into the treasury.

(b) On or before May 15 of each year, and before the annual appropriation or budget ordinance is prepared by the corporate authorities, the comptroller shall submit to the corporate authorities, a report of the comptroller's estimate, as nearly as may be, of the money necessary to defray the expenses of the municipality during the current fiscal year. For the purpose of making this report, the comptroller is authorized to require all officers to submit statements of the condition and expenses of their respective

offices or departments, with any proposed municipal improvements and the probable expense of those improvements, all unperformed contracts, and the amount of all unexpected appropriations or expenditures of the preceding year.

In this report, the comptroller shall (i) classify the different objects and purposes of expenditures, giving, as nearly as may be, the amount required for each (ii) show the aggregate income of the preceding fiscal year, from all sources, (iii) show the amount of liabilities upon which interest is to be paid, (iv) show the bonds and debts payable during the year, when due and payable, and (v) give all other information to the corporate authorities the comptroller deems necessary, so that the corporate authorities may fully understand the demands upon the municipality for the current fiscal year.

(c) The comptroller shall keep in his or her office, in books used solely for that purpose, a correct list of all the outstanding bonds of the municipality, showing the number and amount of each and for and to whom the bonds were issued. When bonds are purchased, paid, or canceled, these books shall show these additional facts. In the comptroller's annual report the comptroller shall describe, particularly, the bonds sold during the year and the terms of sale, with every item of expense incurred in connection with the bonds.



## CHAPTER 2

### APPOINTIVE OFFICERS AND EMPLOYEES GENERALLY

#### ARTICLE 16. DEPARTMENT OF BUILDINGS AND INSPECTIONAL SERVICES

##### SECTION

- 2-16-1: Department of Buildings and Inspectional Services
- 2-16-2: Office of Director of Buildings and Inspectional Services Established
- 2-16-3: Duties of Director of Buildings and Inspectional Services
- 2-16-4: Office of Code Enforcement Inspector Established
- 2-16-5: Duties of Code Enforcement Inspector
- 2-16-6: Office of Housing Inspector Established
- 2-16-7: Duties of Housing Inspector

#### 2-16-1: DEPARTMENT OF BUILDINGS AND INSPECTIONAL SERVICES

The Department of Buildings and Inspectional Services is hereby established as an executive department of the Village with primary responsibility for enforcing the provisions of all ordinances of the Village pertaining to the construction, maintenance and operation of structures.

#### 2-16-2: OFFICE OF DIRECTOR OF BUILDINGS AND INSPECTIONAL SERVICES ESTABLISHED

There is hereby established the office of Director of Buildings and Inspectional Services who shall be appointed by the Mayor with the Advice and Consent of the Board of Trustees.

#### 2-16-3: DUTIES OF DIRECTOR OF BUILDINGS AND INSPECTIONAL SERVICES:

The Director of Buildings and Inspectional Services shall have the following duties:

- (a) Act as Building Commissioner and enforce all provisions of the construction codes.
- (b) Act as building official under the Building Code.
- (c) Act as Building and Zoning Commissioner under the Bridgeview Zoning Ordinance.
- (d) Examine and approve all plans and to issue all permits as may be required for construction.
- (e) Supervise all inspectors of the Village pertaining to the construction, remodeling or

Revised 5/09/01

operation of buildings including the Heating and Air Conditioning Inspector, Plumbing Inspector, Electrical Inspector, Health Inspector, Deputy Health Inspector, Code Enforcement Inspector and Fire Inspector.

The Director of Buildings and Inspectional Services shall be a conservator of the peace and shall have the power to issue complaints, citations, tickets and notices to appear for ordinance violations; to arrest persons violating Village ordinances; and to enforce and prosecute violations of Village ordinances.

2-16-4: OFFICE OF CODE ENFORCEMENT INSPECTOR ESTABLISHED:

There is hereby established the office of Code Enforcement Inspector who shall be appointed by the Mayor with the Advice and Consent of the Board of Trustees.

2-16-5: DUTIES OF CODE ENFORCEMENT INSPECTOR:

The Code Enforcement Officer shall have the following duties:

- (a) Enforce all provisions of the Property Maintenance Code.
- (b) Act as building official under the Property Maintenance Code.
- (c) Enforce all ordinances pertaining to health, sanitation, property maintenance, abandoned vehicles, and public nuisances.

The Code Enforcement Inspector shall be a conservator of the peace and shall have the power to issue complaints, citations, tickets and notices to appear for ordinance violations; to arrest persons violating Village ordinances; and to enforce and prosecute violations of Village ordinances.

2-16-6: OFFICE OF HOUSING INSPECTOR ESTABLISHED:

There is hereby established the office of Housing Inspector who shall be appointed by the Mayor with the advice and consent of the Board of Trustees.

2-16-7: DUTIES OF HOUSING INSPECTOR:

The Housing Inspector shall have the following duties:

- (a) Enforce all provisions of Article 18 of Chapter 6 pertaining to rental housing.
- (b) Enforce all provisions of the Property Maintenance Code.
- (c) Act as building official under the Property Maintenance Code.

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- (d) Enforce all ordinances pertaining to health, sanitation, property maintenance and public nuisances with respect to housing.

The Housing Inspector shall be a conservator of the peace and shall have the power to issue complaints, citations, tickets and notices to appear for ordinance violations; to arrest persons violating Village ordinances; and to enforce and prosecute violations of Village ordinances.

CHAPTER 2

APPOINTIVE OFFICERS AND EMPLOYEES GENERALLY

ARTICLE 17.

Revised 06/01/2011

## CHAPTER 2

### APPOINTIVE OFFICERS AND EMPLOYEES GENERALLY

#### ARTICLE 17. PUBLIC SAFETY EMPLOYEE BENEFITS ACT

##### SECTION

- 2-17-1: Application Process
- 2-17-2: Initial Grant or Denial of Benefits
- 2-17-3: Administrative Hearing Officer
- 2-17-4: Conduct of Hearing

##### 2-17-1: APPLICATION PROCESS

A public safety employee, or family member of an injured or deceased public safety employee who is otherwise not capable of applying for benefits, must file with the Village Clerk a full and complete application, on a form provided by the Village, for benefits under the Public Safety Employee Benefits Act ("PSEBA"). Upon receipt of the application, and any supporting documentation necessary to make an initial determination, the information shall be submitted to the Director of Human Resources. The Director of Human Resources shall review the application and supporting documents to make an initial determination on whether:

- (a) The application for benefits should be granted or denied based upon the facts in the application and supporting documentation;
- (b) Set the matter for an administrative hearing to make a determination, based upon the results of the administrative hearing, on whether the application should be granted; and
- (c) Enter such other finding as is consistent with the evidence or by agreement of the applicant and the village.

##### 2-17-2: INITIAL GRANT OR DENIAL OF BENEFITS

If the Director of Human Resources grants the benefits based upon the application and supporting documentation, the applicant will be contacted by the Village Clerk's office within 30 days of the decision. If the Director of Human Resources denies the application for benefits, the applicant shall receive written notice of such denial from the Village Clerk's office. The notice of denial shall include the right to request an administrative hearing to appeal the initial determination. The applicant shall have the right to request an administrative hearing, in writing, within 30 days after being served with the written notice of denial. The applicant's failure to file a timely written request for an administrative hearing shall result in the forfeiture of benefits

under the PSEBA. The Administrative Hearing Officer shall preside over any hearing relating to a referral made by the Director of Human Resources pursuant to Section 2-17-1(2) or an appeal of the Director of Human Resources' denial of the application of benefits.

2-17-3: ADMINISTRATIVE HEARING OFFICER

- (a) *Appointment.* The Mayor, with the consent of the Board of Trustees, is hereby authorized to appoint a person to hold the position of an administrative hearing officer for each and every individual hearing that shall come before this Village.
- (b) *Qualifications for office.* The administrative hearing officer must be an attorney who has been licensed to practice law in this state for at least three years and who has knowledge of and experience in employment and labor law, general civil procedure, the rules of evidence and administrative practice. In addition, in making the administrative hearing officer appointment, the Mayor shall consider all pertinent information, including, at a minimum, the candidate's ability to comply with the requirements of the position and background and performance data made available to the Mayor, on file with the Village or otherwise obtained by the Village.
- (c) *Compensation.* The compensation to be paid for the administrative hearing officer at any individual hearing procedure shall be approved by the Mayor and Board of Trustees.
- (d) *Authority.* The administrative hearing officer shall have all of the powers granted to him under the common law relative to the conduct of an administrative hearing, including the power to:
  - (1) Preside over all hearings under the PSEBA;
  - (2) Administer Oaths;
  - (3) Hear testimony and accept evidence that is relevant to the issue of benefits under the PSEBA;
  - (4) Issue subpoenas to secure attendance of witnesses and the production of relevant papers or documents upon the request of the parties or their representatives;
  - (5) Rule upon objections in the admissibility of evidence;
  - (6) Preserve and authenticate the record of the hearing and all exhibits introduced into evidence at the hearing; and

- (7) Issue a determination based on the evidence presented at the hearing, the determination of which shall be in writing and shall include a written finding of fact, decision and order.

2-17-4: CONDUCT OF HEARING

- (a) *Scheduling.* An administrative hearing shall be held to adjudicate and determine whether the subject public safety employee is entitled to the benefits under PSEBA on the date, time and place as established by the Village with appropriate notice served upon the public safety employee. A pretrial hearing may be required in order to schedule the administrative hearing and to stipulate to certain facts.
- (b) *Record.* All hearings shall be attended by a certified court reporter and a transcript of all proceedings shall be made by said certified court reporter.
- (c) *Hearing Rights.* The Village and the petitioning public safety employee shall be entitled to representation by counsel at said hearing and may present witnesses, may present testimony and documents, may cross examine opposing witnesses, and may request issuance of subpoenas to compel the appearance of relevant witnesses or the production of relevant documents.
- (d) *Evidentiary Standard.* The rules of evidence as set forth in the Illinois Code of Evidence shall apply.
- (e) *Final determination.* The determination of whether the petitioning public safety employee is entitled to the benefits of the PSEBA by the administrative hearing officer shall constitute a final determination for the purpose of judicial review under the common law writ of certiorari.
- (f) *Burden of Proof.* The applicant shall have the burden of proof to establish qualification for benefits by a preponderance of the evidence standard.