

**APPENDIX A**

**EMPLOYEE NOTIFICATION OF PERSONNEL CODE  
DRUG FREE WORKPLACE POLICY, SEXUAL MISCONDUCT POLICY AND DISCLAIMER  
OF EMPLOYMENT**

The Employee Code of the Village is not intended to create any employment relationship with any employees that is contractual in nature. All employees are employed at the will of the Village, and employees can be terminated at will. All employment policies of the Village are subject to change without notice and/or approval of any employee. Any and all discipline and/or discharge procedures contained in this Code are illustrative in nature, and only provide examples of the manner in which employees may be disciplined or terminated. Any and all such procedures are not meant to be the sole or exclusive way in which discipline or discharge could occur.

By signing this disclaimer, the employee understands that the employment relationship between the employee and the Village is NOT contractual in nature; that employment can be terminated at the will of the Village, that all employment policies are subject to change without notice and/or approval of the employee; and that any and all discipline and/or discharge procedures contained in the Code are merely illustrative in nature, and are not meant to be the sole or exclusive manner in which discipline and/or discharge could occur.

I have been given a copy of the Village's Employee Code, originally adopted \_\_\_\_\_, 20\_\_\_\_.

I understand that contained within the Employee Code is the Drug Free Workplace Policy. I have read and understood the Drug Free Workplace Policy, and agree to abide by its terms and conditions.

Name \_\_\_\_\_

Date \_\_\_\_\_

This form is to be retained by the Village Clerk.

**APPENDIX B**

**EMPLOYEE CODE: DISCIPLINE FORM**

Date \_\_\_\_\_

Employee Name \_\_\_\_\_

Employee's Job Position \_\_\_\_\_

Village Department \_\_\_\_\_

Superintendent \_\_\_\_\_

Type of Discipline (Check One):

- \_\_\_\_\_ Verbal Reprimand
- \_\_\_\_\_ Written Reprimand
- \_\_\_\_\_ Probation
- \_\_\_\_\_ Suspension
- \_\_\_\_\_ Dismissal

State the Section of the Employee Code violated:

Section \_\_\_\_\_ Subsection \_\_\_\_\_ Page Number \_\_\_\_\_

State any Code of Conduct violation, listing the Code of Conduct Subparagraph Number

\_\_\_\_\_

State the facts which support the violation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE \_\_\_\_\_

\_\_\_\_\_  
Superintendent/Mayor

DATE \_\_\_\_\_

\_\_\_\_\_  
(Signature of Employee)

**APPENDIX C**

**AMERICANS WITH DISABILITY ACT GRIEVANCE PROCEDURE**

1. All complaints regarding access or alleged discrimination should be submitted in writing to the American Disabilities Act Coordinator for resolution. A record of the complaint and action taken will be maintained. A decision by the ADA Coordinator will be rendered promptly.
2. If the complaints cannot be resolved to the satisfaction of the complainant by the ADA Coordinator, then for building accessibility issues, the matter shall be turned over to the Village Board for consideration. For employment and public service issues, the matter will be forwarded to the Village Board for consideration.
3. If the complaint cannot be resolved to the complainant's satisfaction by the Village Board, the complaint will be reviewed and decided upon by the Mayor. The decision of the Mayor shall be considered final.
4. A record of action taken on each request or complaint shall be maintained as a part of the records or minutes at each level of the grievance process.
5. The individual's right to prompt and equitable resolution of the complaint shall not be impaired by his/her pursuit of other remedies, such as the filing of a complaint with the U.S. Department of Justice or any other appropriate federal agency. Furthermore, the filing of a lawsuit in state or federal district court can occur at any time. The use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

**APPENDIX D**

**EMPLOYEE HANDBOOK**

**1. Introduction and Purpose.**

The Village of Cobden recognizes a need to establish policies and procedures for personnel. In doing so, we will maintain a level of accountability to our Village citizens, provide guidance to you, and convey a sense of order and unity in the work place. The policies and procedures do not cover every policy and regulation, but are some of the most important ones. We believe you would not want to work for a Village who would tolerate violation of them.

It is expected that all employees possess general qualifications of integrity, honesty, sobriety, dependability, good judgment, work cooperatively with others, and be in sufficient health to perform the duties and responsibilities of the position and the willingness and ability to assume their role as an employee of the Village of Cobden. Our collective performance, reputation, and achievement depend upon the actions of each employee.

If you have a specific question about some aspect of the Village, check the Table of Contents in this handbook. If the description in the handbook does not answer your question, go to the Mayor or Village Clerk and ask for further explanation.

This handbook is meant to give you general information about most aspects of your Village employment. When applicable the section of the Village of Cobden Revised Code that applies is referenced. In the event that this handbook conflicts with the Village ordinance, the ordinance prevails.

**2. Government of the Village of Cobden.**

The Village of Cobden is governed by the Village President (Mayor) and six elected Trustees.

The Mayor and Trustees do not keep office hours at the Village Hall. The Board of Trustees meets the first and third Monday of each month at 7:00 P.M. at the Village Hall. If the regular meeting falls on a holiday, the meeting is usually the following evening.

The members of the Board of Trustees are elected for four-year terms.

**3. Immediate Supervisors.**

The Mayor is the immediate supervisor of the Village Superintendent, Office Manager, and Chief of Police.

The Police Chief is the immediate supervisor of the police officers and the crossing guard.

The Village Superintendent is the immediate supervisor of all other employees. In the absence of the Village Superintendent or when delegated, the Assistant Village Superintendent is the immediate supervisor of all other employees.

The Office Manager is the immediate supervisor of the clerical staff.

No employee will be placed under the supervision of a member of their immediate family nor direct a relative by marriage.

**4. Village Merit System.**

All personnel actions by and employment practices of the Village of Cobden are based solely on merit and fitness – without regard to race, color, religion, sex, age, national origin, or political affiliation.

The Village Board wants to make sure that each employee is treated fairly, on the basis of merit and fitness. If you feel someone's action or failure to act was discriminatory, contact the Village President.

**5. Personnel System.**

As employees of the Village of Cobden, you:  
have been assigned to your job based on your qualifications.  
will be rated objectively based on your job performance.  
will be compensated equitably.  
will be provided with as safe and healthful working conditions as possible.  
will be fully informed about policies and plans affecting your work.  
will be given ample opportunity to express yourself concerning your work methods and conditions.  
will be accorded a full and fair hearing on any grievance or appeal.  
will be accorded all other rights, privileges, and benefits under the Village of Cobden personnel system.

**6. Probationary Period.**

The first **six (6) months (one hundred eighty (180) days)** service of an employee is a probationary period during which there shall be no responsibility on the part of the Village for the continued employment of the new employee. Termination of employment during this probationary period shall not be subject to challenge by the employee. When the probationary period is completed, seniority will date back **one hundred eighty (180) days** from the date of completion of probationary period.

**7. Resident Requirement.**

Personnel shall maintain an up to date record of residence with the Village Clerk.

**8. Accidents.**

Personnel involved in, or having any knowledge of any accident whereby any person employed by the Village or any property or equipment owned or operated by the Village is involved, shall immediately report the accident and pertinent information to the employee's immediate supervisor and the Village Clerk who shall forward such information to the office of the Mayor. The Clerk shall record the information on the applicable accident form to be forwarded to the insurance carrier.

**9. Suspension and Dismissal.**

The Village Board may dismiss an employee at any time for just cause. The Mayor may suspend an employee for up to **thirty (30) working days** at any time for just cause. The employee's immediate supervisor may request the suspension of an employee by written request to the Mayor. An employee who is suspended will not receive any compensation and will not accumulate any sick time or vacation time during the suspension period. An employee who is dismissed or suspended shall be given written notice of the reasons for the action. Copies of said notice shall be forwarded to the Village Clerk and the Village Board.

**10. Outside Employment.**

No Village employee shall engage in any outside employment which will impair the performance of his duties or be detrimental to the municipal service. Prior to accepting outside employment, the employee must get approval from the Mayor.

**11. Grievances.**

Employees with any grievance arising out of their employment by the Village, except requests for a general wage increase, shall have the right of appeal to the department head. Appeal shall be made in writing and may be presented by the employee individually, or by the employee's selected representative. In the event the grievance cannot be settled between the department head and the employee, they shall meet with the Mayor who shall be arbitrator. The Mayor's decision will be final.

**12. Right to Strike.**

See Illinois Compiled Statutes for employee labor rights.

**13. Military Leave.**

(A) Any permanent full-time Village employee, who is inducted into the armed forces of the United States for training or service, shall be granted a leave of absence without pay for the duration of such time required for such purposes, and for a period of **ninety (90) calendar days** following the period of actual service. Upon termination of such service, the employee shall have the right to return to his position within said **ninety (90) days**, provided the position still exists and employee is still qualified. Vacancies resulting from leave granted under this Section shall be filled only on a temporary basis. **One (1)** voluntary enlistment shall be considered the same as induction for the purpose of this Section, but re-enlistment shall not.

(B) Permanent full-time employees who are members of regular reserve components of the armed forces or the National Guard may be granted **two (2) weeks** leave each year for active duty training. Upon presentation of the proper evidence, the difference in pay between the employee's regular pay and the military pay will be allowed.

**14. Leave of Absence.**

Leave of absence without pay may be granted for a period not to exceed **thirty (30) days** when the granting of such leave is in the mutual interests of the Village and the employee. Such leave shall require approval of the Mayor. Vacation and sick time will not be earned or accumulated while employee is taking a leave of absence.

**15. Jury Duty.**

Employees will be granted a leave with pay, less pay received for the actual jury duty, for time actually spent on jury duty. Employees subpoenaed to court as a witness or as a defendant will qualify for jury duty benefits. Reports of absence must be completed and supported by acceptable information to the immediate supervisor for approval of this benefit. All employees are expected to return to their respective duties each day when released from jury duty.

**16. Unauthorized Leave of Absence.**

No employee may be absent from duty without permission from the Mayor or the employee's immediate supervisor. Absence from duty without permission shall be sufficient

cause for disciplinary action as set forth in the Revised Code of Ordinances. An absence of **three (3) consecutive working days** without prior notice and without sufficient reason, as determined by the Mayor or the employee's immediate supervisor, shall be considered, for all intents and purposes, as the employee's resignation.

It shall be the employee's responsibility to monitor the amount of available time for leave.

An employee who has no accumulated time off may take a day off without pay after receiving permission from the employee's immediate supervisor.

**17. Special Leave.**

Employees on special leave for official Village business, improving education, or training, upon authorization by the Village Board, shall receive regular pay during the period of the leave. It is further provided that the Board may authorize that necessary expenses be paid by the Village.

**18. Traveling, Lodging, and Meal Expenses Incurred for Official Business.**

In regard to attending meetings for Village business, the following guidelines will be observed:

All trips must be approved in advance.

Amount of overtime to be paid which will be necessary for a given trip will be determined in advance.

Village reserves the right to require an overnight stay.

Reimbursement for travel expense for official Village business, improving education or training shall be submitted to the department head or Mayor for approval. All expenses incurred for official Village business, improving education or training shall be reported within **five (5) days** upon return to duty, which reports shall be submitted to the office of the Village Clerk.

In the event that meals and/or lodging are not provided as part of the meeting package, the Village will pay the following maximums:

- \$9.00 for breakfast
- \$12.00 for lunch
- \$15.00 for supper
- \$100.00 per night for lodging

If an employee is required to drive their personal vehicle for Village business, they shall be reimbursed at the rate of **Forty Cents (\$0.40)** per mile. In the event that a Village owned vehicle is not available and more than one employee is attending the meeting, the Mayor will designate the employee to receive mileage payment and the designated vehicle.

A Request to Attend Meeting must be completed and approved prior to registering for meetings.

**19. Terminal Pay.**

Employees who leave the service of the Village for any reason shall receive all pay which may be due them with the following qualifications:

(A) Employees shall be paid for all unused accrued vacation or personal time, provided that the Village is notified by the employee in writing of his/her voluntary termination not less than **two (2) weeks** prior to his/her separation. Except for sufficient reason submitted to and accepted by the Village Board of Trustees, any employee who fails to provide

said written notice on a timely basis prior to their voluntary separation of employment with the Village shall forfeit and/or surrender all unused accrued vacation or personal time.

(B) Upon separation, any employee who owes any money to the Village shall have deducted from his/her last paycheck the full amount owed, and shall be provided a receipt for the amount credited. Any amount due and owing the Village which is in excess of the amount of the employee's last paycheck shall remain due and owing and be collectable by the Village pursuant to the laws of the State of Illinois.

(C) In case of the death of an employee who dies while employed by the Village, his/her estate shall be paid for accrued vacation, personal and regular pay which have accrued as of the date of death, but which have previously not been paid.

**20. Work Day – Work Week – Lunch Period – Break Period.**

Unless otherwise agreed upon or provided for and except in case of emergency as determined by the employee's immediate supervisor or Mayor, the municipal work week shall be **forty (40) hours** per week. There shall be provided at least **eight (8) hours** rest in each **twenty-four (24) hour** period. The employee's immediate supervisor shall establish a normal work day specifically designating the starting time, the quitting time, break time, the lunch period, and days off. Employees shall be at their places of work according to these departmental regulations. All departments shall maintain an attendance record of employees, and shall furnish reports to the Mayor and Board upon request.

**21. Overtime.**

Hours worked in excess of **forty (40) hours** in any work week shall be paid at overtime rate of **one and one-half (1 ½) times** straight time rate. Time off for sick leave shall be included as "hours worked" for purposes of calculating and paying overtime compensation. **Time off for vacation and holidays is not considered "hours worked", however, the Mayor is authorized to approve overtime pay due to special circumstances when recommended by the department head. A report of such approved overtime will be submitted to the Village Board.**

**22. Holidays.**

Holidays to be observed with pay are New Year's Day, Martin Luther King, Jr.'s Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, the date after Thanksgiving, Christmas Eve, Christmas Day, and employee birthday. The Village Hall office shall remain open until noon on Christmas Eve.

When any such holiday falls on Sunday, the Monday next following shall be observed and considered as such holiday. When any such holiday falls on Saturday, the preceding day (Friday) shall be observed and considered as such holiday, unless the preceding day is also a holiday, in which case the Monday next following shall be observed and considered as such holiday.

If an employee is required to work on a holiday, that employee shall be compensated for overtime pursuant to this Section. If a holiday falls on an employee's regular day off, then that employee shall be compensated at his/her regular rate of pay for the number of hours regularly scheduled for that day. However, in the case of public works employees the number of regularly scheduled hours will be earned personal time to be used as approved by the employee's immediate supervisor. **The Mayor is authorized to approve overtime pay due to special circumstances when recommended by the department head. A report of such approved overtime will be submitted to the Village Board.**



Temporary, part-time, or seasonal employees paid on an hourly basis are excluded from the provisions of this Section unless approved by the Village Board.

**23. Vacations, (Amounts, Scheduling).**

Permanent or full-time employees or appointed officials shall be entitled to vacation leave with pay as follows:

Anniversary of 6 months – 2 years	rate of .0195 per 40 hours worked
Anniversary of 3 <sup>rd</sup> – 5 years	rate of .0385 per 40 hours worked
Anniversary of 6 <sup>th</sup> – 9 years	rate of .058 per 40 hours worked
Anniversary of 10 <sup>th</sup> – 14 years	rate of .077 per 40 hours worked
Anniversary of 15 <sup>th</sup> – 19 years	rate of .0865 per 40 hours worked
Anniversary of 20 <sup>th</sup> year and over	rate of .0962 per 40 hours worked

Employees are allowed a maximum of **forty (40) hours** of earned time per week, which would include all recognized time off, such as, vacation, sick time, approved meetings, etc. If employee does not work full work week or has any unexcused absences, this is subtracted from the **forty (40) hours**.

Vacation time will not be earned or accumulated while employee is receiving workmen's compensation benefits.

Maximum hours that can be accrued for vacation are **one hundred twenty-five (125) hours**. The Village Superintendent, Police Chief, or Office Manager shall schedule vacations for their respective departments, giving due consideration to seniority rights, the needs of the service and the remaining staff to perform the necessary duties of the department. Vacation time requested **forty-eight (48) hours** or less before expected absence may be denied.

New employees will not be allowed to use vacation time until the six-month probationary period is ended. Upon completion of the probationary period, the employee will be credited with vacation time earned per hours worked from date of employment. Public works employees will be allowed to use earned personal time prior to the end of the six-month probationary period at the discretion of the employee's immediate supervisor.

Employees are required to take at least **forty (40) hours** of vacation per year. An employee may request that he/she be paid for any remaining vacation time. Payment of accumulated vacation time will be made with the last payroll of March, June, September or December.

**24. Sick Leave, Absence Due to Sickness or Illness, Death in Family.**

(A) **Sick Leave.** Permanent or full-time employed personnel shall be entitled to receive pay during unavoidable absence from duty due to employee's sickness or accident; sickness or accident of member of immediate family; or medical appointments. Sick leave shall be accumulated as follows:

$$.0462 \text{ (rate)} \times 40 \text{ (hours)} = \text{sick leave earned}$$

Employees are allowed a maximum of **forty (40) hours** of earned time per week, which would include all recognized time off, such as, vacation, sick time, approved meetings, etc. If employee does not work full work week or has any unexcused absences, this is subtracted from the **forty (40) hours**.

Sick leave and sick pay shall not accumulate to more than **two thousand eighty (2,080) hours**. A maximum of **three hundred sixty (360) hours** are allowed to be used annually for sick leave.

Sick leave will not be earned or accumulated while employee is receiving workmen's compensation benefits.

An absence of more than **two (2) working days** may require a slip from a physician attesting to the ability of the employee to return to work.

The amount received by personnel entitled to receive payment under the Workmen's Compensation Act shall be deducted from allowed sick pay.

(B) **Funeral Leave.** An employee may be absent up to **three (3) days** with pay for attendance at a funeral of a member of the immediate family or household. Immediate family is defined as spouse, child, parent, brother, sister, grandparent, and corresponding in-laws. Household is defined as anyone maintaining a family relationship living in the employee's home. An employee may be absent for **one (1) day**, with pay, to attend the funeral of a relative outside the immediate family or household. A report of absence must be completed defining the relationship of the deceased person prior to approval of funeral leave. When it is necessary to be absent beyond the above amounts, accrued sick leave or vacation benefits may be used.

**25. Request for Time Off.**

Employees requesting use of **one (1) day** of sick time off for allowed purposes must make the request to their immediate supervisor the working day prior to the requested day off. When using sick time, the employee must advise their immediate supervisor prior to the scheduled start of the work day on the day the employee is to be absent. Record of time off will be noted on the employee's time sheet and initialed by the immediate supervisor. Failure to comply with the above procedure will result in loss of pay following review by the Village Board.

Abuse of sick time shall be handled by the Mayor.

**26. Reporting for Work.**

Department heads shall establish work schedules for employees under their supervision.

**27. Work Assignments.**

Project requests from Village Trustees are to be made to the Village Superintendent.

**28. Operation and Use of Village Vehicles and Equipment.**

(A) Employees are to operate vehicles and equipment in a safe manner. No reckless, negligent, or careless driving or operation of Village vehicles or equipment will be allowed.

(B) Employees, other than clerical staff, are required to possess and maintain the proper class of driver's license.

(C) Village vehicles may be driven to and from work site to the individual's residence when it is in the best interest of the Village.

(D) Vehicles shall not be used for personal business or to transport unauthorized passengers. Village employees are the only allowed passengers. Village officials are authorized passengers in vehicles or on equipment while conducting Village business. The police vehicle shall be used exclusively for police business.

(E) Any problems with vehicles or equipment shall be reported to the Village Superintendent or Chief of Police as soon as possible and repairs made at his discretion. Routine repairs shall be made immediately. Any major repairs will be referred to the Mayor or committee chairperson by the Village Superintendent or Chief of Police.

(F) Use of Village equipment, tools, materials, and vehicles for personal use is prohibited. Such items are to remain on premises belonging to the Village unless used for Village business.

**29. Personal Conduct.**

Use of abusive, threatening, and/or profane language, drinking, assault, brawling or fighting while on duty can result in disciplinary action up to discharge. Use or possession of intoxicants or narcotics while on duty will not be allowed. Sleeping on duty is cause for discharge.

**30. Interest in Contracts or the Selling of Items.**

Village employees are not allowed to have direct or indirect interest in contracts or the selling of any items to the Village.

**31. Theft of Village Property.**

Theft of Village property is just cause for discharge.

**32. Acceptance of Remuneration.**

An employee may not accept money or other acceptance of remuneration for personal use.

**33. Clothing.**

Full-time employees must wear uniforms as provided by the Village at all times while on duty for the Village including weekend and holiday duty. Employees are not permitted to wear provided uniforms while not on duty.

**34. Attendance at Meetings.**

At the request of the Mayor and/or Village Board of Trustees, employees may be required to attend certain meetings where compensation will be rendered.

**35. Purchases by Employees.**

Employees will not be permitted to purchase any item or items without an approved purchase order.

For any item or items exceeding the cost of **One Thousand Dollars (\$1,000.00)** with the exception of emergency repairs to vehicles or equipment, the department head must have the approval of the Mayor.

Purchase of gloves, boots and other wearing apparel will not be allowed without the approval of the Mayor.

When financially feasible, purchases and services should be obtained from businesses located within the Village limits.

**36. Rules for Use of Village Owned Trucks.**

(A) No equipment of any kind shall be added to any Village vehicle without permission of the Village President or Department Head.

(B) Village owned vehicles shall be used only for Village business. Police vehicles shall be used only for police business and operated by a member of the Police Department.

(C) All Village vehicles shall be washed and the interior cleaned at least once every **two (2) weeks**. This includes during the winter.

(D) The beds of all trucks shall be kept clean of all times with the exception of tools necessary for that day's work.

(E) All Village vehicles shall be serviced at least every **three thousand (3,000) miles** or **ninety (90) days**, whichever comes first.

(F) Fluid levels should be checked at least once per week. More often if there is any reason to believe it is necessary.

(G) Keep trash and all other unnecessary items out of vehicles at all times. Get all unnecessary items out of the vehicle at the end of each workday.

(H) Routine repair items should be made as needed and when needed. If there is reason to believe major repairs are necessary, report this to the immediate supervisor, Village President, or the appropriate committee chairperson. Any repair problem should be dealt with immediately.

(I) Keep records of all maintenance on supplied forms. This includes everything, even checking the oil.

(J) All employees other than clerical personnel shall maintain the proper class of Driver's License.

**37. Cell Phones.**

The Village has a cellular phone for all after-hour emergencies. Assigned employees will carry the cell phone (618-559-7406) while on any after-hour, weekend, and/or holiday duty.

If an employee who is not gas certified is on duty and receives a gas related call, they must contact a gas certified employee to work this emergency.

All emergency who are not assigned off-duty hours that receive calls must refer these calls to the employee who is on-call at that particular time.

**38. Rules for On-Call Duty.**

(A) Employees will work their assigned on-call duty on a rotating basis.

(B) All changes to the on-call duty schedule and overtime worked must be approved by the Village Superintendent.

**39. Drug and Alcohol Testing.**

The Village of Cobden participates in and adheres to a random drug and alcohol testing program as required by the Department of Transportation and the Illinois Commerce Commission.

**40. Use of Vehicle Safety Belts.**

All Village employees will use vehicle safety belts when operating Village owned or leased vehicles or equipment.

**41. Gas Certification.**

All Village employees who are involved with the maintenance, repair, meter reading, and response to emergency calls dealing with the gas system must be certified as required by the Gas Utilities Alliance and all State and Federal agencies.

**42. Contact Information.**

Employees must provide a means of contact in order to be reached during emergencies. An alternate contact must also be provided in the event the employee cannot be reached at the primary contact or if the employee is injured while performing his/her duties.

**43. Completion of Daily Time Sheets.**

Employees must complete time sheets on a daily basis. Time sheets will be kept at the Village Hall and will be completed at the end of each work day. If an employee fails to complete their time sheet at the end of the day, they are to contact their supervisor immediately to explain the circumstances and provide the time that they left work. The supervisor will complete the employee's time sheet accordingly and sign the notation.

**Employee Educational/Technical Tuition Plan**

**Purpose:** The Village of Cobden encourages all employees to improve their personal knowledge and skill abilities that will enhance performance levels concerning job-related duties. The Village will offer monetary assistance toward tuition fees, books, materials, etc. for those employees who wish to pursue professional classes in their field of interest as long as it is deemed beneficial to their work status.

**Requirements:** Tuition assistance will be made available to all full-time employees for the Village of Cobden.

**Procedure:** Employees interested in taking college courses, vocational classes, or technical improvement classes must complete the attached Tuition Assistance form and submit it to their respective supervisor at least **two (2) weeks** prior to enrollment.

The supervisor will approve or disapprove the request based on job-related enhancement and needs of the Village.

The supervisor will notify the employee of his decision, and, if approved, forward a copy of the Tuition Assistance form to the Village Clerk who will obtain final approval from the Village President.

The employee will make final payment arrangements with the Village Clerk to the school or organization of training.

**Penalties:** Should an employee fail to complete the class or course of enrollment or pass with a grade lower than a "C", that employee will reimburse the Village the amount of tuition paid out of his/her behalf.

If an employee cannot reimburse the Village this amount, the Village Clerk may exercise the right to withhold 10% of an employee paycheck until the encumbered amount is achieved.

Further requests for tuition assistance will be denied until a copy of the grade slip is received or all funds are balanced with the Village Clerk.

**TUITION ASSISTANCE REQUEST**

\_\_\_\_\_  
Name                                      Date                                      Employee Status

School/Training Facility: \_\_\_\_\_

Address: \_\_\_\_\_

Course/Class Name: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Type of Credit Earned: \_\_\_\_\_

Tuition Costs (including books, etc.): \$ \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Approval                      Date

\_\_\_\_\_  
Village President Approval              Date