

Ordinance #O.23.03

An Ordinance **AMENDING CHAPTER 36 “PERSONNEL POLICIES” OF THE GALENA CODE OF ORDINANCES.**

Adopted by the City Council of the City of Galena this 27<sup>th</sup> Day of March 2023.

Published in pamphlet form by authority of the City Council of the City of Galena, Jo Daviess County, Illinois, this 27<sup>th</sup> Day of March 2023.

STATE OF ILLINOIS            )  
  )       City of Galena  
COUNTY OF JO DAVIESS    )

CERTIFICATE

I, Mary Beth Hyde, certify that I am the duly elected municipal clerk of the City of Galena, JoDaviess County, Illinois.

I further certify that on the 27<sup>th</sup> Day of March 2023, the Corporate Authorities of said municipality passed and approved Ordinance No. O.23.03 entitled **AN ORDINANCE AMENDING CHAPTER 36 “PERSONNEL POLICIES” OF THE GALENA CODE OF ORDINANCES**, which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. O.23.03 including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was posted in the municipal building, commencing the 27<sup>th</sup> Day of March 2023 and commencing for at least ten (10) days thereafter.

Dated at Galena, Illinois, this 28<sup>th</sup> Day of March 2023.

  
Mary Beth Hyde, City Clerk

(Seal)

**Ordinance O.23.03**

**AN ORDINANCE AMENDING CHAPTER 36 "PERSONNEL POLICIES"  
OF THE GALENA CODE OF ORDINANCES**

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**WHEREAS**, the City of Galena, Illinois (hereinafter, "the City"), is a municipal corporation operating under the laws of the State of Illinois, in Jo Daviess County, Illinois; and

**WHEREAS**, the City Council of the City of Galena has determined that the preparation and establishment of a new Personnel Policy Handbook is in the best interest of the City of Galena and its employees; and

**WHEREAS**, the Personnel Policy Handbook is intended to establish the rules and regulations related to employment, provide guidance to all City employees, and to ensure that the City conducts its business affairs in accordance with applicable law; and

**WHEREAS**, the personnel policies and procedures have not been comprehensively updated in recent years; and

**WHEREAS**, the City Council has determined that to simplify and streamline the documentation, dissemination, and interpretation of the personnel policies and procedures, Chapter 9 of the Galena Code of Ordinances should be repealed in its entirety and replaced with new language describing the required contents of the Personnel Policy Handbook and requiring the adoption and regular review and updating of the Handbook by resolution.

**THEREFORE, BE IT ORDAINED** by the City Council of the City of Galena, Jo Daviess County, Illinois, as follows:

**SECTION I.** That Chapter 36 "Personnel Policies" of the Galena Code of Ordinances shall be repealed and replaced with the following:

**§ 36.01 RULES AND REGULATIONS.**

The City Administrator shall present to the City Council personnel rules and regulations, known as the Personnel Policy Handbook, to be adopted by resolution by the City Council. The rules and regulations contained in the Personnel Policy Handbook shall be the employment and personnel policies of the City. At a minimum, the rules and regulations shall cover specific procedures and policies to govern the following components of the personnel program:

- (A) General employment practices.
- (B) Employee hours, compensation, and reimbursements.
- (C) Leaves of absences.
- (D) Benefits.

- (E) Standards of conduct.
- (F) Procurement, promotion, transfer, and separation of personnel.
- (G) Such other matters as may be necessary and proper to comply with the law or carry out the intent and purpose of this chapter.

#### **§ 36.02 AMENDMENT OF RULES**

Amendments to the Personnel Policy Handbook may be proposed at any time by the City Administrator and shall become effective upon approval by the City Council.

#### **§ 36.03 REVIEW AND APPROVAL**

The Personnel Policy Handbook shall be reviewed, updated as needed, and adopted by resolution of the City Council during the first quarter of each calendar year.

**SECTION II:** All ordinances or parts of ordinances conflicting with the provisions of this ordinance are hereby repealed.

**SECTION III:** Passed on this 27<sup>th</sup> day of March, 2023, in open session of the Galena City Council.

**AYES:** McCoy, Westemeier, Wienen, Bernstein, Hahn, Kieffer, Renner

**NAYS:** None



TERRY RENNER, MAYOR

**ATTEST:**

  
MARY BETH HYDE, CITY CLERK