

TITLE III: ADMINISTRATION

Chapter

31. CITY OFFICIALS



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Section

- 31.01 Elected officials
- 31.02 Appointed officials
- 31.03 Salaries and compensation
- 31.04 Salaries, wages and fringe benefits

§ 31.01 ELECTED OFFICIALS.

The Mayor shall be elected at the regular city election in even-numbered years for a term of 2 years. One Alderperson shall be elected annually at the regular city election from each Aldermanic District for a term of 2 years.  
(1989 Code, § 1.03) (Am. Ord. 327, passed - -)

§ 31.02 APPOINTED OFFICIALS.

The appointed officials, the method of selection and the terms of office shall be as follows:

<i>Official</i>	<i>How Appointed</i>	<i>Term</i>
Administrative Assistant Clerk-Treasurer	By 3/4 vote of Council	Indefinite
Assessor	Mayor, subj. to approval by Council	2 years
Building Inspector and Zoning Administrator	Mayor, subj. to approval by Council	1 year
City Attorney	Mayor, subj. to approval by Council	2 years
City Forester	Mayor, subj. to approval by Council	1 year
Clerk-Treasurer	By 3/4 vote of Council	Indefinite

<i>Official</i>	<i>How Appointed</i>	<i>Term</i>
Deputy Water and Sewer Superintendent	Mayor, subj. to approval by Council	1 year
Fire Chief	Mayor, subj. to approval by Council, upon recommendation of Fire Dept.	1 year
Police Chief	Mayor, subj. to approval by Council	1 year
Street Foreperson	Mayor, subj. to approval by Council	1 year
Water and Sewer Superintendent	By 3/4 vote of Council	Indefinite

(1989 Code, § 1.04) (Am. Ord. 434, passed - -)

§ 31.03 SALARIES AND COMPENSATION.

(A) Officers and employees shall be paid salaries and compensation as shall be determined by the Council from time to time, except that the salary of an elected official shall not be increased during his or her term of office.

(1989 Code, § 1.05)

(B) Members of the Board of Review receive compensation in an amount to be determined by the Council per day for actual attendance.

(Am. Ord. 474, passed 5-1-1990)

§ 31.04 SALARIES, WAGES AND FRINGE BENEFITS.

(A) *Salaries and wages.* The compensation paid to all elected and appointed officials and employees shall be determined at such times and in such manner as the Common Council shall deem necessary.

(B) *Vacation.*

(1) All full-time city officials or employees shall be entitled to paid vacations in accordance with the following schedule:

1 year to 2 years	1 week
3 years to 4 years	2 weeks
5 years or more	3 weeks

(2) Each full-time official or employee must take the vacation time within the year it accrues, or lose all rights thereto, and the vacation may be taken as a unit at 1 time, or divided into units of not less than 1 week. The City Clerk-Treasurer must be notified by each official or employee of his or her intent to take vacation time at least 10 days prior to the commencement of the vacation.

(C) *Holidays.*

(1) Each full-time official or employee with 30 days of prior continuous employment shall be entitled to 7-1/2 days of paid legal holidays in each year, as follows:

New Year's Day	1 day
Good Friday afternoon	1/2 day
Memorial Day	1 day
Independence Day	1 day
Labor Day	1 day
Veterans' Day	1 day
Thanksgiving Day	1 day
Christmas Day	1 day

(2) When the holiday occurs on a Saturday, the preceding workday shall be observed as a holiday. If a holiday falls on a Sunday, the next scheduled workday shall be observed as the holiday.

(D) *Sick leave.*

(1) Each full-time official or employee of the city shall be entitled to sick leave accumulated at the rate of 1/2 day per month, or 6 days per year. The maximum sick leave to be accumulated is limited to 30 days. The sick leave allowed to any employee shall be certified by the immediate superior of the employee, or by a medical certificate of the attending physician.

(2) Any full-time official or employee who has been in prior continuous employment of the city for 1 year shall, upon terminating his or her employment, be paid for 1/2 of the total accumulated sick leave within 30 days following the termination of his or her employment.

(1989 Code, § 1.08)

