

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

CERTIFICATION

I, LUS E. CHAVEZ, do hereby certify that I am the duly qualified and acting Village Clerk of the Village of Burnham, Cook County, Illinois, (the "Village"), and as such Village Clerk, I am the keeper of the official journal of proceedings, books, records, papers, minutes, entries, documents, resolutions, ordinances, and files of the Village and of the President and Board of Trustees, (the "Corporate Authorities"), thereof, and that attached is a full, true, and correct copy of ORDINANCE NO. 2023-O-008 now on file in my office entitled:


**AN ORDINANCE ADOPTING AND APPROVING AN EMPLOYEE
MANUAL FOR THE VILLAGE OF BURNHAM, ILLINOIS**

I further certify that said Ordinance No. 2023-O-008 was duly passed on roll call vote by the Board of Trustees of the Village on the 12th day of December, 2023 and approved by the President of the Village on the 12th day of December, 2023, and that said Ordinance attached is now in full force and effect and has not been rescinded.

I do further certify that the deliberations of the Corporate Authorities on the passage of said Ordinance was taken openly, that the vote on the passage of said Ordinance was taken openly; that said meeting was held at a specified time and place convenient to the public; that notice of said meeting was duly given to all newspapers, radio or television stations and other news media requesting such notice; and that said meeting was called and held in strict compliance with the provisions of "AN ACT in relation to meeting", approved July 11, 1957, as amended, and the Illinois Municipal Code, as amended, and that the Corporate Authorities have complied will all of the provisions of said Act and said Codes and with all of the procedural rules of the Corporate Authorities.

IN WITNESS WHEREOF, I have affixed hereunto my official signature as

Village Clerk of the Village and the seal of the Village this 12th day of December, 2023.



Lus E. Chavez
Village Clerk

(SEAL)

**VILLAGE OF BURNHAM
COOK COUNTY, ILLINOIS**

**ORDINANCE
NO. 2023-O-008**

**AN ORDINANCE ADOPTING AND APPROVING AN EMPLOYEE MANUAL FOR
THE VILLAGE OF BURNHAM, ILLINOIS**

**ROBERT E. POLK, Mayor
LUS CHAVEZ, Village Clerk**

**JOHN J. CAP, JR.
TRAVIS CLAYBROOKS
GRACIELA GARCIA
BRENDA GREER
JEFFEREY HODGES
CARMELLA RICHARDSON
Trustees**

Published in pamphlet form by authority of the Mayor and Board of Trustees of the Village of Burnham on __-__-23
ODELSON, MURPHEY, FRAZIER & MCGRATH, LTD. - Village Attorneys
3318 West 95th Street - Evergreen Park, Illinois 60805

ORDINANCE NO. 2023-O-008

**AN ORDINANCE ADOPTING AND APPROVING AN EMPLOYEE MANUAL FOR
THE VILLAGE OF BURNHAM, ILLINOIS**

WHEREAS, the Illinois Municipal Code, 65 ILCS 5/1-2-1, provides that the corporate authorities of each municipality may pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities, with such fines or penalties as may be deemed proper; and

WHEREAS, the Village of Burnham (“Village”) is a home rule unit of government pursuant to Article VII, Section 6(a) of the Illinois Constitution and, pursuant to the provisions of said Section 6 of Article VII, may exercise any power or perform any function pertaining to its government and affairs; and

WHEREAS, the Village is authorized to adopt and approve rules, policies, and practices applicable to employees of the Village; and

WHEREAS, an Employee Manual establishes rules and policies governing employment status, employee conduct, performance and discipline and provisions pertaining to compensation and benefits and is intended to assist management in responding to employee questions; and

WHEREAS, the Village has drafted an Employee Manual and attached it to this Ordinance as Exhibit 1, which may be required to be updated periodically based on changing state and/or federal laws.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Board of Trustees of the Village of Burnham, Cook County, Illinois, as follows:

Section 1: The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Section 2: The Village hereby adopts and approves the Village of Burnham Employee Manual attached and incorporated into this Ordinance as Exhibit 1

Section 3: Any policies, resolutions, or ordinances of the Village which may conflict with this Ordinance are hereby repealed.

Section 4: The clerk is directed by the corporate authorities to publish this Ordinance in pamphlet form. This Ordinance shall be in full force and effect after its passage and publication in accordance with 65 ILCS 5/1-2-4.


ADOPTED this 12th day of December, 2023

PASSED By the Village President (Mayor) and Board of Trustees of the Village of Burnham, Cook County, Illinois, this 12th day of December, 2023.



ROBERT E. POLK
Village President (Mayor)

PRESIDENT AND VILLAGE BOARD MEMBERS

	AYES:	NAYS:	ABSENT:	ABSTAIN:
Trustee John Cap Jr.	<u>X</u>	_____	_____	_____
Trustee Jefferey Hodges	<u>X</u>	_____	_____	_____
Trustee Graciela Garcia	<u>X</u>	_____	_____	_____
Trustee Brenda Greer	<u>X</u>	_____	_____	_____
Trustee Carmella Richardson	<u>X</u>	_____	_____	_____
Trustee Travis Claybrooks	<u>X</u>	_____	_____	_____


ROBERT E. POLK
Village President (Mayor)


ATTEST:


LUS E. CHAVEZ
Village Clerk (SEAL)

Recorded in Village Records:

Published in pamphlet form by authority of the Village President (Mayor) and Board of Trustees of the Village of Burnham, Cook County, Illinois on 12th day of December, 2023.

ATTEST:

A handwritten signature in black ink, appearing to read 'Lus E. Chavez', written over a horizontal line.

LUS E. CHAVEZ, VILLAGE CLERK
(SEAL)