

## Chapter 6 - Other Provisions Relating to Village Affairs

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## Article 1 - Officers and Employee

### 601 Effect

The provisions of this article shall apply alike to all officers or employees of the Village, regardless of the time of the creation of the office or of the time of the appointment of the officer.

### 602 Appointments

The President, with the consent of the Board of Trustees, shall make appointments to fill all appointed offices and department heads; employees shall be hired by the department heads as authorized by Village approved budget.

### 603 Oath

Before entering upon the duties of their respective offices, all Village officers, whether elected or appointed, shall take and subscribe the oath or affirmation as set forth in the Illinois Municipal Code.

### 604 Assignment of Duties

The President shall have the power to assign to any appointive officer any duty, which is not assigned by ordinance to some other specific officer; and shall determine disputes or questions relating to the respective powers of duties of officers.

### 605 Bond

Every officer and employee shall, if required by the Board of Trustees, before entering upon the duties of his/her office, give a bond in such amount as may be determined by the Board of Trustees and with such sureties as it may approve, conditioned upon the faithful performance of the duties of the office or position of employment.

### 606 Salaries

All officers and employees of the Village shall receive such salaries as may be provided from time to time by ordinance.

### 607 Interfering with Officers

It shall be unlawful to interfere with or hinder any officer or employee of the Village while engaged in the duties of his/her office.

## 608 Personnel Policy Manual

In the administration of provisions relating to the employment of personnel and terms of conditions of employment, the Village may from time to time enact or revise by Ordinance personnel policies and procedures which shall be embodied in the Village of Spring Grove Personnel Policy Manual ("the Manual"). Subject to applicable federal and state law, the provisions of the Manual may be enacted, modified, or abolished by Ordinance. (*Revised Ord. 2005-75*)

## Article 2 - Other Regulations Pertaining to the Village

### 609 Corporate Seal

The corporate seal of the Village shall be as follows: A circular disc with the words "Incorporated October 6, 1902" inscribed in the outer circle and "Village of Spring Grove, Illinois" in the inner circle thereof.

### 610 Fiscal Year

The fiscal year of the Village shall begin on the 1<sup>st</sup> day of May each year and end on the 30<sup>th</sup> day of April of the year following.

### 611 Injury to Public Property

It shall be unlawful to injure, deface or interfere with any property owned by the Village.

### 612 NSF Fees

A fee of \$15.00 shall be due and payable to the Village for each check written or endorsed by the Village, which is dishonored and returned by the payor bank for any reason.

### 613 Requests for Taxpayer Information

*(Revised Ord. No. 2009-07)*

Any request pursuant to the Freedom of Information Act or otherwise for information required of any taxpayer or resident in connection with the assessment or collection of any tax by the Village shall be denied pursuant to 5 ILCS 140/7(1)(b)(iv), unless disclosure is otherwise required by state statute or consented to in writing by the individual subject of the information or such request is made by an officer of the Village in the exercise of his or her statutory duties. In addition, such information may be produced pursuant to a lawful court order requiring that the same be produced.