



Agenda Memo

Crest Hill, IL

Meeting Date:	November 10, 2025
Submitter:	Blaine Wing, City Administrator
Department:	Administration
Agenda Item:	Request for Limited Staffing Authority

Summary: The City Council might recall, on 10/13/25 I voluntarily placed a moratorium on administering and executing personnel actions with full-time employees in regard to:

- Hiring and appointments
- Promotions and demotions
- Compensation adjustments
- Disciplinary actions at/and above suspensions
- Transfers and reassignments

without discussing and consulting with City Council for all full-time employees not covered by Mayoral Appointments, Civil Services, or union contracts, until City Council adjust. Although Chapter 2.22 of the Crest Hill Municipal Code, the City Administrator is empowered to:

- Appoint and remove city employees (excluding those appointed by the Mayor or Council).
- Promote, demote, and discipline employees in accordance with the Personnel Policy Manual and union agreements.
- Evaluate staff and recommend organizational changes.

These powers are subject to oversight by the Mayor and City Council and must comply with applicable labor laws and collective bargaining agreements.

As there is/was some uncertainty around Section 3.9 (Appointments) in the City's Personnel Manual that states: "The City Council shall approve all full-time employees as recommended by the hiring Department Head, with the exception of employees subject to the Civil Service Commission and Department Head appointments which are otherwise provided by Ordinance. Appointments of Department Heads shall be made by the Mayor with the advice and consent of the City Council."

Since that date, unfortunately there have been some employee issues that may result in disciplinary action. As the appropriate action may fall within the ceded authority, and want the City to remain consistent with it's discipline, I want to discuss removing demotions and disciplinary actions at or above suspensions and return to the City Administrator being bound by the Personnel Policy Manual and union agreements.

Additionally, and out of an abundance of transparency, I would like to make sure that the City Administrator position still has the authority to hire temporary and seasonal employees. Page 9 from the City's Personnel Policy Manual defines Temporary and Seasonal Employees as: "An employee whose employment is established for a period not to exceed 90 days or continued to a total of 180 days."

Recommended Council Action: To remain consistent with discipline, re-authorize the City Administrator position to be able to demote and take disciplinary actions at or above suspensions and return to the City Administrator being bound by the Personnel Policy Manual and union agreements.

Further, City Council understands that from time to time there is a need for temporary and seasonal employees and that the City Administrator has the authority to hire temporary and seasonal employees.

Financial Impact:

Funding Source: NA

Budgeted Amount: NA

Cost: NA