
VILLAGE BOARD MEETING

From: Chad Pelishek, Village Manager and HR Manager
Meghan Winkler

VILLAGE OF HARRISON

Meeting Date: 1/27/2026

Title: Employee Handbook Changes: Resignation/Retirement/Final Pay

Recommended Action: Motion to approve language drafted by the Village’s employment attorney, Von Brieson and incorporate in the 2024 Employee Handbook or layover to February 2026 meeting for revisions.

Background and Additional Information:

The Village Manager and HR Manager worked with Von Brieson to draft language for the Resignation/Retirement/Final Pay section of the 2024 Village of Harrison Personnel Manual. This language clarifies how final pay is issued and the procedure for resigning from a position with the Village.

Budget Impacts: None

Attachments: Personnel Manual revisions proposed by the Village’s Employment Attorney