

§ 14-20. – Personnel and Policy Committee (PPC).

A. *Composition.* The personnel and policy committee shall consist of five members. Two members shall be village trustees. Three members shall be citizen members. Three members of the personnel and policy committee shall constitute a quorum.

B. *Appointment.* The village president appoints members to the personnel and policy committee, with consultation and confirmation by the village board.

C. *Organization.* The personnel and policy committee shall select a chairperson and vice chairperson annually as described in §§ [14-10](#) and [14-11](#).

D. *Recordkeeping.* The personnel and policy committee shall keep a written record of its proceedings to include all actions taken, a copy of which shall be filed with the village clerk.

E. *Meetings.* The personnel and policy committee shall meet quarterly or more often as determined by the committee, chairperson, village board, or administrator.

F. *Duties to be verbally enumerated.* It shall be the responsibility of the village administrator to see to it that the duties in subsection G, below, shall be verbally enumerated and reviewed by the committee through discussion annually at the May committee meeting after the chairperson and the vice chairperson are selected. In the absence of the village administrator, this duty shall fall to the village clerk.

G. *Duties.* The personnel and policy committee is composed of sworn public officials assigned the responsibility of providing recommendations to the village board, and/or recommendations or memos to other committees on issues regarding all village policies and all village human resources issues for the short-term and long-term good of the village and its citizens. The village board recognizes and respects the fundamental importance of our committee structure and the weight of the citizen-member responsibilities as well as the value of well-considered and researched committee recommendations. Therefore, it is determined that the performance of these itemized duties shall not in any way be obstructed, curtailed, or bypassed by anyone either directly or by omission, except as deemed necessary by a majority vote of the village board. This committee's duties shall include, but not be limited solely to, review, research, and recommendations regarding the following:

- (1) Creation, maintenance, and deletion of all village policies;
- (2) Staffing levels and changes to position descriptions and wage scales;
- (3) Recruitment process for the village administrator when a vacancy occurs;
- (4) Employee grievances, citizen complaints against employees, employee reviews;
- (5) Any other matter the village board or administrator may refer.