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<b>ITEM NAME:</b>	Standardize Offer Letters
<b>MEETING DATE:</b>	2/21/24
<b>PRESENTING COMMITTEE:</b>	APC
<b>COMMITTEE CONTACT:</b>	Chris Voll
<b>STAFF CONTACT:</b>	Lisa Kerstner
<b>PREPARED BY:</b>	Lisa Kerstner

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**ISSUE:** Each Department Head's offer letter is different. This makes it difficult for payroll to know when there are changes along with seeming to be unfair to other Department Heads.

**OBJECTIVES:** Standardize some items in an offer letter.

**ISSUE BACKGROUND/PREVIOUS ACTIONS:** One offer letter had an automatic increase after ordination period (90-days). One was increase in wages after 6 months and positive evaluation. One had no increase. The other had an increase after 3 months and again after 6 months with positive evaluations (original offer letter was no increase). Some got 4 weeks front loaded vacation others got 3 weeks while others got 1 weeks. Some offer letters stated the Village will pay for \$40,000 of life insurance while others had nothing stated.

**PROPOSAL:** Create a standard offer letter so Department Heads are created a little more equal. Understanding that the offer letter is still be based off the individual's skills and knowledge.

**ADVANTAGES:** Being equal and fair among Department Heads and having increases at the same time will help the Administrator and payroll keep track.

**DISADVANTAGES:** May need to change some items in order to get an employee.

**RECOMMENDED ACTION:** Create a standard offer letter indicating when increases in wages would be, how the uploaded vacation would be determined. Along with Holidays, PTO, Sick time, Insurance, WRS, Drug Test, etc.

**OTHER OPTIONS CONSIDERED:** Continue letting each Administrator create their own offer letter when a Department Head needs to be hired.

**ATTACHMENTS (describe briefly):** Example of offer letters