



## **Report to Administrative Policy Committee (APC)**

**Agenda Item:** Department Head Handbook Review - Village of Kronenwetter

**Meeting Date:** April 16, 2024

**Referring Body:** Administrative Policy Committee (APC)

**Committee Contact:** Chris Voll, Chair

**Staff Contact:** Leonard Ludi, Village Administrator

**Report Prepared by:** Leonard Ludi, Village Administrator

**OBJECTIVE(S):** The knowledge of the current Handbook review to be utilized for future modifications and additions discourse relative to the Village of Kronenwetter Employee Handbook.

**HISTORY/BACKGROUND:** On going review of past handbook versions and HR policies.

**PROPOSAL:** Village Administrator asks to continue current review and recommendations for change to the Village Employee Handbook, through legal review and final presentation to APC.

**RECOMMENDED ACTION:** Provide direction for Village Administrator to continue current review and recommendations for change to the village handbook, through legal review and final presentation to APC.

### **FINANCIAL**

**Financial Consideration/Action:** NA

#### **FUNDING SOURCE:**

|  |    |
|--|----|
| Account Number/Title:                      | #  |
| Current Adopted Budget:                    | \$ |
| Spent to Date:                             | \$ |
| Remaining Budget:                          | \$ |
| Requested Amount:                          | \$ |
| Remainder of Budgeted Amount, if approved: |    |

#### **ATTACHMENTS:**

- **Department Head Review of Village of Kronenwetter Employee Hand Book**
- **Sample Handbook Additions**