



REPORT TO APC

ITEM NAME:	Proposed Village Hiring Policy & Procedure Change
MEETING DATE:	March 19, 2024
PRESENTING COMMITTEE:	APC
COMMITTEE CONTACT:	Chris Voll
STAFF CONTACT:	Leonard Ludi, Village Administrator
PREPARED BY:	Leonard Ludi, Village Administrator

ISSUE: Proposed Village Hiring Policy & Procedure Change

OBJECTIVES: Streamline the effectiveness of the Village Administrator to hire village staff.

ISSUE BACKGROUND/PREVIOUS ACTIONS: The hiring process for the Village Administrator has been discussed with APC as lengthy due to APC and Village Board interviews that are needed to offer employment potential candidates. The process is so long that it promotes candidates losing interest in working for the Village, while other job opportunities come up in the midst of our hiring process.

PROPOSAL: (proposed policy to read as follows...)

If the Administrator Position is being posted, all vacancies are approved by the Village Board. The position is posted, application & resumes are screened by a Village Board Representative and a Personnel staff member. Interviews are coordinated by the Village Board Representative & Personnel staff member and placed onto the Village Board Agenda. Standard Administrator questions are given to the applicant by the Village Board. The Board will also discuss the job duties and responsibilities, review the employee's resume and qualifications. Employment offer can only be extended by the Village Board.

If a Director level position is being posted, all vacancies are approved by the Village Administrator. The position is posted, application & resumes are screened by the Village Administrator and a Personnel staff member. Interviews are coordinated by the Personnel staff member through the Village Administrator. At the discretion of the Village Administrator, an interview committee may be formed but is not required. Standard questions are developed uniquely fitted to the position and given to each candidate equally. Recommended hires are presented to APC in order to set wage scale & standard terms of employment appropriately. Thereafter, authorization to move forward with the hire is presented to the Village Board for concurrence.

If a Staff Position is being posted, all vacancies are approved by the Department Supervisor and the Village Administrator. The positions are posted, application & resumes are screened by Department Supervisor the Village Administrator. Interviews are coordinated with the Village Administrator by a Personnel staff member through the Department Supervisor. Standard questions are developed uniquely fitted to the position and given to each candidate equally. Recommended hires are presented to Village Administrator to approve wage scale in accordance the Department budget. Thereafter, authorization to move forward with the hire is not presented to APC or the Village Board for concurrence.

All positions will require drug screening and background checks prior to their first day of work. If either of these tests are failed, the candidate for the position forfeits the position.

RECOMMENDED ACTION: Approval to support the attached procedure to be forward to Village Board for their review and approval.

OTHER OPTIONS CONSIDERED: none

TIMING REQUIREMENTS/CONSTRAINTS: As soon as possible....

FUNDING SOURCE(s) – Not applicable...