



REPORT TO VILLAGE BOARD

ITEM NAME:	Refer Review of Employee Handbook to the Administrative Policy Committee
MEETING DATE:	May 29th, 2025
PRESENTING COMMITTEE:	NA
COMMITTEE CONTACT:	David Baker
STAFF CONTACT:	NA
PREPARED BY:	David Baker

ISSUE: The previous Administrative Policy Committee (APC) proposed modifications to the Village Employee Handbook, but did not complete the modification or vetting process.

OBJECTIVES: Refer the review of the Employee Handbook to the APC to include proposing updates and modifications to recommend to the Village Board. Consider forming a subcommittee of APC to conduct the employee handbook review.

ISSUE BACKGROUND/PREVIOUS ACTIONS:

PROPOSAL:

ADVANTAGES:

DISADVANTAGES:

ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)

RECOMMENDED ACTION: Discuss and recommend a path forward concerning the potential Review of the Employee Handbook.

OTHER OPTIONS CONSIDERED:

TIMING REQUIREMENTS/CONSTRAINTS:

FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$

Remaining CFY

Account Number:

Description:

Budgeted Amount:

Spent to Date:

Percentage Used:

Remaining:

ATTACHMENTS (describe briefly):