



Village of Poplar Grove – Board Meeting Memo

Kristi Richardson

March 15, 2026

****Subject:****

Revisions to the Employee Handbook

1. Background:

The Village of Poplar Grove has an employee handbook to outline employment expectations, benefits, and disciplinary procedures. The handbook was last updated in 2023.

2. Current Status:

The current handbook was last updated in 2023. Upon working through the Time & Attendance software implementation and a recent IMRF audit, I have identified a few areas to be reviewed and revised. It is important the handbook reflect any human resources policy changes while following state and federal guidelines.

3. Fiscal Impact:

4. Legal Review (if applicable):

Legal has reviewed this memo and added additional updates to the handbook due to Illinois Laws, such as Transparency and Equal Pay Compliance, Inclement Weather Policy, Lactation Accommodation Policy, and Neonatal Intensive Care Unit (NICU) Leave

5. Recommendation:

I recommend the following areas for review and revision.

1. Title page to remove "PO Box 1" – which is no longer in service
2. Title page amended date as appropriate.
3. Page 2 – Update Village President Name
4. Page 11 – Article 3 Hours of Work and Work Schedules – add language for office closures due to weather.
5. Page 12 – section 3.3 Overtime - include Holiday and Jury Duty in "including sick, vacation leave, compensatory time, or bereavement time are not included in the computation of the hours worked for purposes of overtime pay."
6. Page 12 – section 3.4 Compensatory Time –

- a. add language as to automatic cash out procedures. Example language (from union contract) such as, “Unused compensatory time will be cashed out during the last pay period of the calendar year, except that 40 hours may be carried from year to year.”
 - b. Add language for non-automatic cash out procedures
 - c. Add language as to what incremental blocks comp time may be used.
7. Page 12 – section 3.4
8. Page 33 -Section 6.3 Life Insurance – This is a voluntary program. Should we remove the phrase, “all employees will be enrolled?”
9. Page 33 – section 6.5 Vacation for Non-Bargaining Unit Employees
 - a. Years of Service update to say 1-4 years
 - b. Include language as to how the proration of new employee’s vacation is calculated with an example.
 - c. Update years of service to 1-4 years in the Part-Time Employees paragraph
 - d. Update language for how to take vacation (Half Day increments or 4.0 hours for full-time employees and 2.0 hours for part-time employees.)
 - e. Vacation Carry-over – adjust to reflect the ability to carry over up to 10 days or 40 hours (which is reflected in the Union Contract)
 - f. ***Include language that defines what happens to unused vacation upon termination or separation.***
10. Page 35 – section 6.7 Sick Time
 - a. Sick Accrual – add language as to how sick time is prorated for new employees.
 - b. Sick Accrual – discuss how this is calculated, because currently sick time is front loaded at the beginning of the year, not accrued per month or pay period.
 - c. Sick Leave – eliminate one of the last sentences as it is redundant to the previous sentence.
 - d. Sick leave – define what happens to accrued sick time upon termination
11. Page 40 – Section 8.2 Travel and Reimbursement – is \$55.00 per day enough for food reimbursement while on training?
12. Page 43 – Section 10.2 Occupational Injuries – last paragraph in regard to AED equipment should be updated to reflect first aid kits and AEDs at Village Hall and the Public Works Building.

To NOTE – once all language is solidified the Table of Contents will be updated accordingly.

6. Supporting Documents (if applicable):

Attached - employee handbook redline copy

Not Applicable

Kristi Richardson
Village President