

RESOLUTION NUMBER: 2025-26

A RESOLUTION CREATING A HIRING POLICY FOR THE VILLAGE OF POPLAR GROVE

WHEREAS, the Village of Poplar Grove (“Village”) desires to create and implement a Hiring Policy; and

WHEREAS, the Village Hiring Policy is attached hereto Exhibit A and incorporated herein; and

WHEREAS, the Village has determined that it is in the best interest of the Village and its citizens to approve the creation of a Village Hiring Policy.

NOW THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Poplar Grove, Illinois as follows:

1. The above recitals are incorporated herein and made a part hereof.
2. The Village hereby accepts and approves the Village Hiring Policy attached hereto as Exhibit A or one in substantially similar form.
3. The Village President and the Village Clerk are hereby authorized to execute and attest said Hiring Policy and any other documents necessary to effectuate the intentions set forth therein.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2025

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2025

PRESIDENT

ATTEST:

VILLAGE CLERK

Exhibit A

Village Hiring Policy

PURPOSE.

The purpose of this policy is to establish a set of guidelines for hiring practices within the Village of Poplar Grove to ensure the selection of qualified candidates in a fair and equitable manner for staff, other than appointed Officers by the Village President under municipal law.

APPLICABILITY.

This policy shall apply to all hiring processes within the Village of Poplar Grove, including but not limited to full-time, part-time, seasonal, and temporary employees. This article does not apply to elected officials, or Officers, who are subject to other election laws and procedures.

EQUAL OPPORTUNITY EMPLOYMENT.

A. The Village of Poplar Grove is an equal opportunity employer. All hiring decisions will be made based on qualifications, skills, experience, and merit, without regard to race, color, national origin, religion, age, gender, sexual orientation, disability, or any other characteristic protected by law.

B. The Village will make reasonable accommodations for applicants with disabilities in accordance with the Americans with Disabilities Act (ADA) and applicable state and local laws.

HIRING PROCESS.

A. Job Postings.

1. All job openings shall be posted publicly, in a minimum of three (3) locations, on the Village's official website, local bulletin boards, and other reasonable outlets (e.g., local newspapers or job boards) as determined by the Village Clerk or designee.
2. The job posting shall include a description of the position, qualifications required, job duties, salary range, application deadline, and other relevant details.

B. Application Submission.

1. Applicants must submit their applications in writing, either via the Village's online portal, by email, or by hand delivery to the Village Hall, depending on the specific instructions provided in the job posting.
2. Applications shall include a completed application form, a resume (if required), and any other documents requested in the job posting.

C. Screening and Interviews.

1. Department Heads shall review all applications for positions of which the Department Head supervises to ensure applicants meet the minimum qualifications outlined in the job posting.
2. Department Heads shall conduct interviews for positions in their respective departments to assess candidates based on their qualifications, experience and suitability for the position.
3. The Village President or designee shall review all applications for Department Head-level positions to ensure applicants meet the minimum qualifications outlined in the job posting.
4. For purposes of filling vacancies in Department Head-level positions a hiring committee shall be formed, composed of at least three individuals, including the

Village President, another Village Department Head, and the Administration/Finance Chair. The Village President may add additional members to the hiring committee depending on the position to be filled.

5. The hiring committee will screen applications, conduct interviews, and assess candidates based on their qualifications, experience, and suitability for the position.

D. Background Checks.

1. All candidates under consideration for hire may be subject to a background check, which may include criminal history, employment history, and other relevant checks based on the nature of the position.
2. The Village will obtain written consent from the candidate prior to conducting any background checks.

E. Selection and Offer.

1. Upon completion of the interview process, the Department Head, Village President or hiring committee will submit a recommendation for the selected candidate to the Village Board for final approval.
2. Once approved, a formal job offer will be extended to the selected candidate. The offer will include details of the position, salary, benefits, and any other applicable terms.

HIRING AND EMPLOYMENT.

A. Hiring.

1. The Village Board shall formally approve all hirings for Village employment, including full-time, part-time, and temporary positions.

B. Employment Policies.

1. All employees of the Village of Poplar Grove will be subject to the Village's employee policies and procedures as set forth in the Employee Handbook, including but not limited to policies regarding ethics, conduct, and workplace safety.

NON-DISCRIMINATION.

The Village of Poplar Grove shall adhere to all federal, state, and local laws related to non-discrimination in hiring practices. Any person who believes they have been discriminated against in the hiring process may file a complaint with the Village Clerk.

RETENTION OF RECORDS.

A. The Village Clerk shall maintain all application materials, interview notes, and background check results until such records are authorized for destruction by the Illinois Local Records Act.

B. Upon request, candidates may review their own application materials, but not the materials of other candidates.

C. After hiring, the candidate may be subject to Freedom of Information Act requests of application materials as a public employee.

IMPLEMENTATION.

The Village President, Village Clerk, and Village Board shall be responsible for implementing the provisions of this policy and ensuring that all hiring procedures follow the established guidelines.