



# Agenda Item Executive Summary

Item Name AN ORDINANCE ADOPTING UPDATES TO THE PERSONNEL POLICY OF THE VILLAGE OF WINNEBAGO, ILLINOIS Committee or Board BOARD

## BUDGET IMPACT

Amount:	N/A	Budgeted:	N/A
List what fund:	N/A		

## EXECUTIVE SUMMARY

Upon the hiring of a Village Administrator in February of 2024, the Village Board has instructed the administrator to review the personnel policy of the Village. A majority of the recommended changes shift the responsibility of management roles of the Village from the Deputy Clerk and Village President to that of the Village Administrator. The Village Administrator and Village President reviewed the recommended changes at various meetings. Other, more impactful changes are outlined in the attached staff memo, and also identified in the attached redline copies of the policies.

After the Committee of the Whole reviewed all sections over various Committee of the Whole Meetings, a draft ordinance has been attached as well as redlined and clean versions of the documents. To highlight the ordinance, it adopts updates to the Village of Winnebago's personnel policy, granting the Village Administrator authority to make administrative changes, create ancillary office policies, and assign staff roles within the policy framework, while substantive changes to defined benefits require Village Board approval. The ordinance includes a trial period for converting the 30-minute lunch break from unpaid to paid, with monitoring and review to determine its effectiveness. Administrative changes take effect immediately upon passage, and the rollout of the updated vacation time policy will be coordinated by the Village Administrator, beginning January 1, 2025, and concluding by December 31, 2025.

## ATTACHMENTS (PLEASE LIST)

Staff Memo, Draft Ordinance, Redlined Sections of Personnel Policy of the Village Personnel Policy, Clean Version of the Personnel Policy

## ACTION REQUESTED

- ☐ For Discussion Only
- ☐ Resolution
- ☒ Ordinance
- ☒ Motion:

**MOTION: I MOVE TO APPROVE ORDINANCE 2024-\_\_, AN ORDINANCE ADOPTING UPDATES TO THE PERSONNEL POLICY OF THE VILLAGE OF WINNEBAGO, ILLINOIS**

Staff: Joseph Dienberg, Village Administrator. Date: 9/9/2024