



# VILLAGE OF WINNEBAGO

## MEMORANDUM

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<b>Prepared By:</b>	Joseph Dienberg, Village Administrator
<b>Meeting Name:</b>	Committee of the Whole
<b>Meeting Date:</b>	June 26, 2024
<b>Item Name:</b>	Personnel Policy Update (Sections 1-5)

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### **Background:**

Upon the hiring of a Village Administrator in February of 2024, the Village Board has requested the administrator to review the personnel policy of the Village. The sections being currently reviewed are titled Governing Principles of Employment, Employment Practices, Employee Separation, Personal Conduct Expectations and Disciplinary Action, and Administrative Policies and are sections 1-5 respectively. 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 these changes at the April 17, 2024 Administration Team Meeting.

### **Section 1 Governing Principles of Employment:**

The Primary changes to this section shift the responsibility of management roles of the Village from the Deputy Clerk and Village President to that of the Village Administrator, including the Equal Employment Opportunity, Americans with Disabilities Act (ADA), and Anti-Harassment policies.

### **Section 2 - Employment Practices:**

The Primary changes to this section shift the responsibility of management roles of the Village from the Deputy Clerk and Village President to that of the Village Administrator.

In Section 2-8, Clarification is made on how hours of work are determined, and the 30 minute lunch break is changed from unpaid to paid, in an effort to create a more attractive workplace for employee recruitment and retention.

In Section 2-15, Outside employment, clarifications were made, to meet the original intent of the policy.

The policy was written to ensure that in the event that a Police officer was employed in a similar law enforcement capacity that a Village of Winnebago Police Officer, on a part-time basis during his/her off-duty hours to act solely for and on behalf of the Employer and not in any way on behalf of the Village of Winnebago in connection with his/her employment as a police officer by the Village.

To address this specific issue as well as any other village employees that were to seek outside employment in addition to their Village Duties, the following language was changed:

- Original: " No employee shall be employed by an employer other than the Village, nor shall he or she, contract for or accept anything of value in return for services, nor shall he or she otherwise be self-employed for remuneration...
- Changed to: "No employee shall be employed by an employer other than the Village contract for or accept anything of value in return for services, nor be self-employed for remuneration that constitute a conflict of interest, may be infringing upon an employee's ability to perform their assigned duties for the Village, or is being performed during hours that employee is working for, and being paid by, the village.

**Police Officers Seeking Outside Employment in a Similar Law Enforcement or Security Capacity:**

- Added: "If a Police Officer is to seek outside employment in a similar law enforcement or security capacity, they must receive prior written approval of the Department Head; if the employee is the Department Head, written approval must be authorized by the Committee Chairperson or Village Administrator (See Appendix F) (Law Enforcement Personnel see Lexipol Policy 1039)."
- Added: "The officer must complete and seek authorization from the outside employer to complete the 'Indemnity and Hold Harmless Agreement From Outside Employer for Village Of Winnebago Police Officer.' (Law Enforcement Personnel see Lexipol Policy 1039)"

In Section 2-17, clarification is added on the details of the Employee Performance Evaluations. Additionally, subsection 2-17-D is removed due to redundancy, as compensation policies and procedures are set in section 8 of the policy.

**Section 3 - Employee Separation:**

The Primary changes to this section shift the responsibility of management roles of the Village from the Deputy Clerk and Village President to that of the Village Administrator.

**Section 4 - Personal Conduct Expectations and Disciplinary Action:**

The Primary changes to this section shift the responsibility of management roles of the Village from the Deputy Clerk and Village President to that of the Village Administrator.

**Section 5 - Administrative Policies:**

The Primary changes to this section shift the responsibility of management roles of the Village from the Deputy Clerk and Village President to that of the Village Administrator.

Additionally, an entirely new section was added outlining guidelines, communication expectations, security, and confidentiality for remote work. Since the COVID-19 Pandemic, remote work has been in practice in the Village, this formalizes and creates standards and procedures for that practice.