



Agenda Item Executive Summary

Item Name Personnel Policy Update (Sections 1-5) Committee or Board Committee

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. 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.

Other, more impactful changes are outlined in the attached staff memo, and also identified in the attached redline copies of the policies.

ATTACHMENTS (PLEASE LIST)

Staff Memo, Redlined Sections 1-5 of the Village Personnel Policy

ACTION REQUESTED

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

MOTION:

Staff: _____ Date: _____