



Agenda Item Executive Summary

Item Name Ordinance Amending Personnel Policy Regarding Employee Compensation Committee or Board Village Board

BUDGET IMPACT

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

EXECUTIVE SUMMARY

The Village Board has asked for a review of employee compensation and when raises will be applied. Staff recommends revising Section 8 of the Employee Handbook concerning compensation. Options include introducing step raises based on tenure or longevity raises or annual merit bonuses based on evaluations, with provisions for addressing unsatisfactory performance and budgetary constraints.

Other recommended changes aim to clarify salary adjustments, standardize evaluation processes, and shift responsibility to the Village Administrator in time sensitive compensation decisions. The proposed revisions seek to maintain competitiveness, recognize employee dedication, and ensure fiscal responsibility while providing administrative flexibility.

At their March 20th meeting, the admin team met and created 3 options that could all work for the village, those options are detailed in the attached memorandum.

The next steps following adoption, staff will recommend salary ranges for each village position, for adoption by the village board. The salary ranges will go up with COLA adjustments annually, allowing the village to remain competitive year after year, while also sustainably keeping a maximum to any given position.

ATTACHMENTS (PLEASE LIST)

Staff Memo, Redlined version of Ch. 8 of the Employee Handbook, Ordinance with three options

ACTION REQUESTED

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

MOTION: I move to approve ordinance 2024-__, incorporating option __, Ordinance Amending Personnel Policy Regarding Employee Compensation

Staff: Joseph Dienberg, Village Administrator Date: April 8, 2024