

**VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION**

_____ Resolution or Ordinance (Blue)
_____ Recommendations of Boards, Commissions & Committees (Green)
 X Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: Kathleen Dunne, Director of Human Resources

DATE: March 16, 2020 (B of T) Date: March 19, 2020

TITLE: Memorandum of Revisions to the Human Resources Manual effective
March 19, 2020

BACKGROUND/POLICY IMPLICATIONS:

Revisions were made to comply with law changes, clean up language and add the advancement of sick with pay with written approval from the Department Head and Village Manager.

FISCAL IMPACT/FUNDING SOURCE:

Village Attorney _____ Date _____
Finance Director _____ Date _____
Village Manager _____ Date _____



Memorandum

TO: Scott Niehaus
Village Manager

FROM: Kathleen Dunne
Director of Human Resources

DATE: March 16, 2020

SUBJECT: Human Resources Manual Revisions

This memorandum describes the major revisions to the Human Resources Manual effective March 19, 2020. The changes include the following:

- **CHAPTER 2 - PERSONNEL POLICIES**
A. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT
The policy was revised to include the language “actual or perceived” and an Elected Official Complaint Process section.
- **CHAPTER 2 - PERSONNEL POLICIES**
B. DRUG FREE WORK-PLACE POLICY
The policy was revised to comply with law changes.
- **CHAPTER 2 – PERSONNEL POLICIES**
C. WORKPLACE VIOLENCE POLICY
The policy was revised to comply with law changes.
- **CHAPTER 5 – EMPLOYEE BENEFITS**
I. PERSONAL LEAVE:
Shift Battalion Chief’s Kelly Day selection will be at the discretion of the Fire Chief or his designee.
- **CHAPTER 5 – EMPLOYEE BENEFITS**
L. SICK LEAVE:
Effective until 12/31/20, an employee, who has used all of their accrued sick time, may be advanced sick leave pay for not more than 10 working days with the recommendation of the Department Head and the written approval written of the Village Manager. Such advances will be charged against the sick leave accumulated later in subsequent service.
- **CHAPTER 8 – LEAVES OF ABSENCE AND FAMILY & MEDICAL LEAVES**
E. VICTIMS’ ECONOMIC SECURITY AND SAFETY ACT POLICY:
The leave policy was revised to reflect the new requirements to include leave for gender violence.

- **CHAPTER 9 – RETIREMENT, RESIGNATION, REDUCTION-IN-FORCE, & RE-EMPLOYMENT**

- A. RETIREMENT**

- The policy was revised to clarify that the employee's accrued sick time is not paid out when an employee retires.

- B. RESIGNATION**

- The policy was revised to clarify that the employee's accrued sick time is not paid out when an employee has been terminated or resigned.

If you have any questions, please feel free to contact me at 630-620-5918.