



Memorandum

TO: Scott Niehaus
Village Manager

FROM: Kathleen Dunne
Director of Human Resources

DATE: December 7, 2021

SUBJECT: Human Resources Manual Revision

This memorandum describes the major revisions to the Human Resources Manual effective January 1, 2022. The changes include the following:

- **CHAPTER 2 - PERSONNEL POLICIES**
 - A. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**
The policy was revised to include the Diversity and Inclusion Policy.

- **CHAPTER 5 – EMPLOYEE BENEFIT**
 - I. SICK LEAVE**
This policy was revised to cover leave for family members personal care in addition to already having covered illness, injury or medical appointments.

- **CHAPTER 8 – LEAVES OF ABSENCE AND FAMILY AND MEDICAL LEAVES**
 - D. VICTIMS’ ECONOMIC SECURITY AND SAFETY ACT POLICY**
The policy was revised to reflect to add a new protected category called “crimes of violence” and the class of protected employees will be expanded to include family members who need to take time off for a related victim.

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