

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

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

TO : PRESIDENT AND BOARD OF TRUSTEES
FROM: Kathleen Dunne, Director of Human Resources
DATE : November 27, 2018 (BOT) Date: December 6, 2018
SUBJECT: Amendment to the Human Resources Manual
SUBMITTED BY: Kathleen Dunne, Director of Human Resources

BACKGROUND/POLICY IMPLICATIONS:

Attached is a resolution approving the amendments to the Human Resources Manual.

Fiscal Impact/Funding Source:

Review (as necessary):
Finance Director _____ Date _____
Village Manager _____ Date _____

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the agenda distribution.



Memorandum

TO: Scott Niehaus
Village Manager

FROM: Kathleen Dunne
Director of Human Resources

DATE: November 27, 2018

SUBJECT: Human Resources Manual Revision

This memorandum describes the major revisions to the Human Resources Manual effective January 1, 2019. The changes include the following:

- **INTRODUCTION:** Employees are required to abide by Village Administrative, Board Policies and applicable departmental policies and standard operating procedures.
- **CHAPTER 2 - PERSONNEL POLICIES**
A. SEXUAL HARASSMENT
The policy was revised to comply with law changes.
- **CHAPTER 3 – REQUIREMENTS FOR EMPLOYMENT**
H. CITIZENSHIP AND RESIDENCY:
Any member of the Fire Department may, in addition to residing anywhere in Illinois, reside in Lake County, Indiana or Kenosha County, Wisconsin, but must be reasonably accessible to the Village so that said member is able to properly and adequately carry out his or her job duties or functions.
- **CHAPTER 3 – REQUIREMENTS FOR EMPLOYMENT**
J. BUILDING ACCESS AND CONTROL POLICY
Policy was added to outline security measures specifically designed to govern access control to Village of Lombard owned facilities.
- **CHAPTER 5 – EMPLOYEE BENEFITS**
H. VACATION LEAVE:
Battalion Chief's vacation schedule was revised to maintain internal equity in the Fire Department.
- **CHAPTER 8 – LEAVES OF ABSENCE AND FAMILY & MEDICAL LEAVES**
B. SPECIAL LEAVES:
The military leave policy was revised to reflect the new requirements of the Illinois Service Member Employment and Reemployment Rights Act (ISERRA).

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

RESOLUTION
R _____ 18

A RESOLUTION AUTHORIZING AMENDMENTS OF THE HUMAN RESOURCES MANUAL OF THE VILLAGE OF LOMBARD

WHEREAS, the Corporate Authorities of the Village of Lombard adopted the Human Resources Manual on February 1, 1990, with the approval of Resolution R-70-90; and

WHEREAS, amendment to the Human Resources Manual have been recommended by Village Staff and, recommended that the Corporate Authorities of the Village of Lombard adopt said amendments ;and

WHEREAS, Section 2 of Resolution 70-90 provides that any substantive change to the Human Resources Manual be presented to the Corporate Authorities of the Village of Lombard for approval.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LOMBARD, DUPAGE COUNTY, ILLINOIS as follows:

SECTION 1: That the Village of Lombard Human Resources Manual be amended as provided in Attachment "A", which is attached hereto and made a part hereof

SECTION 2: That the amended Human Resources Manual (Attachment "A") be distributed to all Village employees and elected officials.

Adopted this _____ day of _____, 2018.

Ayes: _____

Nays: _____

Absent: _____

Approved this _____ day of _____, 2018.

Keith Giagnorio
Village President

ATTEST:

Sharon Kuderna
Village Clerk