

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION

 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: Scott Niehaus, Village Manager
DATE: March 9, 2016 (B of T) Date: March 16, 2016
TITLE: Human Resources Revisions
SUBMITTED BY: Kathleen Dunne, Human Resource Administrator

BACKGROUND/POLICY IMPLICATIONS:

Revisions have been made to the Human Resources Manual.

FISCAL IMPACT/FUNDING SOURCE: Funded through employee contributions.

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



Memorandum

TO: Scott Niehaus, Village Manager

FROM: Kathleen Dunne
Human Resources Administrator

DATE: February 23, 2016

SUBJECT: Revisions to the Human Resources Manual

The attached Resolution describes the major changes to the Human Resources Manual effective March 2016. The changes include the following:

- Chapter 2.C was revised to clarify and emphasize the Village's zero tolerance policy concerning workplace violence. Also, reference to the *Illinois Workplace Violence Act* was inserted to inform employees of the available safety procedures.
- Chapter 3.F was revised to eliminate the Department Head and Village Manager optional annual medical screening. Wellness physicals are covered under the Village's medical plan coverage.
- Chapter 4 was revised to add a merit pool program to recognize outstanding service by non-union Village employees.
- Chapter 5.D was revised to impose more efficient reporting requirements and procedures for workplace injuries.
- Chapter 5.U was revised to add the monthly car allowance for the Public Works Director and Community Development Director. This change is consistent with a market study done for the Village Manager, Public Works Director and Community Development Director in 2015. The Village Manager contract has been changed. Per the changes, the Public Works Director allowance will be \$500 per month or he/she will receive a Village vehicle. The Community Development Director's monthly car allowance will increase from \$150 to \$300.

- Chapter 6.G was revised to clarify the prohibitions against Village employees accepting gifts from improper sources.
- Chapter 6.I was revised regarding a Village employee running for an elected office in the Village.
- Chapter 9.A was revised to provide flexibility regarding retirement notice obligations and to clarify that vacation payout upon retirement will be paid on an employee's last paycheck.
- Catastrophic or Compassionate Leave Program and Policy was added to Chapter 5 of the Human Resources Manual. The purpose of the program is to provide employees an opportunity to support their co-workers who are facing a major life crisis or situation. The program was developed as part of the Village's efforts to foster a caring work environment. While the program establishes a mechanism for vacation time donations, participation is entirely voluntary.

The following Human Resources Manual revisions are being recommended due to State or federal law amendments:

- Chapter 2.B was revised to prohibit Village employees from using medically prescribed marijuana in the workplace or being under the influence of marijuana as a "qualifying patient" under the *Illinois Compassionate Use of Medical Cannabis Pilot Program Act*. Also, a sentence was added giving an employee the opportunity to provide an explanation regarding a determination of impairment.
- Chapter 2.D was revised to prohibit Village employees from carrying a concealed firearm in Village buildings under the *Firearm Concealed Carry Act* and to require an employee with a valid concealed carry permit, who chooses to carry a firearm while driving to and from work, to secure the firearm in accordance with State law while parked on Village owned or leased property.
- Chapter 4.H was revised by adding a provision giving the Village Manager the authority, upon a written recommendation from the applicable Department Head, to excuse a promoted employee from probationary status in the new position based on past performance and command of the duties involved in the new position.
- Chapter 5.A was revised to give the Village the option to provide health insurance to regular part-time employees if doing so would allow the Village to avoid penalties under the *Affordable Care Act*.
- Chapter 5.B was revised to: (1) clarify that all Village employees, not only IMRF employees, are entitled to continue health insurance coverage at their cost after retirement; and (2) clarify "Excise Tax" issues related to high-cost medical

coverage arising under the *Affordable Care Act*. Also, the provisions related to employees covered by a collective bargaining agreement have been removed because the issues addressed in the deleted provisions are covered by the applicable collective bargaining agreements.

- Chapter 5.H was revised to clarify that the provisions apply to full-time employees and to address recent Illinois Department of Labor regulations related to “use it or lose it” vacation policies.
- Chapter 5.P was revised to comply with State statute regarding employee contributions to IMRF.
- Manual Exhibits 11-15 have been replaced with the updated FMLA forms. These forms reflect the forms currently being utilized by the Village.

The following Human Resources Manual changes are being recommended due to union contract changes:

- Chapter 4.B was modified by eliminating the sentence stating that an “introductory period will not cause any change in salary or benefits.”
- Chapter 6.A was revised in regard to work schedules for part-time employees.
- Chapter 6.D was revised changing from sixteen (16) hours to forty (40) hours the amount of compensatory leave time that can be requested in lieu of monetary remuneration.

It is recommended to review and revise the Human Resources Manual every 2 years.

Due to potential budget concerns, the Village is currently reviewing offering an opt-out medical insurance payment to employees to incentivize employees to elect a spouse’s medical insurance plan to reduce liability and costs to the Village. This could result in savings up to \$18,185 per employee if an employee elects their spouse’s plan instead of the Village’s plan. For example, if an employee currently has family BA HMO coverage and the employee elects to take this option, the Village would save approximately \$18,014, \$18,185 for family PPO coverage; and \$17,831 for family PPO Plus coverage. An example of a similar plan from the City of Elgin is attached for reference purposes.

The Finance and Administration Committee approved the Human Resources Manual revisions at the February 22, 2016 meeting.

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

cc: Jason Gusinger, Assistant Village Attorney

RESOLUTION

R_____16

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, several amendments to the Human Resources Manual have been recommended by Village Staff and, on February 22, 2016, the Finance and Administration Committee 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 _____, 2016.

Ayes: _____

Nays: _____

Absent: _____

Approved this ____ day of _____, 2016.

Keith Giagnorio
Village President

ATTEST:

Sharon Kuderna
Village Clerk