

VILLAGE OF LOMBARD  
REQUEST FOR BOARD OF TRUSTEES ACTION

<input checked="" type="checkbox"/>	Resolution or Ordinance (Blue)
<input type="checkbox"/>	Recommendations of Boards, Commissions & Committees (Green)
<input type="checkbox"/>	Other Business (Pink)

*Waiver of First requested X*

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: David Hulseberg, Village Manager *John*

DATE: August 27, 2008 (B of T) Date: September 4, 2008

TITLE: Amendments to the Human Resources Manual

SUBMITTED BY: Kathleen Dumme, Human Resources Administrator

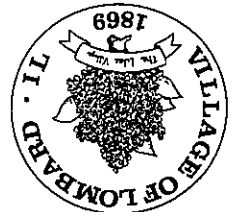
BACKGROUND/POLICY IMPLICATIONS:

The attached memorandum describes the changes to the Human Resources Manual.

FISCAL IMPACT/FUNDING SOURCE:

_____	Village Attorney	_____
_____	Finance Director	_____
_____	Village Manager	<i>[Signature]</i>
_____	Date	_____
_____	Date	8/27/08





## Memorandum

**TO:** David A. Hulseberg  
Village Manager

**FROM:** Kathleen Dunne KD  
Human Resources Administrator

**DATE:** August 27, 2008

**SUBJECT:** Resolution to amend the Human Resources Manual

The attached Resolution describes the major changes to the Human Resources Manual effective November 1, 2008. The changes include the following:

- Addition of the Human Resources Manual can be found on the H drive under VM/Human Resources/08/09HRManual.doc.
- Addition of a statement that the Human Resources Manual is not intended to replace or supersede collective bargaining agreements.
- Addition of language, any violent incidents or threats must be reported to the Village Manager
- Revise the date from January 1, 1996 to January 1, 2008 to reflect the new Public Works Department DOT Policy.
- The introductory period (probation) will change from six (6) months to nine (9) months. A new employee will be evaluated after one (1) month, six (6) months, and a formal performance review will be performed at nine (9) months.
- Removal of the Deputy Fire Chief title. A 40-hour per week Battalion Chief has replaced the Deputy Fire Chief position.
- Change in the 457 plan Nationwide's web site - [www.nrstor.com](http://www.nrstor.com).
- Removal of no annual fee for Visa Credit cards through the Credit Union. This may change in the future.



- Addition of the Battalion Chief's title. The Fire Lieutenants title was listed. However, the position of Battalion Chief was not listed.
- The word "commissioned" was removed when referring to Fire and Police personnel since not all public safety employees are commissioned.
- Addition of language to include self-employment to the Village's outside employment policy.
- Retirement Health Savings Plan requires a group participation per the new IRS guidelines. Groups (established in bargaining contracts or Village Ordinances) would have to have all eligible employees in the group contributing to the plan.
- Revised Family and Medical Leave Act, Military Leave of Absence, and Victims Economic Security and Safety Act Policy to reflect the language from changes in the Acts this year.
- No regular employee will be eligible for the Retirement pay benefit if they are hired after November 1, 2008. No regular employee shall be entitled to receive said benefit more than once and have to be immediately eligible to receive said benefit.
- Addition of statement that approval is needed from the Department Head and availability for light duty assignments.
- Addition of the Public Disability Act of 1990. Under this Act, public safety employees shall not be able to work any other outside jobs during the period of disability. If this is violated, he or she shall not be entitled to any benefits.

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



**RESOLUTION**  
**R \_\_\_\_\_**  
**09**

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

**WHEREAS**, the Corporate Authorities of the Village of Lombard accepted the Personnel 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; and

**WHEREAS**, Section 2 of Resolution 70-90 provides that any substantive change to the Human Resources Manual be presented to the President and Board of Trustees for their approval.

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

**SECTION 1:** That the Village of Lombard Human Resources Manual be amended as provided in Attachment "A".

**SECTION 2:** That Attachment "A" be distributed to all employees and elected officials.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

**William J. Mueller**  
**Village President**

ATTEST:

**Bright O'Brien**  
**Village Clerk**

