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

R	esolution or Ordinance (Blue)Waiver of First Requested ecommendations of Boards, Commissions & Committees (Green) ther Business (Pink)
то :	PRESIDENT AND BOARD OF TRUSTEES
FROM:	Kathleen Dunne, Director of Human Reources
DATE :	December 7, 2021 (BOT) Date: December 16, 2021
SUBJEC	T: Amendment to the Human Resources Manual
SUBMIT	TED BY: Kathleen Dunne, Director of Human Resources
BACKGR	ROUND/POLICY IMPLICATIONS:
Revisions were made to comply with law changes and clean up language.	
Fiscal Im	pact/Funding Source:
Finance [	Director 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:

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.

The policy was revised to include the Diversity and inclusion i

### • 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.