

**PERSONNEL COMMITTEE MEETING  
SEPTEMBER 27, 2011**

Chairman David Schroeder called the meeting to order at 7:30 pm.

Trustee members present: Stephen Appell, Sally Hollembeak, JoAnn Hudson, Scott Kramer

Also present: President Claeysen, Nancy Belt, David Nord, Chief Todd Houde

Absent: Gary Maitland

David Schroeder moved to adopt the agenda. Sally Hollembeak seconded.

Motion carried by voice vote.

David Schroeder so moved to approve the minutes of August 23, 2011. Sally Hollembeak seconded. Motion carried by voice vote.

**EMPLOYEE HANDBOOK; PERFORMANCE APPRAISALS**

David Schroeder presented Chief Houde's red line copy of the police performance appraisals. Chief Houde stated that the only reason the police department has a performance appraisal is because it is required by CALEA. Chief Houde said if it were not for this provision he would suggest deleting performance appraisals from the handbook.

David Schroeder suggested inserting the police department's performance appraisals under a separate section of the handbook and if it is determined that administration and public works have performance appraisals it can be inserted in a sub-section. Attorney Jim Stevens said that he questions if it is required that the police have performance appraisals can the village exclude administration and public works. Attorney Jim Stevens said he will research this. Chief Houde said the CALEA requirement is only used to determine employee training, it is not for wage increases or promotions.

David Schroeder recommended that the police department's performance appraisal be placed in the employee handbook as presented. (See attached document). Everyone agreed.

**REVIEW YEAR TO DATE INSURANCE DEDUCTIBLE INFORMATION**

David Schroeder presented the committee with Michele Kimes updated claims analysis from 9/01/2011 through 9/26/11 (see attached sheet). David Schroeder informed the committee that Ms. Kimes will be attending the October 25, 2011 personnel meeting to present new health insurance options and informed him that some 2012/2013 health plans have been showing a decrease in the premiums.

President Claeysen asked David Nord to research (EBS) Employee Benefits Systems termination terms. President Claeysen said that the current contract states; the village is required to give notice of renewal six months prior to the expiration of the contract. David Nord said he will review the EBS contract.

**EMPLOYEE SOLICITATION**

David Schroeder presented the following language on employee solicitation and recommended this be inserted in the employee handbook. Everyone agreed. Employees are prohibited from soliciting, requesting or otherwise seeking cash, material or in-kind gifts and donations from the public or local businesses unless specifically directed to do so by the Village Board on behalf of a village sponsored event (Citizen of the Year or those events sponsored by the village's recreation committee).

Employees are explicitly prohibited from soliciting, requesting or otherwise seeking cash, material or in-kind gifts and donations from the public or local businesses for private charitable events or non-village organizations during their regular office hours. Furthermore employees are prohibited from identifying themselves as a village employee / official for any solicitations that may occur after their regular office hours. Such non-work related solicitation will be subject to disciplinary action up to and including termination.

**EMPLOYEE HANDBOOK REVIEW:**

Attorney Jim Stevens said he discussed with Nancy Belt on what would be the most efficient ways of keeping track of the revisions to the employee handbook either by ordinance or resolution.

Nancy Belt said it would be her recommendation to adopt all revisions by resolution, scan the resolution into the Laserfiche program, set-up a separate folder labeled, "Employee Handbook". Nancy said that all of the village board minutes, committee minutes and ordinances are scanned and indexed in the Laserfiche program. This program allows documents for quick retrieval and keeps them organized. Everyone agreed with this procedure.

David Schroeder and committee continued to discuss/review the 2009 employee handbook.

**Workmen's Compensation:** David Nord stated that he and Joe Caveny would like to add language in the employee handbook setting the guidelines for workmen's comp. It was agreed to use the definition presented by David Nord.

**Definition of Employees:** David Schroeder will submit a red line copy of the revisions.

**Public Works Uniform Allowance:**

Delete: Blaze Orange & in addition to the Blaze Orange Color  
Change: the outer most garment must have reflective striping

Add: Yellow rain gear is acceptable to the IDOT color

Village Clerk, Nancy Belt asked that the policy include the following language:  
“employees must submit uniform receipts to their department head for reimbursement. Reimbursement will be handled as any other bill payment with full board approval.

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**Handbook review continued:**

**Reporting of Absences:**

Delete: as soon as possible

Insert: immediately prior to the start of their shift

**Floating Holidays page 14 Police Officers:**

Add: 12 hours

Used by September 30th

**David Schroeder moved to adjourn at 8:30 pm. Stephen Appell seconded.**  
**Motion carried by voice vote.**

Recorded by: Village Clerk, Nancy L. Belt

Minutes approved by Chairman, David Schroeder October 6, 2011