

AGENDA ITEM SUMMARY SHEET
VILLAGE COUNCIL MEETING
June 17, 2026

Agenda Item:

Resolution No. 2026-10 adopting new Personnel Policy

Motion to adopt Resolution No. 2026-10.

Background:

The Village Council adopted the Village's first Personnel Policy on June 1st 2016, by Resolution 2016-09. Since its initial adoption, there have only been two small changes to the Personnel Policy (Resolution 2023-15 which provided authorization for director-level staff to cash in up to 80 hours of PTO by September 30th of each year, and Resolution 2026-05 to further revise the Village's policy regarding payouts of unused PTO).

In the ensuing years, there have been changes in state and federal laws and various court rulings, as well as evolution of employment best practices, which should be reflected in the Village's Personnel Policies. The Village Attorney has conducted a comprehensive overview of the Village's current Personnel Policy and, in addition to finding necessary legal updates, has found that the current policy contains some provisions which are not applicable to the Village or have not, due to the Village's size, been followed over time.

Based on this review, the Village Attorney has recommended to the Village Council that it adopt the new Personnel Policy attached to this Resolution, which new provides a more logical organizational structure and brings the policy up to date with prevailing law and best practices.

The Village Attorney has reviewed with the Village Manager the provisions of the recommended new policy to ensure any administrative, operational or logistical questions or concerns were addressed.

Action Requested:

Motion to adopt Resolution No. 2026-10.

Process and Timeline:

Once adopted, the Village Manager will ensure a copy of the new policy will be distributed to all current and future Village employees.

Financial Impact: N/A

Prepared by: Robert Eschenfelder, Village Attorney

Attachments:

1. Resolution No. 2026-10
2. Personnel Policy Manual 2026