
**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: MATT ANASTASIA, FINANCE DIRECTOR
SUBJECT: DISCUSSION: VILLAGE PERSONNEL HANDBOOK UPDATE
AGENDA: DECEMBER 5, 2023 REGULAR BOARD MEETING
DATE: NOVEMBER 21, 2023

ISSUE

Shall the Village Board discuss the update to the Personnel Handbook.

DISCUSSION

Over the past years while I have been with the Village, the Board made slight changes to the Personnel Handbook as needed. As this item was being researched by myself, it was recognized that the Village Personnel Handbook has not been formally approved for an amendment since 2004 by the Village Board. The Handbook also has not comprehensively been looked at in quite some years.

VA Koeppel, Village Attorney Julien, and I have been reviewing the handbook in a detailed fashion. Attorney Julien has focused on the statutory law changes and general language updates needed to be incorporated into the manual, while Scott and I focused on amending the manual to follow current practices. While going through the personnel handbook, the following major changes were made:

Paid Leave for All Workers Act – This new act will go into effect on January 1, 2024. This requires all employers (except school districts and park districts) to provide 1 hour of time off for every 40 hours of work for **ALL** employees. This time can be used for any situation, with a no questions asked policy. This law does not affect union employees who have a current contract in place at the time of implementation. This will be addressed when the next contract is being negotiated.

Since the Village already provides the required hours for all employees, we had to modify our current time off policies to adhere to the new Law. An ordinance approving this Law change will also be presented at the next Board meeting for approval with the final Personnel Handbook. Below are the changes that were made to our current time off policies:

- Sick Time – Full-time employees receive 80 hours of sick time (10 days) and Part-time employees receive 40 hours of sick time (5 days).
- Personal Time – Full-time employees receive 32 hours of personal time (4 days). No benefit for Part-time employees.

The new policies incorporate the language needed to comply, and the following changes were made to the time off policies:

- Sick Time – Full-time employees will receive 72 hours of sick time (9 days) and Part-time employees will not receive sick time moving forward.
- Personal Time – Full-time employees would no longer receive personal time moving forward.
- PLFAW Time – This would be implemented, and Full-Time and Part-Time employees will now receive 40 hours of Paid Leave for All Workers time every January 1st. This paid time is allowed to be used for any purpose and is a use it or lose it policy annually, however, every January 1st they would be provided another 40 hours. The Village would not be liable for any time to roll over, nor would this time be owed to pay out at termination.

This policy change does not change the total number of days off each employee would receive annually, it simply changes it to be less restrictive on the use. If employees currently have leave balances in the banks that are being removed/changed, that time will stay to be used, however, they will not accrue anymore as of January 1, 2024.

Sick Leave Bank – The sick leave bank currently is max of 480 hours with no payout at termination/retirement. The recommended change would be to change this to the maximum allowed in the bank to match the amount allowed to be reported to IMRF for unused, unpaid sick days at termination. This amount is 1,920 hours of sick time. There is no financial or cost effect to the Village, this is only an additional benefit for employees. If an employee has an agreement stating they would be paid out sick time, this will not adjust their allowed amount, it would stay the same. It would only be for employees with no sick time payout benefit.

Pay and Classification Plan – Adjusted to state this was approved by the Village Board annually through the budget process rather than a salary schedule approved by the Board, which was not done in practice.

Performance Evaluations – This standard was changed from being due at the end of the fiscal year in April, to being due by December 31st annually. This allows Staff to budget properly and accurately for the coming fiscal year, knowing where all employees stand with their evaluations.

Holidays – Instead of stating them in the Personnel Handbook and having to update frequently, it was removed and stated they were approved through the annual calendar approval by the Village Board.

Vacation Leave Accrual – Updated this section to state employees can use accrued vacation time once it is accrued, not after 6-months. This is an administrative hurdle to track.

Remainder of Items – The remaining changes in the redlined version are language, statutory or law changes recommended by Village Attorney Julien. These were to bring our handbook up-to-date and current.

COST

There is no cost to discuss the update to the Personnel Handbook.

RECOMMENDATION

That the Village Board discuss the update to the Personnel Handbook and make recommendations to Staff to bring back to the next meeting for approval.