

VILLAGE OF MCLEAN

HR COMMITTEE MEETING

OCTOBER 25, 2023

Meeting called to order at 6:00 PM. Kirby, Wille, and Page all present.

All notes regarding Village Employee Handbook.

Page 1, paragraph 5. "May end employment with or without notice or with or without cause". Kirby doesn't believe this is needed. Wille thought IL was an "At Will State", and this is required. Will follow up with McGrath on legality of this. Also, in paragraph 5 "No one except the President of the Village of McLean, or authorized President can change an employee status". Should this be changed to HR Committee? Also, would like to change "Designee" to "HR Committee" throughout entire document.

Page 3- Under Employee Classification-Police Chief-States full time with a minimum of 32 hours per week, but page 10 states 43 hours per week. Amend "Regular Full Time Employee" to Regular Full Time Public Works. Amend "Regular Part-Time Employee" to Part-Time Office Manager and Police Officers. Also, might consider adding police officer as classification.

Page 9- "Overtime work must always be approved before it is performed." Would like to add "Unless in the case of an emergency".

Page 9-Payroll Periods and Deductions-Office Hours state M-F between 8AM and 12PM to be able to pick up paychecks. Would like to change to "during regular office hours."

Page 12-Would like to add "Employee can choose overtime, or comp time to be taken during that pay period."

Page 13- Holidays. Is the "After 30 Days of Employment..." 30 days from the date of hire, or 30 days after the 90-day probation period?

Page 17-Automobile transportation- Consider adding "Use of Village vehicle is strongly recommended, however if one is not available, your personal vehicle can be used."

Page 32- Check with McGrath on removing "terminate without cause or notice."

Kirby-Motion to adjourn 6:35PM. Page-2nd. All ayes, motion carried.

Respectfully submitted by,

Ashley Billington

Village Clerk

