

Request For Board Action

REFERRED TO BOARD: December 21, 2015

AGENDA ITEM NO: 2

ORIGINATING DEPARTMENT: Administration

SUBJECT: Consideration of Resolution adopting revised Employee Policy 7.1 – Employee Disciplinary Guidelines

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

From time to time, the Village must amend its personnel policy book to adapt to the needs of its employees, based upon individual incident, changes in employment law and or other circumstances requiring new policy and/or policy amendment.

In February, 2015 the Village Board approved Resolution No. 15-14 suspending the current employee disciplinary policy until it could be reviewed and amended. The original policy allowed the removal of Personnel Action Reports (PAR) forms after a period of 2 years if there is no subsequent disciplinary action taken. Upon staff review of the policy, it does not comply with required state disposal guidelines established by the local records commission, and does not maintain a true and accurate account of an employee's history with the Village. The proposed resolution requires that PAR forms be kept in employee personnel files for the retention period required by the Local Records Commission.

FINANCIAL IMPACT:

No Impact

DOCUMENTS ATTACHED:

1. Resolution
2. Policy 7.1 – Employee Disciplinary Guidelines

RECOMMENDED MOTION:

Move to approve a Resolution adopting revisions to Employee Policy 7.1 – Employee Disciplinary Guidelines.

Village of Antioch, Illinois

RESOLUTION NO. 15-

**RESOLUTION ADOPTING REVISIONS TO EMPLOYEE POLICY 7.1 –
EMPLOYEE DISCIPLINARY GUIDELINES**

WHEREAS, the Village of Antioch (“Village”) is a municipality located in Lake County, Illinois;
and

WHEREAS, at certain times updates and amendments must be made to the Village personnel
policy; and

WHEREAS, such amendments may be made based upon the needs of employees, individual
incidents, changes in employment law, or other circumstances requiring new policy; and

WHEREAS, the purpose of the current Employee Disciplinary Policy is to allow for disciplinary
process which promotes consistent disciplinary guidelines to all employees; and

WHEREAS, the current Employee Disciplinary Policy allows for the removal of Personnel Action
Reports after a period of two (2) years if no subsequent disciplinary action is taken; and

WHEREAS, the current Employee Disciplinary Policy has been revised to require the retention
of Personnel Action Reports as required by the Local Records Commission; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Board of Trustees of the Village, to
adopt Employee Policy 7.1 – Employee Disciplinary Guidelines.

PASSED and APPROVED this -- day of --, 2015

AYES:
NAYS:
ABSENT:

Lawrence M. Hanson, Mayor

ATTEST:

Lori K. Folbrick, Village Clerk

Village of Antioch

Section: 7.1

Title: Employee Disciplinary Guidelines

Final Draft Date: 11/06/2006

Adopted by: Ordinance 06-11-39

Revision Approval Date:

Approved by:

Policy

It is the policy of the Village to allow for disciplinary process which promotes consistent Disciplinary Guidelines to all employees.

Eligibility

All permanent and temporary full time and part time employees, excluding elected officials.

Purpose

Any conduct that interferes with or adversely affects employment or is in violation of any policy and/or procedure established by the Village, and/or is in violation of any federal, state or local law is grounds for disciplinary action. Each disciplinary category will be utilized in sequential order, however, certain conduct may be deemed to warrant an immediate written reprimand, suspension or termination. All Village employees serve at the will of the Village and an employee may be dismissed for any lawful reason at any time.

Procedures

Using a Personnel Action Report (PAR), the supervisor or Village Administrator, in cooperation with Human Resources, will document and specifically outline the areas that require the employee's immediate improvement. Failure to resolve the problem within the specified time frame may result in disciplinary action, not to exclude termination.

The supervisor, Human Resources, and/or Village Administrator will meet with the employee to read through the PAR, and will encourage the employee to sign the PAR. The employee will retain a signed copy for their records. The original copy of the PAR and any additional documentation will be placed in the employee's Personnel File. ~~The PAR may be removed after two years if there is no subsequent disciplinary action taken.~~

The Formal disciplinary action will be processed in the following manner: Verbal Reprimand; Written Reprimand (up to three(3) Written Reprimands may be

issued); Suspension (with or without pay, as determined by supervisor and/or Village Administrator approval); Termination.

Exceptions

An employee may appeal a disciplinary action through the Appeal Process (see Employee Disciplinary Action Appeal Process, Policy 8.1)