

Request For Board Action

REFERRED TO BOARD: February 16, 2015

AGENDA ITEM NO: 9

ORIGINATING DEPARTMENT: Administration

SUBJECT: Approval of a Resolution Involving Personnel Files.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The Village of Antioch Employee Policy 7.1 titled Employee Disciplinary Guidelines promotes consistent disciplinary guidelines to all employees. The policy address disciplinary action and outlines the procedures required for completing disciplinary action, particularly the use of a Personnel Action Report (PAR) form. The policy states that the original copy of the PAR and any additional documentation will be placed in the employee's personnel file, and may be removed after two years if there is no subsequent disciplinary action taken.

After staff review, it was decided to bring the policy forward to the Village Board for their review. Until a recommendation can be made by staff to the Village Board, the attached resolution suspends the current policy so that the personnel files remain intact.

DOCUMENTS ATTACHED:

1. Resolution
2. Employee Policy 7.1

RECOMMENDED MOTION:

Move to approve a Resolution Involving Personnel Files.

RESOLUTION 15 - _____

A RESOLUTION INVOLVING PERSONNEL FILES

WHEREAS, the Village maintains personnel files on its staff members, and

WHEREAS, the Village has a policy which has been interpreted in a manner which allows the employees to request that their files be purged of disciplinary action once a period of time has passed following an infraction or alleged infraction, and

WHEREAS, this policy has not been reviewed in a considerable period of time, and

WHEREAS, the Village Board finds that it would be appropriate to review this policy, to determine whether it should remain in effect, or if it should be modified in any way, and

WHEREAS, in the interim, the Board wishes to secure the existing materials in these personnel files so that whatever policy is determined to be appropriate in the future is applied in a fair and even-handed manner once that determination is made,

NOW THEREFORE be it resolved by the corporate authorities of the Village of Antioch, Lake County, Illinois as follows:

Section One: The existing policy authorizing the employees of this Village to request that their personnel files be purged of disciplinary matters is hereby suspended.

Section Two: The Village Attorney is directed to work with senior staff to review the existing policy and provide an analysis of the same, and to provide a draft of any recommendations they may have for a revised or improved policy as soon as practicable.

Section Three: This Resolution shall take effect immediately upon its passage and approval as provided for by law.

APPROVED this _____ day of _____, 2015

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)