

RESOLUTION 15 - 14

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 16th day of February, 2015


Lawrence M. Hanson, Mayor

ATTEST:


Lori K. Folbrick, Village Clerk

