

Village of South Barrington

LEGAL AND HUMAN RESOURCES COMMITTEE

FEBRUARY 5, 2015 MEETING

MINUTES

CALL TO ORDER

The meeting was called to order by Committee Chairman Stagno at 2:25 p.m.

ROLL CALL

Members present: Chairman Stagno, Trustee Cohen, Trustee Kerman

Others present: President McCombie, Trustee Abbate

Staff present: Administrator Palmer, Treasurer Bodie

APPROVAL OF MINUTES

The Minutes of the January 15, 2015 Regular Meeting were approved as printed and distributed.

AGENDA ITEMS

Employee Sick and Vacation Benefits

The Committee continued their discussion and review on the Village's vacation and sick leave benefits. The Committee reviewed the current Village policy on sick leave, particularly the 96 hours of accrued sick leave allocated annually, the 600 hours of sick leave allowed to be banked by employees and the payout of 1/3 unused sick leave up to 200 hours or 5 weeks at retirement. After discussion on the additional retirement contributions required when IMRF employees receive sick leave payouts at termination, the disability pension benefits provided to employees that make a large balance of sick leave unnecessary and the potential for misuse of sick leave benefits, it was the consensus of the Committee to make some changes to the Village policy. The recommendation was to reduce the accrual limit to 480 hours, eliminate all payouts of unused sick time, but retain the 96 hours annual allocation.

The Committee then reviewed the current Village policy on vacation, particularly the carry forward of up to 4 weeks of vacation time by employees. After discussion on the merits of employees taking their vacation benefits annually and the costs associated with payments to employees at retirement for large balances of accrued vacation, the Committee recommendation is to reduce the vacation annual carry forward 50 % per year to get to a 0 hour vacation carry forward balance on December 31, 2016.

The Committee expressed support for a way to compensate employees for the policy changes. Trustee Stagno cited a desire to "honor our obligations" while Cohen referred to the recognition of "employees' excellent service". Trustee Kerman stated the Village will be able to start over with a "clean slate" after providing for an equitable employee payment. After discussion on the scenarios, the Committee determined the Village should provide employees the option for a payment of up to 33% of their sick leave balance before the close of this fiscal year, both as a way of reducing accrued balances to the new limit of 480 hours and to be true to the previous policy of 1/3 pay out. Similarly, the Committee determined to provide employees an optional payment for up to 50% of their accrued vacation balance to a two week maximum to facilitate the reduction to 80 hours carry forward at December 31, 2015. Treasurer Bodie provided the Committee with a maximum cost to the Village for the proposed vacation and sick leave payment to employees as discussed of \$86,096 including the Village share of FICA tax and IMRF contribution. This amount would be reduced based on any time used by the employee before the payment and the employee's request for less than the maximum payment.

Trustee Kerman made a motion, seconded by Trustee Cohen to recommend to the Board a resolution to change the Village's personnel policy to eliminate payout of sick leave at retirement and reduce the amount of accrual to 480 hours and to change the Village vacation carry over from year to year to 0 as of December 31, 2016 in a two year process. To facilitate this change in policy, the Village will purchase at the employee's option 50% of the accrued vacation balance up to two weeks and 33.3% of the accrued sick leave balance up to 200 hours in a separate payroll at the end of April 2015.

It was noted these proposed changes to the Village's Personnel Policies and Administrative Procedures will not impact union employees who are governed by the terms of the union contract.

NEW BUSINESS

Mayor McCombie informed the Committee on the status of the full-time sworn officer recruitment. The police department needs to fill three positions immediately and has another potential opening due to a temporary disability. Currently, there are 33 applicants who have passed the eligibility exam. The Police Commission Rules & Regulations require all eligible applicants to take polygraph and background exams prior to the interview process. The cost of these exams for 33 people will be about \$23,000. The Mayor is following up with the Village attorney to establish a more time and cost efficient procedure.

The next scheduled Meeting of the Legal and Human Resource Committee meeting is to be determined after the salary range survey is completed.

ADJOURNMENT - A motion for adjournment was made by Trustee Cohen and seconded by Trustee Kerman. By unanimous voice vote, the meeting adjourned at 4:20 p.m.

Respectfully submitted by
Michelle Bodie, Treasurer