

**Village of South Barrington**  
**LEGAL AND HUMAN RESOURCES COMMITTEE**

**JANUARY 15, 2015**

**MINUTES**

**CALL TO ORDER**

The meeting was called to order by Committee Chairman Stagno at 1:00 p.m.

**ROLL CALL**

Members present: Chairman Stagno, Trustee Cohen, Trustee Kerman

Others present: President McCombie, Trustee Abbate, Commissioner Crosby

Staff present: Administrator Palmer, Treasurer Bodie

**APPROVAL OF MINUTES**

The Minutes of the August 19, 2014 Meeting were approved as printed and distributed.

**AGENDA ITEMS**

**Employee Sick and Vacation Benefits**

The Committee reviewed the survey prepared by Treasurer Bodie on vacation, compensatory, holiday and sick time benefits and the pay outs at retirement or termination. The communities included in the survey were Barrington, Barrington Hills, Kildeer, Huntley and Gilberts. The Committee discussed the Village policy on sick time, particularly the 96 hours of accrued sick leave allocated annually, the 600 hours of sick time allowed to be banked by employees and the payout of 1/3 unused sick time up to 200 hours or 5 weeks at retirement.

The Committee discussed the carry forward of up to 4 weeks of vacation time by employees. The cost of earned vacation paid at termination could be close to 8 weeks with the current policy. It was recognized that employees should be encouraged to take their vacation time annually.

Vacation and sick time use by newly hired employees was discussed. The Committee expressed concerns about an employee using vacation or sick time during their probationary period. Treasurer Bodie assured the Committee that the Village's policy to pay payroll two weeks in arrears prevents the Village from paying benefits before an employee has earned it. Trustee Cohen made a motion, seconded by Trustee Kerman to recommend to the Board a resolution to change the Village's personnel policy to prohibit the use of vacation or sick time within the first 90 days of employment.

Treasurer Bodie was directed to prepare a cost analysis of purchasing a portion of employees' sick and vacation bank for discussion at the next Committee meeting. The Committee also requested information on the waiting periods for disability benefits under the Village's pension plans.

**NEW BUSINESS**

The next scheduled Meeting of the Legal and Human Resource Committee meeting will be February 5, 2015 at 2:00 p.m.

**ADJOURNMENT** - A motion for adjournment was made by Trustee Cohen and seconded by Trustee Kerman. By unanimous voice vote, the meeting adjourned at 2:59 p.m.

Respectfully submitted by  
Michelle Bodie, Treasurer