

## **Personnel Manual**

Policy modifications and current practice clarifications have been made to the following sections of the Personnel Manual:

**Table of Contents** – Updated to reflect new VOICE committee section. Grammatical corrections.

**Initial Evaluation Period** – Grammatical corrections.

**Selection** – This section was modified to include verbiage that more closely aligns with Village values.

**Hiring Relatives** – The language in this section was modified to be more concise.

**Supervision of Relatives/Family Member in the Police and Fire Departments** – Grammatical correction.

**Employment Categories** – This section was modified to include additional work schedules.

**Identification Badges** – This section was modified to provide clarification of Village requirements regarding badge holders.

**Talent Management Plan** – This section was modified to reflect current practice.

**Employment Records** – This section was modified to reflect current practice.

**Training Programs** – This section was modified to reflect current practice.

**Appearance and Dress** – This section was modified to reflect current practice and to include inclusive language.

**Overpayments/Indebtedness to The Village** – This section was modified to reflect current practice.

**Weapon Free Workplace** – Grammatical correction.

**Corrective Action Procedure** – Grammatical correction.

**Sexual Harassment** – This section was modified to provide more inclusive language.

**Whistleblower Protection Policy** - This section was modified to include updated contact information, reflect current practice and to remove the sample of the acknowledgment of receipt.

**Bereavement Leave** – This section was modified to reflect the New Family Bereavement Leave Act that includes the Child Bereavement Leave Act that will go into effect January 1, 2023.

**Medical Insurance** – This section was modified to reflect current practice.

**Employee Assistance Program** – This section was modified to reflect current practice.

**HealthyU/Employee Wellness** – This section was modified to reflect current practice.

**EEC/Employee Engagement Committee** – This section was modified to reflect current practice.

**VOICE/ Vocalize Our International Community Effectively Committee** - This section was added to provide information regarding VOICE committee.