



Agenda Item Summary

File #: RES 23-67, **Version:** 1

Submitted By

Kira Tchang, Assistant Village Manager/HR Director

Reviewed By

A.M. Zayyad

Agenda Item Title

A Resolution Approving Amendments to Section VII ("Leaves of Absences"), Appendix I ("Job Class and FLSA Status") and Appendix VII ("Appointee Pay Plan Schedule") of the Village of Oak Park Personnel Manual

Overview

The Village of Oak Park Personnel Manual includes personnel policies that set expectations for employee and management responsibilities, ensure employees are treated in a consistent manner, inform employees of their rights and benefits, and comply with State and Federal rules and regulations. Staff regularly review the Personnel Manual and make periodic updates to ensure the Village complies with applicable laws and that the policy manual is consistently with the Village's authorized budget. Staff have made recommendations to update the Village's Leaves of Absences policy to include Family Bereavement Leave Act provisions which went into effect in the state of Illinois on January 1, 2023. Additionally, Appendices I and VII have been updated to reflect changes to authorized positions in FY23.

Recommendation

Adopt the resolution

Background

On January 1, 2023, Illinois's Family Bereavement Leave Act (FBLA) went into effect. FBLA expands leave time requirements to cover pregnancy loss, failed adoptions or surrogacy agreements, unsuccessful reproductive procedures, and other diagnoses or events negatively impacting pregnancy or fertility in addition to requiring employers to provide leave time after the loss of family members including spouses, domestic partners, siblings, grandparents, and stepparents. Employees are eligible for up to two weeks, or 10 working days, of unpaid leave for any events covered by the FBLA. Village employees currently receive three days of paid leave in the event of the death of an employee's immediate family member including spouse, domestic partner, child, parent, sibling, or other household members, however, under the new FBLA, covered employees would be eligible for additional unpaid leave.

Staff has also updated Appendices I and VII to reflect the Village's authorized positions as approved in the FY23 Budget.

Fiscal Impact

None

DEI Impact

N/A

Alternatives

The Village is required to provide Family Bereavement Leave to eligible employees.

Previous Board Action

The Board previously authorized changes to Appendix I and Appendix VII for newly created or updated position on July 18, 2022 via Resolution 22-151.

Citizen Advisory Commission Action

None

Anticipated Future Actions/Commitments

Staff regularly review the Personnel Manual and make periodic updates to ensure the Village is in compliance with applicable laws and that the policy manual is consistently with the Village's authorized budget.

Intergovernmental Cooperation Opportunities

N/A