



VILLAGE OF WESTON, MARATHON COUNTY

RESOLUTION NO. 2018-015

**A RESOLUTION ACKNOWLEDGING UPDATES TO THE VILLAGE OF WESTON
EMPLOYEE PERSONNEL POLICY AND PROCEDURE MANUAL**

WHEREAS, the Village Board and the Human Resources Committee have reviewed the proposed changes to the current Employee Personnel Policy and Procedure Manual, made changes where deemed appropriate and approved those changes attached as Exhibit A to this resolution; and

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees for the Village of Weston based upon the review and recommendations of the Village of Weston Human Resources Committee hereby adopts the Employee Personnel Policy and Procedure Manual attached as Exhibit A and directs the Administrator to implement this manual and the attendant employee training.

PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WESTON, at a regular meeting thereof, this 19th day of the month of March, 2018.

VILLAGE OF WESTON, a Municipal Corporation of the State of Wisconsin.

By: 
BARBARA ERMELING, Village President

ATTEST:
By: 
SHERRY WEINKAUF, Village Clerk

Vote: Passed

**VILLAGE OF WESTON, WISCONSIN
AGENDA ITEM COVER SHEET**

MTG/DATE: Human Resources Committee 03/19/2018
Board of Trustees - 03/19/2018

FROM: Loren White, Trustee

DESCRIPTION: Resolution No. 18-015: A resolution approving updates to the Village of Weston Employee Personnel Policy and Procedures Manual

This resolution accomplishes the acknowledgment of the updated manual with the exception of Chapter 9 Safety.

ACTION:	<input checked="" type="checkbox"/> Acknowledge	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Proclamation
	<input type="checkbox"/> Deny	<input checked="" type="checkbox"/> Policy	<input type="checkbox"/> Report
	<input type="checkbox"/> Expenditure	<input checked="" type="checkbox"/> Procedure	<input checked="" type="checkbox"/> Resolution

QUESTION:

Should the Board of Trustees approve the resolution implementing the updated changes in the Employee Personnel Policy and Procedures Manual as reviewed by the Human Resources Committee, Administrator, and the Clerk/Employee Resources Manager.

BRIEF:

During a review and update of the Village of Weston Employee Personnel Policies and Procedures Handbook all chapters (with the exception of Chapter 9 Safety) The manual was corrected where errors were found, modified where necessary, sections inserted where needed and changed in format to correct formatting errors. Tasks assigned to the Administrator and Human Resources Committee were modified, and the title of the Clerk/Human Resources Director, now Clerk/Employee Resources Manager were made. This manual is a continuously evolving document as employment practices, law and Village needs change regularly.

This Resolution, No. 18-015 enacts those updates and changes.

FISCAL IMPACT: NONE

RECOMMEND: To update the Village of Weston Employee Policy and Procedures Manual by passing this resolution.

COMMITTEE: Human Resources Committee

REQUEST: To approve Resolution No. 18-015.

- Additional briefer with this agenda item.
- Additional reference documents which have been attached to this report.