



# Personnel Policies, Manuals, and Records

September 2, 2009

# Personnel Policies

- **General Considerations**

- Discrimination
- Constitutional Rights

# Personnel Policies

- **Hiring Process**

- Disability

- Credit Reports

- Identity

# Personnel Policies

- **Wage and Hour Laws**

- Federal

- State

# Personnel Policies

- **Workers' Compensation, etc.**
  - Workers' Comp
  - Occupational Disease
  - Disability
  - Death Benefits

# Personnel Policies

- **Safety and Health Laws**

- Federal

- State

# Personnel Policies

- **Discipline and Dismissal**
  - No “at will” presumption
  - IL Municipal Code

# Personnel Policies

- **Pensions**

- IL Pension Code

- IL Municipal Retirement Fund



# Personnel Policies

- **Miscellaneous Policies**

- Election Code
- Employee Blood Donation Leave Act
- Jury Act
- Nursing Mothers in Workplace Act
- Military Leave of Absence Act
- State Officials and Employees Ethics Act
- Time Off for Official Meetings Act
- Local Governmental Employees Political Rights Act

# Personnel Manuals

- **Contractual Issues**
  - Can create enforceable contract
  - Disclaimers not against public policy

# Personnel Manuals

- **General Checklist (see handout)**
  - Disclaimer/reservation of rights
  - Harassment/discrimination policy
  - Grievance procedures
  - Leave/absence policies
  - Compensation and work schedule/hours
  - Benefits
  - Ethical standards
  - Acknowledgment

# Personnel Records

- **Federal Law**
  - Fair Labor Standards Act

# Personnel Records

- **Illinois Law**

- Personnel Records Review Act
- Local Records Act
- Prevailing Wage Act
- Health and Safety Act
- Toxic Substances Disclosure to Employees Act
- Employment Record Disclosure Act

# Personnel Records

- Miscellaneous Topics
  - Litigation
  - Document retention policies
  - Sanctions (civil/criminal)



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