

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL MEETING
JANUARY 8, 2008 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Employee Training Institute Days	Resolution Ordinance ✓ Motion Discussion Only	Wesley Morgan Human Resources Director

SYNOPSIS

A motion is requested to authorize the closure of Village offices to the public on two nationally recognized holidays (that are not observed at this time by the Village) and incorporate two employee training “institute days” in FY 2008. Employee training institutes days will enable the Village to provide professional development opportunities to large portions of its employee workgroup on days that traditionally have low resident and business activity due to the observance by most government offices of the holiday.

STRATEGIC PLAN ALIGNMENT

The Five Year plan and Goals for 2007-2012 identified *An Exceptional Municipal Organization* and a supporting goal is *High Performing Directors, Supervisors and Employees Accountable for the Task, Work Product and Goal Achievement*.

FISCAL IMPACT

The ability to perform Village wide employee training activities during work hours eliminates the need for overtime wages to be paid to provide similar training outside of traditional business hours.

RECOMMENDATION

Approval on the January 15, 2008 consent agenda.

BACKGROUND

In FY 2008 the Village of Downers Grove will provide a series of relevant training opportunities to its employees. The training is designed to supply Village employees with professional development tools to maximize effective municipal services. The training will also re-enforce the Village’s commitment to being an employer of choice. Maintaining a well-trained workforce is in line with the Village’s Strategic Plan goal of having an exceptional municipal organization. Some of the areas of focus within the training program include:

- Customer Service
- Performance Management
- Change Management
- Strategic Planning
- Violence in the Workplace
- Computer Technology

As part of the training schedule, it is recommended that the Village Council authorize Village offices to be closed to the public on Presidents’ Day, Monday, February 18, 2008, and Veterans’ Day, Tuesday, November 11, 2008, which will allow for scheduling of two Employee Training Institutes in 2008.

Presidents' Day and Veterans' Day are nationally recognized holidays that are not currently observed by the Village. On these dates, the Village has traditionally experienced low service requests from the public. Both are recognized holidays by the Federal Reserve.

For both days, all employees will report to work at their regular time and staff assignments will be allocated to ensure quality services to the public (with necessary accommodations for public safety services).