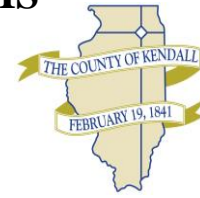


**COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE**

**REMOTE MEETING AGENDA
Monday, August 3, 2020 at 5:30p.m.**

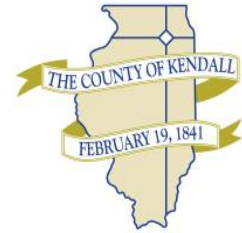


- 1. Call to Order**
- 2. Roll Call:** Elizabeth Flowers (Chair), Scott Gengler, Judy Gilmour, Matthew Prochaska, Robyn Vickers
- 3. Approval of Agenda**
- 4. Approval of July 15, 2020 Meeting Minutes**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
 - Discussion and Approval of Dental Rebate by Met Life Due To Covid-19
 - Discussion and Approval of Employee Recognition Pizza Party 2020
 - Discussion and Approval of Census Commission Renewal
 - Discussion of Codification Proposals
 - Discussion and Approval of Employee Handbook Update – County Administrator Direct Oversight of Department Heads
 - Discussion and Approval of Kendall County Board Meetings and Committee Meetings Remote Attendance Policy
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. Adjournment**

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630- 553-4171, a minimum of 24-hours prior to the meeting time

Kendall County Admin HR Committee

Monday, August 3, 2020 Remote Meeting Attendance



In accordance with the Governor's Executive Order 2020-07, Kendall County Board Chairman Scott Gryder is encouraging social distancing by allowing remote attendance to the **Admin HR Committee** meeting scheduled for **5:30PM on Monday, August 3, 2020**. Instructions for joining the meeting are listed below.

The County Office Building is currently closed to the public. For your safety and others, please attend the meeting by phone or computer. All business that can be postponed until a later date will be postponed.

If anyone from the public would like to make a comment during the meeting there will be an allotted time on the agenda for public comment, and all of the county board rules of order still apply. We will also accept public comment by emailing: ksadmin@co.kendall.il.us. Members of the public may contact Kendall County Administration prior to the meeting for assistance in making public comments at 630-553-4171.

[Join Microsoft Teams Meeting](#)

[+1 309-248-0701](tel:+13092480701) United States, Rock Island (Toll)

Conference ID: 763 297 494#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

Kendall County

[Legal](#)

Kendall County Admin HR Meeting Information:

<https://www.co.kendall.il.us/transparency/agendas-packets-and-meetings-schedules/administration-human-resources-committee>

For information about how to join a Microsoft Teams meeting, please see the following link.

<https://support.office.com/en-us/article/join-a-meeting-in-teams-1613bb53-f3fa-431e-85a9-d6a91e3468c9>

**COUNTY OF KENDALL, ILLINOIS
ADMIN HR REMOTE MEETING**

Wednesday July 15, 2020

CALL TO ORDER – Member Flowers called the meeting to order at 5:31pm.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Elizabeth Flowers	Present		
Scott Gengler	Here		
Judy Gilmour		5:33pm	
Matthew Prochaska	Here		
Robyn Vickers	Here		

Others in Attendance: Mera Johnson, Scott Koeppel, Mike Neuenkirchen – KAT, James Bonneville – Municode, Kimbill Clark – Municode, Rich Frommeyer – American Legal

APPROVAL OF AGENDA – Motion made by Member Gilmour second by Member Gengler to approve the agenda. **Roll Call: Chair Flowers - Aye, Member Gengler – Yes, Member Gilmour – Yes, Member Prochaska – Yes, Member Vickers – Yes, the agenda was approved by a 5-0 vote.**

APPROVAL OF MINUTES – Motion made by Member Vickers, second by Member Gengler to approve the July 6, 2020 minutes. **Roll Call: Chair Flowers - Aye, Member Gengler – Yes, Member Gilmour – Yes, Member Prochaska – Yes, Member Vickers – Yes, the agenda was approved by a 5-0 vote.**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

- *Administration* – Mr. Koeppel informed the Committee that the housing MCC item is still at the State’s Attorney’s Office being reviewed, once legal review is complete it will go to the Board for approval.

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Presentation ISACo & GIS Benefits Cash in Lieu Program* – Mr. Koeppel explained that after the Health Insurance data was forwarded to GIS and analyzed they determined the County is not a good candidate for this program, it would be cost prohibitive. They will check back with the County in a year to reevaluate.
- *Presentation Codification American Legal Publishing Corporation* – Rich Frommeyer from American Legal explained they have many clients from large

cities, they also focus on a strong legal review component. Member Prochaska asked about older ordinances and resolutions and the cost for reviewing Committee Minutes all the way back to 1841. Mr. Frommeyer responded that most entities select a year and move forward from that date. There would be an additional cost to review committee minutes and cross reference duplicates etc. Member Gengler asked about Word format. Member Gilmour asked about project leads and the Clerk's involvement in the process especially with the election coming up. Mr. Frommeyer explained that Word format is available. He explained that he estimates Kendall County's document would be 600 pages or so and the cost would be \$13,000 with additional costs for reviewing minutes and adding new ordinances. Mr. Koepfel asked about server storage. Mr. Frommeyer explained it would be on American Legal's server.

- *Presentation Codification Municode* – James Bonneville from Municode explained that their focus is twofold depending on the client's needs, there is a self-publishing option or another where updates are sent to Municode for incorporation. With either option an initial review of documents is done with a Memo outlining Ordinances and Resolutions. The documents are available in Word format; they are hosted on Municode's server with Kendall County's banner added to the website for continuity. Member Prochaska asked about looking at committee minutes for older Ordinances. Mr. Bonneville indicated that would be an additional cost. Mr. Koepfel noted that currently Ordinances and Resolutions are listed on the website back to 1970. Mr. Kimbill explained that with the self-publishing option there can be staff backend review and Board approval before publishing. Mr. Bonneville also noted that staff would be able to search other Counties that use Municode ordinances for reference. There would also be a Word search option. The cost would be \$9000 for 10 font or \$18 a page for 12 font. Member Prochaska inquired about a timeline. Mr. Bonneville responded that it would be a 10-12-month process.
- *KAT Capital Grant Application for the KAT Fleet* - Mike Neuenkirchen with the KAT Program explained that they are applying for some Capital Funds through the State's Rebuild Illinois Program. KAT would be applying for approximately \$500,000 mainly for cameras for buses and a plan for storage space for buses. Mr. Koepfel explained that many of these grants require shovel ready projects and having a plan for a future KAT facility would be helpful. This item needs a public hearing and Board approval. **Motion made by Member Prochaska, second by Member Gengler to forward this item to the County Board for approval at the August 3rd, 2020 Board Meeting. Chair Flowers asked for a Roll Call with all members voting yes the motion passed unanimously.**

EXECUTIVE SESSION – None

ITEMS FOR COMMITTEE OF THE WHOLE – None.

ACTION ITEMS FOR COUNTY BOARD –

- *KAT Capital Grant Application for the KAT Fleet – August 2, Board Meeting*

ADJOURNMENT – Member Vickers made a motion to adjourn the meeting, second by Member Gengler **Roll Call: Chair Flowers - Yes, Member Gengler – Yes, Member Gilmour – Yes, Member Prochaska – Yes, Member Vickers – Yes, the meeting adjourned at 6:50 p.m.**

Respectfully Submitted,

Mera Johnson
Risk Management and Compliance Coordinator

MET LIFE REBATE DUE TO COVID-19

Due to dental offices being closed for the most part of the pandemic, Met Life issued a 25% premium credit for April and May 2020 for a total of 50% credit. We received this credit on our invoice for July in the amount of \$12,517.36.

I would like to handle this like the MLR rebates that we have had to do the past 2 years from UHC. I would handle the rebate as follows:

1. Employees that have single coverage would have no change as the County pays for the insurance, so the County keeps all of the single rebate portion.
2. Employees that have family coverage would have their 1st payment at September set to \$0 and then their 2nd payment would be normal. This would be giving them 50% credit.
3. Retired employees that pay their dental insurance, would receive rebate checks in the amount of 50% of their monthly September payment, no matter if they have single or family since they pay the entire premium. These would have to be hand written and mailed to them.

County of Kendall

Resolution 19 – 20

RESOLUTION CREATING A CENSUS 2020 COMPLETE COUNT COMMISSION TO PLAN AND CONDUCT LOCAL EDUCATIONAL INITIATIVES, PUBLICITY AND PROMOTIONAL ACTIVITIES TO INCREASE COMMUNITY AWARENESS AND PARTICIPATION IN THE 2020 CENSUS

WHEREAS, the United States of America has performed a nationwide census every ten years since 1790, with the last census being in 2010; and

WHEREAS, an accurate census is essential for the allocation of representatives to serve in the legislative bodies of the U.S. House of Representatives, the Illinois State Legislature, and within Kendall County voting districts; and

WHEREAS, a complete and accurate population count is crucial to the well-being of the County. Federal officials rely on population data to allocate billions of dollars in federal funds to local communities; and

WHEREAS, accurate census information is critical to planning for future growth, development, and the social needs of Kendall County; and

WHEREAS, the more informed that residents become about the 2020 census operations, the better their understanding of the census process becomes, thus increasing their willingness to the 2020 Census; and

WHEREAS, the Census Bureau is not permitted to publicly release responses furnished by any individual, or in behalf of an individual, or release information to other governmental agencies, including the Internal Revenue Service, the Immigration and Naturalization Service, law enforcement agencies or welfare agencies. In addition, per the Federal Cybersecurity Enhancement Act of 2015, census data is protected from cybersecurity risks through screening of the systems that transmit this data; and

WHEREAS, the purpose of the Complete Count Commission will be to advise and assist Kendall County in obtaining the most accurate and complete population count for Census 2020 by increasing the number of County responses through a focused, timely and comprehensive census outreach plan to educate the population on the importance of the census having a complete and accurate count. Strategic focus will be placed on addressing hard to count underserved communities that the census historically missed in the years prior to census decennial. The Commission will also utilize the local knowledge, expertise and influence of each committee member to design and implement a census awareness campaign targeted to Kendall County communities; and

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE KENDALL COUNTY BOARD,

- 1. A Census 2020 Complete Count Commission is hereby established to advise and assist Kendall County communities in obtaining the most accurate and complete population count for Census 2020.**
- 2. The Commission shall discuss and formulate strategies and techniques, working with County staff and census bureau officials, to enhance and increase the response rate to Census 2020. The Commission shall be responsible for planning and conducting local educational initiatives, and for preparing and obtaining posters, flyers and handouts for use by the media and others. The Commission will also prepare materials for public service announcements on radio and social media.**

3. The Commission shall be appointed by the Chairman of the Kendall County Board with the consent and approval of the Kendall County Board. The Commission shall consist of thirteen (13) members including: The Chairman of the Kendall County Board, two (2) Kendall County Board Members who shall serve as Chair and Vice-Chair of the Commission appointed by the Chairman of the County Board, six (6) of the Commission members shall be selected and appointed by the Chairman of the County Board which shall be public sector representatives.

One from the Village of Oswego

One from the United City of Yorkville

One from the City of Plano

One from the Village of Millbrook, Village of Plattville, Village of Lisbon, or the Village of Newark

One from the City of Sandwich, City of Aurora, City of Joliet, Village of Plainfield, Village of Montgomery, Village of Millington, or the Village of Minooka

One from unincorporated Kendall County

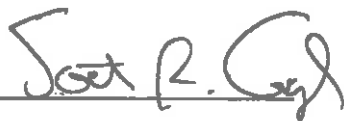
Four (4) members of the Commission shall be appointed by the Chairman of the County Board which may include but not be limited to: civic leaders, business leaders or private sector representatives.

4. The Commission members shall serve from June 2019 through and including September 2020 at which time the Commission, having completed its work, shall dissolve, unless extended by the Kendall County Board. No resolution dissolving or rescinding the Commission is necessary.

5. Meetings. The Commission shall meet at least every three months (quarterly) but may meet more often as needed. The Commission will advise the County Board Chairman and the County Board not less than quarterly on its recommendations. Six months prior to the decennial census the Commission will advise the Chairman and the County Board on a monthly basis. All meetings will be open to the public

BE IT FURTHER RESOLVED; that the County Board directs the County Administrator to transmit copies of this Resolution to Illinois Complete Count Commission and local municipalities. The County Board also directs the County Administrator to collaborate with the Illinois Complete Count Commission to form the Commission, staff meetings and provide administrative support by overseeing the implementation of the Commission's census outreach plan.

APPROVED and ADOPTED by the County Board, this 7th Day of May 2019



Scott R. Gryder, Chairman
County Board

Attest:



Debbie Gillette
County Clerk

Committee Chair and County Board Chair Vs. County Administrator Oversight HR Manual

Page 8 & 9 – Employment Policies

CHAPTER II EMPLOYMENT POLICIES

Section 2.1 DEFINITIONS OF EMPLOYMENT STATUS

- A. FULL-TIME EMPLOYEES: A full-time employee shall be one who is employed full time on a minimum of thirty-four (34) hours per week basis for continuous service and who has completed a minimum of six (6) months of continuous work or service, interrupted only by absence with official permission. For employees hired prior to December 21, 1993, thirty

(30) hours per week shall be utilized to determine full-time status.

- B. PROBATIONARY EMPLOYEES: Employees who have been employed on a full-time or part-time year-round basis for a period of less than six (6) months and who will become full-time employees at the successful conclusion of six (6) consecutive months employment. Successful completion of the probationary period will not alter the employee's at-will employment status.

- C. PART-TIME EMPLOYEES: Any employee who is employed on a less than thirty-four (34) hours per week basis for continuous service and who has completed a minimum of six (6) months of continuous work or service, interrupted only by absence with official permission. For employees hired prior to December 21, 1993, less than thirty (30) hours per week shall be utilized to determine part-time status. Part-time employees are not eligible for employee health and dental coverage. Sick/personal days are earned proportionate to the anticipated number of hours worked per month.

- D. TEMPORARY EMPLOYEES: Temporary continuous appointment (i.e., a position which is clearly understood to be six (6) months in duration at the maximum) may be made for specified positions.

Section 2.2 EMPLOYMENT PROCEDURES

- A. RECRUITMENT AND BACKGROUND REFERENCE CHECKS AND

PREEMPLOYMENT INVESTIGATIONS: Department heads should post an open position on the County website to start recruitment efforts and promptly remove the posting at the time of application deadline. Elected Officials are encouraged to utilize the County website to post open positions in their offices.

All new employees of the County will be employed strictly on merit. When possible, references from the most recent employers must be received prior to hiring an individual.

Employment history and references should be verified prior to hiring new full time or part time employees including interns. Other pre-employment investigation may include criminal history and other matter when pertinent to performance of the position. If the department head determines questionable history during the pre-employment investigation of the preferred candidate, the department head shall seek advice of their respective Board Committee prior to hiring the candidate. Convictions, if disclosed by the applicant, will not absolutely prohibit employment, but will be considered in relation to the specific job requirements. Consideration will be given to factors such as the age and time of the offense, the seriousness and nature of the violation, the relationship between the conviction and the job, the nature and number of convictions and rehabilitation. Hiring decision will follow applicable state and federal laws including American with Disabilities Act and Employee Polygraph Protection Act.

Section 2.3 SEPARATION PROCEDURES

- A. SENIORITY/WORK FORCE REDUCTIONS: Kendall County has historically offered its employees steady long-term employment. However, should general economic conditions or some phase of the County's operations change significantly, a reduction in work force may be necessary. This will only be done after careful analysis of the staffing required to provide essential services. Department heads, subject to approval by the County Board or other appropriate boards, will determine which job classification will be affected by lay-offs.

Every effort will be made to transfer employees to another department rather than lay them off. When this is impractical, the department head will consider seniority where skill, qualifications, ability and performance factors are substantially the same in determining who to lay off.

Seniority is the continuous length of time an individual has been a regular full-time employee of the County. A person whose continuous regular employment with the County has been broken by a period of more than ninety (90) calendar days where he was not employed by the County and where he was not on sick leave or other approved leave of absence shall not have his service with the County prior to his resumption of regular employment counted as part of his seniority.

A regular full-time employee who is laid off only as a result of the necessity to reduce the number of County employees (reduction in force) will be given preference in filling positions which subsequently open and for which the employee is qualified.

- B. RESIGNATION: A regular full-time or regular part-time employee resigning from a position should give sufficient notice of his intention to enable the County to make proper adjustments to procedure and staffing. Sufficient notice is two (2) weeks at a minimum. All regular full-time or regular part-time employee resignations shall be in writing and may contain the reasons for leaving. A resignation will be placed in the employee's personnel file. The department head or the appropriate County committee chairperson is authorized to accept all resignations. Appropriate written notification should be initiated by the immediate supervisor and forwarded to the Treasurer's office and the Office of Administrative Services for resignations/terminations so all pertinent records and files can be updated.

CHAPTER III ADMINISTRATIVE POLICIES

Section 3.1 RULES OF CONDUCT

Kendall County expects its employees to exercise mature judgment and common sense in their employment, to give conscientious attention to their duties, to maintain a high level of efficiency and to conduct themselves in a manner that reflects well upon themselves, as well as on the County.

- A. **DRESS AND APPEARANCE:** The personal appearance of employees conveys to the public a general impression of the organization. The attire of the employee on the job should be in good taste, neat, clean, and appropriate for the duties performed. Each department head is responsible for establishing a reasonable dress code appropriate to the job the employee performs. Safety equipment and attire will be required for certain jobs. If required, uniforms and tools for specialized jobs will be provided.
- B. **EMPLOYEE COOPERATION:** As a part of a team providing services for the benefit of the public, each employee must cooperate with fellow workers and the public in order to set a high standard of work performance. Unwillingness or failure to cooperate shall be cause for disciplinary action.

The total staff of the county must function as a team, and each employee is required to make a positive contribution in the interest of reflective and efficient public service.

Section 3.2 HOURS OF WORK

- A. **WORK WEEK:** The standard work hours for County employees will be thirty-seven and one half (37 ½) hours per week. Most County offices are open from 8:00 a.m. to 4:30 p.m. Monday through Friday. The actual hours that an employee will work will be determined by the department head or elected official in accordance with the office hours approved by the County Board or authorized by statute. An employee may have one (1) hour for lunch and two (2) rest periods (one in the morning and one in the afternoon) of fifteen (15) minutes each. All offices will be open during lunch and coffee breaks, unless designated otherwise by the departmental committee.
- B. **OVERTIME:** Each position authorized by the County Board shall be designated as exempt or non-exempt in accordance with the provisions of the Fair Labor Standards Act.

Exempt positions are not eligible for overtime compensation either in the form of additional pay or time off.

Non-exempt positions are eligible for straight time overtime compensation for hours worked beyond the normal work week up to and including 40 hours per week. At the employee's option, non-exempt positions may accumulate additional time off for hours worked beyond the normal work week up to and including 40 hours per week. All hours worked beyond 40 in a work week shall be compensated at the discretion

Questions Or Complaints About This Statement Of Purpose?

Please submit your questions or complaints in writing to: Kendall County, Illinois, Attention: Jeff Wilkins, County Administrator, 111 West Fox Street, Yorkville, Illinois 60560.

CHAPTER IV COMPENSATION AND PERFORMANCE

Section 4.1 **PAY AND CLASSIFICATION PLAN:** The pay plan includes the minimum and maximum rate of pay for each position. It represents an orderly method of determining the salary of the position for the work performed.

Salary ranges shall be determined with regard to objective criteria:

- A. Ranges of pay for other County positions
- B. Relative difficulty and responsibility of positions
- C. Availability of employees in particular occupational categories
- D. Rates of pay in other jurisdictions
- E. The financial policies of the Counties

And such other considerations which may be appropriate.

Section 4.2 **PAY PERIODS:** The frequency of pay periods has been established for the maximum convenience of both the County and its employees

PROCEDURE: Employees are paid once every two weeks on Fridays (26 pay periods per year). When a payday falls on a holiday, the paycheck is distributed on the preceding workday.

Section 4.3 **PERFORMANCE APPRAISAL**

A. PURPOSE:

The County has developed a uniform performance appraisal system for all full-time employees. Pursuant to this system, an employee's performance is evaluated for the purpose of effective personnel control in matters including but not limited to the following: promotions, transfers, demotions, discipline, terminations and salary adjustments.

B. RESPONSIBILITY:

Performance appraisals are done by the immediate supervisor who is responsible for the work of the employee being evaluated. The immediate supervisor will discuss the performance appraisal with the employee. Performance appraisals become part of the employee's personnel records and a copy of each shall be contained in the employee's personnel file. Department heads' performance appraisals will be done by the committee chairman to which they report.

C. FREQUENCY:

Immediate supervisors shall appraise regular full-time employees on the basis of performance, efficiency, dependability, adaptability and other relevant job-related criteria at the end of the sixth (6th) month of their probationary period and in the month of July of each subsequent year of employment.

D. FORM:

The County approved personnel appraisal form will be utilized for this review process.

A. UNSATISFACTORY EVALUATION:

Any employee receiving an unsatisfactory evaluation is ineligible for a pay increase. They will be subject to appropriate disciplinary action up to, and including, dismissal.

B. APPEAL:

If an employee is not in agreement with his performance appraisal, he may request another interview with his reviewing supervisor. If an agreement is not reached, the employee may appeal in writing within five (5) work days to the next level reporting authority, i.e. department head or committee to which the department head reports for an impartial review of his service appraisal. A written decision shall then be rendered sustaining or modifying the rating to the employee within five (5) work days.

C. PERFORMANCE APPRAISAL:

Non-bargaining unit employees short of completing their six months probationary period by the start of the new fiscal year (December 1) may be eligible for a salary increase after satisfactory completion of six months probation. The department head is required to plan such an increase and receive approval during the County's regular budget process. The department head has the discretion to give the increase, however, is not required to do so.

Section 5.4 EDUCATIONAL REIMBURSEMENT

Qualified employees of the County and/or its elected offices may be eligible to apply for and receive up to a maximum of fifty percent (50%) reimbursement for qualified educational expenses. For purposes of this policy, “qualified educational expenses” include only the cost of the employee’s tuition and required books for up to one (1) educational or training course per semester or quarter toward the employee’s undergraduate or graduate degree. The course work must be directly related to the employee’s job functions or proposed job functions.

To be eligible for educational reimbursement pursuant to this policy, the employee must be a full-time, active employee of the County and/or a County elected office who has completed at least one (1) year of continuous service immediately prior to the start of the course for which the employee is seeking reimbursement. For purposes of this policy, “full- time active employee” means an employee who is regularly scheduled to work a minimum of 37.5 or more hours per week and who is not on a leave of absence at the time of taking the course.

An employee’s eligibility shall cease upon notice of termination of employment. No educational reimbursements will be made to former employees, to employees who have given notice of resignation, or who have been notified that they will be involuntarily terminated. This includes situations in which approval of such reimbursement was previously provided and/or the course was satisfactorily completed prior to the date of termination of employment.

An employee shall not be eligible to receive educational reimbursement from the County if the employee receives educational reimbursement from a third party (e.g., veterans’ tuition assistance). If an employee receives educational reimbursement from the County and a third party, the employee shall promptly return all educational reimbursement payments received from the County. Failure to do so may result in disciplinary action up to and including termination of employment.

To qualify for educational reimbursement, the employee must seek approval in writing in advance from (a) the employee’s department head/elected official and (b) the HR/Administration Committee Chairman or Chairman of the County Board. When educational reimbursement is approved by the employee’s department head/elected official, the employee must submit a signed educational reimbursement agreement to the Office of Administrative Services no less than thirty (30) calendar days and no more than six (6) months prior to the start of the course. Failure to timely provide a completed, signed educational reimbursement agreement to the Office of Administrative Services may result in denial of the educational reimbursement.

CHAPTER VI PAID AND UNPAID LEAVES

Section 6.1 VACATIONS:

All regular full-time employees are eligible for paid vacation benefits. The length of eligible service is calculated on the employee's date of hire. Eligible employees shall earn vacation time in accordance with the following schedule:

0-6 Years of Service	10 paid vacation days
7-14 Years of Service	15 paid vacation days (the first day of the month following the employee's completion of their 6 th Anniversary).
15 or More Years of Service	20 paid vacation days (the first day of the month following the employee's completion of their 14 th Anniversary).

Vacation accrual is earned and credited at the conclusion of each month, as outlined in the following table:

YEARS OF SERVICE	DISTRIBUTION AT BEGINNING FIRST OF MONTH	ANNUAL TOTAL
0-6 years	6.25 hours or .83 days	10 days (75 hours)
7-14 years	9.375 hours or 1.25 days	15 days (112.5 hours)
15 or more years	12.5 hours or 1.67 days	20 days (150 hours)

A. VACATION AVAILABILITY: This vacation will be available to all employees as earned with distribution at the end of each month. Part-time employees working a minimum of one thousand forty (1,040) hours annually, twenty (20) hours per week, shall be entitled to vacation time on a pro rata basis.

B. VACATION SCHEDULES: Vacations will be scheduled with prime consideration given to the efficient operation of each department. While employee's requests will be honored whenever possible, final approval must be given by the department head, or appropriate County committee chairperson to provide continuity of operations.

C. MAXIMUM ACCUMULATION: Employees shall be allowed to carry over from month to month no more than one-and-one half (1 ½) times an employee's annual accrual rate. For example, a second (2nd) year employee can carry over no more than fifteen (15) days of vacation leave from one month to the next.

D. VACATION/COMPENSATORY TIME PAYMENT UPON TERMINATION OF EMPLOYMENT:

Any employee leaving the County in good standing shall be compensated for vacation leave and compensatory time earned and unused at the date of termination of employment, at the employee's current pay rate.

E. HOLIDAYS DURING VACATION LEAVE: Whenever a paid holiday falls during an authorized vacation leave, the employee's leave on the date of the paid holiday shall be considered a holiday for payroll purposes, and shall not be charged to the employee's accumulated vacation leave.

For active employees, no salary payment shall be made in lieu of vacation not taken on a yearly basis.

Section 6.2 SICK/PERSONAL DAYS:

The personnel policy regarding sick leave and personal leave for Kendall County employees stipulate that:

A. Sick leave and personal leave are one and the same during the year they are earned. Unused sick/personal leave is carried over each year as accrued sick leave (not personal leave) and may be accumulated to a sum not to exceed two hundred forty (240) days. Upon termination with the County, the employee is not entitled to additional compensation for any unused sick/personal days in the current year or any accrued sick days from prior years.

Retiring IMRF members, 55 years and older, qualify for a maximum of one year of additional pension service credit for unpaid, unused sick leave accumulated at the rate of one month for every 20 days of unpaid, unused sick leave or fraction thereof.

B. All full-time County employees are granted twelve days of sick/personal leave on the first day of the fiscal year (December 1). Permanent part-time County employees earn sick/personal leave proportionate to their average number of hours worked per month.

Beginning December 1, 1999 new full-time employees will be granted sick/personal days as follows:

<u>Commencing Work</u>	<u>Days</u>
Dec., Jan., Feb.	12
March, April, May	9
June, July, August	6
Sept., Oct., Nov.	3

C. Each County employee has the option of trading up to twelve days of their current annual unused sick/personal leave benefit for one fourth (1/4) of their daily pay rate of the year of accrual. Application for this trade must be made in writing no later than October 31 of each fiscal year. Employees wishing to trade their unused sick/personal leave days must request this in writing from their immediate supervisor who will then submit this request to the department head/elected official/County committee chairperson. That individual will certify the number of days which they are entitled to trade and submit this information in writing to the County Treasurer's office. If sick/personal days are taken after this trade and prior to the first day of the next fiscal year, they will be deducted from the next fiscal year's twelve days for sick/personal. Employees are not eligible to receive the sick/personal day payback before their six (6) month probationary period has been successfully completed.

D. Banked sick leave may only be used for an employee's illness. Sick leave is a privilege, not a right, extended to regularly scheduled employees and qualified part-time employees. Sick leave shall be allowed only when the employee is actually sick or disabled, or when there is an illness in the employee's family (i.e., spouse, child (birth, adopted step) or parent. A maximum of twelve (12) sick days may be used when there is an illness in the

jury duty pay will be written over to the County for the portion of the day normally worked by a part-time employee. Mileage will not be paid for those employees working at the Government Center unless called by a court outside Kendall County. Employees are expected to return to work whenever possible during jury time and carry out as many of their job responsibilities as time permits during regularly scheduled working hours.

Section 6.6 FAMILY MEDICAL LEAVE (FMLA) POLICY: The Family and Medical Leave Act (FMLA, 1993) mandates a maximum of twelve (12) weeks of unpaid leave to eligible employees under certain circumstances.

A. FMLA EFFECTIVE CONDITIONS

1. The arrival of a new child by birth, adoption or foster care placement for the purpose of bonding. If the biological, adoptive, or foster parent(s), the step parent, legal guardian(s) or parent(s) in loco parentis are both employees, the total combined leave is twelve (12) weeks, not twenty-four (24) weeks. This right to a “bonding” leave expires twelve (12) months from birth or placement for adoption or foster care.

2. The care of a child, parent or spouse who has a serious health condition if it is medically determined that the care given by an employee is necessary. The term “parent” does not include in-laws for the purpose of this policy. For purpose of these care-giving leaves, the child, parent or spouse must be either: (a) an overnight in-hospital patient; (b) in a hospice; (c) in a nursing home; (d) absent from work or school for more than three (3) days; (e) require active assistance with daily life activities; (f) be under continuing treatment by, or supervision of a health care provider; or (g) have either an incurable condition or one that if not cared for, would cause incapacity for more than three (3) days. The care-giving twelve (12) week leave is available to each of the employee parents of the child or the employee child of the parent.

3. An employee’s serious health condition, including (a) work related and non-work related illnesses or accidents, involving overnight in-hospital care, or (b) an absence from work for more than three (3) work days due to the need for continuing treatment by a health care provider and supported by a medical certification that states the employee cannot perform the essential function(s) of the position.

B. ELIGIBILITY:

To qualify for a FMLA leave, an employee must have accumulated twelve (12) months of employment by the date the requested leave is to start and must have worked one thousand two hundred and fifty (1,250) hours during the prior twelve (12) months. If an employee meets these qualifications, an employee will receive 12 weeks of leave in the 12-month period measured forward from the date an employee’s first FMLA leave begins.

C. NOTIFICATION REQUIREMENTS

1. The request for FMLA leave should be submitted in writing to the department head of the department in which the employee works. If a department head is requesting FMLA leave, then the appropriate committee chairman shall be the deciding authority.

CHAPTER VII DISCIPLINARY AND SEPARATION ACTION

- A. Causing damage to public property or waste of County supplies through negligence or willful misconduct, or failure to take reasonable care of County property;
- B. Absence from scheduled work without prior authorization;
- C. Claiming sick leave under false pretenses;
- D. Absence without leave for a period of three (3) days (an involuntary resignation), or a failure to report after leave of absence has expired or has been disapproved, revoked, or canceled by the employee's superior;
- E. Work history shows excessive or chronic absenteeism. Excessive or chronic absenteeism shall be defined as any absence from work that is not otherwise accounted for with the use of approved vacation, sick/person leave, bereavement leave, jury duty, Family Medical Leave, IMRF Disability Leave, military leave or a general leave of absence;
- F. Any other reason as determined by the employee's supervisor, department head or County Board member.

These grounds for discipline DO NOT constitute an exhaustive list of all the acts which will subject an employee to disciplinary action. No set of rules can cover all situations. The County reserves the right to discipline and discharge employees for unacceptable conduct other than those prescribed herein.

With respect to all employees, it is the policy of the County to apply progressive discipline in the forms prescribed below where appropriate. The County may forego lesser forms of discipline and proceed immediately to dismissal depending upon the nature of the employee's conduct.

In general, any action or attitude which adversely affects job performance or the reputation of Kendall County government may be cause of disciplinary action.

The following is a recommended procedure for employee discipline consistent with legal guidelines and good personnel management, and which may be utilized unless otherwise provided by Statute. While a system of progressive discipline may be followed, it is not always appropriate that each step be completed before moving to the next level or that any step be taken prior to discharge.

1. Documented Verbal Reprimand: The immediate supervisor may give a verbal reprimand and explanation to the employee of which he did wrong and why it is important that the episode not be repeated. The immediate supervisor will then make a short written record of their conversation. The supervisor and employee will both initial the written record, and both will retain a copy of it. This record will become part of the employee's departmental and County personnel file only if the conduct or performance did not become satisfactory after 90 days have elapsed.

2. Written Reprimand: If the employee continues to have difficulties in the same areas, or if the violation or infraction warrants, the immediate supervisor may prepare a written warning which contains a statement as to the date and nature of the infraction, and any other pertinent data including corrective measures to be taken. This record will be retained in the employee's personnel file.

3. Disciplinary Probations: Repetition of conduct otherwise meriting a lesser form of discipline, or commission of more serious misconduct, may result in an employee

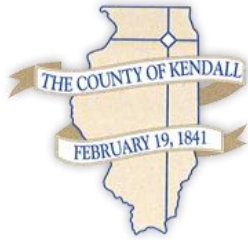
being placed on probation for a period of from one to three months. This may be done simultaneously with or following a written reprimand.

4. Suspension: The department head may use suspension as a disciplinary action. The department head may order an employee absent from duties with or without pay for a period not to exceed 30 calendar days, only if there is evidence or reasonable suspicion that serious offense has been committed against the County or another employee. Prior to suspension, the department head must inform the employee in writing of the charges against him and the basis thereof allowing the employee to give his side of the story. However, if the presence of the employee poses a continuing threat or disruption to the department, the department head may order the suspension without notice. The department head shall, within 24 hours of such action, prepare a memorandum stating the grounds for such action, and submit it to the suspended employee, and the departmental committee chairperson. Such memorandum shall be held confidential.

Dismissal: Since all employees are at-will, the County retains the right to dismissal and that remains the right of the department head or elected official.

5. Removal of Department Heads: Department heads serve at the pleasure of the County Board. A department head may be removed by a majority vote of the members present at any regular or special meeting of the County Board. In situations where the County Board Chairman deems it necessary, the County Board Chairman shall have the power to order the immediate suspension of the department head with pay until acted upon by the Board. In such cases, the Board shall act on the suspension within ten days voting either to remove permanently or reinstate the department head. In cases of urgency, the County Board Chairman or in his/her absence, the County Board Vice Chairman and the State's Attorney will have the authority to terminate a department head.

To be discussed and reviewed at a later date – Grievance Procedure



Kendall County Board Policy

Remote Attendance Open Meeting Policy

Introduction

The intent of the remote attendance meeting policy is to support the health, safety and welfare of Kendall County Board Members, staff, and the public not to provide convenience for vacations and other extracurricular activity.

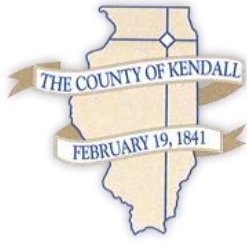
Details

Section 7(e) of the OMA allows the County Board to conduct its meeting by audio or video conference without the physical presence of a quorum so long as the following conditions are met:

- 1) The Governor has issued a disaster declaration that covers all or part of the jurisdiction of the public body.
- 2) The head of the public body has determined that an in-person meeting is not practical or prudent because of a disaster. The determination shall be identified on the agenda or stated at the meeting.
- 3) All members need to be verified at the meeting and must be able to hear one another and all discussion at the meeting.
- 4) All members of the public present at the meeting location must be able to hear all discussion and testimony and all votes cast.
- 5) At least one member of the public body or the chief administrative officer or the chief legal officer must be physically present at the meeting place unless it isn't feasible because of the disaster.
- 6) All votes must be by roll call.

The following are additional requirements that apply to all Kendall County Board meetings, committee meetings, and appointed board meetings.

- 1) If the County Office Building is closed to the public all meetings will be remote only.
- 2) If the County Office Building is open to the public then all meetings will be hybrid (in person and remote attendance are both allowed).
- 3) Members are considered present only if they are within view of a camera on the teleconference or physically present at the meeting location.
- 4) The member must be in a private area away from other individuals before joining an executive session.
- 5) Members must designate a home location.
- 6) Members must be physically inside Kendall County and at their home location while participating in the meeting.
- 7) Members are encouraged to be in a quiet room to limit interruption to the meeting.



Kendall County Board Policy

- 8) **Login time.** The Secretary of the Board or of the Committee shall schedule Internet meeting service availability to begin at least 15 minutes before the start of each meeting.
- 9) **Quorum calls.** The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand shall be made following any vote for which the announced totals add to less than a quorum. If in a hybrid meeting the combination of in person attendance and the online list shall determine quorum.
- 10) **Technical requirements and malfunctions.** Each member is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
- 11) **Disruption of the Meeting.** The chair may cause or direct the muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes. The chair may cause or direct the disconnection or muting of any non-member participant that is causing a disruption of the meeting.
- 12) **Assignment of the floor.** To seek recognition by the chair, a member shall utilize the raise hand feature. Upon assigning the floor to a member, the chair shall clear the online queue of members who had been seeking recognition. To claim preference in recognition, another member who had been seeking recognition may promptly seek recognition again, and the chair shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition. If a meeting is hybrid then the chair shall recognize the speakers based on those raising their hand in meeting room and the electronic room.
- 13) **Interrupting a member.** A member who intends to make a motion or request that under the rules may interrupt a speaker shall use raise hand feature for so indicating, and shall thereafter wait a reasonable time for the chair's instructions before attempting to interrupt the speaker by voice.
- 14) **Location of chairman.** If a hybrid meeting the chair of the meeting must be present in the meeting room.