



# **COUNTY OF KENDALL, ILLINOIS**

## **COMMITTEE OF THE WHOLE**

**KENDALL COUNTY OFFICE BUILDING**  
**2<sup>nd</sup> Floor Board Room; 111 W. Fox Street; Yorkville**

**Thursday, August 11, 2022 at 4:00PM**  
**MEETING AGENDA**

1. **Call to Order and Pledge of Allegiance**
2. **Roll Call to Establish a Quorum:** Scott Gryder (Chair), Matt Kellogg (Vice Chair), Amy Cesich, Brian DeBolt, Elizabeth Flowers, Scott Gengler, Judy Gilmour, Dan Koukol, Ruben Rodriguez, Robyn Vickers
3. **Approval of Agenda**
4. **Approval of July 11, 2022 and July 28, 2022 Meeting Minutes**
5. **New Business**
  - *Discussion of the Kendall County Jail Operations*
  - *Discussion of the Kendall County Employee Handbook*
  - *Training on ReMarkable Tablets*
6. **Old Business**
7. **Department Head and Elected Official Reports**
8. **Public Comment**
9. **Questions from the Media**
10. **Chairman's Report**
11. **Review Board Action Items**
12. **Executive Session**
13. **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*



**COUNTY OF KENDALL, ILLINOIS**  
**SPECIAL COMMITTEE OF THE WHOLE/**  
**ADMIN HR COMMITTEE**

**KENDALL COUNTY OFFICE BUILDING**  
**2<sup>nd</sup> Floor Board Room; 111 W. Fox Street; Yorkville**

**Monday, July 11, 2022 at 5:30PM**  
**MEETING AGENDA**

**CALL TO ORDER** – Member Flowers called the meeting to order at 5:30pm.

**ROLL CALL**

| <b>Attendee</b>           | <b>Status</b> | <b>Arrived</b> | <b>Left Meeting</b> |
|---------------------------|---------------|----------------|---------------------|
| Scott Gryder (Chair)      | Absent        |                |                     |
| Matt Kellogg (Vice Chair) | Absent        |                |                     |
| Amy Cesich                | Present       |                |                     |
| Brian DeBolt              | Present       |                |                     |
| Elizabeth Flowers         | Present       |                |                     |
| Scott Gengler             | Present       |                |                     |
| Judy Gilmour              | Present       |                |                     |
| Dan Koukol                | Present       |                |                     |
| Ruben Rodriguez           | Present       |                |                     |
| Robyn Vickers             | Present       |                |                     |

**With 8 members present, a quorum was established to conduct committee business.**

**Employees in Attendance:** Scott Koeppel, Latreese Caldwell, Tina Dado

**Others in Attendance:** Todd Miliron, Yorkville, IL

**APPROVAL OF AGENDA** – Motion made by Member DeBolt, second by Member Koukol to approve the agenda. **With 8 members voting aye the motion passed by an 8-0 vote.**

**APPROVAL OF MINUTES** – Motion made by Member Cesich, second by Member Gilmour to approve the June 16, 2022 minutes. **With eight members voting aye the motion passed by an 8-0 vote.**

**NEW BUSINESS**

- Discussion and Approval of the Kendall County Handbook
  - Scott Koeppel stated that legal review of the Kendall County Handbook had been received from the State’s Attorney’s Office. Mr. Koeppel handed out a list of 11 Questions for the HR Admin Committee to be discussed after the legal review.
    1. Should a new definitions policy be added to the Introduction Section to define Executive and Designated Human Resources Representative? This would make the handbook useable by other departments and offices. The Committee consensus was yes.
    2. Should the title Department Head be used, as the immediate supervisor, instead of County Administrator, as it would align with the Department Head’s job description? The Committee Consensus was yes.

3. Who has the oversight of the County Administrator? The Committee consensus was to put in a small section at the beginning of the handbook detailing the oversight of the County Administrator. The County Board Chairman will continue to approve time off and other day to day issues for the County Administrator.
4. Mr. Koepfel notified the Committee that whenever there is a change to the handbook, bargaining unions may request to bargain over certain items.
5. Would the Committee like to add the new laws that will go into effect 1/1/2033 into the handbook now? Otherwise, the handbook would have to be distributed and signed now and again in January. The Committee consensus was to add the January 2023 laws now and to get any additional new laws from the State's Attorney's Office.
6. Should a new section Religious Accommodations be added? Yes, the committee agreed to add the recommended section.
7. How does Board want to address outside employment approval? Should Part-Time be added, some employees work part time in two separate county or Forest Preserve departments? The Committee agreed to add Part-Time and within the County and Forest Preserve.
8. If comp time is allowed, we would need a policy. The Committee agreed to allowing comp time and to generating a policy for comp time.
9. Discussion ensued around how many years could elapse before an employee that left Kendall County and returned to Kendall County would lose prior vacation accrual rate. The Committee agreed upon 5 years. Would an employee be able to have continuous service if moving from one department or office to another within Kendall County? Yes
10. Should Kendall County require employees to provide documentation confirming they attended jury/witness duty? The Committee consensus was yes. A sentence shall be added to this effect.
11. Who has the authority to access elected official's emails? Only the elected official should have access to their own emails.

## **DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS**

**PUBLIC COMMENT** – Todd Miliron, Yorkville, IL

**QUESTIONS FROM THE MEDIA** - None

**CHAIRMAN'S REPORT** - Scott Koepfel stated that the Chairman has cancelled the Committee of the Whole on July 14 at 4pm.

**EXECUTIVE SESSION** for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body (5ILCS 120/2 C 1) – the Committee entered into Executive Session at 6:24pm. Member Rodriguez left Executive Session at 6:40pm The Committee returned to Open Session at 6:45pm.

**ADJOURNMENT** – Member Gilmour made a motion to adjourn the meeting, second by Member Vickers with seven members present voting yes, the meeting adjourned at 6:48 p.m.

Respectfully Submitted,  
Tina Dado  
Human Resource Specialist

**COUNTY OF KENDALL, ILLINOIS**  
**SPECIAL COMMITTEE OF THE WHOLE/FINANCE COMMITTEE**  
**Thursday, July 28, 2022 at 4:00 PM**  
**Meeting Minutes**

**Call to Order and Pledge of Allegiance** - The meeting was called to order at 4:00p.m. by County Board Chair Scott R. Gryder who led the committee in the Pledge of Allegiance to the American Flag.

**Roll Call**

| <b>Board Member</b> | <b>Status</b> | <b>Arrived</b> | <b>Left Meeting</b> |
|---------------------|---------------|----------------|---------------------|
| Amy Cesich          | Present       |                |                     |
| Brian DeBolt        | Here          |                |                     |
| Elizabeth Flowers   | Absent        |                |                     |
| Scott Gengler       | Here          |                |                     |
| Judy Gilmour        | Here          |                |                     |
| Scott Gryder        | Here          |                |                     |
| Matt Kellogg        | Present       |                |                     |
| Dan Koukol          | Here          |                |                     |
| Ruben Rodriguez     | Here          |                |                     |
| Robyn Vickers       | Here          |                |                     |

**Staff Present:** Latreese Caldwell, Jennifer Karales, Scott Koeppel, ASA Brandon Rissman

**Guests Present:** Dan DiSanto, Oswego Administrator; Cliff Fox, Newark Administrator; Steve Gengler, Kendall Township Supervisor; Jennifer Hughes, Oswego Engineer and Public Works Director; Darryl Nelson, Newark Trustee; Pete Wallers, Engineering Enterprises, Inc.; John Whitehouse, Newark Engineer; Jeff Zoepfel, Montgomery Administrator

**Approval of Agenda** – Motion by Member Koukol to approve the agenda, second by Member DeBolt. **With nine members present voting aye, the motion carried by a vote of 9-0.**

**Approval of Claims** – Member Cesich made a motion to forward the claims to the County Board for final approval, second by Member Gengler.

**Roll Call Vote**

| <b>Board Member</b> | <b>Vote</b> |
|---------------------|-------------|
| Matt Kellogg        | Yes         |
| Ruben Rodriguez     | Yes         |
| Robyn Vickers       | Yes         |
| Dan Koukol          | Yes         |
| Brian DeBolt        | Yes         |
| Amy Cesich          | Yes         |

| <b>Board Member</b> | <b>Vote</b> |
|---------------------|-------------|
| Scott Gengler       | Yes         |
| Judy Gilmour        | Yes         |
| Scott Gryder        | Yes         |

**With nine members present voting aye, the motion carried by a vote of 9-0.** This item will be on the August 2, 2022 County Board agenda.

**Elected Official and Department Head Reports - None**

**Public Comment - None**

**New Business**

- ***FY22-24 ARPA Budget Discussion*** – Mr. Kellogg stated that these four presentations are a result of discussions by the Finance Committee, and a running list of the “asks” from municipalities and townships that are requesting assistance from the County’s ARPA funding.

Mr. Kellogg stated that Boulder Hill is serviced by the Village of Montgomery for water. Montgomery passed a resolution in June 2022 establishing Village policy for water main replacement projects and funding. The resolution states that effective immediately, water main replacement projects whether constructed in unincorporated or incorporated areas shall be paid for uniformly by all customers.

***Village of Montgomery/Boulder Hill Water Project*** – Pete Wallers from Engineering Enterprises, Inc., representing the Village of Montgomery, began by providing history of the Montgomery and Boulder Hill Water Project. Mr. Wallers stated the reason they are embarking on a large water main replacement in Montgomery is because Montgomery, Oswego and Yorkville decided to select Lake Michigan as their alternate water supply source through the DuPage Water Commission (DWC). The Lake Michigan Allocation permit requires communities to have less than 10 percent non-revenue water (NRW). The Village of Montgomery is submitting a NRW reduction plan to the Illinois Department of Natural Resources as part of their application that includes NRW reduction costs of \$34 million, of which \$24 million is proposed for water main replacements (2022-2030). Mr. Wallers said that currently \$15 million is targeted for Boulder Hill. The NRW percentage needs to be below 10 percent in 2030 when the Village begins receiving water from the DuPage Water Commission.

Mr. Wallers reported that Boulder Hill Water Main makes up 23 percent of the total system, and represents 60 percent of total main breaks. Mr. Wallers explained that Boulder Hill experiences three times the number of water main breaks as the Village of Montgomery. Mr. Wallers briefly explained the proposed replacement plan for 2022-2027.

The Village of Montgomery is requesting a \$6 million ARPA grant for their project to proceed in 2023 and 2024 while their final funding strategy is being established. The Village will be spending over \$120 million to switch to the Lake Michigan water source, and is committed to spending \$34 million to reduce NRW below 10 percent. The Village is planning to continue water main replacements after 2030. Wallers said that funding from Kendall County will be a direct benefit to County residents.

***Oswego Wolf's Crossing Project*** – Member Kellogg reported that Oswego reached out regarding the Wolf's Crossing roadway project about a year ago. Member Kellogg also reported that he talked with Mayor Parlier this morning who said Oswego has other projects if this project wasn't one the County could assist with funding.

Village of Oswego Administrator Dan DiSanto stated that Oswego has three mega projects currently all close to \$100,000,000 dollars each – a Metra extension, bringing a new water source (Lake Michigan) through the DuPage Water Commission, and the Wolf's Crossing Roadway.

Mr. DiSanto stated that Oswego has taken the lead on the Wolf's Crossing road widening project that also involves discussions with Oswego Township, and the City of Aurora, in finding local, state and federal funding.

Jennifer Hughes, Village of Oswego Engineer and Public Works Director provided information on breaking the Wolf's Crossing project into about ten different sections and the benefit of \$6-\$10 million per project. Oswego will begin the project at Harvey Road first and go to bid later this year with the goal of construction in 2023. Hughes said that with a road of this magnitude, they need to ensure the water main is in place. Connecting to DuPage water, they will need to get an east-west main constructed along Wolf's Crossing Road. The total water main cost is \$3.6 million and they must build a new water main system before they construct the new roadway.

The first project to be constructed will be from Fifth Avenue to DeVoe Drive, including a roundabout at the intersection of Wolf's Crossing and Harvey Road, and construction is scheduled for the summer of 2023. They expect to begin on Douglas Road in 2024. The Village is asking the County for an ARPA Grant of \$1 million dollars.

***Kendall Township Generator Project*** – Kendall Township Supervisor Steve Gengler briefed the committee on their process of installing an emergency generator. The total cost is under \$30,000. The Township paid the down payment of \$10,000, and ordered the generator 6 weeks ago. It will take 62 weeks to receive the generator, (estimate receipt in June 2024). The total request is for \$25,000. Administration staff will consult with the State's Attorney's Office about the amount that the County is able to provide according to the ARPA grant regulations.

***Newark Water Filter Replacement Project*** – Village of Newark Administrator Cliff Fox explained the water project, including replacement of water filters that have not been replaced since the 1960's (original filters), and the water tower lead paint and removal of lead paint. The total project cost is \$328,000, and the Village is requesting \$150,000 ARPA grant. Village Engineer John Whitehouse stated that the water has been tested and is the quality of the water is surprisingly good. The filters will ensure that water is better and continues to be good for the residents. Mr. Whitehouse stated that they have been researching and applying for other grant

opportunities such as the Rural Water Association grant. Mr. Whitehouse said the bid has already been awarded to a contractor, and the grant would allow the water to continue. Mr. Nelson reported that they have applied for many grants before and have always been denied due to median income level for the village as a whole is considered too large according to the state, and makes them ineligible for grants. Member Cesich suggested that they apply for Rebuild Illinois. The Village received \$69,000 ARPA funds they've applied toward this project, and they expect an additional \$69,000 later this year.

- ***Discussion and Approval of an Ordinance Establishing the Method of Determining the Terms of County Board Members to be Elected on November 8, 2022 and Thereafter Until the Next Decennial Reapportionment*** – Mr. Koeppel reviewed the proposed ordinance with the committee, explaining the “flip” of the 2012 procedure, and stated that the previous ordinance from August 2012 proposed random determination of Board member terms. The new proposed ordinance needs to be approved prior to September 1, 2022.

Member Koukol made a motion to forward the ordinance for approval, second by Member Cesich. **With nine members present voting aye, the motion carried by a vote of 9-0.** This item will be on the August 2, 2022 County Board agenda.

**Old Business** – None

**Questions from the Media** – None

**Chairman’s Report** – No report

**Executive Session** – Not needed

**Board Action Items for August 2, 2022 Meeting**

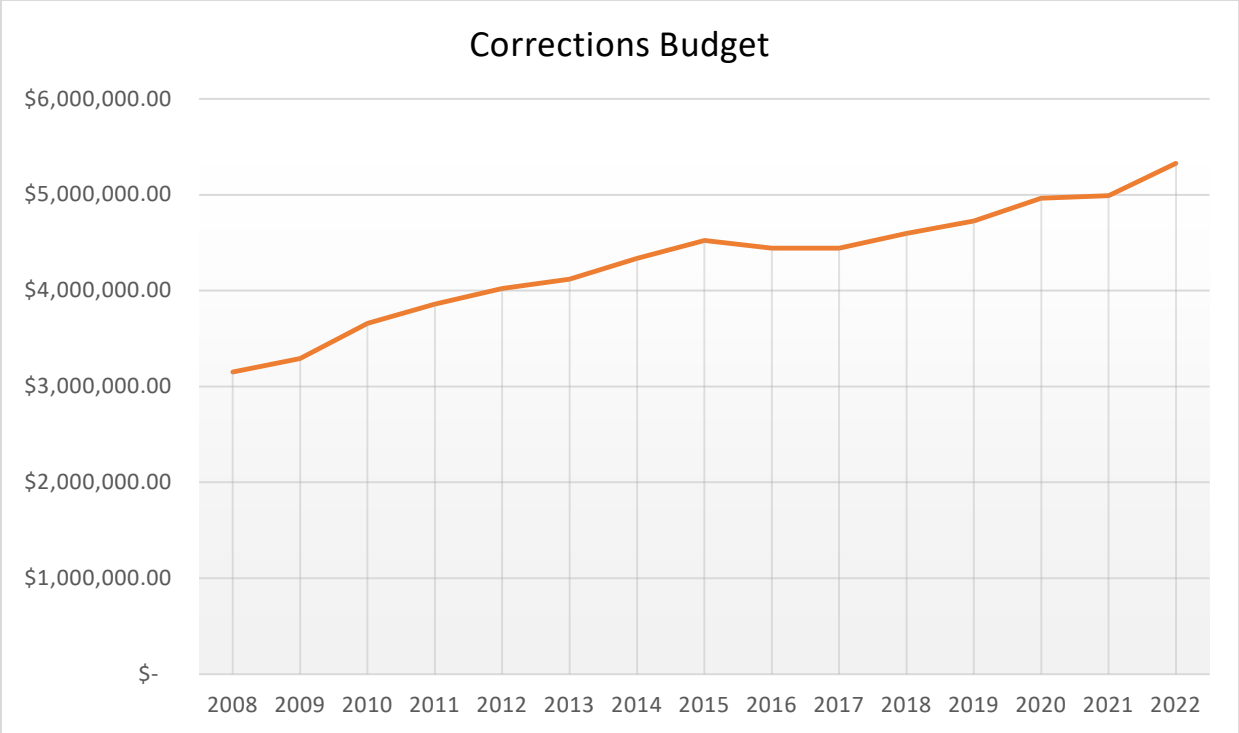
*Approval of Claims*

*Approval of an Ordinance Establishing the Method of Determining the Terms of County Board Members to be Elected on November 8, 2022 and Thereafter Until the Next Decennial Reapportionment*

**Adjournment** – Member Cesich made a motion to adjourn the meeting, second by Member Gengler. **With nine members present voting aye, the meeting adjourned at 4:55p.m.**

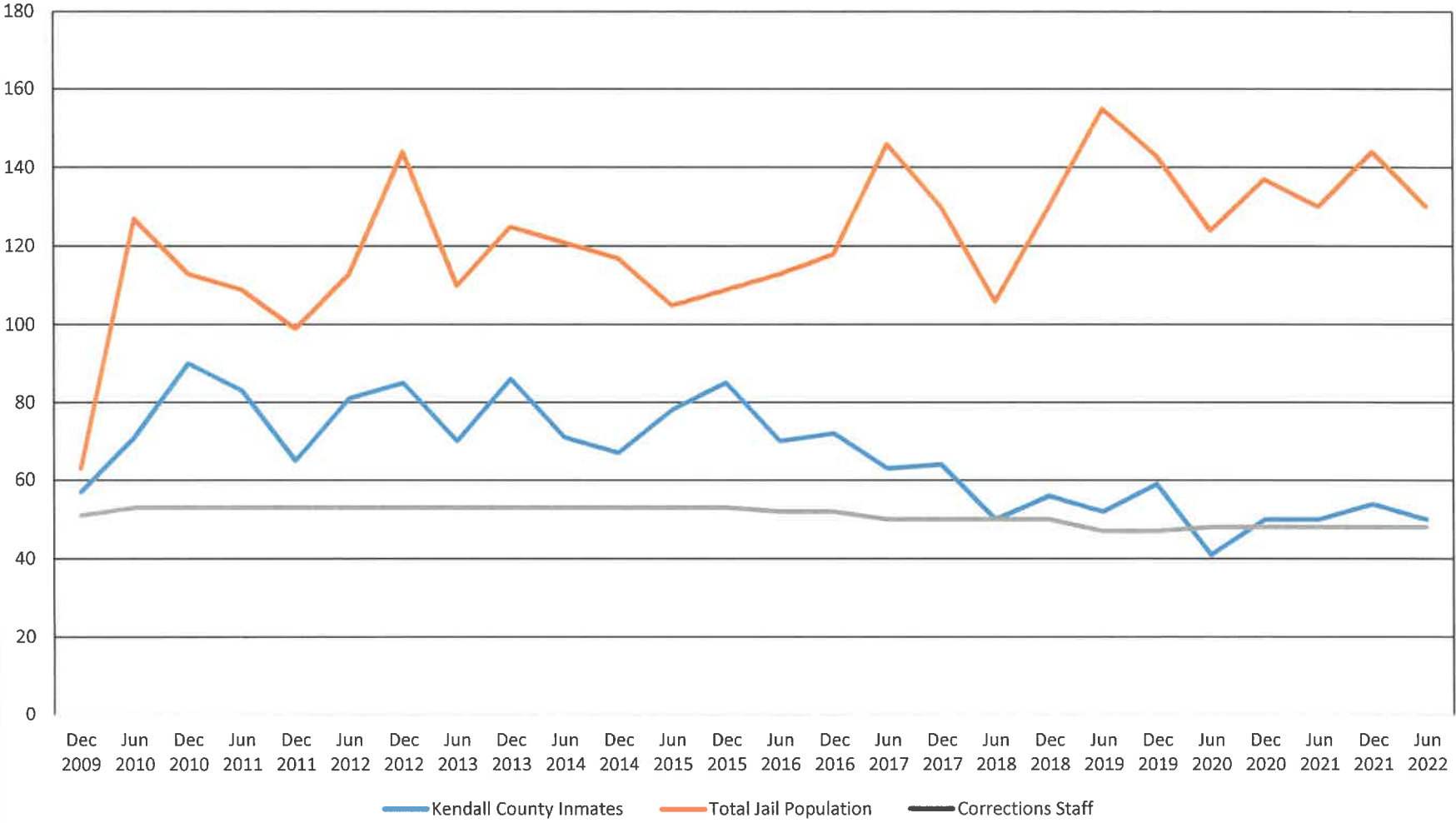
Respectfully Submitted,

Valarie McClain  
Administrative Assistant/Recording Secretary





December 2009 - June 2022



| <b>Options</b>                                                  | <b>Current FY</b>     | <b>A</b>                              | <b>B</b>                       | <b>C</b>                                                | <b>D</b>                   |
|-----------------------------------------------------------------|-----------------------|---------------------------------------|--------------------------------|---------------------------------------------------------|----------------------------|
|                                                                 | FY2022                | FY2023 Status Quo<br>20 out of county | Zero Kendall<br>County         | Kendall Plus 20 Out<br>of County and<br>Females at Kane | Kendall Inmates<br>Only    |
| <b><u>Operational Costs</u></b>                                 |                       |                                       |                                |                                                         |                            |
| Corrections                                                     | \$5,328,179.00        | \$5,704,204.00                        | \$3,853,329.00                 | \$4,698,439.00                                          | \$4,478,135.00             |
| Merit Commission                                                | \$24,181.00           | \$46,486.00                           | \$29,402.00                    | \$37,177.00                                             | \$37,177.00                |
| <b>Sub Total of operating costs</b>                             | <b>\$5,352,360.00</b> | <b>\$5,750,690.00</b>                 | <b>\$3,882,731.00</b>          | <b>\$4,735,616.00</b>                                   | <b>\$4,515,312.00</b>      |
| <b><u>Revenue Totals</u></b>                                    |                       |                                       |                                |                                                         |                            |
| Revenues                                                        | \$1,272,728.00        | 619,191.00                            | -                              | 619,191.00                                              | -                          |
| <b><u>Other Overhead Costs</u></b>                              |                       |                                       |                                |                                                         |                            |
| Insurance (workers comp,<br>property, and liability<br>savings) |                       |                                       | (230,046.00)                   | (62,500.00)                                             | (62,500.00)                |
| Benefits                                                        |                       |                                       | (1,223,020.00)                 | (472,901.00)                                            | (472,901.00)               |
| <b>Operating costs less<br/>revenue</b>                         | <b>\$4,079,632.00</b> | <b>\$5,131,499.00</b>                 | <b>\$2,429,665.00</b>          | <b>\$3,581,024.00</b>                                   | <b>\$3,979,911.00</b>      |
| Total savings                                                   |                       |                                       | \$2,701,834.00                 | \$1,550,475.00                                          | \$1,151,588.00             |
| <b>Reductions not layoffs</b>                                   |                       | <b>No staff reductions</b>            | <b>31 Staff<br/>Reductions</b> | <b>13 Staff<br/>Reductions</b>                          | <b>13 Staff Reductions</b> |
| <b>Current vacant positions</b>                                 |                       | <b>5</b>                              | <b>5</b>                       | <b>5</b>                                                | <b>5</b>                   |
| <b>Layoffs</b>                                                  |                       |                                       | <b>26</b>                      | <b>8</b>                                                | <b>8</b>                   |



**COUNTY OF KENDALL, ILLINOIS**  
**SCOTT KOEPPPEL**  
**COUNTY ADMINISTRATOR**  
KENDALL COUNTY OFFICE BUILDING  
111 WEST FOX STREET, SUITE 316  
YORKVILLE, ILLINOIS 60560  
630.553.4171

August 11, 2022

TO: Chairman Gryder and the Kendall County Board

RE: Updated Employee Handbook

Administration staff adapted the State’s Attorney’s Employee Handbook to fit the needs of the county. Staff reviewed changes with the Human Resources and Administration Committee and asked policy questions. After the review by the committee, the State’s Attorney’s Office reviewed the draft handbook. Following legal review staff asked the Committee of the Whole 11 questions to before finalizing the handbook.

The County Board requested that the handbook be useable by departments and elected offices. Staff added the following definitions to help accomplish that goal.

Section 1.2                   DEFINITIONS

**Employer** – If an individual is employed to perform work for a Kendall County department, the “Employer” shall be the County of Kendall, Illinois. If an individual is employed to perform work for one of the Kendall County elected offices, the “Employer” shall be the applicable elected office that employs the individual.

**Executive** – The Employer’s applicable department head or elected official who oversees the employee’s department or elected office.

**Designated HR Representative** – Individual assigned by the Executive to perform human resources functions.

**County Administrator:** For purposes of this Employee Handbook, the meaning of the term “County Administrator” depends on whether the employee receiving this Employee Handbook is assigned to work in a County department or assigned to work in an elected office. The definition for each is as follows:

- a.) If the employee receiving this Employee Handbook is assigned to work in a County department, the term “County Administrator” refers to the individual appointed to

serve as the Kendall County Administrator by a majority vote of the Kendall County Board. The County Administrator serves as the immediate supervisor of all County department heads. For purposes of this Employee Handbook, the County Administrator's immediate supervisor/Executive is the Kendall County Board Chairperson. Any complaints concerning this County Administrator shall be made to the Kendall County Inspector General. The Inspector General will notify the County Board Chairperson of any complaints received about the County Administrator.

- b.) If the employee receiving this Employee Handbook is assigned to work in an elected office, and the elected official is utilizing this Employee Handbook for their office, the term "County Administrator" shall refer to the Elected Official overseeing that employee's applicable office. Any complaints concerning the elected official can be made directly to the elected official or to the Kendall County Inspector General.

The board also requested a compensatory time and flex time policy. The State's Attorney drafted the policy after discussions with Administration.

## **Section 7.5 COMPENSATORY TIME**

Compensatory time refers to compensation, taken as time off with pay in lieu of a cash payout, for overtime hours worked in excess of 40 hours in a workweek. Just like overtime pay, compensatory time is only available for FLSA non-exempt employees. Each Executive will determine, in their sole discretion, whether compensatory time off in lieu of overtime pay will be permitted for employees working in their applicable department(s)/office(s). Also, this Compensatory Time Policy does not apply to employees covered by a collective bargaining agreement as the terms of said collective bargaining agreement would be applicable.

To be eligible for compensatory time, there must be a written agreement signed by the employee electing to receive compensatory time in lieu of overtime pay for the additional hours to be worked. This written agreement must be signed by the employee and the employee's immediate supervisor or Executive *before* the employee works the overtime hours. An employee shall not be required to elect compensatory time in lieu of overtime pay.

If a non-exempt employee works in excess of their regularly scheduled work hours but not more than 40 hours in the workweek, the employee would receive straight time pay at their regular rate of pay (and *not* compensatory time) for the additional hours worked.

Nonexempt employees earn compensatory time at the rate of one and one half (1 ½) hours for every hour of overtime worked. An eligible employee may not earn or accumulate more than forty (40) hours of compensatory time during a fiscal year. If an employee accumulates overtime in excess of forty (40) hours, said overtime must be paid in cash payment and cannot be banked as compensatory time. Compensatory time must be taken within the fiscal year it is earned except that up to twenty (20) hours may be carried over from year to year. Upon mutual written agreement of the employee and the Executive, the County may buy out the accumulated compensatory time of each employee and render the cash payment equivalent to the employee.

The employee must give at least twenty-four (24) hours' written notice of their request to use of compensatory time. Such requests shall be directed to the employee's immediate supervisor and Designated HR Representative. Such requests shall not be unreasonably denied, provided the employee's requested use of the compensatory time does not unduly disrupt the operations of the department/elected office.

All payments for accrued, but unused compensatory time shall be paid at the regular rate of pay earned by the employee at the time the employee receives such payment. Upon termination of employment, an employee shall be paid for accrued but unused compensatory time earned at a rate of compensation not less than (a) the average regular rate received by such employee during the last three (3) years of the employee's employment (as defined pursuant to FLSA regulations); or (b) the final regular rate of pay received by such employee, whichever is higher.

## **Section 7.6 FLEXTIME POLICY**

All employees are expected to be at work during their regularly scheduled work hours unless approval is granted for discretionary flextime on a given workday. Flextime is a temporary arrangement that, if approved (in their sole discretion) by the applicable Executive, allows an employee to alter the starting and/or end time of their workday; however, the employee still works the same number of scheduled hours in a workday as they would under their regular work schedule. For example, if an employee's regular work day schedule is 8:00 a.m. to 4:30 p.m., a flextime arrangement for that workday could be 7:00 a.m. to 3:30 p.m., or 9:00 a.m. to 5:30 p.m.

Only full-time employees who have successfully completed their probationary period may be eligible for flextime pursuant to this policy. Flextime for the employee should not negatively affect the workload or productivity of coworkers either by shifting burdens or creating delays and additional steps in the workflow. Also, flextime is not intended to be nor shall it result in a permanent change in the employee's regular work schedule. The requested flextime should not require the Employer to incur additional overtime expense, if such request were granted by the Employer.

The employee's Executive has the sole discretion to approve or deny the use of flextime in their department/office. Flextime may not be appropriate for all positions, or in all office settings, or for all employees. When evaluating a request for flextime, the Executive may consider factors including, but not limited to the following: applicable union contract requirements; the reason for the requested flextime arrangement; staffing needs; office space considerations; business needs and hours of operation; health and safety issues; the employee's job duties; the employee's work record and ability to timely and accurately complete assigned tasks; the operational needs of the department/office; the employee's ability to return to a standard work schedule when needed; and any other factors deemed relevant by the Executive.

Flextime is not intended to be a permanent change to an employee's regularly scheduled work hours. An approved flextime arrangement may be suspended or cancelled at any time. Exempt

employees must depart from any flextime schedule to perform their jobs. Non-exempt employees may be asked to work overtime regardless of a flextime schedule. If approved for flextime, the employee must be willing and able to alternate their work hours to attend to operational needs, as requested by the immediate supervisor and/or department head/elected official. Also, there may be times when the employee would be required to work or travel outside of scheduled flextime work hours. Pre-approved flextime hours may not be carried over to another work week – the employee must work their full work week.

The employee must first discuss their proposed flextime arrangement with their immediate supervisor and their Executive. If the employee's immediate supervisor and Executive are willing to consider a temporary flextime arrangement for their department/office, the employee should then submit a written request for flextime to their Executive at least one full business day in advance of the requested flextime day. An employee shall not utilize flextime unless pre-approved in writing by their Executive. All approved flextime schedules must address how breaks and meal periods will be handled. Rest/meal periods must be taken in accordance with all applicable state and federal laws and union contract requirements.

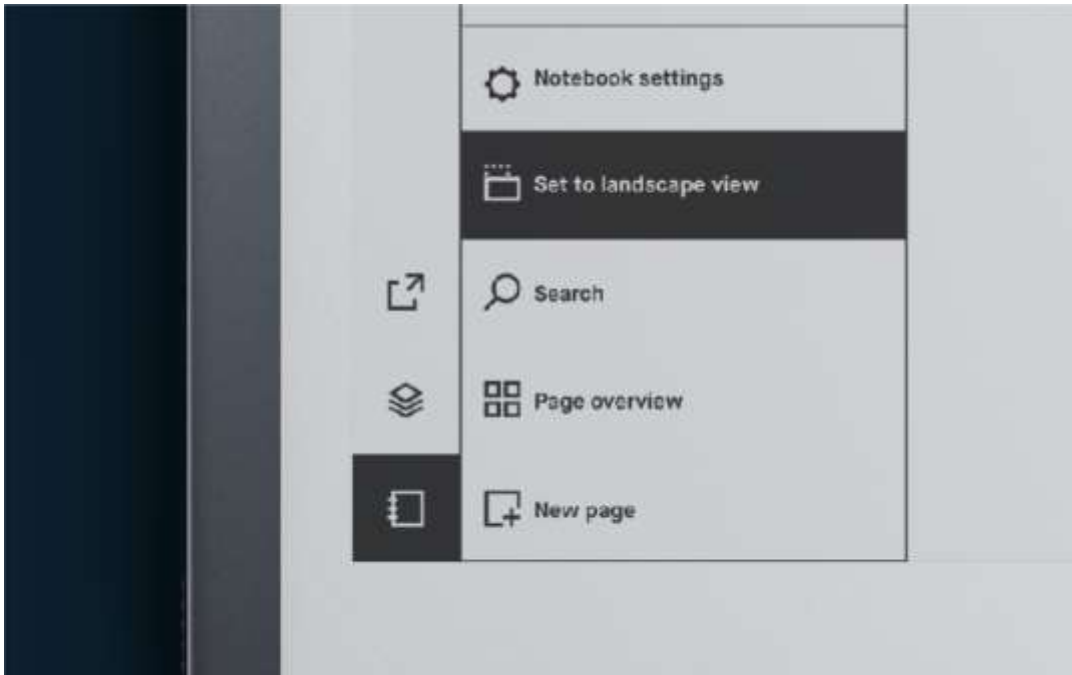
**Recommendation:**

Staff recommends approving the new employee handbook at the August 16<sup>th</sup> County Board Meeting with an effective date of September 1, 2022. This will allow staff time to distribute the new handbook. In addition, the Treasurer's needs time to implement the change to health insurance end date.



## Pinch to zoom

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## Change your perspective

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Swipe down from the top with one finger to close a document.



Swipe down from the top with two fingers to see recent documents and favorites.

## Navigating in a document



Swipe left or right to turn pages. On the last page of your notebook, swiping left will add a new page.



Move two fingers apart to zoom in and pinch together to zoom out. Use two fingers to move around the magnified area after zooming in.




Swipe up from the bottom of a document to open the scrollbar. Drag the cursor to scroll through pages, or tap on a spot to go there.


## Layers

Drawing and writing on different layers gives you more control over your work. Edits you make to one layer will not affect the others. You can have up to five active layers open, or merge them to make space for more. Keep in mind that the background template can't be moved or deleted.


Long-press a layer to rename it.

 Hide or show a layer.

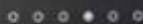
 Reorder layers.

 Merge layers.

 Delete a layer.

 Add a new layer.

Next




 Layer 1



 Template



 Add layer

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Quick sheets

Page 1 of 1



Notebook settings



Set to landscape view



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