



**COUNTY OF KENDALL, ILLINOIS  
HUMAN RESOURCES & INSURANCE**  
Kendall County Office Building, 111 W. Fox Street  
County Board Rm 209 & 210, Yorkville, IL 60560  
**Monday, February 6, 2023 at 5:30 p.m.**  
**MEETING AGENDA**

1. **Call to Order**
2. **Roll Call:** Ruben Rodriguez (Chairman), Jason Peterson, Elizabeth Flowers, Zach Bachmann, and Matt Kellogg
3. **\*MOTION (VV) Approval of Agenda**
4. **Approval of Minutes - NONE**
5. **Committee Reports and Updates**
  - A. **Human Resources Department Report**
  - B. **Employee Training & Professional Development**
  - C. **Benefits and Insurance Report**
6. **New Committee Business**
  - A. **\*MOTION (VV) Approval of Jason Peterson as Vice Chair of Human Resources & Insurance Committee**
  - B. **\*MOTION (VV) (Forward to CB) Human Resources Director Job Description**
  - C. **\*MOTION (VV) (Forward to CB) Human Resources Generalist Job Description**
  - D. **\*MOTION (VV) (Forward to CB) County Employment Application**
  - E. **\*MOTION (VV) (Forward to CB) Emergency Contact Form**
  - F. **\*MOTION (VV) (Forward to CB) Vehicle Use Acknowledgment Form**
  - G. **\*MOTION (VV) (Forward to CB) Confidentiality Agreement Form**
  - H. **\*MOTION (VV) (Forward to CB) Kendall County Internship Program & Application Form**
  - I. **\*DISCUSSION Kendall County Identification Badge**
  - J. **\*DISCUSSION Community Outreach Employee Advisory Committee**
  - K. **\*DISCUSSION Employee Service Awards**
7. **Old Committee Business**
8. **Chairman's Report**
9. **Public Comment**
10. **Executive Session**
11. **Items for Committee of the Whole**
12. **Action Items for County Board**
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.*



## **KENDALL COUNTY HUMAN RESOURCES DEPARTMENT FEBRUARY 6, 2023 REPORT TO HUMAN RESOURCES & INSURANCE COMMITTEE**

The Kendall County Human Resources (HR) Department began operations on 12/1/22. Here are a few highlights from our first two months of operation:

### **COMPLIANCE & RISK MANAGEMENT:**

- Updated all required workplace postings.
- Reviewed, revised, and filed the required OSHA report for the County.
- 2023 Anti-Harassment training. All County department employees completed training by 2/1/23.
- IDES Separation Notice procedures revised.
- EEO form updated.
- Completed audits of headcounts, personnel files, timekeeping procedures, and background checks and continuing to develop procedures and safeguards to ensure compliance with all applicable laws.
- Assist departments and elected offices with questions/concerns as they arise.
- Completed document retention, destruction and file management for HR Department and risk management-related records.
- Learning Tyler Munis system.

### **RECRUITMENT, ONBOARDING & OFFBOARDING:**

- HR Department staffed: HR Director Leslie Johnson started on 12/1/2022, and HR Generalist Tricia Springman started on 12/28/2022. Prepared job descriptions for both positions.
- Developed forms for recruitment, onboarding and offboarding processes.
- Developed Internship Program and marketing materials.
- Streamlined and updated employment application process and forms.
- Developed applicant tracking system to establish recruitment metrics.
- Ongoing recruitment & interviews.

### **EMPLOYEE ENGAGEMENT:**

- Employee newsletter – first edition published.
- Visits with all departments & offices and attendance at all employee appreciation luncheons.
- Hot cocoa bar for every department/office.
- Chili Cookoff on 2/24/23 at noon in COB.
- Community Outreach Committee and organizing first volunteer service event.
- Employee service awards.

### **LABOR RELATIONS:**

- Completed 4 bargaining sessions. Preparing for upcoming negotiations.



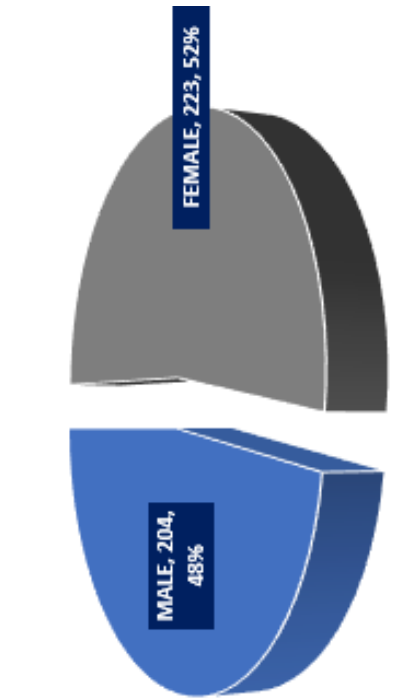
## **KENDALL COUNTY HUMAN RESOURCES DEPARTMENT PROFESSIONAL DEVELOPMENT & TRAINING UPDATE**

**FEBRUARY 6, 2023**

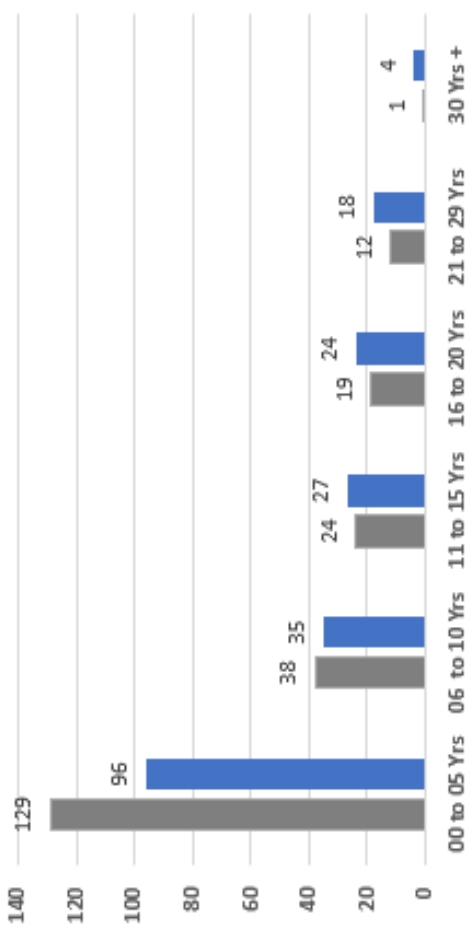
Since the Kendall County Human Resources (HR) Department began operations on 12/1/22, we have implemented the following training and professional development for Kendall County employees:

1. All new hires must complete the following training through Safety Source online training module:
  - a. Anti-Harassment Training,
  - b. AED Cardiac Solutions,
  - c. Don't Click That Link,
  - d. Diversity, Equity & Inclusion
  - e. Defensive Driving, and
  - f. Dog Bite Prevention (if Animal Control Department employee)
  
2. We prepared 2023 Anti-Harassment Training modules for supervisors and another 2023 Anti-Harassment Training module for non-supervisors. All County department employees completed their required training by February 1, 2023.
  
3. We presented Anti-Harassment Training to the Kendall County Board and Kendall County department heads on 1/26/23.
  
4. On 2/3/23, HR Director Johnson met with KCSO to develop Active Shooter training and First Aid/CPR training, which will be provided to all County employees later this year.

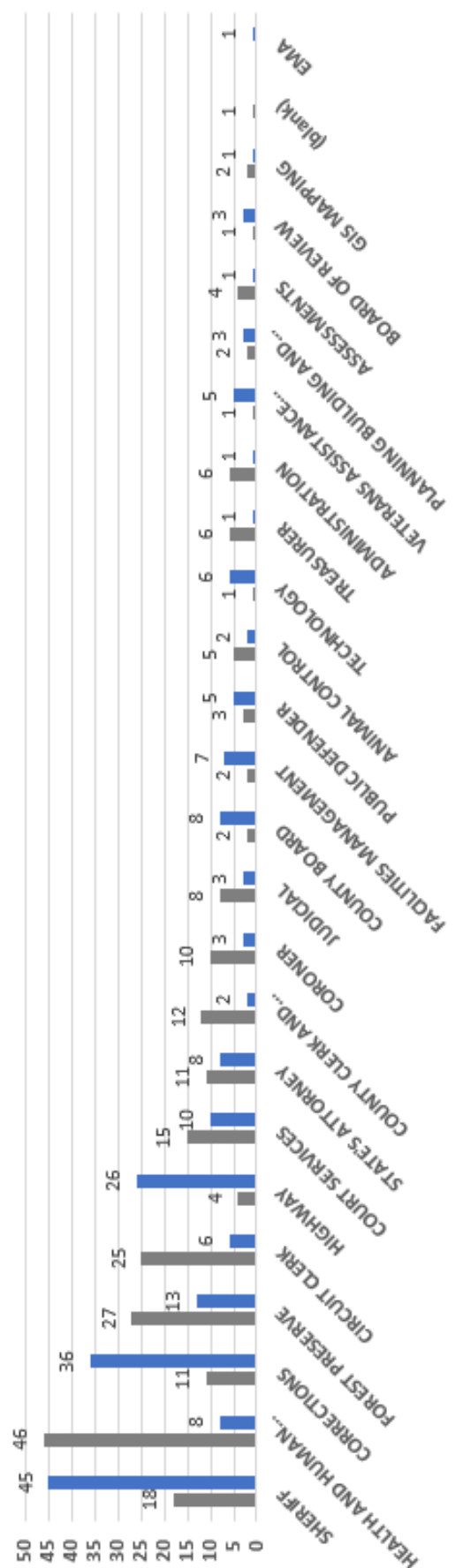
Count By Gender



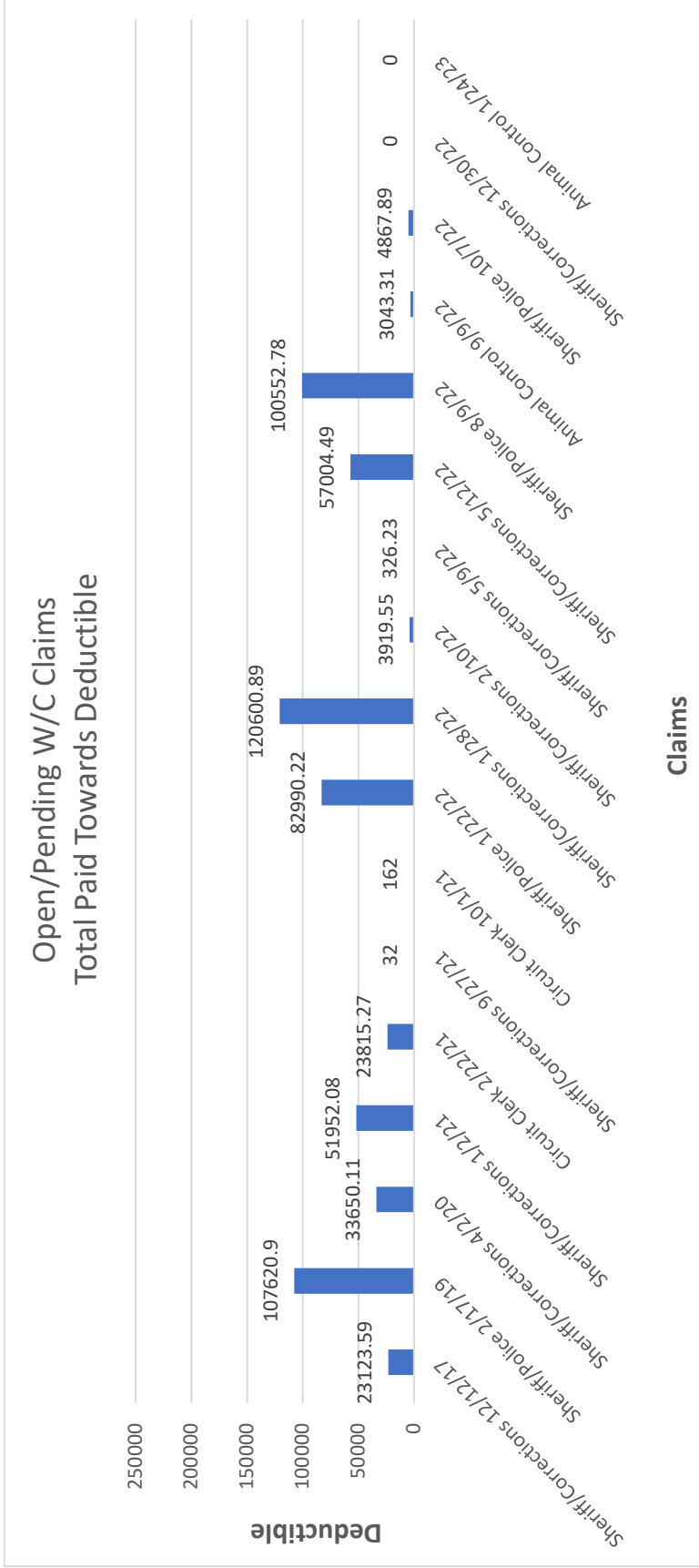
Tenure Range Count

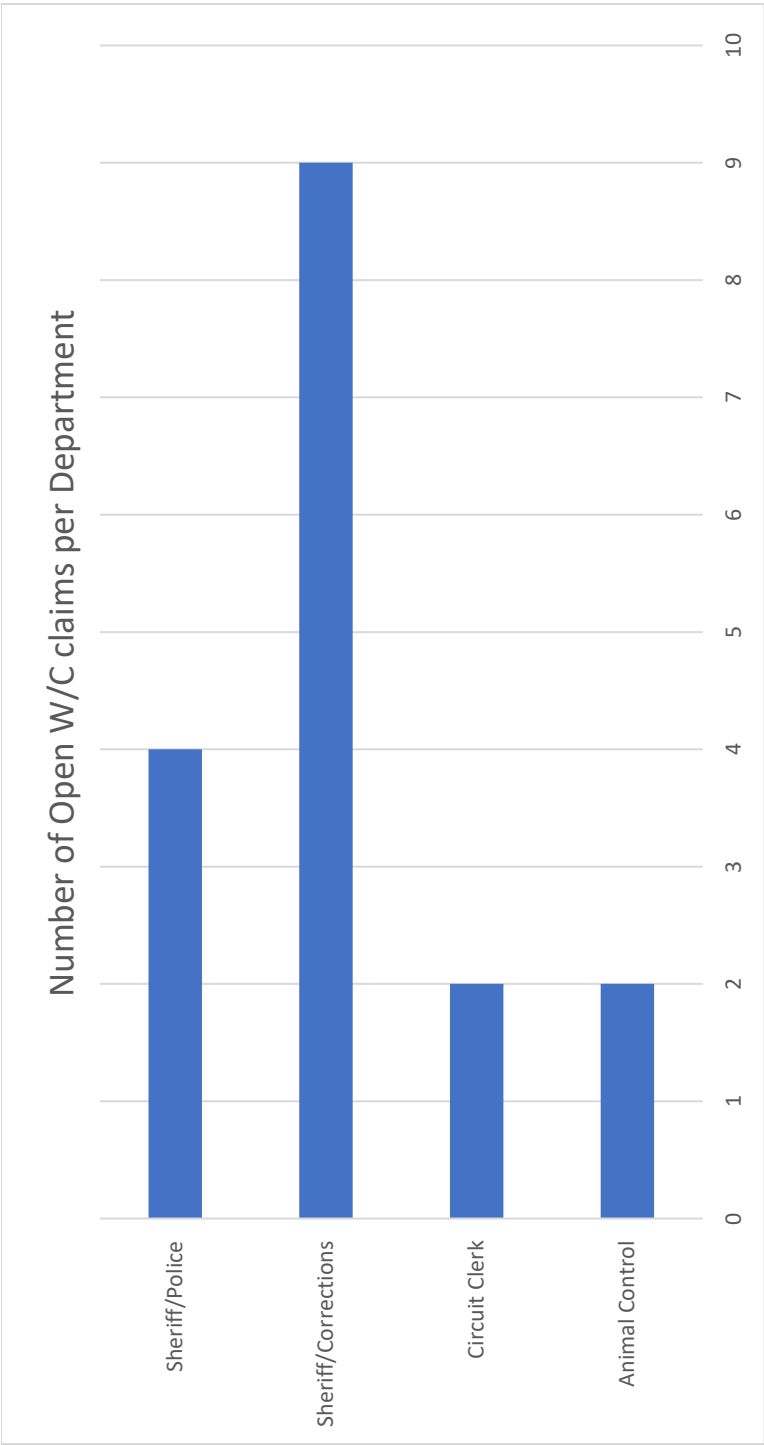


Count By Office

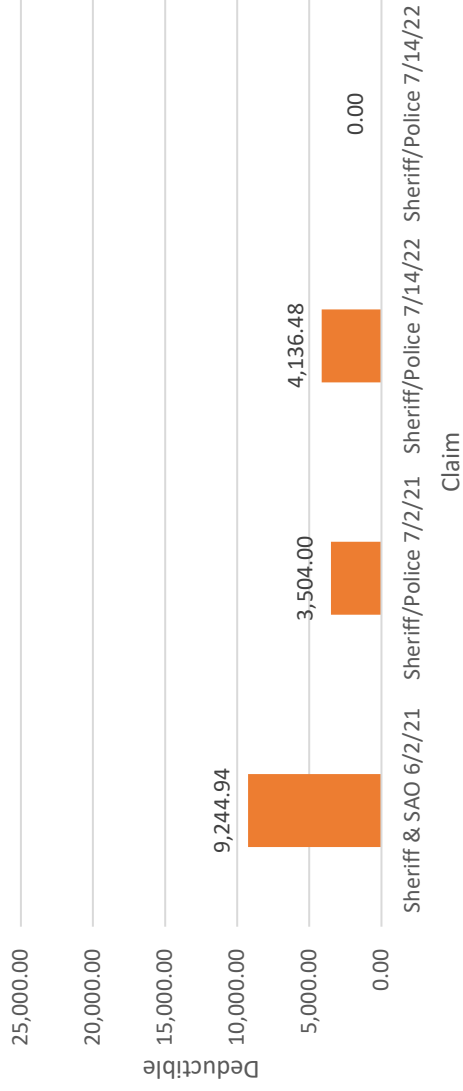


# INSURANCE REPORT UPDATE

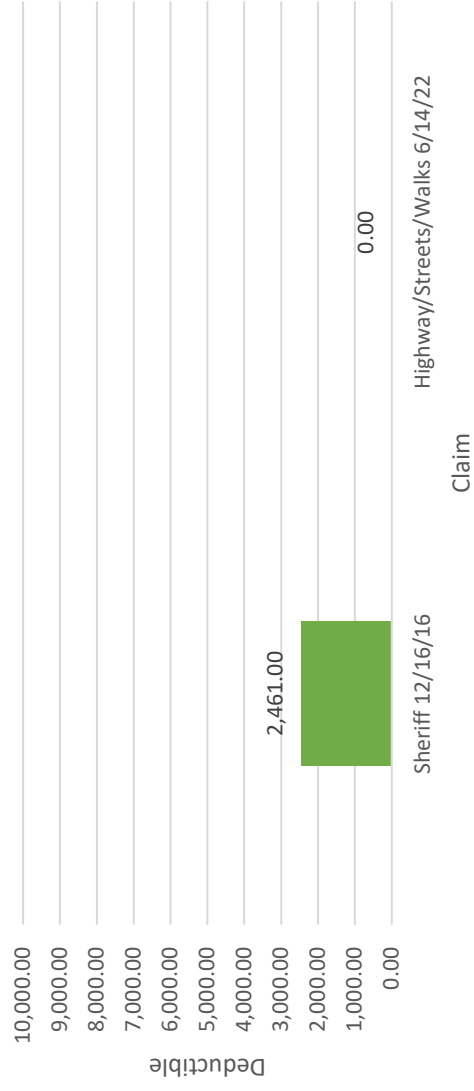




### Liability - Total Paid Towards Deductible



### Property - Total Paid Towards Deductible



# MONTHLY MEDICAL INSURANCE REPORT

## FY 23

	Non-Union		Union		Total Enrolled		Annual ER Plan Cost	Retirees/COBRA (12/1/22 - 11/30/23) (57 Retirees / 0 COBRA)	
	Union	Union	Jan-23	Feb-23	Jan-23	Feb-23		Retirees	COBRA
HMO EE	11	10	20	21	18	18	\$7,745.65	14	\$459.60
HMO FAM	5	13	18	18	111	118	\$14,630.77	17	\$381.86
H.S.A. \$1500 EE	71	47	94	91	4	1	\$11,827.61	2	\$5,976.63
H.S.A. \$1500 FAM	40	51	9	9	9	9	\$22,507.70	12	\$10,259.69
H.S.A. \$3000 EE	0	1	4	1	9	6	\$10,898.27	36	\$3,631.24
H.S.A. \$3000 FAM	5	4	7	5	2	2	\$20,752.13	20	\$4,354.78
BC Options \$1500 EE	5	1	9	6	275	273	\$11,311.26		
BC Options \$1500 FAM	1	4	7	5	1	2	\$21,532.29		
BC Options \$3000 EE	1	1	2	2	1	2	\$10,381.70		
BC Options \$3000 FAM	1	1	1	2	1	2	\$19,776.49		
<b>Total Enrolled</b>	<b>140</b>	<b>133</b>	<b>275</b>	<b>273</b>					<b>\$25,063.80</b>

Dental EE	184
Dental Family	190

Total Enrolled 374

**NOTES:**

- 1) Premiums and headcount paid as of monthly report date
- \* 2) Includes Employer HSA contribution \*



**FY 23 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$6,462,308) 29.92% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals	BUDGET per Line Item
BCBS Medical Premium	467114	896081											\$1,363,195	5,438,252
BCBS Dental Premium	28221	-218											\$28,003	381,879
BCBS Life Premium	596	612											\$1,207	9677
Health Savings Account	375	540750											\$541,125	597,500
FSA Admin Fee	95	95											\$189	35,000
<b>TOTALS</b>	<b>\$496,399</b>	<b>\$1,437,320</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,933,720</b>	<b>6,462,308</b>

**FY 22 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$6,423,600) 91.44% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	422061	417593	769160	397470	415868	423977	418344	408923	411574	412983	412883	-4843	\$4,903,995
Met Life Dental Premium	58127	56874	56863	-988	32394	27529	28184	28471	27867	27921	28245	-250	\$369,237
BCBS Life Premium	601	613	604	619	591	622	623	622	608	616	610	616	\$7,344
Health Savings Account	625	547000	4125	9625	8125	2875	3250	6375	3500	4375	750	750	\$591,375
FSA Admin Fee	0	792	98	105	105	201	98	102	102	105	102	98	\$1,906
<b>TOTALS</b>	<b>\$479,415</b>	<b>\$1,022,872</b>	<b>\$830,850</b>	<b>\$406,831</b>	<b>\$457,083</b>	<b>\$455,203</b>	<b>\$450,499</b>	<b>\$442,493</b>	<b>\$443,651</b>	<b>\$446,000</b>	<b>\$442,589</b>	<b>-\$3,629</b>	<b>\$5,873,857</b>

**FY 21 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$5,830,200) \*94.22% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	394306	382127	383663	390497	395525	385509	380010	379496	377980	370643	354481	378537	\$4,572,773
Met Life Dental Premium	27132	33543	25246	27489	27247	27633	27462	26611	26822	27068	26674	27641	\$330,468
BCBS Life Premium	604	541	603	611	616	616	615	613	605	602	603	633	\$7,262
Health Savings Account	555000	0	6750	5750	2250	2000	750	750	3750	2375	625	1750	\$581,750
HRA Admin Fee	0	0	0	0	0	0	0	0	0	0	0	0	\$0
FSA Admin Fee	102	103	102	102	105	91	91	221	91	91	91	88	\$1,276
<b>TOTALS</b>	<b>\$977,143</b>	<b>\$416,314</b>	<b>\$416,363</b>	<b>\$424,448</b>	<b>\$425,743</b>	<b>\$415,749</b>	<b>\$408,928</b>	<b>\$407,691</b>	<b>\$409,247</b>	<b>\$400,778</b>	<b>\$382,474</b>	<b>\$408,649</b>	<b>\$5,493,529</b>

**FY 20 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$5,110,000) \*98.81% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	356035	341783	356052	360795	353798	349472	353379	365907	353625	355621	293832	352999	\$4,193,300
Met Life Dental Premium	26525	23986	25081	25602	25928	24210	12638	25267	25155	23587	25169	24472	\$287,619
BCBS Life Premium	0	701	701	1416	703	702	699	711	710	700	696	476	\$8,214
Health Savings Account	537125	0	0	1750	2000	3750	2500	2250	5375	375	750	3000	\$558,875
HRA Admin Fee	91	0	0	0	0	0	0	0	0	0	0	91	\$182
FSA Admin Fee	91	0	109	109	109	102	102	102	102	102	102	102	\$1,127
<b>TOTALS</b>	<b>\$919,867</b>	<b>\$366,470</b>	<b>\$381,943</b>	<b>\$389,671</b>	<b>\$382,537</b>	<b>\$378,235</b>	<b>\$369,318</b>	<b>\$394,236</b>	<b>\$384,966</b>	<b>\$380,385</b>	<b>\$320,548</b>	<b>\$381,139</b>	<b>\$5,049,317</b>

11000627-65470

**RESOLUTION NO. 2023-\_\_\_\_\_**

**RESOLUTION HONORING BLACK HISTORY MONTH IN KENDALL COUNTY**

**WHEREAS**, each year beginning on February 1, an entire month of events is planned throughout the United States honoring the rich history and contributions of African Americans; and

**WHEREAS**, Black History Month is an important time to acknowledge and celebrate the contributions of African Americans in our nation’s history and to recognize that the ethnic and racial diversity of the United States enriches and strengthens our nation overall; and

**WHEREAS**, the continued celebration of the month provides an opportunity for all people in the United States to better understand Dr. Carter G. Woodson’s launch of Negro History Week in 1926, proclaiming that Negro History Week should always occur in the second week of February which falls between the birthdays of Frederick Douglass and Abraham Lincoln; and

**WHEREAS**, since 1976, every American president has proclaimed February as Black History Month; and

**WHEREAS**, by reliving and remembering history, it is possible to create awareness of the struggles and challenges that African Americans overcame in this country and that this proven perseverance will serve as an inspiration for all races in America; and

**WHEREAS**, every race is connected to the rich history of this nation and, by celebrating Black History Month, everyone can be included in a tradition of acknowledgement, inclusion and community engagement;

**NOW THEREFORE BE IT RESOLVED**, that the Kendall County Board on this 7<sup>th</sup> day of February, 2023, recognizes February as Black History Month and the integral part of our nation’s traditions in which we promote positive examples of poignant historical events and exemplary leaders; and

**BE IT FURTHER RESOLVED**, that the Kendall County Board acknowledges and commends organizations nationwide for the events held and tributes displayed in remembering the deeply meaningful contributions of African Americans and gaining a greater understanding of national and world history.

Approved and adopted by the County Board of Kendall County, Illinois this 7th day of February, 2023.

Kendall County Board Chairman:

Attest:

\_\_\_\_\_  
Matt Kellogg, County Board Chairman

\_\_\_\_\_  
Debbie Gillette, County Clerk and Recorder

**TITLE:** Director of Human Resources  
**DEPARTMENT:** Human Resources Department  
**REPORTS TO:** County Administrator  
**FULL TIME/PART TIME:** Full time  
**FLSA STATUS:** Exempt  
**APPROVED:** February \_\_\_\_\_, 2023

**I. Position Summary:**

The Human Resources (HR) Director, under the direction of the Kendall County Administrator, oversees all activities and operations of the Kendall County HR Department. This position is responsible for the planning, management, and administration of Kendall County's human resources functions including, but not limited to recruitment and selection, onboarding and offboarding, job classification and compensation, systems and records administration, employee development, training, and labor and employee relations. The HR Director also serves as a leader of Kendall County's union negotiation team, labor arbitrations and other labor-related proceedings. This position also manages and oversees the administration of Kendall County's risk management and compliance programs such as workers compensation, property insurance, auto insurance, and liability insurance.

**II. Essential Duties and Responsibilities:**

The essential job duties for this position include, but are not limited to the following:

- A. Primary duties include the management and oversight of Kendall County's HR Department by performing duties including, but not limited to the following:
1. Customarily and regularly directs the work of all employees and interns assigned to Kendall County's HR Department.
  2. Interviews, selects, and trains HR Department employees and interns.
  3. Sets and adjusts employees' hours of work.
  4. Sets and adjusts employees' rates of pay (within pre-approved budget parameters).
  5. Maintains production and operations records for use in supervision and control of the HR Department.
  6. Conducts performance evaluations of HR Department employees.
  7. Appraises employees' productivity and efficiency for the purpose of recommending promotions or other changes in status.
  8. Handles employee complaints and grievances.
  9. Disciplines employees.
  10. Apportions the work among employees assigned to the HR Department.
  11. Provides for the safety and security of the HR Department employees and Kendall County property.
  12. Makes the final decisions regarding the hiring, firing, advancement, promotion and any other changes of status for all employees in HR Department.
  13. Responsible preparation and submission of the HR Department's budget to the County Administrator with final budget approval by the County Board.
  14. Monitors and authorizes expenditures for the HR Department.
  15. Carries out all other supervisory responsibilities in accordance with all applicable laws, regulations, policies and procedures.

## Kendall County Job Description

- B. Primary duties include the performance of office or non-manual work directly related to the management and general business operations of Kendall County, which duties include, but are not limited to the following:
1. Plans for, directs, and administers Kendall County's human resources functions (e.g., recruitment, onboarding and offboarding, employee relations, leave and benefits, performance management, job classification and compensation, training, policy interpretation, etc.) and risk management functions.
  2. Advises and provides support to department heads, elected officials (as requested), and employees regarding human resources, labor relations and/or risk management issues and recommends solutions.
  3. Serves as a leader of Kendall County's union negotiation team; advises County leadership on proper administration of labor contracts and grievance procedures; responds to grievances on behalf of the County; and serves as one of the County's leaders in labor arbitrations and other labor-related proceedings.
  4. Ensures that all terms and conditions of employment by Kendall County are in full compliance with all applicable federal and state laws, regulations, applicable union contracts, and best practices.
  5. Oversees and administers Kendall County's compensation and benefits program, including creating job descriptions, administering the job evaluation process, conducting salary surveys, providing cost analysis and recommendations for plan design and policy changes.
  6. Plans, develops, coordinates, implements, and revises policies, processes, training, initiatives, and surveys to support Kendall County's compliance and strategy needs.
  7. Directs the investigation and resolution of harassment, discrimination, and other related complaints and provides guidance to County departments and elected officials (as requested) on complex employee and labor/relations issues.
  8. Oversees HR-related communications, employee engagement and retention efforts, and the County's diversity, equity and inclusion initiatives.
  9. Oversees the development and utilization of human resource and risk management software to ensure compliance with all laws, regulations, union contracts, and County policies and procedures.
  10. Oversees and administers the County's risk management functions by performing duties including, but not limited to the following:
    - a. Performs risk management planning, policy development and administration.
    - b. Responds to inquiries about risk management and compliance matters.
    - c. Ensures that all County property and functions have current and adequate insurance coverage.
    - d. Oversees the administration of the County's Workers Compensation and Liability Insurance Programs.
    - e. Responds to questions and complaints about workers' compensation benefits and liability claims.



## Kendall County Job Description

- f. Acts as the County's liaison and direct contact with the County's workers' compensation and liability insurance plan providers, brokers, other vendors, and legal counsel.
  - g. Prepares communications regarding or relating to the County's risk management and insurance programs.
  - h. Prepares and provides recommendations to the County Administrator and Kendall County Board regarding or relating to risk management, compliance, and insurance coverage matters.
- 11. Coordinates employee benefits, plan designs, and coverage issues with the County's brokers, benefits administrators, vendors, and legal counsel.
  - 12. Advises the Kendall County Board about annual health insurance plan(s) and other employee benefit options.
  - 13. Reviews, analyzes, and implements the County's human resources and risk management policies, procedures and best practices;
  - 14. Compiles and analyzes data and prepares reports, forms, and other documents related to the County's human resources and risk management functions.
  - 15. Keeps current on pending legislation and changes in state and federal laws and regulations impacting Kendall County.
- C. The employee's primary duties include the exercise of discretion and independent judgment with respect to matters of significance and their recommendations regarding the same are given great weight by the final decision maker.
  - D. Responsible for filing documents, pulling documents from storage, and putting files away in storage.
  - E. Prepares and revises correspondence, reports, newsletters, flyers, brochures, and any other documentation, as needed, to perform assigned job duties.
  - F. Serves as a Freedom of Information Act Officer for the County's Human Resources Department.
  - G. Complies with record retention and destruction procedures in compliance with the Illinois Local Records Act.
  - H. Must be able to work on-site to perform the above essential job duties.
  - I. Attends Human Resources and Insurance Committee meetings and other County Board and committee meetings, as assigned, both during and after regular business hours.
  - J. Travels to, attends and/or presents at meetings, conferences, and trainings/seminars, as assigned, both during and after regular business hours.
  - K. Handles confidential matters daily relating to all functions of the Human Resources Department and maintains confidentiality of such information.
  - L. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, other government agencies, unions, and other third parties.
  - M. Complies with all applicable laws, regulations, union contracts, and County policies and procedures regarding or relating to assigned job duties.
  - N. Maintains regular attendance and punctuality.
  - O. Performs other duties, as assigned.

## Kendall County Job Description

### III. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

#### A. Language Skills:

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, minutes, agendas, and correspondence.
3. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials, in both one-on-one and group settings.
4. Requires proficient knowledge of the English language, spelling and grammar.

#### B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to prepare and analyze statistical data and reports.

#### C. Reasoning Ability:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several concrete variables in standardized situations.

#### D. Certificates, Licenses, and Registrations:

1. Current and valid Driver's License.
2. Current Society of Human Resource Management (SHRM) certification and/or other risk management and/or human resources certifications are preferred.
3. Any and all other certificates and registrations as required by immediate supervisor for the specific duties performed.

#### E. Other Skills, Knowledge and Abilities:

1. Strong organization and multi-tasking skills.
2. Excellent prioritization skills and the ability to meet deadlines.
3. The ability to display a positive, cooperative, professional and team orientated attitude.
4. The ability to listen, understand information and ideas, and work effectively with county personnel, department heads, and elected officials.
5. The ability to follow guidance and work independently until project completion.
6. Must be proficient in the use of computers and in Microsoft Outlook, Excel, Word, Teams, and PowerPoint.
7. Proficiency with Human Resource Information Systems (HRIS) is preferred.

## Kendall County Job Description

8. Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems.
9. Skills in operating a personal computer, facsimile machine, copier, and typewriter.

### **F. Education and Experience:**

1. A minimum of a Master's Degree in Human Resources, Public or Business Administration, or a related field is required.
2. A minimum of at least five (5) years of prior work experience in human resources, public administration, risk management/compliance, or a related field is required.
3. At least five (5) or more years of prior work experience in a management level position is preferred.

### **IV. Physical Demands:**

While performing the duties of this job, the employee must be able to:

- A. Frequently sit for long periods of time at a desk or in meetings.
- B. Frequently work with computers and look at computer screen and other electronic devices.
- C. Occasionally lift and/or move up to 40 pounds.
- D. Frequently lift and/or move up to 10 pounds.
- E. Use hands to finger, handle, feel, grip, and type.
- F. Reach, push, and pull with hands and arms.
- G. Talk and hear in person and via use of telephone.
- H. Specific vision abilities include close and distance vision, as well as depth perception.
- I. Travel independently to other County properties and other locations throughout Kendall County and the Chicago region to perform assigned job duties.

### **V. Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- A. Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County and the Chicago region to perform assigned job duties.
- B. The noise level in the work environment is usually quiet to moderately quiet.
- C. Employee may be exposed to stressful and difficult situations and material while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- D. Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.
- E. Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

**Kendall County Job Description**

By signing my name below, I hereby affirm that I received a copy of this job description.

\_\_\_\_\_  
**Employee Receipt Acknowledgement & Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor**

\_\_\_\_\_  
**Date**

cc: personnel file, employee

DRAFT 2/6/23



**TITLE:** Human Resources Generalist  
**DEPARTMENT:** Human Resources  
**SUPERVISED BY:** Human Resources Director  
**FULL TIME/PART TIME:** Full Time  
**FLSA STATUS:** Non-Exempt  
**APPROVED/REVISED:** February \_\_\_\_\_, 2023

**I. Position Summary:**

This position provides support to Kendall County's department heads, elected officials (if requested), and employees with a broad range of human resources services including, but not limited to recruitment and selection, onboarding and offboarding, job classification and compensation, systems and records administration, employee development, training, and employee relations.

The Human Resources Generalist also assists the Human Resources Director with the administration of Kendall County's risk management and compliance programs such as workers compensation, property insurance, auto insurance, and liability insurance.

**II. Essential Duties and Responsibilities:**

The essential job duties for this position include, but are not limited to the following:

- A. Provides support to Kendall County's department heads, elected officials (if requested), and employees by performing a broad range of human resources services including, but not limited to the following:
  - 1. Assists elected officials, managers and other County employees with the full range of human resources functions/issues (e.g., employee relations, leave and benefits, performance management, job classification and compensation, training, policy interpretation, etc.)
  - 2. Assists in talent acquisition and recruitment processes.
  - 3. Conducts employee onboarding and offboarding.
  - 4. Helps to coordinate employee training and professional development.
  - 5. Assists with Kendall County's internship program.
  - 6. Assists with Human Resources communications, employee engagement and retention efforts, and the County's diversity, equity and inclusion initiatives.
  - 7. Addresses general inquiries and concerns from County employees, department heads and elected officials regarding County policies and procedures and serves as one of the County's Human Resources liaisons to the County's elected offices and the public.
  - 8. Assists with the development and utilization of human resource management software to ensure compliance with all laws, regulations, union contracts, and County policies and procedures.
  - 9. Prepares and maintains accurate and thorough records relating to assigned human resources functions in compliance with all applicable laws, regulations, union contracts, and County policies and procedures.
  - 10. Compiles and analyzes data and prepares reports, forms, and other documents related to the County's human resources functions.

## Kendall County Job Description

11. Other human resources duties, as assigned.
- B. Assists with the administration of Kendall County's risk management and compliance programs such as workers compensation, property insurance, auto insurance, and liability insurance by performing duties including, but not limited to the following:
1. Processes and tracks claims.
  2. Responds to inquiries about risk management and compliance matters.
  3. Assists with the resolution of billing issues.
  4. Serves as a direct contact with the County's workers' compensation and liability insurance plan providers, insurance brokers, and legal counsel.
  5. Gathers and retains certificates of insurance and other insurance related records.
  6. Prepares and maintains up to date records regarding authorized drivers, insured property and assets, and claims.
  7. Compiles and analyzes data and prepares reports, forms, and other documents related to the County's risk management and compliance functions.
  8. Keeps current on changes in state and federal laws and regulations impacting Kendall County.
- C. Responsible for filing documents, pulling documents from storage, and putting files away in storage.
- D. Serves as a Freedom of Information Act Officer for the County's Human Resources Department.
- E. Complies with record retention and destruction procedures in compliance with the Illinois Local Records Act.
- F. Prepares and revises correspondence, reports, newsletters, flyers, brochures, and any other documentation, as needed, to perform assigned job duties.
- G. Must be able to work on-site to perform the above essential job duties.
- H. Travels to, attends and/or presents at meetings, conferences, and trainings/seminars, as assigned, both during and after regular business hours.
- I. Handles confidential matters daily relating to all functions of the Human Resources Department and maintains confidentiality of such information.
- J. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, other government agencies, unions, and other third parties.
- K. Complies with all applicable laws, regulations, union contracts, and County policies and procedures regarding or relating to assigned job duties.
- L. Maintains regular attendance and punctuality.
- M. Performs other duties as assigned.

### III. **Qualifications:**

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

#### **A. Language Skills:**

1. Ability to research, read, and interpret documents and simple instructions.

## Kendall County Job Description

2. Ability to prepare documents, reports, minutes, agendas, and correspondence.
3. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials, in both one-on-one and group settings.
4. Requires proficient knowledge of the English language, spelling and grammar.

### **B. Mathematical Skills:**

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to prepare and analyze statistical data and reports.

### **C. Reasoning Ability:**

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several concrete variables in standardized situations.

### **D. Certificates, Licenses, and Registrations:**

1. Current and valid Driver's License.
2. Current Society of Human Resource Management (SHRM) certification and/or other risk management and/or human resources certifications are preferred.
3. Any and all other certificates and registrations as required for the specific duties performed.

### **E. Other Skills, Knowledge and Abilities:**

1. Strong organization and multi-tasking skills.
2. Excellent prioritization skills and the ability to meet deadlines.
3. The ability to display a positive, cooperative, professional and team orientated attitude.
4. The ability to listen, understand information and ideas, and work effectively with county personnel, department heads, and elected officials.
5. The ability to follow guidance and work independently until project completion.
6. Must be proficient in the use of computers and in Microsoft Outlook, Excel, Word, Teams, and PowerPoint.
7. Proficiency with Human Resource Information Systems (HRIS) is preferred.
8. Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems.
9. Skills in operating a personal computer, facsimile machine, copier, and typewriter.

### **F. Education and Experience:**

1. A minimum of an Associate's Degree and at least two (2) years of Human Resources experience is required. (Preferred areas of study/experience are public administration, risk management/compliance, and/or human resources.)

## Kendall County Job Description

### IV. Physical Demands:

While performing the duties of this job, the employee must be able to:

- A. Frequently sit for long periods of time at a desk or in meetings.
- B. Frequently work with computers and look at computer screen and other electronic devices.
- C. Occasionally lift and/or move up to 40 pounds.
- D. Frequently lift and/or move up to 10 pounds.
- E. Use hands to finger, handle, feel, grip, and type.
- F. Reach, push, and pull with hands and arms.
- G. Talk and hear in person and via use of telephone.
- H. Specific vision abilities include close and distance vision, as well as depth perception.
- I. Travel independently to other County properties and other locations throughout Kendall County and the Chicago region to perform assigned job duties.

### V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- A. Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County and the Chicago region to perform assigned job duties.
- B. The noise level in the work environment is usually quiet to moderately quiet.
- C. Employee may be exposed to stressful and difficult situations and material while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- D. Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.
- E. Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

**By signing my name below, I hereby affirm that I received a copy of this job description.**

\_\_\_\_\_  
**Employee Receipt Acknowledgement & Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor**  
cc: personnel file, employee

\_\_\_\_\_  
**Date**



# KENDALL COUNTY, ILLINOIS APPLICATION FOR EMPLOYMENT

*Kendall County is committed to complying with the Americans with Disabilities Act. If an applicant requires a reasonable accommodation for purposes of completing the job application process, please contact the Kendall County Human Resources Department at 630-381-9867 or email us at [HRDepartment@kendallcountyil.gov](mailto:HRDepartment@kendallcountyil.gov). A resume and cover letter may be attached to the completed employment application.*

Date Completed: \_\_\_\_\_

Department/Elected Office: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Part time Full time

Applicant's Name: \_\_\_\_\_  
 (Print) Last First Middle

Present Mailing Address: \_\_\_\_\_  
City State Zip Code

Phone: (\_\_\_\_) \_\_\_\_\_ Email Address (optional): \_\_\_\_\_

How did you hear about this employment opportunity? \_\_\_\_\_

Have you ever worked for Kendall County before? [ ] Yes [ ] No

If yes, please give dates and position: \_\_\_\_\_

## RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your present and previous employers in chronological order with present or most recent employer listed first. Be sure to account for all periods of time including military services and any period of unemployment. If self-employed, give business name and supply business references. (Add additional page if necessary.)

<b>Present or Last Employer</b>	<u>Employed</u> <b>From</b> mo/yr	<u>Your Title or Position</u>	<u>Reason for Leaving</u>
Name of Employer _____ Address _____ Phone _____	_____ <b>To</b> mo/yr _____	_____ <u>Name &amp; Title of</u> <u>Supervisor</u> _____	
<b>Last Employer</b> _____ Name of Employer _____ Address _____ Phone _____	<u>Employed</u> <b>From</b> mo/yr _____ <b>To</b> mo/yr _____	<u>Your Title or Position</u> _____ <u>Name &amp; Title of</u> <u>Supervisor</u> _____	<u>Reason for Leaving</u>

<b>Last Employer</b>	<u>Employed</u> <b>From</b> mo/yr	<u>Your Title or Position</u>	<u>Reason for Leaving</u>
_____ Name of Employer	_____ <b>To</b> mo/yr	_____ <u>Name &amp; Title of</u> <u>Supervisor</u>	
_____ Address	_____	_____	
_____ Phone			

<b>Last Employer</b>	<u>Employed</u> <b>From</b> mo/yr	<u>Your Title or Position</u>	<u>Reason for Leaving</u>
_____ Name of Employer	_____ <b>To</b> mo/yr	_____ <u>Name &amp; Title of</u> <u>Supervisor</u>	
_____ Address	_____	_____	
_____ Phone			

May we contact your current and previous employers?  Yes  No

If no, please explain:

---

Please indicate any actual experience, special training, and/or qualifications that you have which you feel are relevant to the position for which you are applying.

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If hired, can you furnish proof that you are over 18 years of age?      Yes      No

Are you able to perform the essential functions of this job with or without reasonable accommodation?

Yes      No

Will you be able to work the position's required work hours?  Yes  No

Will you be able to work on-site?      Yes      No



**EDUCATIONAL BACKGROUND**

School Name	Years Completed	Diploma/Degree	School Name
High School:			
College/University:			
Graduate/Professional:			
Trade or Correspondence:			
Other:			

**PROFESSIONAL REFERENCES**

Please list three professional references who are **not your** previous employers or relatives.

Name	Occupation	Address (Street, City and State)	Telephone Number	Number of Years Known

**ACKNOWLEDGMENTS AND DISCLAIMER**

By signing my name below, I certify that all information provided in this application, my resume, other employment application documents, and interview are true and complete to the best of my knowledge. I understand that any misrepresentations or omissions in my application, resume, other employment documents, or interviews(s) may be cause for rejection of my application, or may be cause for subsequent dismissal at anytime if hired by Kendall County or or one of its elected offices (hereinafter collectively referred to as "Kendall County")

I understand that Kendall County is not obligated to provide employment and that I am not obligated to accept employment should an offer of employment be made to me. **NOTHING IN THIS APPLICATION, OR IN ANY PRIOR OR SUBSEQUENT ORAL OR WRITTEN STATEMENT, IS INTENDED TO OR DOES CREATE ANY CONTRACT OF EMPLOYMENT. SHOULD THIS APPLICATION AND THE PROCESS SURROUNDING THIS APPLICATION RESULT IN MY EMPLOYMENT WITH KENDALL COUNTY, I UNDERSTAND THAT I WOULD BE HIRED AS AN EMPLOYEE AT WILL (SUBJECT TO THE TERMS OF AN APPLICABLE COLLECTIVE BARGAINING AGREEMENT, IF ANY) AND NOTHING IN THIS APPLICATION WOULD RESTRICT MY RIGHT AS AN EMPLOYEE OR KENDALL COUNTY’S RIGHT AS AN EMPLOYER TO TERMINATE MY EMPLOYMENT AT ANY TIME.**

Kendall County is an equal opportunity employer and does not discriminate against applicants and/or employees on the basis of their race, color, religion, sex, pregnancy, sexual orientation, national origin, marital status, age, ancestry, military status, veteran status, disability, genetic information, pregnancy and/or any other basis prohibited by state, federal and/or local laws, regulations and ordinances.

If selected for the position and upon commencement of employment, I understand that I will be required to submit verification that I am legally authorized to work in the United States as required by federal law.

I understand and agree that all information furnished in this application may be verified by Kendall County or its authorized representatives. I waive any right I may have to be notified by any individuals and organizations named in this application prior to the release of any information to Kendall County. I further authorize all individuals and organizations named in this application to give Kendall County and its authorized agents all information relative to such verification. I hereby release such individuals and organizations and Kendall County from any and all liability for any claim or damage resulting therefrom. If Kendall County determines that I am qualified for the position, and I have been notified that I have been selected for an interview or, if there is no interview, I have been made a conditional offer of employment with Kendall County, I may be required to submit to a criminal history background check, employment verification, and/or reference check. By signing my name below, I affirm my understanding that certain offenses may disqualify me from employment in a particular position with Kendall County to the extent permitted by applicable law.

**BY SIGNING BELOW, I HEREBY CERTIFY THAT I HAVE READ AND AGREE TO ALL OF THE ABOVE. BY SIGNING MY NAME BELOW, I ALSO HEREBY AFFIRM THAT ALL OF THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**



**Department/Elected Office:** Health Department

<b>Position Desired:</b> <input type="checkbox"/>	Please select one of the following: Administrative Services Department Animal Control Department Assessments Office Circuit Clerk's Office Coroner's Office County Clerk & Recorder's Office Emergency Management Agency Facilities Management Department Health Department	ne
<b>Applicant's Name:</b> <input type="checkbox"/> <b>(Print)</b>		
<b>Present Mailing Address:</b> <input type="checkbox"/>		ta

**Phone:** (  )  **Email Address (optional):**

**Department/Elected Office:** Health Department

<b>Position Desired:</b> <input type="checkbox"/>	Facilities Management Department Health Department Highway Department Human Resources Department Information & Communication Technology/GIS Department Planning, Building & Zoning Department Public Defender's Office Sheriff's Office State's Attorney's Office Treasurer's Office	ne
<b>Applicant's Name:</b> <input type="checkbox"/> <b>(Print)</b>		
<b>Present Mailing Address:</b> <input type="checkbox"/>		ta

**Phone:** (  )  **Email Address (optional):**

DATE COMPLETED: \_\_\_\_\_

## EMPLOYEE EMERGENCY CONTACT INFORMATION

### EMPLOYEE NAME

\_\_\_\_\_  
Last First Middle

\_\_\_\_\_  
Address City State Zip Code

( ) \_\_\_\_\_  
Home Phone #

( ) \_\_\_\_\_  
Cell Phone #

### EMERGENCY CONTACT INFORMATION

\_\_\_\_\_  
Primary Contact Name Relationship

\_\_\_\_\_  
Address City State Zip Code

( ) \_\_\_\_\_  
Telephone #

( ) \_\_\_\_\_  
Alternate Telephone #

\_\_\_\_\_  
Secondary Contact Name Relationship

\_\_\_\_\_  
Address City State Zip Code

( ) \_\_\_\_\_  
Telephone #

( ) \_\_\_\_\_  
Alternate Telephone #

**KENDALL COUNTY, ILLINOIS  
VEHICLE USE ACKNOWLEDGMENT**

Employee's Name: \_\_\_\_\_ Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

*Driving is an essential function of this employee's job:*    Yes             No

**SAFE DRIVING REQUIREMENT:** I must operate any vehicle I use on behalf of Kendall County, Illinois ("County") in a safe, responsible manner and in compliance with the law. I understand that I am subject to disciplinary action up to and including termination of employment for improper use of a vehicle and/or any other violation of County policies while operating a vehicle in the scope of my employment.

**PHYSICAL CONDITION:** I have no physical or mental condition that may impair my ability to drive. If my condition changes such that my ability to drive may be impaired, I will notify my supervisor immediately.

**MOTOR VEHICLE LICENSE:** I am currently licensed to drive a motor vehicle in Illinois. Both sides of my current driver's license are attached to this form. I will promptly notify my supervisor if my license is withheld by any police authority, suspended, revoked or expired. **I understand that driving is an essential function of my job. I must promptly report any changes in my ability to drive (e.g., moving violations, DUI's, suspensions, etc.) to my supervisor, or I may be subject to discipline (up to and including termination) if I do not do so.**

**INSURANCE COVERAGE REQUIREMENTS:** Pursuant to the County's Safe Driving Policy, employees required to use their own vehicle on County business must have auto insurance with at least the following coverage: \$25,000 for injury or death of one person in an accident; \$50,000 for injury or death of more than one person in an accident; and \$20,000 for damage to property of another person. Also, the defense and indemnity by the County will be, in all cases, secondary to the policy coverage mentioned above. I agree to maintain auto insurance with at least the coverage amounts set forth above for all personal vehicles that I use to drive while performing my duties for the County. I agree to promptly notify my immediate supervisor if I am unable to maintain auto insurance with at least the minimum coverage amounts set forth above. If I fail to do so, I may be subject to disciplinary action up to and including termination of employment.

**ACCIDENTS AND TRAFFIC CITATIONS WHILE OPERATING A COUNTY VEHICLE:** I shall report any accident involving a County vehicle in my care immediately to the local police. As soon as possible, I will notify my supervisor. I will complete all insurance forms promptly, accurately and completely. I will report any traffic citation or parking ticket I receive while using a County vehicle to my supervisor as soon as practical. I understand that I am personally responsible for any traffic or parking files that I may incur while driving on County business.

I am 18 years of age or older. I have read and fully understand the above Vehicle Use Acknowledgment form.

\_\_\_\_\_  
Print Driver's Full Name

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
State

***A copy of both sides of my driver's license is attached to this form.***

**Confidentiality Agreement**

In consideration of my continued employment with Kendall County, Illinois (“the County”), the undersigned hereby agrees as follows:

During my employment with the County, I shall be exposed to confidential information. For purposes of this Confidentiality Agreement, “confidential information” includes, but is not limited to: information regarding and/or relating to the internal and external operations of the County; recordings, memoranda, correspondence, e-mails, and any other documents referring and/or relating to the work performed by the County; juvenile court information; vital records; military records; property records; confidential personnel information, medical and/or benefits information; individuals’ names, home addresses, personal telephone numbers, driver’s license numbers, dates of birth, social security numbers; and/or any other personal information that I obtain or have access to during my employment with the County. The term “confidential information” shall not include any information that may be disseminated pursuant to applicable state and federal law and/or any information that I must produce in response to a lawful subpoena and/or court order.

By signing this Confidentiality Agreement, I agree that, to the extent permitted by law, I shall not, at anytime during and after my employment, disclose any confidential information except as required to perform my job duties for the County. I understand that even unintentional disclosures or disclosures of confidential information may prove harmful to the person(s) involved and/or may violate applicable state or federal law. I agree that only general information about the operations within the County, such as a general description of the type of work performed by me, may be disclosed. In the event I am not certain whether I may disclose confidential information, I agree to obtain approval from my immediate supervisor before I disclose the confidential information. Upon my separation of employment, I understand that I shall return all confidential information in my possession that I obtained during my employment with the County.

I understand and agree that any breach of confidentiality will be grounds for immediate discipline up to and including my termination of employment pursuant to the terms of the current union contract (if any) and/or the Kendall County Employee Handbook. I also acknowledge that my execution of this Confidentiality Agreement in no way creates a contract and/or alters my employment at-will relationship with the County.

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

# Kendall County Internship Program



Administrative Services

Circuit Clerk

County Clerk & Recorder

Emergency Management

Facilities Management

Health & Human Services

Human Resources

Information & Communication  
Technology/GIS

Planning, Building & Zoning

Public Defender

Sheriff's Office

State's Attorney

Treasurer

## Join us in making a difference in Kendall County!

The Kendall County Internship Program provides qualified students and recent graduates with an opportunity to learn more about local government.

Kendall County has many internship opportunities available throughout the year. Qualified interns will work alongside Kendall County professionals on exciting projects benefitting our community while gaining hands-on experience. Some internships may be paid, but most internships are unpaid but eligible for course credit.

For more information about Kendall County's Internship Program, please visit:  
<http://www.kendallcountyil.gov/employment>



# Kendall County Application for Student Internship



Kendall County is an equal opportunity employer committed to complying with the American with Disabilities Act and the Illinois Human Rights Act. If you require a reasonable accommodation to complete this application, please contact our Human Resource Department at 630-381-9867 or email us at [HRDepartment@kendallcountyil.gov](mailto:HRDepartment@kendallcountyil.gov).

### BACKGROUND INFORMATION ABOUT THE APPLICANT

Last Name:	First Name:	Middle Name:	
Address:	City:	State:	Zip:
Phone:	Email:		

Are you 18 years of age or older?     Yes     No\*

*\* If you answered "no" to the above question, your parent or legal guardian must also sign this Application.*

**Please select all Departments/Offices that you are interested in working with:**

- Administrative Services
- Circuit Clerk
- County Clerk & Recorder
- Emergency Management
- Facilities Management
- Health & Human Services
- Human Resources
- Information & Communication Technology
- Planning, Building & Zoning
- Public Defender
- Sheriff's Office
- State's Attorney
- Treasurer
- Other (please specify): \_\_\_\_\_

**\*If you'd like to learn more about each Department/Office, please click the link below! \***

<https://www.kendallcountyil.gov/>

**Tell us what functions of County government you are most interested in learning about and why:**

**Where did you hear about the Kendall County Internship Program?**

**I am applying for the following type of internship:**

- High School       Undergraduate       Graduate       Other: \_\_\_\_\_

**Our internships are generally unpaid, but interns can receive course credit. We may have some paid internship opportunities available in some areas of our County. Please check the box for what opportunity you are looking for:**

- Paid Internship       Course Credit       No Preference

**INTERNSHIP AVAILABILITY**

Date you would like to begin your internship: \_\_\_\_\_

Date you expect to complete your internship: \_\_\_\_\_

**Please list the days/hours you would be available to complete your internship on Monday through Friday between the hours of 8:00 a.m. to 4:30 p.m.**

	Start time:	End time:
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		

**EDUCATION**

School Attended	Years Completed (Circle)	Field or Major	Diploma/Degree	School Name
High School:	9 10 11 12			
College/University:	1 2 3 4			
Graduate School:	1 2 3 4			
Trade or Correspondence:				
Other:				

**OTHER**

**Briefly explain why you are interested in an internship with Kendall County:**

**PHOTOGRAPH, FILM AND VOCAL RECORDING RELEASE**

I hereby give consent for the County of Kendall, and their respective elected officials, employees, and agents (collectively referred to herein as “County”) to photograph, film and/or record me during this Internship. I also give permission for the County to use any photographs and audio and video recordings of me while participating in this Internship for promotional or publicity purposes and agree that these photographs, audio and video recordings and my name may be displayed during local presentations or published in any brochures, mass media publications, local newspapers, websites, and social media. I hereby release the County from any expectation of privacy and confidentiality while I participate in this Internship.

**Yes**                       **No**

Student’s Signature: \_\_\_\_\_

Parent/Legal Guardian’s Signature (if Student is under 18 years of age): \_\_\_\_\_

**ASSUMPTION OF RISK AND GENERAL RELEASE AND WAIVER AGREEMENT**

I, \_\_\_\_\_ (“Student”), elect to participate in a student internship sponsored by the County of Kendall (“Internship”). As consideration for the Student’s participation in this Internship, Student and their parent/legal guardian (if Student is under the age of 18) voluntarily execute this Assumption of Risk and General Release and Waiver Agreement (“Agreement”) and hereby confirm:

**1. ACKNOWLEDGMENT, CONSENT, AND ASSUMPTION OF RISKS.** By signing below, I hereby affirm my understanding that Student’s participation in the Internship may involve risks not found in the Student’s daily life. These risks may include, without limitation, risks involved in travel and participation in Internship activities. By signing below, I acknowledge the Internship’s activities can result in illnesses, injuries and even death. I have made my own investigation of these risks; understand these risks; and assume all of these risks knowingly and willingly. I consent to Student’s participation in the Internship. I also consent to Student traveling to and/or from various locations in Kendall County, Illinois to participate in the Internship’s activities.

**2. HEALTH INSURANCE; MEDICAL CARE; HEALTH AND SAFETY CONCERNS.** I hereby affirm that Student has valid and current medical insurance coverage, which is adequate to cover all injuries or illnesses that Student may sustain while traveling to and from the Internship and while participating in Internship activities. By signing



my name below, I agree that Student and Student's parent(s)/legal guardian(s) will be solely responsible for payment in full of all costs of medical and dental care Student receives for all injuries and/or illnesses that Student may sustain while traveling to, from and within the Internship locations and while performing Internship activities. By signing my name below, I hereby authorize the County of Kendall, its respective elected officials, employees, and agents (collectively referred to herein as "the County") to transport and obtain emergency medical care for Student in the event that Student needs it but Student is unable to obtain it for themselves. If Student experiences serious health problems; suffers an injury; or is otherwise in a situation that raises significant health and safety concerns during the Internship, the County may contact the person whose name is provided to the County as Student's "emergency contact".

**3. GENERAL WAIVER AND RELEASE.** Knowing the risks described above, I agree, on behalf of Student and Student's family, heirs and personal representative(s), to assume all the risks and responsibilities surrounding Student's participation in the Internship. I understand and agree that Student and Student's parent(s)/legal guardian(s) are fully responsible for the consequences of Student's own actions and that the County assumes no responsibility whatsoever for Student's actions, inactions and/or any damages resulting, in whole or in part, from Student's actions or inactions. **By signing my name below, I agree that I shall be solely responsible for any damages, injury or harm the Student may cause while participating in the Internship.** To the maximum extent permitted by law, I hereby release, hold harmless and agree to indemnify and defend (with counsel of the County's own choosing) the County from and against any present or future claims, losses, liabilities, costs and expenses (including, but not limited to attorneys' fees, expert fees and court costs) for injury to person or property, or for any other damage, which Student may suffer, or for which Student may be liable to any other person, related to Student's participation in the Internship (including, but not limited to, periods in transit to or from Student's destination). The County's participation in their defense shall not remove my duty to indemnify, defend, and hold the County harmless, as set forth above. The County does not waive their defenses or immunities under the Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/1 et seq.) and any other state and federal immunity laws by reason of indemnification or insurance.

**4. ENTIRE AGREEMENT.** This Agreement represents the entire Agreement between the County of Kendall and the Student. There are no other promises or conditions in any other Agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the County and the Student and may not be modified except in writing acknowledged by both parties.

**5. CHOICE OF LAW AND VENUE.** This Agreement shall be construed in accordance with the laws and Constitution of the State of Illinois. If any provision is invalid for any reason, such invalidations shall not render invalid other provisions that can be given effect without the invalid provision. Venue for any legal proceedings between the parties shall be the Circuit Court of Kendall County, Illinois.

***By signing my name below, I hereby affirm that all information provided in my Internship Application is true and correct to the best of my knowledge; I have carefully read and freely sign this Agreement; and I agree to be bound by all of the terms and conditions set forth in this Agreement.***

Student's Name (printed): \_\_\_\_\_  
Student's Signature: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

***If Student is under 18 years of age, Student's parent/legal guardian must sign below.***

Parent/Legal Guardian's Name (printed): \_\_\_\_\_  
Parent/Legal Guardian's Signature: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

**PLEASE RETURN COMPLETED APPLICATION FORM AND RESUME TO:**

Kendall County Human Resources Department  
111 W. Fox Street, Suite 215  
Yorkville, IL 60560  
[HRDepartment@kendallcountyil.gov](mailto:HRDepartment@kendallcountyil.gov)



## JOIN THE COMMUNITY OUTREACH EMPLOYEE COMMITTEE

The Community Outreach Employee Committee consists of employees that volunteer their time to promote positive growth in our organization and community!

### We need help with:

#### Planning & organizing

- Community service projects
- Volunteer days
- Exciting events for employees
- Any other ideas you may think of!

### When will we meet?

The Community Outreach Employee Committee will meet once a month or as needed during lunch breaks as to not disturb County operations

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If you are interested in joining the Community Outreach Employee Committee, please email the Human Resources Department:

**[HRDepartment@kendallcountyil.gov](mailto:HRDepartment@kendallcountyil.gov)**



**COUNTY OF KENDALL, ILLINOIS**

**Kendall County  
Human Resources Department**

**KENDALL COUNTY OFFICE BUILDING  
111 WEST FOX STREET, SUITE 215  
YORKVILLE, ILLINOIS 60560  
630.381.9149**

**INTEROFFICE MEMORANDUM**

**TO:** Human Resources and Insurance Committee  
**FROM:** Tricia Springman, Human Resources Generalist  
**DATE:** February 3, 2023  
**RE:** Employee Service Awards 2023

In preparation for committee discussion about employee service awards for 2023, we calculated the number of employees who have achieved a service milestone as of January 1, 2023 and estimated the following costs for their service awards this year:

**TABLE 1**

<b>Service years</b>	<b>Tier amount</b>	<b>Total employees per tier</b>	<b>Total Estimated Cost per tier</b>
<b>35 years</b>	\$175	1	\$175
<b>30 years</b>	\$150	1	\$150
<b>25 years</b>	\$125	3	\$375.00
<b>20 years</b>	\$100	6	\$600.00
<b>15 years</b>	\$75	8	\$600.00
<b>10 years</b>	\$50	8	\$400.00
<b>** 5 years</b>	N/A – No 5 year service awards previously issued	11	-
		38	\$2300.00

**TABLE 2**

<b>Department</b>	<b>Total of employees eligible for service awards</b>
Circuit Clerk	2
Coroner	2
Corrections	5
County Clerk & Recorder	2
Court Services	3
Facilities Management	2
Health Department	2
Judicial	1
Planning, Building & Zoning	1
Sheriff	9
State's Attorney	5
Treasurer	3
Veterans Assistance Committee	1
	38

**TABLE 3**

<b>Employee Type</b>	<b>Number of employees eligible for service awards</b>
Part Time Employees	3
Full Time Employees	35
Total Employees	38