



**COUNTY OF KENDALL, ILLINOIS  
HUMAN RESOURCES & INSURANCE**  
Kendall County Office Building, 111 W. Fox Street  
County Board Rm 209 & 210, Yorkville, IL 60560  
**Monday, April 3, 2023 at 5:30 p.m.**  
**MEETING AGENDA**

1. Call to Order
2. Roll Call: Ruben Rodriguez (Chairman), Jason Peterson (Vice Chairman), Elizabeth Flowers, Zach Bachmann, and Matt Kellogg
3. **\*MOTION (VV)** Approval of Agenda (Page 1)
4. **\*MOTION (VV)** Approval of Minutes – None
5. Committee Reports and Updates
  - A. Monthly Benefits Report Provided by Kendall County Treasurer’s Office (Page 2)
  - B. Monthly Report Provided by Kendall County Human Resources Department (Page 4)
6. New Committee Business
  - A. **\*MOTION (VV) (Forward to CB 4/5/2023 Meeting)** Resolution Honoring Arab American Heritage Month (Page 11)
  - B. **\*MOTION (VV) (Forward to CB 4/18/2023 Meeting)**: Facilities Management Department Administrative Assistant Job Description (Page 12)
  - C. **\*MOTION (VV) (Forward to CB 4/18/2023 Meeting)**: Facilities Management Department Maintenance I Job Description (Page 17)
  - D. **\*MOTION (VV) (Forward to CB 4/18/2023 Meeting)**: Facilities Management Department Maintenance II Job Description (Page 22)
  - E. **\*MOTION (VV) (Forward to CB 4/18/2023 Meeting)**: Approval of Updated Organizational Chart and Headcount for Kendall County Departments (Page 28)
  - F. **\*MOTION (VV) (Forward to CB 4/18/2023 Meeting)**: Flextime Policy Amendment (Page 29)
  - G. **\*MOTION (VV)**: Establish Executime Project Implementation Deadline of September 1, 2023
  - H. **\*MOTION (VV) (Forward to CB 4/18/2023 Meeting)**: Resolution Regarding Personnel Action Notice Procedure (Page 31)
  - I. **\*MOTION (VV) (Forward to Finance & Budget Committee)**: Human Resources Generalist position for the Human Resources Department
7. Old Committee Business - None
8. Chairman’s Report
9. Public Comment
10. Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120-2/21
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.*

# MONTHLY MEDICAL INSURANCE REPORT

FY 23

	Non-Union		Union		Total Enrolled		Annual ER Plan Cost
	Mar-23	Apr-23	Mar-23	Apr-23	Mar-23	Apr-23	
HMO EE	13	10	21	23	\$7,745.65		
HMO FAM	5	12	18	17	\$14,630.77		
H.S.A. \$1500 EE	75	49	123	124	\$11,827.61	*	
H.S.A. \$1500 FAM	43	51	96	94	\$22,507.70	*	
H.S.A. \$3000 EE	1	2	3	3	\$10,898.27	*	
H.S.A. \$3000 FAM	5	4	9	9	\$20,752.13	*	
BC Options \$1500 EE	5	1	6	6	\$11,311.26	*	
BC Options \$1500 FAM	1	4	5	5	\$21,532.29	*	
BC Options \$3000 EE	2	0	2	2	\$10,381.70	*	
BC Options \$3000 FAM	3	0	3	3	\$19,776.49	*	
<b>Total Enrolled</b>	<b>153</b>	<b>133</b>	<b>286</b>	<b>286</b>			
					Dental EE	184	
					Dental Family	190	
					<b>Total Enrolled</b>	<b>374</b>	

Retirees/COBRA (12/1/22 -11/30/23) (57 Retirees / 0 COBRA)			
Vision	Family	14	\$717.78
Vision	Single	16	\$532.10
Medical	Family	2	\$10,160.27
Medical	Single	11	\$29,038.65
Dental	Family	35	\$5,959.97
Dental	Single	20	\$8,049.25
<b>TOTAL</b>			<b>\$54,458.02</b>

**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 44.29% of total budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals	BUDGET_per Line item	% of budget
BCBS Medical Premium	467114	896081	424612	438627									\$2,226,433	5,438,252	40.94%
BCBS Dental Premium	28221	-218	28489	27428									\$83,920	381,879	21.98%
BCBS Life Premium	595	612	591	610									\$2,408	9677	24.88%
Health Savings Account	375	540760	7230	895									\$549,250	597,500	91.92%
FSA Admin Fee	95	95	112	116									\$417	35,000	1.19%
<b>TOTALS</b>	<b>\$496,399</b>	<b>\$1,437,320</b>	<b>\$461,033</b>	<b>\$467,675</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>\$2,862,428</b>	<b>6,462,308</b>	<b>44.29%</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	406923	411574	412983	412883	-4843	\$4,903,995
MetLife Dental Premium	56127	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>\$5,973,857</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	395825	385509	380010	379496	377980	370643	354481	378537	\$4,572,773
MetLife Dental Premium	27132	33543	25246	27489	27247	27533	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
MetLife 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>

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## **KENDALL COUNTY HUMAN RESOURCES DEPARTMENT APRIL 3, 2023 REPORT TO HUMAN RESOURCES & INSURANCE COMMITTEE**

Here are a few highlights from the Human Resources Department during the month of March:

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

- Quarterly claims review meeting held with IPMG on 3/1/2023.
- Continue working on development and implementation of Executime.
- Meeting held with EMA Director, Facilities Director, and Facilities Assistant Director on March 14<sup>th</sup> to begin preparation for Kendall County's Emergency Operations Plan for Kendall County buildings.
- Completed inventory of current emergency planning tools/equipment in the Kendall County Office Building.
- Prepared and rolled out Identity Protection Act training to comply with state requirements.
- Working on Tyler Munis system for rollout of Human Capital Management module and Executime and to timely complete and file federally mandated EEO-4 report later this year.

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

- Completed recruitment and onboarding for Part-Time Kennel Technician position. Please join me in welcoming Molly Skeen to Kendall County! Molly's first day was 3/24/2023.
- Ongoing recruitment for new Economic Development Coordinator position.
- Prepared, reviewed and updated Facilities Management Department job descriptions.
- Updated organizational chart for Kendall County departments and confirmed authorized headcount.

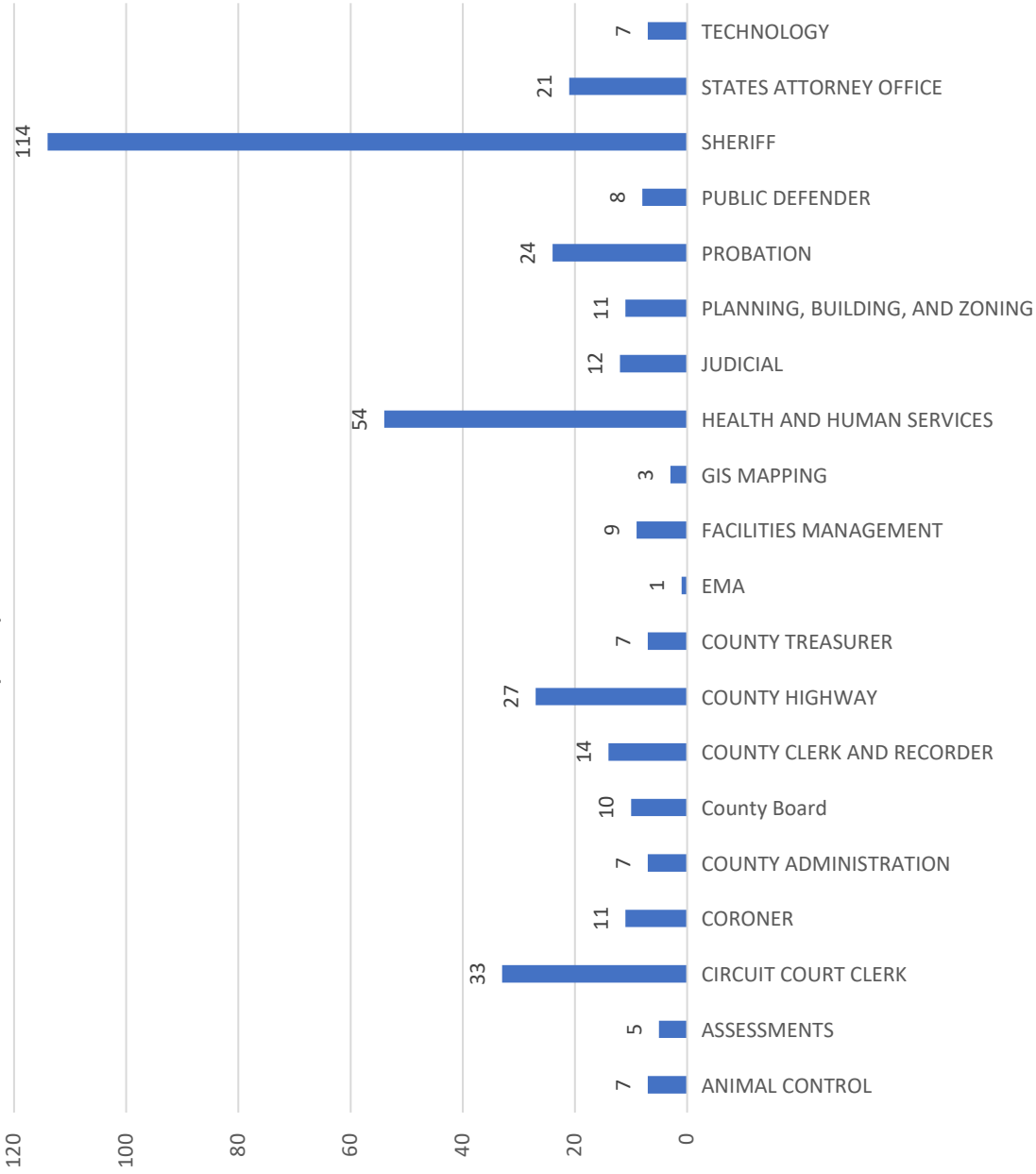
### **EMPLOYEE ENGAGEMENT:**

- First Community Outreach Committee meeting held on March 13, 2023. We currently have 20 volunteers serving on this employee committee.
- Employee service award online store is up and running. Notified all service award recipients. Store closes at midnight on April 17<sup>th</sup>.
- Women's History Month celebrations throughout March.
- Voting has ended for the name of our quarterly employee newsletter. 112 votes were cast!
- Our color copier was installed on March 17<sup>th</sup>!

### **LABOR RELATIONS:**

- Completed bargaining for Facilities Management Department bargaining unit. Collective bargaining agreement ratified.
- Completed memoranda of understanding for Sheriff's Office – Patrol Deputies and Corrections Deputies bargaining units.
- Preparations for upcoming bargaining at end of 2023 for Patrol Deputies (FOP) and County Clerk's Office (Teamsters Local #330). Circuit Clerk's Office's (AFSCME) union contract also expires on 11/30/2023.

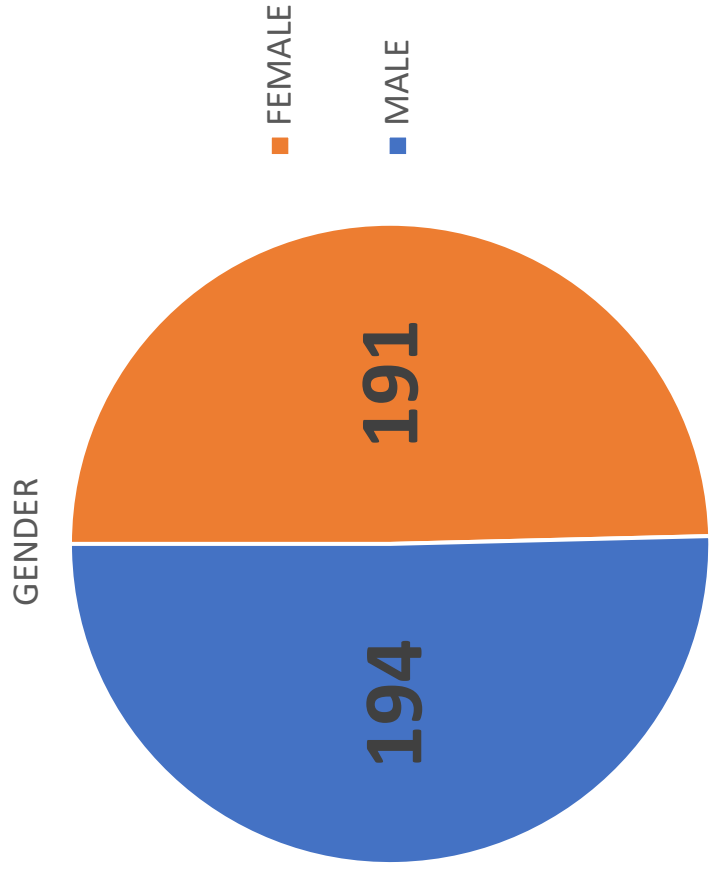
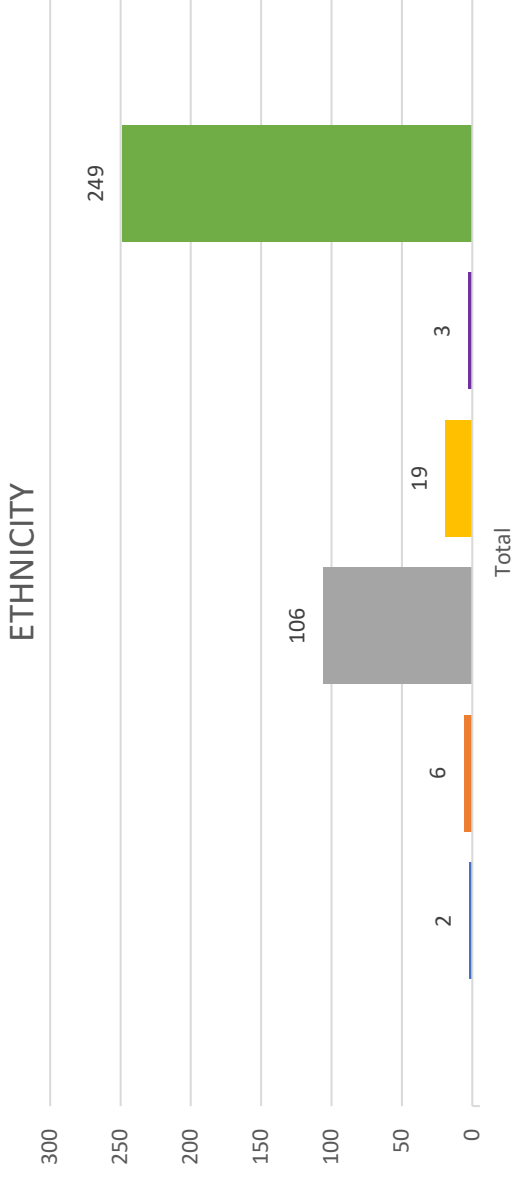
Headcount Totals by Department/Office as of 03/30/2023



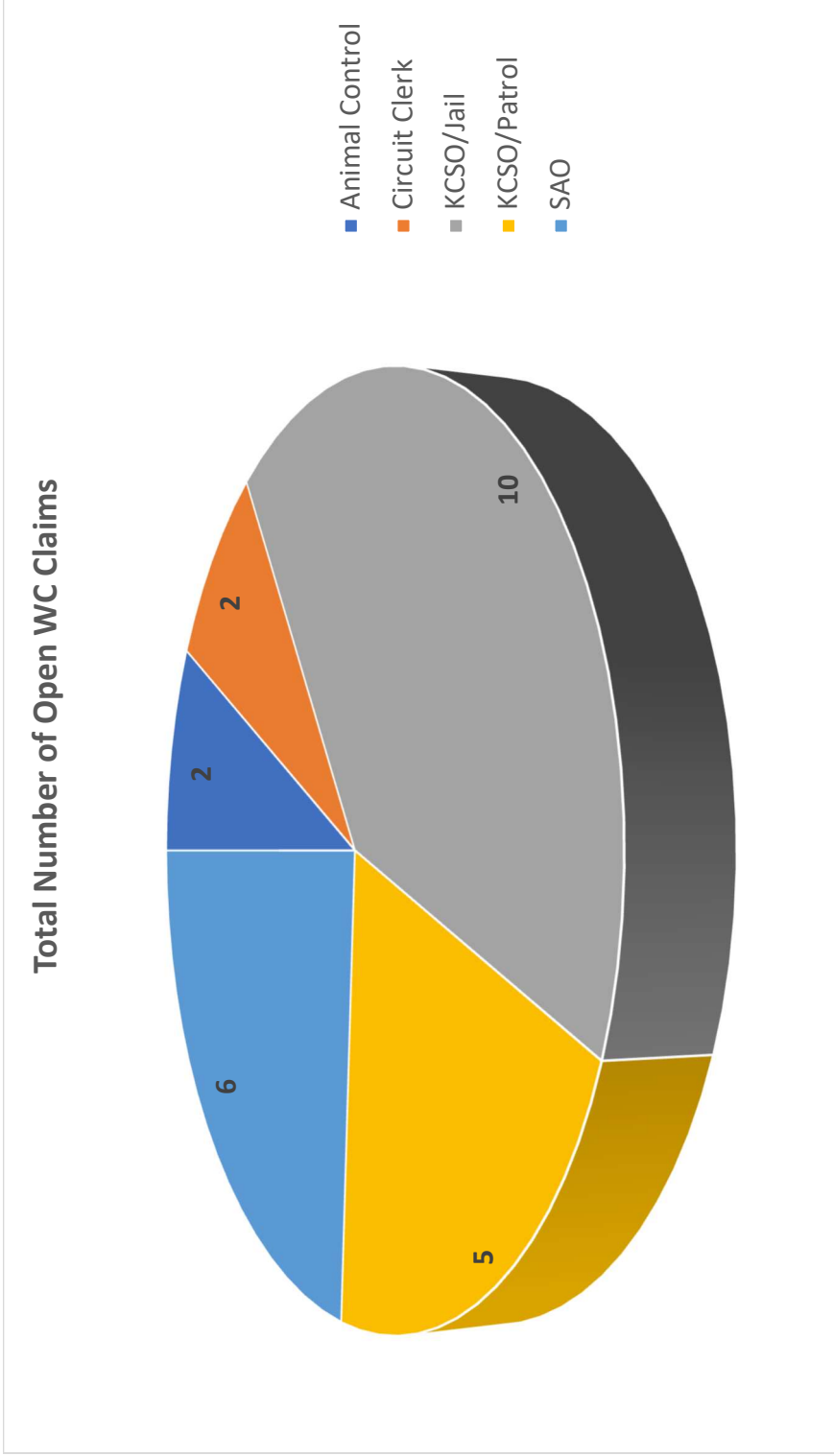
Department/Office	Employee Headcount
ANIMAL CONTROL	7
ASSESSMENTS	5
CIRCUIT COURT CLERK	33
CORONER	11
COUNTY ADMINISTRATION	7
County Board	10
COUNTY CLERK AND RECORDER	14
COUNTY HIGHWAY	27
COUNTY TREASURER	7
EMA	1
FACILITIES MANAGEMENT	9
GIS MAPPING	3
HEALTH AND HUMAN SERVICES	54
JUDICIAL	12
PLANNING, BUILDING, AND ZONING	11
PROBATION	24
PUBLIC DEFENDER	8
SHERIFF	114
STATES ATTORNEY OFFICE	21
TECHNOLOGY	7
<b>Grand Total</b>	<b>385</b>

Headcount data provided through Tyler Munis Report run on 03/30/2023

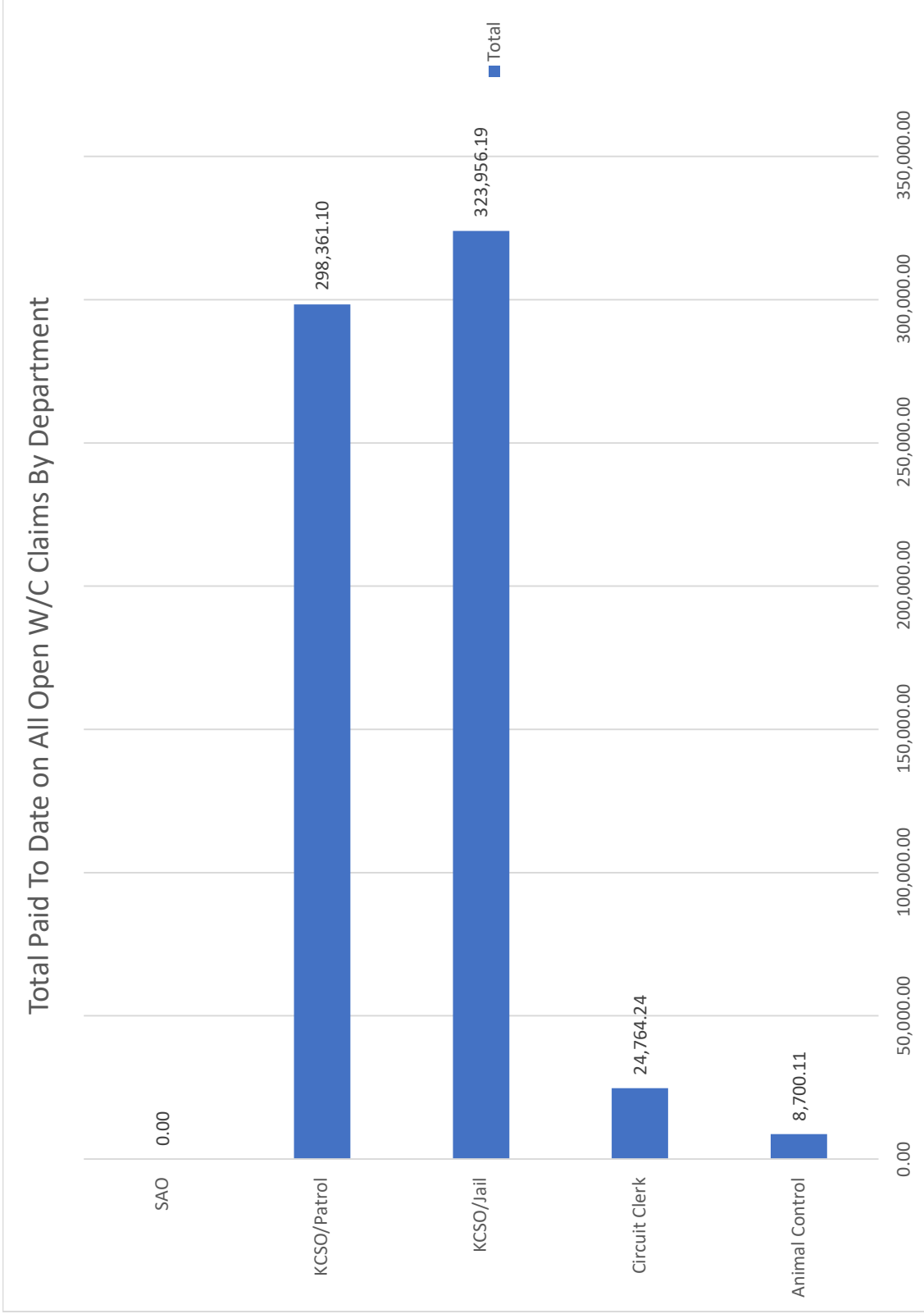
# Kendall County Demographics



Kendall County Human Resources & Insurance Committee  
Monthly Report for Open Workers' Compensation Claims as of 3/31/2023



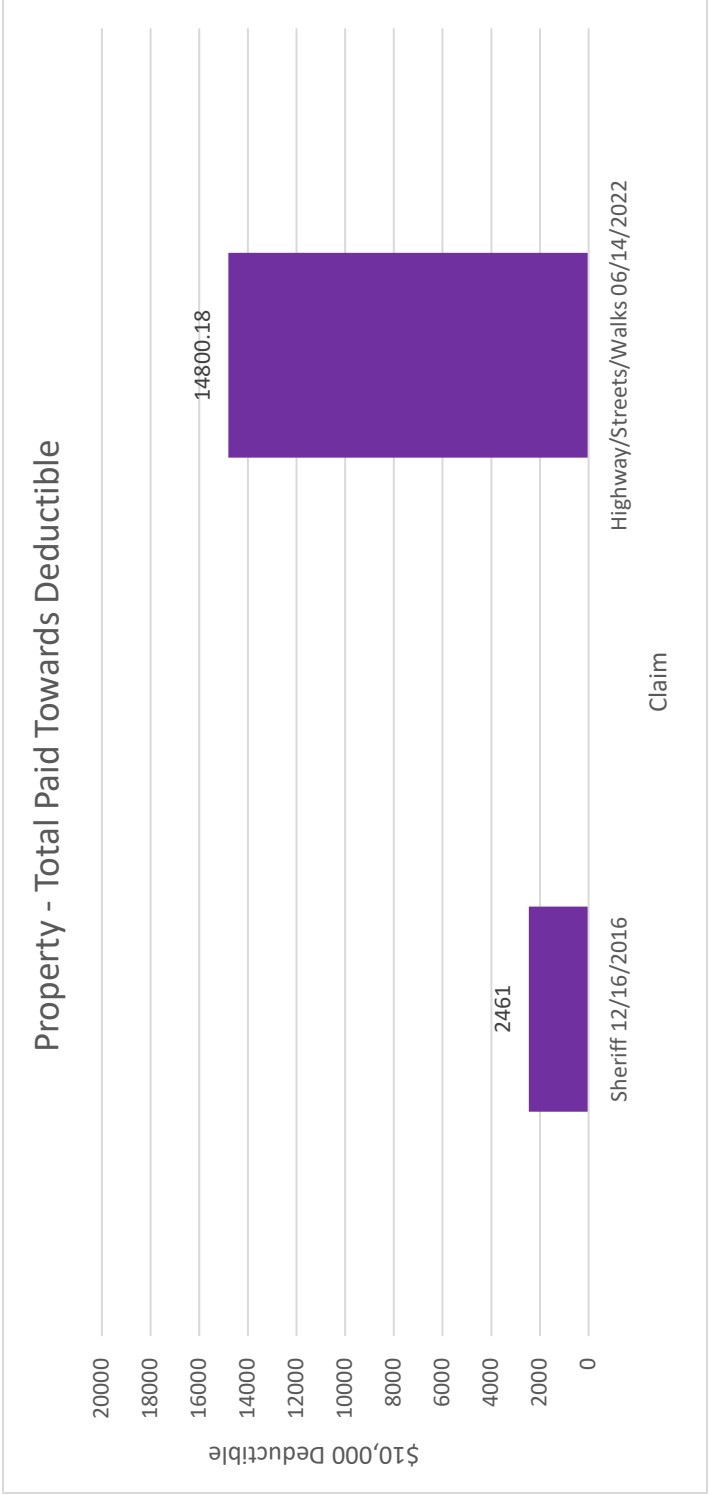
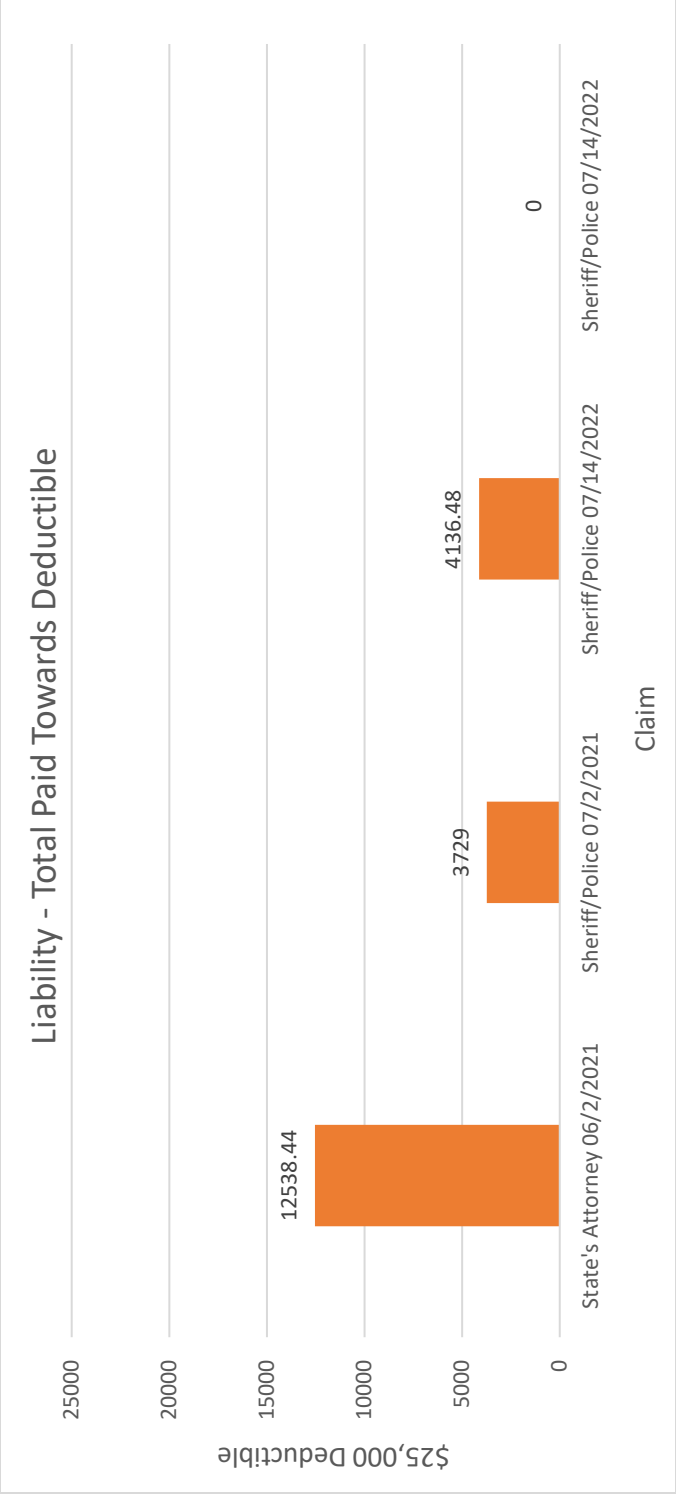
Kendall County Human Resources & Insurance Committee  
Monthly Report for Open Workers' Compensation Claims as of 3/31/2023





Kendall County Human Resources & Insurance Committee  
 Monthly Report for Open Workers' Compensation Claims as of 3/31/2023

Department	Total Paid	Outstanding Reserves	Deductible	AMOUNT LEFT TO REACH DEDUCTIBLE	Total Incurred	add date	Compensability
Animal Control	8,307.39	5,342.61	250,000.00	241,692.61	13,650.00	9/13/2022	Compensable
Animal Control	392.72	1,807.28	250,000.00	249,607.28	2,200.00	1/24/2023	Compensable
Circuit Clerk	24,602.24	50,954.39	250,000.00	225,397.76	75,556.63	4/19/2021	Compensability Determination Pending
Circuit Clerk	162.00	13,944.00	250,000.00	249,838.00	14,106.00	10/6/2021	Compensability Determination Pending
Corrections	23,123.59	8,581.60	250,000.00	226,876.41	31,705.19	12/13/2017	Compensable
KCSO/Jail	34,190.11	48,938.77	250,000.00	215,809.89	83,128.88	4/6/2020	Compensable
KCSO/Jail	52,632.08	22,676.50	250,000.00	197,367.92	75,308.58	1/8/2021	Compensable
KCSO/Jail	32.00	4,968.00	250,000.00	249,968.00	5,000.00	11/23/2021	Denied
KCSO/Jail	131,111.98	103,093.93	250,000.00	118,888.02	234,205.91	2/1/2022	Compensable
KCSO/Jail	4,399.55	18,887.50	250,000.00	245,600.45	23,287.05	2/23/2022	Denied
KCSO/Jail	5,460.39	0.00	250,000.00	244,539.61	5,460.39	4/25/2022	Compensable
KCSO/Jail	326.23	12,163.77	250,000.00	249,673.77	12,490.00	5/13/2022	Compensable
KCSO/Jail	58,165.60	79,690.40	250,000.00	191,834.40	137,856.00	5/13/2022	Compensable
KCSO/Jail	14,514.66	16,356.44	250,000.00	235,485.34	30,871.10	1/3/2023	Compensable
KCSO/Patrol	108,362.51	46,322.47	250,000.00	141,637.49	154,684.98	2/19/2019	Compensable Partial Medical
KCSO/Patrol	82,990.22	136,846.17	250,000.00	167,009.78	219,836.39	1/24/2022	Compensable
KCSO/Patrol	106,826.43	63,135.83	250,000.00	143,173.57	169,962.26	8/9/2022	Compensable
KCSO/Patrol	181.94	2,018.06	250,000.00	249,818.06	2,200.00	2/16/2023	Compensable
KCSO/Patrol	0.00	2,200.00	250,000.00	250,000.00	2,200.00	3/7/2023	Compensable
SAO	0.00	1,450.00	250,000.00	250,000.00	1,450.00	3/7/2023	Compensability Determination Pending
SAO	0.00	1,450.00	250,000.00	250,000.00	1,450.00	3/7/2023	Same as above
SAO	0.00	1,450.00	250,000.00	250,000.00	1,450.00	3/8/2023	Same as above
SAO	0.00	1,450.00	250,000.00	250,000.00	1,450.00	3/9/2023	Same as above
SAO	0.00	1,450.00	250,000.00	250,000.00	1,450.00	3/10/2023	Same as above
SAO	0.00	1,450.00	250,000.00	250,000.00	1,450.00	3/14/2023	Same as above
<b>TOTALS</b>	<b>655781.64</b>	<b>646,627.72</b>		<b>5,594,218.36</b>	<b>1,302,409.36</b>		



# COUNTY OF KENDALL, ILLINOIS

## Resolution 23-\_\_\_\_\_

### RESOLUTION HONORING ARAB AMERICAN HERITAGE MONTH

**WHEREAS**, for over a century, Arab Americans have been making valuable contributions to virtually every aspect of American society: in medicine, law, business, education, technology, government, military service, culture; and

**WHEREAS**, since migrating to America, men and women of Arab descent have shared their rich culture and traditions with neighbors and friends, while also setting fine examples of model citizens and public servants; and

**WHEREAS**, they brought with them to America their resilient family values, strong work ethic, dedication to education, and diversity in faith and creed that have added strength to our great democracy; and

**WHEREAS**, Arab Americans have also enriched our society by sharing in the entrepreneurial American spirit that makes our nation free and prosperous; and

**WHEREAS**, the history of Arab Americans in the United States remains neglected or defaced by misconceptions, bigotry, and anti-Arab hate in the forms of crimes and speech; and

**WHEREAS**, Arab American issues, such as civil rights abuses, harmful stereotyping, and bullying must be combated in the forms of education and awareness; and

**WHEREAS**, they join all Americans in the desire to see a peaceful and diverse society, where every individual is treated equally and feels safe; and

**WHEREAS**, the incredible contributions and heritage of Arab Americans have helped us build a better nation; and

**NOW, THEREFORE**, the Kendall County Board acknowledges that the Arab America Foundation celebrates the contributions Arab Americans have made to society, and does hereby declare April 2023 to be National Arab American Heritage Month in Kendall County, Illinois. We encourage county officials, employees, schools and residents to join us in this special observance.

Approved this 5th day of April, 2023.

Attest:

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Matthew Kellogg, County Board Chairman

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Debbie Gillette, County Clerk and Recorder



## Kendall County Job Description

<b>TITLE:</b>	Administrative Assistant
<b>DEPARTMENT:</b>	Facilities Management
<b>SUPERVISED BY:</b>	Facilities Director
<b>FULL TIME/PART TIME:</b>	Full time
<b>FLSA STATUS:</b>	Non-Exempt
<b>UNION STATUS:</b>	Non-Union
<b>APPROVED:</b>	In Process

### **I. Position Summary:**

The Administrative Assistant, under the supervision of the Facilities Director, provides administrative and clerical support to the Facilities Management Department. This position manages daily work orders while working with elected officials, department heads, and service vendors. The Administrative Assistant also compiles statistical data; prepares detailed performance reports and other documents for the Facilities Director; and must maintain the confidentiality of sensitive information obtained while performing the assigned job duties.

### **II. Essential Duties and Responsibilities:**

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

- A. Provides administrative and clerical support to the Facilities Management Department by performing essential job duties including, but not limited to the following:
  - 1. Receives, tracks, monitors, and reports status of all maintenance, repair, and modification work requirements generated.
  - 2. Initiates documents either to authorize or obtain formal approval of work requirements.
  - 3. Inputs data into the computerized maintenance management system.
  - 4. Maintains the service-call function for the receipt and controls of emergency, urgent, and routine maintenance work generated by telephone.
  - 5. Reports initial and follow-up status of work orders.
  - 6. Collects and maintains work documents and other data for the development of reports to evaluate responsiveness, cost effectiveness, and efficiency of resource utilization.
  - 7. Administers the collection and reporting of historical and statistical performance data.
  - 8. Performs initial computer systems start-up and shut down operations.
  - 9. Completes daily operations and maintenance by performing system back-up and file saving operations, and initiates changes and revisions, as necessary.
  - 10. Updates departmental standard operating procedures, policy, and safety manuals.
  - 11. Acts as central purchasing agent for the Facilities Management Department by performing duties including, but not limited to; opening accounts,

## Kendall County Job Description

- sourcing and ordering materials and supplies, and investigating past due or erroneous invoices.
12. Receives and administers accounts payable (voucher) and petty cash functions.
  13. Performs inventory of assigned stock within the department.
  14. Prepares and maintains confidential personnel data and information; maintains onsite personnel related records, time off calendars and reports; and preserves the confidentiality of all such records.
  15. Performs CMMS Database Administration by performing tasks including, but not limited to entering new facilities, equipment and staff and entering specific information about facilities, equipment, and staff.
  16. Responsible for closing out and cost accounting of labor, materials, and supplies used on work orders along with running and analyzing reports, as needed.
  17. Collects, maintains, and updates invoices, pay applications, bonds, certificates of insurance, county leases, and contract renewals for all Kendall County vendors, projects, and property.
  18. Posting/coordinating of renewal and/or new public bids for services and projects by performing tasks including, but not limited to website posting, newspaper legal advertisement, records maintenance, and tracking of incoming bids.
  19. Coordinates design, construction, and other project meeting schedules.
- B. Serves as administrative support for the Kendall County Facilities Management Committee by performing tasks including, but not limited to the following:
1. Preparing, distributing, and posting Facilities Management Committee meeting agendas along with taking notes during meetings.
  2. Preparing and publishing meeting minutes.
  3. Overseeing the retention and destruction of Facilities Management Committee meeting audio recordings.
  4. Maintaining confidentiality of closed session meeting minutes and audio recordings.
- C. Manages small parts inventory for Facilities Management storerooms.
- D. Performs purchasing functions for other Kendall County departments and maintains documentation regarding such functions.
- E. Researches and makes recommendations for office equipment.
- F. Serves as back-up on the County's telephone system.
- G. Maintains door lock system and program for monthly meetings.
- H. Responsible for filing documents, pulling documents from storage, and putting files away in storage.
- I. Prepares and revises correspondence, reports, newsletters, flyers, brochures, and any other documentation, as needed, to perform assigned job duties.
- J. Assists with Freedom of Information Act requests for Facilities Management Department.
- K. Complies with record retention and destruction procedures in compliance with the Illinois Local Records Act.
- L. Must be able to work on-site to perform the above essential job duties.

## Kendall County Job Description

- M. Attends Facilities Management Committee meetings and other meetings, as assigned, both during and after regular business hours.
- N. Handles confidential matters daily relating to all functions of the Facilities Management Department and maintains confidentiality of such information.
- O. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, other government agencies, unions, and other third parties.
- P. Complies with all applicable laws, regulations, union contracts, and County policies and procedures regarding or relating to assigned job duties.
- Q. Maintains regular attendance and punctuality.
- R. 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.
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 count money and make change.
4. 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 variables in standardized situations.
3. Ability to independently work to project completion and follow guidance.
4. Ability to listen, understand information and ideas, and to work effectively with County personnel, elected officials, vendors, and the public.

## Kendall County Job Description

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

1. Current and valid Driver's License.
2. 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, committed to working in a safe and quality environment.
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, PowerPoint, and email and internet systems.
7. Knowledge of office practices, principles of modern record keeping, setting up and maintaining filing systems.
8. Skills in operating a personal computer, facsimile machine, copier, and telephone system.
9. Complies with all County policies and procedures and adheres to set standards.

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

1. A minimum of a high school diploma, GED, or equivalent is required.
2. A minimum of at least two (2) years of prior work experience in a service-oriented environment is required.
3. A secretarial or administrative certification or degree 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 touch, 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.

## Kendall County Job Description

- I. Travel independently to other County properties and other locations throughout Kendall County 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 to perform assigned job duties.
- B. The noise level in the work environment varies from quiet to noisy.
- 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, as needed.

**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**



## Kendall County Job Description

<b>TITLE:</b>	Maintenance I
<b>DEPARTMENT:</b>	Facilities Management
<b>SUPERVISED BY:</b>	Assistant Director/Project Manager
<b>FULL TIME/PART TIME:</b>	Full time
<b>FLSA STATUS:</b>	Non-Exempt
<b>UNION STATUS:</b>	Union (Teamsters Local #330)
<b>APPROVED:</b>	In Process

### **I. Position Summary:**

Under general supervision of the Assistant Director/Project Manager and Director, the Maintenance I position operates, maintains, and performs minor maintenance and repairs to Kendall County's building systems, equipment, and grounds common to structures and systems throughout Kendall County's jurisdiction.

### **II. Essential Duties and Responsibilities:**

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

- A. Safely performs routine adjustment, repair, and preventative maintenance of building equipment and structures including, but not limited to, the replacement of electrical devices, air filters, belts, and performs lubrication of related equipment.
- B. Performs daily safety checks on heating, cooling, and other equipment.
- C. Views, interprets, and verifies system alarms and advises the Facilities Management Director, the Assistant Director/Project Manager, or their designees of verified alarms on the HVAC control system.
- D. Is a self-starter who plans and performs basic projects, as needed or required.
- E. Assists the Facilities Management Department staff and supervisors with various tasks including, but not limited to running errands; retrieving supplies/materials for tasks; holding objects/materials requiring more than one person; and cleaning up after completion of tasks.
- F. Operates, inspects, tests, and makes minor changes to building systems including, but not limited to, fire alarm, HVAC, HVAC controls, lighting, water treatment systems, standby generators, and U.P.S. systems.
- G. Performs maintenance and/or replacement of plumbing devices and fixtures including, but not limited to working on plugged drains as well as operating hand and power operated drain augers.
- H. Assists outside vendors as needed to complete work beyond their general capabilities including, but not limited to escorting individuals through secure areas; signing service tickets; and recording time spent on a task.
- I. Performs non-technical tasks such as changing light bulbs; repairing walls; painting; cleaning; repairing carpeting, ceiling, and furniture in addition to other miscellaneous job-related duties and special projects, as needed.
- J. Performs snow/ice removal using ride-on and other powered equipment and/or hand tools.

## Kendall County Job Description

- K. Perform grounds maintenance activities including, but not limited to weed control of planting beds; removing debris; raking & disposal of leaves and others plant materials; broom and shoveling of sidewalks and parking lots; trimming branches; pulling weeds; and applying weed control herbicides.
- L. Performs repairs of walls, ceilings, stairs, and related structures, which include tasks such as scraping paint; applying compound, sanding, and finishing drywall systems of existing and new structures; along with painting related repairs and maintenance of walls, ceilings, and other facility structures.
- M. Collects and maintains logs/inventories/records and reports all faults, deficiencies, and other unusual occurrences.
- N. Complies with the work order system by performing tasks including, but not limited to interpreting work orders; performing work requested; completing work order per instruction; and providing accurate information on completed work order.
- O. Safely moves furniture, packages, and boxes, as requested.
- P. Distributes materials and supplies throughout assigned areas.
- Q. Safely drives County owned vehicles and other motorized equipment to perform assigned job tasks.
- R. If assigned to perform work inside the Kendall County Public Safety Center, must have the ability to be cleared for access by the Kendall County Sheriff and must comply with all applicable rules and policies of Kendall County Sheriff's Office.
- S. Performs new installations of wall systems, electrical and low voltage systems.
- T. Must be available to work shift(s) after regular business hours, on holiday(s), weekend(s), or during other events as required.
- U. Complies with record retention and destruction procedures in compliance with the Illinois Local Records Act.
- V. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, vendors, and the public.
- W. Complies with all applicable laws, regulations, union contracts, safety standards, and County policies and procedures regarding or relating to assigned job duties.
- X. Must be able to work on-site to perform the essential job duties.
- Y. Maintains regular attendance and punctuality.
- Z. 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 read and interpret documents and simple instructions.
2. Ability to write routine reports and correspondence.
3. Ability to express oneself clearly and concisely both orally and in writing.
4. Requires knowledge of the English language, spelling and grammar.

## Kendall County Job Description

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

1. Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percentages as well as draw and interpret bar graphs.

### **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 variables in standardized situations.
3. Ability to independently work to project completion and follow guidance.
4. Ability to listen, understand information and ideas, and to work effectively with County personnel, elected officials, vendors, and the public.
5. Ability to read and work with blueprints and technical manuals.

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

1. Current and valid Driver's License.
2. Any and all other licenses, certifications, and registrations as required by immediate supervisor for the specific duties performed.

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

1. The ability to display a positive, cooperative, professional and team orientated attitude, committed to working in a safe and quality environment.
2. Knowledge in maintenance supplies, equipment, materials, and methods used in janitorial, grounds and landscaping work.
3. Ability to make minor repairs to buildings and equipment.
4. Ability to perform various clean-up and maintenance tasks as required.
5. Thorough knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance and use of equipment to complete assigned tasks.
6. Ability to safely and proficiently operate powered hand tools and all other equipment needed to perform assigned job duties.
7. The ability to follow guidance and work independently until project completion.
8. Must be proficient in the use of Kendall County's work order system, computer, email systems, and telephone systems.
9. Complies with all County policies and procedures and adheres to set standards.

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

1. A minimum of a high school diploma, GED, or equivalent is required.
2. A minimum of at least two (2) years prior work experience in commercial, office, or public building facility maintenance and repair.

## Kendall County Job Description

### IV. Physical Demands:

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

- A. Frequently lift and/or move items up to 80 pounds.
- B. Use hands to touch, handle, feel, grip, and type.
- C. Bend over at the waist and reach with one and/or both hands and arms.
- D. Climb and balance, stoop, kneel, crouch, and crawl.
- E. Stand and walk on uneven ground and development sites.
- F. Reach, push, and pull with one and/or both 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. Must be able to work from ladders, scaffolding, and personal lifts.
- J. Must be able to safely and proficiently operate powered hand tools and all other equipment needed to perform assigned job duties.
- K. Must be able to operate County vehicles and safety equipment.
- L. Must be able to travel independently to other County properties and other locations throughout Kendall County 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. Must be able to work in both inside and outside environmental conditions, which includes during extreme weather.
- B. While performing assigned job duties, the position may be exposed to blood borne pathogens or other infections and contagious diseases.
- C. While performing assigned job duties, the position may be exposed to dust, fumes, odors, smoke, gases, and chemicals.
- D. Will be required to work with moving mechanical parts and in high, precarious places, as needed.
- E. The noise level in the work environment varies from quiet to noisy.
- F. The employee must be available to perform all assigned job duties during normal business hours and outside of normal business hours.
- G. Employee may be exposed to stressful situations while working with elected officials, law enforcement, first responders, medical professionals, and the general public.

## 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

## Kendall County Job Description

<b>TITLE:</b>	Maintenance II
<b>DEPARTMENT:</b>	Facilities Management
<b>SUPERVISED BY:</b>	Assistant Director/Project Manager
<b>FULL TIME/PART TIME:</b>	Full time
<b>FLSA STATUS:</b>	Non-Exempt
<b>UNION STATUS:</b>	Union (Teamsters Local #330)
<b>APPROVED:</b>	In Process

### **I. Position Summary:**

Under general supervision of the Assistant Director/Project Manager and Director, the Maintenance II position performs skilled maintenance, operation, repair, construction, and installation, and replacements to Kendall County's building systems, equipment, and grounds common to structures and systems throughout Kendall County's jurisdiction. The Maintenance II position works independently in skilled trades such as carpentry, electronics, plumbing, electrical, heating/cooling systems, and other skilled trades. The Maintenance II also performs Maintenance I duties, as assigned, and assists with the training of other maintenance classification personnel.

### **II. Essential Duties and Responsibilities:**

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

- A. Is a self-starter who plans and performs projects, as needed or required.
- B. Safely performs skilled maintenance, operation, repair, construction, installation, and replacements to Kendall County's building systems, equipment, and grounds common to structures and systems throughout Kendall County's jurisdiction.
- C. Assists with the training of other maintenance classification personnel.
- D. Works independently with minimal supervision in one or more skilled trades by performing tasks such as:
  1. Maintains, repairs, and operates Kendall County's mechanical, steam humidifiers, water, and electrical equipment and systems in accordance with blueprints, diagrams, operating manuals, and manufacturers' specifications.
  2. Maintains, operates, programs, and modifies Kendall County's electronic equipment and software (e.g., CMMS, PBX, voicemail, Message Net and specialized systems like breaker panels, frequency drives, UPS and generator equipment, and HVAC chillers).
  3. Diagnoses, troubleshoots, operates, inspects, tests, replaces, and makes major and minor changes to building systems including, but not limited to fire alarm, HVAC, HVAC controls, lighting, water treatment systems, standby generators, U.P.S. systems, PBX, and voicemail.
  4. Safely performs basic electrical repairs (e.g., switches, outlets, clocks, etc.).
  5. Performs maintenance and/or replacement of plumbing devices and fixtures (e.g., working on plugged drains and operating hand and power operated drain augers) and troubleshoots and repairs boilers, water heaters, and

## Kendall County Job Description

- Variable Air Volume (VAV) boxes.
6. Operates, troubleshoots, and completes repairs related to Kendall County's Building Automation Systems (BAS).
  7. Cleans and prepares equipment for inspection; inspects mechanical and electrical equipment and systems established by the CMMS system; and performs corrective maintenance.
  8. Performs preventative and predictive maintenance on equipment and assists in developing, reviewing, and implementing comprehensive preventative maintenance procedures.
  9. Performs a variety of skilled building construction and maintenance including, but not limited to, repairs to doors, windows, and other building parts; constructs and/or assembles furniture and other wood and metal structures; constructs, rebuilds, and repairs other County equipment and facilities; prepares surfaces for painting and varnishing; applies surface coverings; and other skilled building construction and maintenance tasks, as assigned.
  10. Uses skilled trades knowledge and experience to adjust equipment and systems with a view toward conserving energy and other County resources.
  11. Maintains equipment racks by performing tasks such as labeling and punching down of cables.
- E. Performs Maintenance I duties, as assigned, which could include, but are not limited to the following:
1. Safely performs routine adjustment, repair, and preventative maintenance of building equipment and structures including, but not limited to, the replacement of electrical devices, air filters, belts, and performs lubrication of related equipment.
  2. Performs daily safety checks on heating, cooling, and other equipment.
  3. Views, interprets, and verifies system alarms and advises the Facilities Management Director, the Assistant Director/Project Manager, or their designees of verified alarms on the HVAC control system.
  4. Assists the Facilities Management Department staff and supervisors with various tasks including, but not limited to running errands; retrieving supplies/materials for tasks; holding objects/materials requiring more than one person; and cleaning up after completion of tasks.
  5. Assists outside vendors as needed to complete work beyond their general capabilities including, but not limited to escorting individuals through secure areas; signing service tickets; and recording time spent on a task.
  6. Performs non-technical tasks such as changing light bulbs; repairing walls; painting; cleaning; repairing carpeting, ceiling, and furniture in addition to other miscellaneous job-related duties and special projects, as needed.
  7. Performs snow/ice removal using ride-on and other powered equipment and/or hand tools.
  8. Perform grounds maintenance activities including, but not limited to weed control of planting beds; removing debris; raking & disposal of leaves and others plant materials; broom and shoveling of sidewalks and parking lots;



## Kendall County Job Description

- trimming branches; pulling weeds; and applying weed control herbicides.
9. Performs repairs of walls, ceilings, stairs, and related structures, which include tasks such as scraping paint; applying compound, sanding, and finishing drywall systems of existing and new structures; along with painting related repairs and maintenance of walls, ceilings, and other facility structures.
  10. Safely moves furniture, packages, and boxes, as requested.
  11. Performs new installations of wall systems, electrical and low voltage systems.
  12. Distributes materials and supplies throughout assigned areas.
  13. Collects and maintains logs/inventories/records and reports all faults, deficiencies, and other unusual occurrences.
- F. Safely drives County owned vehicles and other motorized equipment to perform assigned job tasks.
- G. Complies with the work order system by performing tasks including, but not limited to interpreting work orders; performing work requested; completing work order per instruction; and providing accurate information on completed work order.
- H. If assigned to perform work inside the Kendall County Public Safety Center, must have the ability to be cleared for access by the Kendall County Sheriff and must comply with all applicable rules and policies of Kendall County Sheriff's Office.
- I. Must be available to work shift(s) after regular business hours, on holiday(s), weekend(s), or during other events as required.
- J. Complies with record retention and destruction procedures in compliance with the Illinois Local Records Act.
- K. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, vendors, and the public.
- L. Complies with all applicable laws, regulations, union contracts, safety standards, and County policies and procedures regarding or relating to assigned job duties.
- M. Must be able to work on-site to perform the essential job duties.
- N. Maintains regular attendance and punctuality.
- O. 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 read and interpret documents and simple instructions.
2. Ability to write routine reports and correspondence.
3. Ability to express oneself clearly and concisely both orally and in writing.
4. Requires knowledge of the English language, spelling and grammar.



## Kendall County Job Description

**B. Mathematical Skills:**

1. Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percentages as well as draw and interpret bar graphs.

**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 variables in standardized situations.
3. Ability to independently work to project completion and follow guidance.
4. Ability to listen, understand information and ideas, and to work effectively with County personnel, elected officials, vendors, and the public.
5. Ability to read and work with blueprints and technical manuals.

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

1. Current and valid Driver's License.
2. Any and all other licenses, certifications, and registrations as required by immediate supervisor for the specific duties performed.

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

1. The ability to display a positive, cooperative, professional and team orientated attitude, committed to working in a safe and quality environment.
2. Knowledge in maintenance supplies, equipment, materials, and methods used in janitorial, grounds and landscaping work.
3. Working knowledge of equipment racks including, but not limited to labeling and punching down of cables.
4. Ability to make minor repairs to buildings and equipment.
5. Ability to perform various clean-up and maintenance tasks as required.
6. Thorough knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance and use of equipment to complete assigned tasks.
7. Ability to safely and proficiently operate powered hand tools and all other equipment needed to perform assigned job duties.
8. The ability to follow guidance and work independently until project completion.
9. Must be proficient in the use of Kendall County's work order system, computer, email systems, and telephone systems.
10. Complies with all County policies and procedures and adheres to set standards.

**F. Education and Experience:**

1. A minimum of a high school diploma, GED, or equivalent is required.
2. A minimum of at least one or more of the following:

## Kendall County Job Description

- a. Current enrollment in or successful completion of a four (4) year skilled trades apprenticeship program,
- b. A minimum of an Associate in Applied Sciences Degree or related field, or
- c. At least ten (10) years of prior work experience in commercial, office, or public building facility maintenance and repair.

### IV. Physical Demands:

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

- A. Frequently lift and/or move items up to 80 pounds.
- B. Use hands to touch, handle, feel, grip, and type.
- C. Bend over at the waist and reach with one and/or both hands and arms.
- D. Climb and balance, stoop, kneel, crouch, and crawl.
- E. Stand and walk on uneven ground and development sites.
- F. Reach, push, and pull with one and/or both 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. Must be able to work from ladders, scaffolding, and personal lifts.
- J. Must be able to safely and proficiently operate powered hand tools and all other equipment needed to perform assigned job duties.
- K. Must be able to operate County vehicles and safety equipment.
- L. Must be able to travel independently to other County properties and other locations throughout Kendall County 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. Must be able to work in both inside and outside environmental conditions, which includes during extreme weather.
- B. While performing assigned job duties, the position may be exposed to blood borne pathogens or other infections and contagious diseases.
- C. While performing assigned job duties, the position may be exposed to dust, fumes, odors, smoke, gases, and chemicals.
- D. Will be required to work with moving mechanical parts and in high, precarious places, as needed.
- E. The noise level in the work environment varies from quiet to noisy.
- F. The employee must be available to perform all assigned job duties during normal business hours and outside of normal business hours.

**Kendall County Job Description**

- G. Employee may be exposed to stressful situations while working with elected officials, law enforcement, first responders, medical professionals, and the general public.

**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**

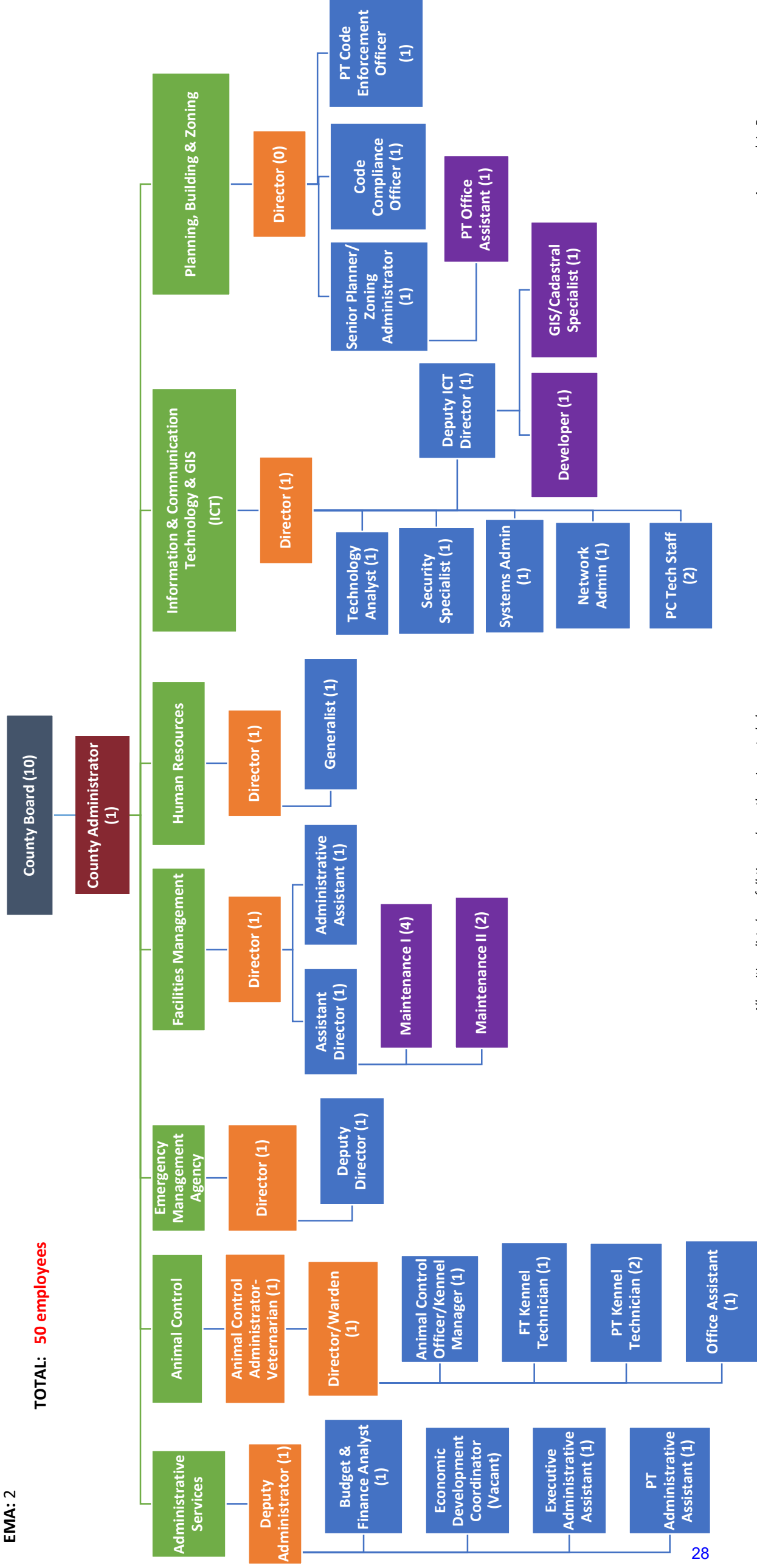
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**APPROVED HEADCOUNT**

Administration: 5      Facilities: 9  
 Animal Control: 7      Human Resources: 2  
 County Board: 10      Info & Comm. Tech: 10  
 County Administrator: 1      PBZ: 4  
 EMA: 2

**TOTAL: 50 employees**

# Kendall County, Illinois Organizational Chart



All positions listed are full-time unless otherwise noted above.

Approved: In Process

**PROPOSED REVISIONS TO SECTION 7.6 OF KENDALL COUNTY EMPLOYEE HANDBOOK – Presented to HR & Insurance Committee on April 3, 2023**

**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.

**COUNTY OF KENDALL, ILLINOIS**  
**Resolution 23-\_\_\_\_\_**

**RESOLUTION REGARDING**  
**PERSONNEL ACTION NOTICE PROCEDURES**

**WHEREAS**, the County of Kendall, Illinois complies with the requirements of applicable federal and state laws governing benefits, wages, and hours of employment; and

**WHEREAS**, in compliance with those laws, the County has established the below procedures to support the County’s payroll administrator’s and benefits administrator’s internal controls and to ensure that all transactions related to an individual’s employment with the County’s departments and elected offices are timely and accurately documented for payroll and benefits administration purposes.

**NOW, THEREFORE**, the Kendall County Board establishes the following Personnel Action Notice Procedures effective immediately:

1. The below procedures apply to all Kendall County departments and all elected offices who utilize Kendall County’s payroll and/or benefits for their elected offices.
2. **Personnel Action Notice (PAN) Form**: The department head and/or elected official, or their designee, must complete a Personnel Action Notice (PAN) Form (attached hereto as **Exhibit 1**) for all personnel events (other than a leave of absence) that require payroll and/or benefits administration action for an employee assigned to their department/elected office. Examples of such personnel events include, but are not limited to the following:
  - a. Any changes in employment status (e.g., appointments, separation of employment, etc.),
  - b. Promotions or demotions,
  - c. Funding source changes,
  - d. Pay rate changes,
  - e. Position changes (e.g., creation or reclassification of a position)
  - f. Changes in status (e.g., FLSA exempt status, union status, part-time/full-time, etc.)
  - g. Wage garnishments or wage deductions, and
  - h. Any other employee or position changes that require payroll and/or benefits administration action.
3. **Leave of Absence Personnel Action Notice (LOA PAN) Form**: The department head and/or elected official, or their designee, must complete a Leave of Absence Personnel Action Notice (LOA PAN) Form (attached hereto as **Exhibit 2**) when an employee in their department/elected office is on a leave of absence that requires payroll and/or benefits administration action. Examples of such leave of absence events include, but are not limited to the following:
  - a. FMLA leave,
  - b. Bereavement leave,

- c. Jury and witness duty leave,
  - d. PEDA leave,
  - e. VESSA leave,
  - f. Administrative leave,
  - g. Military leave,
  - h. Unpaid suspension,
  - i. Short-term disability leave,
  - j. Discretionary leave of absence, and
  - k. Any other type of leave of absence that requires payroll and/or benefits administration action.
4. All PAN Forms and LOA PAN Forms must be provided to the County’s payroll administrator and benefits administrator **at least three (3) business days before the action’s effective date** or as soon as practicable if the payroll action change was not a foreseeable event (e.g., an unforeseeable leave of absence, job abandonment, etc.)
5. If the received PAN Form and/or LOA PAN Form is incomplete, Kendall County’s payroll administrator and/or benefits administrator will return the incomplete form to the department head and/or elected official for correction.
6. To the extent permitted by law, no payroll and/or benefits action change will be made by the County’s payroll administrator and/or benefits administrator until they have received the completed PAN Form and/or LOA PAN Form (whichever form is applicable to the personnel event) from the applicable department head or elected official or their designee.

Approved this 18th day of April, 2023.

Attest:

\_\_\_\_\_  
Matthew Kellogg, County Board Chairman

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





**KENDALL COUNTY  
PERSONAL ACTION NOTICE STATUS/PAY CHANGE**

**Name:** \_\_\_\_\_ **Employee #:** \_\_\_\_\_  
Last First MI

**Department:** \_\_\_\_\_ **Current Job Title:** \_\_\_\_\_

**Effective Date of Action:** \_\_\_\_\_ **New Job Title:** \_\_\_\_\_

**Reason for Change:** \_\_\_\_\_

**New Status:** Full-time Seasonal Exempt Union  
Part-time Temporary Non-exempt Non-union

\_\_\_\_\_ **New hours working per pay period**  
**Part-time**

**Current Hourly Rate:** \$ \_\_\_\_\_ **G/L Line #:** \_\_\_\_\_

**New Hourly Rate:** \$ \_\_\_\_\_ **G/L Line #:** \_\_\_\_\_

**Current Salary Total Amount:** \$ \_\_\_\_\_

**New Salary Amount:**  
**Base Pay:** \$ \_\_\_\_\_ **G/L Line #:** \_\_\_\_\_

**Additional Pays:**  
\$ \_\_\_\_\_ **G/L Line #:** \_\_\_\_\_

\$ \_\_\_\_\_ **G/L Line #:** \_\_\_\_\_

\$ \_\_\_\_\_ **G/L Line #:** \_\_\_\_\_

\$ \_\_\_\_\_ **G/L Line #:** \_\_\_\_\_

**Total Annual Salary:** \$ \_\_\_\_\_

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**KENDALL COUNTY**

**LEAVE OF ABSENCE - PERSONNEL ACTION NOTICE**

This form must be completed and provided to [benefits@kendallcountyil.gov](mailto:benefits@kendallcountyil.gov) within one (1) business day after the leave of absence begins.

Name: \_\_\_\_\_ Employee #: \_\_\_\_\_  
Last First MI

Department: \_\_\_\_\_ Current Job Title: \_\_\_\_\_

**LEAVE OF ABSENCE STATUS CHANGE:**

- Leave of Absence WITH PAY
- Leave of Absence WITHOUT Pay
- Return From Leave of Absence
- Other: \_\_\_\_\_

**TYPE OF LEAVE OF ABSENCE:**  
*(Circle all that apply)*

- FMLA
- Bereavement Leave
- Worker's compensation
- Jury & Witness Duty
- Military Leave
- PEDA
- VESSA Leave
- Discretionary Leave
- Suspension
- Administrative Leave
- Extension of Leave
- Other: \_\_\_\_\_

**ADDITIONAL INFORMATION:**  
*(Please complete all applicable sections)*

Last day worked before LOA began: \_\_\_\_\_ Anticipated return to work (RTW) date: \_\_\_\_\_

Actual 1st day back to work (if applicable): \_\_\_\_\_ Revised anticipated RTW date (if applicable): \_\_\_\_\_

Leave Schedule:  Intermittent Absences  Full Day Absences

*Please describe intermittent schedule:*

**IF PAID LEAVE, PLEASE DESCRIBE BELOW HOW PAID TIME OFF SHOULD BE APPLIED:**

Date	Type of Paid Time Off to Apply (e.g., vacation, sick, etc.)	# of Hours

*Please attach additional pages, if necessary.*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Received by Payroll: \_\_\_\_\_ Date: \_\_\_\_\_