



**COUNTY OF KENDALL, ILLINOIS
HUMAN RESOURCES & INSURANCE**
Kendall County Office Building, 111 W. Fox Street
County Board Rm 209 & 210, Yorkville, IL 60560
Monday, October 2, 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
4. ***MOTION (VV)** Approval of Minutes – None
5. Committee Reports and Updates
 - A. Horton Group – Kendall County Health Insurance Renewal Presentation ***AFTER PRESENTATION - MOTION (VV) to Forward Health Insurance Renewal Package to CB 10/17/2023 Meeting:**
 - B. Monthly Benefits Report
 - C. Monthly Human Resources Department Report
 - D. Executime & Tyler Munis Update
6. New Committee Business
 - A. ***MOTION (VV) (Forward to CB 10/17/2023 Meeting):** Full-Time GIS/Cadastral Technician Job Description
 - B. ***MOTION (VV) (Forward to CB 10/17/2023 Meeting):** Revised Organizational Chart for Kendall County
 - C. ***MOTION (VV) (Forward to CB 10/17/2023 Meeting):** Animal Control Department Intern Job Description
 - D. *** MOTION (VV) (Forward to CB 10/17/2023 Meeting):** Revised Section 2.1 Policy Against Unlawful Discrimination, Harassment and Sexual Misconduct
 - E. *** MOTION (VV) (Forward to CB 10/17/2023 Meeting):** Revised Section 4.12 Identity Protection Policy
 - F. *** MOTION (VV) (Forward to CB 10/17/2023 Meeting):** New Section 3.9 - Kendall County Employee of the Year Award Program
 - G. ***DISCUSSION:** Illinois Paid Leave Act & Policy Amendments
 - H. ***DISCUSSION:** Unpaid Time Off
7. Old Committee Business
 - A. ***DISCUSSION:** Headcounts and Mid-Year Organizational Changes
8. Chairman's Report
 - A. Second Meeting in October on October 17, 2023 at 5:30 p.m.
9. Public Comment
10. Executive Session
11. Items for Committee of the Whole
12. Action Items for County Board
 - A. Items for Consent Agenda
 - B. Items under Committee Business
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		EMPLOYEES <u>Total Enrolled</u>		Annual ER Plan Cost
	Union	Union	<u>Sep-23</u>	<u>Oct-23</u>	
HMO EE	13	10	23	23	\$7,745.65
HMO FAM	6	13	17	19	\$14,630.77
H.S.A. \$1500 EE	68	45	114	113	\$11,827.61 *
H.S.A. \$1500 FAM	45	51	95	96	\$22,507.70 *
H.S.A. \$3000 EE	1	1	2	2	\$10,898.27 *
H.S.A. \$3000 FAM	4	4	8	8	\$20,752.13 *
BC Options. \$1500 EE	5	1	6	6	\$11,311.26 *
BC Options \$1500 FAM	0	5	6	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 *
Total Enrolled	147	130	<u>276</u>	<u>277</u>	

Employees	
Dental EE	137
Dental Family	151
Total Enrolled	<u><u>288</u></u>

Retirees/COBRA (12/1/22 -11/30/23) (52 Retirees / 4 COBRA)			
Vision	Family	14	1629.74
Vision	Single	18	975.04
Medical	Family	2	24,743.20
Medical	Single	14	84,888.07
Dental	Family	38	12,784.85
Dental	Single	20	20,882.11
TOTAL			145,903.01

NOTES:

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

FY 23 MONTHLY MEDICAL INSURANCE INVOICES

BUDGETED \$6,430,808

87.74% 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	453121	431875	431265	436721	433971	434132			\$4,847,519	5,438,252	89.14%
BCBS Dental Premium	28221	-218	28489	27428	28208	27358	26922	27246	-4026	26989			\$216,617	381,879	56.72%
BCBS Life Premium	595	612	591	610	615	606	604	619	593	640			\$6,085	9677	62.88%
Health Savings Account	375	540750	7230	895	5250	4000	3875	4000	2250	2375			\$571,000	597,500	95.56%
FSA Admin Fee	95	95	112	116	109	102	98	95	95	95			\$1,008	3,500	28.80%
TOTALS	\$496,399	\$1,437,320	\$461,033	\$467,675	\$487,303	\$463,941	\$462,764	\$468,681	\$432,882	\$464,230	\$0	\$0	\$5,642,229	6,430,808	87.74%

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
Met Life 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
TOTALS	\$479,415	\$1,022,872	\$830,850	\$406,831	\$457,083	\$455,203	\$450,499	\$442,493	\$443,651	\$446,000	\$442,589	-\$3,629	\$5,873,857

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	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
TOTALS	\$977,143	\$416,314	\$416,363	\$424,448	\$425,743	\$415,749	\$408,928	\$407,691	\$409,247	\$400,778	\$382,474	\$408,649	\$5,493,529

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
TOTALS	\$919,867	\$366,470	\$381,943	\$389,671	\$382,537	\$378,235	\$369,318	\$394,236	\$384,966	\$380,385	\$320,548	\$381,139	\$5,049,317

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**KENDALL COUNTY HUMAN RESOURCES DEPARTMENT
REPORT TO HUMAN RESOURCES & INSURANCE COMMITTEE
October 2, 2023**

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

COMPLIANCE & RISK MANAGEMENT:

- EEO-4 data reporting: online reporting opens 10/31/23 and must be completed by 12/5/23.
- OSHA required training for County departments completed. *See* attached Exhibit 1 for training completed by staff this year and our training schedule for 2024.
- Provided Documentation & Discipline training for supervisors.
- Provided Wage & Hour 101 training for supervisors.
- Updated property, auto, and inland marine inventories and workers' compensation estimated payroll reports to assist the County's insurance agent with 2024 insurance renewal process.
- Working with Facilities to develop system so we can enter all County fleet and property information into new Limble software for better tracking and reporting. (Many thanks to Luke Prisco in the Facilities Management Department for his assistance and guidance in this process!)

RECRUITMENT, ONBOARDING & OFFBOARDING:

- Completed onboarding for new Planning, Building, and Zoning Part-Time Office Assistant Wanda Rolf.
- Completed onboarding for new Planning, Building, and Zoning Part-Time Code Official Vernon Fatima.
- Please join us in welcoming our new hires starting in October:
 - Todd Volker, Economic Development Coordinator – start date October 3, 2023.
 - Christina Burns, County Administrator – start date October 9, 2023.
- Building out the Recruitment module in Tyler Munis. We hope to go live with this module in October.

EMPLOYEE ENGAGEMENT:

- Held Community Service Outreach Committee meeting on 9/25/23.
- Working with Kendall County Health Department's Share Your Blessings Program for event in November or December. Stay tuned for more information!

LABOR RELATIONS:

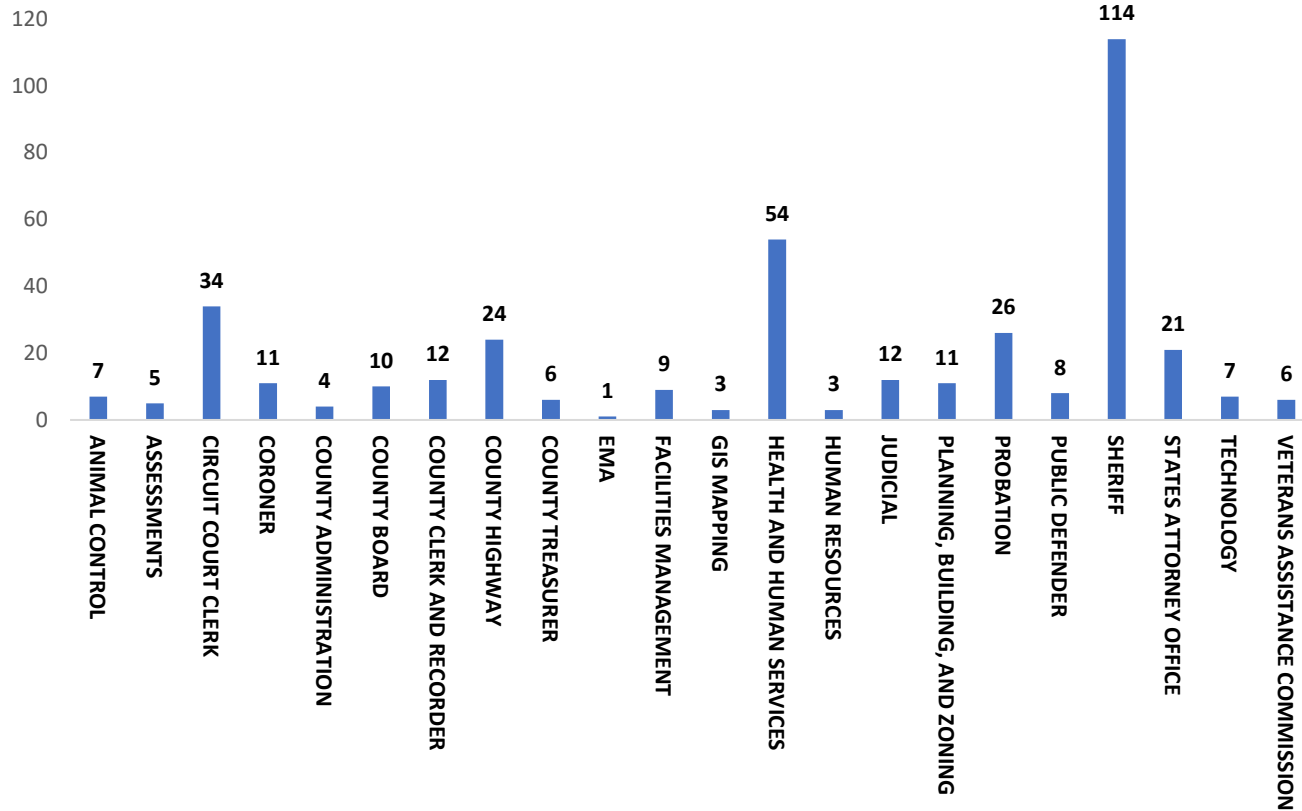
- Union negotiations ongoing for Patrol Deputies (FOP)
- Decertification petition pending for County Clerk's Office (Teamsters Local #330)
- Union negotiations ongoing for Circuit Clerk's Office (AFSCME)

EXHIBIT 1
Annual Trainings to be Completed by County Departments

Type of training	Frequency	MONTH TRAINING TO BE COMPLETED EACH YEAR	Facilities	Animal Control	HR	Admin	PBZ	ICT/GIS	EMA
Sexual harassment & DEI training	Annual	JANUARY							
AED Cardiac Solutions	Annual	JANUARY							
Forklift Operator	Once ev 3 yrs if duties include this	JANUARY							
Identity Protection Act Training	Annual	FEBRUARY							
Ladders 3 points contact	Annual if duties include this	FEBRUARY							
CJIS training	Annual if duties include this	FEBRUARY							
Bloodborne Pathogens	Annual	MARCH							
Tornado Drill	Annual	MARCH							
Cybersecurity Training	Annual	MARCH							
Fall protection	Annual	APRIL							
Hazcom (Hazardous Communications)	Annual if duties include this	APRIL							
CPR	Offer annually but not required	APRIL							
First Aid & Medical services	Annual	MAY							
Fire Extinguisher safety	Annual	MAY							
Machine guarding	Annual if duties include this	MAY							
Fire Drill	Annual	JUNE							
Active Shooter	Annual	JUNE							
Lockout/tag out	Annual if duties include this	JUNE							
Welding & Cutting (gases)	Annual (for welders)	JULY							
Traffic control -workzone (IDOT training)	Once ev 3 yrs if duties include this	JULY							
Respiratory protection	Annual if duties include this	AUGUST							
Tire changing ops - trucks	Annual if duties include this	AUGUST							
Confined Spaces	Annual if duties include this	SEPTEMBER							
Outdoor equipment (mowers, etc.)	Annual if duties include this	SEPTEMBER							
PPE	Annual if duties include this	SEPTEMBER							
Defensive Driving	Annual if duties include this	OCTOBER							
Electrical Safety	Annual if duties include this	OCTOBER							
Eye safety	Annual if duties include this	OCTOBER							
Exit and Emergency Plans	Annual	NOVEMBER							
Excavation Safety	Annual if duties include this	NOVEMBER							
Hand and portable power tools	Annual If duties include this	DECEMBER							
Hearing Conservation Safety	Annual if duties include this	DECEMBER							
Dog bite prevention	Annual if duties include this	DECEMBER							

NO TRAINING NEEDED
 THIS TRAINING IS NEEDED

Current Headcount by Department/Office as of 09/25/2023



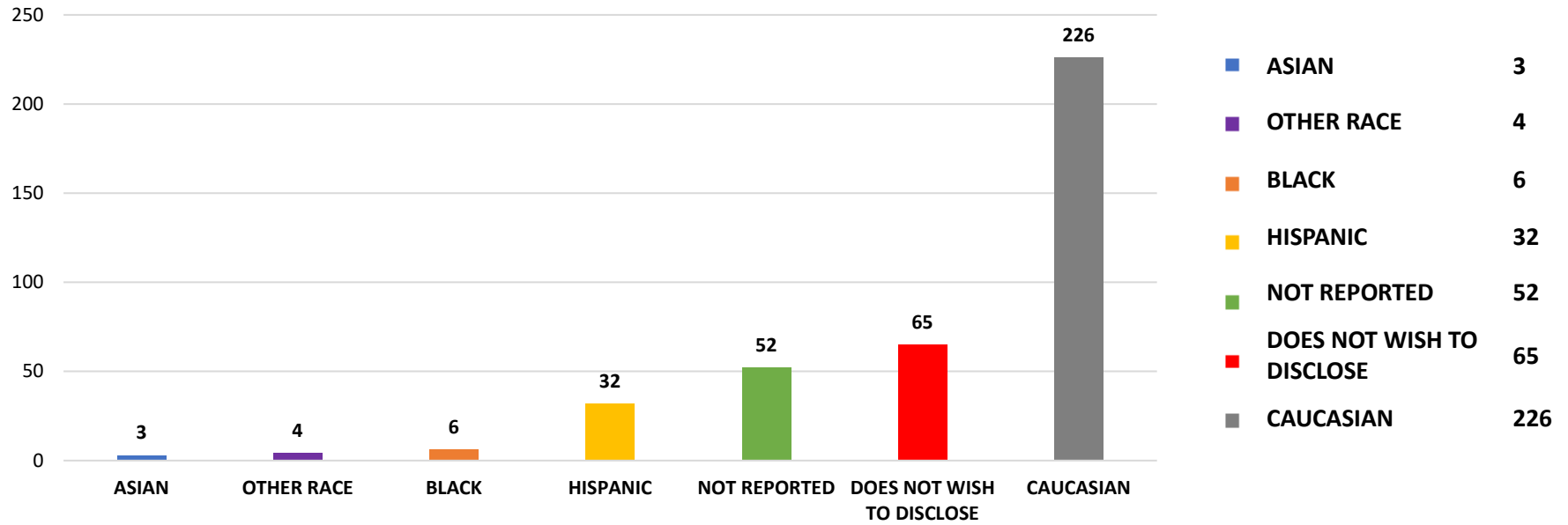
Department/Office	Employee Headcount
ANIMAL CONTROL	7
ASSESSMENTS	5
CIRCUIT COURT CLERK	34
CORONER	11
COUNTY ADMINISTRATION	4
COUNTY BOARD	10
COUNTY CLERK AND RECORDER	12
COUNTY HIGHWAY	24
COUNTY TREASURER	6
EMA	1
FACILITIES MANAGEMENT	9
GIS MAPPING	3
HEALTH AND HUMAN SERVICES	54
HUMAN RESOURCES	3
JUDICIAL	12
PLANNING, BUILDING, AND ZONING	11
PROBATION	26
PUBLIC DEFENDER	8
SHERIFF	114
STATES ATTORNEY OFFICE	21
TECHNOLOGY	7
VETERANS ASSISTANCE COMMISSION	6
Grand Total	388

Data provided through Tyler Munis Report run on 09/25/2023

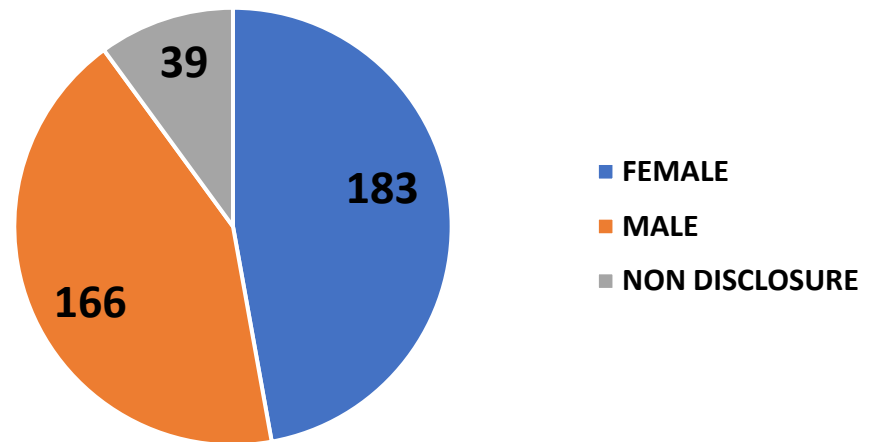
SUMMARY OF MONTHLY REPORT HEADCOUNTS

DEPARTMENT/OFFICE	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV
ANIMAL CONTROL	6	7	7	7	X	X	X	7		
ASSESSMENTS	5	5	5	5	X	X	X	5		
CIRCUIT COURT CLERK	35	33	36	37	X	X	X	34		
CORONER	11	11	11	11	X	X	X	11		
COUNTY ADMINISTRATION	7	7	7	7	X	X	X	4		
COUNTY BOARD	10	10	10	10	X	X	X	10		
COUNTY CLERK & RECORDER	14	14	14	14	X	X	X	12		
COUNTY HIGHWAY	27	27	27	27	X	X	X	24		
COUNTY TREASURER	7	7	6	6	X	X	X	6		
EMA	1	1	1	1	X	X	X	1		
FACILITIES MANAGEMENT	9	9	9	9	X	X	X	9		
GIS MAPPING	3	3	3	6	X	X	X	3		
HEALTH AND HUMAN SERVICES	55	54	54	54	X	X	X	54		
HUMAN RESOURCES	2	2	2	2	X	X	X	3		
JUDICIAL	12	12	12	12	X	X	X	12		
PLANNING, BUILDING, AND ZONING	11	11	11	11	X	X	X	11		
PROBATION	23	24	24	24	X	X	X	26		
PUBLIC DEFENDER	8	8	8	8	X	X	X	8		
SHERIFF	114	114	114	111	X	X	X	114		
STATES ATTORNEY OFFICE	20	21	20	20	X	X	X	21		
TECHNOLOGY	7	7	7	7	X	X	X	7		
VETERANS ASSISTANCE COMMISSION	6	6	6	6	X	X	X	6		
TOTALS	391	391	392	393	X	X	X	388		

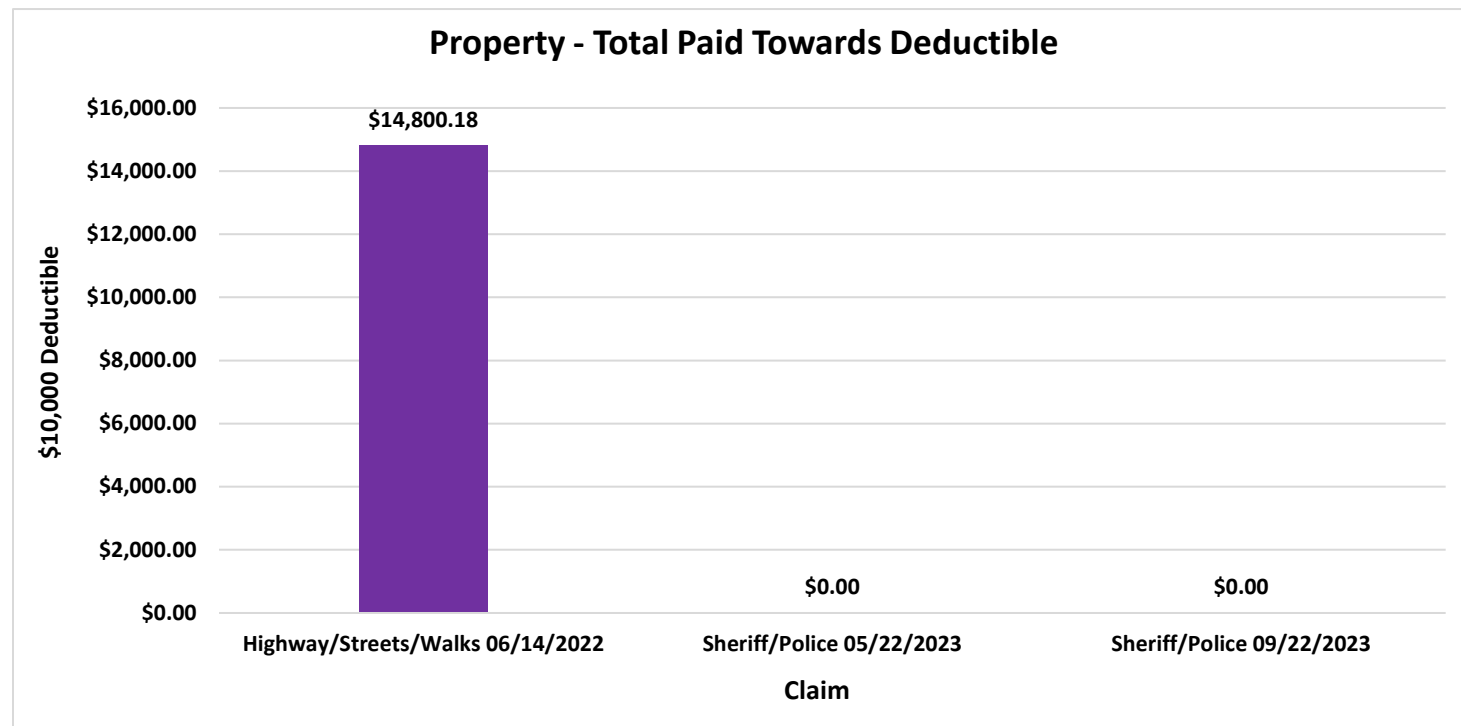
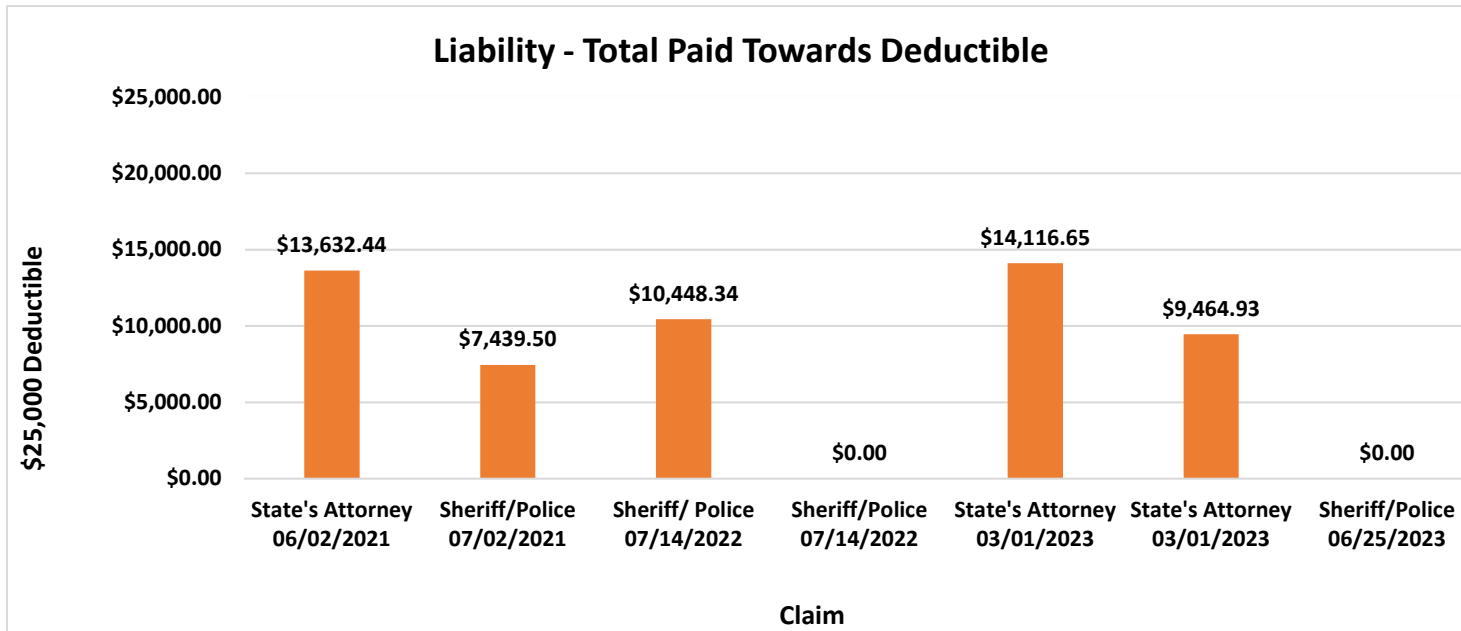
ETHNICITY



GENDER



Data provided through Tyler Munis Report run on 09/25/2023



**Kendall County Workers' Compensation Report
Open Claims as of 9/25/2023**

Department	Claim date	Policy Period	Total Paid to Date	Outstanding Reserves*	Our Deductible	Total left out of pocket for County til we hit deductible
Jail	12/13/2017	12/1/2017	23,123.59	8,581.60	250,000.00	226,876.41
Sheriff/Police	2/19/2019	12/1/2018	117,515.51	37,169.47	250,000.00	132,484.49
Jail	4/6/2020	12/1/2019	35,350.11	54,339.28	250,000.00	214,649.89
Jail	1/8/2021	12/1/2020	58,202.85	23,605.73	250,000.00	191,797.15
Jail	11/23/2021	12/1/2020	32.00	4,968.00	250,000.00	249,968.00
Jail	2/1/2022	12/1/2021	133,092.24	103,113.67	250,000.00	116,907.76
Jail	2/23/2022	12/1/2021	5,159.55	18,127.50	250,000.00	244,840.45
Jail	4/25/2022	12/1/2021	6,772.84	187.55	250,000.00	243,227.16
Jail	5/13/2022	12/1/2021	326.23	12,163.77	250,000.00	249,673.77
Jail	5/13/2022	12/1/2021	62,589.93	75,266.07	250,000.00	187,410.07
Sheriff/Police	8/9/2022	12/1/2021	120,416.90	71,545.36	250,000.00	129,583.10
Animal Control	9/13/2022	12/1/2021	8,733.68	4,916.32	250,000.00	241,266.32
Jail	1/3/2023	12/1/2022	23,251.99	22,619.11	250,000.00	226,748.01
Jail	5/24/2023	12/1/2022	1,190.04	1,009.96	250,000.00	248,809.96
Jail	6/22/2023	12/1/2022	4,928.83	49,128.17	250,000.00	245,071.17
Sheriff	8/28/2023	12/1/2022	0.00	450.00	250,000.00	250,000.00
Sheriff/Police	9/7/2023	12/1/2022	0.00	2,200.00	250,000.00	250,000.00
Animal Control	9/14/2023	12/1/2022	0.00	2,200.00	250,000.00	250,000.00
			600,686.29	491,591.56	4,500,000.00	3,899,313.71

Class Code	Revised 2023-24 Estimated Payroll	Kendall County's 2023- 2024 Original Estimated Payroll	Kendall County's 2022-2023 Estimated Payroll
0083 - Farm: Cattle or Livestock Raising N	\$0	\$0	\$0
5506 - Street & Road	\$760,130	\$624,243	\$621,036
5606 - Contractor - Supervisor	\$0	\$0	\$0
7380 - School Bus Drivers	\$25,859	\$25,859	\$24,838
7720 - Law Enforcement	10,397,274	\$10,105,438	\$10,557,318
8601 - Architect/Engineer	\$230,521	\$230,521	\$241,868
8810 - Clerical	\$6,022,206	\$5,722,097	\$5,497,855
8820 - Attorney - All Employees & Clerical	\$2,319,797	\$2,319,797	\$2,096,483
8831 - Animal Control	\$227,672	\$168,590	\$172,105
8832 - Physician/Coroner/Health Department	\$2,957,081	\$2,957,081	\$2,577,750
8835 - Health Dept - Visiting Nurses/Honorary	\$119,728	\$119,728	\$163,129
8868 - Teachers/College/Professional	\$0	\$0	\$0
9015 - Building Operations/Custodial/Maintenance	\$610,000	\$543,682	\$547,713
9102 - Parks	\$0	\$0	\$0
9410 - Municipal NOC	\$598,671	\$598,671	\$806,172
Total	\$24,268,939	\$23,415,707	\$23,306,267

(+\$853,232)

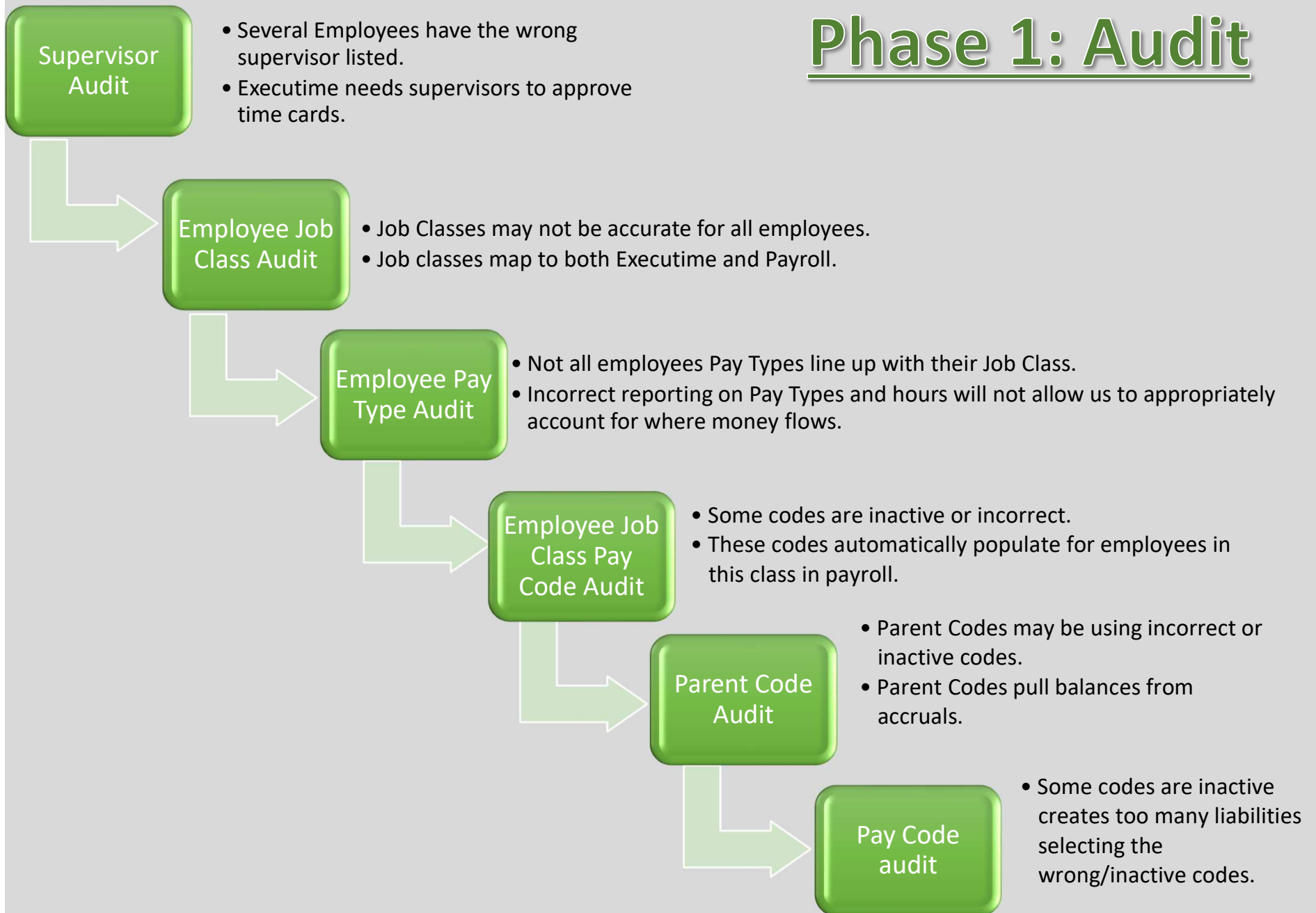
Estimated payroll for renewal of w/c insurance for FY23-24

General Workflow of the Human Capital Management System Capabilities



Tyler Munis Workflow Key	
Green:	Workflow of Munis
Blue:	Completed Set-Up and Manual
Orange:	Pending Completion/Manual/Audit
Red:	Not Started/Audited/Built

Phase 1: Audit



Kendall County Job Description

TITLE: GIS/Cadastral Technician
DEPARTMENT: Information and Communication Technology (Geographic Information Systems (GIS) Division)
SUPERVISED BY: Deputy Director of Information and Communication Technology
FULL TIME/PART TIME: Full Time
FLSA STATUS: Non-Exempt
APPROVED/REVISED: In Progress

I. Position Summary:

Under the supervision of the Deputy Director of Information and Communication Technology, this position performs comprehensive and complex work in the development, maintenance, and provision of technical support related to production, database maintenance, and implementation of Cadastral and Geographic Information System (GIS) projects and maintain related documentation.

II. Essential Duties and Responsibilities:

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

- A. Scans, rectifies, and uses images to create maps for departmental and County use.
- B. Gathers and verifies field data for utilization in mapping applications.
- C. Maintains GIS Datasets as assigned.
- D. Maintains documentation of GIS Datasets and GIS Applications as assigned.
- E. Explains and interprets division activities and policies to the general public.
- F. Uses GIS workstation and technology to prepare new maps and revise existing maps to show accurate boundaries, configurations, and areas of parcels.
- G. Performs supervised cadastral duties, as assigned.
- H. Performs supervised GIS duties, as assigned.
- I. Handles confidential matters daily relating to all functions of the Information and Communication Technology Department and GIS Division 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, and the public.
- K. Complies with record retention and destruction procedures in compliance with the Illinois Local Records Act.
- L. Complies with all applicable laws, regulations, and County policies and procedures regarding or relating to assigned job duties.
- M. Provides quality results and is customer focused.
- N. Maintains regular attendance and punctuality.
- O. Performs other duties and responsibilities 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 and correspondence.
3. Ability to present information and communicate effectively both orally and in writing with County staff, County officials, and the general public.
4. Requires proficient knowledge of the English language, spelling and grammar and ability to alphabetize.

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 percentages.
3. Ability to assist with preparation and analysis of statistical data/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.
3. Ability to understand and explain GIS procedures and policies.

D. Certificates, Licenses, and Registrations:

1. Current and valid driver's license.

E. Other Skills, Knowledge, and Abilities:

1. Ability to become familiar with industry specific terminology and cartographic standards.
2. Ability to operate a variety of office equipment including, but not limited to, computer, scanner, printer, copier, etc.
3. Ability to build teamwork; organizes, prioritizes and performs multiple tasks in a timely manner.
4. Has integrity and willingness to learn.
5. Proven time management skills and able to meet deadlines.
6. The ability to display a positive, cooperative, professional, confident, and team orientated attitude.
7. The ability to follow guidance and work independently until project completion.
8. Must be proficient in the use of computers and in Microsoft Office 365 suite (including, but not limited to Microsoft Outlook, Excel, Word, Teams, and PowerPoint).
9. Knowledge of office practices, principles of modern record keeping, and maintaining filing systems.

F. Education and Experience:

1. A minimum of an Associate's Degree or in progress Bachelor's Degree from an accredited college or university or equivalent professional work

Kendall County Job Description

experience in any government, land surveying, and/or public works career is required.

2. Prior academic and/or professional work experience related to ESRI ArcGIS and related tools is highly preferred.

IV. Physical Demands:

While performing the duties of this position, 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 to perform assigned responsibilities.

V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. 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 duties.
- B. The noise level in the work environment is usually quiet to moderately quiet.
- C. The employee may be exposed to stressful and difficult situations while working with users, law enforcement, County staff, elected officials, vendors, and the general public.
- D. The employee may be required to provide their own transportation to travel to and from the worksite location and other County properties.

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

Employee's Receipt of Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee

APPROVED HEADCOUNT

Administrator: 4

Facilities: 9

Animal Control: 7

Human Resources: 3

County Board: 10

Info & Comm. Tech/GIS: 12

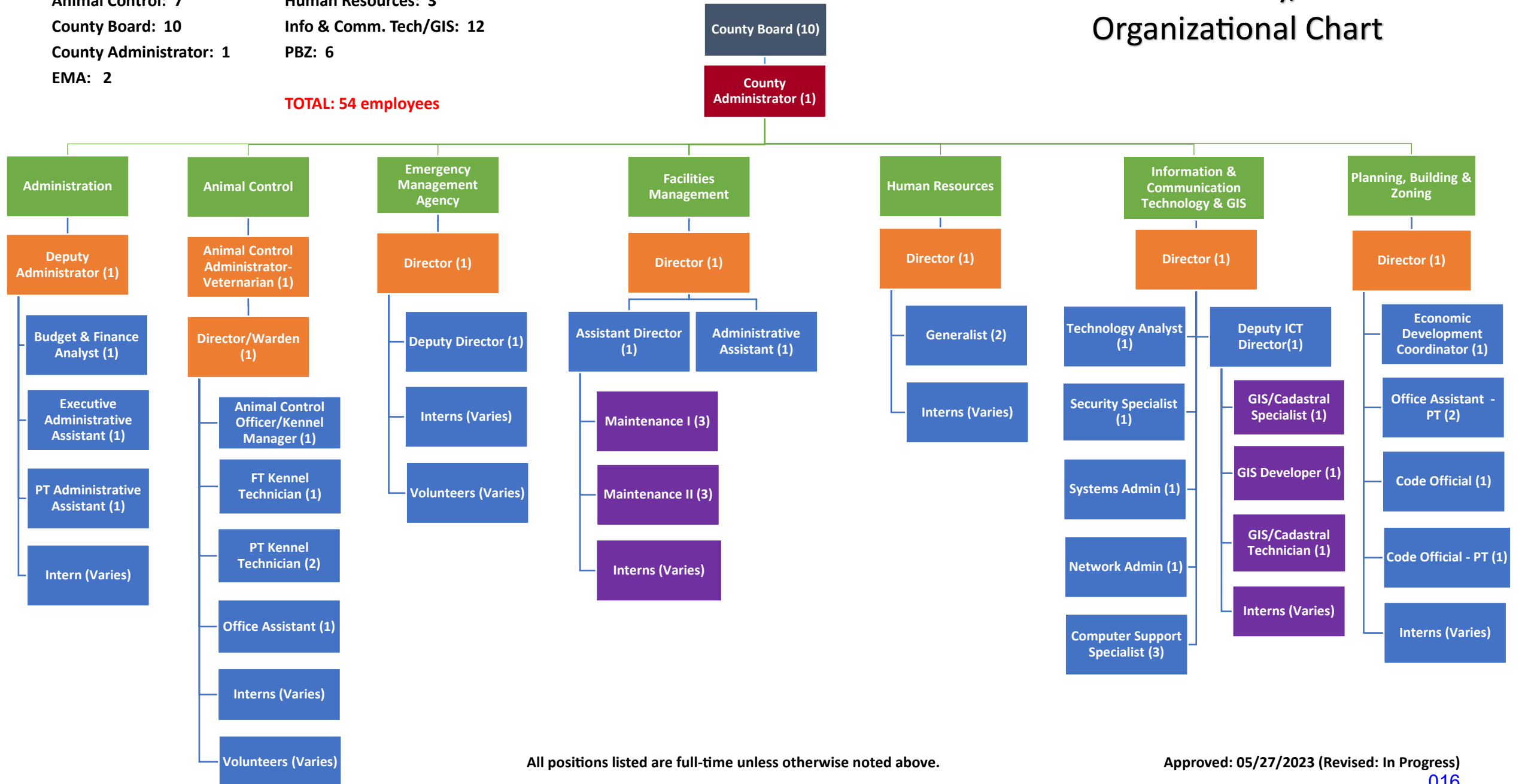
County Administrator: 1

PBZ: 6

EMA: 2

TOTAL: 54 employees

Kendall County, Illinois Organizational Chart



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

Approved: 05/27/2023 (Revised: In Progress)

Kendall County Job Description

TITLE: Intern
DEPARTMENT: Animal Control
SUPERVISED BY: Director and Animal Control Officer/Kennel Manager
FULL TIME/PART TIME: Part Time (Hours vary)
FLSA STATUS: Non-Exempt
APPROVED/REVISED: In Progress

I. Position Summary:

This internship provides support to the Animal Control Department. During the internship, the intern will gain hands on experience in a broad range of services provided by the Animal Control Department. Under the supervision of the Director, as well as Animal Control Officer/Kennel Manager, this position is responsible for assisting the Animal Control staff with a variety of tasks in the Animal Control Department for educational purposes and field experience. This internship is unpaid and eligible for school credit.

II. Essential Duties and Responsibilities:

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

- A. Cleans and maintains the animal shelter.
- B. Performs routine maintenance of the animals in the shelter, including cleaning, feeding, water, etc.
- C. Administers vaccines, microchips, and medications to animals.
- D. Assists with intake, adoptions and reclaims of animals.
- E. Answers telephones and performs other customer service activities.
- F. Assists with behavioral assessments of animals (SAFER).
- G. Reports to the Director or ACO/Kennel Manager, any medical or behavioral concerns involving animals in Kendall County's care.
- H. Performs other duties and responsibilities as assigned.

III. Qualifications:

To perform this internship 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 internship:

- A. **Language Skills:**
 - 1. Ability to research, read, and interpret documents and simple instructions.
 - 2. Ability to prepare documents and correspondence.
 - 3. Ability to present information and communicate effectively both orally and in writing with County staff, County officials, and the general public.
 - 4. Requires proficient knowledge of the English language, spelling and grammar and ability to alphabetize.
- 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 percentages.
 - 3. Ability to assist with preparation and analysis of statistical data/reports.

Kendall County Job Description

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.
3. Ability to understand and explain Animal Control procedures and policies.

D. Certificates, Licenses, and Registrations:

1. Current and valid driver's license is preferred.

E. Other Skills, Knowledge, and Abilities:

1. Ability to become familiar with animal control specific terminology.
2. Comply with all applicable state and federal laws and regulations.
3. Comply with all state and county policies and procedures.
4. Maintain best practices for animal handling skills, animal behavior and animal care.
5. Ability to build teamwork; organizes, prioritizes, and performs multiple tasks in a timely manner.
6. Has integrity and willingness to learn.
7. Proven time management skills and able to meet deadlines.
8. The ability to display a positive, cooperative, professional, confident, and team orientated attitude.
9. The ability to follow guidance and work independently.
10. Can work under pressure and stressful situations.

F. Education and Experience:

1. At least 16 years of age or older; and
2. Either currently enrolled or recently graduated (i.e., within the three (3) months prior to submission of an internship application) from one of the following: high school, or an associate's degree program, undergraduate degree program, or graduate school program at an accredited college or university.

IV. Physical Demands:

While performing the duties of this internship, the intern must be able to:

- A.** Frequently sit for long periods of time at a desk or in meetings.
- B.** Occasionally lift and/or move up to 50 pounds.
- C.** Frequently lift and/or move up to 10 pounds.
- D.** Use hands to finger, handle, feel, grip, and type.
- E.** Reach, push, and pull with hands and arms.
- F.** Talk and hear in person and via use of telephone.
- G.** Specific vision abilities include close and distance vision, as well as depth perception.
- H.** Travel independently to other County properties to perform assigned responsibilities.

Kendall County Job Description

V. Work Environment:

The work environment characteristics described here are representative of those an intern encounters during this internship. While performing the duties of this internship, an intern may be subject to the following working conditions:

- A.** Inside and outside environmental conditions.
- B.** The noise level in the work environment ranges from moderate to noisy.
- C.** The intern may be exposed to stressful and difficult situations while working with users, law enforcement, County staff, elected officials, vendors, and the general public.
- D.** The intern will be continuously exposed to animals, animal noises, hair/dander, and smells.

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

Intern's Receipt of Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, intern

Section 2.1	Policy Against Unlawful Discrimination, Harassment And Sexual Misconduct
<u>Effective Date:</u> 09/01/2022	<u>Source Doc/Dep.:</u> None/HR
<u>Last Amended Date:</u> <u>TBD</u>	

Section 2.1 POLICY AGAINST UNLAWFUL DISCRIMINATION, HARASSMENT AND SEXUAL MISCONDUCT

A. STATEMENT OF POLICY

The Employer is fully committed to a policy of equal employment. The Employer will not tolerate or condone unlawful discrimination or unlawful harassment on the basis of creed, genetic information, or arrest record, or actual or perceived race, color, religion, sex, sexual orientation as defined by 775 ILCS 5/1-103(0-1) and any other applicable law, pregnancy, childbirth, medical or common conditions relating to pregnancy and childbirth, national origin, age, physical or mental disability, ancestry, marital status, military status, unfavorable discharge from military service, order of protection status, citizenship status or any other classification protected under federal or state law. For purposes of this policy, race includes, but it not limited to traits associated with race, including but not limited to hair texture and protective hairstyles such as braids, locks, and twists. Sexual misconduct is also prohibited. The Employer will neither tolerate nor condone unlawful discrimination, harassment or sexual misconduct by employees, managers, supervisors, elected officials, co-workers, or non-employees with whom the Employer has a business, service, or professional relationship. For purposes of this policy only, “employee” includes any employee performing work, an apprentice, an applicant for apprenticeship, or an intern.

As set forth above, unlawful sexual harassment and sexual misconduct are prohibited. Unlawful sexual harassment includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal, or physical conduct of a sexual nature when:

- Submission to or rejection of this conduct explicitly or implicitly affects a term or condition of individual’s employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee or;
- Unlawful harassment has the purpose or effect of unreasonably interfering with the employee’s work performance or creating an intimidating, hostile or offensive work environment because of the persistent, severe, or pervasive nature of the conduct.

Unlawful sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The employee as well as the harasser may be a woman or a man. The employee does not have to be of the opposite sex.
- The harasser can be the employee's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The employee does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the employee.
- The harasser's conduct must be unwelcomed.

Each employee must exercise their own good judgment to avoid engaging in conduct that may be perceived by others as unlawful sexual harassment or unlawful harassment based on any other status protected by law. The following are illustrations of actions that the Employer deems inappropriate and in violation of our policy:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars, or posters;
- Verbal conduct such as making derogatory comments, using epithets or slurs, making sexually explicit jokes or suggestive comments about a person's body or dress;
- Written or electronic communications of a sexual nature or containing statements or images which may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes or stereotypes about disabled individuals; or
- Physical conduct such as unwanted touching, assaulting, impeding, or blocking movements.

Sexual misconduct is strictly prohibited by the Employer. Sexual misconduct can include any inappropriate and/or illegal conduct of a sexual nature including, but not limited to, sexual abuse, sexual exploitation, sexual intimidation, rape, sexual assault, or ANY sexual contact or sexual communications with a minor (including, but not limited to, conduct or communications which are written, electronic, verbal, visual, virtual, or physical).

B. RESPONSIBILITIES

1. Supervisors

Each supervisor shall be responsible for ensuring compliance with this policy, including the following:

1. Monitoring the workplace environment for signs of unlawful discrimination, unlawful harassment, or sexual misconduct;

2. Immediately notifying their Executive and law enforcement where there is reasonable belief that the observed or complained of conduct violates the criminal laws of the State of Illinois;
3. Immediately notifying the Department of Children and Family Services (DCFS) Hotline (1-800-25-ABUSE or 1-800-252-2873) if the observed or complained of conduct involves the abuse of a minor;
4. Immediately stopping any observed acts of unlawful discrimination, unlawful harassment or sexual misconduct and taking appropriate steps to intervene, whether or not the involved employees are within ~~his/her~~their line of supervision;
5. Immediately reporting any complaint of unlawful harassment, unlawful discrimination, or sexual misconduct pursuant to the procedure set forth below; and
6. Taking immediate action to limit the work contact between the individuals when there has been a complaint of unlawful discrimination, unlawful harassment, or sexual misconduct, pending investigation.

2. Employees

Each employee is responsible for assisting in the prevention of unlawful discrimination, unlawful harassment, and sexual misconduct through the following acts:

1. Refraining from participation in, or encouragement of, actions that could be perceived as unlawful discrimination, unlawful harassment, or sexual misconduct;
2. Immediately reporting any violations of this policy pursuant to the procedure set forth below, law enforcement (if appropriate under the circumstances), and/or the Illinois Department of Children and Family Services (if appropriate under the circumstances). Employees are obligated to report violations of this policy as soon as they occur. An employee should not wait until the conduct becomes unbearable before reporting the prohibited conduct. All employees are obligated to report instances of prohibited conduct even if the conduct is merely observed and directed toward another individual and even if the other person does not appear to be bothered or offended by the conduct. All employees are obligated to report instances of prohibited conduct regardless of the identity of the alleged offender (e.g., man, woman, supervisor, elected official, co-worker, volunteer, vendor, member of public).

3. Encouraging any employee who confides that he/she/they are is the victim of conduct in violation of this policy to report these acts pursuant to the procedure set forth below.

Failure to take action to stop known unlawful discrimination, unlawful harassment or sexual misconduct may be grounds for discipline up to and including termination of employment.

There is a clear line in most cases between a mutual attraction and a consensual exchange and unwelcome behavior or pressure for an intimate relationship. A friendly interaction between two persons who are receptive to one another is not considered unwelcome or harassment. Employees are free to form social relationships of their own choosing. However, when one employee is pursuing or forcing a relationship upon another who does not like or want it, regardless of friendly intentions, the behavior is unwelcome sexual behavior. An employee confronted with these actions is encouraged to inform the harasser that such behavior is offensive and must stop. You should assume that sexual comments are unwelcome unless you have clear unequivocal indications to the contrary. In other words, another person does not have to tell you to stop for your conduct to be harassment and unwelcome. Sexual communications and sexual contact with a minor are ALWAYS prohibited.

If another person advises you that your behavior is offensive and violates this policy, you must immediately stop the behavior, regardless of whether you agree with the person's perceptions of your intentions.

The Employer does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction such conduct on the part of any employee, including supervisory and management employees.

C. COMPLAINT PROCEDURES

The Employer takes allegations of unlawful discrimination, unlawful harassment, and sexual misconduct very seriously. It will actively investigate all complaints.

It is helpful for the employee to first directly inform the offending individual that the conduct is unwelcome and must stop. The employee should use the Employer's following complaint procedure to advise their Executive of any violation of this policy as soon as it occurs:

1. Bringing a Complaint

Any employee who believes that there has been a violation of this policy must bring the matter forward in one of the following ways:

1. The employee should file their complaint to any one or more of the following individuals: the employee's immediate supervisor, Executive, Kendall

County's Ethics Officer and/or their designee, and/or Kendall County's Inspector General. **For purposes of this policy, Kendall County's Ethics Officer is the Kendall County Administrator.** The employee may contact the County Administrator ~~in person, by email or phone~~ at the Kendall County Office Building 111 W. Fox St. Suite 316 Yorkville, Illinois 60560, or (630) 553-4171. skeoppel@kendallcountyil.gov

2. **If the alleged offender is the County Administrator:** the employee should file their complaint with the Kendall County Inspector General who shall act as Kendall County's Ethics Officer for all complaints made pursuant to this policy against the County Administrator. The employee may contact the Kendall County Inspector General ~~in person, by email or phone~~ at the Kendall County Sheriff's Office, 1102 Cornell Lane, Yorkville, Illinois 60560, Llapp@kendallcountyil.gov, or 630-381-9549 . The Inspector General shall inform the County Board Chairperson of any complaints against the County Administrator. In the event the Inspector General receives a complaint made pursuant to this policy against anyone other than the County Administrator, the Kendall County Inspector General will forward the complaint to Kendall County's Ethics Officer (i.e., the County Administrator).

The employee should present their complaint as promptly as possible after the alleged violation of this policy occurs. While not required, The Employer encourages anyone who makes a complaint under this policy to submit their complaint in writing and attach any pertinent records to their complaint. This will assist Kendall County's Ethics Officer to oversee a prompt and thorough investigation.

2. Resolution of a Complaint

All complaints received pursuant to this policy shall be forwarded to Kendall County's Ethics Officer. Kendall County's Ethics Officer shall be responsible for overseeing all investigations of complaints made pursuant to this policy. Kendall County's Ethics Officer reserves the right to designate the Inspector General and/or another individual (other than the alleged offender) to assist Kendall County's Ethics Officer with the investigation of complaints received. Kendall County's Ethics Officer will take steps to ensure that complaints made are kept confidential to the extent permissible under the law.

Promptly after a complaint is received, the Employer will undertake such investigation, corrective and preventative actions as are appropriate. In general, the procedure in resolving any complaints made pursuant to this policy can (but will not necessarily) include any of the following items:

1. A meeting between the employee making the complaint and an individual designated by Kendall County's Ethics Officer to investigate such complaints (hereinafter referred to as "the investigator"). Important data to be provided by the complaining employee includes the following:

- a. A description of the specific offensive conduct;
 - b. Identification of all person(s) who engaged in the conduct;
 - c. The location where the conduct occurred;
 - d. The time when the conduct occurred;
 - e. Whether there were any witnesses to the conduct and, if so, the identities of all such witnesses;
 - f. Whether conduct of a similar nature has occurred on prior occasions and, if so, when and who witnessed the prior conduct;
 - g. Whether there are any documents that would support the complaining employee's allegations and, if so, provide a copy of said documents to the investigator; and
 - h. What impact the conduct had on the complaining employee.
2. *While not required, the Employer encourages anyone who makes a complaint under this policy to provide a written statement setting forth the above details and attaching any pertinent records to their complaint.*
 3. After a complaint is submitted by the employee, the alleged offending individual should be contacted by the investigator. The alleged offending individual should be advised of the charges brought against them. At some point during the investigation, the alleged offending individual should have an opportunity to explain their side of the circumstances, and may submit a written statement, if desired.
 4. Any witnesses identified by either the complaining employee or the alleged offending individual may be interviewed separately by the investigator.
 5. The investigator and/or their designee shall be responsible for gathering all documents and witness statements the investigator, in their sole discretion, deems necessary for the investigations. An employee's refusal to cooperate with the investigation will be deemed a violation of this policy.
 6. When investigating alleged violations of this policy, the investigator will look at the whole record including, but not limited to, the nature of the allegations, the context in which the alleged incidents occurred, and the statements of the parties and witnesses. A determination on the allegations is made from the facts on a case-by-case basis.

7. Once this investigation is completed, the investigator will provide an investigation summary to the Employer. The Employer will take such action as is appropriate based upon the information obtained in the investigation. In the event that the Employer finds merit in the charges made by the complaining employee, disciplinary action will be taken against the offending employee. This disciplinary action may, but need not necessarily, include:
 - a. Verbal or written reprimand;
 - b. Placing the offending employee on a corrective action plan for a period of time to be identified;
 - c. Delay in pay increases or promotions;
 - d. Suspending the offending employee from work without pay;
 - e. Demotion; and/or
 - f. Immediate termination.

If appropriate, the Employer will take other remedial action, as needed, to address any other concerns or issues raised in the investigation summary.

7. Upon completion of the investigation, the Employer will advise the complaining employee of the results of the investigation.

D. NON-RETALIATION

Under no circumstances will there be any retaliation against any employee (a) for making a complaint of unlawful discrimination, unlawful harassment, or sexual misconduct pursuant to this policy; (b) for engaging in protected activity under the Illinois Human Rights Act (775 ILCS 5/1 *et seq.*); and/or (c) for engaging in protected activity under the State Officials and Employees Ethics Act (5 ILCS 430/1 *et seq.*).

Also, pursuant to the Illinois Whistleblower Act (740 ILCS 174/1 *et seq.*), the Employer is prohibited from retaliating against any employee who (a) discloses information in a court proceeding, and administrative hearing, or before a legislative commission or committee, or in any other proceeding where the employee has reasonable cause to believe that the information discloses a violation of a state or federal law, rule or regulations; (b) refuses to participate in an activity that would result in a violation of a state or federal law, rule or regulation, including but not limited to violations of the Freedom of Information Act; and (c) is disclosing or attempting to disclose public corruption or wrongdoing.

Any act of retaliation by any party directed against a complaining employee, an accused employee, witnesses, or participants in the process will be treated as a separate and

distinct charge and will be similar investigated. Complaints of retaliation should be brought to the attention of the Employer pursuant to the complaint procedures set forth above in this policy. The employee should present the complaint of alleged retaliation as promptly as possible after the alleged retaliation occurs.

E. DISCIPLINE, FINES AND PENALTIES

In addition to any and all other discipline that may be applicable pursuant to the Employer's policies and procedures, any person who violates the prohibition on sexual harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the Employer and any applicable fines and penalties established pursuant to any applicable local ordinance, state law or federal law. Each violation may constitute a separate offense. Any discipline imposed by the Employer shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a state or federal agency.

F. FALSE REPORTS PROHIBITED

It is a violation of this policy for an employee to knowingly make a false report of unlawful discrimination, unlawful harassment, sexual misconduct, or retaliation. An employee who is found to have knowingly made a false report is subject to disciplinary action up to and including termination of employment.

G. ADDITIONAL RESOURCES

If you have any questions concerning the Employer's policies on this matter, please see your immediate supervisor, Executive, the County Administrator, and/or Kendall County's Inspector General. Also, information may also be obtained from the Illinois Department of Human Rights (IDHR), 312-814-6200 or the U.S. Equal Employment Opportunity Commission (EEOC), 800-669-4000. Confidential reports of unlawful harassment or unlawful discrimination may also be filed with these agencies. For matters involving the abuse of minors, the Illinois Department of Children and Family Services (DCFS) may be contacted by dialing 800-25-ABUSE.

Section 4.12	Identity Protection Policy
<u>Effective Date:</u> 09/01/2022	<u>Source Doc/Dep.:</u> None/HR
<u>Last Amended Date:</u> TBD	

Section 4.12 IDENTITY PROTECTION POLICY

The Employer adopts this Identity-Protection Policy pursuant to the Identity Protection Act. 5 ILCS 179/1 *et seq.* The Identity Protection Act requires each local and State government agency to draft, approve, and implement an Identity-Protection Policy to ensure the confidentiality and integrity of Social Security numbers (SSNs) agencies collect, maintain, and use.

A. SSN Protections Pursuant to State Law

Whenever an individual is asked to provide the Employer with a SSN, the Employer shall provide that individual with a statement of the purpose or purposes for which the Employer is collecting and using the Social Security number. The Employer shall also provide the statement of purpose upon request. That Statement of Purpose is attached to this Policy.

THE EMPLOYER SHALL NOT:

1. Publicly post or publicly display in any manner an individual’s SSN. “Publicly post” or “publicly display” means to intentionally communicate or otherwise intentionally make available to the general public.
2. Print an individual’s SSN on any card required for the individual to access products or services provided by the person or entity.
3. Require an individual to transmit a SSN over the Internet, unless the connection is secure or the SSN is encrypted.
4. Print an individual’s SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless state or federal law requires the SSN to be on the document to be mailed. SSNs may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having

been opened.

In addition, the Employer shall not:

1. Collect, use, or disclose a SSN from an individual, unless:
 - a) Required to do so under state or federal law, rules, or regulations, or the collection, use, or disclosure of the SSN is otherwise necessary for the performance of the employee's duties and responsibilities;
 - b) The need and purpose for the SSN is documented before collection of the SSN; and
 - c) The SSN collected is relevant to the documented need and purpose.
2. Require an individual to use their SSN to access an Internet website.
3. Use the SSN for any purpose other than the purpose for which it was collected.

B. Requirement to Redact SSNs

The Employer shall comply with the provisions of any other state law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. The Employer shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting SSNs, the Employer shall request each SSN in a manner that makes the SSN easily redacted if required to be released as part of a public records request. "Redact" means to alter or truncate data so that no more than five sequential digits of a SSN are accessible as part of personal information.

C. Employee Access to Social Security Numbers

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs are trained to protect the confidentiality of SSNs. Training includes instructions on the proper handling of information that contains SSNs from the time of collection through the destruction of the information.

THESE PROHIBITIONS DO NOT APPLY IN THE FOLLOWING CIRCUMSTANCES:

1. The disclosure of SSNs to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if

disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under the Identity Protection Act on a governmental entity to protect an individual's SSN will be achieved.

2. The disclosure of SSNs pursuant to a court order, warrant, or subpoena.
3. The collection, use, or disclosure of SSNs in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
4. The collection, use, or disclosure of SSNs for internal verification or administrative purposes.
5. The disclosure of SSNs to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.
6. The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

D. Statement of Purpose for Collection of Social Security Numbers

The Identity Protection Act, 5 ILCS 179/1, *et seq.*, requires each local and State government agency to draft, approve, and implement an Identity-Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security number (SSN). This statement of purpose is being provided to you because you have been asked by Kendall County to provide your SSN or because you requested a copy of this statement.

WHY DO WE COLLECT YOUR SSN?

You are being asked for your SSN for one or more of the following reasons:

- The SSN is included in mortgage documents;
- The SSN is included in a lien filed against a piece of property;
- The SSN is included in other property records filed with the County;
- Vital records;
- Criminal background checks and internal verification;
- Billing purposes;
- Compliant mediation or investigation;
- Vendor services, such as executing contracts and/or billing;

- Internal verification;
- Administrative services; and/or

WHAT DO WE DO WITH YOUR SSN?

- We will only use your SSN for the purpose for which it was collected.
- We will not:
 - Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
 - Publicly post or publicly display your SSN;
 - Print your SSN on any card required for you to access our services;
 - Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
 - Print your SSN on any materials that are mailed to you, unless state or federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN.

QUESTIONS OR COMPLAINTS ABOUT THIS STATEMENT OF PURPOSE?

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

EMPLOYEE OF THE YEAR AWARD PROGRAM POLICY

QUESTIONS FOR HR COMMITTEE:

1. Eligible Recipients of the Award:

- a. Do you want department heads and assistant department heads to be eligible for this award?
- b. Do you want to open this up to include employees of elected offices or limit it to County departments?

2. Selection Criteria:

- a. What qualities do you want the Employee of the Year to have?
- b. Are any qualities of greater weight than others?

3. Eligible Nominators:

- a. Who is eligible to submit a nomination?

4. Decision Makers

a. Proposed Route:

Step 1: top 3 finalists selected by Kendall County Community Outreach Employee Committee; and

Step 2: Award recipient selected by Employee of the Year Selection Committee

b. Who do you want to serve on the Selection Committee?

- i. *Option 1:* The Kendall County Human Resources & Insurance Committee
- ii. *Option 2:* Chairman of the Board & HR & Insurance Committee Chair
- iii. *Option 3:* A combination of:
 - The Chairperson of the Human Resources & Insurance Committee,
 - One (1) elected official or department head selected by the Chair of the County Board,
 - One non-management level employee selected by the Chair of the County Board, and
 - Prior recipients of the Employee of the Year Award.
- iv. *Option 4:* ???

Section 3.9	Employee of the Year Award Program
<u>Effective Date:</u> TBD	<u>Source Doc/Dep.:</u> None/HR
<u>Last Amended Date:</u> TBD	

Section 4.12 EMPLOYEE OF THE YEAR AWARD PROGRAM

Overview:

Success cannot be attained without the diligent efforts of Kendall County’s team members. The Kendall County Employee of the Year Award Program provides an opportunity to recognize some of Kendall County’s most exceptional employees who have consistently exceeded expectations as they work and serve the residents of Kendall County.

Eligibility Requirements: [See Question 1.]

To be eligible to receive Kendall County’s Employee of the Year Award, an individual:

- Must be an active part-time or full-time employee of Kendall County;
- Must have completed at least one (1) year of continuous service with Kendall County;
- Must have been nominated by an individual who does *not* work in the same department/office as the employee;
- Was not previously selected as Employee of the Year within the last five (5) years; and
- Is not a member of the selection committee.

Qualities for the Employee of the Year Award: [See Question 2.]

When selecting the Employee of the Year, the Selection Committee will evaluate each nominee by considering the nominee’s ***ability to collaborate and work as part of a team*** with other Kendall County departments, elected offices, and other units of local government to accomplish a shared objective.

In addition to collaboration and teamwork, the Selection Committee may also consider the following qualities:

- ***Innovation:*** The process by which a new idea or invention adds value to the services Kendall County provides to its residents.
- ***Quality of work:*** Work that meets and exceeds Kendall County’s and/or the residents’ expectations. Conducting quality work requires the employee to use their skills to complete duties with the highest standard.
- ***Efficiency in job performance:*** An employee's ability to make the best possible use of their resources to achieve their objectives.
- ***Honesty:*** The quality of being honest or truthful.
- ***Customer Service:*** Providing courteous, helpful service that exceeds what the customer would reasonably define as normal or expected.

Nominations: [See Question 3.]

The approved Employee of the Year Nomination Form is attached as Exhibit 1. All fields in the nomination form must be accurate and complete. Also, specific example(s) of how the nominee exemplifies the qualities listed above should be included in the completed nomination form.

A. Who Can Submit A Nomination Form?

An eligible employee can be nominated by anyone who does not work in the same department or elected office as the nominee.

Nominations will not be considered for Employee of the Year recognition if:

- The nomination is made by someone who works in the same department/office as the nominee.
- The nomination is made by the employee's immediate supervisor.
- The nomination is submitted anonymously.

B. When is the Nomination Form Due?

A completed nomination form must be emailed to HRDepartment@kendallcountyil.gov by October 31st of each calendar year.

Selection Process: [See Question 4.]

All selection decisions shall be based solely on the information submitted by the nominator(s) in the completed nomination form(s).

All nomination forms received by October 31st will be provided to the Kendall County Community Outreach Employee Committee for initial review. The Committee's decisions are based solely on the information submitted by the nominator(s). The Kendall County Community Outreach Employee Committee will review all nominations and select by majority vote of those present three (3) finalists for further consideration by the Employee of the Year Selection Committee. If a member of the Kendall County Community Outreach Employee Committee is a nominee, the nominee(s) must recuse themselves from the selection process.

The nomination forms for each of the three (3) finalists in consideration for the Employee of the Year Award will be reviewed by the Employee of the Year Selection Committee. The Employee of the Year Selection Committee includes the following: [REDACTED]

The Human Resources Director or their designee will serve on the Selection Committee for facilitation and record keeping.

The Employee of the Year Award recipient shall be selected by a majority vote of the Employee of the Year Selection Committee. The recipient of the Employee of the Year Award will be announced and receive their award at a Kendall County Board meeting.



**KENDALL COUNTY, ILLINOIS
EMPLOYEE OF THE YEAR NOMINATION FORM**

***The completed Nomination Form and all attachments must be emailed to
HRDepartment@kendallcountyil.gov by October 15th.***

(PLEASE PRINT CLEARLY OR TYPE)

Today's Date: _____

NOMINATOR'S INFORMATION¹:

Your Name (*the nominator*): _____

Your Email Address: _____ Your Telephone Number: _____

NOMINEE'S INFORMATION:

Name of Person You are Nominating (*Nominee*): _____

Nominee's Job Title: _____ Nominee's Department: _____

Nominee's Supervisor: _____

What qualities has the employee exhibited: please check all that apply

- | | | |
|---|---|--|
| <input type="checkbox"/> Quality of work | <input type="checkbox"/> Efficiency in job performance | <input type="checkbox"/> Honesty |
| <input type="checkbox"/> Innovation | <input type="checkbox"/> Customer Service | <input type="checkbox"/> Teamwork |
| <input type="checkbox"/> Other: _____ | | |

¹ Nominations will not be considered for Employee of the Year recognition if: (a) the nomination is made by someone who works in the same department/office as the nominee; (b) the nomination is made by the employee's immediate supervisor; and/or (c) the nomination is submitted anonymously.

Please give a description (with specific examples) of why your nominee deserves to be Kendall County's next Employee of the Year. (Please attach additional pages, if necessary.)

----- **For Administrative Use Only** -----

Date Nomination Received: _____

Date Presented to Outreach Committee: _____

Date Presented to Selection Committee: _____

NOTES:

**ILLINOIS PAID LEAVE ACT
VS.
KENDALL COUNTY'S CURRENT VACATION & PERSONAL/BANKED SICK POLICY**

PAID LEAVE ACT'S REQUIREMENT	VACATION POLICY – DOES IT COMPLY WITH THIS REQUIREMENT?	PERSONAL/BANKED SICK POLICY – DOES IT COMPLY WITH THIS REQUIREMENT?
At least 40 hours paid leave in a 12-month period for ALL employees. <i>(Part time employees can accrue at rate of 1 hr for every 40 hrs worked.)</i>	NOT COMPLIANT <ul style="list-style-type: none"> • Need to add PT employees w/less than 1040 hrs/yr and less than 20 hrs/wk • Need to allow employees on LOA to accrue time. 	NOT COMPLIANT <ul style="list-style-type: none"> • Need to add seasonal employees, temporary employees, and paid interns. • Need to ensure accruals are correct for part-time employees.
Accruals begin on day 1.	NOT COMPLIANT <ul style="list-style-type: none"> • Need to change accrual from end of 1st month of service to day 1. 	PARTIALLY COMPLIANT <ul style="list-style-type: none"> • Need to revise for employees who start employment in middle of year to make sure they are receiving at least 1 hr of leave for ev 40 hours worked.
Can use accrued time no later than 90 days after first day.	YES, COMPLIANT.	YES, COMPLIANT.
Cannot require employee to provide a reason for time off request.	YES, COMPLIANT.	PARTIALLY COMPLIANT <ul style="list-style-type: none"> • Banked sick leave portion of policy limits the use of accrued time. Personal days can be used for any reason.
Cannot require any form of documentation for leave.	YES, COMPLIANT.	NOT COMPLIANT <ul style="list-style-type: none"> • Need to remove portion of policy that gives Executive the ability to require healthcare provider certification.
If foreseeable leave, no more than 7 days' advance notice can be required.	PARTIALLY COMPLIANT <ul style="list-style-type: none"> • Need to remove sentence that gives Executive discretion to deny leave. 	YES, COMPLIANT – only 24 hours' notice is required.
If unforeseeable leave, notice is provided "as soon as practicable."	NOT COMPLIANT <ul style="list-style-type: none"> • Need to add this section to policy. 	NOT COMPLIANT <ul style="list-style-type: none"> • Need to remove 1-hour prior notice requirement.
Cannot require staff to find their own replacement to cover shift.	YES, COMPLIANT	YES, COMPLIANT
Can use leave in increments of 2 hours or less.	YES, COMPLIANT	YES, COMPLIANT

PAID LEAVE ACT'S REQUIREMENT	VACATION POLICY – DOES IT COMPLY WITH THIS REQUIREMENT?	PERSONAL/BANKED SICK POLICY – DOES IT COMPLY WITH THIS REQUIREMENT?
Can use leave BEFORE using any other type of paid leave (e.g., FMLA, VESSA, bereavement, etc.).	NOT COMPLIANT <ul style="list-style-type: none"> Will need to add to this policy and revise FMLA policy. 	NOT COMPLIANT Will need to add to this policy and revise FMLA policy.
Can provide all 40 hours of paid leave up front at start of 12 month period (OPTIONAL).	NOT COMPLIANT <ul style="list-style-type: none"> Optional to change this or can continue to accrue each month provided accrual is at least 1 hr of paid leave for every 40 hrs worked. 	PARTIALLY COMPLIANT <ul style="list-style-type: none"> Policy states that part-time employees may earn personal leave but amount is proportionate to average number of hours worked per month. Would need to revise to ensure it is 1 hour of paid time for every 40 hours worked.
If not given all up front, employee must be allowed to carry over all accrued time to the next year.	NOT COMPLIANT <ul style="list-style-type: none"> Need to remove the cap of max accrual of 225 hours 	PARTIALLY COMPLIANT <ul style="list-style-type: none"> Carried over as banked sick leave but restrictions on use of banked sick leave, which would need to be revised.
If not given all up front, accrual must be at a rate of at least 1 hour of paid leave for every 40 hours worked.	PARTIALLY COMPLIANT <ul style="list-style-type: none"> Need to modify this for part-time employees 	N/A
There is no cap on max carry over.	NOT COMPLIANT <ul style="list-style-type: none"> Need to remove the cap of max accrual of 225 hours 	PARTIALLY COMPLIANT <ul style="list-style-type: none"> No cap but there are impermissible limitations in the carry over to banked sick (which is not paid out) upon separation. This would need to be revised.
If not given all up front, accrued but unused leave time must be paid in full upon separation of employment	YES, COMPLIANT.	NOT COMPLIANT <ul style="list-style-type: none"> Need to revise so paid out rather than rolled to banked sick, which is not paid out.
If Paid Leave Act requirements are rolled into an existing form of paid time off, how does this impact us?	ALL ACCRUED VACATION WILL HAVE TO BE PAID AT SEPARATION - If use the existing vacation leave policy to comply with Paid Leave Act, then ALL unused but accrued time must be paid out upon termination of employment, regardless of whether 40 hours of vacation all given up front.	UNCLEAR – Currently unclear if ALL unused time will have to be paid out if we use the personal leave policy to comply with Paid Leave Act. Waiting for regulations.

COUNTY ORDINANCE CLAUSE

(820 ILCS 192/15(p))

(p) The provisions of this Act shall not apply to any employer that is covered by a municipal or county ordinance that is in effect on the effective date of this Act that requires employers to give any form of paid leave to their employees, including paid sick leave or paid leave. Notwithstanding the provisions of this subsection, any employer that is not required to provide paid leave to its employees, including paid sick leave or paid leave, under a municipal or county ordinance that is in effect on the effective date of this Act shall be subject to the provisions of this Act if the employer would be required to provide paid leave under this Act to its employees.

Any local ordinance that provides paid leave, including paid sick leave or paid leave, enacted or amended after the effective date of this Act must comply with the requirements of this Act or provide benefits, rights, and remedies that are greater than or equal to the benefits, rights, and remedies afforded under this Act.

An employer in a municipality or county that enacts or amends a local ordinance that provides paid leave, including paid sick leave or paid leave, after the effective date of this Act shall only comply with the local ordinance or ordinances so long as the benefits, rights, and remedies are greater than or equal to the benefits, rights, and remedies afforded under this Act.

Section 8.2	Vacation
<u>Effective Date:</u> 09/01/2022	<u>Source Doc/Dep.:</u> None/HR
<u>Last Amended Date:</u>	

Section 8.2 VACATION

All regular full-time employees are eligible for paid vacation benefits pursuant to the terms of this Vacation Policy.

A. VACATION ACCRUAL FOR FULL-TIME EMPLOYEES

Eligible full-time employees shall earn vacation time in accordance with the following schedule:

<u>Years of Service</u>	<u>Available Vacation Hours Per Fiscal Year</u>
0-6 Years of Service	10 vacation days
7-14 Years of Service	15 vacation days <i>This rate of accrual commences the first day of the month following the employee's completion of their 6th year of service</i>
15 or More Years of Service	20 vacation days <i>This rate of accrual commences the first day of the month following the employee's completion of their 14th year of service</i>

The length of eligible service is calculated on the employee's date of hire. Eligible full-time employees are credited with accrued vacation time after each completed month of service. Employees that transfer from department or elected office to another keep all previous years of service when calculating their total years of service. Employees who leave employment retain their years of service for five (5) years in the event that they return to work for a Kendall County department or elected office. Vacation is accrued monthly at the rate of one-twelfth (1/12) the eligible full-time employee's annual accrual, as outlined in the following table:

YEARS OF SERVICE	AMOUNT OF VACATION TIME DISTRIBUTED TO AN ELIGIBLE FULL-TIME EMPLOYEE ON THE FIRST OF THE MONTH FOLLOWING THEIR COMPLETED MONTH OF SERVICE	ANNUAL TOTAL
0-6 years	1/12 of Annual Total	10 days
7-14 years	1/12 of Annual Total	15 days
15 or more years	1/12 of Annual Total	20 days

The number of hours per vacation day is 7.5 hours for an employee that works 37.5 hours per week and 8 hours for an employee that works 40 hours per week.

B. VACATION AVAILABILITY FOR PART-TIME EMPLOYEES AND EMPLOYEES ON A LEAVE OF ABSENCE

Part-time employees who work a minimum of one thousand forty (1,040) hours per year and a minimum of twenty (20) hours per work week will be eligible to accrue paid vacation time on a pro rata basis pursuant to the terms of this Vacation Policy. For example, an eligible part-time employee with one (1) year of completed service who works a standard workweek of 25 hours per week would accrue 50 vacation hours per fiscal year, which would be distributed at a rate of 4.167 vacation hours per completed month of service.

Employees on a leave of absence for the entire month shall not accrue vacation during their leave of absence unless otherwise required by law.

C. VACATION REQUESTS

All vacation requests shall be in writing and shall be submitted first to the employee's immediate supervisor for approval. If possible, the employee should make their vacation request at least seven (7) calendar days in advance. If the request is approved, the employee should then forward the request and approval to the Designated HR Representative for recordkeeping purposes. Vacations will be scheduled with prime consideration given to the efficient operation of the Employer. While employee's requests will be honored whenever possible, final approval or denial of vacation requests is in the sole discretion of the Executive.

D. MAXIMUM ACCUMULATION

Employees will be allowed to accrue and carryover no more than 225 hours of accrued but unused vacation at any time. If the employee reaches the maximum cap of 225 hours of accrued but unused vacation time, the employee will not accrue any additional vacation time until they fall below the 225-hour cap again.

E. SEPARATION OF EMPLOYMENT

Upon an employee's separation of employment, the employee will be compensated for all vacation hours that are accrued but unused as of the employee's last day of employment. Such payment shall be made at the employee's current pay rate.

F. HOLIDAYS DURING APPROVED VACATION LEAVE

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

Section 8.1	Personal and Banked Sick Leave
<u>Effective Date:</u> 09/01/2022	<u>Source Doc/Dep.:</u> None/HR
<u>Last Amended Date:</u>	

Section 8.1 PERSONAL AND BANKED SICK LEAVE

There are times that an employee may need time away from work due to illness, injury or to attend to health needs that cannot be addressed during non-working hours. Pursuant to the terms of this policy, the Employer provides paid time off to eligible employees (as defined below) to address these needs.

A. ELIGIBLE EMPLOYEES

For purposes of this policy, “eligible employees” includes all full-time employees. Regular part-time employees may earn personal/sick leave, but the amount of personal/sick leave earned is proportionate to their average number of hours worked per month.

Personal/sick leave is not available to the following employees (who are not eligible employees):

- Seasonal employees;
- Temporary employees;
- Interns;
- Volunteers; and
- All other employee classifications not specifically listed as eligible for personal leave or banked sick leave.

If you have questions regarding your eligibility for personal or banked sick leave, please contact your Designated HR Representative.

B. ACCRUAL OF PERSONAL LEAVE

On the first day of each fiscal year (which is currently December 1st) of employment, eligible employees will receive the equivalent of twelve (12) workdays of personal leave.

For purposes of this policy, a “workday” is the average number of hours an eligible employee is regularly scheduled to work in a workday. So, for example, if the employee regularly works a seven and one-half (7 ½) hour workday, the employee’s “day” for purposes of this policy will be 7.5 hours of personal leave.

Sick leave and personal leave are one and the same during the fiscal year it is earned and shall be referred to as “personal leave” throughout this policy. Personal leave may

be used for any purpose, subject to the provisions in this policy. The number of hours per personal day is 7.5 hours for an employee that works 37.5 hours per week and 8 hours for an employee that works 40 hours per week.

Employees who become “eligible employees” after the first day of the fiscal year will be eligible to receive personal leave as follows:

<u>Commencing work as an “eligible employee”</u>	<u>Number of Personal Days</u>
Dec., Jan., Feb.	12 personal days
March, April, May	9 personal days
June, July, August	6 personal days
Sept., Oct., Nov.	3 personal days

C. CARRYOVER OF UNUSED PERSONAL LEAVE (“BANKED SICK LEAVE”)

Any accrued personal leave that is not used on or before the last day of the fiscal year it is earned may be carried over by eligible employees to the next fiscal year but may only be carried over as accrued banked sick leave (not personal leave).

Banked sick leave may only be used after all personal days granted in the active fiscal year have been exhausted. Accrued banked sick leave may only be used for one or more of the following reasons:

- The employee is sufficiently ill so that good judgment would determine it best not to report to work;
- The employee cannot report to work due to an illness or injury not arising out of or in the course of their employment;
- The employee must attend a medical, optical and/or dental appointment for one or more of the following individuals: the employee, the employee’s legal spouse, the employee’s child (birth, adopted or stepchild), or the employee’s parent (birth, adopted or stepparent); and/or
- The employee is absent due to an FMLA qualifying reason, and the employee is concurrently using FMLA leave for the absence.

Banked sick leave may be accumulated up to a sum not to exceed two hundred forty (240) banked sick leave days.

D. TRADING PERSONAL/BANKED SICK LEAVE

Employees have the option of trading up to a maximum of twelve (12) days of their current annual unused personal leave benefit for one-fourth (1/4) of their daily pay rate of the year of accrual.

Application for this trade must be made in writing no later than October 31 of the fiscal year. Employees wishing to trade their unused personal leave days must request this in

writing from their Executive. The Executive will certify the number of days which the employee is entitled to trade and submit this information in writing to the Kendall County Treasurer's Office.

If the employee uses any of these personal days after this trade and prior to the first day of the next fiscal year, they will be deducted from the next fiscal year's twelve (12) personal days. Employees are not eligible to receive personal leave days payback before their probationary period has been successfully completed.

E. NOTIFICATION AND APPROVAL OF PERSONAL/BANKED SICK LEAVE

All requests to use accrued personal/banked sick leave should be made so as to create minimal disruption of work schedules and regular business operations if possible. All requests to use accrued personal/banked sick leave should include the employee's best estimate of the duration of the absence, if possible.

Use of personal/banked sick leave is subject to approval by the employee's Executive. The Executive reserves the right to deny specific requests of certain dates or times requested for personal and/or banked sick leave in order to ensure that the Employer's operational and scheduling needs are met. Disapproved personal leave and/or banked sick leave requests will be promptly returned to the employee with an explanation for the denial of the time off request. The employee must promptly report their absences charged to accrued personal leave and/or banked sick leave in writing to their immediate supervisor and Designated HR Representative for recordkeeping purposes.

If the employee is requesting to use accrued personal/banked sick time for an unforeseeable absence (e.g., the employee becomes ill): The employee should call Designated HR Representative or the employee's immediate supervisor and request the time off as soon as possible **but no later than one (1) hour prior to the start of the employee's work shift**, unless such notice is not practical and/or such notice requirement has been waived by the Executive.

If the employee is requesting to use accrued personal/banked sick time for a foreseeable absence (e.g., to attend a medical, optical or dental examination appointment or treatment or any other type of foreseeable absence): The employee should submit their request for time off in writing as soon as possible **but no later than twenty four (24) hours prior to the start of the employee's work shift**, unless such notice is not practical and/or such notice requirement has been waived by their Executive. Such requests should be submitted in writing first to the employee's immediate supervisor for approval and then forwarded to the Executive for final approval or denial. If the request is approved, the employee should then forward the request and approval to the Designated HR Representative for recordkeeping purposes.

F. MEDICAL CERTIFICATION

As a condition for eligibility for paid personal and/or banked sick leave under this policy, the Executive may require, in their discretion, any employee to submit a healthcare provider's certification of illness or injury if any one or more of the following occurs:

- The employee has been off sick for three (3) or more consecutive workdays;
- The employee has had repeated illnesses of shorter periods;
- The employee calls in sick on the day of, before or after a holiday, vacation day, or day off; or
- In any circumstance where the Employer has a reasonable belief of sick leave abuse by the employee.

The Executive may also require the employee to provide a statement from the employee's healthcare provider indicating the employee is physically able to return to work before an employee may return to work.

In the above circumstances, their Executive may, at their discretion, also require an employee to submit to an examination by a physician designated by the Employer at the Employer's expense.

G. SEPARATION OF EMPLOYMENT

Upon separation of employment, the employee is not entitled to any additional compensation for any unused personal days in the current year and for any accrued banked sick days from prior years. However, retiring IMRF members, 55 years of age and older, may qualify for a maximum of up to one (1) year of additional pension service credit for accrued, unused banked sick leave accumulated at the rate of one (1) month of IMRF pension service credit for every twenty (20) days of accrued, unused banked sick leave or fraction thereof.

County Board
NOV. 29, 2005

IGAM-05-10

BUDGET POLICY STATEMENT:
Establishing Salaries, New hires, and Promotions

Whereas, the Kendall County Board sets financial management direction that contributes to credibility and public confidence;

Whereas, the Kendall County Board is responsible for the financial condition of the County government;

Whereas, the Kendall County Board allocates spending to community priorities and authorizes spending;

Whereas, the Kendall County Board approves funding for all county functions through the adopted budget required by Illinois Law (55 ILCS 5/6-1001);

Whereas, no contract shall be entered into and no obligation or expenses shall be incurred by or on behalf of a county unless an appropriation thereof has been previously made (55 ILCS 5/6-1005);

Whereas, accounts and funds for health insurance, workers compensation, social security/ medicare, and employee pensions are planned and appropriated and balanced each year by the County Board according to authorized appropriation;

Whereas, these accounts and funds are not currently included as part of the operating budgets for departments or elected officials;

Whereas, expenditures from these accounts and funds are affected by wage increases and newly hired personnel;

Whereas, the County Board sets guidelines for salary increases during the budget process and reviews requests;

Whereas, the County Board relies on budget information presented by department heads and elected officials to be in line with guidelines set;

Whereas, to balance revenues and expenditures in these funds and accounts, the County Board sets salary increases, authorizes new hires and makes corresponding adjustments to budgets during the budget development process;

Whereas, the County Board relies on department heads and elected officials to implement budgets according to guidelines established by the Board;

Whereas, the Kendall County Board sets direction for annual budgets and adopts formal written polices to secure financial position;

NOW THEREFORE,

1. New Hires

Any new hires not clearly authorized in the budget process shall be presented to the Budget and Finance Committee and County Board for authorization prior to hiring process.

Prior to authorization, the department or office will be expected to present options to cover the cost salary, social security/ medicare, employee pension and health insurance, using discretionary dollars (non-general fund) or grants for that year and subsequent fiscal years.

2. Promotions

Any promotions not authorized during the budget process shall be presented to the Budget and Finance Committee and County Board for authorization prior to the promotion.

Prior to authorization, the department or office will be expected to present options to cover the cost salary, social security/ medicare, employee pension and health insurance, using discretionary dollars (non-general fund) or grants for that year and subsequent years.

3. Authorized Salaries

Uniform salary increases for non-bargaining unit employees have been established by the County Board for Fiscal Year 2005-06 and will be considered in subsequent year.

Department heads and elected officials should implement and not exceed this authorization.

Salary increases of non-bargaining unit staff tied to contracts will be brought to Board for authorization prior to implementation.

Departments with an oversight board appointed by the county board, shall not exceed the appropriated salaries. Prior to such expenditures, the department shall report to the Budget and Finance Committee and County Board. The department will be expected to present options to cover the cost salary, social security/ medicare, employee pension and health insurance, using discretionary dollars or grants for that year and subsequent years.