



**COUNTY OF KENDALL, ILLINOIS
HUMAN RESOURCES & INSURANCE**
Kendall County Office Building, 111 W. Fox Street
County Board Rm 209 & 210, Yorkville, IL 60560
Monday, December 4, 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. Approval of Agenda (Page 1)**
- 4. Approval of Minutes – None**
- 5. Committee Reports and Updates**
 - A. Monthly Benefits Report (Pages 2-3)**
 - B. Monthly Human Resources Department Report (Pages 4-11)**
 - C. Executime & Tyler Munis Update (Pages 12-14)**
- 6. New Committee Business**
 - A. Part-Time Human Resources Assistant Job Description (Pages 15-19)**
 - B. Kennel Manager/Animal Control Officer Job Description (Pages 20-24)**
 - C. Resolution Appointing Kendall County Open Meetings Act Designated Officer (Pages 25-26)**
 - D. Revised Section 8.1 Personal and Banked Sick Leave Policy (Pages 27-31)**
 - E. New Section 5.14 Confined Spaces Policy (Pages 32-33)**
 - F. 2024 Employee Service Awards (Pages 34-35)**
- 7. Old Committee Business**
 - A. New Section 3.9 - Kendall County Employee of the Year Award Program (Pages 36-40)**
- 8. Chairman's Report**
- 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	Nov-23	Dec-23	
HMO EE	15	12	27	27	\$7,745.65
HMO FAM	7	16	23	23	\$14,630.77
H.S.A. \$1500 EE	71	46	115	117	\$11,827.61 *
H.S.A. \$1500 FAM	45	54	96	99	\$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	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 *
Total Enrolled	153	139	287	292	

Employees	
Dental EE	166
Dental Family	160
Total Enrolled	326

Retirees/COBRA (12/1/23 -11/30/24) (52 Retirees / 4 COBRA)			
Vision	Family	14	1881.40
Vision	Single	18	1,125.28
Medical	Family	2	26,177.58
Medical	Single	14	99,746.33
Dental	Family	38	14,968.22
Dental	Single	20	24,693.21
TOTAL			168,592.02

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

95.20% 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	456685	-8013	\$5,296,191	5,438,252	97.39%
BCBS Dental Premium	28221	-218	28489	27428	28208	27358	26922	27246	-4026	26989	28720	-537	\$244,800	381,879	64.10%
BCBS Life Premium	595	612	591	610	615	606	604	619	593	640	630	627	\$7,342	9677	75.87%
Health Savings Account	375	540750	7230	895	5250	4000	3875	4000	2250	2375	500	1250	\$572,750	597,500	95.86%
FSA Admin Fee	95	95	112	116	109	102	98	95	95	95	98	98	\$1,204	3,500	34.40%
TOTALS	\$496,399	\$1,437,320	\$461,033	\$467,675	\$487,303	\$463,941	\$462,764	\$468,681	\$432,882	\$464,230	\$486,633	-\$6,575	\$6,122,288	6,430,808	95.20%

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 December 4, 2023

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

COMPLIANCE & RISK MANAGEMENT:

- Kendall County's 2023 EEO-4 report was successfully filed.
- Updated and distributed Kendall County's Employee Handbook in an online format with new signature collection process.
- Updating all required employment postings for 2024.
- Completed and submitted PAN forms to payroll for new fiscal year for all County departments, County Board, and Zoning Board of Appeals.
- The County's annual total compensation report is now available for public viewing on Kendall County's website.

RECRUITMENT, ONBOARDING & OFFBOARDING:

- We successfully recruited our first position (GIS Cadastral Technician) in Munis from start to finish. Tweaks have been made to promote a more efficient workflow, and we are excited to utilize this part of Tyler Munis moving forward.
- Please join us in welcoming our new hires who started in November:
 - Sarai Hernandez, GIS Cadastral Technician – start date November 15, 2023
 - Davi Sumpo, Computer Support Specialist – start date November 15, 2023
 - Derrick Brimmer, Computer Support Specialist – start date November 15, 2023

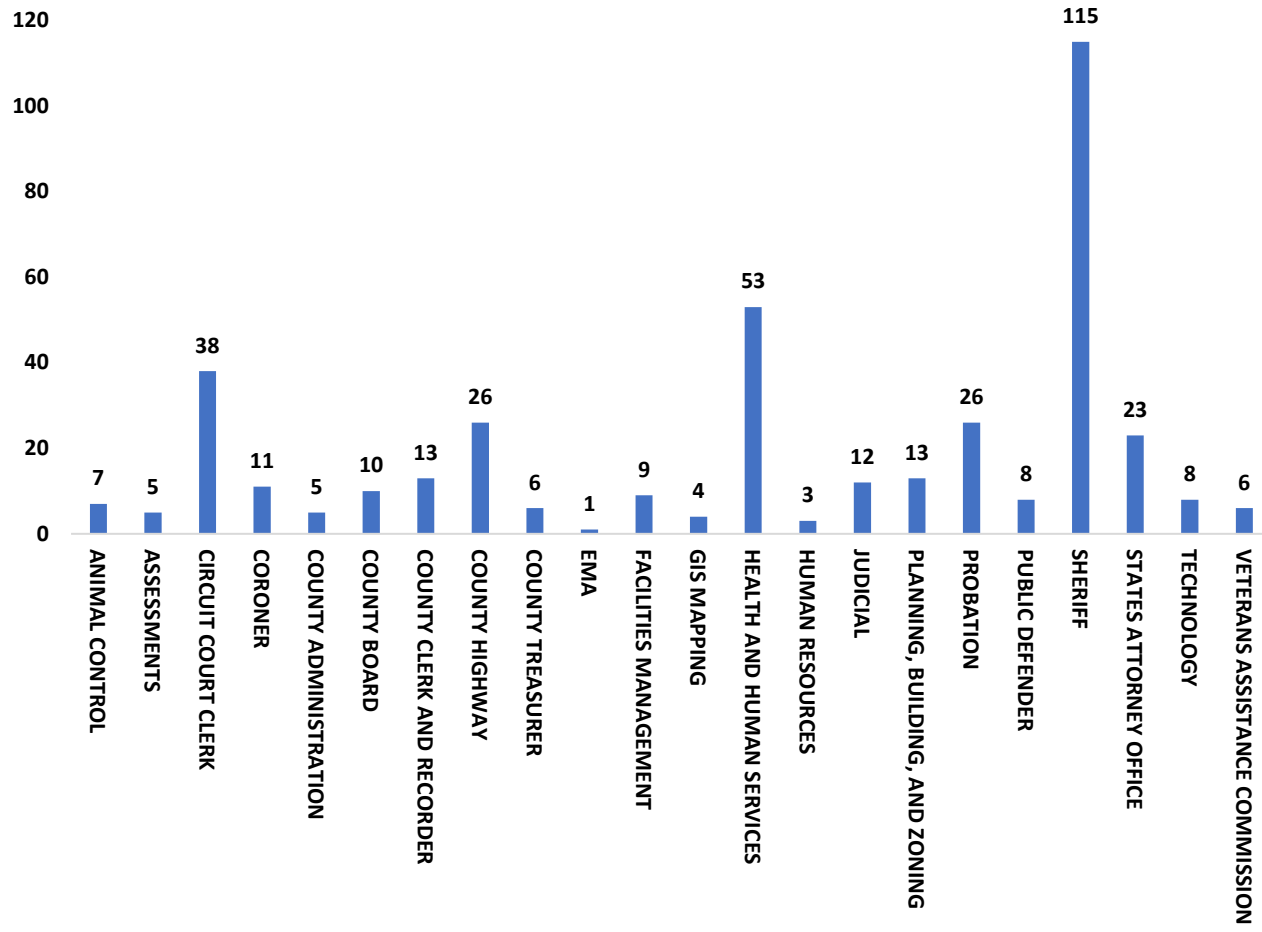
EMPLOYEE ENGAGEMENT:

- Season of Giving with the Share Your Blessings Program occurred throughout the month of November. We thank everyone for all of their wonderful donations!
- We distributed hot cocoa bars to every elected office and department the last week of November to thank employees for their dedication and hard work this year.
- We have begun planning for the Employee Appreciation Luncheon to be held in February – stay tuned for details!

LABOR RELATIONS:

- Union negotiations ongoing for Patrol Deputies (FOP)
- County Clerk's Office (Teamsters Local #330) unit certification was revoked by the Illinois Labor Relations Board in November.
- Union negotiations ongoing for Circuit Clerk's Office (AFSCME)
- Mid-term demand to bargain from Corrections Sergeants (FOP) unit

Current Headcount by Department/Office as of 11/27/2023



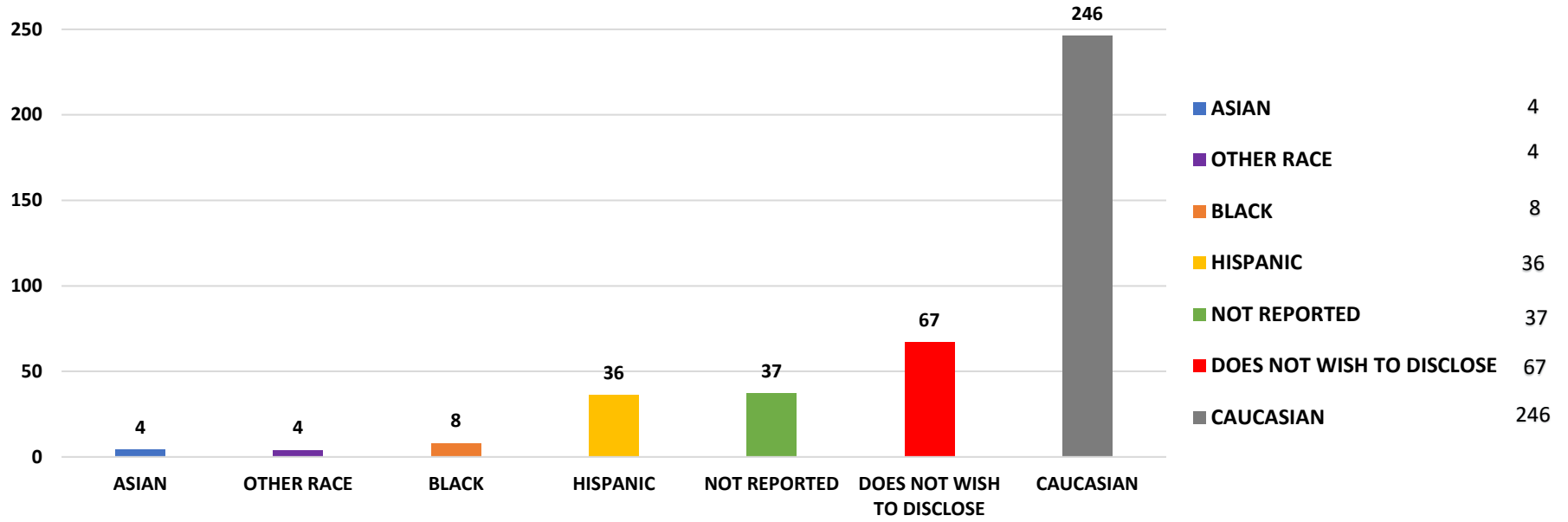
Department/Office	Employee Headcount
ANIMAL CONTROL	7
ASSESSMENTS	5
CIRCUIT COURT CLERK	38
CORONER	11
COUNTY ADMINISTRATION	5
COUNTY BOARD	10
COUNTY CLERK AND RECORDER	13
COUNTY HIGHWAY	26
COUNTY TREASURER	6
EMA	1
FACILITIES MANAGEMENT	9
GIS MAPPING	4
HEALTH AND HUMAN SERVICES	53
HUMAN RESOURCES	3
JUDICIAL	12
PLANNING, BUILDING, AND ZONING	13
PROBATION	26
PUBLIC DEFENDER	8
SHERIFF	115
STATES ATTORNEY OFFICE	23
TECHNOLOGY	8
VETERANS ASSISTANCE COMMISSION	6
Grand Total	402

Data provided through Tyler Munis Report run on 11/27/2023

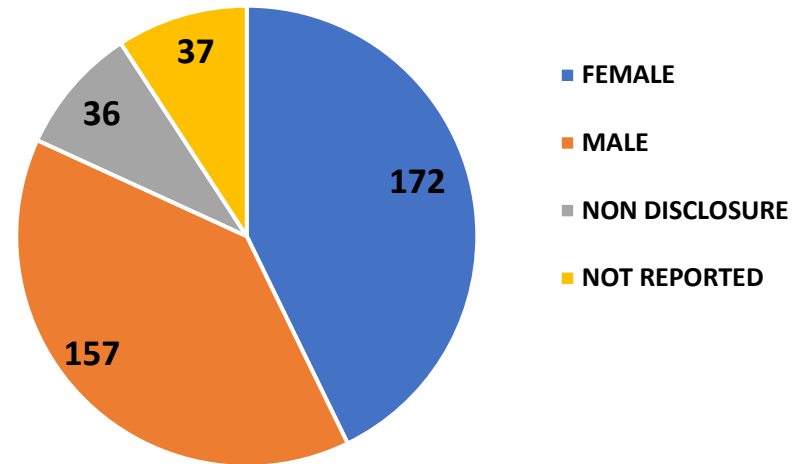
SUMMARY OF MONTHLY REPORT HEADCOUNTS

DEPARTMENT/OFFICE	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV
ANIMAL CONTROL	6	7	7	7	X	X	X	7	7	7
ASSESSMENTS	5	5	5	5	X	X	X	5	5	5
CIRCUIT COURT CLERK	35	33	36	37	X	X	X	34	37	38
CORONER	11	11	11	11	X	X	X	11	11	11
COUNTY ADMINISTRATION	7	7	7	7	X	X	X	4	5	5
COUNTY BOARD	10	10	10	10	X	X	X	10	10	10
COUNTY CLERK & RECORDER	14	14	14	14	X	X	X	12	13	13
COUNTY HIGHWAY	27	27	27	27	X	X	X	24	23	26
COUNTY TREASURER	7	7	6	6	X	X	X	6	6	6
EMA	1	1	1	1	X	X	X	1	1	1
FACILITIES MANAGEMENT	9	9	9	9	X	X	X	9	9	9
GIS MAPPING	3	3	3	6	X	X	X	3	3	4
HEALTH AND HUMAN SERVICES	55	54	54	54	X	X	X	54	55	53
HUMAN RESOURCES	2	2	2	2	X	X	X	3	3	3
JUDICIAL	12	12	12	12	X	X	X	12	12	12
PLANNING, BUILDING, AND ZONING	11	11	11	11	X	X	X	11	13	13
PROBATION	23	24	24	24	X	X	X	26	26	26
PUBLIC DEFENDER	8	8	8	8	X	X	X	8	8	8
SHERIFF	114	114	114	111	X	X	X	114	115	115
STATES ATTORNEY OFFICE	20	21	20	20	X	X	X	21	21	23
TECHNOLOGY	7	7	7	7	X	X	X	7	6	8
VETERANS ASSISTANCE COMMISSION	6	6	6	6	X	X	X	6	6	6
TOTALS	391	391	392	393	X	X	X	388	395	402

ETHNICITY

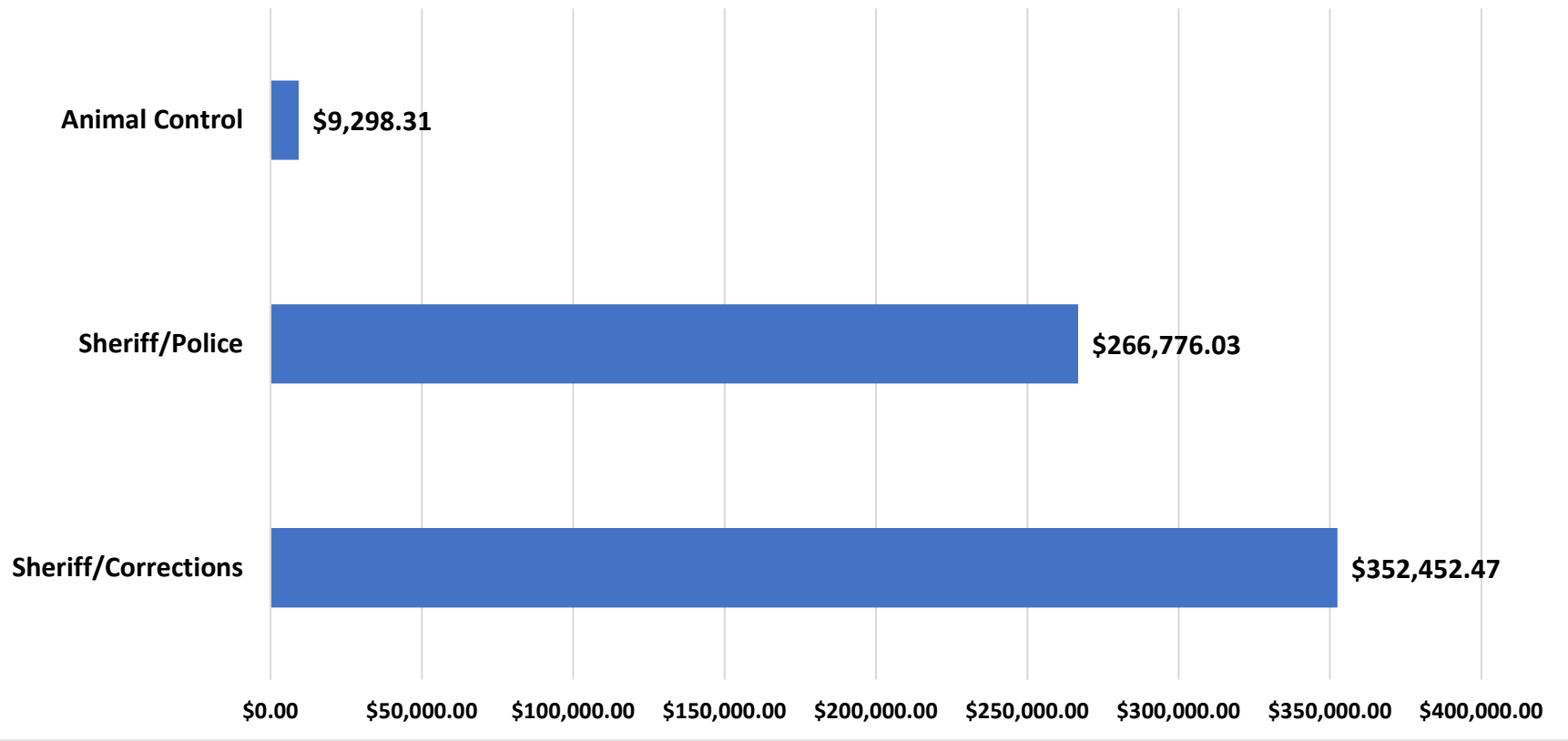


GENDER

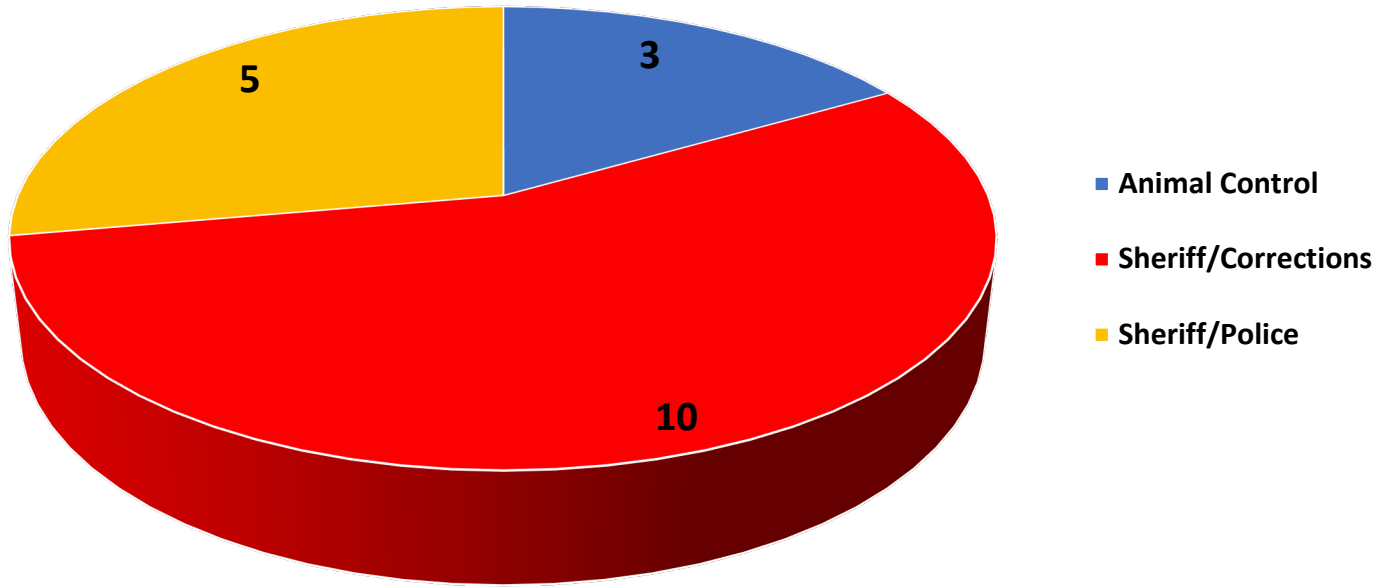


Data provided through Tyler Munis Report run on 11/27/2023

Total Paid to Date on All Open W/C Claims by Department



Total Number of Open W/C Claims

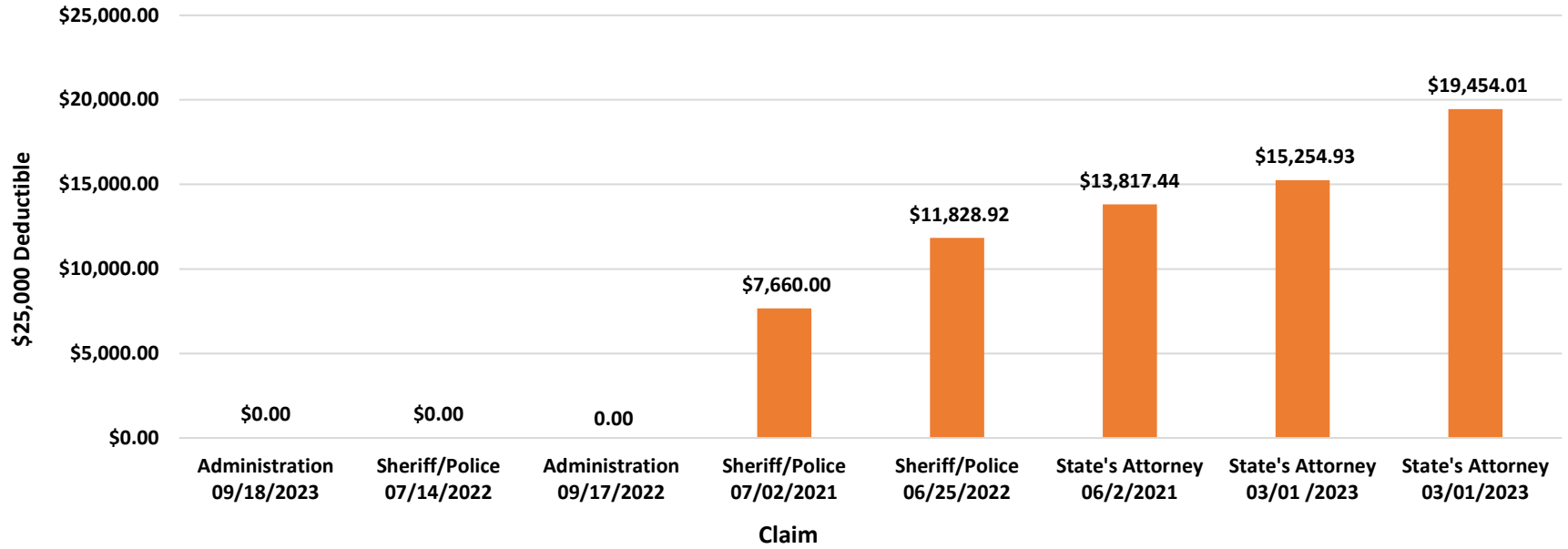


Kendall County Workers' Compensation Report

Open Claims as of 10/27/2023

Department	Claim date	Policy Period	Total Paid to Date	Outstanding Reserves	Our Deductible	Total left out of pocket for County until we hit deductible
Jail	12/13/2017	12/1/2017	\$24,143.59	\$7,561.60	\$250,000.00	\$225,856.41
Sheriff/Police	2/19/2019	12/1/2018	\$120,800.83	\$159,536.15	\$250,000.00	\$129,199.17
Jail	4/6/2020	12/1/2019	\$36,150.11	\$53,539.28	\$250,000.00	\$213,849.89
Jail	1/8/2021	12/1/2020	\$58,622.85	\$23,185.73	\$250,000.00	\$191,377.15
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	\$133,872.24	\$102,333.67	\$250,000.00	\$116,127.76
Jail	2/23/2022	12/1/2021	\$5,779.55	\$17,507.50	\$250,000.00	\$244,220.45
Jail	4/25/2022	12/1/2021	\$6,772.84	\$11,187.55	\$250,000.00	\$243,227.16
Jail	5/13/2022	12/1/2021	\$746.23	\$11,743.77	\$250,000.00	\$249,253.77
Jail	5/13/2022	12/1/2021	\$62,964.93	\$74,891.07	\$250,000.00	\$187,035.07
Sheriff/Police	8/9/2022	12/1/2021	\$142,104.61	\$49,857.65	\$250,000.00	\$107,895.39
Animal Control	9/13/2022	12/1/2021	\$8,741.68	\$4,908.32	\$250,000.00	\$241,258.32
Jail	1/3/2023	12/1/2022	\$23,368.13	\$22,502.97	\$250,000.00	\$226,631.87
Animal Control	9/13/2023	12/1/2022	\$556.63	\$1,643.37	\$250,000.00	\$249,443.37
Sheriff/Police	10/7/2023	12/1/2022	\$1,729.37	\$1,570.63	\$250,000.00	\$248,270.63
Animal Control	10/10/2023	12/1/2022	\$0.00	\$2,200.00	\$250,000.00	\$250,000.00
Sheriff/Police	10/20/2023	12/1/2022	\$2,141.22	\$39,510.32	\$250,000.00	\$247,858.78
Sheriff/Police	11/10/2023	12/1/2022	\$0.00	\$2,200.00	\$250,000.00	\$250,000.00
			\$628,526.81	\$590,847.58	\$4,500,000.00	\$3,871,473.19

Liability - Total Paid Towards Deductible

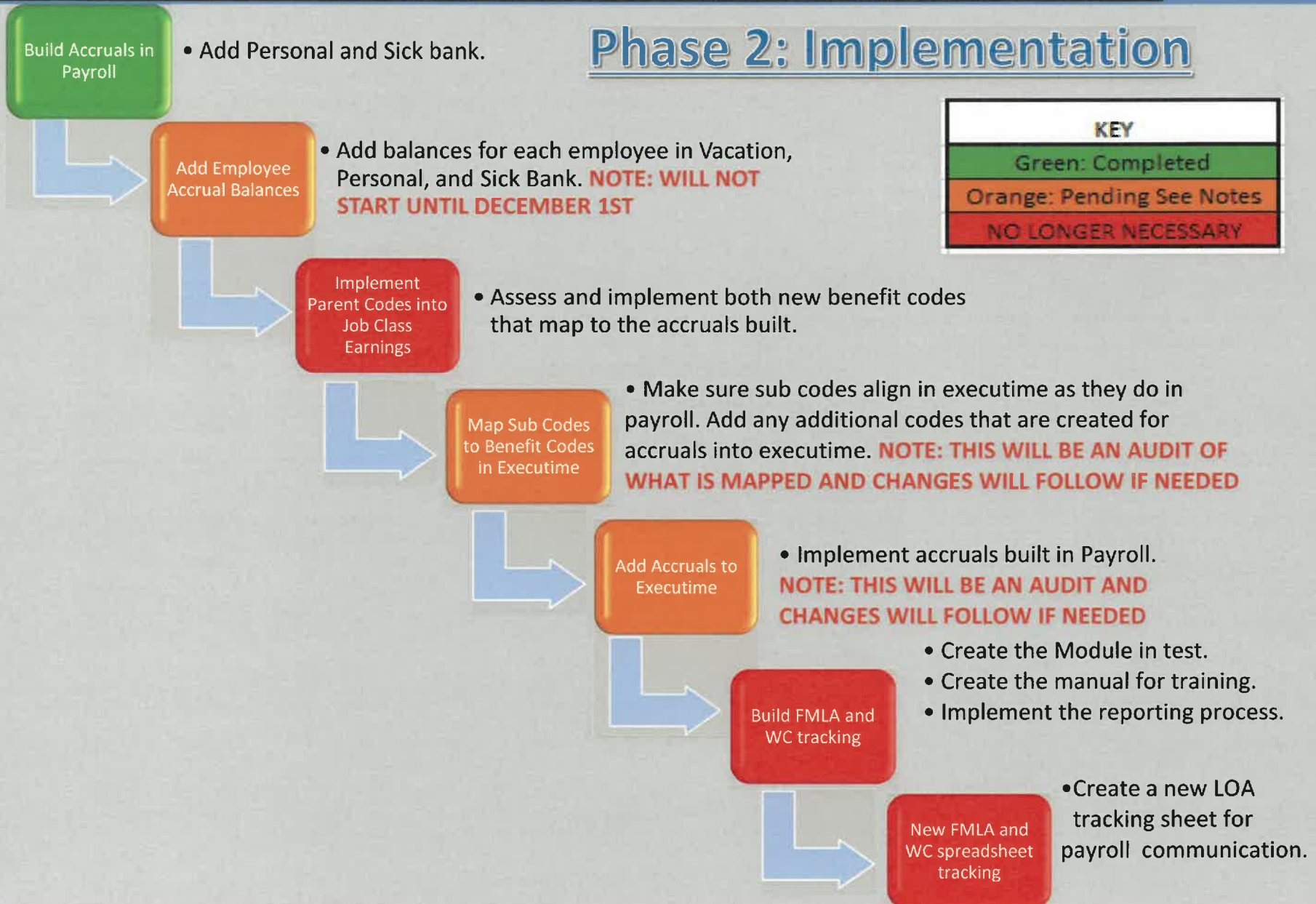


Property - Total Paid Towards Deductible

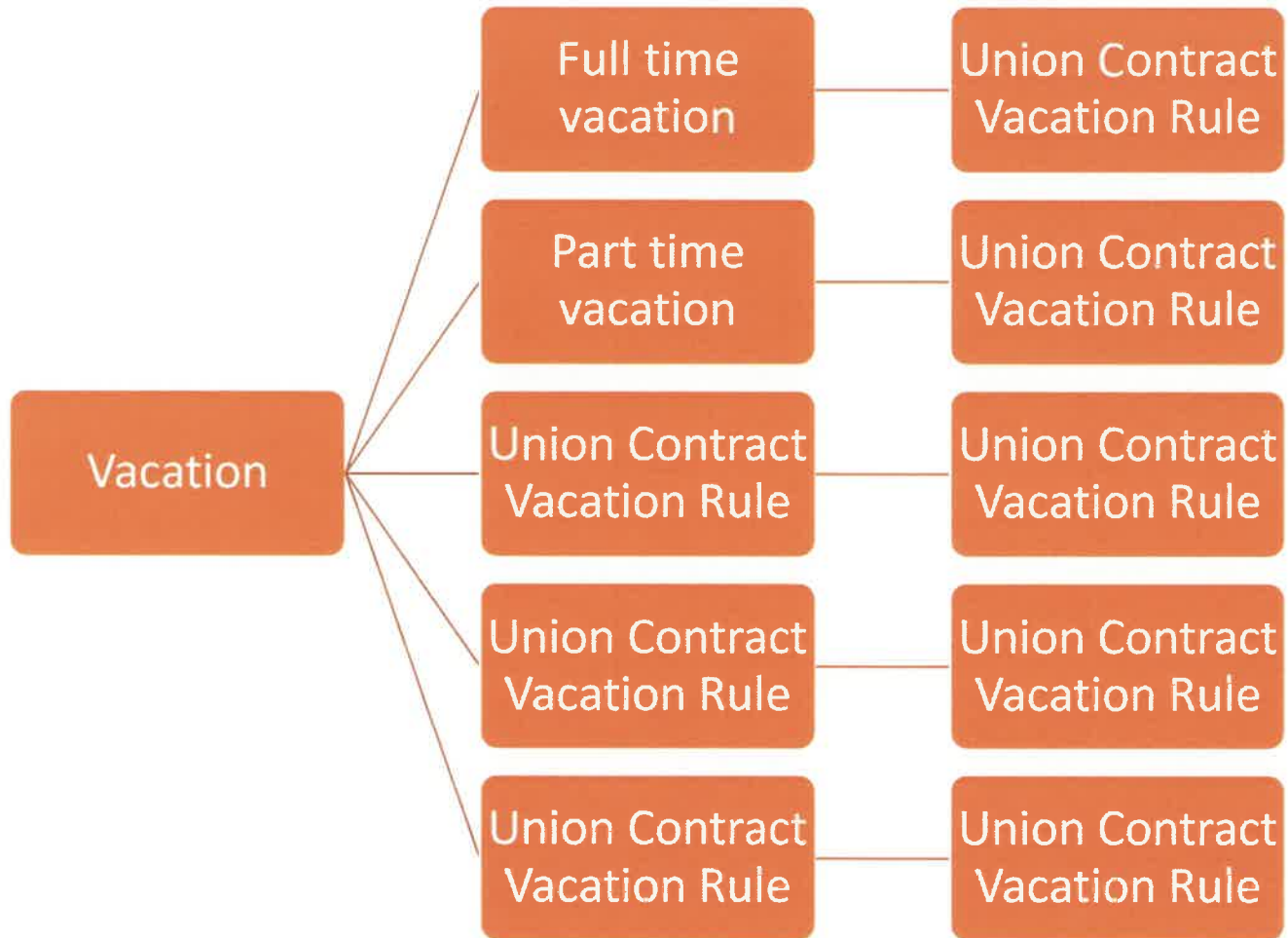


Estimated Completion of Phase 2: 1-2 Months AFTER Completion of Phase 1

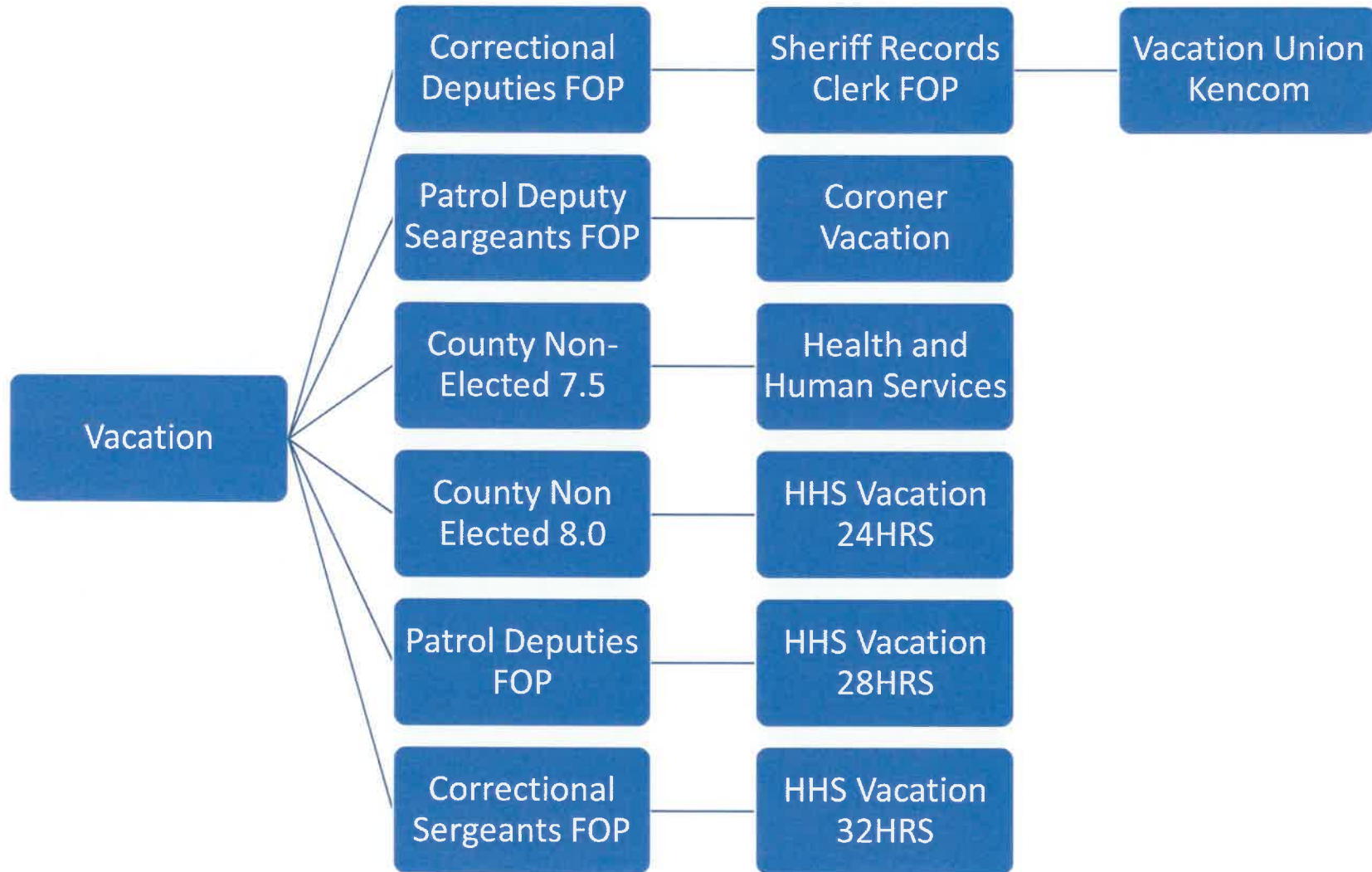
Phase 2: Implementation



STANDARD Accrual Pyramid



Accrual Pyramind - Current





Kendall County Agenda Briefing

Meeting Type: Human Resources and Insurance
Meeting Date: 12/4/2023
Subject: Human Resources Department Part-Time Human Resources Assistant Job Description
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

Approval of Human Resources Department Part-Time Human Resources Assistant Job Description

Board/Committee Review:

N/A

Fiscal impact:

\$26,520 (was included in budget for FY 2023-2024)

Background and Discussion:

The creation of a part-time Human Resources Assistant position for the Human Resources Department was approved as part of the FY 2023-2024 budget. This job description is for that position. This position will provide clerical and administrative support to the Human Resources Department staff.

Staff Recommendation:

Approval of the Human Resources Department Part-Time Human Resources Assistant Job Description.

Attachments:

1. Part-Time Human Resources Assistant Job Description

TITLE: Human Resources Assistant
DEPARTMENT: Human Resources
SUPERVISED BY: Human Resources Director
FULL TIME/PART TIME: Part Time
FLSA STATUS: Non-Exempt
APPROVED/REVISED: In Progress

I. Position Summary:

This part-time position provides administrative assistance in all areas of the Human Resources Department, including but not limited to clerical, secretarial, office management functions, and project-based work that effectively organizes, coordinates, and assists the Human Resources Department in implementing functions, procedures, and responsibilities.

II. Essential Duties and Responsibilities:

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

- A. Serves as the Human Resources Assistant for the Human Resources Department.
- B. Handles confidential matters daily relating to all functions of the Human Resources Department and maintains confidentiality of such information.
- C. Answers and directs telephone calls.
- D. Receives and distributes office mail.
- E. Schedules and organizes appointments.
- F. Performs data entry, filing, and other administrative tasks related to Kendall County's risk management and compliance services such as workers compensation, property insurance, auto insurance, and liability insurance.
- G. Prepares, revises, organizes, and files confidential records, documents, and correspondence regarding or relating to the Human Resources Department.
- H. Assists with employee engagement and retention efforts.
- I. Receives and administers accounts payable and accounts receivable for the Human Resources Department.
- J. Assists with various administrative tasks for the Human Resources & Insurance Committee including, but not limited to the following tasks:
 1. Attends Human Resources & Insurance Committee meetings, as assigned, both during and after regular business hours.
 2. Develops, prepares, and posts agendas and packets for Human Resources & Insurance Committee meetings, as required by the Illinois Open Meetings Act.
 3. Takes and prepares minutes for Human Resources & Insurance committee meetings.
 4. Compiles, distributes, and maintains all other necessary paperwork regarding or relating to the Human Resources & Insurance Committee meetings.
- K. Performs inventory of office supplies within the department and assists the Director with purchasing functions.
- L. Assists with Freedom of Information Act requests for the Human Resources Department.

Kendall County Job Description

- M. Performs record retention and destruction tasks in compliance with the Illinois Local Records Act.
- N. Must be able to work on-site to perform the assigned essential job functions.
- O. Travels to and/or attends meetings, conferences, and trainings/seminars, as assigned, both during and after regular business hours.
- P. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, other government agencies, unions, and other third parties.
- Q. Complies with all applicable laws, regulations, union contracts, and County policies and procedures regarding or relating to assigned job duties.
- R. Maintains regular attendance and punctuality.
- S. 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, marketing materials, and correspondence.
3. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials in both a one-on-one setting and group settings.
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 percent and to draw and interpret bar graphs.
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.

D. Certificates, Licenses, and Registrations:

1. Current and valid driver's license.

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.

Kendall County Job Description

4. The ability to listen, understand information and ideas, and work effectively with Kendall County personnel, department heads, and elected officials.
5. The ability to follow guidance and work independently until project completion.
6. Must be proficient in the use of computers and in Microsoft Outlook, Excel, Word, Teams, and PowerPoint.
7. Prepare and use audio/visual equipment for presentations.
8. Knowledge of office practices, principles of modern record keeping, and maintaining filing systems.
9. May require skill in the use of Dictaphones and transcribing equipment.
10. Requires skills in operating a personal computer, facsimile machine, copier, and other office equipment.

F. Education and Experience:

1. A minimum of a high school diploma or general education degree (GED) is required.
2. A minimum of two (2) years' prior work experience in a Human Resources role or administrative assistant role 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. Occasionally walk to other offices in the Kendall County Office Building and other nearby Kendall County buildings (e.g. Historic Courthouse).
- C. Frequently work with computers and look at computer screen and other electronic devices.
- D. Occasionally lift and/or move up to 40 pounds.
- E. Frequently lift and/or move up to 10 pounds.
- F. Use hands to finger, handle, feel, grip, and type.
- G. Reach, push, and pull with hands and arms.
- H. Talk and hear in person and via use of telephone.
- I. Specific vision abilities include close and distance vision, as well as depth perception and the ability to look at computer screen for long periods of time.
- J. Travel independently to other Kendall County properties 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 employees 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. Employee may be exposed to stressful situations while working with staff, law enforcement, department heads, elected officials, vendors, and the public.

Kendall County Job Description

- D. Employee may be required to provide their own transportation to travel to and from meetings, training, other County buildings, etc.
- E. Employee must be able to consistently work twenty-five (25) hours per work week.
- F. Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours, as assigned.

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 Agenda Briefing

Meeting Type: Human Resources and Insurance
Meeting Date: 12/4/2023
Subject: Revised Kennel Manager/Animal Control Officer Job Description
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

Approval of the revised Kennel Manager/Animal Control Officer Job Description

Board/Committee Review:

N/A

Fiscal impact:

No additional cost beyond budgeted salary for FY2024.

Background and Discussion:

The attached job description revises the existing Kennel Manager/Animal Control Officer Job Description for the Kendall County Animal Control Department. These revisions would make this position a supervisory position. This position would supervise all Kennel Technicians, interns and volunteers at the Animal Control Department, and it would provide management-level support to the Director of Animal Control.

Staff Recommendation:

Approval of the revised Kennel Manager/Animal Control Officer Job Description.

Attachments:

1. Kennel Manager/Animal Control Officer Job Description

Kendall County Job Description

TITLE: Kennel Manager/Animal Control Officer
DEPARTMENT: Animal Control
SUPERVISED BY: Animal Control Director
FULL TIME/PART TIME: Full time
FLSA STATUS: Non-Exempt
UNION STATUS: Non-Union
APPROVED: In Progress

I. Position Summary:

The Kennel Manager/Animal Control Officer reports to the Animal Control Director and serves in place of the Animal Control Director in the Director's absence. This position enforces the Illinois Humane Care for Animals Act and Animal Control Act and rabies control for Kendall County. The Kennel Manager/Animal Control Officer is responsible for assisting the Animal Control Director with the organization, administration, training, and operation of the Kendall County Animal Control Department.

II. Essential Duties and Responsibilities:

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

1. Customarily and regularly performs management duties including, but not limited to the following:
 - A. Assists the Animal Control Director by serving as a direct supervisor for all Kennel Technicians, interns, and volunteers and performs supervisory duties including, but not limited to the following:
 1. Instructs and supervises shelter volunteers.
 2. Interviews Kennel Technicians, interns, and volunteers.
 3. Makes recommendations to the Director regarding discipline, hiring and firing for all Kennel Technicians, interns, and volunteers, which recommendations are given particular weight by the Animal Control Director.
 4. Oversees training of all Kennel Technicians, interns, and volunteers.
 5. Assists the Animal Control Director with conducting regular performance evaluations for all Kennel Technicians, interns, and volunteers.
 6. Plans, assigns, and directs work of Kennel Technicians, interns, and volunteers.
 7. Appraises employees' productivity and efficiency for the purpose of recommending promotions or other changes in status, which recommendations are given particular weight by the Director.
 8. Ensures the Kendall County Animal Control Department staff, interns, and volunteers adhere to and follow all applicable policies, and procedures.
 - B. Makes recommendations to the Animal Control Director regarding policy and procedures, which recommendations are given particular weight by the Animal Control Director.
 - C. Carries out all other supervisory responsibilities in accordance with all applicable laws, regulations, policies and procedures.

Kendall County Job Description

2. Primary duties include the performance of office or non-manual work directly related to the management and general operations of Kendall County Animal Control, which duties include, but are not limited to:
 - A. Oversees and tracks intake of animals that arrive at the Shelter and their eventual disposition.
 - B. Performs customer service activities such as responding to customers' complaints and questions.
 - C. Assists the public in adopting and/or reclaiming lost animals.
 - D. Coordinates placement of animals with rescue groups.
 - E. Inventories and maintains vaccine stock.
 - F. Investigates animal welfare complaints in unincorporated Kendall County, which includes duties such as interviewing witnesses, collecting evidence, and writing reports.
 - G. Issues warnings or citations in connection with animal-related offenses, and if applicable contact police to report violations.
 - H. Assists police departments and other law enforcement agencies with animal control matters, as needed.
 - I. Tracks and investigates all reported animal bites in Kendall County.
 - J. Engages in other activities, as assigned, that are needed to enhance the health and well-being of the animals at the shelter with the primary goal of placing animals with appropriate owners.
 - K. Fulfills the duties of Animal Control Warden as set forth in the Illinois Animal Control Act (510 ILCS 5/1 *et seq.*)
 - L. Assists the Director with establishing and implementing current and long range goals, plans, policies and procedures for the Animal Control Department.
 - M. Assists the Director with preparation of reports and other administrative paperwork.
3. Answers telephones.
4. Ensures kennel cages and runs are kept clean and in good repair.
5. Monitors and stocks kennel food supply.
6. Monitors the behavior of kennel animals.
7. Vaccinates dogs and cats, as required.
8. Seizes, impounds, and transports animals.
9. Must be able to operate Kendall County vehicles and to drive to offsite locations to perform assigned job duties.
10. Must be available after hours and on weekends, as needed, to respond to emergency calls received by Animal Control.
11. Prepares routine correspondence and other Animal Control documents.
12. Complies with all applicable state and federal laws and regulations.
13. Complies with all applicable State and County policies and procedures.
14. Maintains regular attendance and punctuality.
15. Performs other duties and responsibilities, 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.

1. **Language Skills:**

- Ability to research, read, and interpret documents and simple instructions.
- Ability to prepare documents, reports, minutes, agendas, and correspondence.

Kendall County Job Description

- Ability to speak effectively with the public, employees, volunteers, outside entities, law enforcement personnel, vendors, and the County's elected officials and department heads in both one-on-one and group settings.
 - Ability to communicate effectively in writing and over the telephone.
 - Ability to listen and understand information and ideas.
 - Excellent people skills and detail-oriented.
 - Requires a proficient understanding of the English language, spelling, and grammar.
- 2. Mathematical Skills:**
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
 - Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
 - Ability to read and understand basic workplace data, such as simple forms, tables, graphs, schedules, etc.
- 3. Reasoning Ability:**
- Ability to deal with problems involving several concrete variables in standardized situations.
 - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- 4. Certificates, Licenses, and Registrations:**
- Valid and Current Illinois Driver's License
 - Any and all other certificates and registrations as required for the specific duties performed.
- 5. Other Skills, Knowledge and Abilities:**
- Ability to excel under pressure and in stressful situations.
 - Ability to maintain best practices for animal handling skills, responding to animal behavior, and animal care.
 - Ability to carry out duties with minimal supervision.
 - Ability to maintain confidentiality.
 - Displays a positive, cooperative, and team orientated attitude, committed to working in a safe and quality environment.
 - Must be a team player committed to working in a quality environment.
 - Must possess excellent prioritization skills and the ability to meet deadlines.
 - Proficient knowledge of MS Word, Excel, Outlook, PowerPoint, and Chameleon software products.
 - Knowledge of office practices, principles of modern record keeping, and maintaining filing systems.
 - Skills in operating a personal computer, facsimile machine, and telephone.
- 6. Education and Experience:**
- Minimum of a High School diploma or equivalent.
 - Valid and current Illinois Driver's License.
 - Minimum 1 year animal handling experience.
 - Minimum 1 year animal control or law enforcement experience.
 - Experience with Chameleon Software Products, preferred.

Kendall County Job Description

IV. Physical Demands:

While performing the duties of this job, the employee is frequently required to:

- Frequently sit for long periods of time at a desk;
- Occasionally lift and/or move up to 120 pounds, with or without assistance, including live animals;
- Lift and/or move up to 50 pounds, including live animals;
- Occasionally handle large, active, aggressive, and/or vicious animals;
- Reach, push and pull with one and/or both hands and arms;
- Stoop, kneel, crouch, crawl, walk, run;
- Bend over at the waist and reach with one and/or both hands and arms;
- Talk and hear in person and via use of telephone;
- Operate County vehicles and safety equipment;
- Specific vision abilities include close and distance vision, depth perception; and
- Travel independently to other locations 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 job. While performing the duties of this job, the employee is regularly exposed to following working conditions:

- Inside and outside environmental conditions, subject to all weather elements, including extreme weather conditions;
- All lighting conditions, including but not limited to, daylight and night/low light, with and without artificial light available, indoors and outdoors;
- Exposed to potentially volatile situations which can present risk of violence or injury;
- The noise level in the work environment varies from moderate to noisy inside;
- May be exposed to stressful and difficult situations while working with users, law enforcement, County staff, elected officials, vendors, and the general public;
- Continuously exposed to animals of all varieties, animal noises, hair/dander, and smells, including industrial cleaning products; and
- Must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

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

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee



Kendall County Agenda Briefing

Meeting Type: Human Resources and Insurance
Meeting Date: 12/4/2023
Subject: Resolution Appointing Kendall County’s Open Meetings Act Designated Officer
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

Approval of Resolution

Board/Committee Review:

N/A

Fiscal impact:

none

Background and Discussion:

The Illinois Open Meetings Act (“OMA”) requires every public body appoint an Open Meetings Act Designated Officer. The County Board previously approved a resolution appointing Scott Koeppel to serve as the OMA Designated Officer. The attached resolution appoints the position of County Administrator to serve as the County’s Open Meetings Act Designated Officer.

Staff Recommendation:

Approval of the resolution.

Attachments:

1. Resolution Appointing Kendall County’s Open Meetings Act Designated Officer

COUNTY OF KENDALL, ILLINOIS

Resolution 23-____

RESOLUTION APPOINTING KENDALL COUNTY OPEN MEETINGS ACT DESIGNATED OFFICER

WHEREAS, Kendall County, Illinois convenes regular and special meetings of the Kendall County Board with notice to the public as required under Illinois law and in compliance with the Illinois Open Meetings Act (“OMA”), as amended from time to time; and

WHEREAS, Section 1.05(a) of the OMA provides that “[e]very public body shall designate employees, officers, or members to receive training on compliance with this Act;” and

WHEREAS, Section 1.05(a) of the OMA also provides, “Each public body shall submit a list of designated employees, officers, or members to the Public Access Counselor;” and

WHEREAS, the Kendall County Board adopts this resolution to designate employees, officers, and/or members to receive the required OMA training in compliance with Section 1.05(a) of the OMA; and

NOW, THEREFORE, BE IT RESOLVED, for purposes of complying with 5 ILCS 120/1.05(a), the Kendall County Board designates the Kendall County Administrator as its Designated Officer; and

BE IT FURTHER RESOLVED, the Kendall County Clerk shall submit a certified copy of this Resolution to the Public Access Counselor at the Illinois Attorney General’s Office to demonstrate compliance with the requirements of Section 1.05(a) of the OMA; and

BE IT FURTHER RESOLVED, the Kendall County Administrator shall complete the required OMA training within thirty (30) calendar days after adoption of this Resolution and shall promptly thereafter provide a printed hard copy of the certificate of completion for such training to the Kendall County Clerk.

Approved this 19th day of December, 2023.

Attest:

Matthew Kellogg, County Board Chairman

Debbie Gillette, County Clerk and Recorder





Kendall County Agenda Briefing

Meeting Type: Human Resources and Insurance
Meeting Date: 12/4/2023
Subject: Revised Section 8.1 (Personal and Banked Sick Leave Policy) in the Kendall County Employee Handbook
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

Approval of revised Section 8.1 (Personal and Banked Sick Leave Policy)

Board/Committee Review:

N/A

Fiscal impact:

none

Background and Discussion:

The Paid Leave for All Workers Act (“PLAWA”) is scheduled to go into effect on January 1, 2024. PLAWA requires employers to provide 40 hours of paid leave to full-time employees on an annual basis and a pro-rata amount to part-time, seasonal, and temporary employees. Employees must be allowed to use the leave for any reason. The Illinois Department of Labor (“IDOL”) has recently issued FAQs on PLAWA. The IDOL has also filed a proposed rule. The IDOL FAQs and proposed rule both indicate that if an employer has a “qualifying pre-existing paid leave policy” that is in effect before January 1, 2024, and this pre-existing policy provides 40 hours of paid leave to all of its full-time employees (and a pro rata amount for part-time, seasonal, and temporary employees) and the leave can be taken for any reason of the employee’s choosing, then the policy does not need to be changed after January 1st. The proposed revisions to the County’s existing Personal and Banked Sick Leave Policy would satisfy the IDOL’s definition of a “qualifying pre-existing paid leave policy” so that no additional changes would be needed after January 1st when PLAWA takes effect.

Staff Recommendation:

Approval of revised Section 8.1 - Personal and Banked Sick Leave Policy

Attachments:

1. Section 8.1 – Personal and Banked Sick Leave Policy

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> TBD	

Section 8.1 PERSONAL AND BANKED SICK LEAVE

Pursuant to the terms of this policy, the Employer provides paid personal leave and banked sick leave to eligible employees (as defined below).¹

A. DEFINITIONS

1. Eligible Employees

For purposes of this policy, “eligible employees” includes all full-time, part-time and seasonal employees. Personal leave and banked sick leave is not available to unpaid interns and volunteers. If an employee has any questions regarding your eligibility for personal leave and/or banked sick leave, they should contact their Designated HR Representative.

2. Workday

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 eligible employee regularly works a seven and one-half (7 ½) hour workday, the eligible employee’s “workday” for purposes of this policy will be 7.5 hours of personal leave.

B. PERSONAL LEAVE

1. Accrual of Personal Leave

On December 1st of each year of employment, eligible full-time employees will receive the equivalent of twelve (12) workdays of paid personal leave per fiscal year.

Part-time, temporary, and seasonal eligible employees will receive a pro rata amount of personal leave on December 1st of each year, which shall be based on the number of hours they typically work in a workweek.

¹ For purposes of the Illinois Paid Leave for All Workers Act (820 ILCS 192/1 et seq.), this policy is considered a “qualified pre-existing paid leave policy” adopted prior to January 1, 2024.

An eligible employee who is on FMLA leave or some other form of approved leave on December 1st will still be eligible to receive their paid personal leave days for the fiscal year on December 1st.

If an employee becomes an “eligible employee” after December 1st, the eligible employee shall receive a pro rata amount of personal leave based upon the date they became an eligible employee. For example, if a full-time employee begins employment on June 21, the eligible employee would receive five (5) workdays of paid personal leave for the remainder of the fiscal year.

2. Use of Personal Leave

Personal leave may be used for any purpose, subject to the provisions in this policy. An employee is not required to provide the Employer with a reason for taking personal leave. The Employer will not require the employee to provide documentation or certification of the reason that personal leave was taken. An employee is not required to search for or find a replacement worker to cover the hours during which the employee will take personal leave.

Eligible employees may take personal leave in increments as small as thirty (30) minutes. Eligible employees shall be paid their regular hourly rate of pay for personal leave.

3. Trading Personal Leave

Non-probationary eligible employees have the option of trading up to a maximum of twelve (12) workdays of their current, unused personal leave 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. Non-probationary eligible employees wishing to trade their unused personal leave days must request this in writing from their Executive. The Executive will certify the number of personal leave days the non-probationary eligible employee is entitled to trade and submit this information in writing to the Kendall County Treasurer’s Office.

If the eligible 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.

C. BANKED SICK LEAVE

1. Carryover of Accrued, Unused Personal Leave

Accrued personal leave that is not used or traded 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).

2. Use of Banked Sick Leave

Banked sick leave may only be used after all personal leave 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 eligible employee is sufficiently ill so that good judgment would determine it best not to report to work;
- The eligible employee cannot report to work due to an illness or injury not arising out of or in the course of their employment;
- The eligible employee is absent due to an illness, injury, or medical appointment of the eligible employee or their spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent for reasonable periods of time as the eligible employee's attendance may be necessary; and/or
- The eligible employee is absent due to an FMLA qualifying reason, and the eligible employee is concurrently using FMLA leave for the absence.

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

Eligible employees may take banked sick leave in increments as small as thirty (30) minutes. Eligible employees shall be paid their regular hourly rate of pay for banked sick leave.

D. NOTIFICATION AND APPROVAL TO USE ACCRUED PERSONAL LEAVE AND BANKED SICK LEAVE

All requests to use personal leave and/or banked sick leave should be submitted in writing to the eligible employee's Executive or Executive's designee (collectively referred to as "Executive") for approval or denial. If the request is approved, the eligible employee should then forward the request and approval to the Designated HR Representative for recordkeeping purposes.

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

If the eligible employee is requesting to use accrued personal leave and/or banked sick leave 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 eligible employee should submit their request for time off in writing to their Executive as soon as possible **but no later than twenty four (24) hours prior to the start of their**

work shift, unless such notice is not practical and/or such notice requirement has been waived by their Executive.

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

Use of personal leave and/or banked sick leave is subject to approval by the eligible employee's Executive. The Executive may deny an eligible employee's request to use personal leave and/or banked sick leave if granting such leave would significantly impact business operations. The following is an illustrative (not exhaustive) list of reasons why requests to use personal leave and/or banked sick leave may be denied:

- (1) Staffing would fall below minimum levels necessary to provide effective public service;
- (2) Emergency circumstances exist requiring employee attendance; and/or
- (3) Employee absence would hamper the Employer's ability to meet critical workflow obligations or deadlines.

Disapproved personal leave and/or banked sick leave requests will be promptly returned to the eligible employee with an explanation for the denial of the time off request.

The eligible employee must promptly report their absences charged to accrued personal leave and/or banked sick leave in writing to their Executive and the Designated HR Representative for recordkeeping purposes.

E. SEPARATION OF EMPLOYMENT

Upon separation of employment, the eligible employee is not entitled to any additional compensation for any unused personal leave 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.



Kendall County Agenda Briefing

Meeting Type: Human Resources and Insurance
Meeting Date: 12/4/2023
Subject: New Section 5.14 (Confined Spaces Policy) in the Kendall County Employee Handbook
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

Approval of new Section 5.14 Confined Spaces Policy

Board/Committee Review:

N/A

Fiscal impact:

none

Background and Discussion:

Pursuant to OSHA requirements, Kendall County must adopt a policy stating whether entry into confined spaces is permitted. If an employee is required to enter a confined space, OSHA requires the employer to adopt detailed confined spaces entry procedures and protocols. In reviewing possible confined spaces entry procedures with the Facilities Management Director, it was determined the safest course of action would be to prevent confined space entry by County employees and to retain trained professional contractors to perform such tasks. This policy documents this for County staff.

Staff Recommendation:

Approval of Section 5.14 Confined Spaces Policy.

Attachments:

1. Section 5.14 Confined Spaces Policy

Section 5.14	Confined Spaces Policy
<u>Effective Date:</u> TBD	<u>Source Doc/Dep.:</u> None/HR
<u>Last Amended Date:</u>	

A. Policy Statement:

This Confined Spaces Policy is established to ensure the safety of all Kendall County by minimizing the risks associated with confined space entry. The primary objective is to prevent unauthorized entry into confined spaces and, when necessary, to ensure that such entries are conducted under controlled and supervised conditions.

B. Scope:

This policy applies to all employees working for the Employer who may encounter confined spaces as part of their job responsibilities.

C. Definitions:

1. Confined Space: A space that is large enough and so configured that an employee can bodily enter and perform assigned work, and it has limited or restricted means for entry or exit.
2. Confined Space Entry: Any activity that requires an employee to enter a confined space.

D. Prohibition of Unauthorized Entry:

Employees are strictly prohibited from entering confined spaces during their employment. If an employee believes entry into a confined space is necessary for job-related tasks, the employee must immediately report it to their immediate supervisor. The employee shall not enter the confined space under any circumstances.

E. Confined Spaces Entry Procedure:

Supervisors are responsible for identifying and labeling confined spaces within the workplace. Supervisors will determine when confined space entry is necessary. If confined space entry is necessary, the supervisor shall report it to the Executive who will then secure a trained third-party contractor to enter the confined space. The contractor shall follow its established confined spaces entry procedure in compliance with all OSHA requirements.



COUNTY OF KENDALL, ILLINOIS

**Kendall County
Human Resources Department**

**KENDALL COUNTY OFFICE BUILDING
111 WEST FOX STREET, SUITE 302
YORKVILLE, ILLINOIS 60560**

INTEROFFICE MEMORANDUM

TO: Human Resources and Insurance Committee
FROM: Tricia Springman, Human Resources Generalist
DATE: November 27, 2023
RE: Employee Service Awards 2024

In preparation for committee discussion about employee service awards for 2024, we calculated the number of employees who have achieved a service milestone as of January 1, 2024 and estimated the following costs for their service awards this year:

TABLE 1

Service years	Tier amount	Total employees per tier	Total Estimated Cost per tier
25 years	\$125	3	\$375.00
20 years	\$100	0	\$0.00
15 years	\$75	14	\$1,050.00
10 years	\$50	6	\$300.00
5 years	Kendall County Water bottle	16	\$0.00
		39	\$1,725.00

TABLE 2

Department	Total of employees eligible for service awards
Administration	1
Animal Control	1
Assessments	1
Circuit Clerk	2
Coroner	1
County Clerk & Recorder	2
Court Services	3
GIS	1
Health Department	4
Highway	1
Judicial	1
Planning, Building & Zoning	1
Sheriff	15
Technology	1
Treasurer	2
Veterans Assistance Committee	2
	39



Kendall County Agenda Briefing

Meeting Type: Human Resources and Insurance
Meeting Date: 12/4/2023
Subject: NEW Section 3.9 Employee of the Year Award Program
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

Approval of the NEW Section 3.9 Employee of the Year Award Program Policy to be included in the Kendall County Employee Handbook

Board/Committee Review:

10/2/23 (initial review by HR & Insurance Committee), 10/17/23 (revisited by HR & Insurance Committee), and 11/16/23 (reviewed by Committee of the Whole and sent back to HR & Insurance Committee)

Fiscal impact:

None

Background and Discussion:

The attached is a proposed policy addition to the Kendall County Employee Handbook. This policy would create an Employee of the Year Award Program. Revisions requested by HR & Insurance Committee and the Committee of the Whole have been incorporated into this draft for the Committee's review.

Staff Recommendation:

Approval of Section 3.9 Employee of the Year Award Program.

Attachments:

1. Section 3.9 Employee of the Year Award Program

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 3.9 EMPLOYEE OF THE YEAR AWARD PROGRAM

Overview:

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

Eligibility Requirements:

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 the Employer;
- Must have completed at least one (1) year of continuous service with the Employer;
- Must have been nominated by an individual employed by the Employer; and
- Was not previously selected as Employee of the Year within the last five (5) years.

Qualities for the Employee of the Year Award:

When selecting the Employee of the Year, nominees will be evaluated by considering the following suggested qualities:

- ***Collaboration and Teamwork:*** The employee collaborates and work as part of a team with their own department/office, other Kendall County departments/elected offices, and/or other units of local government to accomplish a shared objective.
- ***Innovation and Creativity:*** The employee developed an original idea or suggestion that had a positive effect on Kendall County and/or its residents. An example of innovation could be an employee significantly improved a work process or system, or the employee has significantly increased the efficiency of a service provided by Kendall County.
- ***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.
- ***Service:*** Provides courteous, helpful service that exceeds what a person would reasonably define as normal or expected.
- ***Other qualities/contributions:*** The above list includes suggested qualities. Other qualities that have positively contributed to Kendall County and/or its residents may also be considered and should be included on the Nomination Form.

Nominations:

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 employed by the Employer.

Nominations will not be considered for Employee of the Year recognition if the nomination is submitted anonymously.

B. When is the Nomination Form Due?

A completed nomination form must be emailed to HRDepartment@kendallcountyil.gov by 4:30 p.m. on October 31st of each calendar year.

Selection Process:

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 4:30 p.m. on October 31st will be provided to the Kendall County Community Outreach Employee Committee for initial review in early November. 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:

- The Chairperson of the Kendall County Board's Human Resources & Insurance Committee or their designee from the Human Resources & Insurance Committee;
- One (1) elected official or department head selected by the Chairperson of the Kendall County Board;
- One non-management level employee selected by the Chairperson of the Kendall County Board, and
- Prior recipients of the Employee of the Year Award.

The Human Resources Director or their designee will serve as the record keeper for the selection process.

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

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: