



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

1. Call to Order
2. Roll Call: Ruben Rodriguez (Chairman), Jason Peterson (Vice Chairman), Elizabeth Flowers, Zach Bachmann, and Matt Kellogg
3. ***MOTION (VV)** Approval of Agenda (Page 1)
4. ***MOTION (VV)** Approval of Minutes – None
5. Committee Reports and Updates
 - A. Monthly Benefits Report (Pages 2-5)
 - B. Monthly Human Resources Department Report (Pages 6-13)
 - C. Executime & Tyler Munis Update (Pages 14-15)
6. New Committee Business
 - A. *** MOTION (VV) (Forward to CB 11/21/2023 Meeting):** Resolution Regarding Procedures to Add, Remove, and/or Transfer Vehicles and Other Titled Equipment for Insurance Purposes (Pages 16-19)
 - B. *** MOTION (VV) (Forward to CB 11/21/2023 Meeting):** Revised Section 1.4 Worker Classifications Policy (Pages 20-22)
 - C. *** MOTION (VV) (Forward to CB 11/21/2023 Meeting):** Revised Section 3.5 Change of Personal Data Policy (Pages 23-25)
 - D. *** MOTION (VV) (Forward to CB 11/21/2023 Meeting):** NEW Section 4.13 Personnel Action Notice Procedures (Pages 26-28)
 - E. *** MOTION (VV) (Forward to CB 11/21/2023 Meeting):** Revised Section 5.9 Equipment/Supplies Policy (Pages 29-30)
 - F. *** MOTION (VV) (Forward to CB 11/21/2023 Meeting):** Revised Section 7.6 Flextime Policy (Pages 31-33)
 - G. *** MOTION (VV) (Forward to CB 11/21/2023 Meeting):** Revised Section 7.7 Insurance Benefits Policy (Pages 34-36)
 - H. *** MOTION (VV) (Forward to CB 11/21/2023 Meeting):** Revised Section 9.1 Computer, Internet, and Network Usage Policy (Pages 37-47)
 - I. *** MOTION (VV) (Forward to CB 11/21/2023 Meeting):** NEW Section 5.13 Personal Protective Equipment Policy (Pages 48-51)
 - J. *** MOTION (VV) (Forward to CB 11/21/2023 Meeting):** NEW Section 8.11 Administrative Leave Policy (Pages 52-54)
 - K. *** MOTION (VV) (Forward to CB 11/21/2023 Meeting):** NEW Section 8.12 Discretionary Unpaid Leave of Absence Policy (Pages 55-58)
 - L. *** MOTION (VV) (Forward to CB 11/21/2023 Meeting):** Revised Annual Performance Evaluation Form (Pages 59-70)
7. Old Committee Business
 - A. ***DISCUSSION:** Illinois Paid Leave Act & Policy Amendments
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

			EMPLOYEES <u>Total Enrolled</u>		Annual ER Plan Cost
	Non- Union	Union	<u>Oct-23</u>	<u>Nov-23</u>	
HMO EE	15	12	23	27	\$7,745.65
HMO FAM	7	16	19	23	\$14,630.77
H.S.A. \$1500 EE	71	44	113	115	\$11,827.61 *
H.S.A. \$1500 FAM	45	51	96	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	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	134	277	287	
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	1833.80
Vision	Single	18	1,119.02
Medical	Family	2	25,460.39
Medical	Single	14	97,250.50
Dental	Family	38	14,922.49
Dental	Single	20	24,226.69
TOTAL			164,812.89

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

95.30% 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		\$5,304,204	5,438,252	97.54%
BCBS Dental Premium	28221	-218	28489	27428	28208	27358	26922	27246	-4026	26989	28720		\$245,337	381,879	64.24%
BCBS Life Premium	595	612	591	610	615	606	604	619	593	640	630		\$6,716	9677	69.40%
Health Savings Account	375	540750	7230	895	5250	4000	3875	4000	2250	2375	500		\$571,500	597,500	95.65%
FSA Admin Fee	95	95	112	116	109	102	98	95	95	95	98		\$1,106	3,500	31.60%
TOTALS	\$496,399	\$1,437,320	\$461,033	\$467,675	\$487,303	\$463,941	\$462,764	\$468,681	\$432,882	\$464,230	\$486,633	\$0	\$6,128,863	6,430,808	95.30%

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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2024 WITH WELLNESS

							Increase from 2023 Per Paycheck
BCBS BA HMO	Monthly Total Cost	Employee Cost Per Pay Period	EE Cost Per Year (x 26 pay periods)	Total Plan Cost Per Year 12 pay months)	(x ER Total Cost Year (x 12 pay months)	ER Monthly Cost	BCBS BA HMO
Single	\$792.85	36.59	\$951.42	\$9,514.20	\$8,562.78	\$713.57	\$3.49
Family(EE+SP)	\$1,464.24	173.23	\$4,504.05	\$17,570.88	\$13,066.83	\$1,088.90	-\$91.58
Family(EE+CH)	\$1,404.79	159.51	\$4,147.35	\$16,857.48	\$12,710.13	\$1,059.18	-\$105.30
Family(EE+SP+CH)	\$2,173.77	336.97	\$8,761.23	\$26,085.24	\$17,324.01	\$1,443.67	\$72.16
BCBS H.S.A. \$1600	Total Cost	Employee Cost Per Pay Period	EE Cost Per Year (x 26 pay periods)	Total Plan Cost Per Year 12 pay months)	(x ER Total Cost Year (x 12 pay months)	ER Monthly Cost	BCBS H.S.A. \$1600
Single	\$1,086.09	50.13	\$1,303.31	\$13,033.08	\$11,729.77	\$977.48	\$6.00
Family(EE+SP)	\$2,005.80	237.30	\$6,169.91	\$24,069.60	\$17,899.69	\$1,491.64	-\$115.78
Family(EE+CH)	\$1,924.36	218.51	\$5,681.27	\$23,092.32	\$17,411.05	\$1,450.92	-\$134.57
Family(EE+SP+CH)	\$2,977.77	461.61	\$12,001.73	\$35,733.24	\$23,731.51	\$1,977.63	\$108.53
BCBS H.S.A. \$3200	Total Cost	Employee Cost Per Pay Period	EE Cost Per Year (x 26 pay periods)	Total Plan Cost Per Year 12 pay months)	(x ER Total Cost Year (x 12 pay months)	ER Monthly Cost	BCBS H.S.A. \$3200
Single	\$977.49	45.11	\$1,172.99	\$11,729.88	\$10,556.89	\$879.74	\$4.95
Family(EE+SP)	\$1,805.23	213.57	\$5,552.93	\$21,662.76	\$16,109.83	\$1,342.49	-\$107.73
Family(EE+CH)	\$1,731.93	196.66	\$5,113.13	\$20,783.16	\$15,670.03	\$1,305.84	-\$124.64
Family(EE+SP+CH)	\$2,679.99	415.44	\$10,801.49	\$32,159.88	\$21,358.39	\$1,779.87	\$94.14
NEW BCBS Options \$1600 H.S.A.	Total Cost	Employee Cost Per Pay Period	EE Cost Per Year (x 26 pay periods)	Total Plan Cost Per Year 12 pay months)	(x ER Total Cost Year (x 12 pay months)	ER Monthly Cost	NEW BCBS Options \$1600 H.S.A.
Single	\$999.20	46.12	\$1,199.04	\$11,990.40	\$10,791.36	\$899.28	\$4.19
Family(EE+SP)	\$1,845.34	218.32	\$5,676.36	\$22,144.08	\$16,467.72	\$1,372.31	-\$117.10
Family(EE+CH)	\$1,770.42	201.03	\$5,226.84	\$21,245.04	\$16,018.20	\$1,334.85	-\$134.39
Family(EE+SP+CH)	\$2,739.55	424.68	\$11,041.62	\$32,874.60	\$21,832.98	\$1,819.42	\$89.26
NEW BCBS Options \$3200 H.S.A.	Total Cost	Employee Cost Per Pay Period	EE Cost Per Year (x 26 pay periods)	Total Plan Cost Per Year 12 pay months)	(x ER Total Cost Year (x 12 pay months)	ER Monthly Cost	NEW BCBS Options \$3200 H.S.A.
Single	\$879.74	40.60	\$1,055.69	\$10,556.88	\$9,501.19	\$791.77	\$2.64
Family(EE+SP)	\$1,624.70	192.22	\$4,997.60	\$19,496.40	\$14,498.80	\$1,208.23	-\$111.43
Family(EE+CH)	\$1,558.74	176.99	\$4,601.84	\$18,704.88	\$14,103.04	\$1,175.25	-\$126.66
Family(EE+SP+CH)	\$2,412.00	373.90	\$9,721.40	\$28,944.00	\$19,222.60	\$1,601.88	\$70.25
BCBS Dental Rates	Total Cost	Employee Cost Per Pay Period	EE Cost Per Year (x 26 pay periods)	Total Plan Cost Per Year 12 pay months)	(x ER Total Cost Year (x 12 pay months)	ER Monthly Cost	
Single	\$39.47	\$0.00	\$0.00	\$473.64	\$473.64	\$39.47	
Family	\$116.63	\$17.81	\$462.96	\$1,399.56	\$936.60	\$78.05	
VISION	Monthly	Bi-Weekly					
EE	\$6.26	\$3.13					
ES	\$11.90	\$5.95					
ECH	\$12.54	\$6.27					
FAM	\$18.42	\$9.21					

2024 WITHOUT WELLNESS

BCBS BA HMO	Monthly Total Cost	Employee Cost Per Pay Period	EE Cost Per Year (x 26 pay periods)	Total Plan Cost Per Year (x 12 pay months)	ER Total Cost Year (x 12 pay months)	ER Monthly Cost
Single	\$792.85	73.19	\$1,902.84	\$9,514.20	\$7,611.36	\$634.28
Family(EE+SP)	\$1,464.24	191.53	\$4,979.76	\$17,570.88	\$12,591.12	\$1,049.26
Family(EE+CH)	\$1,404.79	177.81	\$4,623.06	\$16,857.48	\$12,234.42	\$1,019.54
Family(EE+SP+CH)	\$2,173.77	355.27	\$9,236.94	\$26,085.24	\$16,848.30	\$1,404.03

BCBS H.S.A. \$1600	Total Cost	Employee Cost Per Pay Period	EE Cost Per Year (x 26 pay periods)	Total Plan Cost Per Year (x 12 pay months)	ER Total Cost Year (x 12 pay months)	ER Monthly Cost
Single	\$1,086.09	105.27	\$2,736.95	\$13,033.08	\$10,296.13	\$858.01
Family(EE+SP)	\$2,005.80	262.37	\$6,821.57	\$24,069.60	\$17,248.03	\$1,437.34
Family(EE+CH)	\$1,924.36	243.57	\$6,332.93	\$23,092.32	\$16,759.39	\$1,396.62
Family(EE+SP+CH)	\$2,977.77	486.67	\$12,653.39	\$35,733.24	\$23,079.85	\$1,923.32

BCBS H.S.A. \$3200	Total Cost	Employee Cost Per Pay Period	EE Cost Per Year (x 26 pay periods)	Total Plan Cost Per Year (x 12 pay months)	ER Total Cost Year (x 12 pay months)	ER Monthly Cost
Single	\$977.49	90.23	\$2,345.98	\$11,729.88	\$9,383.90	\$781.99
Family(EE+SP)	\$1,805.23	236.13	\$6,139.43	\$21,662.76	\$15,523.33	\$1,293.61
Family(EE+CH)	\$1,731.93	219.22	\$5,699.63	\$20,783.16	\$15,083.53	\$1,256.96
Family(EE+SP+CH)	\$2,679.99	438.00	\$11,387.99	\$32,159.88	\$20,771.89	\$1,730.99

NEW BCBS Options \$1600 H.S.A.	Total Cost	Employee Cost Per Pay Period	EE Cost Per Year (x 26 pay periods)	Total Plan Cost Per Year (x 12 pay months)	ER Total Cost Year (x 12 pay months)	ER Monthly Cost
Single	\$999.20	92.23	\$2,398.08	\$11,990.40	\$9,592.32	\$799.36
Family(EE+SP)	\$1,845.34	241.38	\$6,275.88	\$22,144.08	\$15,868.20	\$1,322.35
Family(EE+CH)	\$1,770.42	224.09	\$5,826.36	\$21,245.04	\$15,418.68	\$1,284.89
Family(EE+SP+CH)	\$2,739.55	447.74	\$11,641.14	\$32,874.60	\$21,233.46	\$1,769.46

NEW BCBS Options \$3200 H.S.A.	Total Cost	Employee Cost Per Pay Period	EE Cost Per Year (x 26 pay periods)	Total Plan Cost Per Year (x 12 pay months)	ER Total Cost Year (x 12 pay months)	ER Monthly Cost
Single	\$879.74	81.21	\$2,111.38	\$10,556.88	\$8,445.50	\$703.79
Family(EE+SP)	\$1,624.70	212.52	\$5,525.45	\$19,496.40	\$13,970.95	\$1,164.25
Family(EE+CH)	\$1,558.74	197.30	\$5,129.69	\$18,704.88	\$13,575.19	\$1,131.27
Family(EE+SP+CH)	\$2,412.00	394.20	\$10,249.25	\$28,944.00	\$18,694.75	\$1,557.90

BCBS Dental Rates	Total Cost	Employee Cost Per Pay Period	EE Cost Per Year (x 26 pay periods)	Total Plan Cost Per Year (x 12 pay months)	ER Total Cost Year (x 12 pay months)	ER Monthly Cost
Single	\$39.47	\$0.00	\$0.00	\$473.64	\$473.64	\$39.47
Family	\$116.63	\$17.81	\$462.96	\$1,399.56	\$936.60	\$78.05

VISION	Monthly	Bi-Weekly
EE	\$6.26	\$3.13
ES	\$11.90	\$5.95
ECH	\$12.54	\$6.27
FAM	\$18.42	\$9.21



KENDALL COUNTY HUMAN RESOURCES DEPARTMENT REPORT TO HUMAN RESOURCES & INSURANCE COMMITTEE November 6, 2023

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

COMPLIANCE & RISK MANAGEMENT:

- EEO-4 data reporting: online reporting opened on 10/31/2023. Working on EEO-4 data report for filing by 12/5/23.
- Began data entry of all County fleet 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!)
- Revised various policies in the County's Employee Handbook to comply with applicable policies and procedures.
- The Neogov integration has been completed. We are up and running with Neogov online training platform now.
- Payton continues to work on development and implementation of Tyler Munis and Executime. Many thanks to the Treasurer's Office for providing Payton with the opportunity to observe the complete payroll process in October.

RECRUITMENT, ONBOARDING & OFFBOARDING:

- Recruitment underway for three (3) Help Desk Support Specialists in ICT Department and one (1) GIS Cadastral Technician
- Please join us in welcoming our new hires who started in October:
 - Todd Volker, Economic Development Coordinator – start date October 3, 2023.
 - Christina Burns, County Administrator – start date October 9, 2023.
- The Recruitment module in Tyler Munis is now active! We began to use the module for our GIS position recruitment.
- Created an onboarding video for new hires.

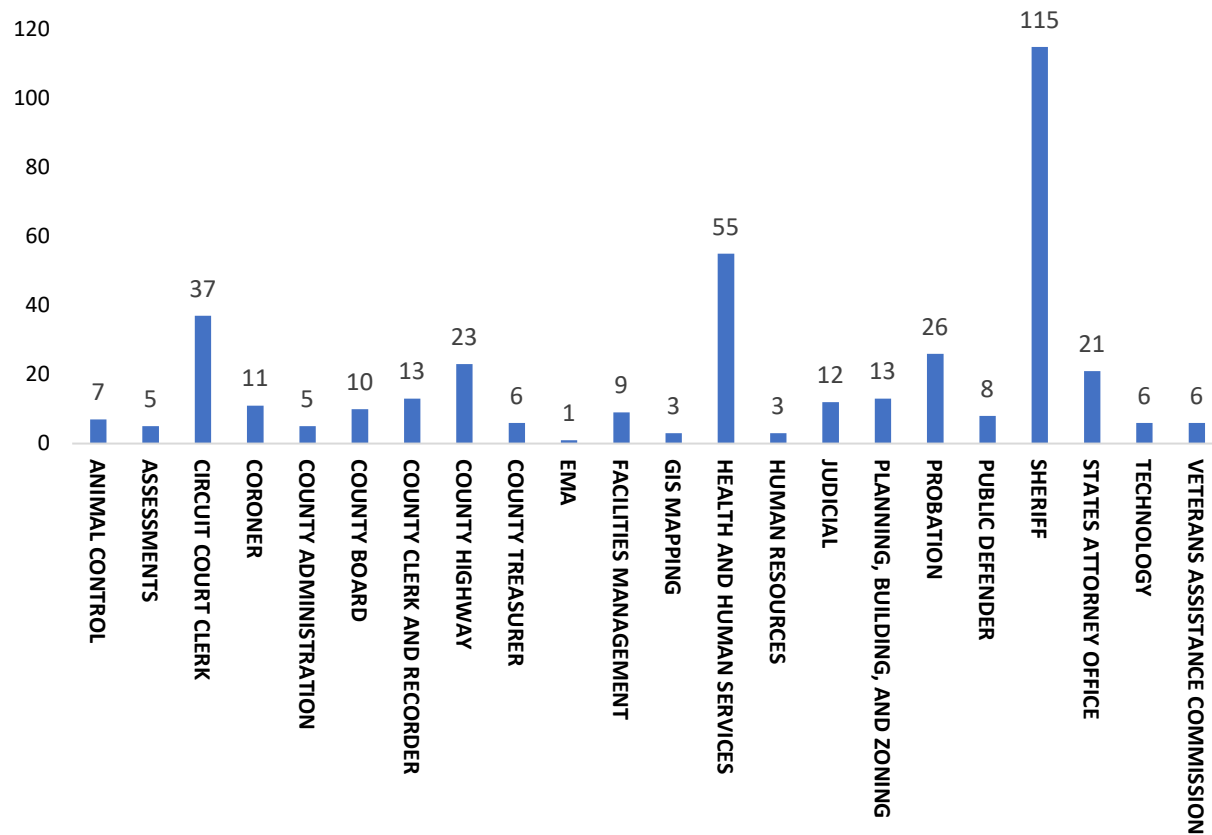
EMPLOYEE ENGAGEMENT:

- Held Community Service Outreach Committee meeting on 10/24/23.
- Be on the lookout for our Season of Giving with the Share Your Blessings Program in November. Trees with tags will be on display in mid-November. Feel free to grab a tag from the tree and join us in the spirit of giving!

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)

Current Headcount by Department/Office as of 10/31/2023



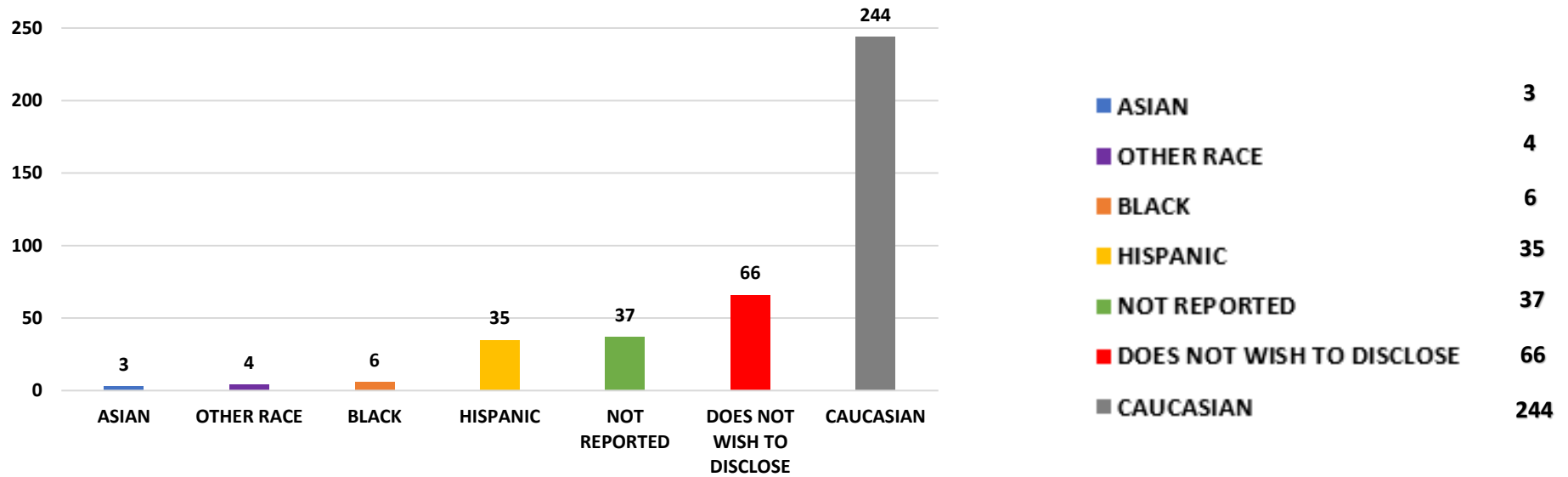
Department/Office	Employee Headcount
ANIMAL CONTROL	7
ASSESSMENTS	5
CIRCUIT COURT CLERK	37
CORONER	11
COUNTY ADMINISTRATION	5
COUNTY BOARD	10
COUNTY CLERK AND RECORDER	13
COUNTY HIGHWAY	23
COUNTY TREASURER	6
EMA	1
FACILITIES MANAGEMENT	9
GIS MAPPING	3
HEALTH AND HUMAN SERVICES	55
HUMAN RESOURCES	3
JUDICIAL	12
PLANNING, BUILDING, AND ZONING	13
PROBATION	26
PUBLIC DEFENDER	8
SHERIFF	115
STATES ATTORNEY OFFICE	21
TECHNOLOGY	6
VETERANS ASSISTANCE COMMISSION	6
Grand Total	395

Data provided through Tyler Munis Report run on 10/31/2023

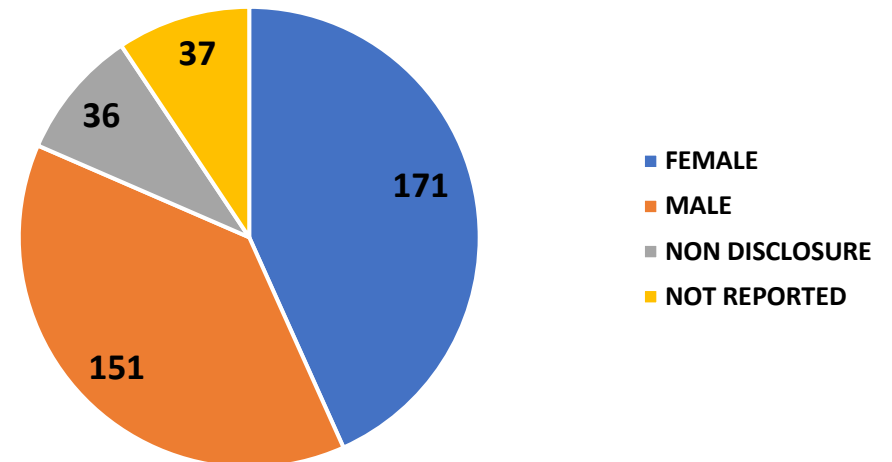
SUMMARY OF MONTHLY REPORT HEADCOUNTS

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

ETHNICITY

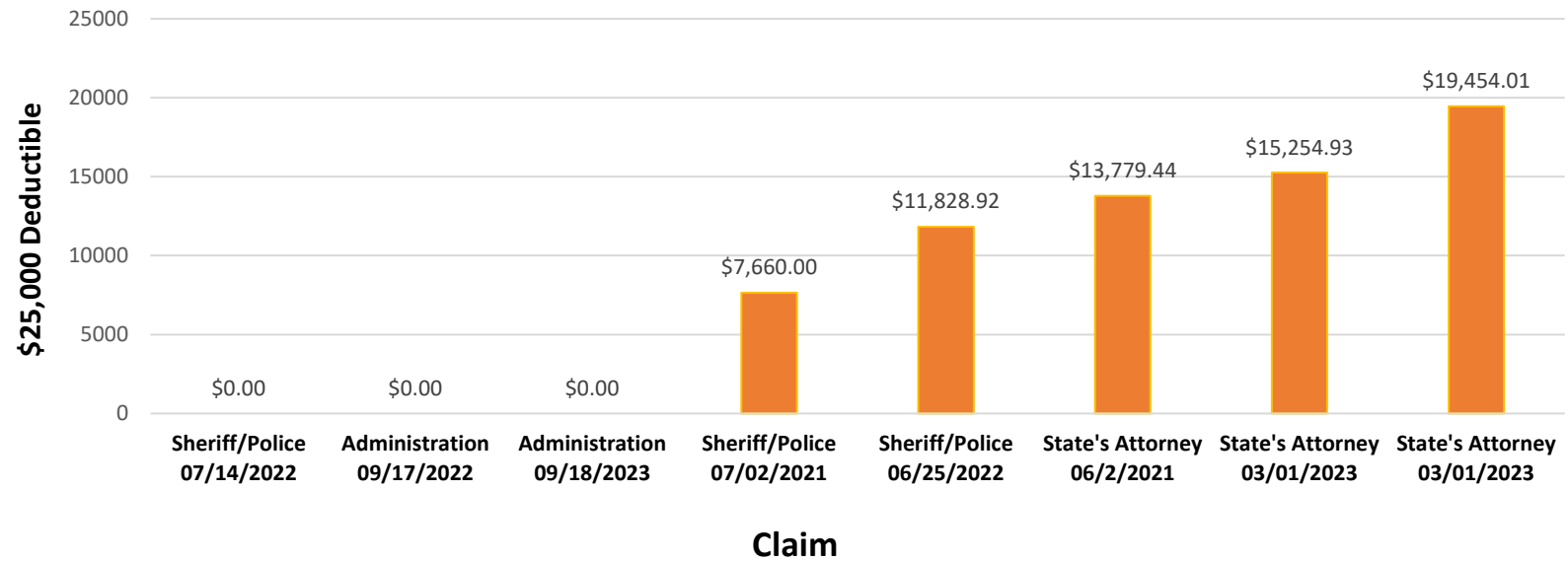


GENDER



Data provided through Tyler Munis Report run on 10/31/2023

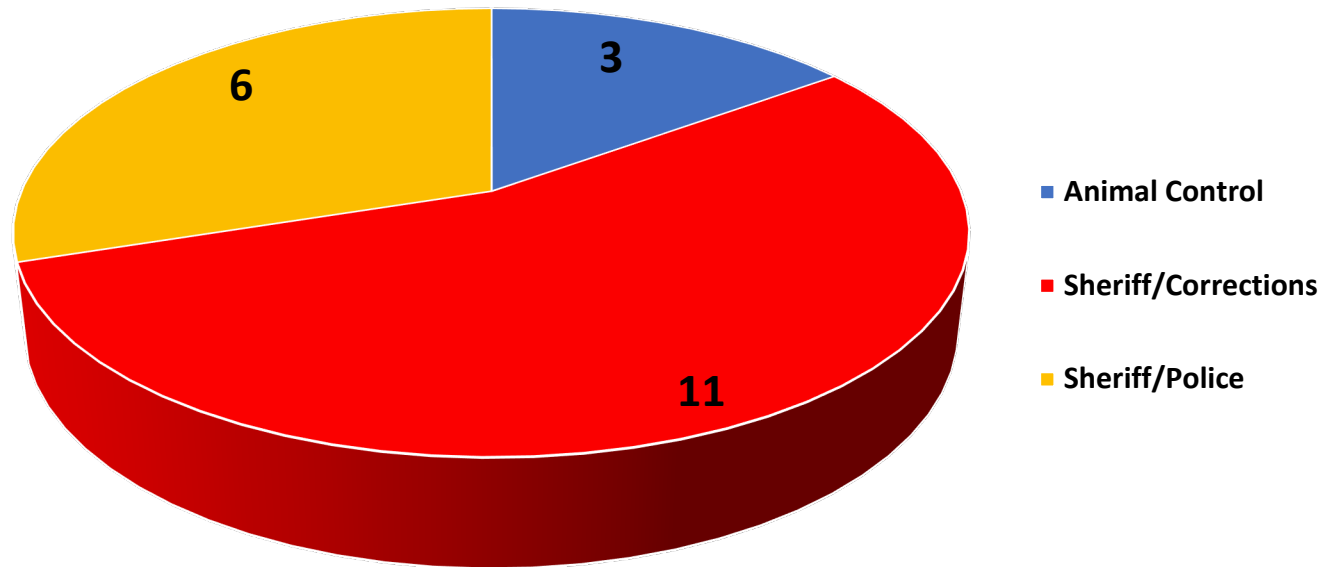
Liability - Total Paid Towards Deductible

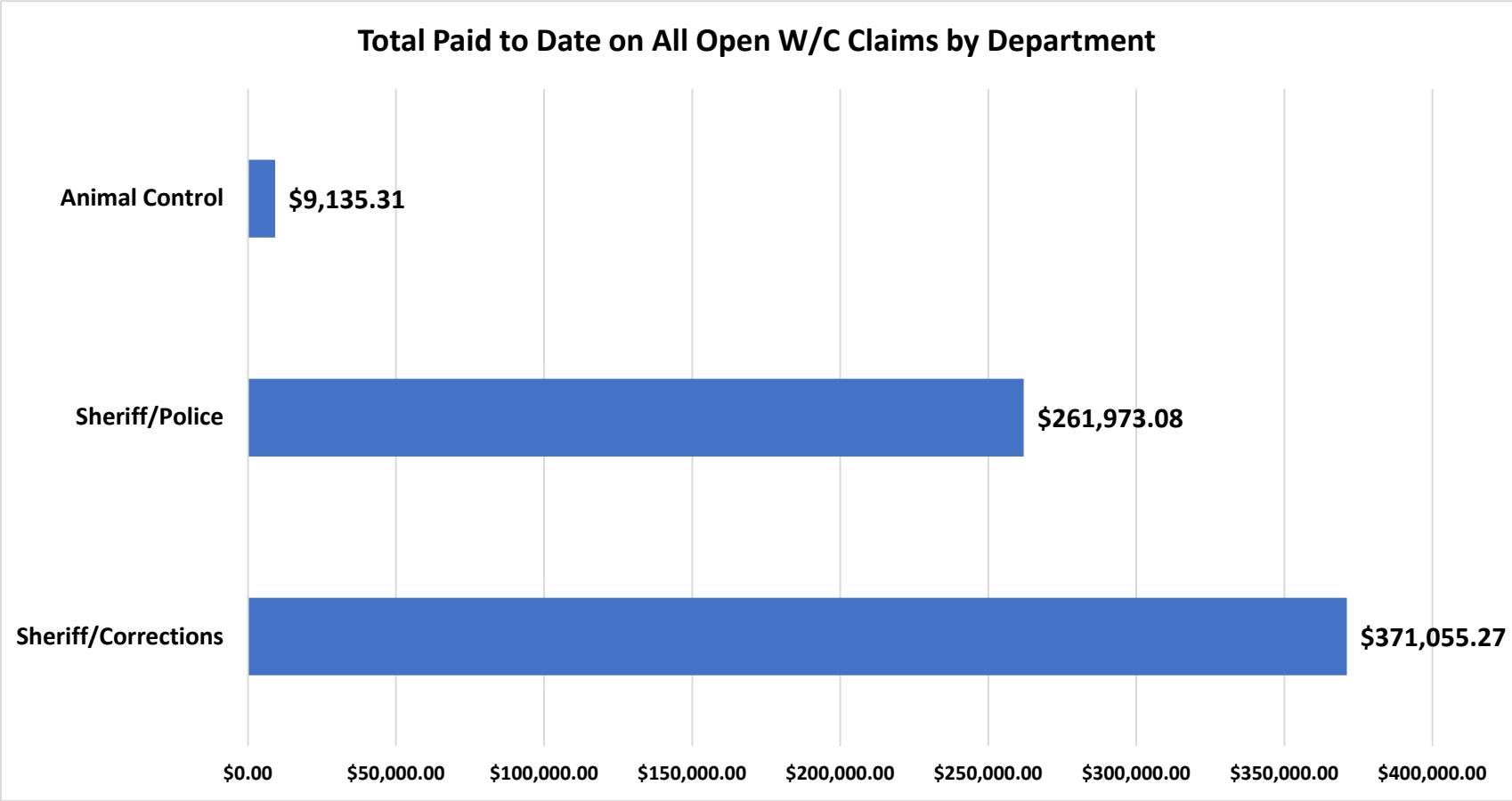


Property - Total Paid Towards Deductible



Total Number of Open W/C Claims

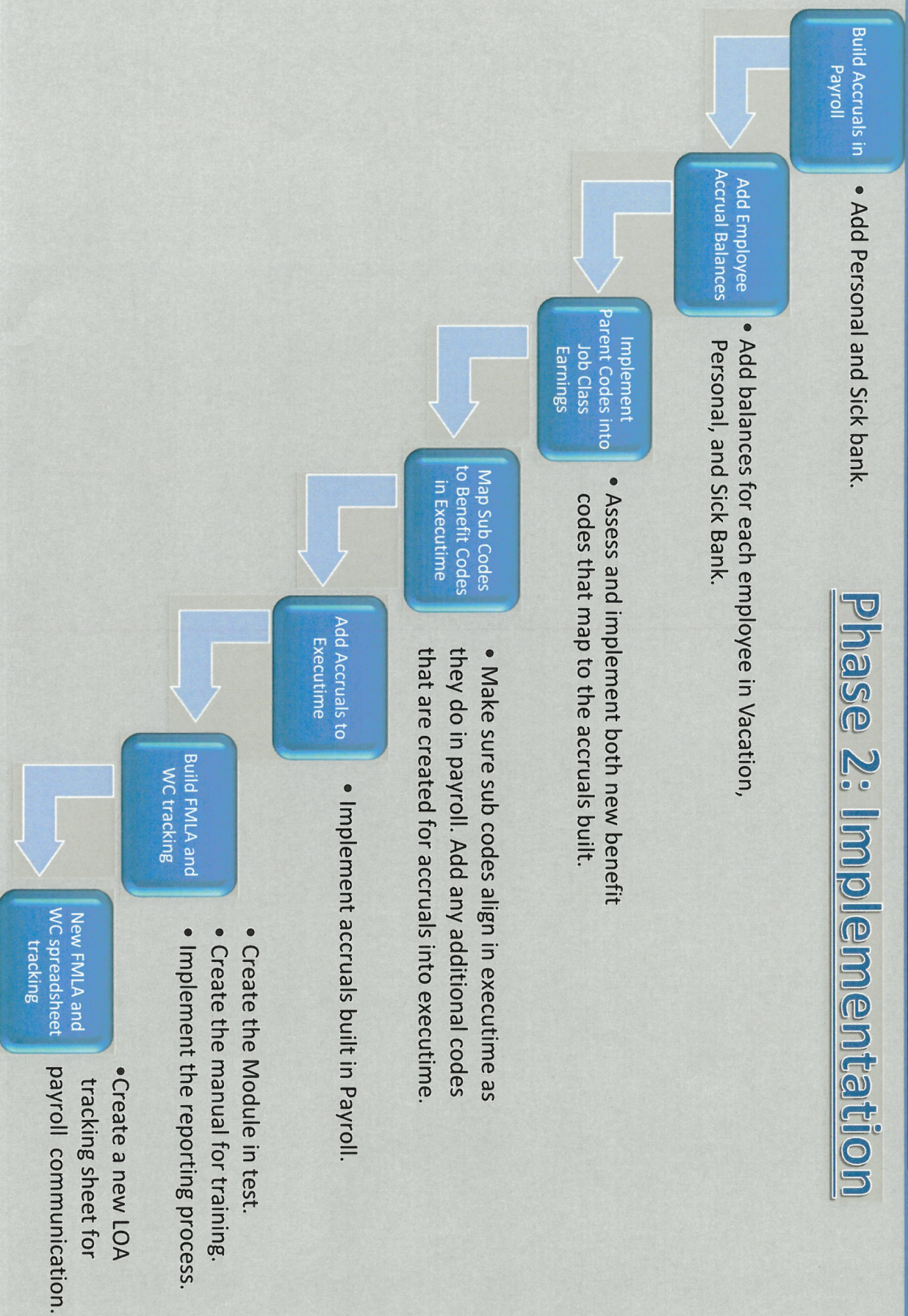




Department ▾	Total Paid ▾	Deductible ▾	AMOUNT LEFT TO REACH DEDUCTIBLE ▾	Total Incurred ▾	Date Of Loss ▾	Status ▾
Animal Control	\$8,741.68	\$250,000.00	\$241,258.32	\$13,650.00	9/9/2022	Open
Animal Control	\$393.63	\$250,000.00	\$249,606.37	\$2,200.00	9/13/2023	Open
Animal Control	\$0.00	\$250,000.00	\$250,000.00	\$2,200.00	10/10/2023	Open
Sheriff/Corrections	\$23,251.99	\$250,000.00	\$226,748.01	\$45,871.10	12/30/2022	Open
Sheriff/Corrections	\$58,622.85	\$250,000.00	\$191,377.15	\$81,808.58	1/2/2021	Re-Opened
Sheriff/Corrections	\$6,772.84	\$250,000.00	\$243,227.16	\$17,960.39	4/24/2022	Re-Opened
Sheriff/Corrections	\$133,872.24	\$250,000.00	\$116,127.76	\$236,205.91	1/28/2022	Open
Sheriff/Corrections	\$24,143.59	\$250,000.00	\$225,856.41	\$31,705.19	12/12/2017	Open
Sheriff/Corrections	\$746.23	\$250,000.00	\$249,253.77	\$12,490.00	5/9/2022	Re-Opened
Sheriff/Corrections	\$36,150.11	\$250,000.00	\$213,849.89	\$89,689.39	4/2/2020	Re-Opened
Sheriff/Corrections	\$32.00	\$250,000.00	\$249,968.00	\$5,000.00	9/27/2021	Open
Sheriff/Corrections	\$62,964.93	\$250,000.00	\$187,035.07	\$137,856.00	5/12/2022	Open
Sheriff/Corrections	\$18,718.94	\$250,000.00	\$231,281.06	\$59,057.00	6/16/2023	Re-Opened
Sheriff/Corrections	\$5,779.55	\$250,000.00	\$244,220.45	\$23,287.05	2/10/2022	Re-Opened
Sheriff/Police	\$0.00	\$250,000.00	\$250,000.00	\$2,200.00	10/7/2023	Open
Sheriff/Police	\$0.00	\$250,000.00	\$250,000.00		10/27/2023	Open
Sheriff/Police	\$141,599.57	\$250,000.00	\$108,400.43	\$191,962.26	8/9/2022	Open
Sheriff/Police	\$120,373.51	\$250,000.00	\$129,626.49	\$280,336.98	2/17/2019	Open
Sheriff/Police	\$0.00	\$250,000.00	\$250,000.00	\$2,200.00	10/20/2023	Open
Sheriff/Police	\$0.00	\$250,000.00	\$250,000.00	\$2,200.00	9/5/2023	Open

Estimated Completion of Phase 2: 5-6 Months AFTER Completion of Phase 1

Phase 2: Implementation



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

Build Accruals in Payroll

- Add Personal and Sick bank.



Add Employee Accrual Balances

- Add balances for each employee in Vacation, Personal, and Sick Bank. **NOTE: WILL NOT START UNTIL DECEMBER 1ST**



Implement Parent Codes into Job Class Earnings

- Assess and implement both new benefit codes that map to the accruals built.



Map Sub Codes to Benefit Codes in Executime

- Make sure sub codes align in executime as they do in payroll. Add any additional codes that are created for accruals into executime. **NOTE: THIS WILL BE AN AUDIT OF WHAT IS MAPPED AND CHANGES WILL FOLLOW IF NEEDED**



Add Accruals to Executime

- Implement accruals built in Payroll. **NOTE: THIS WILL BE AN AUDIT AND CHANGES WILL FOLLOW IF NEEDED**



Build FMLA and WC tracking

- Create the Module in test.
- Create the manual for training.
- Implement the reporting process.



New FMLA and WC spreadsheet tracking

- Create a new LOA tracking sheet for payroll communication.

KEY

Green: Completed

Orange: Pending See Notes

NO LONGER NECESSARY



Kendall County Agenda Briefing

Committee:

Meeting Date:

Amount:

Budget:

Issue:

Background and Discussion:

Committee Action:

Staff Recommendation:

Prepared by:

Department:

Date:

COUNTY OF KENDALL, ILLINOIS

Resolution 23-____

RESOLUTION REGARDING PROCEDURES TO ADD, REMOVE AND/OR TRANSFER VEHICLES AND OTHER TITLED EQUIPMENT FOR INSURANCE PURPOSES

WHEREAS, the County of Kendall, Illinois (“County”) maintains insurance coverage for all County owned vehicles and other titled equipment; and

WHEREAS, the County must timely notify its insurance provider of any changes to the County’s fleet of County owned vehicles/equipment; and

WHEREAS, the County’s Human Resources Department provides risk management and compliance services for the County, which includes maintaining and updating the County’s list of titled vehicles/equipment with insurance; and

WHEREAS, the County is establishing the below procedure to ensure that all requests to add, remove or transfer titled vehicles/equipment on the County’s insurance are timely and accurately documented for insurance purposes; and

NOW, THEREFORE, the Kendall County Board establishes the following titled vehicle/equipment procedure effective immediately:

1. The below procedures apply to all Kendall County departments and all elected offices who utilize Kendall County’s insurance for their titled vehicles/equipment.
2. No individual shall be authorized to use a County vehicle/equipment unless and until the vehicle/equipment is titled and insured.
3. All original titles for County owned vehicles/equipment shall be filed with the Kendall County Clerk’s Office.
4. **Request to Add/Remove/Transfer Vehicle/Equipment (RAV) Form:** To request a vehicle/equipment be added and/or removed from the County’s insurance and/or to document the transfer of a vehicle/equipment from one department/elected office to another, the department head and/or elected official, or their designee, must complete a RAV Form (attached as **Exhibit 1**).
 - a. **Request to Add a Vehicle/Equipment:** All RAV Forms requesting a vehicle/equipment be added to the County’s insurance must be provided to the County’s Human Resources Department **within one (1) business day after the department/office takes possession of the vehicle/equipment.**

- b. **Request to Remove a Vehicle/Equipment:** All RAV Forms requesting the removal of a vehicle/equipment from the County's insurance must be provided to the County's Human Resources Department **within one (1) business day after disposal of the vehicle/equipment.**
 - c. **Request to Transfer the Name of Department/Office in Possession of the Vehicle/Equipment:** All RAV Forms requesting a vehicle/equipment be transferred from one department/elected office to another for insurance purposes must be provided by the department/office receiving the vehicle/equipment to the County's Human Resources Department **within one (1) business day after the department/office takes possession of the vehicle/equipment.**
- 5. If the received RAV Form is incomplete, the County's Human Resources Department will return the incomplete form to the department head and/or elected official, or their designee, for correction.
 - 6. The Human Resources Department shall be responsible for notifying the elected official and/or department head, or their designee, if their request to add, remove and/or to document the transfer of a vehicle/equipment with the County's insurance has been approved/completed.

Approved this 21st day of November, 2023.

Attest:

Matthew Kellogg, County Board Chairman

Debbie Gillette, County Clerk and Recorder



REQUEST TO ADD/REMOVE/ TRANSFER VEHICLES AND OTHER TITLED EQUIPMENT FOR INSURANCE PURPOSES

To request a vehicle/equipment (“vehicle”) be ADDED to, REMOVED from, and/or to document the TRANSFER of a vehicle on the County’s insurance, please complete and return this form *to Kendall County Human Resources Department, 111 W. Fox Street, Yorkville, Illinois; Email: HRDepartment@kendallcountyil.gov*. A County owned vehicle must be added to the County’s auto insurance prior to operation.

REQUEST TO: ☐ ADD vehicle ☐ REMOVE vehicle ☐ TRANSFER vehicle

Request Made By:

Department/Office:

Make of Vehicle:

Vehicle’s VIN:

Model of Vehicle:

Year of Vehicle:

Current Mileage:

Color of Vehicle:

Date of ☐ Purchase ☐ Sale ☐ Transfer :

IF REQUEST TO ADD VEHICLE TO INSURANCE, PLEASE COMPLETE THIS SECTION:

Purchase Value:

Garaging Location’s Address:

Have you provided the original title to the Kendall County Clerk’s Office?

Yes

No

All vehicle titles must be filed with the Kendall County Clerk’s Office.

IF REQUEST TO REMOVE VEHICLE FROM INSURANCE, PLEASE COMPLETE THIS SECTION:

Method of Disposal (*e.g., salvaged or sold*):

Recipient of vehicle:

Have you signed out the original title from the Kendall County Clerk’s Office?

Yes

No

All vehicle titles must be filed with the Kendall County Clerk’s Office.

IF REQUEST TO DOCUMENT TRANSFER OF VEHICLE, PLEASE COMPLETE THIS SECTION:

Vehicle transferred FROM:

Vehicle transferred TO:

Have you provided the new title to the Kendall County Clerk’s Office?

Yes

No

FOR ADMINISTRATIVE USE - TO BE COMPLETED BY HR DEPARTMENT

☐ ADDED ☐ REMOVED ☐ TRANSFER documented with Kendall County’s insurance.

Received by:

Date:

Date Notified Department/Office:



Kendall County Agenda Briefing

Committee: Human Resources & Insurance Committee

Meeting Date: 11/6/2023

Amount: N/A

Budget: N/A

Issue: Revised Section 1.4 Worker Classifications Policy

Background and Discussion:

To be eligible for the County's medical and hospitalization insurance, an eligible employee must consistently work a minimum of thirty (30) hours per workweek. To be eligible for paid vacation, an employee must work at least 20 hours per week.

On October 18, 2023, the Kendall County Economic Development & Administration Committee authorized Kendall County employees to volunteer at Kendall County Animal Control.

This proposed policy amendment clarifies that an employee's volunteer hours are not compensated time. It also clarifies that their volunteer hours will not count as "hours worked" for purposes of determining whether they have worked sufficient hours to be eligible for insurance and/or other benefits like paid vacation.

Committee Action:

Staff Recommendation:

This proposed policy revision would help to clarify that an employee's volunteer hours will not count as hours worked for purposes of compensation and/or benefits eligibility.

Prepared by: Leslie Johnson, Human Resources Director

Department: Human Resources

Date: 11/1/2023

Section 1.4	Worker Classifications
<u>Effective Date:</u> 09/01/2022 <u>Last Amended Date:</u> TBD	<u>Source Doc/Dep.:</u> None/HR

Section 1.4 WORKER CLASSIFICATIONS

All employees contribute different skills and experience to the workplace. Duties and work schedules may vary by employee and by worker classification. The worker classifications for the Employer are as follows:

- A. **FULL-TIME EMPLOYEES:** A full-time employee shall be one who is employed to work on average at least thirty (30) hours of service per week or at least one hundred thirty (130) hours of service in a calendar month.
- B. **PART-TIME EMPLOYEES:** A part-time employee shall be one who is employed to work on average less than thirty (30) hours of service per week or less than one hundred thirty (130) hours of service in a calendar month. Part-time employees are not eligible for many benefits offered to full-time employees including, but not limited to, employee health and dental coverage.
- C. **PROBATIONARY EMPLOYEES:** Employees who have been employed to work on a full-time or part-time basis and who have been employed for a period of less than six (6) continuous months of employment with their Employer. An employee's successful completion of the probationary period will not alter the employee's at-will employment status.
- D. **STUDENT LEARNERS/INTERNS:** A student learner/intern is a student in high school, college or a post-graduate school who may or may not receive course credit for participating in school-approved work-study programs at the Employer. A student learner/intern may or may not be paid for the work performed for the Employer. Student learners/interns are not eligible for benefits offered to full-time employees including, but not limited to, employee health and dental coverage.
- E. **VOLUNTEERS:** A volunteer is an individual who performs hours of service for the Employer for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation for services rendered. Individuals shall be considered volunteers only where their services are offered freely and without pressure or coercion, direct or implied, from the Employer. An individual shall not be considered a volunteer if the individual is otherwise employed by the Employer to perform the same type of services as those for which the individual proposes to volunteer. Volunteers are not eligible for any benefits offered to employees. An

employee's volunteer service hours shall not be considered hours worked for purposes of compensation and/or benefits eligibility.

- F. **INDEPENDENT CONTRACTORS:** Independent contractors are outside vendors who are not employees. Independent contractors are not eligible for any benefits offered to employees.

THE KENDALL COUNTY BOARD RESERVES THE RIGHT TO CHANGE ANY OR ALL OF THE ABOVE WORKER CLASSIFICATIONS AT ANYTIME AND WITHOUT NOTICE. PLEASE ALSO NOTE THAT, SUBJECT TO AN APPLICABLE UNION CONTRACT, NONE OF THE CLASSIFICATIONS CHANGE THE EMPLOYMENT AT-WILL RELATIONSHIP THE EMPLOYER HAS WITH ITS EMPLOYEES.



Kendall County Agenda Briefing

Committee: Human Resources & Insurance Committee

Meeting Date: 11/6/2023

Amount: N/A

Budget: N/A

Issue: Revised Section 3.5 Change of Personal Data Policy

Background and Discussion:

Currently, there is no standard form for employees to use to notify payroll and benefits of legal name changes, change of address, and/or changes to family status. The proposed revision to this policy provides employees with a form they can complete to document such changes with payroll and benefits.

Committee Action:

Staff Recommendation:

This proposed policy revision would provide employees with a standardized form they can complete whenever they need to change their payroll and benefits information following a legal name change, change in address, and/or change in family status. This would also assist multiple departments with workflow whenever such an event occurs.

Prepared by: Leslie Johnson, Human Resources Director

Department: Human Resources

Date: 11/1/2023

Section 3.5	Change of Personal Data
<u>Effective Date:</u> 09/01/2022 <u>Last Amended Date:</u>	<u>Source Doc/Dep.:</u> None/HR

Section 3.5 CHANGE OF PERSONAL DATA POLICY

It is to each employee's advantage to see that all personnel records are up to date. If there is a change in an employee's name, address, telephone number, family status, etc. at any time during employment, it is the employee's responsibility to promptly notify the Designated HR Representative, and the Kendall County Treasurer's Office by completing the Employee Address/Name/Family Status Change Form attached as Exhibit 1 to this Policy in writing immediately.



Employee Address/Name/Family Status Change Form

Please complete this form and email it to Benefits@kendallcountyil.gov

EMPLOYEE INFORMATION

First Name: _____ Middle Initial: _____ Last Name: _____
Department: _____ Employee ID #: _____
Effective Date of Change: _____

SIGNATURE OF EMPLOYEE: _____

DATE: _____

CHANGE OF ADDRESS/TELEPHONE NUMBER (if applicable)

New Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email address: _____
Telephone: _____

CHANGE IN FAMILY STATUS (if applicable)

Marital status change: ☐ Married ☐ Divorced ☐ Widowed ☐ Other: _____

Change in dependents (please describe): _____

LEGAL NAME CHANGE (if applicable)

EMPLOYEES MUST SHOW PROOF OF NAME CHANGE IN FORM OF MARRIAGE LICENSE, DRIVERS LICENSE, COURT PAPERS, OR APPLICABLE PAPERWORK.

New Legal Name: _____

FOR ADMINISTRATION ONLY

- | | |
|---|--|
| <input type="checkbox"/> Change personnel file name | <input type="checkbox"/> Add note to background check file |
| <input type="checkbox"/> Update Authorized Drivers list | <input type="checkbox"/> Update Tyler Munis |
| <input type="checkbox"/> Update Benefit Forms | <input type="checkbox"/> Supplement Form I-9 (if applicable) |
| <input type="checkbox"/> Update Emergency Contact | <input type="checkbox"/> Update Everbridge Notification |
| <input type="checkbox"/> Update Email and Phone | <input type="checkbox"/> Update Phone List |

Signature of HR Representative: _____

Date: _____

Exhibit 1 to Change of Personal Data Policy

Form Approved: TBD



Kendall County Agenda Briefing

Committee: Human Resources & Insurance Committee

Meeting Date: 11/6/2023

Amount: N/A

Budget: N/A

Issue: NEW Section 4.13 Personnel Action Notice Procedures

Background and Discussion:

The purpose of this new Personnel Action Notice Procedures (Section 4.13 in the Kendall County Employee Handbook) is to codify the County Board's Resolution 23-19 regarding Personnel Action Notice (PAN) forms into the County's Employee Handbook.

Committee Action:

Staff Recommendation:

This proposed policy will codify the existing PAN form procedures into the County's Employee Handbook.

Prepared by: Leslie Johnson, Human Resources Director

Department: Human Resources Department

Date: 11/2/2023

Section 4.13	Personnel Action Notice Procedures
<u>Effective Date:</u> TBD	<u>Source Doc/Dep.:</u> None/HR
<u>Last Amended Date:</u>	

Section 4.13 PERSONNEL ACTION NOTICE PROCEDURES

Pursuant to Kendall County Board Resolution 23-19, the Executive and/or their designated Human Resources Representative must complete a PAN Form (attached as Exhibit 1) for all personnel events (other than a leave of absence) that require payroll and/or benefits administration action for an employee assigned to their department/elected office.

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

EXHIBIT 1

Name: _____
Last First MI

Employee #: _____

Department: Human Resources Department

Current Job Title: _____

Effective Date of Action: _____

New Job Title: _____

Reason for Change: _____

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

_____ **New hours working per pay period**
Part-time

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

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

OR

Current Salary Total Amount: \$ _____

New Salary Amount:

Base Pay: \$ _____ **G/L Line #:** _____

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

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

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

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

Total Annual Salary: \$ _____

Approved By: _____

Date: 11/2/2023



Kendall County Agenda Briefing

Committee: Human Resources & Insurance Committee

Meeting Date: 11/6/2023

Amount: N/A

Budget: N/A

Issue: Revised Section 5.9 Equipment/Supplies Policy

Background and Discussion:

This proposed revision to Section 5.9 of the Employee Handbook (Equipment/Supplies Policy) reminds employees to timely notify their supervisor of any accidents or malfunctions of equipment so the equipment can be repaired in a timely manner and reduce potential for injury. This proposed policy revision also confirms that employees should not be taking the County's equipment and supplies home, unless they have prior approval to do so.

Committee Action:

Staff Recommendation:

These proposed revisions will assist the County in ensuring that equipment is maintained and timely repaired. It will also serve to remind staff that they should not be taking County property home without prior approval.

Prepared by: Leslie Johnson, Human Resources Director

Department: Human Resources

Date: 11/1/2023

Section 5.9	Equipment/Supplies
<u>Effective Date:</u> 09/01/2022 <u>Last Amended Date:</u> <u>TBD</u>	<u>Source Doc/Dep.:</u> None/HR

Section 5.9 EQUIPMENT/SUPPLIES POLICY

The Employer provides equipment and supplies to assist employees in performing their work. Employer-provided equipment and supplies are solely to be used for work purposes.

Employees must use all equipment safely and for its intended use and in accordance with manufacturer specifications. Employees are asked to conserve resources and use only those supplies necessary to perform their job. Employees shall promptly report any accidents, breakdowns, and/or malfunctions of any equipment and supplies in order for necessary repairs to be made.

The Employer prohibits the use of equipment or supplies for personal use. The Employer's equipment and supplies should not be removed from the Employer's property unless prior authorization is received from the employee's immediate supervisor and/or the Executive.

Failure to comply with this policy may result in disciplinary action up to and including termination of employment.



Kendall County Agenda Briefing

Committee: Human Resources & Insurance Committee

Meeting Date: 11/6/2023

Amount: N/A

Budget: N/A

Issue: Revised Section 7.6 Flextime Policy

Background and Discussion:

This proposed revision to Section 7.6 of the County's Employee Handbook (Flextime Policy) would allow employees to flex their time so long as the flexed time is in the same workweek. Currently, the policy only allows employees to flex the starting or ending time on the same workday.

Committee Action:

Staff Recommendation:

This proposed revision will allow employees more flexibility to flex their time when they need to work extra hours on a given day (e.g., to attend an evening committee meeting). It will also assist the County in reducing potential overtime expenses.

Prepared by: Leslie Johnson, Human Resources Director

Department: Human Resources

Date: 11/2/2023

Section 7.6	Flextime Policy
<u>Effective Date:</u> 09/01/2022 <u>Last Amended Date:</u> 04/18/2023 <u>TBD</u>	<u>Source Doc/Dep.:</u> None/HR

Section 7.6 FLEXTIME POLICY

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

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

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

Flextime is not intended to be a permanent change to an employee's regularly scheduled work hours. An approved flextime arrangement may be suspended or cancelled at any time. Exempt employees must depart from any flextime schedule to perform their jobs. Non-exempt employees may be asked to work overtime regardless of a flextime schedule. If approved for flextime, the employee must be willing and able to alternate their work hours to attend to operational needs, as requested by the immediate supervisor and/or department head/elected official. Also, there may be times when the employee

would be required to work or travel outside of scheduled flextime work hours. Pre-approved flextime hours may not be carried over to another work week – the employee must work their full work week.

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



Kendall County Agenda Briefing

Committee: Human Resources & Insurance Committee

Meeting Date: 11/6/2023

Amount: N/A

Budget: N/A

Issue: Revised Section 7.7 Insurance Benefits Policy

Background and Discussion:

To be eligible for the County's medical and hospitalization insurance, an eligible employee must consistently work a minimum of thirty (30) hours per workweek.

On October 18, 2023, the Kendall County Economic Development & Administration Committee authorized Kendall County employees to volunteer at Kendall County Animal Control.

This proposed policy amendment clarifies that an employee's volunteer hours will not count as "hours worked" for purposes of determining whether they have worked sufficient hours to be eligible for insurance benefits.

Committee Action:

Staff Recommendation:

This proposed policy revision would help to clarify that an employee's volunteer hours will not count as hours worked for purposes of benefits eligibility.

Prepared by: Leslie Johnson, Human Resources Director

Department: Human Resources

Date: 11/2/2023

Section 7.7	Insurance Benefits
<u>Effective Date:</u> 09/01/2022 <u>Last Amended Date:</u> 05/16/2023 TBD	<u>Source Doc/Dep.:</u> None/HR

Section 7.7 INSURANCE BENEFITS

Kendall County provides life insurance, accidental death and dismemberment insurance, medical and hospitalization insurance, dental insurance, and vision insurance to eligible employees of the Employer. Plan documents for specific benefits are available through Kendall County's benefits administrator. Dependent coverage at group rates is available. Temporary or regular part-time employees, interns, volunteers, and independent contractors are not eligible for these insurance benefits, except those grandfathered under previous policy of Kendall County or as otherwise provided by law.

To be eligible for medical and hospitalization insurance, an eligible employee must consistently work a minimum of thirty (30) hours per week. An employee's volunteer service hours are not considered hours worked for purposes of determining an employee's eligibility for benefits.

At the employee's option, the employee may elect coverage through any one of the applicable health insurance plans made available by the Employer. An employee will have up to thirty (30) days from the start of your employment to make their health insurance plan election. Once made, the employee's election is generally fixed for the remainder of the plan year. However, if a qualifying event (as defined under COBRA) occurs, an employee may make a mid-year change in coverage.

One type of health insurance plan the Employer may choose to offer in any given plan year is a high deductible health plan with a health savings account option ("HDHP-HSA" plan). If the Employer chooses to offer this type of health insurance plan in a given plan year, the Employer may also choose to contribute monies into eligible employees' health savings account in an amount and disbursement date(s) set by the County Board, subject to applicable federal and state laws and collective bargaining agreement(s).

If an employee enrolled in such a HDHP-HSA plan receives a contribution to their health savings account from their Employer and, then, voluntarily terminates their coverage under said plan mid-year while continuing to remain an active employee, the employee will not be eligible to receive any subsequent health savings account contributions from the Employer for the next two (2) subsequent plan years, unless the employee has obtained a waiver for good cause shown (as explained below) or unless otherwise waived pursuant to an applicable law, regulation, and/or collective bargaining agreement(s).

To obtain a waiver, the employee must submit a written request to the Kendall County Human Resources and Insurance Committee ("HR Committee") within sixty (60) calendar days after the employee voluntarily terminated their coverage mid-plan year. The employee's written request must explain why good cause exists for the HR Committee to waive the two (2) year period referenced above. Upon receipt of such a written request, the HR Committee will review the employee's request and make a final determination as to whether good cause exists to waive the two (2) year period. Health insurance coverage shall commence thirty (30) calendar days following the employee's starting date of employment and shall cease on the last day of the month in which any of the following events occur: the employee's final day of employment; when regularly scheduled hours are reduced below 30 hours per week; or upon another "qualifying event" as defined under the Consolidated Omnibus Budget Reconciliation Act ("COBRA").

Summary plan descriptions (SPDs) which explain coverage of eligible health, dental, vision and life insurance benefits in greater detail are available through Kendall County's benefits administrator. The actual plan documents are the final authority in all matters relating to benefits described in this Employee Handbook or in the summary plan descriptions and will govern in the event of any conflict. The Employer and the County Board reserve the right to change insurance carriers, change health maintenance organizations, self-insure, and/or change or eliminate any benefits at any time, provided such changes are made in accordance with applicable law.

If an eligible employee would otherwise lose group coverage because of a qualifying event as defined by applicable law, the employee and/or qualifying dependents may be eligible to continue such coverage under the Employer's plan for such period of time as prescribed by law and applicable plan documents. The Employer will notify the employee of the time period for which continuation coverage may be provided, depending upon the employee's qualifying event.



Kendall County Agenda Briefing

Committee: Human Resources & Insurance Committee

Meeting Date: 11/6/2023

Amount: N/A

Budget: N/A

Issue: Revised Section 9.1 Computer, Internet, and Network Usage Policy

Background and Discussion:

The purpose of this revision to the existing Computer, Internet, and Network Usage Policy (Section 9.1 in the County's Employee Handbook) is to incorporate the County's Microsoft Teams platform and archiving of chat messages in the Teams platform.

Committee Action:

Staff Recommendation:

This proposed policy will assist us in addressing the retention of Microsoft Teams chat messages.

Prepared by: Leslie Johnson, Human Resources Director

Department: Human Resources

Date: 11/2/2023

Section 9.1	Computer, Internet, and Network Usage Policy
<u>Effective Date:</u> 09/01/2022	<u>Source Doc/Dep.:</u> None/HR
<u>Last Amended Date:</u> <u>TBD</u>	

Section 9.1 COMPUTER, INTERNET, AND NETWORK USAGE POLICY

This policy applies to all employees, independent contractors, consultants, temporary workers, interns, and volunteers, and any other person or entity who uses Kendall County's Information Technology Resources. *This policy supersedes any and all other policies regarding or relating to information technology resources.* Logging onto the Employer's computers, electronic devices, and/or network or using any other Technology device constitutes agreement with this policy.

A. DEFINITIONS

- Users:** The term *users* refers to all employees, independent contractors, consultants, temporary workers, interns, volunteers, and any other persons or entities who use the Employer's Information Technology resources.
- Information Technology Resources:** The term *information technology (IT) resources* refers to the computer network used at the Employer. Specifically, *IT resources* includes, but is not limited to: individual workstations, file servers, communication servers, application servers, mail servers, fax servers, Web servers, laptops, software, data files and network cables, whether connected to the network or not, and any other electronic devices provided by the Employer including, but not limited to, cell phones, iPads and/or laptops, and the information that is stored, processed and/or transmitted from, to or through that equipment.

B. GUIDELINES

- For Authorized Uses Only:** the Employer's IT resources are to be used for authorized business. IT resources must be protected from accidental or unauthorized access, use, disclosure, modification, or destruction by employees, contractors, or any individual. Each user is authorized to access only information which is required to do their job. Unauthorized access to information is strictly prohibited. All users must safeguard the Employer's information and treat electronic documents/communications with the same level of care, both in production and storage, as is accorded documents and communications that are in print form. Access to IT resources will be immediately deactivated when an employee terminates employment or rights are withdrawn for any other reason. Any public

records sent, received and/or stored on the Employer's IT resources shall remain the sole property of the Employer.

2. Prohibited Activities:

a. *Inappropriate or unlawful material.* Material that is fraudulent, sexually explicit, profane, obscene, defamatory; that is intended to harass, embarrass or intimidate; or that is unlawful or otherwise determined by the Executive to be inappropriate shall not be sent by e-mail or other form of electronic communication (such as bulletin board systems, news groups, chat groups) or displayed on or stored in the IT resources. Users encountering or receiving this kind of material should immediately report the incident to the Executive.

b. *Misuse of software.* All software must be approved in writing by the Executive prior to installation on any IT resources, workstations or servers. Users may not do any of the following:

- (i) Copy software for use on their home computers;
- (ii) Provide copies of software to any independent contractors or to any firm or individual, unless specifically authorized through an official County contract or agreement;
- (iii) install software on any of the IT resources, workstations or servers;
- (iv) download any software from the Internet or other online service to any of the IT resources, workstations or servers;
- (v) modify, revise, transform, recast, or adapt any software; or
- (vi) reverse engineer, disassemble, or decompile any software.

Users who become aware of any misuse of software or violation of copyright law should immediately report the incident in writing to their Executive and/or the Kendall County's Inspector General.

c. *Other prohibited uses.* Without prior written permission from the Executive, computer resources may not be used for dissemination or storage of personal advertisements, solicitations, promotions, destructive programs (i.e., viruses or self-replicating code), or any other unauthorized use.

d. *Communication of confidential information.* Sending, transmitting, or otherwise disseminating without authorization the Employer's data or other information identified as confidential (e.g., attorney client privileged communications) is strictly prohibited.

3. Passwords:

- a. *Responsibility for passwords.* Users are responsible for safeguarding their passwords for access to the computer system and other IT resources. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords.
- b. *Passwords do not imply privacy.* Use of passwords to gain access to the Employer's computer system or to encode particular files or messages does not imply that users have an expectation of privacy in the material they create or receive on the computer system or other IT resource.
- c. *Password management.* Passwords should have a minimum length of six (6) characters. These measures will require that all system users use unique and confidential passwords before using workstations on the network. Passwords shall be changed on a regularly scheduled basis.

4. Security:

- a. *Accessing other computers and networks.* A user's ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.
- b. *Computer Security.* Each user is responsible for ensuring that use of outside computers and networks, such as the Internet, does not compromise the security of the IT resources. This duty includes taking reasonable precautions to prevent intruders from accessing the computer network without authorization and preventing introduction and spread of viruses.

5. Viruses:

- a. *Virus detection.* Viruses can cause substantial damage to IT resources. Each user is responsible for taking reasonable precautions to ensure they do not introduce viruses into the IT resources. To that end, all material received magnetic or optical medium and all material downloaded from the Internet or from computers or networks that do not belong to the Employer must be scanned for viruses and other destructive programs before being placed onto the computer system. Users should understand that home computers and laptops might contain viruses. All data

transferred from these computers to the network must be scanned for viruses.

- b. *Accessing the Internet.* To ensure security and avoid the spread of viruses, users accessing the Internet through a computer attached to the network must do so through an approved firewall.

6. Miscellaneous:

- a. *Confidential Information.* When sending confidential information to shared devices (e.g., printers, facsimile machines, etc.) users must exercise reasonable judgment to maintain confidentiality at the destination.
- b. *Compliance with Applicable Laws and Licenses.* In their use of computer resources, users must comply with all software licenses; copyrights; and all other state, federal and international laws governing intellectual property and online activities.
- c. *Other Policies Applicable.* In their use of computer resources, users must observe and comply with all other Employer policies and guidelines.

C. NO EXPECTATION OF PRIVACY:

IT resources are provided to users to assist them in the performance of their jobs. The Employer reserves the right to, among other actions, access, audit, block, delete, disclose, intercept, monitor, publish, recover, restrict, restore, review, screen, or trace any information at any time without notice. Use of IT resources will be audited and monitored. It is each user's responsibility to understand and comply with this policy. Noncompliance with this policy may be cause for disciplinary action as well as monetary charges being assessed where appropriate. If it is determined that an employee has misused IT resources, the employee will be subject to appropriate disciplinary action for misuse of the IT resources, up to and including discharge.

USERS DO NOT HAVE AN EXPECTATION OF PRIVACY IN ANYTHING THEY CREATE, STORE, SEND, OR RECEIVE ON ANY TECHNOLOGY RESOURCE. THE IT RESOURCES AND ALL OF THE ELECTRONIC DATA CONTAINED THEREIN BELONGS TO THE EMPLOYER AND MAY BE USED ONLY FOR JOB-RELATED PURPOSES.

USERS EXPRESSLY WAIVE ANY RIGHT OF PRIVACY OR EXPECTATION OF PRIVACY IN ANYTHING THEY CREATE, STORE, SEND, OR RECEIVE ON THE IT RESOURCES OR THROUGH THE INTERNET, E-MAIL, MICROSOFT TEAMS PLATFORM, OR ANY OTHER COMPUTER NETWORK. USERS CONSENT TO ALLOWING PERSONNEL SELECTED AT THE SOLE DISCRETION OF THE

EMPLOYER TO ACCESS AND REVIEW MATERIALS USERS CREATE, STORE, SEND, OR RECEIVE ON THE IT RESOURCES OR THROUGH THE INTERNET, E-MAIL, MICROSOFT TEAMS PLATFORM, OR ANY OTHER COMPUTER NETWORK. USERS UNDERSTAND THAT THE EMPLOYER MAY USE HUMAN OR AUTOMATED MEANS TO MONITOR USE OF ITS IT RESOURCES.

D. JOURNAL COPY EMAIL AND MICROSOFT TEAMS PRIVATE CHATS
ARCHIVE MANAGEMENT, RETENTION AND DISPOSAL

1. **Retention and Disposal Requirements:** A duplicate copy of all emails sent and received via the Employer's email server will be stored on the journal copy email archive, and a duplicate copy of all Microsoft Teams chat messages sent and received via the Employer's network will be stored on Microsoft Exchange (hereinafter referred to as "archived messagesemails"). All archived messages emails that are stored on the journal copy email archive remain the sole property of the Employer. The archived messagesemails are convenience copies, which are not subject to the record retention requirements of the Illinois Local Records Act. Archived messagesemails shall be retained in their electronic form for a period of at least seven (7) years from the date any archived message email is sent or received. The seven (7) year retention period requirement set forth in this policy may be modified or waived upon entry of a court order or pursuant to applicable state or federal law. Upon the completion of the required retention period, the Kendall County Technology Services Department, on behalf of the Employer, shall permanently delete or purge the archived messagesemails from the journal copy email archive. Because the archived messagesemails are convenience copies, which are not subject to the Illinois Local Records Act, the Illinois Local Records Commission's prior approval for disposal of the archived messagesemails is not necessary.
2. **Preservation Notice:** The Employer acknowledges there may be situations that arise that require the Employer, by and through the Kendall County Technology Services Department, to retain certain archived emailsarchived messages beyond the required retention period set forth above (e.g., pending litigation and/or a pending law enforcement investigation). The Executive will notify the Kendall County Technology Services Department when certain archived emailsarchived messages must be preserved beyond the required seven (7) year retention period. The Executive shall provide such notice in writing to the Kendall County Technology Services Department on a Preservation Notice Form attached as Exhibit 1. Upon receipt of the Preservation Notice Form, the Kendall County Technology Services Department shall take all steps reasonably necessary to preserve and retain the applicable archived emailsarchived messages. The Kendall County Technology Services Department shall then preserve and retain the archived emailsarchived messages until the

Executive confirms, in writing, that the preservation hold is concluded, and the ~~archived-emails~~archived messages may be destroyed.

3. **ACCESS TO ~~ARCHIVED-EMAILS~~ARCHIVED MESSAGES:** While the ~~archived-emails~~archived messages are retained in the journal copy email archive, the Kendall County Technology Services Department may provide access to ~~archived-emails~~archived messages as follows:

- A. Access may be provided to the individual employee or elected official who sent or received the archived message~~email~~, provided the individual has submitted their request in writing to the Technology Services Department. Additionally, employees and elected officials may authorize, in writing, other employees to access their email and Microsoft Teams chat messages (example to assist in answering a FOIA request).
- B. Access may be provided to an Executive for ~~archived-emails~~archived messages sent or received by employees supervised by the requesting Executive. The Executive requesting access to a subordinate employee's ~~archived-emails~~archived messages must make a written request to the Kendall County Technology Services Department by completing the "Technology Services Internal Request for Archived Messages~~Email~~" form, which is attached as Exhibit 2.
- C. Access may be provided to the County Board Chairman, County Administrator, and Inspector General for ~~archived-emails~~archived messages sent or received by a County department head and/or employees supervised by a County department head.
- D. To the extent permitted by law, access may be provided to any third party pursuant to a validly issued subpoena and/or court order.

E. TECHNOLOGY SERVICES RESPONSIBILITIES

Computer files may be accessed to verify compliance with Employer policies. On suspicion that a security breach has occurred, the findings are to be reported to the applicable Executive and County Administrator to determine if the breach is significant enough to warrant further investigation.

Kendall County's Technology Services staff assists the Employer in maintaining the integrity of the information environment. Although Technology Services staff may be provided, at times, access to IT resources, including, but not limited to, a user's computer or private domain to provide support, they must not use that privilege for any other

purpose. Any support person who uses their privileges for purposes other than support, divulges confidential information gained from such support, or fails to comply with the principles set forth in this security policy should be reported immediately to the Executive. Compliance with this policy will be monitored by the ICT Director.

A back-up of users and shared directories will be performed on a regular basis with all directories located on shared file servers, not individual drives, backed up on an appropriate schedule.

Controls must be in place to confirm that obligations under software license agreements are being met for all software on workstations and network servers.

Kendall County's Technology Services staff shall not use the Employer's IT resources for any non-work related purposes and shall not remove the Employer's IT resources from Kendall County property without prior approval of the ICT Director or their designee.

F. USER RESPONSIBILITIES

All employees are responsible for compliance with the following requirements:

1. ***Restricted access to IT resources:*** Access to IT resources must be protected by unique user accounts restricted by password or other controls. Passwords shall be confidential and protected by individual users to prevent unauthorized use and release of information.
2. ***Dissemination of Data:*** Dissemination of confidential data acquired when performing job responsibilities, in any form (printed, electronically, verbal, etc.) is strictly forbidden unless prior written permission has been granted, and such dissemination is not in conflict with any other policy.
3. ***Computer Software:*** All software and data files developed on Kendall County owned or controlled IT resources are primarily for official business. Employees must adhere to all terms and conditions for licensing agreements governing distribution and use of software. Violation of software license agreements and copyright laws may subject the offender to criminal prosecution and civil damages. No software will be run on the Employer's computers or any other IT resource that has not been reviewed and approved by the Executive. This review process ensures that the software is compatible (if required) with other existing software and is free from any computer viruses. This includes software available commercially or circulated public domain software.
4. ***Backup Responsibilities:*** Any user who uses systems not on the network or proprietary computer systems is responsible for backing up data and software of those systems. Users who store files on the Local Area Network (LAN) drives are protected due to a nightly LAN backup. If, however, an

employee stores user files on the hard drive (C) or on the desktop, the employee is responsible for the file backup.

5. **Responsible Care:** All users shall maintain a clean work area and guard against potential damage to hardware or destruction of data through spillage, carelessness, etc. All equipment relocation shall be coordinated in advance through the County Administrator or their designee. A user must return any IT resource, which is in their possession prior to leaving employment.
6. **Use of the Internet:** The Internet is a tool to be primarily used in helping employees meet the requirements of their job (i.e., those who need information from a reliable Internet source to perform research duties or interface with organizations that use the Internet for conducting business with the Employer users must refrain from requesting information which is inappropriate in the workplace. Examples of inappropriate use of resources include, but are not limited to, any traffic that violates state and/or federal laws, the distribution of non-business related advertising, and propagation of computer worms and/or viruses, distribution of chain letters, attempts to make unauthorized entry into another network. The Executive shall notify Technology Services about the level of internet access to be assigned to employees. Internet use is monitored and reported to supervisors if requested.
7. **Electronic Mail and Microsoft Teams Platform:** Employees are to use the Employer's e-mail system and Microsoft Teams platform primarily for business communications and are responsible to guard against e-mail and chat message abuse. Examples of abuse are chain letters, selling or purchasing of personal items, etc.
8. **Accountability:** Anyone observing what appears to be a breach of security where information could be compromised, modified, stolen, lost or destroyed must report the incident to the employee's Executive.
9. **Computer Hardware:** No hardware will be added to the Employer's computers or network that has not been reviewed and approved by the Information Communication and Technology Department. This review process ensures that the hardware is compatible with existing hardware standards. The purchaser will assume ongoing maintenance and support responsibility for peripheral devices (printers, scanners, phones with email functions, etc.) purchased without the Executive's prior written approval. The purchaser will also be responsible for purchasing any consumables that this equipment requires.

EXHIBIT 1
Kendall County Technology Services
Preservation Notice

Effective immediately, please preserve until further written notice all of the following:

A brief description of the records to be preserved:
Dates:
To (if known):
From (if known):
Subject (if known):
Keywords:
Attachment Name (if known):
Reason for preservation:
Duration of preservation requirement (if known):
Other:
Preserve: <input type="checkbox"/> Emails <input type="checkbox"/> Microsoft Teams chat messages

Elected or Appointed Department Head

Date Requested

Technology Services

Date Delivered

EXHIBIT 2

Kendall County Technology Services Internal Request for Archived Emails and Chat Messages

Please list dates, keywords, and/or email addresses below.

Dates:
To:
From:
Subject:
Keywords:
Attachment Name:
Other:
Search: <input type="checkbox"/> Emails <input type="checkbox"/> Microsoft Teams chat messages

Department Heads and Elected Officials shall only have access to emails and Microsoft Teams chat messages sent or received by employees supervised by the Department Head or Elected Official while said emails and chat messages are retained in the archive.

Elected or Appointed Department Head

Date Requested

Technology Services

Date Delivered



Kendall County Agenda Briefing

Committee: Human Resources & Insurance Committee

Meeting Date: 11/6/2023

Amount: N/A

Budget: N/A

Issue: NEW Section 5.13 Personal Protective Equipment Policy

Background and Discussion:

The purpose of this new Personal Protective Equipment Policy to be added to the County's Employee Handbook is to protect County employees from exposure to workplace hazards and the risk of injury through the use of personal protective equipment (PPE). This policy also complies with OSHA requirements.

Committee Action:

Staff Recommendation:

This proposed policy will aid us in protecting employees from exposures to workplace hazards and reducing the risk of injury. Also, this proposed policy complies with OSHA requirements.

Prepared by: Leslie Johnson, Human Resources Director

Department: Human Resources

Date: 11/1/2023

Section 5.13	Personal Protective Equipment Policy
<u>Effective Date:</u> TBD	<u>Source Doc/Dep.:</u> None/HR
<u>Last Amended Date:</u>	

Section 5.13 PERSONAL PROTECTIVE EQUIPMENT POLICY

The purpose of the Personal Protective Equipment Policy is to protect the employees from exposure to workplace hazards and the risk of injury through the use of personal protective equipment (PPE). PPE is not a substitute for more effective control methods, and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exists.

PPE will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness.

Failure to comply with this policy may result in disciplinary action up to and including termination of employment.

A. RESPONSIBILITIES

The Executive is responsible for the following:

- Developing, implementing, and administering this PPE policy in their office/department.
- Preparing, reviewing, updating, and conducting PPE hazard assessments whenever a job changes, new equipment is used, an accident occurs, or at least once per year, whichever occurs first.
- Maintaining records of hazard assessments for their applicable office/department.
- Training employees on the proper use, care, and cleaning of PPE and providing the training records to their designated Human Resources representative for recordkeeping purposes.
- Ensuring defective or damaged PPE is immediately disposed of and replaced in a timely manner.

Employees who are using PPE for their required job duties are responsible for the following:

- Properly wearing all PPE as required.
- Attending and completing all required training assigned by the deadlines provided.
- Properly caring for, cleaning, maintaining, and inspecting PPE as required.

- Following PPE policies and procedures.
- Promptly informing the Executive or their designee of the need to repair or replace PPE.

B. PROCEDURES

1. HAZARD ASSESSMENT FOR PPE

The Executive or their designee will conduct a walk-through survey of each work area to identify sources of work hazards. Each survey will be documented and must identify the work area surveyed, the person conducting the survey, findings of potential hazards, and date of the survey. The completed survey should be given to the designated Human Resources representative for recordkeeping purposes.

The Executive or their designee must review and update the hazard assessment for PPE whenever a job changes, new equipment is used, an accident occurs, or at least once per year, whichever occurs first.

2. SELECTION OF PPE

Once the hazards of a workplace have been identified, the Executive or their designee will determine if the hazards can first be eliminated or reduced by methods other than PPE. If such methods are not adequate or feasible, then the Executive will determine the suitability of the PPE presently available; and as necessary, will select new or additional equipment which ensures a level of protection greater than the minimum required to protect employees from the hazards. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards.

All PPE will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by the Employer at no charge. Employees are required to return any PPE clothing and equipment that is given to them at the end of their employment or as otherwise required by the Executive or their designee.

3. TRAINING

Any worker required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users on an annual basis. The training will include, but not necessarily be limited to, the following subjects:

- a. When PPE is necessary to be worn;
- b. What PPE is necessary;
- c. How to properly wear, adjust, remove, and put on PPE;
- d. The limitations of the PPE; and
- e. The proper care, maintenance, useful life, and disposal of the PPE.

After the training, the employees will demonstrate that they understand how to use PPE properly. Training of each employee will be documented and kept on file with the designated Human Resources representative.

4. CLEANING AND MAINTENANCE OF PPE

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Employees must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use. Executives and immediate supervisors are responsible for ensuring that users properly maintain their PPE in good condition.

PPE must not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

If employees provide their own PPE, an employee must ensure the PPE is adequate for the workplace hazards, and it is maintained in a clean and reliable condition.

Defective or damaged PPE should not be used and should be immediately discarded and replaced. It is the employee's responsibility to immediately notify the Executive or their designee of defective or damaged PPE.

It is also important the employee ensures contaminated PPE that cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.



Kendall County Agenda Briefing

Committee: Human Resources & Insurance Committee

Meeting Date: 11/6/2023

Amount: N/A

Budget: N/A

Issue: New Section 8.11 Administrative Leave Policy

Background and Discussion:

Currently, the County's Employee Handbook does not include any policies or procedures about administrative leave pending an internal investigation. This proposed Administrative Leave Policy would be a new policy to add to the County's Employee Handbook. It provides a framework for when an employee can be placed on administrative leave and the terms of such an administrative leave.

Committee Action:

Staff Recommendation:

An administrative leave policy would be helpful to assist staff in knowing when and how an employee can be placed on administrative leave.

Prepared by: Leslie Johnson, Human Resources Director

Department: Human Resources

Date: 11/2/2023

Section 8.11	Administrative Leave Policy
<u>Effective Date:</u> TBD	<u>Source Doc/Dep.:</u> None/HR
<u>Last Amended Date:</u> N/A	

Section 8.11 ADMINISTRATIVE LEAVE POLICY

A. GENERAL

Administrative Leave is a type of leave available to use when circumstances warrant removing an employee from the worksite during the Employer's investigation of allegations against the employee. An employee may be placed on Administrative Leave, with or without prior written notice. Administrative Leave is not a type of corrective action.

Employees on Administrative Leave are not eligible to work except to participate in investigation activities at the direction of the Executive and/or the assigned investigator. While on Administrative Leave, the employee must be available to cooperate with the Employer's investigation. Also, the Executive is responsible for ensuring that all County property in the employee's possession (e.g., keys, electronic equipment, ID cards, files, records, etc.) is collected from the employee at the start of the Administrative Leave.

B. CIRCUMSTANCES WHEN ADMINISTRATIVE LEAVE MAY BE WARRANTED

The types of alleged conduct that may warrant placing an employee on Administrative Leave include, but are not limited to:

- Dishonesty,
- Theft or misappropriation of funds or property,
- Insubordination,
- Workplace violence,
- Violation of federal or state law,
- Exploitation, intimidation, retaliation, unlawful discrimination, unlawful harassment, and/or sexual misconduct,
- Acts endangering the Employer, employees, and/or the public, and
- Any other conduct or circumstances that, in the Executive's sole discretion, warrant removing the employee from the premises.

C. PAY STATUS DURING ADMINISTRATIVE LEAVE

The Executive may, in their discretion, place an employee on administrative leave with or without pay. Employees placed on paid administrative leave will continue to accrue leave and service credit during their paid administrative leave. An employee placed on paid administrative leave shall not be required to use their accrued vacation, personal leave, and/or compensatory time while on paid administrative leave status. An employee placed

on unpaid administrative leave will not accrue any leave or service credit during their unpaid administrative leave. An employee on an unpaid administrative leave is not eligible to receive holiday pay. In the Executive's sole discretion, an employee placed on unpaid administrative leave may be provided the option to utilize their accrued vacation, personal leave, and/or compensatory time while on such administrative leave. If the employee is given the option to and does utilize their accrued vacation, personal leave, and/or compensatory time while on administrative leave, the employee shall not be eligible to receive holiday pay.

D. NOTICE

An employee placed on Administrative Leave must be notified in writing of their Administrative Leave status no later than three (3) working days after commencement of the Administrative Leave, if the written notice was not provided to the employee at the time the Administrative Leave commenced. This written notice must explain the reasons for the Administrative Leave; state the expected length of the Administrative Leave, if known; and that the leave may be extended, if necessary. The written notice should also direct the employee to remain available to speak with and provide information to the Employer's investigator upon request.

E. LEAVE OF ABSENCE PERSONNEL ACTION NOTICE (LOA PAN) FORM

Pursuant to Kendall County Board Resolution 23-19, the Executive and/or their designated Human Resources Representative must timely complete a LOA PAN Form and provide it to the Employer's payroll administrator and benefits administrator. LOA PAN Forms must be completed to document (a) the date the administrative leave begins; and (b) the date when the administrative leave ends.

F. FAILURE TO COMPLY WITH POLICY

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.



Kendall County Agenda Briefing

Committee: Human Resources & Insurance Committee

Meeting Date: 11/6/2023

Amount: N/A

Budget: N/A

Issue: New Section 8.12 Discretionary Unpaid Leave of Absence Policy

Background and Discussion:

Pursuant to direction from the Human Resources & Insurance Committee, the Human Resources Department prepared the attached Discretionary Unpaid Leave of Absence Policy. Currently, there is no policy or procedure in the County's Employee Handbook, which addresses when and how an employee may use unpaid time off. The attached proposed policy provides a framework to address unpaid time off.

Committee Action:

Staff Recommendation:

It would be helpful to have a policy in the County's Employee Handbook, which provides a framework for when and how an employee may take an unpaid leave of absence.

Prepared by: Leslie Johnson, Human Resources Director

Department: Human Resources

Date: 11/2/2023

Section 8.12	Discretionary Unpaid Leave of Absence Policy
<u>Effective Date:</u> TBD	<u>Source Doc/Dep.:</u> None/HR
<u>Last Amended Date:</u>	

Section 8.12 DISCRETIONARY UNPAID LEAVE OF ABSENCE POLICY

An Executive may, at their sole discretion, grant an eligible employee a discretionary unpaid leave of absence when (a) the requesting employee is able to establish that extraordinary circumstances of personal need exist; and (b) it is determined to be in the best interest of the Employer and the requesting employee to grant the employee a discretionary unpaid leave of absence. A discretionary unpaid leave of absence may be granted as full day absences and/or on an intermittent or reduced schedule basis, in the sole discretion of the Executive. A discretionary unpaid leave of absence is not job-protected leave.

The Executive reserves the right to determine the duration of the discretionary unpaid leave of absence, but no leave of absence shall exceed ninety (90) cumulative calendar days per fiscal year.

If an employee fails to return to work immediately after their discretionary unpaid leave of absence expires, the employee will be considered to have voluntarily resigned their position with the Employer.

An employee shall not be permitted to take an unpaid leave of absence unless otherwise expressly approved pursuant to this policy or another policy set forth in the Kendall County Employee Handbook (e.g., FMLA Policy, VESSA Policy, etc.).

A. ELIGIBLE EMPLOYEES

To be eligible for a discretionary unpaid leave of absence, an employee must be continuously employed by the Employer as a part-time or full-time employee for at least twelve (12) consecutive months prior to the date the employee's discretionary unpaid leave of absence begins.

Before an employee may receive a discretionary unpaid leave of absence, the employee must first exhaust all available accrued paid time off (e.g., vacation, personal/banked sick, compensatory time, etc.) available to the requesting employee. The employee will also need to first exhaust all other forms of available unpaid time off (e.g., unpaid FMLA, VESSA leave, etc.)

B. PROCEDURES

An employee must submit a written request for a discretionary unpaid leave of absence at least thirty (30) calendar days in advance, if the leave is foreseeable. If the need for the leave is not foreseeable, or if the employee does not learn of their need for such leave at least thirty (30) calendar days before the leave is to commence, the employee must provide their written request must be provided as soon as practicable, generally within one (1) to two (2) days of learning of the need for leave.

The written request must be submitted to the employee's Executive. The written request must include all the following information:

- The beginning and ending dates of the requested discretionary unpaid leave of absence;
- The purpose for the requested leave;
- Why extraordinary circumstances of personal need exist; and
- How the requested leave would be in the best interest of the Employer and the requesting employee.

Any written request received that does not include all the above requested information will be deemed incomplete and returned to the employee to complete and re-submit to their Executive for further consideration.

The Executive, in their sole discretion, may require an employee to provide documentation, such as a doctor's certification of illness or disability, supporting the employee's need for a discretionary unpaid leave of absence. Employees may be required to provide periodic updates of their status and intent to return to work while on a discretionary unpaid leave of absence.

Also, prior to or upon an employee's return to work from a discretionary unpaid leave of absence, the Executive, in their sole discretion, may also require the employee to provide documentation establishing the employee's ability to return to work.

C. COMPENSATION AND BENEFITS

During a discretionary unpaid leave of absence, an employee shall receive no pay. The employee may continue participation in the Employer's benefit programs by paying the total cost of those programs in which they are enrolled. Payment is expected to be made in the same amounts, and at the same time (i.e., each payroll date) as was made while working. If any payment is more than thirty (30) days late, medical coverage may be canceled.

Vacation and personal/banked sick leave shall not accrue while the employee is on a discretionary unpaid leave of absence. An employee on a discretionary unpaid leave of absence shall also not be eligible for holiday pay, jury duty pay, bereavement leave, and/or any other type of paid leave benefits at any time during the discretionary unpaid leave of absence. Additionally, future benefits and benefit accruals (e.g., vacation time,

personal time, length of service, etc.) will be adjusted based upon the period the employee is on a discretionary unpaid leave of absence.

Unless otherwise stated or otherwise required by law, length of service shall not accrue for an employee who is on an approved non-paid leave status. Service credits will begin to accrue again when the employee returns to work on a pay status.

E. LEAVE OF ABSENCE PERSONNEL ACTION NOTICE (LOA PAN) FORM

Pursuant to Kendall County Board Resolution 23-19, the Executive and/or their designated Human Resources Representative must complete a LOA PAN Form and provide it to the Employer's payroll administrator and benefits administrator for each discretionary unpaid leave of absence.

F. FAILURE TO COMPLY WITH POLICY

Failure to comply with this policy may result in disciplinary action up to and including termination of employment.



Kendall County Agenda Briefing

Committee: Human Resources & Insurance Committee

Meeting Date: 11/6/2023

Amount: N/A

Budget: N/A

Issue: Revised annual performance review form

Background and Discussion:

This proposed revision to the annual performance review form adds a section to evaluate managerial and leadership skills for supervisors in County departments. It also adds evaluation categories of collaboration, innovation and creativity, safety, and quality of work for all employees.

Committee Action:

Staff Recommendation:

This proposed revisions to this performance review would allow for a more well-rounded evaluation of performance during the annual review period.

Prepared by: Leslie Johnson, Human Resources Director

Department: Human Resources

Date: 11/1/2023

**KENDALL COUNTY DEPARTMENTAL FORM
EMPLOYEE GOALS & PERFORMANCE REVIEW**

Employee:		Evaluator/Supervisor:	
Department:		Title:	
Hire Date:	Date of Review:	Date of Last Review:	
Performance Review Period: _____ through _____			

DRAFT

Review Achievement of Goals for Previous Performance Period _____ to _____

1.	
Comments:	
2.	
Comments:	
3.	
Comments:	
4.	
Comments:	

Supervisor and employee list any special accomplishments or recognition achieved by the employee during the performance period under review:

CORE TO SUCCESS:

(completed by supervisor)

Rating Key: EE = Exceeds Expectations ME = Meets Expectations NI = Needs Improvement U= Unacceptable

CORE TO SUCCESS RATING GUIDELINES:

- (1) **Exceeds Expectations (EE):** Performance consistently far exceeds expectations in all competencies, and the quality of work was overall superior. Annual goals were completed earlier than anticipated. Made an exceptional or unique contribution in support of department or Kendall County objectives. This rating should be reserved for employees with strong, commendable performance. Concrete examples of these results must be given to issue this rating. This rating should be used sparingly and reserved for truly extraordinary performance throughout the performance cycle.
- (2) **Meets Expectations (ME):** Performance consistently meets expectations in all or almost all competencies, and the quality of work overall met expectations. All or almost all goals were met. The employee is a dependable, competent, knowledgeable individual who meets and occasionally exceeds expectations of the position. The rating conveys solid, effective performance.
- (3) **Needs Improvement (NI):** Performance is adequate in most competencies but needs improvement in one or more significant competencies that are critical to the position, and/or one or more of the most critical goals were not met. Work product requires improvement in one or more areas to meet the County's expectations. This rating conveys that performance is below expectations in one or more areas and must be improved.
- (4) **Unacceptable (U):** Performance was frequently below in all or almost all competencies, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in all or almost all competencies. A performance improvement plan must be outlined, including timelines and monitored to measure progress.

<i>This section to be completed for ALL Kendall County employees.</i>				
	EE	ME	NI	U
JOB KNOWLEDGE: Possesses a clear understanding of the responsibilities and tasks the employee must perform. Able to work independently and without close supervision.				
JOB PRODUCTIVITY: Demonstrates commitment to efficiently and effectively complete projects/ tasks to meet deadlines. Seeks extra assignments. Able to complete assigned projects/tasks on a timely basis.				
QUALITY OF WORK: Work product is accurate and complete. Employee demonstrates attention to detail. Timely completes all assigned trainings and professional development opportunities. Complies with Kendall County's policies and procedures.				
ORGANIZATION: Keeps office/desk neat and files organized. Timely attends to job duties. Limits idle time.				
FLEXIBILITY: Open to suggestions and new ideas and freely adapts to changes in procedures and work duties.				
COLLABORATION & COOPERATION: Provides courteous response to citizens, co-workers, and supervisors. Works collaboratively as part of a team. Provides assistance whenever possible. Avoids speaking, writing or actions that could be seen as disrespectful of people in their absence. Recognizes and shows respect for the strengths and contributions of others.				
ATTENDANCE: Arrives for work on time. Punctual for meetings and events. Limits breaks and meal periods appropriately.				
PROFESSIONALISM: Dresses appropriately. Displays professional appearance and demeanor. Uses proper grammar. Refrains from profanity.				
INNOVATION AND CREATIVITY: Generates new ideas and finds novel applications. Encourages others to do so.				
SAFETY: Complies with Kendall County's safety procedures and protocols. Properly uses tools and equipment. Wears appropriate attire for working conditions. Demonstrates safety when operating Kendall County vehicles, equipment, and tools.				
DIRECTION: Follows direction and constructive direction from supervisor.				

<i>Additional performance competencies for employees with supervisory responsibilities.</i>				
	EE	ME	NI	U
LEADERSHIP: Creates a motivating climate. Achieves teamwork and collaboration. Builds trust among employees and with peers. Motivates others to develop and enhance Kendall County's operations and services.				
PERFORMANCE MANAGEMENT: Meets regularly with employees and provides ongoing feedback on performance. Maintains a cohesive, supportive, and productive work environment; capitalizes on full potential of staff in department; and develops employees through ongoing coaching, counseling, and training. Ensures timely completion of annual performance reviews with employees.				
BUDGET CONSCIOUSNESS: Maintains an awareness of budgets and expenses as appropriate. Controls and effectively manages department's funds to ensure all expenses are within approved budget.				
CONFLICT MANAGEMENT: Identifies causes and resolves issues resulting in unproductive organization and employee disputes.				
PLANNING AND INNOVATION: Establishes and effectively uses appropriate mechanisms to anticipate trends and opportunities. Develops and implements alternative strategies for dealing with change and planning for the future. Uses creative and innovative problem-solving strategies for adapting to uncertainties and complexities. Fosters a climate of innovation and continuous improvement.				

EVALUATOR'S COMMENTS:

(This section must be completed by the Evaluator for all employees.)

REMEDATION REQUIRED:

(Supervisor lists any issues employee must remediate, suggested remediation, and date for additional review.)

DEVELOP GOALS FOR NEXT PERFORMANCE PERIOD _____ to _____

(Collaborative discussion between supervisor and employee)

1.
Comments:
2.
Comments:
3.
Comments:
4.
Comments:

EMPLOYEE’S COMMENTS:

By signing below, I affirm that I have read this evaluation and had the opportunity to review it with my supervisor. I also affirm that I have been given a copy of this evaluation. My signature does not necessarily denote my agreement with the conclusions of the evaluator.

Employee: Date: _____

Supervisor: Date: _____

Department Head: Date: _____

Received by Human Resources: Date: _____

**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. (Part time employees can accrue at rate of 1 hr for every 40 hrs worked.)	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.