



COUNTY OF KENDALL, ILLINOIS HUMAN RESOURCES & INSURANCE

Kendall County Historic Courthouse
110 West Madison, Second Floor Courtroom, Yorkville, IL 60560
Monday, January 6, 2025 at 5:30 p.m.

MEETING AGENDA

1. Call to Order
2. Roll Call: Ruben Rodriguez (Chairman), Jason Peterson, Elizabeth Flowers, Zach Bachmann, and Matt Kellogg
3. Approval of Agenda (KC001-KC002)
4. ***MOTION (VV) (Forward to CB 1/21/2025):** Approval of Minutes for the November 4, 2024, Human Resources & Insurance Committee Meeting (KC003-KC006)
5. Committee Reports and Updates
 - A. Monthly Benefits Report (KC007-KC008)
 - B. Monthly Human Resources Department Report (KC009)
 - C. Executime & Tyler Munis Update (KC010)
6. New Committee Business
 - A. ***MOTION (VV):** Appointment of Human Resources & Insurance Committee Vice Chair
 - B. ***MOTION (VV) (Forward to CB 1/21/2025):** Management Analyst Job Description (KC011-KC015)
 - C. ***MOTION (VV) (Forward to CB 1/21/2025):** Revised Executive Assistant Job Description (KC016-KC020)
 - D. ***MOTION (VV) (Forward to CB 1/21/2025):** Revised Economic Development Coordinator Job Description (KC021-KC025)
 - E. ***MOTION (VV) (Forward to CB 1/21/2025):** Revised Organizational Chart & Approved Headcount (KC026-KC027)
 - F. ***MOTION (VV) (Forward to CB 1/21/2025):** Paycheck Correction Form (KC028-KC029)
 - G. ***MOTION (VV) (Forward to CB 1/21/2025):** Revised Final Paycheck Form (KC030-KC031)
 - H. ***MOTION (VV) (Forward to CB 1/21/2025):** Revised Personnel File Review Request Form (KC032)
 - I. ***MOTION (VV) (Forward to CB 1/21/2025):** Revised Section 8.1 Personal and Banked Sick Leave Policy in the Kendall County Employee Handbook (KC033-KC038)

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.

KC001

- 7. Old Committee Business**
- 8. Chairman's Report**
- 9. Public Comment**
- 10. Executive Session**
- 11. Items for Committee of the Whole**
- 12. Action Items for County Board**
 - 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.

COUNTY OF KENDALL, ILLINOIS
HUMAN RESOURCES AND INSURANCE COMMITTEE
Meeting Minutes for Monday, November 4, 2024, at 5:30 p.m.

Call to Order

The meeting was called to order by Committee Chair Ruben Rodriguez at 5:30 p.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Ruben Rodriguez	Here		
Jason Peterson		5:33 p.m.	
Elizabeth Flowers	Here		
Zach Bachmann	Here		
Matt Kellogg	Absent		

With 3 members present a quorum was established.

Staff Present: Christina Burns, Payton Karlovich, Brian Holdiman, & Matt Asselmeier

Others Present: Dane Mall & Todd Greer

Approval of Agenda – Member Bachmann made a motion to approve the agenda, second by Member Flowers. **With 3 members voting aye, the motion was carried by a vote of 3-0.**

Approval of Minutes- Member Flowers made a motion to approve October 7, 2024 minutes, second by Member Bachmann. **With 3 members voting aye, the motion was carried by a vote of 3-0.**

Committee Reports and Updates –

A. Alliant Insurance Services, Inc. and ICRMT – Kendall County Insurance Renewal

Dane Mall presented the 2025 Insurance Renewal proposal to the committee, which included property, casualty, liability, workers' compensation, and cyber insurance. The presentation outlined three renewal options:

1. Option #1 (status quo – no changes to deductibles): \$1,019,406 (16% increase in premium)
2. Option #2 (\$100,000 deductible/retention option): \$935,185 (7% increase in premium)
3. Option #3 (\$250,000 deductible/retention option): \$873,435 (0% increase in premium)

The committee engaged in a brief discussion regarding the potential increase of the County's deductible but ultimately decided to table the discussion for the next committee of the whole meeting.

Member Bachmann made a motion to forward to the Committee of the Whole for further discussion on renewal options, second by member Peterson. With 4 members voting aye, the motion was carried by a vote of 4-0.

B. Monthly Benefits Report (pages 7-8 in packet)

Payton Karlovich requested that the committee refer to page 7 for the monthly medical insurance report as well as the FY24 monthly medical insurance report. The reports are included in the packet.

C. Monthly Human Resources Department Report (page 9 in packet)

Payton Karlovich provided an update to the committee regarding the monthly report from the human resources department. She noted that there have been 12 nominations submitted for the employee of the year award. Later this week, the outreach committee will convene to discuss these nominations. Additionally, the employee benefits fair is scheduled for November 6 and November 7. Open enrollment will begin on November 11.

D. Executime & Tyler Munis Update (page 10 in packet)

Payton Karlovich provided the committee with an update on Executime and Tyler Munis. Since the last HR and Insurance meeting, the Health Department has initiated the development of the live platform in anticipation of the upcoming conversion from the test environment to the live environment. The only department that has yet to conduct testing is Judicial. All other departments have completed their testing.

New Committee Business –

A. Revised Finance & Budget Analyst Job Description

The finance & Budget Analyst job description replaces the existing job description for the finance and budget analyst. It changes this position from an hourly, FLSA non-exempt position into a salaried, FLSA exempt position. The substantive duties for this position will not change.

Member Bachmann made a motion to forward to County Board meeting, second by member Flowers. With 4 members voting aye, the motion was carried by a vote of 4-0.

B. Full-Time Code Enforcement Officer Job Description.

County Administrator Christina Burns informed the committee that the Planning, Building, and Zoning Department is currently in need of a full-time code enforcement officer. The department currently employs a full-time code enforcement officer and is responsible for all building permits, plan reviews, and supporting code enforcement activities. In 2019, a part-time code enforcement position was established, focusing primarily on code enforcement, with an expected workload of 10 hours per week. However, this position has experienced significant turnover, with three individuals having held the role and the most recent resignation occurring in September. Given the county's increased workload and the necessity for stability and redundancy in building inspections and code enforcement, staff recommend transitioning to a full-time code enforcement officer.

Committee members recognized the importance of this position and expressed overall support for the recommendation.

Member Flowers made a motion to forward to County Board meeting, second by member Bachmann. With 4 members voting aye, the motion was carried by a vote of 4-0.

C. Chief Information Officer Job Description

The Information and Communication Technology (ICT) Department is proposing a departmental reorganization. This reorganization aims to update job titles and the reporting structure without increasing the headcount. The ICT's Director Job Description would be replaced with the Chief Information Officer Job Description. The IT Systems Manager and IT Project Manager will report

directly to the Chief Information Officer. The IT Systems Manager will oversee the Systems Administrator and Helpdesk Supervisor roles, while the Helpdesk Supervisor will supervise the three existing Computer Support Specialist positions.

Member Flowers made a motion to forward to County Board meeting, second by member Bachmann. With 4 members voting aye, the motion was carried by a vote of 4-0.

D. IT Systems Manager Job Description

Member Peterson made a motion to forward to County Board meeting, second by member Bachmann. With 4 members voting aye, the motion was carried by a vote of 4-0.

E. IT Project Manager Job Description

Member Flowers made a motion to forward to County Board meeting, second by member Bachmann. With 4 members voting aye, the motion was carried by a vote of 4-0.

F. Revised Deputy Director of Information, Communication and Technology

Member Bachmann made a motion to forward to County Board meeting, second by member Flowers. With 4 members voting aye, the motion was carried by a vote of 4-0.

G. Revised Systems Administrator Job Description

Member Bachmann made a motion to forward to County Board meeting, second by member Flowers. With 4 members voting aye, the motion was carried by a vote of 4-0.

H. Helpdesk Supervisor Job Description

Member Bachmann made a motion to forward to County Board meeting, second by member Peterson. With 4 members voting aye, the motion was carried by a vote of 4-0.

I. Revised Computer Support Specialist Job Description

Member Flowers made a motion to forward to County Board meeting, second by member Bachmann. With 4 members voting aye, the motion was carried by a vote of 4-0.

J. Revised Organizational Chart & Approved Headcount

Member Peterson made a motion to forward to County Board meeting, second by member Bachmann. With 4 members voting aye, the motion was carried by a vote of 4-0.

Old Committee Business – None

Chairman's Report – None

Public Comment – None

Executive Session – None

Items for the Committee of the Whole Meeting –

- a. Discussion of one of three options for the 2025 property, casualty, liability, workers' compensation and cyber insurance renewal

Action Items for County Board –

1. Under Consent Agenda

- a. Kendall County Insurance Renewal with Alliant Insurance Services, Inc and ICRMT
- b. Revised Finance & Budget Analyst Job Description
- c. Full-Time Code Enforcement Officer Job Description
- d. Chief Information Officer Job Description
- e. IT Systems Manager Job Description
- f. IT Project Manager Job Description
- g. Revised Deputy Director of Information, Communication and Technology
- h. Revised Systems Administrator Job Description
- i. Helpdesk Supervisor Job Description
- j. Revised Computer Support Specialist Job Description

2. Items for Committee Business

- a. Revised Organizational Chart & Approved Headcount

Adjournment – Member Peterson made a motion to adjourn, second by Member Bachmann. **With 4 members present in agreement, the meeting was adjourned at 6:16 p.m.**

Respectfully submitted,
Nancy Villa
Executive Administrative Assistant

MONTHLY MEDICAL INSURANCE REPORT
FY 24

PLAN	EMPLOYEES Total Enrolled		Annual ER Plan Cost	
	Non-Union	Union	Nov-24	Dec-24
HMO EE	12	11	23	23
HMO EE + SP	1	3	4	4
HMO EE + CH	2	3	5	5
HMO FAM	3	13	16	16
H.S.A. \$1600 EE	75	53	126	128
H.S.A. \$1600 EE + SP	8	9	17	17
H.S.A. \$1600 EE + CH	14	10	24	24
H.S.A. \$1600 FAM	24	27	51	51
H.S.A. \$3200 EE	2	1	3	3
H.S.A. \$3200 EE + SP	0	2	2	2
H.S.A. \$3200 EE + CH	0	1	1	1
H.S.A. \$3200 FAM	3	0	3	3
BC Options \$1600 EE	5	2	7	7
BC Options \$1600 EE + SP	1	0	1	1
BC Options \$1600 EE + CH	2	0	2	2
BC Options \$1600 FAM	1	4	5	5
BC Options \$3200 EE	0	0	0	0
BC Options \$3200 EE + SP	0	1	1	1
BC Options \$3200 EE + CH	0	0	0	0
BC Options \$3200 FAM	2	0	2	2
Total Enrolled	155	140	293	295

Employees	
Dental EE	163
Dental Family	165
Total Enrolled	328

Retirees/COBRA (12/1/23 -11/30/24) (50 Retirees /1 COBRA)			
Vision	Family	13	1628.28
Vision	Single	16	1,195.66
Medical	Family	2	9,514.20
Medical	Single	8	76,874.29
Dental	Family	32	14,751.70
Dental	Single	19	23,780.36
TOTAL			127,744.49

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

FY 24 MONTHLY MEDICAL INSURANCE INVOICES

BUDGETED \$7,144,922 101.96% 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	951670	489801	474064	479759	498476	491948	502924	488397	490926	497320	488655	498642	\$6,352,580	6,230,253	101.96%
BCBS Dental Premium	39526	28294	45175	28046	28019	28259	28330	27820	27936	28096	27934	27825	\$365,259	303,332	120.42%
BCBS Life Premium	624	661	642	636	632	637	651	623	634	630	631	469	\$7,469	7837	95.31%
Health Savings Account	125	529125	3875	5500	4500	3875	875	6750	1250	500	1750	0	\$558,125	600,000	93.02%
FSA Admin Fee	98	102	129	129	129	118	121	121	121	121	118	118	\$1,425	3,500	40.71%
TOTALS	\$992,043	\$1,047,982	\$523,885	\$514,070	\$531,756	\$524,836	\$532,902	\$523,712	\$520,867	\$526,666	\$519,087	\$527,053	\$7,284,858	7,144,922	101.96%

FY 23 MONTHLY MEDICAL INSURANCE INVOICES

BUDGETED \$6,430,808 96.07% of total budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals	BUDGET per Line item	% of budget
BCBS Medical Premium	467114	896081	424612	438627	453121	431875	431265	436721	433971	434132	456685	-8013	\$5,296,191	5,438,252	97.39%
BCBS Dental Premium	28221	-218	28489	27428	28208	27358	26922	27246	-4026	26989	28720	55462	\$300,799	381,879	78.77%
BCBS Life Premium	595	612	591	610	615	606	604	619	593	640	630	627	\$7,342	9677	75.87%
Health Savings Account	375	540750	7230	895	5250	4000	3875	4000	2250	2375	500	1250	\$572,750	597,500	95.86%
FSA Admin Fee	95	95	112	116	109	102	98	95	95	95	98	98	\$1,204	3,500	34.40%
TOTALS	\$496,399	\$1,437,320	\$461,033	\$467,675	\$487,303	\$463,941	\$462,764	\$468,681	\$432,882	\$464,230	\$486,633	\$49,424	\$6,178,287	6,430,808	96.07%

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		



KENDALL COUNTY HUMAN RESOURCES DEPARTMENT REPORT TO HUMAN RESOURCES & INSURANCE COMMITTEE January 6, 2025

Here are a few highlights from the Human Resources Department for the month of December 2024:

COMPLIANCE & RISK MANAGEMENT:

- Completed renewals for auto, property, casualty, liability, and workers compensation insurance coverage.
- Conducted an audit of certificates of insurance to ensure all vendors' certificates are updated and current.
- Developed new service plan with IPMG for 2025 plan year.
- Updated all employment postings for 2025.

RECRUITMENT, ONBOARDING & OFFBOARDING:

- We recruited for the following positions: Finance Analyst (Administration), Veteran Services Officer (VAC), Part-Time Driver (VAC), Maintenance I (Facilities), Maintenance II (Facilities), and Code Official (PBZ).
- Welcome to the following new hires:
 - Nicolas Garcia (Maintenance I), Facilities Management Department
 - Casey Gilkerson (Maintenance II), Facilities Management Department
 - Robert Gholston (PT Driver), Veteran's Assistance Commission

EMPLOYEE BENEFITS:

- Completed open enrollment and updated information in the online benefits administration systems.
- Completed meetings with Plan Source and IPBC regarding benefits administration and open enrollment.

LABOR RELATIONS:

- Completed union negotiations for Full-Time Records Clerks, Corrections Deputies, and Patrol Sergeants
- Union negotiations continue for Corrections Sergeants. Mediation scheduled in early January.

MISCELLANEOUS:

- We received 12 nominations for Employee of the Year Award. The Employee Community Outreach Committee met on November 8, 2024 and selected 3 finalists. The Employee of the Year Selection Committee met in December to review the 3 finalists and select a winner for the Employee of the Year. The 2024 Employee of the Year will be announced at the January 21st County Board meeting.
- The fall edition of *The County Connection* was prepared and released in December.
- Executime Live rollout began in December!
- We are assisting Facilities Department with the rollout of new ID badges and swipe cards for County employees.

Tyler Munis Update

01/06/2025

ITEMS COMPLETED SINCE 11/4/2024 MEETING
<ol style="list-style-type: none"> 1. Completed the Test to Live conversion in Executime. 2. Successfully completed our first and second payroll in Live with the following groups: Administration, Human Resources, GIS, PBZ, and Animal Control

The Departments that will be added to the next payroll: The Coroner's Office, EMA and Highway
The Departments undergoing training for Live: Public Defender's Office and Veteran's Assistance Commission

GO LIVE SCHEDULE AS OF 12/20/2024	
<u>Department/Elected Office:</u>	<u>Estimated Go Live Date:</u> ¹
Human Resources Department	11/30/2024
Administration Department	11/30/2024
GIS Department	12/14/2024
Planning, Building & Zoning Department	12/14/2024
Animal Control Department	12/14/2024
Emergency Management Agency	12/28/2024
Coroner's Office	12/28/2024
Highway Department	12/28/2024
Public Defender's Office	1/11/2025
Veteran's Assistance Commission	1/11/2025
ICT Department	1/25/2025
Facilities Department	1/25/2025
Assessments	2/8/2025
Treasurer's Office	2/8/2025
County Clerk's Office	2/8/2025
State's Attorney's Office	2/22/2025
Circuit Clerk's Office	2/22/2025
Health Department	3/8/2025
Forest Preserve	3/22/2025
Court Services	3/22/2025
Judicial	3/22/2025



Kendall County Agenda Briefing

Meeting Type: Human Resources and Insurance
Meeting Date: 1/6/2025
Subject: Management Analyst Job Description
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

To forward the Management Analyst job description to the County Board for approval.

Board/Committee Review:

None

Fiscal impact:

The Management Analyst position is budgeted for an annual salary of \$75,000.

Background and Discussion:

The attached job description is for the newly created Management Analyst position in the Administration Department. The Management Analyst position was approved with the FY2024-2025 budget. The Management Analyst will report directly to the County Administrator.

Staff Recommendation:

To forward the Management Analyst job description to the County Board for approval.

Attachments:

1. Management Analyst Job Description

Kendall County Job Description

TITLE: Management Analyst
DEPARTMENT: Administrative Services
SUPERVISED BY: County Administrator
FULL TIME/PART TIME: Full Time
FLSA STATUS: Exempt
APPROVED: TBD

I. Position Summary:

Under the general supervision of the County Administrator, this position performs administrative and management work designed to supply professional support to the County Administrator and other members of Kendall County's leadership team. This position is responsible for performing a variety of complex tasks and special project assignments related to strategic management processes, budget, risk management and safety, human resources, and shared services initiatives. This position is also responsible for managing all external Kendall County communications and supporting internal communications, as needed.

II. Essential Duties and Responsibilities:

- A.** Customarily and regularly performs office or non-manual work directly related to the management or general business operations of Kendall County including duties such as the following:
1. Researches, analyzes, plans, and executes special projects and initiatives across all County departments, as assigned.
 2. Provides research, administrative, and management support to Kendall County's budget and capital improvements plan development and implementation.
 3. Provides research, administrative, and management support to Kendall County's human resources, risk management, and safety functions.
 4. Coordinates and provides administrative and management support for Kendall County's shared services initiatives.
 5. Chairs internal project committees as needed or assigned.
 6. Supports Kendall County's communications by performing duties including, but not limited to, preparation and management of external Kendall County communications (e.g., social media, website, media releases, etc.) and providing support for internal communications.
 7. Develops and oversees Kendall County Board packet development and execution.
 8. Professionally represents Kendall County to internal and external constituents.
 9. Assists with the development, implementation, and use of Kendall County's Munis ERP and Munis Human Capital Management platforms.
 10. Conducts long and short-range research studies to aid management decision-making.
 11. Responds to a variety of resident inquiries, complaints, and requests for services and promotes and maintains responsive community relations.
 12. Serves as staff liaison for special events, both for employees and the community, both during and outside of regular business hours.

Kendall County Job Description

13. Assists Kendall County leadership team with the preparation and submittal of grant funding applications for various projects from federal, state, and local sources as needed. Prepares and coordinates grant program components, including applications, set-up, documentation, administration, reporting, and closure.
 14. Utilizes data analysis and administrative review to evaluate, compare, and refine programs, processes, and services.
 15. Creates graphs, charts, spreadsheets, and statistical information from raw databases (e.g., Munis ERP and Munis Human Capital Management).
- B.** Customarily and regularly exercises discretion and independent judgment with respect to matters of significance and makes recommendations regarding the same, which are given great weight by the final decision maker.
 - C.** Attends meetings, conferences, workshops and training sessions as approved or assigned.
 - D.** Attends Kendall County Board and Committee meetings as requested, both during and after business hours.
 - E.** Handles confidential matters daily relating to assigned duties and maintains confidentiality of said information.
 - F.** Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, and the Illinois Local Records Act.
 - G.** Complies with all applicable policies and procedures regarding or relating to assigned job duties.
 - H.** Maintains regular attendance and punctuality.
 - I.** Performs other duties as assigned.

III. Supervisory Responsibilities.

This job has no supervisory responsibilities.

IV. Qualifications:

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

A. Language Skills:

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

B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to interpret an extensive variety of technical instructions in mathematical or diagrammatic form and deal with several abstract and

Kendall County Job Description

concrete variables.

3. Ability to exercise independent judgment in gathering and analyzing complex data utilizing statistical methods and a cost center analysis.
4. Ability to skillfully perform detailed statistical analysis of budget activities.
5. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
6. Ability to read and understand workplace data, such as forms, tables, graphs, schedules etc.

C. Reasoning Ability:

1. Basic understanding of, and ability to conduct cost-benefit analysis.
2. Ability to interpret financial data contained in reports and ledgers.
3. Ability to analyze situations to identify problems, identifying sources of obstacles, and evaluate possible solutions.
4. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
5. Ability to deal with problems involving several concrete variables in standardized situations.

D. Certificates, Licenses, and Registrations:

1. Any and all certificates and registrations as required for the specific duties performed.

E. Other Skills, Knowledge and Abilities:

1. Thorough understanding of budgeting principles.
2. Strong organization and multi-tasking skills.
3. Proficient in the use of social media.
4. Maintains strong communication skills and abilities.
5. Ability to carry out duties with minimal supervision.
6. Ability to research materials and develop reports from information gathered.
7. Ability to maintain confidentiality.
8. Excellent prioritization skills and the ability to meet deadlines.
9. The ability to display a positive, cooperative, professional, and team-orientated attitude even in stressful situations.
10. The ability to develop professional and timely external and internal communications for Kendall County.
11. The ability to listen, understand information and ideas, and work effectively with county personnel, department heads, and elected officials.
12. Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.
13. Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems.
14. Skills in operating a personal computer, facsimile machine, and copier.

F. Education and Experience:

1. Requires either (a) a Bachelor's degree from an accredited college or university in relevant field AND a graduate degree from an accredited college or university in public administration, business administration, or related field; or (b) an equivalent combination of education and relevant work experience is required.

Kendall County Job Description

G. Physical Demands:

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

1. Frequently sit for long periods of time at a desk or in meetings.
2. Regularly use computers and other electronic equipment to perform assigned job duties.
3. Occasionally lift and/or move up to 40 pounds.
4. Frequently lift and/or move up to 10 pounds.
5. Use hands to finger, handle, or feel.
6. Reach, push, and pull with hands and arms.
7. Specific vision abilities including close and distance vision, as well as depth perception.
8. Travel independently to other County office buildings and to other locations throughout Kendall County and the Chicago region to perform assigned job duties.

V. Work Environment:

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

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

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

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee



Kendall County Agenda Briefing

Meeting Type: Human Resources and Insurance
Meeting Date: 1/6/2025
Subject: Revised Economic Development Coordinator Job Description and Revised Executive Assistant Job Description
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

To forward the revised Economic Development Coordinator job description and the revised Executive Assistant job description to the County Board for approval.

Board/Committee Review:

None

Fiscal impact:

None

Background and Discussion:

The attached revised Economic Development Coordinator job description and the attached revised Executive Assistant job description reflect a proposed change in reporting structure. The revised Economic Development Coordinator job description moves the position from the Planning, Building & Zoning Department to the Administration Department reporting directly to the County Administrator. The revised Executive Assistant job description changes the supervisor from Deputy Administrator to County Administrator.

Staff Recommendation:

To forward the revised Economic Development Coordinator job description and the revised Executive Assistant job description to the County Board for approval.

Attachments:

1. Revised Economic Development Coordinator Job Description
2. Revised Executive Assistant Job Description

Kendall County Job Description

TITLE: Executive Administrative Assistant
DEPARTMENT: Administration
SUPERVISED BY: County Administrator
FLSA STATUS: Non-Exempt
APPROVED: 09/06/2022 (Revised: In progress)

I. Position Summary:

Provides assistance in all areas of Administration Department, including but not limited to clerical, secretarial, office management functions, and project-based work that effectively organizes, coordinates, and assists the Administration Department and County Board in implementing functions, procedures, and responsibilities.

II. Essential Duties and Responsibilities:

Administrative Services

- A. Serve as the Administrative Assistant for the Administration Department and Kendall County Board.
- B. Provide administrative assistance to Administration Department with the general affairs of the department and special assigned projects, as assigned by the County Administrator, Deputy County Administrator, and County Board members.
- C. Answer incoming telephone calls for the Administration Department and County Board Office and appropriately respond to public inquiries by mail or phone.
- D. Provide general information to the public.
- E. Complete State-mandated training and serve as a Freedom of Information Act Officer for County Board, the Administration Department, and other departments as assigned.
- F. Type, send and file letters and correspondence on behalf of the Administration Department and County Board.
- G. Update various County informational lists for public and organizational distribution.
- H. Draft updates to certain County website pages including, but not limited to, the homepage, calendar, and pages for the Administration Department, County Board, and Board Committee volunteer opportunities.
- I. Manage and record petty cash register, process accounts payable claims and vouchers, track invoice payments and certain contracts for budget purposes and review certain budget line items for the Administration Department and County Board.
- J. Order and manage the Administration Department's and County Board's office supplies and inventory.
- K. Assist with collecting and presenting data, developing reports, completing special projects, as it pertains to certain budget accounts.
- L. Assist in preparation of Excel spreadsheets including creating tables, forms, templates and updating reports and charts.
- M. Assist in the preparation of PowerPoint presentations
- N. Create content for and post to public relations and social media accounts
- O. Organize the Administration Department's department files and process records disposal applications to the Local Records Commission.
- P. Handle confidential matters daily relating to all functions of the Administration Department, Kendall County Board, and its committees and maintains the

Kendall County Job Description

- confidentiality of said information.
- Q. Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, and the Illinois Local Records Act.
 - R. Complies with all applicable policies and procedures regarding or relating to assigned job duties.
 - S. Prepare, maintain, and file notary public applications/renewals for all County employees.
 - T. Maintain regular attendance and punctuality.
 - U. Perform other duties as assigned.

County Board

- V. Attend County Board committee meetings, as assigned, both during and after regular business hours, including Mayors Managers meetings, special County Board receptions, ceremonies, and presentations. Coordinate all aspects of County receptions, special recognition, and special meetings.
- W. Electronically record and run a Board Committee meeting using Board meeting software and audio/visual software
- X. Prepare minutes for County Board's various committee meetings; store and categorize recordings and minutes. Prepare executive session minutes for bi-annual review for various County Board committees.
- Y. Coordinate administrative tasks for County Board and committee meetings as assigned, including, but not limited to, typing and posting agendas, compiling and distributing meeting packets, notifying the media, communicating with board members for attendance and agenda topics, and updating county web calendar, as well as placing public notices and announcements with local media.
- Z. Prepare, maintain, and update the list of County Board's appointments to outside boards, commissions, and special districts.
- AA. Type, send, and file letters and correspondence for the County Board, County Board committees, and Board & Commission appointments.

III. Supervisory Responsibilities:

This job has no supervisory responsibilities.

IV. Qualifications:

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

A. Language Skills:

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

B. Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole

Kendall County Job Description

numbers, common fractions, and decimals.

- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

C. Reasoning Ability:

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

D. Skills, Knowledge, and Abilities:

- Strong organization and multi-tasking skills.
- Excellent prioritization skills and the ability to meet deadlines.
- The ability to display a positive, cooperative, professional and team orientated attitude.
- The ability to listen, understand information and ideas and work effectively with county personnel and elected officials.
- The ability to independently complete projects and follow guidance.
- Proficient knowledge of MS Office Suite.
- Prepare and use audio/visual equipment for presentations.
- Knowledge of office practices, principles of modern record keeping, setup, and maintaining filing systems.
- May require skill in the use of Dictaphones and transcribing equipment.
- Requires skill in operating a personal computer, facsimile machine, copier, and other office equipment.

E. Work Standards and Best Practice Guidelines:

- Adheres to all work and safety policies.
- Attends training and other meetings.
- Organizes workload to respond to all requests efficiently.

F. Education and Experience:

- A minimum of (a) an Associate's Degree from an accredited college or university and a minimum of at least five (5) years of experience as an Executive Secretary or Administrative Assistant or (b) an equivalent combination of work experience and education is required.

V. Physical Demands:

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

- Frequently sit for long periods of time at desk or in meetings;
- Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Historic Courthouse).
- Occasionally lift and/or move up to 40 pounds;
- Frequently lift and/or move up to 10 pounds;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, as well as depth perception;

Kendall County Job Description

- Travel independently to other County office buildings and other locations in Kendall County to perform assigned job duties.

VI. Work Environment:

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

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

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

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee

TITLE: Economic Development Coordinator
DEPARTMENT: Administration
SUPERVISED BY: County Administrator
FLSA STATUS: Exempt
APPROVED: May 16, 2023 (Revised: In progress)

I. Position Summary:

Under the supervision of the County Administrator, this role will be responsible for coordinating and overseeing of the economic development of the County of Kendall ("County") including facilitating federal grants; facilitating business expansion and retention; recruiting new industry; and managing loan assistance through the Kendall County Revolving Loan Fund. This position will work to improve the local economy and diversify the tax base through local business retention, expansion, and fostering new business opportunities.

II. Essential Duties and Responsibilities:

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

- A.** Performs primary duties requiring office or non-manual work directly related to the management or general business operations of the County, including, but not limited to the following:
1. Reviews and performs quality control on State of Illinois Databases related to economic development including, but not limited to business attraction, business retention, business development, available commercial/industrial real estate, workforce data, and workforce development.
 2. Oversees and manages the Kendall County Revolving Loan Fund and Revolving Loan Program.
 3. Assists local businesses in the unincorporated areas of the County with the zoning process and connection to various utilities.
 4. Serves as staff government relations representative with municipalities, community agencies, community stakeholders, public officials, and other economic development allies to assist new and existing businesses.
 5. Conducts research regarding new issues, methods, trends, and advances in economic development.
 6. Develops strategic economic development partnerships with businesses, organizations and communities within the County, as well as with other counties and municipalities.
 7. Attends meetings with public groups, clubs, organizations, and agencies in a public relations capacity to promote programs that encourage economic growth in the County.
 8. Responds to inquiries and meets with established and prospective business associations to serve as an information broker and liaison to County services and programs.
 9. Creates and administer a database of available commercial/industrial properties and active businesses.
 10. Creates marketing and promotional materials that promote the County's economic development programs.
 11. Participates in professional and intergovernmental organizations that promote economic development and represents the County at local, regional and national meetings and conventions as needed and as assigned.

Kendall County Job Description

12. Provides leadership, recommendations, and direction to elected officials and staff regarding the County's economic development needs.
- B.** Performs primary duties that require the exercise of discretion and independent judgment with respect to matters of significance, and their recommendations are giving great weight by the final decision makers, including, but not limited to the following:
1. Develops and recommends goals, long- and short-term objectives, policies and priorities for economic growth programs in support of the County's economic development strategy, which recommendations are given significant weight by the final decision makers.
 2. Assists local businesses in the Enterprise Zone application process.
 3. Manages the Kendall County Property Tax Abatement Program and collaborates with municipalities on applications.
 4. Creates and recommends an economic development strategic plan for the County, which recommendations are given significant weight by the final decision makers.
 5. Coordinates and attends meetings with local economic development professionals from municipalities and other economic development organizations in the County.
 6. Reviews potential economic development projects proposed by state agencies for viability in the County and serves as a liaison with the state agency regarding potential projects.
 7. Investigates and tracks available industrial and commercial real estate.
 8. Serves as staff liaison to assigned economic development organizations and County Board Committees.
 9. Develops County Board policies, goals, priorities and long- and short-term economic development objectives.
 10. Assists interested businesses and industries in identifying potential sites, securing approvals, and identifying financing opportunities.
 11. Maintains a comprehensive and current understanding of policies, procedures, codes, and regulations, including all State, Federal and local laws and regulations, relating to economic development.
 12. Remains current on economic development information updates and other professional literature.
- C.** Travels to and attends meetings, conferences, workshops, and training sessions as approved and as assigned, both during and after business hours. Such travel includes travel both within and outside of County limits and may include travel outside the State of Illinois, as needed to perform assigned job duties.
- D.** Attends County Board and Committee meetings as requested, both during and after business hours.
- E.** Attends local government meetings as requested, both during and after business hours.
- F.** Prepares and revises correspondence, reports, presentations, and any other documentation, as needed, to perform assigned job duties.
- G.** Handles confidential matters daily relating to all functions Economic Development, the County Board, and its committees, and maintains confidentiality of said information.
- H.** Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, and the Illinois Local Records Act.
- I.** Complies with all applicable policies and procedures regarding or relating to assigned job duties.

Kendall County Job Description

- J. Maintains regular attendance and punctuality.
- K. Performs other duties, as assigned.

III. Supervisory Responsibilities.

This job has no supervisory responsibilities.

IV. Qualifications:

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

A. Language Skills:

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, and correspondence.
3. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials and department heads in both one-on-one and group settings.
4. Requires good knowledge of the English language, spelling, and grammar.
5. Bilingual ability in Spanish is preferred.

B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to read and understand basic workplace data, such as simple forms, tables, graphs, schedules etc.

C. Reasoning Ability:

1. Ability to analyze situations to identify problems, identify sources of obstacles, and evaluate possible solutions.
2. Ability to deal with problems involving several concrete variables in standardized situations.
3. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

D. Certificates, Licenses, and Registrations:

1. Current and valid Driver's License and reliable transportation.
2. Must possess the Certified Economic Developer (CEcD) certification or must successfully obtain this certification within first year of employment.
3. Economic Development Finance Professional (EDFP) certification is also preferred.
4. Any and all other certificates and registrations as required for the specific duties performed.

E. Other Skills, Knowledge and Abilities:

1. Strong organization and multi-tasking skills.
2. Ability to carry out duties with minimal supervision.
3. Ability to research materials and develop reports from information gathered.
4. Ability to maintain confidentiality.
5. Comprehensive understanding of the economic development field and application of advanced principles, techniques and theory.

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6. Excellent prioritization skills and the ability to meet deadlines.
7. The ability to display a positive, cooperative, professional, and team-orientated attitude even in stressful situations.
8. The ability to listen, understand information and ideas, and work effectively with County personnel, department heads, elected officials, businesses, and other organizations.
9. The ability to follow guidance and work independently until project completion.
10. Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.
11. Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems.
12. Skills in operating a personal computer, facsimile machine, copier, and typewriter.
13. Ability to comply with all County policies and procedures and adhere to set standards.

F. Education and Experience:

1. A minimum of a Bachelor's degree from an accredited college or university is required. Preferred areas of study are Business Administration, Public Administration, Community Development/Planning, Economics/Economic Development, Real Estate, Public Relations, Marketing, Business Development, Real Estate, or related area of study.
2. At least three (3) years of previous work experience in business administration, public administration, community development/planning, economic development, real estate, public relations, marketing, business development, and/or real estate is required.
3. A Master's Degree in Business, Public Administration, or Marketing is preferred.

G. Physical Demands:

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

1. Frequently sit for long periods of time at a desk, in meetings, and during travel to various locations to perform assigned job duties;
2. Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Historic Courthouse).
3. Regularly use computers and other electronic equipment to perform assigned job duties;
4. Occasionally lift and/or move up to 40 pounds;
5. Frequently lift and/or move up to 10 pounds;
6. Use hands to finger, handle or feel;
7. Reach, push, and pull with hands and arms;
8. Talk and hear in person and via use of telephone;
9. Specific vision abilities include close and distance vision, as well as depth perception;
10. Travel independently to other County office buildings and to other locations throughout the County, the State of Illinois, and outside the State of Illinois, as needed, to perform assigned job duties.

V. Work Environment:

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

1. Mostly inside environmental conditions, except when outside traveling between various buildings/locations throughout the County, the State of Illinois, and

Kendall County Job Description

- outside the State of Illinois, as needed to perform assigned job duties.
- 2. The noise level in the work environment is usually quiet to moderately quiet.
- 3. Employee may be exposed to stressful situations while working with others to perform assigned job duties.
- 4. Employee is required to provide their own transportation to travel to and from meetings, training, conferences, etc.
- 5. Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours, as needed.

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

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee



Kendall County Agenda Briefing

Meeting Type: Human Resources and Insurance
Meeting Date: 1/6/2025
Subject: Revised Organizational Chart and Approved Headcount
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

To forward the Revised Organizational Chart and Approved Headcount to the County Board for approval.

Board/Committee Review:

None

Fiscal impact:

None

Background and Discussion:

The attached Revised Organizational Chart and Approved Headcount reflects the changes in reporting structure for the Economic Development Coordinator and Executive Assistant positions. The Revised Organizational Chart and Approved Headcount also reflects the addition of the Management Analyst position to the Administration Department.

Staff Recommendation:

To forward the Revised Organizational Chart and Approved Headcount to the County Board for approval.

Attachments:

1. Revised Organizational Chart and Approved Headcount

APPROVED HEADCOUNT

Administration: 7

Animal Control: 8

County Board: 10

County Administrator: 1

EMA: 2

Facilities: 10

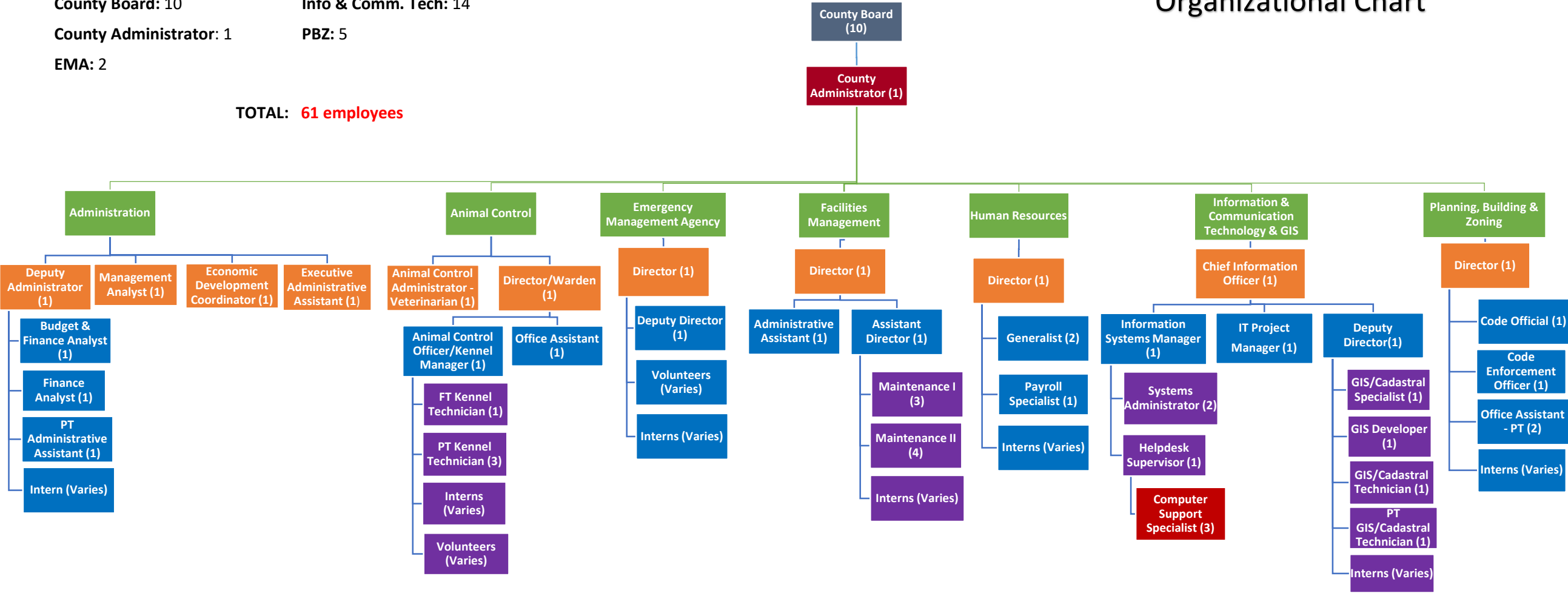
Human Resources: 4

Info & Comm. Tech: 14

PBZ: 5

TOTAL: 61 employees

Kendall County, Illinois
Organizational Chart





Kendall County Agenda Briefing

Meeting Type: Human Resources and Insurance
Meeting Date: 1/6/2025
Subject: Payroll Correction Form
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

To forward the Payroll Correction Form to the County Board for approval.

Board/Committee Review:

None

Fiscal impact:

None

Background and Discussion:

As Kendall County begins to transition from paper timesheets to an electronic timekeeping system ("Executime"), the attached Payroll Correction Form is needed to provide a consistent method for all departments and elected offices to notify the County's payroll administrator of timekeeping errors and to document requested payroll corrections.

Staff Recommendation:

To forward the Payroll Correction Form to the County Board for approval.

Attachments:

1. Payroll Correction Form



KENDALL COUNTY Payroll/Timesheet Correction Notice

This form must be completed in its entirety and emailed to Benefits@kendallcountyil.gov.

Date Submitted: _____ Pay Period to be Corrected: _____
Employee Name: _____ Job Title: _____
Employee ID: _____ Department/Office: _____

Type of Error: Check all that apply below.

- ☐ Underpayment of wages
☐ Overpayment of wages
☐ Timesheet correction – no pay change
☐ Other:

Reason for Error: Check all that apply below.

- ☐ Time off correction
☐ Hours worked correction
☐ Other:

Please explain below specific correction(s) to be made:

--

Explanation of Action Taken to Prevent in the Future:	
---	--

Supervisor Name: _____ Title: _____

Signature: _____ Date: _____

cc: Employee's Personnel File
Kendall County Treasurer's Office

For Administrative Use – To be Completed by Payroll Department

Received by: _____

Date: _____

Payroll Processed by: _____

Date Processed: _____

KC029

Form approved: TBD



Kendall County Agenda Briefing

Meeting Type: Human Resources and Insurance
Meeting Date: 1/6/2025
Subject: Revised Final Paycheck Form and Revised Personnel Records Review Request Form
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

To forward the revised Final Paycheck Form and the revised Personnel Records Review Request Form to the County Board for approval.

Board/Committee Review:

None

Fiscal impact:

None

Background and Discussion:

Effective January 1, 2025, the Illinois Personnel Records Act was revised to expand the categories of personnel related records available for inspection by employees. Also, effective January 1, 2025, the Illinois Wage Payment and Collection Act was amended to require employers to provide current and former employees with copies of their pay stubs, upon request. Kendall County's Personnel Records Review Request Form and Final Paycheck Form have been updated to comply with these new state law requirements.

Staff Recommendation:

To forward the revised Final Paycheck Form and the revised Personnel Records Review Request Form to the County Board for approval.

Attachments:

1. Revised Final Paycheck Form
2. Revised Personnel Records Review Request Form

KENDALL COUNTY, ILLINOIS

SEPARATION OF EMPLOYMENT/FINAL PAYCHECK FORM

To ensure that you timely receive your final paycheck, please complete this form and email it to Benefits@kendallcountyil.gov **at least two (2) business days before your last day of employment.**

Last Name:	_____	First Name:	_____
ID #: ¹	_____	Department:	_____
Job Title:	_____		
Last Day of Work:	_____	Last Day of Employment:	_____

Employee's Contact Information:

Mailing Address: _____
Telephone #: _____
Personal Email: _____

Any updates to the above should be sent to Benefits@kendallcountyil.gov

Please review and initial to confirm your understanding:

_____ Your final paycheck will include all accrued but unused vacation and compensatory time pursuant to Kendall County's policies. **To review your final vacation and compensatory balances, please request the information from your supervisor before your last day of employment.**

_____ By initialing here, you authorize Kendall County to establish an account for you to access your final paystub and tax information in the Employee Self Service Portal. **This account will not be established until you complete this entire form and email it to: Benefits@kendallcountyil.gov.**

_____ Your account's username will be your employee ID #. The ICT Department will email your temporary password to your personal email address listed above within two (2) weeks after receipt of your completed form. If you do not receive it, please email TechnologyServices@kendallcountyil.gov.

_____ Pursuant to state law, you have the right to obtain a copy of all paystubs for one year preceding your separation date. You may access these paystubs in the Employee Self Service Portal. If you want to request a paper copy of your paystubs, please email Benefits@kendallcountyil.gov.

Please check one to confirm how you would like to receive your final paycheck:

_____ I would like my final check to go via direct deposit to the account on file with payroll.

_____ I will pick up my final paycheck at the Kendall County Treasurer's Office. I will contact the Kendall County Treasurer's Office to arrange a time to pick up my final paycheck.

_____ Please send my final paycheck to the mailing address set forth above via U.S. mail.

Employee's Signature

Date Signed

FOR ADMINISTRATIVE USE ONLY

Date received by Payroll: _____

Initials: _____

¹ Your Employee ID # can be found in the Employee Self Service Portal under "Personal Information".



**KENDALL COUNTY, ILLINOIS
PERSONNEL RECORDS REVIEW REQUEST FORM**

Requester's Name: _____

Mailing Address: _____

Telephone: _____ **Email address:** _____

Employment Status: ☐ Current Employee ☐ Former Employee

The documents I am requesting include the following (*check all that apply*):

- ☐ Paystubs for the following pay periods: _____
- ☐ Personnel documents that are, have been, or are intended to be used in determining my qualifications for employment, promotion, transfer, additional compensation, discharge or other disciplinary action except as provided in Section 10 of the Personnel Records Review Act.
- ☐ The following employee handbook(s) and/or written policies and procedures: _____
- ☐ Only these selected personnel file documents (clearly identify specific items you wish to inspect):

I am requesting to:

- ☐ View the records in person ☐ Receive an electronic copy of the records ☐ Receive a paper copy of the records

As provided by the Illinois Personnel Records Review Act (820 ILCS 40/0.01 et seq.), I hereby request (*check one*):

- ☐ Because I am unable to review my personnel records at my employing unit, I request pursuant to 820 ILCS 40/2 that you send me a copy of the documents from my personnel records listed above. *I understand that I will be charged for the actual cost of copying these documents, as provided in 820 ILCS 40/3.*
- ☐ Because a grievance is pending, I ask that the following representative be granted an opportunity to review the documents listed above on my behalf pursuant to 820 ILCS 40/5:

Signature of Requesting Employee: _____

FOR OFFICE USE ONLY: *to be completed by Kendall County Human Resources Department*

Date and Time Request Received: _____ **Processed by:** _____

ACKNOWLEDGMENT OF RECEIPT: *to be completed by recipient upon receipt of above request records.*

By signing below, I certify that I received a copy of the requested records on _____, 20____.

Recipient's Printed Name: _____ **Recipient's Signature:** _____

Form approved: TBD

KC032



Kendall County Agenda Briefing

Meeting Type: Human Resources and Insurance
Meeting Date: 1/6/2025
Subject: Revised Section 8.1 Personal and Banked Sick Leave Policy in the Kendall County Employee Handbook
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

To forward the revised Section 8.1 Personal and Banked Sick Leave Policy to the County Board for approval.

Board/Committee Review:

None

Fiscal impact:

None

Background and Discussion:

The Personal and Banked Sick Leave Policy set forth in Section 8.1 of the Kendall County Employee Handbook has been updated to clearly state that employees who work less than 40 hours in a fiscal year are not eligible for personal and banked sick leave. (Employees who do not work at least 40 hours are not entitled to paid leave under the Illinois Paid Leave for All Workers Act.)

Staff Recommendation:

To forward the revised Personal and Banked Sick Leave Policy (Section 8.1 in the Kendall County Employee Handbook) to the County Board for approval.

Attachments:

1. Revised Section 8.1 Personal and Banked Sick Leave Policy in the Kendall County Employee Handbook

Section 8.1	Personal and Banked Sick Leave
<u>Effective Date:</u> 09/01/2022 <u>Last Amended Date:</u> 12/19/2023 <u>TBD</u>	<u>Source Doc/Dep.:</u> None/HR

Section 8.1 PERSONAL AND BANKED SICK LEAVE

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

A. DEFINITIONS

1. Eligible Employees

For purposes of this policy, “eligible employees” includes all full-time, part-time, temporary, and seasonal employees. Personal leave and banked sick leave is not available to unpaid interns, unpaid volunteers, County Board members, ~~and~~ appointed board/committee members, and employees who work less than forty (40) hours per fiscal year.

If an employee has any questions regarding their eligibility for personal leave and/or banked sick leave, they should contact their Designated HR Representative.

2. Workday

For purposes of this policy, a “workday” is the average number of hours an eligible employee is regularly scheduled to work in a workday. So, for example, if the eligible employee regularly works a seven and one-half (7½) hour workday, the eligible employee’s “workday” for purposes of this policy will be 7.5 hours of personal leave.

B. PERSONAL LEAVE

1. Accrual of Personal Leave

On December 1st of each year of employment, eligible employees will receive the equivalent of one (1) workday of paid personal leave per month they are budgeted to work during the fiscal year. Examples of this calculation are as follows:

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

- A full-time employee who is budgeted to work an average of 7.5 hours each workday during the fiscal year would receive 90 hours of personal leave on December 1st of the fiscal year.
- A part-time employee who is budgeted to work an average of 4 hours each workday during the fiscal year would receive 48 hours of personal leave on December 1st of the fiscal year.
- A temporary seasonal employee who is budgeted to work an average of 4 hours each workday for only 3 months of the fiscal year would receive 12 hours of personal leave during the fiscal year.

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

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

2. Use of Personal Leave

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

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

3. Trading Personal Leave

Non-probationary eligible employees have the option of trading up to a maximum of twelve (12) workdays of their current, unused personal leave for one-fourth (1/4) of their daily pay rate of the fiscal year of accrual.

Application for this trade must be made in writing no later than October 31 of the fiscal year. Non-probationary eligible employees wishing to trade their unused personal leave days must request this in writing from their Executive. The Executive will certify the number of personal leave days the non-probationary eligible employee is entitled to trade and submit this information in writing to the Kendall County Treasurer’s Office.

If the eligible employee uses any of these personal days after this trade and prior to the first day of the next fiscal year, they will be deducted from the next fiscal year's twelve (12) personal days.

C. BANKED SICK LEAVE

1. Carryover of Accrued, Unused Personal Leave

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

2. Use of Banked Sick Leave

Banked sick leave may only be used after all personal leave days granted in the active fiscal year have been exhausted.

Accrued banked sick leave may only be used for one or more of the following reasons:

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

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

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

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

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

If the eligible employee is requesting to use accrued personal leave and/or banked sick leave for an unforeseeable absence (e.g., the eligible employee becomes ill):

The eligible employee should call Designated HR Representative or their Executive and request the time off as soon as possible **but no later than one (1) hour prior to the start of their work shift**, unless such notice is not practical and/or such notice requirement has been waived by the Executive.

If the eligible employee is requesting to use accrued personal leave and/or banked sick leave for a foreseeable absence (e.g., to attend a medical, optical or dental examination appointment or treatment or any other type of foreseeable absence):

The eligible employee should submit their request for time off in writing to their Executive as soon as possible **but no later than twenty four (24) hours prior to the start of their work shift**, unless such notice is not practical and/or such notice requirement has been waived by their Executive.

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

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

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

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

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

E. SEPARATION OF EMPLOYMENT

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

month of IMRF pension service credit for every twenty (20) days of accrued, unused banked sick leave or fraction thereof.