



AGENDA MEMORANDUM

DATE: July 28, 2026

TO: Forest Preserve District Finance & Administration Committee

FROM: Jennifer Clough, Director of Human Resources

VIA: Ben Haberthur, Executive Director

SUBJECT: Presentation and Approval of Employee Handbook Revisions

PURPOSE:

The purpose of this memorandum is to provide the Committee with information to consider the approval of revisions to the Employee Handbook.

BACKGROUND:

The Employee Handbook underwent a comprehensive review early this year, and its revisions were approved by the Commission in March 2026. Additional changes have been prepared to ensure compliance with state and federal statutes, clarify policies for ease of interpretation, and align with current practices. The following changes are recommended:

- *2.1 Hours of Work and Compensation:* The One Big Beautiful Bill Act (OBBBA) introduced new tax deductions for overtime pay. Employees who receive qualified overtime compensation may deduct the pay that exceeds their regular rate of pay, such as the “half” portion of “time-and-a-half” compensation, that is required by the Fair Labor Standards Act (FLSA) and that is reported on a Form W-2. Additionally, meal and break periods and compensatory time accrual processes were revised to accommodate the implementation of ADP timekeeping technology. The total number of hours employees are required to work in a standard work week remains the same.
- *2.4 Vacation Time & 2.7 Holidays:* Vacation 1.0 and 1.5 accrual awards and the distinction between Major and Non-Major holidays were removed, and the method of computing employee compensation on holidays worked was revised to accommodate ADP system limitations. Total annual accruals for both vacation time and holidays offered by the District remain the same.
- *3.6 Jury Duty:* To ensure consistency in policy application, the language has been revised to reflect the same verbiage in the District’s Collective Bargaining Agreement with the Metropolitan Alliance of Police Chapter #315. The benefit remains the same.
- *4.2 Workplace Conduct:* Language was expanded to confirm employee uniform standards, ownership and return requirements.

FINANCIAL IMPACT:

When calculating hours eligible for compensatory time (comp time) accrual or overtime compensation, the District follows federal Fair Labor Standards (FLSA) guidelines. Under FLSA, comp time is earned and/or overtime pay is calculated strictly based on actual hours worked over forty (40) hours in a workweek. Previously, some paid leave was counted towards hours worked for comp time accrual and/or overtime pay purposes. As a result of the recommended policy changes to ensure OBBB compliance and recordkeeping standards, the District may realize a reduction in comp

time accruals and/or overtime pay.

RECOMMENDATION:

Staff recommends approving the revisions to the Employee Handbook.

ATTACHMENTS:

Draft 2026 Employee Handbook