



Human Resources Department Memorandum

TO: Benjamin Haberthur, Executive Director
FROM: Jennifer Clough, Director of Human Resources
RE: February 2026 Department Monthly Report

HUMAN RESOURCES

- The District congratulates Rachel Carlson, Stewardship Specialist, on the reclassification of her position from PT to FT beginning February 25, 2026. The Stewardship Specialist leads and coordinates the District's growing stewardship program, which provides volunteer resources for restoration work to maintain native species and habitat diversity within the District's preserves.
- Human Resources is partnering with North Operations to recruit a Ranger Assistant following a recent transfer. The position is currently posted on the District's website as well as several veteran-focused job boards to help promote veteran outreach.
- Human Resources and the Finance management team have reviewed the candidates for the new Financial Analyst position. An offer was extended and accepted. The employee will begin on March 9, 2026. This placement completes the recent restructuring of the District's administrative leadership and Finance department.
- Due to part-time officer resignations within the Police department, a job posting was created, first round interviews were completed in the first week of February with five applicants, and background checks are being administered for the top candidates.
- The department is working with managers on their seasonal hiring needs for 2026. All seasonal postings have been posted, and Human Resources has been working diligently on extending offers. Many of the District's temporary talent is returning staff. Several process changes will reduce hiring manager's administration responsibilities, centralizing these tasks in HR for efficiency and compliance certainty.
- HR and Finance have been working with ADP to develop, implement, and manage new programs and processes related to the ADP payroll and HR software migration, including multiple meetings focused on payroll preparation and testing. The cross-departmental team has begun status calls with ADP to prepare for going live in the next couple of months with a portion of ADP profiles. Additionally, HR has been focusing on the HRIS component of the system, becoming familiar with it and entering benefits-related data.
- HR has been preparing for the upcoming spring open enrollment period, which will be conducted through ADP Workforce Now. Preliminary rate information suggests a significant increase in cost. In collaboration with the Finance team, coordination of training on payroll, time, and attendance, and open enrollment will be included in the spring all-staff training. The department will focus its education efforts on how employees can get the most out of the



Rachel Carlson, Stewardship Specialist

District's benefit plans and will roll out a medical expense reimbursement plan if the Full Commission approves a concept plan presented for its consideration in March.

- The Department has prepared a revision of the employee handbook in coordination with legal counsel. The document reflects changes to clarify language, align with current practices, and reflect laws effective in 2026. It will be presented to the Full Commission in March for approval.
- The District continues formal negotiations with its full-time police officers' collective bargaining unit, the Metropolitan Alliance of Police, and participated in a productive discussion in January. Its next bargaining session is scheduled for March.
- Staff plans to attend the IPBC Board of Directors and Annual Members Meeting in March to gain further insight into the new 2026 Illinois law, which requires employers to offer health coverage to parents who meet the federal poverty level criteria. The District has been made aware that IPBC's benefit year renews each July, at which time the new benefit will become effective.
- The department has continued to prepare budget documents, requests, and related analysis in support of the District's FY 26/27 budget process. These include recommendations to improve the competitiveness of the District's various benefit plans and programs available to District staff.

SAFETY & WELLNESS

Claims Information

There were no employee injuries reported in the month of February.

- The District was awarded a Risk Management Grant from PDRMA, which funded the purchase of handheld lightning detectors for field staff. The first batch has been received and was distributed to employees during the Safety Committee meeting. Staff also received window breakers for all District vehicles this month.
- The Safety & Wellness Coordinator participated in the quarterly PDRMA Safety Coordinator Update; the main discussion was the 2026 ERMF process. The District meets one on one with PRDMA to discuss its annual plan in late March.
- The planning and coordination of Annual Wellness Screenings with Empower Health, scheduled for April 7, is fully underway. Initial emails have been sent, and participant paperwork is gradually being received. The District received fifty-four (54) letters of intent to participate in February. District staff
- The Safety & Wellness Coordinator reviewed the District's archery range safety guidelines, drafted the liability waiver for patrons, and purchased a bleeding control kit for staff use if necessary.
- The OSHA 2025 300a report was prepared and distributed.
- The Safety and Wellness Coordinator has completed the Civilian Response to Active Shooter Events (CRASE) program and is now qualified to teach active shooter training, with plans to collaborate with local Police to train each department of the District.
- The District partnered with the preservation partners at Fabyan Japanese Garden for cleaning and safe protocols of the removal of bat guano.



Lightning Detectors



Window Breakers

VOLUNTEER RESOURCES

Volunteer Impact

In February, 918.50 volunteer hours at 50 events were given to the District!

- The District kicked off Community Science programming with Virtual Calling Frog Survey training and supported multiple outreach events, including the D300 Career Transition Fair, Waubonsee Community College engagement fair, and Earth Day planning with Fermilab.
- Human Resources Volunteer staff coordinated and supported volunteer and service efforts, including a Tekakwitha workday, a Johnson's Mound homeschool service day (sponsored by Fresh Thyme Market), and a Co-Op workday at Sleepy Hollow Ravine with partners.
- The District hosted and facilitated several programs and meetings including: Environmental Sustainability Team, staff CPR session, Dundee Crown HS Envirothon study session, and Bison Sneak Peek for our volunteers.



D300 Career Fair



Sleepy Hollow Ravine Co-Op



1st Aid/AED/CPR Training