



Human Resources Department Memorandum

TO: Benjamin Haberthur, Executive Director
FROM: Jennifer Clough, Director of Human Resources
DATE: July 3, 2024
RE: June 2024 Report

- Current full-time open positions with the District include four Ranger Assistants with opportunities open on both North and South teams. The department also continues to actively recruiting for various seasonal, and intern opportunities. Specifically, the department is excited to offer an internship opportunity adding resources and talent to the organization's growing HR support needs. Individuals seeking a public sector experience that encourages creativity, service to community and learning and growth in the fields of human resources, safety, and volunteer management have been invited to apply.
- Interviews were held for the positions of Ranger Assistant, Events Assistant and Finance Intern; employment offers and onboarding activities were completed for these same roles.
- Human Resources, in partnership with McGrath Consulting, continues work on its comprehensive compensation and classification study. In June, Senior Leadership was invited back to further collaborate on first draft design of the District's new compensation plan. The department is prepared to invite McGrath to present its findings to the full commission in August. These will include philosophy, strategy, and policy and procedure recommendations on how the District should compensate and benefit its employees to be competitive in recruitment and retention.
- The Department is using preliminary data from the McGrath study related to benefits to prepare an analysis and recommendation that the District consider modern and competitive modifications to the District's benefit plan structure, which may include a high deductive option, premium structure modifications, and an insurance waiver program.
- Open enrollment for employee and retiree benefit plans took place during the months of May and June. Employee change elections have been entered into PlanSource, submitted to IMRF for qualified retirees, and new benefit plan premiums have been entered into New World for proper deduction accounting.
- Work continued on the Department's records retention project with a number of items being identified for destruction consistent with the District's current application on file with the State.
- The Department is well into leading the annual performance evaluation process. While performance evaluation scores have previously correlated with merit increases, the performance evaluation process is independent of the Compensation and Classification Study. The outcomes of the study are expected to result in recommendations and a need to review and revise the District's performance management program and tool in the future. It is further anticipated that implementation recommendations for the study will affect the District's merit process during the FY24/25 fiscal year. As the work of the District's consultant progresses, more information regarding pay adjustments will be communicated to all staff.
- In June, the HR Director and Safety and Wellness Coordinator met with IPBC, the District's insurance cooperative, to review outcomes of its recent wellness screenings. The District recognized opportunities to expand its training and resources related to balanced eating, physical fitness and mental health. Staff is currently considering appropriate programming options.
- The District's enhanced employee assistance program (EAP) presented challenges in staff and dependents' ability to access resources, accordingly, the Department is collaborating with ComPsych to resolve. Additionally, the department has provided eligibility information and accessed utilization reporting features that are more expansive than its previous provider.



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- The HR Department led employee participation in the Fox Valley Park District's annual Mid-American Canoe and Kayak races, with employees and their families participating (and placing) in both the recreational and competitive categories.
- Human Resources has reinstated its effort to evaluate the appropriateness and potential design of a work capacity test for employees required to participate in prescribed burning in their respective positions. This project has been used to prepare the District's annual SMART goal for PDRMA, the District's risk management insurance liability provider.
- Department staff participated in Tyler Technologies eSuites training and the annual summer staff outing at the Kane County Cougar's game.