



Human Resources Department Memorandum

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

HUMAN RESOURCES

- Human Resources and Finance continue to work with ADP to develop, implement, and manage new programs and processes related to the ADP payroll and HR software migration, including participating in multiple meetings focused on recruitment. All current vacancies have been posted on the ADP platform, and experiences seem to be straightforward.
- Recruitment activity for the District is currently high. Human Resources worked with North Operations to schedule additional interviews for the newest Ranger Assistant vacancy. An offer was initially extended with an acceptance; however, the candidate ended up declining. A second round of interviews was scheduled and completed on June 30th, resulting in another offer with a July 20th start date. An additional Ranger Assistant position at South Operations was approved by the Commission for the FY26/27 budget, and staff worked quickly on posting the position on the District's new ADP platform, scheduling interviews, and extending an offer to a seasonal staff member with a start date of July 7th. Other new positions, such as the Restorative Technician, were also approved by the Commission for the FY26/27 budget, and the District is receiving many qualified applicants. Staff is reviewing applications and plan on scheduling interview in the next few weeks. Additional open positions include full- and part-time police officer opportunities, due to resignations for personal reasons. Staff is working to schedule interviews for both full-time and part-time police officers in the next couple of weeks. Finally, the new Project Manager role in Planning and Land Protection has been posted a second time, and there are a number of qualified candidates who are being reviewed to schedule interviews.
- The department communicated instructions and provided materials for the District's performance evaluation process, which takes place in the months following the conclusion of the annual review period in April. Human Resources has completed its review of the performance evaluations, and they are now being presented to staff. This is the final year the District's current performance evaluation template and process will be used. Going forward, the District will work towards implementing performance management in ADP, provided a review of the system's capabilities coincides well with the District's needs. Implementation setup will begin once Payroll and Time & Attendance have become active in the new technology platform. A new tool will be piloted with the Leadership team this summer.
- Human Resources continues to work on benefit plan cost-saving strategies from the data received by our counterparts of over 190 municipalities working with IPBC. The department will present options ahead of the next plan year.
- As of January 1, 2025, the Transparency Act required employers with 15 or more employees to post benefits and compensation information. HR has updated the benefits guide along with the approved step schedule for FY26-27 on our site to ensure compliance with the Act.
- The District has experienced an increase in requests for leave under the Family and Medical Leave Act (FMLA). In June, HR processed 6 FMLA requests, with 5 employees currently with Active FMLA.
- During the month of June, staff attended the Rutland Boog Master Plan Luncheon, the Archery Complex grand opening, an IPELRA webinar on workplace safety, an IPELRA labor relations training, and the District's all staff summer outing at the Kane County Cougars.

SAFETY & WELLNESS

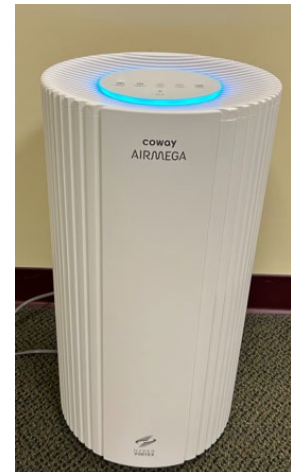
Claims Information

There were three (3) injuries reported in June.

- The Safety and Wellness Coordinator improved employee safety preparedness by providing Red Cross anaphylaxis and EpiPen training to Nature Education staff, including instruction on the new nasal spray epinephrine delivery system.
- Staff updated the Employee Safety Handbook to include new sections on bison safety management and archery range safety.
- The District strengthened its workplace health and safety initiatives by updating OSHA injury compliance logs, coordinating bi-annual elevator maintenance at Creek Bend and Brewster Creek, and had an exciting opportunity to complete a comprehensive safety inspection of the Campton Hills Trades/Fleet Shops, which identified no major safety concerns.
- Staff completed a six-week Goosechase Wellness Program with 31 employee participants, submitted the District's annual wellness program to IPBC for evaluation (maintaining the anticipated Level E designation), and participated in the Kane County Health Department Tobacco Coalition to expand access to free Illinois Quitline cessation resources for employees. These are some of the initiatives to improve employee wellness and health.
- The District is continuing to enhance employee safety by purchasing two commercial air purifiers for the main office with ongoing maintenance plans, providing electrical arc flash protective gloves for the Trades Department, and acquiring a CPR feedback training device compatible with ZOLL defibrillators to enhance CPR training quality.



Trainer



Air Purifier

VOLUNTEER RESOURCES

Volunteer Impact

In June, 1,264.5 volunteer hours were given to the District!

- June brought typical early summer weather, with periods of storms and high temperatures that impacted several events and outdoor workdays. Despite the weather challenges, the month was filled with productive partnerships, volunteer engagement, and public outreach.
- The District created a new relationship with Costco and their sustainability team, hosting a day of service at LeRoy Oakes Forest Preserve.



Costco friends at LeRoy

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June Report

- The District held its third Environmental Sustainability Team (EST) meeting and featured a special guest speaker from Fermilab, who shared information on carbon footprint reduction initiatives and sustainability practices. This presentation helped build momentum as the District begins working toward its long-term sustainability goals of measuring its own carbon footprint.
- Volunteer engagement remained a priority throughout the month. Collaborating with volunteers and staff in the Japanese garden, working with Natural Resource management to establish bloom reminders for our plants of concern, and requesting sizes for distribution of volunteer vests all helped improve and maintain volunteer operations of the District.
- Staff attended the grand opening of the Archery Range and Fabyan Windmill along with attending a Mounted Ranger meeting to continue to establish a positive relationship with volunteers and the public.
- The District's Volunteer Coordinator position is currently vacant, and the District's Senior Leadership team is reviewing its current responsibilities and structure within the organization. During the transition, the HR team is ensuring the volunteer experience is unimpacted.



Rangers at Archery Range