



Human Resources Department Memorandum

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

HUMAN RESOURCES

- 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 with a June 8 start date was extended and accepted. An additional Ranger Assistant position at South Operations and a Restorative Technician position in Natural Resources were approved by the Commission for the FY26/27 budget. HR is collaborating with both departments on the recruitment process, and the positions will be posted internally as well as on the District's new ADP platform. Additional open positions include full and part-time police officer opportunities, due to resignations for personal reasons, and the new Project Manager role in Planning and Land Protection. Finally, in recruitment, the department continues to work with managers on their seasonal hiring needs for 2026. More than 34 new temporary staff are at various stages of the hiring process, with an additional two (2) positions to hire.
- 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 payroll preparation and testing. The District continues to pilot the time and attendance platform with employees with different schedules, FLSA status, and departments to ensure the program is set up correctly and that District processes are met. The cross-departmental team continues status calls with ADP to prepare for going live in the next couple of weeks with a portion of ADP profiles. Additionally, HR has been focusing on the HRIS component of the system, primarily on benefit administration, and conducted its Open Enrollment in May. The system successfully met the organization's needs and received a great deal of positive feedback. Human Resources is currently developing the recruitment and onboarding platforms within ADP and plans to post multiple job openings in the coming weeks.
- In May, the department communicated a few policy changes to staff, specifically related to how the District compensates for worked holidays and how meal breaks are administered in order to make the most effective use of that time, improve organizational consistency, and address identified limitations with the ADP technology.
- 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. This is the final year the District's current performance evaluation template and process will be used. Going forward, the District will implement performance management in ADP. 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 Senior Leadership team this summer.
- The department focused on educating employees on the District's benefit plans, including the newly approved Medical Expense Reimbursement Plan and the new Open Enrollment Process through ADP. Staff visited facilities to meet with employees, explain the benefits, answer any questions, and offer to review other eligible benefits to help individual employees determine whether this new benefit is a good fit. Additionally, HR staff visited facilities during Open Enrollment to allocate individual time for staff in the field. This received much appreciation from staff and managers.

- 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. In past reports, the department inquired with IPBC regarding a new law passed in Illinois, adding dependent parents to medical plans. This week, the District learned the option to add dependent parents is only on the HMO plan. If an employee is on a PPO and wants to enroll their qualified parents, they will need to wait until the open enrollment to change to the HMO and add them at that time. HR will continue to follow any updates associated with it.
- The District concluded formal negotiations with its full-time police officers' collective bargaining unit, the Metropolitan Alliance of Police (MAP) Chapter #315 in April. The tentative Collective Bargaining Agreement was ratified by the membership and approved by the Full Commission at its May meeting. The contract is effective July 1, 2025 through June 30, 2029.
- Staff prepared the 2026/2027 salary schedule in accordance with the recently adopted FY26/27 annual budget document and will present it to the Full Commission at its June meeting. This document sets the starting rate of pay for District positions and informs the compensation for staff who are eligible for a performance based step increase in the new fiscal year.

SAFETY & WELLNESS

Claims Information

There were no injuries reported in May.

- The District completed its wellness screening and partnered with Empower back in April. In May, the Human Resources Director, Manager, and Safety and Wellness Coordinator participated in the annual employee health screening aggregate report and discussed future wellness initiatives and goals. The biggest opportunity to improve employee wellness is in the areas of physical activity and nutritional health. Empower provided resources and specialist contacts for the District to consider.
- As part of ongoing wellness initiatives, the Safety and Wellness Coordinator has proposed a six-week district-wide Goose Chase challenge. Currently in week three of this interactive, app-based scavenger hunt, the District has over 24 active participants whose competitive nature is shining, outside in the District's very own nature spaces.
- Public Safety communicated the need for updated First Aid/EMT trauma kits. The kits were ordered and delivered to the department, ensuring fully stocked supplies are available for staff and the community.
- PDMRA'S risk management consultant and supervisor visited the new Archery Range and Bison Enclosure with the Safety Coordinator and HR Manager to review safety protocols, signage, and site conditions. The audit was completed, and both sites meet PDRMA's risk management recommendations. Additionally, first aid, bleeding control, and bloodborne pathogens kits were installed at the new archery range garage for staff use.
- A 2026 SMART goal was developed and will be completed in the coming year for the PDRMA Risk Management Review. This year's goal will address the OSHA Hazardous Communication plan. Specifically, the Safety Data Sheet Process will be reviewed, and new procedures will be implemented.



First Aid/EMT Trauma Kits

VOLUNTEER RESOURCES

Volunteer Impact

In May, 567 volunteer hours were given to the District!

- May featured typical spring weather conditions, beginning with colder temperatures and ending with unusually hot weather, while late spring activities focused heavily on volunteer engagement, preserve cleanups, community outreach, and preparation for summer programming.
- The Volunteer Coordinator participated in the Plants of Concern Foray at Bliss Woods on May 1 alongside Plant Ecologist Monika. In addition, the Coordinator attended the Aurora Green Fest on May 2 at the new Sci-Tech / Old Post Office location, and lastly, he attended the St. Charles Public Library Volunteer Fair on May 15.
- Staff worked with new Community Engagement Intern Hayden to develop Pollution Solution flyers for the summer Fox River cleanup series.
- Staff coordinated the screen-printing of Community Science volunteer vests through The Hairy Ant in St. Charles. This process update was initiated to increase awareness of the various volunteer organizations among staff and community residents.
- The District received a grant from The Nature Conservancy, which was utilized to create and place new signage for Volunteer information throughout the District in hopes of increasing volunteers. The sign has dual language to encourage participation from Spanish-speaking community members.
- Volunteer engagement and stewardship efforts remained active throughout May with support from several community partners and organizations. Multiple Adopt-A-Trail and cleanup events were held, including the Elgin HIKE Tribe cleanup on May 3 and the IMSA volunteer cleanup on May 8. Giant Steps resumed its weekly preserve stewardship events beginning May 5, continuing its ongoing partnership and support of district preserves. Awesome Life Academy also launched its monthly summer service-learning series at Fabyan Forest Preserve, which included garlic mustard removal, windmill tours, and educational programming. In addition, staff collaborated with the Geneva Garden Club and South Operations team on volunteer coordination efforts and participated in the group's May 22 workday.



*St. Charles Public Library
Volunteer Fair*



Volunteer Signage



Awesome Life Academy