



Kane County

KC Human Services Committee

Agenda

Government Center
719 S. Batavia Ave., Bldg. A
Geneva, IL 60134

SURGES, Linder, Allan, Kenyon, Lewis, Silva, Tarver & ex-officios Pierog (County Chair) and Tepe (County Vice Chair)

Wednesday, August 9, 2023

9:00 AM

County Board Room

1. **Call To Order**
 2. **Roll Call**
 3. **Remote Attendance Requests**
 4. **Approval of Minutes: July 12, 2023**
 5. **Public Comment (Agenda Items)**
 6. **Monthly Financial Reports**
 - A. Monthly Finance Reports (attached)
 7. **Department of Human Resource Management**
 - A. Monthly Blue Cross Blue Shield Invoice (attached)
 - B. Monthly BCBS and MERP Totals (attached)
 - C. Monthly Assured Partners Report (attached)
 - D. Monthly Workers Comp and Liability Reports (attached)
 - E. Monthly Applicants and Staff Changes (attached)
 - F. HR Updates (not attached)
 8. **Compliance**
 - A. Monthly Training Report (attached)
 9. **Old Business**
 10. **New Business**
 - A. Paid Leave for All
 - B. **Resolution:** Adopting a Recruitment Policy to the Personnel Policy Handbook
 - C. Compensation and Position Management
 11. **Reports Placed On File**
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- 12. Executive Session (if needed)**
- 13. Public Comment (Non-Agenda Items)**
- 14. Adjournment**

STATE OF ILLINOIS)
COUNTY OF KANE) SS.

REPORT NO. TMP-23-1081
MONTHLY FINANCE REPORTS (ATTACHED)

Human Services Committee Revenue Report - Summary
Through July 31, 2023 (66.7% YTD)

	Current Month Transactions	Total Amended Budget	YTD Actual Transactions	Total % Received
120 Human Resource Management	\$ 172	\$ 984	\$ 473	48.09%
246 Employee Events Fund	\$ 172	\$ 984	\$ 473	48.09%
Grand Total	\$ 172	\$ 984	\$ 473	48.09%

Human Services Committee Expenditure Report - Summary
Through July 31, 2023 (66.7% YTD, 65.38% Payroll Expense through Pay Period Ending 07/22/2023)

	Current Month Transactions	Total Amended Budget	Current Month Transactions	YTD Encumbrances	Total % Used
120 Human Resource Management	\$ 361,461	\$ 4,682,060	\$ 4,116,495	\$ 22,659	88.40%
001 General Fund	\$ 20,665	\$ 356,263	\$ 172,941	\$ -	48.54%
010 Insurance Liability	\$ 340,797	\$ 4,324,813	\$ 3,943,554	\$ 22,659	91.71%
246 Employee Events Fund		\$ 984	\$ -	\$ -	0.00%
Grand Total	\$ 361,461	\$ 4,682,060	\$ 4,116,495	\$ 22,659	88.40%

Human Services Committee Expenditure Report - Detail
Through July 31, 2023 (66.7% YTD, 65.38% Payroll Expense through Pay Period Ending 07/22/2023)

	Current Month Transactions	Total Amended Budget	YTD Actual Transactions	YTD Encumbrances	Total % Used
120 Human Resource Management	\$ 361,461	\$ 4,682,060	\$ 4,116,495	\$ 22,659	88.40%
001 General Fund	\$ 20,665	\$ 356,263	\$ 172,941	\$ -	48.54%
Personnel Services- Salaries & Wages	\$ 15,611	\$ 219,656	\$ 129,142	\$ -	58.79%
Personnel Services- Employee Benefits	\$ 4,646	\$ 50,057	\$ 33,469	\$ -	66.86%
Commodities	\$ 164	\$ 7,500	\$ 1,605	\$ -	21.40%
Contractual Services	\$ 244	\$ 79,050	\$ 8,726	\$ -	11.04%
010 Insurance Liability	\$ 340,797	\$ 4,324,813	\$ 3,943,554	\$ 22,659	91.71%
Personnel Services- Salaries & Wages	\$ 11,878	\$ 143,005	\$ 100,959	\$ -	70.60%
Personnel Services- Employee Benefits	\$ 3,377	\$ 34,718	\$ 26,757	\$ -	77.07%
Contractual Services	\$ 325,543	\$ 4,143,012	\$ 3,811,760	\$ -	92.00%
Transfers Out	\$ -	\$ 4,078	\$ 4,078	\$ -	100.00%
Capital	\$ -	\$ -	\$ -	\$ 22,659	0.00%
246 Employee Events Fund	\$ -	\$ 984	\$ -	\$ -	0.00%
Commodities	\$ -	\$ 984	\$ -	\$ -	0.00%
Grand Total	\$ 361,461	\$ 4,682,060	\$ 4,116,495	\$ 22,659	88.40%



Human Services Accounts Payable by GL Distribution

Payment Date Range 07/01/23 - 07/31/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 001 - General Fund										
Department 120 - Human Resource Management										
Sub-Department 120 - Human Resource Management										
Account 53100 - Conferences and Meetings										
4526 - Fifth Third Bank	5419-CM-05/23	PCard May 2023	Paid by EFT # 80853		06/05/2023	06/22/2023	06/22/2023		07/03/2023	1,060.81
Account 53100 - Conferences and Meetings Totals									Invoice Transactions 1	\$1,060.81
Account 53130 - General Association Dues										
4526 - Fifth Third Bank	5419-CM-06/23	PCard June 2023	Paid by EFT # 81414		07/04/2023	07/21/2023	07/21/2023		07/31/2023	244.00
Account 53130 - General Association Dues Totals									Invoice Transactions 1	\$244.00
Account 55000 - Miscellaneous Contractual Exp										
1299 - Kane County Regional Office of Education	8002300191	Background Checks - 2023 May Fingerprinting	Paid by EFT # 80900		06/09/2023	06/23/2023	06/23/2023		07/03/2023	480.00
Account 55000 - Miscellaneous Contractual Exp Totals									Invoice Transactions 1	\$480.00
Account 60000 - Office Supplies										
4526 - Fifth Third Bank	5419-CM-05/23	PCard May 2023	Paid by EFT # 80853		06/05/2023	06/22/2023	06/22/2023		07/03/2023	300.16
4526 - Fifth Third Bank	5419-CM-06/23	PCard June 2023	Paid by EFT # 81414		07/04/2023	07/21/2023	07/21/2023		07/31/2023	64.72
3578 - Warehouse Direct, Inc.	5529665-0	Office Supplies July 2023	Paid by EFT # 81596		07/11/2023	07/20/2023	07/20/2023		07/31/2023	79.98
12287 - Century Springs/Ove Water Services	2105103	Water delivery 06/02, 06/16, 06/30/23 & July Rental Fee	Paid by EFT # 81366		06/30/2023	07/11/2023	07/11/2023		07/31/2023	19.51
Account 60000 - Office Supplies Totals									Invoice Transactions 4	\$464.37
Sub-Department 120 - Human Resource Management Totals									Invoice Transactions 7	\$2,249.18
Department 120 - Human Resource Management Totals									Invoice Transactions 7	\$2,249.18
Fund 001 - General Fund Totals									Invoice Transactions 7	\$2,249.18
Fund 010 - Insurance Liability										
Department 120 - Human Resource Management										
Sub-Department 130 - Insurance Liability- HRM										
Account 50000 - Project Administration Services										
8258 - CCMSI	0148821-IN	CCMSI Administration Fee	Paid by EFT # 81069		06/29/2023	07/07/2023	07/07/2023		07/17/2023	17,030.00
Account 50000 - Project Administration Services Totals									Invoice Transactions 1	\$17,030.00
Account 53000 - Liability Insurance										
13682 - Rush Hour Holdco, LLC dba Valtir, LLC	EA784137	Liability Repair Payment 23D45K671538	Paid by EFT # 80969		06/13/2023	06/22/2023	06/22/2023		07/03/2023	17,356.67
8728 - State Street Collision, Inc.	20230324	Liability Repair Payment	Paid by EFT # 80983		03/24/2023	06/22/2023	06/22/2023		07/03/2023	3,566.10
3478 - Fox Valley Glass, Inc.	20230605	Liability Repair Payment	Paid by EFT # 80859		06/05/2023	06/22/2023	06/22/2023		07/03/2023	655.78



Human Services Accounts Payable by GL Distribution

Payment Date Range 07/01/23 - 07/31/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 010 - Insurance Liability										
Department 120 - Human Resource Management										
Sub-Department 130 - Insurance Liability- HRM										
Account 53000 - Liability Insurance										
9385 - H&H Electric Co.	41439	Liability Repair Payment	Paid by EFT # 80870		04/30/2023	06/22/2023	06/22/2023		07/03/2023	3,841.59
9385 - H&H Electric Co.	41195	Liability Repair Payment	Paid by EFT # 80870		02/28/2023	06/22/2023	06/22/2023		07/03/2023	2,195.89
9385 - H&H Electric Co.	41201	23D45K601922 Liability Repair Payment	Paid by EFT # 80870		02/28/2023	06/22/2023	06/22/2023		07/03/2023	2,708.36
9385 - H&H Electric Co.	41203	23D45K685395 Liability Repair Payment	Paid by EFT # 80870		02/28/2023	06/22/2023	06/22/2023		07/03/2023	1,793.16
13556 - Burcorp., P.C.	22-TX-000034	20230608 Settlement	Paid by Check # 381654		06/08/2023	06/22/2023	06/22/2023		07/03/2023	99,000.00
13729 - Oosterbaan & Sons Co.	SR22521-01	Water Damage Repair JJC	Paid by EFT # 80936		03/07/2023	06/22/2023	06/22/2023		07/03/2023	860.58
13779 - Ostrander Construction, Inc.	5773	Water Damage Repair JJC	Paid by EFT # 80939		01/18/2023	06/22/2023	06/22/2023		07/03/2023	8,362.28
13872 - Public Safety Direct, Inc.	101717	Liability Repair Payment	Paid by EFT # 81228		06/14/2023	07/07/2023	07/07/2023		07/17/2023	3,496.00
1654 - Northern Contracting, Inc.	10011	Liability Repair Payment	Paid by EFT # 81201		04/19/2023	07/07/2023	07/07/2023		07/17/2023	2,247.69
8258 - CCMSI	0134610-IN	23D45K628752 GL May Funding Reimbursement	Paid by EFT # 81068		05/31/2023	07/07/2023	07/07/2023		07/17/2023	11,294.57
8258 - CCMSI	0136550-IN	GL June Funding Reimbursement	Paid by EFT # 81068		06/30/2023	07/07/2023	07/07/2023		07/17/2023	15,015.67
9385 - H&H Electric Co.	40289 R1	Liability Repair Payment	Paid by EFT # 81138		06/15/2023	07/07/2023	07/07/2023		07/17/2023	57,029.50
9385 - H&H Electric Co.	40298 R1	22D45K467085 Liability Repair Payment	Paid by EFT # 81138		06/19/2023	07/07/2023	07/07/2023		07/17/2023	2,237.95
9385 - H&H Electric Co.	41566	22D45K469398 Liability Repair Payment	Paid by EFT # 81138		05/31/2023	07/07/2023	07/07/2023		07/17/2023	15,444.88
8728 - State Street Collision, Inc.	20230623	23D45K89194 Liability Repair Payment	Paid by EFT # 81253		06/23/2023	07/07/2023	07/07/2023		07/17/2023	12,105.45
3171 - Strypes Plus More, Inc.	17021	Liability Repair Payment	Paid by EFT # 81260		06/21/2023	07/07/2023	07/07/2023		07/17/2023	200.00
12798 - West Bend Mutual Insurance Company	2549028	Notary Bond - Miller	Paid by Check # 381811		06/21/2023	07/06/2023	07/06/2023		07/17/2023	20.00
1016 - Acrisure LLC dba Presidio (Wine Sergi)	721838	20230705 PO Mark Armstrong	Paid by EFT # 81313		07/05/2023	07/20/2023	07/20/2023		07/31/2023	355.00



Human Services Accounts Payable by GL Distribution

Payment Date Range 07/01/23 - 07/31/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 010 - Insurance Liability										
Department 120 - Human Resource Management										
Sub-Department 130 - Insurance Liability- HRM										
Account 53000 - Liability Insurance										
9385 - H&H Electric Co.	41436	Liability Repair Payment RPO-KC-23-0015	Paid by EFT # 81437		04/30/2023	07/21/2023	07/21/2023		07/31/2023	6,499.69
13382 - C & D Autobody Repair Inc	5102	Liability Repair Payment RPO-KC-23-0010	Paid by EFT # 81358		06/08/2023	07/21/2023	07/21/2023		07/31/2023	15,298.86
1654 - Northern Contracting, Inc.	10030	Liability Repair Payment 22D45K559979	Paid by EFT # 81489		05/17/2023	07/21/2023	07/21/2023		07/31/2023	1,309.91
1654 - Northern Contracting, Inc.	10037	Liability Repair Payment 23D45K796319	Paid by EFT # 81489		06/28/2023	07/21/2023	07/21/2023		07/31/2023	3,964.86
Account 53000 - Liability Insurance Totals									Invoice Transactions 25	\$286,860.44
Account 53010 - Workers Compensation										
8258 - CCMSI	0135762-IN	Workers Comp Funding Reimbursement	Paid by EFT # 81068		06/26/2023	07/07/2023	07/07/2023		07/17/2023	59,181.85
8258 - CCMSI	0135821-IN	Workers Comp Funding Reimbursement	Paid by EFT # 81068		06/28/2023	07/07/2023	07/07/2023		07/17/2023	23,583.79
8258 - CCMSI	0134609-IN	WC May Funding Reimbursement	Paid by EFT # 81068		05/31/2023	07/07/2023	07/07/2023		07/17/2023	48,506.89
8258 - CCMSI	0136549-IN	WC June Funding Reimbursement	Paid by EFT # 81068		06/30/2023	07/07/2023	07/07/2023		07/17/2023	31,032.13
13202 - Matthew J Goncher	20230701	Goncher July PSEBA Payment	Paid by EFT # 81429		07/01/2023	07/21/2023	07/21/2023		07/31/2023	927.24
Account 53010 - Workers Compensation Totals									Invoice Transactions 5	\$163,231.90
Sub-Department 130 - Insurance Liability- HRM Totals									Invoice Transactions 31	\$467,122.34
Department 120 - Human Resource Management Totals									Invoice Transactions 31	\$467,122.34
Fund 010 - Insurance Liability Totals									Invoice Transactions 31	\$467,122.34
Grand Totals									Invoice Transactions 38	\$469,371.52



Tuition Reimbursement FYTD

Payment Date Range 12/01/22 - 07/31/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 120 - Grand Victoria Casino Elgin										
Department 010 - County Board										
Sub-Department 020 - Riverboat										
Account 45420 - Tuition Reimbursement										
13311 - Heidi Lichtenberger	2203-01	Tuition Reimbursement	Paid by EFT # 77353		12/27/2022	01/05/2023	11/30/2022		01/17/2023	712.80
13810 - Hira Aamir	2205-01	UP500 Theory Urban Planning	Paid by EFT # 77486		12/27/2022	01/18/2023	11/30/2022		01/30/2023	1,622.40
5043 - Kristin Johnson	2204-01	PBHL 5505 Health Law: PBHL 6502 Grant Writing	Paid by EFT # 77611		01/03/2023	01/18/2023	11/30/2022		01/30/2023	2,400.00
10326 - Stephanie T Galley	2301-01	Tuition Reimb - Admin of Public Institutions	Paid by EFT # 78715		03/08/2023	03/14/2023	03/17/2023		03/27/2023	1,392.00
10326 - Stephanie T Galley	2301-02	Aurora University Class MPA-6120-S2-01 - Public Policy & Analysis	Paid by EFT # 79917		05/10/2023	05/10/2023	05/12/2023		05/22/2023	1,008.00
11129 - Gabriela Allison	2303-01	Tuition Reimb-UMGC ANTH 102. BEHS 364, CCJS 342	Paid by Check # 381403		05/12/2023	05/24/2023	05/25/2023		06/05/2023	2,400.00
13311 - Heidi Lichtenberger	2302-01	Tuition Reimbursement	Paid by EFT # 80614		05/31/2023	06/05/2023	06/09/2023		06/20/2023	264.00
12221 - Richard Malek II	2304-01	Tuition Reimb SOCW 451-HBSE 1 Hum Dev	Paid by Check # 381878		07/20/2023	07/20/2023	07/21/2023		07/31/2023	1,913.60
Account 45420 - Tuition Reimbursement Totals							Invoice Transactions	8		\$11,712.80
Sub-Department 020 - Riverboat Totals							Invoice Transactions	8		\$11,712.80
Department 010 - County Board Totals							Invoice Transactions	8		\$11,712.80
Fund 120 - Grand Victoria Casino Elgin Totals							Invoice Transactions	8		\$11,712.80
Grand Totals							Invoice Transactions	8		\$11,712.80

STATE OF ILLINOIS)
COUNTY OF KANE) SS.

REPORT NO. TMP-23-1048

MONTHLY BLUE CROSS BLUE SHIELD INVOICE (ATTACHED)



Group Health Plan	KANE COUNTY 719 BATAVIA AVENUE GENEVA, IL 60134-3077
Employer Account No.	IL1-238541
Bill Group	0579517327
Account ID Number	8253175154
Invoice Number	825311102879
Invoice Date	06/30/2023
Invoice Period	06/01/2023 - 06/30/2023
Billing Cycle	MONTHLY

Make Electronic (Wire¹ or ACH²) Payments to

Mellon Bank
Health Care Service Corporation

HCSC ABA Number 043000261

HCSC Bank Account Number 120-5032

Account ID Number 8253175154

Amount Due \$1,508,085.24

Date Due 08/01/2023

See footnotes for important Wire & ACH payment instructions

Claim Charges/Credits - Paid 6/1/23 – 6/30/23

Value Based Care-Value Incentive	1,157.06
Medical-Facility	401,632.87
Medical-Professional	304,368.40
Pharmacy	493,808.93
Value Based Care-Care Coordination	331.00
Total Claim Charges/Credits	\$1,201,298.26

Stop Loss - 6/1/23 – 6/30/23

Specific Stop Loss Credit/Charge	(2,207.76)
Total Stop Loss	\$(2,207.76)

Claims Adjustments**Incurred Date**

Value Based Care: Care Coordination	06/27/2023	13.00
Value Based Care: Value Based Incentive	06/27/2023	93.70
Total Claims Adjustments		\$106.70

Administration Fees**Calculation Method**

RX Rebate Credit	Per Contract Per Month	(76,900.14)
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(continued on next page)

¹For Electronic payment via Wire

You MUST include the following in the "Reference for Beneficiary" (RFB) (1@16) and "Originator to Beneficiary" (OBI) (1@35) in the following order: **1** Account name, **2** IL, MT, NM, OK or TX (depending on sales location), **3** Account ID number and due date (mmddyy). Please reference the "Make Electronic Payments to" portion at the top right of your invoice for the correct information.

²For Electronic payment via ACH

The PPD and CCD formats have different fields named "Individual ID" or "Identification Number." Please add your account description as directed in the wire instructions in the "Company Description Data" field.

Administration Fees <i>(continued from previous page)</i>	Calculation Method	
Medical Rx Rebate Credit	Per Contract Per Month	(927.50)
IL Access Fee	Per Contract Per Month	552.79
Benefits Value Advisor	Per Contract Per Month	1,094.45
HMO Managed Care Fee	Per Contract Per Month	8,862.20
Physician Service Fee - Allocated	Monthly Claims	31,750.43
Administration Fee	Per Contract Per Month	49,897.56
Specific Stop Loss	Per Contract Per Month	108,861.22
Physician Service Fee - Direct	Monthly Claims	185,199.86
APR Savings Program-Advanced Claim Edits and Coding Validation	Claim Based	412.17
Total Administration Fees		\$308,803.04

Administration Adjustments	Incurred Date	
COVID OTC Test Charge	06/27/2023	85.00
Total Administration Adjustments		\$85.00

Total Claim Charges/Credits	\$1,199,197.20
Total Administration Fees & Adjustments	\$308,888.04
Total Charges	\$1,508,085.24

Billing Contact ARCHANA KELAVKAR Email: ASO_Billing_Team@bcbsil.com	Account Executive Contact Dee Roberts Email: dee_roberts@bcbsil.com
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Electronic payment is preferred. Check payment is acceptable.		
Make checks payable to Health Care Service Corporation Include Account ID Number 8253175154 Amount Due \$1,508,085.24 Date Due 08/01/2023	If sending via Overnight Courier Health Care Service Corporation Attn: 14169 5505 N. Cumberland Ave. Suite 307 Chicago, IL 60656-1471	If sending via 1st Class Mail Health Care Service Corporation Dept. CH 14169 Palatine, IL 60055-4169

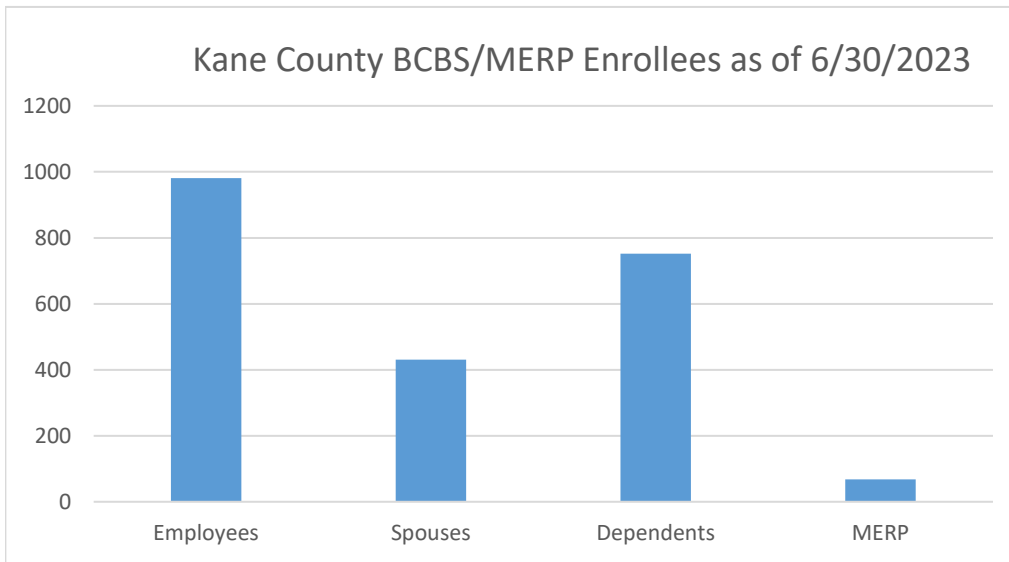
STATE OF ILLINOIS)
COUNTY OF KANE) SS.

REPORT NO. TMP-23-1049

MONTHLY BCBS AND MERP TOTALS (ATTACHED)

**Kane County BCBS/MERP Enrollees as of
6/30/2023**

Employees	Spouses	Dependents	MERP
981	431	752	68



STATE OF ILLINOIS)
COUNTY OF KANE) SS.

REPORT NO. TMP-23-1050

MONTHLY ASSURED PARTNERS REPORT (ATTACHED)

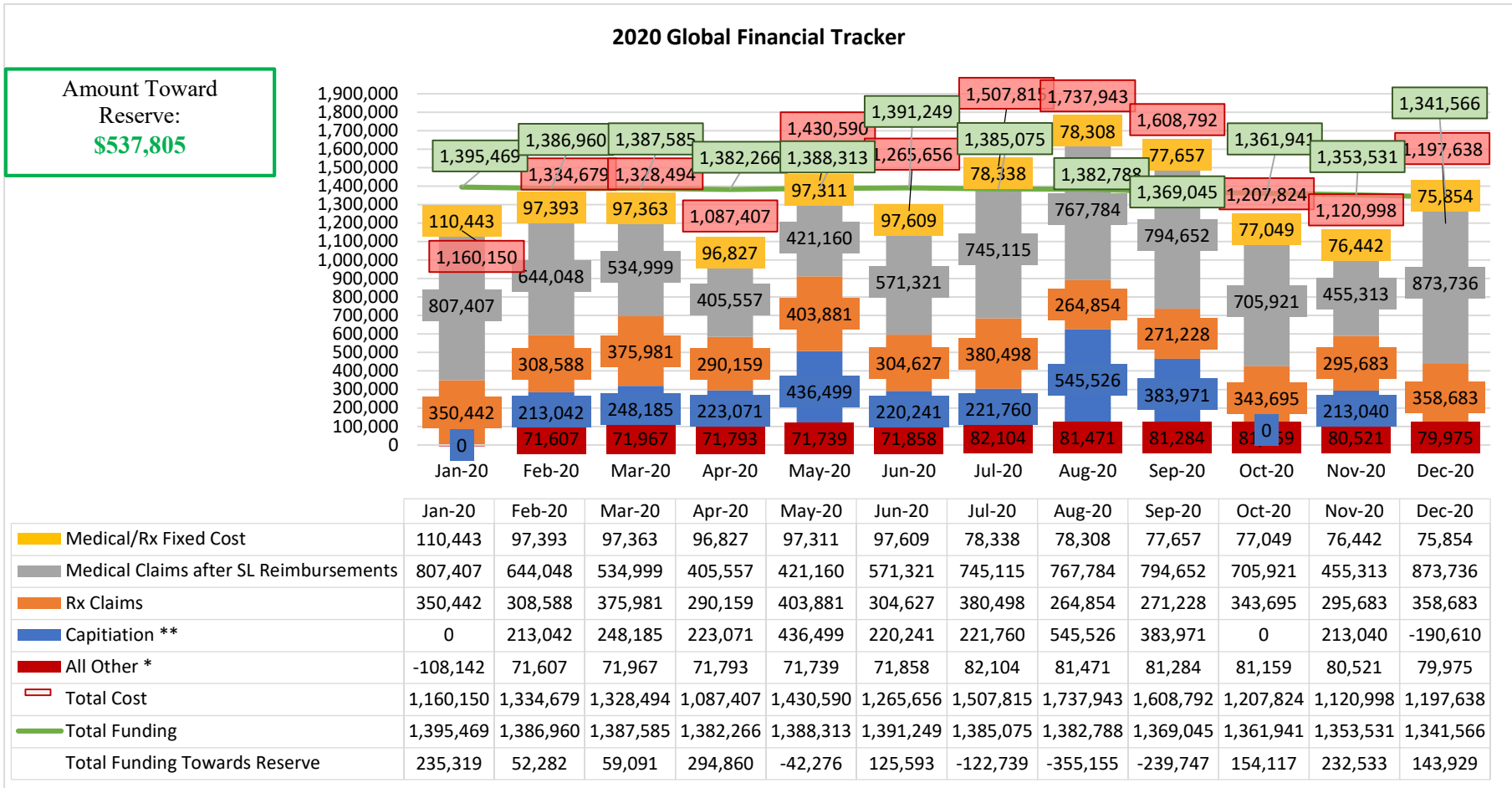


Kane County

HSC Meeting

08/09/2023

Presented by: AssuredPartners



*All Other includes Interactive Health Service, consulting fee, dental, vision, life and EAP services

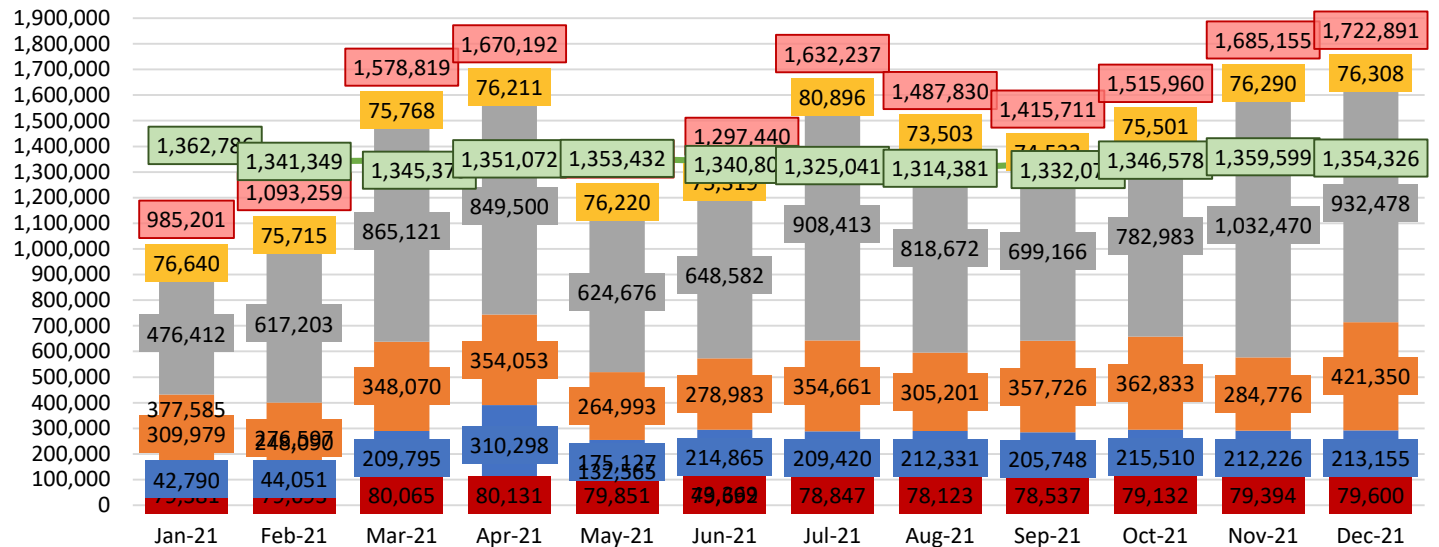
**All Other July 2020 includes a 30,000 Wellness Credit and 150,000 Communication Credit from BCBSIL

***October's capitation of \$217,040 was included in November's billing. December and January's HMO Capitation experienced billing issues. Amounts shown are not capturing the full cost. \$328,444 of additional capitation was accounted for on February's statement. February's billing also experienced billing issues, additional capitation of \$170,988 from February was included in March's billing. \$237,391 was credited to Kane County on June billing statement due to duplicate capitation charges.

***Medical Runout not included in claims: July '19 is 299,789 and August '19 is 95,383. Additional \$122,632 of reimbursement is expected at the end of the stop loss contract in August 2020 due to run-in claims from previous Stop Loss contract with IPBC.

2021 Global Financial Tracker

Amount Toward
Reserve:
-\$1,178,741



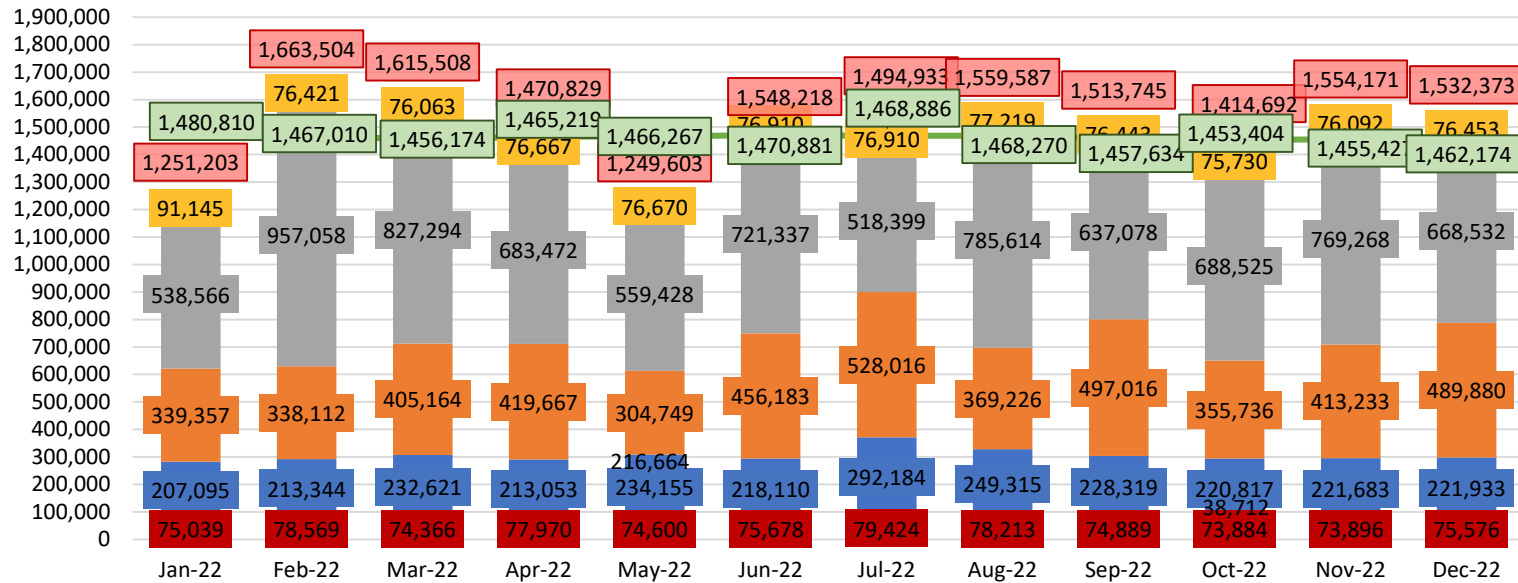
	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Medical/Rx Fixed Cost	76,640	75,715	75,768	76,211	76,220	75,319	80,896	73,503	74,533	75,501	76,290	76,308
Medical Claims after SL Reimbursements	476,412	617,203	865,121	849,500	624,676	648,582	908,413	818,672	699,166	782,983	1,032,470	932,478
Rx Claims	309,979	276,597	348,070	354,053	264,993	278,983	354,661	305,201	357,726	362,833	284,776	421,350
Capitation*	42,790	44,051	209,795	310,298	175,127	214,865	209,420	212,331	205,748	215,510	212,226	213,155
All Other **	79,381	79,693	80,065	80,131	79,851	79,692	78,847	78,123	78,537	79,132	79,394	79,600
Total Cost	985,201	1,093,259	1,578,819	1,670,192	1,220,867	1,297,440	1,632,237	1,487,830	1,415,711	1,515,960	1,685,155	1,722,891
Total Funding	1,362,786	1,341,349	1,345,375	1,351,072	1,353,432	1,340,809	1,325,041	1,314,381	1,332,074	1,346,578	1,359,599	1,354,326
Surplus/Deficit	377,585	248,090	-233,444	-319,121	132,565	43,369	-307,195	-173,449	-83,637	-169,382	-325,557	-368,565

* December 2020 and January 2021's HMO Capitation experienced billing issues. Amounts shown are not capturing the full cost. \$328,444 of additional capitation was accounted for on February's statement. February's billing also experienced billing issues, additional capitation of \$170,988 from February was included in March's billing. \$237,391 was credited to Kane County on June billing statement due to duplicate capitation charges.

**All Other includes Interactive Health Service, consulting fee, dental, vision, life and EAP services

2022 Global Financial Tracker

Amount Toward
Reserve:
-\$296,211

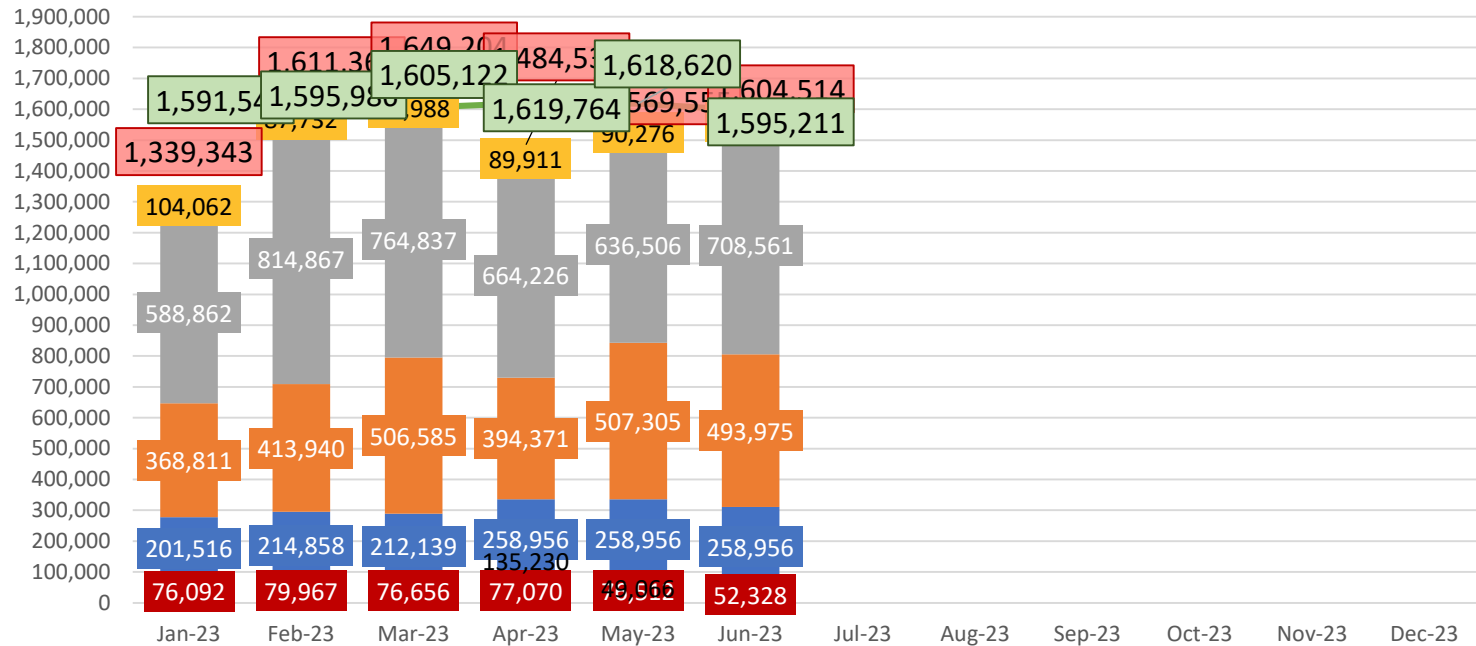


	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
Medical/Rx Fixed Cost	91,145	76,421	76,063	76,667	76,670	76,910	76,910	77,219	76,443	75,730	76,092	76,453
Medical Claims after SL Reimbursements	538,566	957,058	827,294	683,472	559,428	721,337	518,399	785,614	637,078	688,525	769,268	668,532
Rx Claims	339,357	338,112	405,164	419,667	304,749	456,183	528,016	369,226	497,016	355,736	413,233	489,880
Capitation	207,095	213,344	232,621	213,053	234,155	218,110	292,184	249,315	228,319	220,817	221,683	221,933
All Other *	75,039	78,569	74,366	77,970	74,600	75,678	79,424	78,213	74,889	73,884	73,896	75,576
Total Cost	1,251,203	1,663,504	1,615,508	1,470,829	1,249,603	1,548,218	1,494,933	1,559,587	1,513,745	1,414,692	1,554,171	1,532,373
Total Funding	1,480,810	1,467,010	1,456,174	1,465,219	1,466,267	1,470,881	1,468,886	1,468,270	1,457,634	1,453,404	1,455,427	1,462,174
Surplus/Deficit	229,608	-196,494	-159,334	-5,610	216,664	-77,338	-26,048	-91,317	-56,111	38,712	-98,744	-70,200

*All Other includes Interactive Health Service, consulting fee, dental, vision, life and EAP services

2023 Global Financial Tracker

Amount Toward Reserve:
\$367,735



	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Medical/Rx Fixed Cost	104,062	87,732	88,988	89,911	90,276	90,694						
Medical Claims after SL Reimbursements	588,862	814,867	764,837	664,226	636,506	708,561						
Rx Claims	368,811	413,940	506,585	394,371	507,305	493,975						
Capitation	201,516	214,858	212,139	258,956	258,956	258,956						
All Other *	76,092	79,967	76,656	77,070	76,512	52,328						
Total Cost	1,339,343	1,611,364	1,649,204	1,484,534	1,569,555	1,604,514						
Total Funding	1,591,545	1,595,986	1,605,122	1,619,764	1,618,620	1,595,211						
Surplus/Deficit	252,202	-15,378	-44,083	135,230	49,066	-9,303						

*All Other includes Interactive Health Service, consulting fee, dental, vision, life and EAP services

STATE OF ILLINOIS)
COUNTY OF KANE) SS.

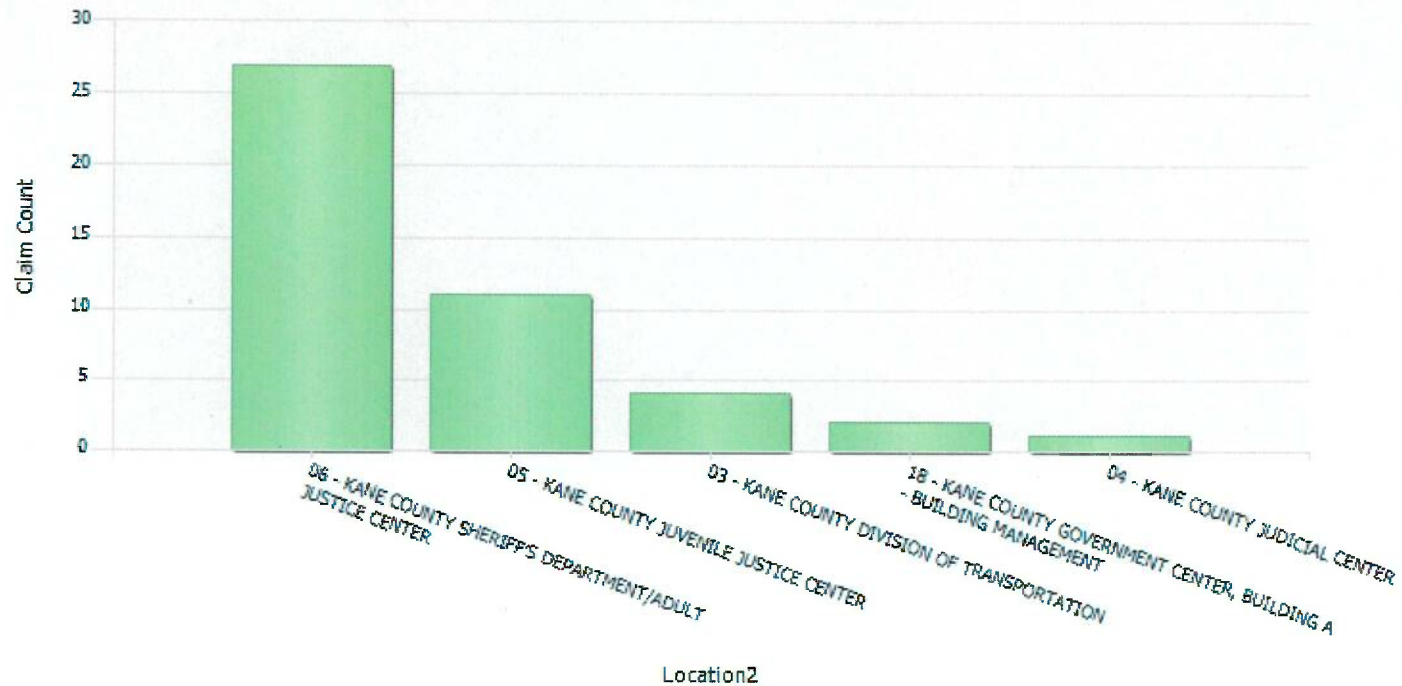
REPORT NO. TMP-23-1051

MONTHLY WORKERS COMP AND LIABILITY REPORTS (ATTACHED)

Kane County Top 5 locations where the most incidents have occurred from 12/01/2022- 11/30/2023 as of 07/31/2023

Location2	Claim Count	Total Paid	Outstanding Reserves	Recovery	Total Incurred	Total Reimbursement	Net Incurred	Cost Per Claim	% of Freq	% Of Incur
06 - KANE COUNTY SHERIFF'S DEPARTMENT/ADULT JUSTICE CENTER	27	\$124,122.55	\$239,203.75	\$0.00	\$363,326.30	\$0.00	\$363,326.30	\$13,456.53	59%	61%
05 - KANE COUNTY JUVENILE JUSTICE CENTER	11	\$11,441.78	\$109,917.07	\$0.00	\$121,358.85	\$0.00	\$121,358.85	\$11,032.62	24%	20%
03 - KANE COUNTY DIVISION OF TRANSPORTATION	4	\$36,477.85	\$34,216.73	\$0.00	\$70,694.58	\$0.00	\$70,694.58	\$17,673.65	9%	12%
18 - KANE COUNTY GOVERNMENT CENTER, BUILDING A - BUILDING MANAGEMENT	2	\$208.07	\$5,292.93	\$0.00	\$5,501.00	\$0.00	\$5,501.00	\$2,750.50	4%	1%
04 - KANE COUNTY JUDICIAL CENTER	1	\$40.00	\$30,027.64	\$0.00	\$30,067.64	\$0.00	\$30,067.64	\$30,067.64	2%	5%

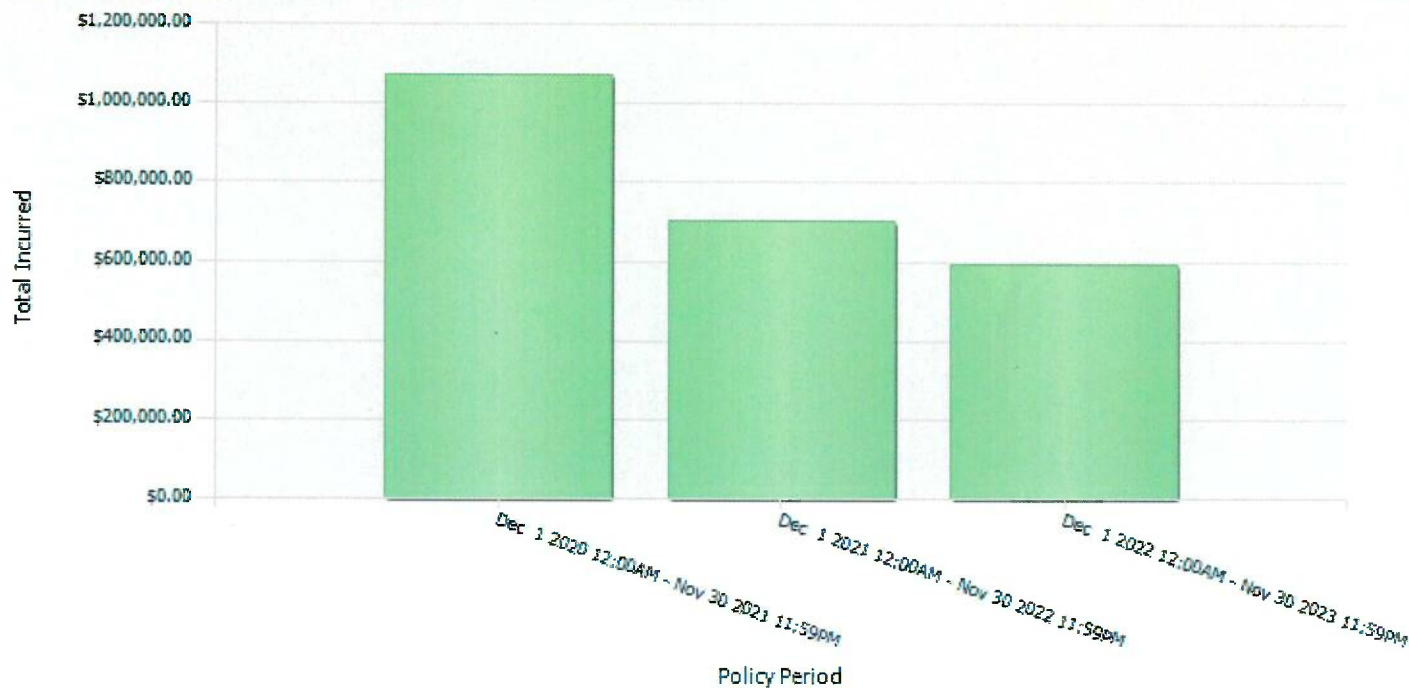
Summary by Location2 Ordered by Claim Count in Descending Order



Kane County Workman's Compensation trend from the 3 Policy Periods (12/01/2020-11/30/2023) Descending Order by Total Incurred as of 07/31/2023

Policy Period	Claim Count	Total Paid	Outstanding Reserves	Recovery	Total Incurred	Total Reimbursement	Net Incurred	Cost Per Claim	% of Freq	% Of Incur
Dec 1 2020 12:00AM - Nov 30 2021 11:59PM	71	\$663,954.55	\$435,917.03	\$23,736.71	\$1,076,134.87	\$0.00	\$1,076,134.87	\$15,156.83	42%	45%
Dec 1 2021 12:00AM - Nov 30 2022 11:59PM	52	\$374,094.38	\$328,096.90	\$0.00	\$702,191.28	\$0.00	\$702,191.28	\$13,503.68	31%	30%
Dec 1 2022 12:00AM - Nov 30 2023 11:59PM	46	\$172,290.25	\$420,308.12	\$0.00	\$592,598.37	\$0.00	\$592,598.37	\$12,882.57	27%	25%

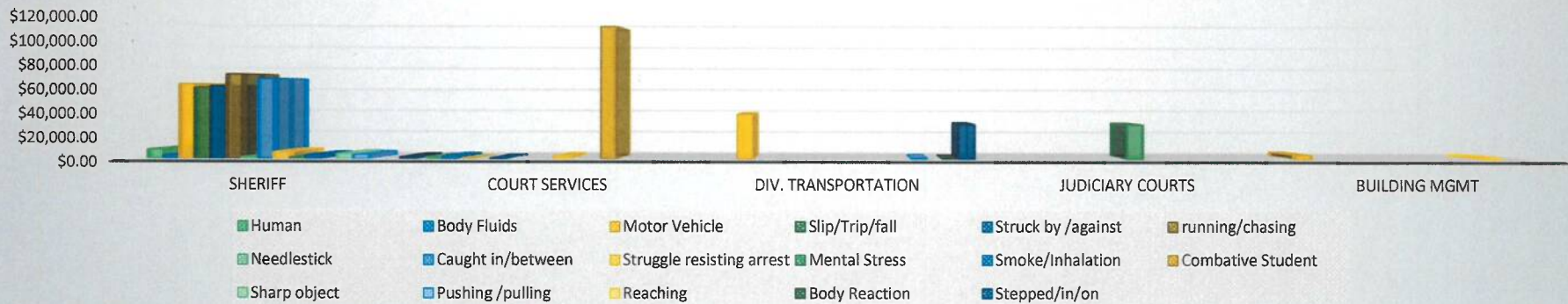
Summary by Policy Period Ordered by Total Incurred in Descending Order



The Departments within the 5 Top Locations where the losses were reported and the Total incurred for each cause code from 12/01/2022 -11/30/2023 as of 07/31/2023

Departments	Human	Body Fluids	Motor Vehicle	Slip/Trip/fall	Struck by /against	running/chasing	Needlestick	Caught in/between	Struggle resisting arrest	Mental Stress	Smoke/Inhalation	Combative Student	Sharp object	Pushing /pulling	Reaching	Body Reaction	Stepped/in/on
Sheriff	\$8,034.23	\$2,933.91	\$64,379.42	\$61,230.90	\$62,718.64	\$72,932.21	\$1,650.00	\$69,051.99	\$6,025.00	\$1,320.00	\$3,250.00		\$4,400.00	\$ 3,750.00			\$1,650.00
Court Services	\$1,544.37	\$2,319.99			\$601.99				\$2,411.43			\$114,311.73					
Div. Transportation			\$ 38,992.68											\$ 1,100.00		\$436.92	\$30,164.98
Judiciary Courts										\$30,067.64							
Building Mgmt			\$3,851.00												\$1,650.00		

The Departments within the Top Locations where the losses were reported and total Incurred for each code for 12/01/2022 to 11/30/2023 as of 07/31/2023



Departments	Count	Total Incurred
Sheriff	27	\$363,326.30
Court Services	10	\$121,189.51
Div. of transportation	4	\$70,694.58
Judiciary Courts	1	\$30,067.64
Building Mgmt	2	\$ 5,501.00
Total:	44	\$590,779.03

Executive Reports for Kane County Worker's Compensation Program for the last 4 years and the current year – By policy period and chronological order as of 07/31/2023



Policy Period	Paid	Out Reserve	Recovered	Total Incur	Claim Count	Cost per Claim
12/01/2018 - 11/30/2019	\$864,883.39	\$224,681.50	\$0.00	\$1,089,564.89	92	\$11,843.10
12/01/2019 - 11/30/2020	\$408,462.20	\$219,861.85	\$608.39	\$627,715.66	46	\$13,645.99
12/01/2020 - 11/30/2021	\$663,954.55	\$435,917.03	\$23,736.71	\$1,076,134.87	71	\$15,156.83
12/01/2021 - 11/30/2022	\$374,094.38	\$328,096.90	\$0.00	\$702,191.28	52	\$13,503.68
12/01/2022 - 11/30/2023	\$172,290.25	\$420,308.12	\$0.00	\$592,598.37	46	\$12,882.57
Totals:	\$2,483,684.77	\$1,628,865.40	\$24,345.10	\$4,088,205.07	307	\$13,316.63

-Total incurred for the current policy period is at \$592,598.37 with 46 (6 more claims reported this month) claims reported. The average cost per claim is \$12,882.57 (up by \$1,700.00 compared to last month) for the current period as these claims continue to develop.

Executive Report for Kane County Liability Program for the last 4 years and the current year-By policy period and chronological order as of 07/31/2023



Policy Period	Paid	Out Reserve	Recovered	Total Incur	Claim Count	Cost per Claim
12/01/2018 - 11/30/2019	\$123,497.80	\$416,012.00	\$50,495.26	\$489,014.54	55	\$8,891.17
12/01/2019 - 11/30/2020	\$123,560.25	\$265,000.00	\$56,903.19	\$331,657.06	46	\$7,209.94
12/01/2020 - 11/30/2021	\$339,099.11	\$525,000.00	\$159,186.47	\$704,912.64	45	\$15,664.73
12/01/2021 - 11/30/2022	\$327,922.76	\$87,632.31	\$142,405.77	\$273,149.30	68	\$4,016.90
12/01/2022 - 11/30/2023	\$74,097.76	\$139,723.15	\$13,480.75	\$200,340.16	38	\$5,272.11
Totals:	\$988,177.68	\$1,433,367.46	\$422,471.44	\$1,999,073.70	252	\$7,932.83

-Total incurred for the current policy period is \$200,340.16 (up by \$22,683 compared to last month) with 38(10 more claims reported this month) claims reported. Average cost per claim is \$5,272.11 for the current period and that is \$1,100.00 less compared to last month.

All open Worker's Compensation Claims for Kane County as of 07/31/2023 with the oldest date of injury to be 06/15/2000 by Department



Departments	Paid	Out Reserve	Recovered	Total Incur	Claim Count	Cost per Claim
520:DIV OF TRANSPORTATION	\$3,072,022.81	\$1,350,338.81	\$0.00	\$4,422,361.62	10	\$442,236.16
380:SHERIFF	\$1,594,699.87	\$1,752,137.49	\$0.00	\$3,346,837.36	47	\$71,209.31
250:CIRCUIT CLERK	\$202,024.37	\$145,414.87	\$0.00	\$347,439.24	5	\$69,487.85
430:COURT SERVICES	\$42,850.71	\$150,170.20	\$0.00	\$193,020.91	5	\$38,604.18
080:BUILDING MGMT	\$51,902.35	\$29,450.27	\$0.00	\$81,352.62	3	\$27,117.54
580:HEALTH	\$29,429.13	\$22,510.21	\$0.00	\$51,939.34	1	\$51,939.34
240:JUDICIARY/COURTS	\$40.00	\$30,027.64	\$0.00	\$30,067.64	1	\$30,067.64
300:STATE'S ATTY	\$15,140.30	\$609.70	\$0.00	\$15,750.00	1	\$15,750.00
490:CORONER	\$0.00	\$1,650.00	\$0.00	\$1,650.00	1	\$1,650.00
Totals:	\$5,008,109.54	\$3,482,309.19	\$0.00	\$8,490,418.73	74	\$114,735.39

Open Worker's Compensation Claims that occurred from 12/01/2022 to 11/30/2023 as of 07/31/2023



Departments	Paid	Out Reserve	Recovered	Total Incur	Claim Count	Cost per Claim
380:SHERIFF	\$116,436.73	\$239,203.75	\$0.00	\$355,640.48	20	\$17,782.02
430:COURT SERVICES	\$5,085.08	\$109,917.07	\$0.00	\$115,002.15	3	\$38,334.05
520:DIV OF TRANSPORTATION	\$36,040.93	\$34,216.73	\$0.00	\$70,257.66	3	\$23,419.22
240:JUDICIARY/COURTS	\$40.00	\$30,027.64	\$0.00	\$30,067.64	1	\$30,067.64
080:BUILDING MGMT	\$208.07	\$5,292.93	\$0.00	\$5,501.00	2	\$2,750.50
490:CORONER	\$0.00	\$1,650.00	\$0.00	\$1,650.00	1	\$1,650.00
Totals:	\$157,810.81	\$420,308.12	\$0.00	\$578,118.93	30	\$19,270.63

Kane County Settlements by Department for Policy Period
December 1, 2022- November 30, 2023 as of July 31,2023

Department	Settlement Amount	Percentage %	Claims Settled
ANIMAL CONTROL	\$0.00	0%	
BUILDING MAINT	\$0.00	0%	
CIRCUIT CLERK	\$0.00	0%	
CORONER	\$0.00	0%	
COUNTY CLERK	\$0.00	0%	
COURT SERVICES	\$31,586.40	29%	1
DIV OF TRANSPORTATION	\$0.00	0%	
HEALTH	\$9,579.15	9%	1
KCDEE	\$0.00	0%	
KANE COMM	\$0.00	0%	
RECORDER	\$0.00	0%	
SHERIFF	\$69,505.11	63%	4
STATES ATTY	\$0.00	0%	
Total	\$110,670.66	100%	6

Settlements by Department as of 07/31/2023



**Kane County Claims (open and closed) and paid amounts from
12/01/2017-11/30/2020 and 12/01/2020-11/30/23 periods as of 07/31/2023**

	Open Claims	Closed Claims	Claim Count
12/01/2017- 11/30/2020	\$638,537.26	\$ 1,549,665.94	213
12/1/2020- 11/30/2023	\$ 741,801.23	\$ 468,537.95	169

There are 44 more claims reported from 12/01/2017-11/30/2020, compared to the 12/01/2020-11/30/2023 period. The amount paid from claims that occurred 12/01/2017-12/1/2020 is approximately \$977 thousand dollars more compared to 12/01/2020-11/30/2023 period.



STATE OF ILLINOIS)
COUNTY OF KANE) SS.

REPORT NO. TMP-23-1053

MONTHLY APPLICANTS AND STAFF CHANGES (ATTACHED)

Job Applicants for July 2023 by Position

Title	Post Date - Deadline	Open/Closed	Applicants
Animal Control			
Part Time Kennel Assistant	08/22/2022 - N/A	Open	4
Total Animal Control Applicants			4
Auditor			
Intern/Volunteer	N/A	Open	1
Staff Auditor – Level 1	12/16/2022 - N/A	Open	2
Auditor Intern	04/14/2023 - N/A	Open	1
Total Auditor Applicants			4
Building Management			
Maintenance Technician II	07/21/2023 - N/A	Open	3
Total Building Management Applicants			3
Circuit Clerk			
Intern/Volunteer	N/A	Open	3
Deputy Clerk	06/16/2023 - N/A	Closed on 7/17/2023	12
Total Circuit Clerk Applicants			15
Community Reinvestment and Workforce Development			
Intern/Volunteer	N/A	Open	1
Program Assistant	06/18/2021 - N/A	Open	10
Housing and Community Development Project Manager	08/08/2022 - N/A	Closed on 7/17/2023	2
Career Navigator	02/21/2023 - N/A	Open	7
Youth Program Manager	06/12/2023 - N/A	Closed on 7/10/2023	8
Program Coordinator	07/13/2023 - N/A	Open	11
Total Community Reinvestment and Workforce Development Applicants			39
County Board			
Receptionist/Recording Secretary	07/26/2023 - N/A	Open	1
Total County Board Applicants			1
County Clerk			
Intern/Volunteer	N/A	Open	2
Total County Clerk Applicants			2

Court Services

Youth Counselor	07/13/2023 - 10/01/2023	Open	33
Total Court Services Applicants			33

Development & Community Services

Bilingual Administrative Assistant	05/04/2023 - N/A	Open	8
Building Inspector	05/04/2023 - N/A	Open	2
Total Development & Community Services Applicants			10

Environmental/Water Resources Division

Sustainability Manager	06/02/2023 - N/A	Open	2
Total Environmental/Water Resources Division Applicants			2

Finance

Intern/Volunteer	N/A	Open	1
Payroll Clerk	03/24/2023 - N/A	Open	6
Accountant	05/19/2023 - N/A	Open	2
Total Finance Applicants			9

Information Technologies

Intern/Volunteer	N/A	Open	1
Network Administrator	01/30/2023 - N/A	Open	2
Junior Network Engineer - VoIP and Mitel PBX	04/03/2023 - N/A	Open	1
Support			
Junior Web Developer	04/05/2023 - N/A	Open	13
Office Assistant I	06/28/2023 - N/A	Closed on 7/21/2023	35
Total Information Technologies Applicants			52

Kane Comm

Intern/Volunteer	N/A	Open	2
9-1-1 Shift Manager	06/22/2023 - N/A	Open	3
9-1-1 Telecommunicator	06/27/2023 - N/A	Open	21
9-1-1 Part Time Lateral Telecommunicator	06/29/2023 - N/A	Open	4
Total Kane Comm Applicants			30

KDOT

Project Manager/Civil Engineer II-IV (2 openings)	04/28/2023 - N/A	Closed on 7/14/2023	0
Permit/Traffic Engineer - Civil Engineer II-IV	05/08/2023 - N/A	Closed on 7/14/2023	0
Construction Manager - Civil Engineer II-V	05/15/2023 - N/A	Open	0

Transportation Planner and Regional Planning Liaison	06/29/2023 - 07/06/2023	Closed on 7/6/2023	0
Highway Maintainer I	07/05/2023 - N/A	Closed on 7/17/2023	35
Chief Financial Officer / CPA	07/14/2023 - N/A	Open	2
Design Project Manager / Civil Engineer II-V (Two (2) Openings)	07/14/2023 - N/A	Open	1
Permit/Traffic Engineer – Civil Engineer II-IV	07/14/2023 - N/A	Open	1
Total KDOT Applicants			39

Public Defender

Assistant Public Defender	05/15/2023 - N/A	Open	1
Bilingual Receptionist	06/23/2023 - 07/21/2023	Closed on 7/21/2023	8
Investigator	07/18/2023 - 08/07/2023	Open	10
Total Public Defender Applicants			19

Public Health Department

Communicable Disease Coordinator	04/05/2023 - N/A	Open	2
Data and Quality Control Coordinator	04/18/2023 - N/A	Open	4
Epidemiologist (General)	06/14/2023 - N/A	Open	3
Facilities & Logistics Assistant	06/14/2023 - N/A	Open	7
Finance Operation Specialist	06/14/2023 - N/A	Closed on 7/11/2023	0
Grant Operation Specialist	06/14/2023 - N/A	Closed on 7/11/2023	1
Environmental Health Practitioner	06/16/2023 - N/A	Open	2
Community Health Initiatives Coordinator	07/03/2023 - N/A	Open	4
Community Health Initiatives Coordinator- Family	07/03/2023 - N/A	Closed on 7/19/2023	6
Engagement Specialist			
Grant Operation Specialist	07/13/2023 - N/A	Open	5
Trap Collection for West Nile Program	07/17/2023 - N/A	Open	0
Early Childhood Mental Health Consultant (2 positions - Grant Funded)	07/19/2023 - N/A	Open	2
Total Public Health Department Applicants			36

Sheriff

Aramark: Commissary Worker	01/24/2023 - N/A	Open	0
Correction Officers *Lateral Transfer*	02/16/2023 - N/A	Open	5
Information Processor - Warrants	06/09/2023 - 07/14/2023	Closed on 7/14/2023	8
Court Security Officer	06/22/2023 - N/A	Open	37
Correction Officers *Lateral Transfer*	07/19/2023 - N/A	Open	2

Jail Maintenance-Corrections	07/19/2023 - N/A	Open	2
Total Sheriff Applicants			54
State's Attorney			
Child Advocacy Center - Operations Manager/Advocate	11/17/2022 - N/A	Open	3
Bilingual Intake/Multidisciplinary Team Coordinator & Outreach Prevention Specialist	01/11/2023 - N/A	Closed on 7/31/2023	1
Bilingual Child and Family Therapist	01/19/2023 - N/A	Open	0
Deferred Prosecution Domestic Violence Case Manager	05/30/2023 - N/A	Closed on 7/6/2023	0
Assistant State's Attorney/Civil	06/08/2023 - N/A	Open	1
Child Advocacy/Bi-lingual Advocate (AG Grant)	06/12/2023 - N/A	Open	1
Assistant State's Attorney - Felony Division	06/20/2023 - N/A	Open	0
Assistant State's Attorney/Misdemeanor Division	06/20/2023 - N/A	Open	1
Assistant State's Attorney/Misdemeanor/Traffic Division	06/20/2023 - N/A	Open	1
Victim Services Advocate	06/20/2023 - N/A	Open	10
Assistant State's Attorney – Detention Hearing	06/26/2023 - N/A	Open	1
Assistant State's Attorney – Felony Review	06/26/2023 - N/A	Open	0
Felony Deferred Prosecution Case Manager	07/24/2023 - N/A	Open	2
Advocate/Case Manager - Child Advocacy Center	07/31/2023 - N/A	Open	0
Bilingual Intake/Multidisciplinary Team Coordinator & Outreach Prevention Specialist	07/31/2023 - N/A	Open	0
Forensic Interviewer-Child Advocacy Center, Grant	07/31/2023 - N/A	Open	0
Funded Position			
Total State's Attorney Applicants			21
Treasurer			
Seasonal Customer Service June through October	06/13/2023 - N/A	Open	1
Staff Accountant (Vendor Security)	07/10/2023 - N/A	Closed on 7/28/2023	2
Total Treasurer Applicants			3
Total Applicants for July			376

New Hire Report

from 07/01/2023 - 07/31/2023

Department	Employee Name	Job Title	Employee Status	Hire Date
Circuit Clerk				
	BOMMELMAN, QUINN A	Deputy Clerk	ACTIVE	07/10/2023
Development/County Development				
	BURGIN, IAN M	Admin Officer Code Enforcement	ACTIVE	07/17/2023
		Building Inspector	ACTIVE	07/17/2023
Health				
	MEJIA, AMY M	Receptionist	ACTIVE	07/10/2023
Information Technologies				
	PALLESON, CAMERON D	Desktop Support Analyst I	ACTIVE	07/10/2023
Judiciary and Courts				
	GASCA, CASSANDRA J	Family Court Admin Assistant	ACTIVE	07/06/2023
		Order of Protection Clerk	ACTIVE	07/06/2023
	VALLE, LIZA	Paralegal	ACTIVE	07/05/2023
Regional Office of Education				
	SIAR, STEVEN J	JJC Teacher	ACTIVE	07/10/2023
Sheriff/Adult Corrections				
	NELSON, SIR C	Correctional Officer	ACTIVE	07/09/2023
Sheriff/Sheriff				
	MCCOWAN, MICHAEL W	Commander	ACTIVE	07/09/2023
State's Attorney				
	CERMAK, FRANCIS T	Assistant States Attorney	ACTIVE	07/10/2023
	CLARK, SANDRA R	Assistant States Attorney	ACTIVE	07/17/2023

New Hire Report

from 07/01/2023 - 07/31/2023

DURAN, COURTNEY N	Collaborative Diversion ProgMgr	ACTIVE	07/10/2023
	Pre-Arrest Diversion Coordinator	ACTIVE	07/10/2023
FRIEDMAN, CAMRYN	DPP Case Manager	ACTIVE	07/17/2023
HARDIN, JOSHUA S	Collaborative Diversion Case Mgr	ACTIVE	07/17/2023
	Pre-Arrest Diversion Case Mgr	ACTIVE	07/17/2023
	PreArrest Diversion Case Mgr Sup	ACTIVE	07/17/2023

Transportation

ABDELNOUR, JESSICA A	Reg Planning Liaison & Bike/Ped	ACTIVE	07/10/2023
	Regional Planning Liaison	ACTIVE	07/10/2023
	Transportation Planner II	ACTIVE	07/10/2023
NEAL, LISA R	Permit Administrative Technician	ACTIVE	07/17/2023
	Permit&Administrative Technician	ACTIVE	07/17/2023
	Permit/Adopt-A-Highway Tech	ACTIVE	07/17/2023

Total New Hires 16

Termination Report from 07/01/2023 - 07/31/2023

Department

Employee Name

Termination Date

Community Reinvestment

MASON, ROBYN T

07/03/23

Judiciary and Courts

BRADLEY, VICTOR J

07/07/23

Sheriff/Adult Corrections

MONTAVON, VICTORIA J

07/03/23

OLALDE, MANUEL E

07/03/23

State's Attorney

ROY, MELANIE A

07/07/23

Total Terminations 5

STATE OF ILLINOIS)
COUNTY OF KANE) SS.

PRESENTATION/DISCUSSION NO. TMP-23-1089

HR UPDATES (NOT ATTACHED)

STATE OF ILLINOIS)
COUNTY OF KANE) SS.

REPORT NO. TMP-23-1054
MONTHLY TRAINING REPORT (ATTACHED)

Sexual Harassment Training Compliance 8/2/23					
Type of Training Delivered	Training Title	Source of Training	Departments invited	Total number of attendees	Deadline
Webinar	Prevention of Sexual Harassment at work - Employee	Illinois Chamber of Commerce	All	1120	08.01.2023
Webinar	Prevention of Sexual Harassment at work - Manager/Elected Official	Illinois Chamber of Commerce	All	217	08.01.2023
Active Employees: 1231					

STATE OF ILLINOIS)
COUNTY OF KANE) SS.

PRESENTATION/DISCUSSION NO. TMP-23-1079

PAID LEAVE FOR ALL

Sick and Personal and Extended Illness Leave			
<u>Effective Date:</u> December 1, 2023	<u>Applicable Law/Statute:</u> 820 ILCS 192/ (Paid Leave for All Workers Act)	<u>Source Doc/Dept.:</u>	<u>Authorizing I.C. Sec:</u>
<u>Last Amended Date:</u> March 11, 2014			

Policy

It is the policy of Kane County to provide protection for eligible employees against loss of income because of illness or personal needs. To ensure that protection, the County has made provisions for sick and personal leave in accordance with the Illinois Paid Leave for All Workers Act (820 ILCS 192/5 *et seq.*) as well as for Extended Illness Leave. Sick and Personal and Extended Illness Leave pay is based on the employee's regular workweek and straight-time rate in effect when the leave is taken.

Eligibility

All employees under the jurisdiction of the County Board are subject to this policy. Employees subject to a collective bargaining agreement, contract, statute, or ordinance shall receive paid leave according to the applicable collective bargaining agreement, contract, statute, or ordinance.

A. Sick and Personal Leave

Guidelines

1. Sick and Personal Leave Accumulation: "Sick and Personal Leave Year" is defined as the 12-month period beginning on December 1st of each year. All active employees on December 1st of each year will be granted 40 hours, unless the employee's regular work week is less than 40 hours, in which case the employee will be granted a pro rata amount of leave based on their regular work week.

Employees hired after December 1st and in their first year shall be granted the prorated amount of leave based on the number of weeks worked in the first Sick and Personal Leave Year at the time of hire. First-year employees are eligible to use Sick and Personal Leave after 90 days of continuous employment.

2. Sick and Personal Leave Utilization: Sick and Personal leave may be utilized for any reason the employee chooses. If the need for leave is foreseeable, the employee must provide 7 calendar days' notice to their supervisor of the need for leave. If the need for leave is not foreseeable, the employee shall provide such notice as is practicable once the employee is aware of the need for leave.
3. Unused Days: And Sick and Personal Leave not used by November 30th of each year will be converted to Extended Illness time up to the maximum days in that bank. See Extended Illness Leave in this policy for further information.
4. Sick and Personal Leave Payment at Termination: Upon termination of employment, employees will be compensated for earned but unused Sick and Personal Leave at a rate 1.25 days for each complete quarter worked in the Sick Leave Year.

B. Extended Illness Leave

Guidelines

1. Extended Illness Leave Accumulation: Eligible employees will be credited with one (1) day of Extended Illness leave per month after the completion of six (6) months of continuous County employment. Unused extended sick leave will carry over from year to year and may accumulate to a maximum of 240 days.
2. Extended Illness Leave Utilization: Extended Illness Leave is intended to provide employees with protection during periods when the employee is under a doctor's care at home or is hospitalized during periods of personal injury, illness, or maternity. Extended Illness is not intended for use during routine medical care such as office visits, dental cleanings, or other scheduled visits unless such visit results in a period of incapacity.

An employee may use Extended Illness Leave for their own illness or period of incapacity. A physician's note or medical certification is required to support the use of Extended Illness Leave. An employee may use up to three (3) days of Extended Illness Leave per fiscal year to care for a spouse, child, or parent. Physician's note or medical certificate that establishes the need for time to care for a family member must include the employee's name as the needed caregiver.

3. Extended Illness Leave at Termination of Employment: No payment for unused extended sick leave is made at termination. Employees retiring with an Illinois Municipal Retirement Fund (IMRF) pension effective within 60 days of their termination date may be eligible for up to one (1) year of additional pension service for unused extended sick leave at the rate of one month for every twenty days or fraction thereof (1:20) subject the rules and limitations established by IMRF. Converted extended sick leave cannot be used to meet the minimum service requirements for pension eligibility.

Paid Leave for All Workers Act Set to Take Effect on January 1, 2024

By Michael Brohman

On January 1, 2024, the Paid Leave for All Workers Act will take effect in Illinois. This Act will require Illinois employers to provide each of their employees, including part-time employees and domestic workers, up to 40 hours of paid leave for every 12-month period. Such employees will accrue one hour of paid leave for every 40 hours worked. The Act requires paid leave for **all** employees, with the exception of employees who come within the definition of “employee” under the federal Railroad Unemployment Insurance Act, school district or park district employees, college or university students providing temporary services for their college or university, short-term employees of institutions of higher education, and construction, delivery, pickup, transportation and state agency employees who are working under a bona fide collective bargaining agreement.

Importantly, if an employer already provides all its employees with at least 40 hours of paid leave per 12-month period, the Act does not require the employer to provide additional hours of paid leave. Moreover, the Act is not applicable to an employer that is already governed by and complying with the Cook County or City of Chicago Sick Leave Ordinances that have been in place since 2017.

For employees covered by the Act, they will begin to accrue paid leave at the commencement of their employment, or on the January 1, 2024 effective date of the Act (“Effective Date”), whichever is later. Such employees may begin using accrued paid leave 90 days following the commencement of their employment or 90 days following the Effective Date, whichever is later. Paid leave may be taken by an employee for any reason of the employee’s choosing. Moreover, employees are entitled to determine how many hours of accrued paid leave they are using at any point in time. While an employer may set a minimum increment of hours of leave that can be used per day, that increment cannot exceed two hours per day. So, if an employer wants to bar an employee from using one hour of paid leave to go to a doctor’s appointment, it can do so, but the employer cannot bar an employee from using any length of time after two hours for such an appointment.

For paid leaves that are foreseeable, an employer may require their employees to provide seven calendar days’ notice before the start of the leave. When paid leaves are not foreseeable, employees must provide notice as soon as practicable after they become aware of the necessity for the leave. The procedures that employees must follow to give such notice are to be contained in a written policy that the employer must provide to its employees.

The Act allows employers to choose one of two means for the accrual of paid leave hours. The employer can simply front load all 40 hours of paid leave at the start of the 12-month period. If an employer chooses this method, then it can enforce a “use it or lose it” policy which will require employees to use all 40 hours of paid leave during the 12-month period or lose whatever is unused at the end of the period. Alternatively, the employer can have its employees accrue paid leave hours as they work during the year. If this method is used, employees can carry over unused paid leave to the following year. However, even under this approach, employees cannot use more than 40 hours of paid leave over the course of one 12-month period.

Employees are to be paid their normal hourly rate for paid leave. For employees who generate income based on tips or commissions, they are to be paid at least the minimum wage in their jurisdiction of employment. Under normal circumstances, employees are not entitled to unused paid leave upon the termination of their employment. However, if an employer applies paid leave under the Act to an employee's paid time off bank or employee vacation account, then unused paid leave shall be paid at employment termination.

The Act requires employers to keep accurate records of paid leave hours accrued and taken. It also requires employers to post notices itemizing the requirements of the Act. These notices can be acquired from the Illinois Department of Labor ("IDOL").

If an employer violates the Act, it can be sued by employees in proceedings before the IDOL, where the employer may be required to pay underpayments due to employees, compensatory damages, and penalties of between \$500 and \$1000. Additionally, the IDOL can seek to recover a civil penalty of \$2,500 for each separate offense of the employer.

For its employer clients, Roetzel attorneys provide advice on employment and post-employment issues. **We can help you navigate through these important issues.** If you have any questions regarding this area of the law, please do not hesitate to contact us.

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SICK LEAVE

A) General Provisions - It is the policy of Kane County to provide protection for eligible employees against loss of income because of illness. To ensure that protection, the County has made provisions for both short-term and extended sick leave reserve. All regular full-time and part-time employees are eligible. Part-time employees earn sick leave proportionate to the average number of hours worked. Sick leave pay is based on the employee's regular straight-time rate in effect when the sick leave is taken. Employees must first use sick or funeral pay earned and accumulated prior to December 1, 1989, before they can use short-term sick leave or extended sick leave.

(B) Short-term Sick/Personal day accumulation - "Sick leave year" is defined as the twelve-month period beginning December 1 of each year. Eligible employees who have completed twelve months of continuous service as of December 1 of the applicable sick leave year, will be credited with four (4) days. Employees must complete six (6) months of continuous County employment before they are eligible to earn sick leave. Employees who have completed less than twelve months of continuous service as of December 1 of the applicable sick leave year, will be credited with short-term sick leave at the rate of one (1) day for each remaining quarter in that sick leave year. Employees are entitled to the sick leave the first day of each quarter.

(C) Short-term Sick/Personal day utilization - An employee's short-term sick leave credit can be used for personal and family injury or illness, maternity, doctor and dentist appointments or personal days. Employees may use more than one (1) sick/personal day per quarter, however, if a terminating employee has used more sick/personal days than have been earned for the number of quarters worked, the employee will be required to repay any unearned sick/personal days.

(D) Unused Short-term Sick day/Carry over and payment at termination - Short-term sick days will not accumulate from year to year. At the end of the sick leave year, all unused short-term sick leave for employees will roll over into extended sick leave. Upon termination, employees will be paid for any unused short-term sick leave at the rate of one (1) day for every quarter worked in the benefit year provided they give fourteen (14) calendar days notice.

(E) Sick or Funeral Leave earned previous to December 1, 1989 - Employees who earned and accumulated sick and funeral pay under the policy in effect prior to December 1, 1989 can carry this time forward and use it for any purpose appropriate under that policy. Under the policy, employees could accumulate up to thirty (30) sick or funeral days. Uses include personal illness or injury, funeral leave, maternity, serious illness in the immediate family, three to one (3:1) conversion for vacation, one-third payment at termination or full payment at retirement when receiving an IMRF pension. The sick or funeral leave earned prior to December 1, 1989 may be carried over from year to year and employees may use it per the policy guidelines as stated above.

(F) Extended Sick leave Accumulation - Eligible employees will be credited with

one (1) day of extended sick leave per month after the completion of six (6) months of continuous County employment. Unused extended sick leave will carry over from year to year and may accumulate to a maximum of 240 days.

- Extended Sick leave utilization - Unlike short-term sick leave, extended sick leave is intended to provide employees with protection during periods when the employee is under a doctor's care at home or is hospitalized. Extended sick leave is to be used during periods of personal injury, illness or maternity until IMRF disability benefits begin.

An employee may utilize extended sick leave for himself/herself prior to utilizing short-term sick leave if the employee has a serious health condition and is under a doctor's care at home or in the hospital. A doctor's certification is required to support the request for extended sick leave.

Notwithstanding the preceding paragraphs, an employee may use up to three (3) extended sick days during a fiscal year to care for a spouse, the employee's parents and the employee's children (biological and adopted).

(H) Payment for unused extended sick leave - No payment for unused extended sick leave is made at termination. Retiring employees under IMRF qualify for up to one (1) year of additional pension service for unused extended sick leave at the rate of one month for every twenty days of fraction thereof (1:20). To qualify for this pension credit, the effective date of the pension must be within sixty (60) days of termination. This additional pension service credit provision applies solely to employees retiring with an IMRF pension. Converted extended sick leave cannot be used to meet the requirements of a minimum of eight (8) years for an IMRF pension or 35 years for a non-discounted pension under age 60.

Internal Applicant: A current Kane County employee who has worked for Kane County for at least twelve months and has been in their current position for at least six months and has not had a disciplinary action or performance improvement plan in the preceding 12 months.

Vacant Position: A position is deemed to be vacant when the employee holding an existing position has a termination of employment or moves to another vacant position, or when a new position is created by resolution or other action of the Board.

Guidelines

- Upon the creation of a vacancy, the Hiring Manager shall coordinate with Human Resources to create the job advertisement that includes the title, department, required qualifications, starting salary range, and a description of the position.
- All vacant positions shall be posted internally on the County's internal posting site for at least seven calendar days. Preference will be given to internal applicants in good standing who meet all the requirements of the position.
- The Hiring Manager, in cooperation with Human Resources, will determine the best method for external advertisement, which may include the County website as well as third party job posting sites. It is the responsibility of any hiring manager or human resources staff person who independently utilizes a third-party site to ensure the posting includes the salary range for the position in compliance with any laws and regulations.
- All internal and external applicants must complete a Kane County Application prior to any offer of employment or transfer.
- Applications will be directed to the Hiring Manager for consideration and interviews.
- All internal applicants will receive a notice from the hiring manager indicating if they have been chosen for an interview. Employees are not required to notify their supervisors of their application to an internal position, however the supervisor will be notified if the employee is chosen as a final candidate for the position.
- If an internal applicant is hired, the transfer date will be two weeks from the date of notification to the existing supervisor unless the existing and new supervisor agree on an alternative transfer date.
- Hiring Managers must retain a record of all applicants and interviews as well as all interview notes or records regarding hiring selections for a period of one year from the date of hire.

Passed by the Kane County Board on September 12, 2023

John A. Cunningham, MBA, J.D.
Clerk, County Board
Kane County, Illinois

Corinne M. Pierog MA, MBA
Chairman, County Board
Kane County, Illinois

Vote:



RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

Title

Adopting a Recruitment Policy To The Personnel Policy Handbook

Committee Flow:

Human Services Committee, Executive Committee, County Board

Contact:

Jamie Loblillo, 630.208.3836

Budget Information:

Was this item budgeted? N/A	Appropriation Amount: \$N/A
If not budgeted, explain funding source: N/A	

Summary:

Adopting a Recruitment Policy to the Personnel Policy Handbook to ensure current employees are aware of open of open positions and have the opportunity to apply for those they are qualified for.

Recruitment Effective Date: December 1, 2023 Last Amended Date: N/A	Applicable Law/Statute:	Source Doc/Dept.:	Authorizing I.C. Sec:
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RECRUITMENT

Policy

The purpose of this policy is to ensure the best possible candidate for all open positions within Kane County, and to ensure current employees are aware of open positions and have the opportunity to apply for those they are qualified for. Kane County believes in promoting from within when possible, and is committed to employing the best candidates for approved, vacant positions and engaging in effective recruitment and selection practices in compliance with all applicable employment laws. Kane County provides equal employment opportunity to all applicants and employees.

Eligibility

This policy applies to all vacant positions in departments under the jurisdiction of the Board. The hiring manager and human resource department may elect not to post certain positions when there are lawful, nondiscriminatory bases for doing so with written approval of the Department Head and the Executive Director of Human Resources.

Definitions

Hiring Manager: The department head or their designee who will be coordinating and conducting the hire on behalf of the department.

Internal Applicant: A current Kane County employee who has worked for Kane County for at least twelve months and has been in their current position for at least six months and has not had a disciplinary action or performance improvement plan in the preceding 12 months.

Vacant Position: A position is deemed to be vacant when the employee holding an existing position has a termination of employment or moves to another vacant position, or when a new position is created by resolution or other action of the Board.

Guidelines

- Upon the creation of a vacancy, the Hiring Manager shall coordinate with Human Resources to create the job advertisement that includes the title, department, required qualifications, starting salary range, and a description of the position.
- All vacant positions shall be posted internally on the County's internal posting site for at least seven calendar days. Preference will be given to internal applicants in good standing who meet all the requirements of the position.
- The Hiring Manager, in cooperation with Human Resources, will determine the best method for external advertisement, which may include the County website as well as third party job posting sites. It is the responsibility of any hiring manager or human resources staff person who independently utilizes a third-party site to ensure the posting includes the salary range for the position in compliance with any laws and regulations.

- All internal and external applicants must complete a Kane County Application prior to any offer of employment or transfer.
- Applications will be directed to the Hiring Manager for consideration and interviews.
- All internal applicants will receive a notice from the hiring manager indicating if they have been chosen for an interview. Employees are not required to notify their supervisors of their application to an internal position, however the supervisor will be notified if the employee is chosen as a final candidate for the position.
- If an internal applicant is hired, the transfer date will be two weeks from the date of notification to the existing supervisor unless the existing and new supervisor agree on an alternative transfer date.
- Hiring Managers must retain a record of all applicants and interviews as well as all interview notes or records regarding hiring selections for a period of one year from the date of hire.

STATE OF ILLINOIS)

SS.

COUNTY OF KANE)

PRESENTATION/DISCUSSION NO. TMP-23-1090

COMPENSATION AND POSITION MANAGEMENT

Compensation Policy			
Effective Date: TBD	Applicable Law/Statute:	Source Doc/Dept.:	Authorizing I.C. Sec:
Last Amended Date: N/A			

Compensation and Position Management

Policy

It is the policy of Kane County to establish and maintain competitive salary ranges consistent with the economic/budgetary requirements of the County which will allow the County to effectively compete for qualified personnel, retain productive employees, and ensure that salaries are transparent, equitable, and commensurate with the duties performed by each employee.

Eligibility

This policy applies to all regular, full-time and part-time employees under the jurisdiction of the County Board not covered by a collective bargaining agreement, statute, ordinance, or employment contract.

This policy does not apply to elected officials or their employees unless such elected official has opted into the County's salary and grade system and adopted this policy in writing prior to the adoption of the annual budget, and such option is effective for the duration of the budget year.

Guidelines

- A. **Position Analysis:** For each position, the appropriate Position Analysis form will be completed describing all the pertinent factors relating to the position. The department head or participating elected official must sign the form and submit it to the Human Resources Department, where it will be evaluated using and assigned grade pursuant to Kane County's job classification system. The Human Resources Director will notify the department head or participating elected official of the final rating.
- B. **Position Descriptions:** Position descriptions shall be maintained by the Human Resources Department for all positions (full-time, part-time, seasonal and temporary). Position descriptions will be developed by the Human Resources Department, in consultation with the department head, from the completed Position Analysis form. Participating elected officials shall forward complete job descriptions to the Human Resource Department.
 1. Position descriptions will contain a summary description of the position and essential duties performed by incumbents, as well as list the knowledge, skills, and abilities an employee should have in order to succeed in the position. Relevant working conditions of the position shall also be included. Examples of duties listed in the position description are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similarly related or a logical assignment to the position.
 2. The position description does not constitute an employment agreement between the County and the employee and is subject to change as the needs of the County and the requirements of the position change.
- C. **New Positions:**

1. All new positions should be planned for and submitted to the Human Resources Director and the Finance Director during the budget process. Priority will be given to requests responding to new mandated service or presented in the context of a reorganization that enhances customer service and/or reduces the overall cost of doing business.
2. Mid-year requests for new positions will be considered on a case-by-case basis, and must have a position analysis or completed job description and grading prior to being presented to the Board or its Committees for approval. New positions must be approved by the standing committee to which the department reports, the Human Services Committee, the Finance and Budget Committee, and the County Board.
3. New position and reclassification requests submitted during the budget process must be position specific to be considered for funding. If funding is approved during the budget process and the department or participating office wishes to use the funding in any manner other than the position requested and approved, a resolution authorizing the change will be required by the County Board prior to the change taking place.

D. Grade and Salary Range System: The Human Resources Department shall maintain a job grade and salary range system which contains an inventory of jobs, designated by title, within the various classifications existing at the County. The Classification System consists of a grouping of similar positions into categories of substantially similar complexity and responsibility and general qualifications. All positions will be evaluated and classified in order of their relative value. The following factors will be used in the establishment and maintenance of the County's classification system:

1. The County is committed to maintaining a salary structure, consisting of position grades and salary ranges that will allow the County to ensure that salaries/wages are equitable and commensurate with the duties performed by employees.
2. All position grades will have a salary/wage range that indicates their minimum, midpoint, and maximum monetary value. Salary ranges should be broad enough to provide salary/wage growth for competent personnel.
3. Salary Ranges will be reviewed from a competitive standpoint based on prevailing trends (salary survey data and economic indicators) and the County's ability to pay on an annual basis by the Human Resources Department. Appropriate changes will be recommended by the Human Services Committee and approved by the County Board.
4. All new employees will normally be paid the minimum rate in the appropriate salary range. However, the County recognizes that department heads and participating elected officials may need flexibility during the hiring process to recruit qualified candidates. The recognition of extraordinary experience or qualifications, labor market demands, or other qualifications of the candidate may justify a higher rate of pay, subject to the following conditions:

Hiring Range	Approval Required
Minimum to 1 st Quartile	Department Head/Elected Official
1 st Quartile to Midpoint	Human Resources Department
Over Midpoint	Human Services Committee

Salary increases for new hires planned upon completion of a probationary period or achievement of a certification or other required element are permitted as long as

such arrangement is put in writing at hire and the total salary including planned increase is within budget and follows the starting wage guidelines as indicated in the table above.

E. Vacant Positions:

1. If a position becomes vacant, steps must be taken to fill the position as soon as practical. If a department or office has a bona fide reason to delay hire, such reason must be submitted to the Human Resource Department in writing within 30 days of the position being vacated and must include a description of how the duties will be maintained during the vacancy.
2. If a department has difficulties filling a vacant position due to a lack of qualified candidates after 90 days of advertisement, the department or office shall inform Human Resources in writing, so that Human Resources may expand the recruitment efforts and, if needed, re-evaluate the salary and/or grade for the position.
3. If any vacancy exists in excess of 180 days and the aforementioned recruitment steps have not been taken by the department or participating office, the position will be subject to review in the next budget process.
4. Budget is allocated based on position, and not the employee in the position. If budget savings from a vacant position occurs and is used in any manner other than outlined in this policy without prior board approval, the unfilled position will be eliminated and will need to be re-established as a new position in the next budget process.

F. Promotions: A promotion is considered movement into a job classification that is at least one salary grade higher than the employees' current position. At the time of promotion, an employee is normally eligible for a salary adjustment based upon the following considerations:

1. The employees' performance history. If the employee is transferring departments, a completed performance appraisal should be completed by the former department for file and submission to the new department;
2. The experience level of the employee with the duties of the new position;
3. The amount of additional responsibility, including education and training required for the new position;
4. The location of the employees' current salary in the new salary range;
5. Internal equity;
6. The budgetary constraints of the department;
7. A one-grade promotion normally results in a salary increase 5% of the employees' current salary. If the minimum of the new salary range is higher than the proposed increase, the employee shall be moved to at least the new minimum of the salary range and not more than the first quartile of the new salary range. In no case can the increase exceed the budgeted amount of the position the employee is being promoted into without approval of the County Board.
8. In the event the promotion is into a position that is two grades or more above the employee's current position, salary will be determined by the department head or participating elected official in consultation with the Human Resources Department, and in no case be less than the minimum salary for the range or more than the budgeted salary for the position without approval of the County Board.
9. In accordance with County Code 2-48, all Director salaries must be set and approved by the County Board.

10. In the event of internal promotion is due to receipt of licensure or certification into a professional position requiring same licensure or certification, the annual salary may be allowed over the normal increase as set forth in Section F6, but not to exceed the first (1st) quartile of the new salary grade. The salary will be determined by the department head or participating elected official in consultation with the Human Resource Department.
 11. Employees who receive a promotional increase (mid-year adjustment) during the current fiscal year will not be eligible for a merit increase for the following year unless they have completed at least 6 months in the new position as of December 1st.
- G. Transfers: A transfer is defined as a reassignment of an employee from a position in one pay range to another position in the same pay range. The employee will retain the same rate of pay regardless if the transfer entails a change of departments, unless the new position is covered by a collective bargaining agreement, in which case the collective bargaining agreement will determine the new salary. A completed performance appraisal will be required anytime an employee is transferred.
- H. Demotion: A demotion is defined as an assignment to a position in a lower salary range regardless of the reasons for the change. A completed performance appraisal will be required anytime an employee is demoted. If the demotion is not voluntary, every effort will be made to maintain the current salary of the employee, subject to the budgetary constraints of the new position. If the demotion is voluntary, the salary adjustment will never be less than the minimum of the new range assignment nor be greater than the salary before demotion. The appropriate salary will be determined by the department head or participating elected official in consultation with the Director of Human Resources.
- I. Trainee Status: If an applicant does not fully meet the minimum educational or certification requirements (but will within six (6) months of hire), the applicant may be hired at up to 10% below the minimum of the salary range. Once the applicant has met the minimum requirements, they will be brought to the minimum of the salary range. The applicant will not be eligible for a merit increase during the trainee status period.
- J. Reclassification: A position that is reevaluated (following the job evaluation protocol as established in Section A) and moves into a higher salary grade will be considered a promotion and normally results in a salary increase not to exceed 6% of the employees' current salary. If the minimum of the new salary range is higher than the proposed promotional increase, the employee shall be moved to the new minimum of the salary range. A position that is reevaluated (following the job evaluation protocol as established in Section A) and moved into a lower salary grade will not be considered a demotion, but the incumbent employee's salary will be limited by the salary range of that grade.
1. In accordance with established practice, all requests for position reclassifications (following the job evaluation protocol as established in Section A) should be planned for and submitted to the Director of Human Resources and the Executive Director of Finance during the budget process.
 2. Mid-year requests for reclassifications must follow the following the job evaluation protocol as established in Section A and any resulting reclassifications must be approved by the Human Services Committee, The Finance and Budget Committee, and the County Board.

- K. Salary Adjustments, Stipends, and Lump-Sum Distributions: Salary increases must not be presented or promised to employees until they have been approved as processed in accordance with the guidelines established in this policy. For department heads and participating elected officials who wish to seek a salary adjustment, stipend, or lump sum distribution outside of the guidelines established in this policy during the fiscal year, a resolution will be required to be presented to the Human Services Committee, the Finance and Budget Committee, and the County Board requesting said adjustment, stipend, or lump sum distribution. Once board approved, the department head or participating elected official should submit a payroll action form to the Human Resources Department with a copy of the approved resolution.
- L. Temporary Assignment Pay: In the event of a vacancy, employees may receive a temporary assignment pay in the form of temporary salary increase to cover increased duties of the vacant position when such coverage is documented as to the bona fide increased workload or responsibility. Total temporary assignment pay increase shall not exceed the budget savings from the vacancy, and shall terminate when the position is no longer vacant. Documentation supporting the additional workload and/or responsibility and the amount of the temporary assignment pay must accompany the Payroll Action Form and shall be retained in the employee file maintained by Human Resources.
- M. Performance appraisals: The County established performance appraisal system is a mechanism to document and measure individual job performance, to promote individual job knowledge, and skill development for career advancement and are subject to the following provisions:
1. A formal performance appraisal shall be conducted for all employees on an annual basis. However, management staff is encouraged to provide both positive and corrective feedback on an ongoing basis to the employees they supervise.
 2. A completed performance appraisal will be required in the submission of any employee promotion, transfer, demotion, or mid-year salary adjustment.
 3. The completed performance appraisal document will become a part of the employees permanent personnel file maintained in the Human Resource Office.
- N. Merit increase system: The County has adopted a merit increase system to implement a pay-for-performance policy subject to the following provisions:
1. While position evaluation determines the relative value of the position to the organization, and while performance appraisal determines the level of employee job performance, the merit system determines the level of employee reward for performance. Merit increase pools will be established annually as a part of the budgetary process.
 2. The merit pool amount will be recommended by the Executive Director of Finance in consultation with the Executive Director of Human Resources for the approval of the County Board based first on budget considerations and then on competitive market conditions. Such merit pool will be calculated and distributed based on salaries and/or headcount that eligible for a merit increase within the department or participating elected office.
 3. To eliminate confusion in the calculation of merit dollars for departments or participating offices, reclassifications and associated salary adjustments will not be considered during October and November of each year.
 4. Merit pool may be distributed to eligible staff pursuant to the following guidelines:
 - a. Performance appraisals for all departmental staff must be conducted and

sent to the human resources department along with or prior to any merit increases.

- b. Participating elected offices must conduct and retain a performance appraisal for employees to give a merit increase, but may elect to provide Human resources with a memo indicating appraisal was completed in lieu of a copy of the appraisal. Offices electing this option must retain the appraisals in their internal files and comply with all applicable laws and regulations regarding retention and review of personnel files.
- c. Merit increases may be effective at any time during the fiscal year, however annualized merit increases must not exceed the annual merit increase pool provided to the department or participating office.
- d. Employees who have reached the top of their position's salary range are still eligible for merit-based performance recognition. The amount of such recognition will be established by the department head or participating elected official, taking into consideration that the expectations of an employee with a long tenure at the top of their range are greater. Any amount of merit recognition assigned will be paid to the employee in two equal lump sums at the one-month and seven-month point in the fiscal year.

- O. Job Grade Review Process: Department heads or participating elected officials may request the Human Resources Department re-evaluate the grade of a position if, in their opinion, there has been a significant change in job duties, responsibilities and/or qualifications of the position. However, the same position will not be evaluated more than once in any 12-month period. The job evaluation process is as follows:
- 1. The department head or participating elected official will review the current job description form to ensure that the duties and responsibilities are accurately described.
 - 2. Minor additions/revisions can be written in the margin of the existing Job Description.
 - 3. Major revisions require a supplemental sheet or the completion of a new Position Analysis Form.
 - 4. Department head or participating elected official shall submit the revised analysis and supporting comments and recommendations to the Human Resources Department.
 - 5. The Human Resources Department will collaborate with department or office staff as needed to establish and communication appropriate new grade and range.