



# 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)

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<b>Wednesday, September 13, 2023</b>	<b>9:00 AM</b>	<b>County Board Room</b>
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1. **Call To Order**
  2. **Roll Call**
  3. **Remote Attendance Requests**
  4. **Approval of Minutes: August 9, 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 Applicants and Staff Changes (attached)
    - E. Monthly Workers Comp and Liability Reports (attached)
  8. **Compliance**
    - A. Monthly Training Report (attached)
  9. **Old Business**
  10. **New Business**
    - A. **Resolution:** Approving the 2024 Holiday Schedule for Kane County Offices
    - B. **Resolution:** Amending Family Bereavement Leave and Child Extended Bereavement Leave Policy within the Kane County Personnel Policy Handbook
    - C. **Resolution:** Adopting the Compensation and Position Management Policy within the Kane County Personnel Policy Handbook
  11. **FY24 Budget Presentations**
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**A. 2024 Budget - Human Resources Department**

- 12. Reports Placed On File**
- 13. Executive Session (if needed)**
- 14. Public Comment (Non-Agenda Items)**
- 15. Adjournment**

STATE OF ILLINOIS )  
COUNTY OF KANE ) SS.

**REPORT NO. TMP-23-1200**  
**MONTHLY FINANCE REPORTS (ATTACHED)**

**Human Services Committee Revenue Report - Summary**  
**Through August 31, 2023 (75.00% YTD)**

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

**Human Services Committee Expenditure Report - Summary**  
**Through August 31, 2023 (75.00% YTD, 73.08% Payroll Expense through Pay Period Ending 08/19/2023)**

	Current Month Transactions	Total Amended Budget	Current Month Transactions	YTD Encumbrances	Total % Used
<b>120 Human Resource Management</b>	<b>\$ (915,487)</b>	<b>\$ 4,682,060</b>	<b>\$ 3,193,872</b>	<b>\$ 22,659</b>	<b>68.70%</b>
001 General Fund	\$ 21,108	\$ 356,263	\$ 194,049	\$ -	54.47%
010 Insurance Liability	\$ (936,595)	\$ 4,324,813	\$ 2,999,823	\$ 22,659	69.89%
246 Employee Events Fund		\$ 984	\$ -	\$ -	0.00%
<b>Grand Total</b>	<b>\$ (915,487)</b>	<b>\$ 4,682,060</b>	<b>\$ 3,193,872</b>	<b>\$ 22,659</b>	<b>68.70%</b>

**Human Services Committee Expenditure Report - Detail**  
**Through August 31, 2023 (75.0% YTD, 73.08% Payroll Expense through Pay Period Ending 08/19/2023)**

	Current Month Transactions	Total Amended Budget	YTD Actual Transactions	YTD Encumbrances	Total % Used
<b>120 Human Resource Management</b>	<b>\$ (915,487)</b>	<b>\$ 4,682,060</b>	<b>\$ 3,193,872</b>	<b>\$ 22,659</b>	<b>68.70%</b>
<b>001 General Fund</b>	<b>\$ 21,108</b>	<b>\$ 356,263</b>	<b>\$ 194,049</b>	<b>\$ -</b>	<b>54.47%</b>
Personnel Services- Salaries & Wages	\$ 15,611	\$ 219,656	\$ 144,753	\$ -	65.90%
Personnel Services- Employee Benefits	\$ 4,195	\$ 50,057	\$ 37,663	\$ -	75.24%
Commodities	\$ 12	\$ 7,500	\$ 1,617	\$ -	21.56%
Contractual Services	\$ 1,290	\$ 79,050	\$ 10,016	\$ -	12.67%
<b>010 Insurance Liability</b>	<b>\$ (936,595)</b>	<b>\$ 4,324,813</b>	<b>\$ 2,999,823</b>	<b>\$ 22,659</b>	<b>69.89%</b>
Personnel Services- Salaries & Wages	\$ 11,878	\$ 143,005	\$ 112,836	\$ -	78.90%
Personnel Services- Employee Benefits	\$ 3,084	\$ 34,718	\$ 29,840	\$ -	85.95%
Contractual Services	\$ (951,556)	\$ 4,143,012	\$ 2,853,068	\$ -	68.86%
Transfers Out	\$ -	\$ 4,078	\$ 4,078	\$ -	100.00%
Capital	\$ -	\$ -	\$ -	\$ 22,659	0.00%
<b>246 Employee Events Fund</b>	<b>\$ -</b>	<b>\$ 984</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
Commodities	\$ -	\$ 984	\$ -	\$ -	0.00%
<b>Grand Total</b>	<b>\$ (915,487)</b>	<b>\$ 4,682,060</b>	<b>\$ 3,193,872</b>	<b>\$ 22,659</b>	<b>68.70%</b>



# Human Services Accounts Payable by GL Distribution

Payment Date Range 08/01/23 - 08/31/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 001 - General Fund</b>										
Department <b>120 - Human Resource Management</b>										
Sub-Department <b>120 - Human Resource Management</b>										
Account <b>52140 - Repairs and Maint- Copiers</b>										
13153 - Toshiba America Business Solutions Inc	6080431	Copier charges - 05/01/23 - 07/31/23	Paid by EFT # 82185		08/03/2023	08/16/2023	08/16/2023		08/28/2023	170.22
Account <b>52140 - Repairs and Maint- Copiers</b> Totals									Invoice Transactions 1	\$170.22
Account <b>55000 - Miscellaneous Contractual Exp</b>										
1299 - Kane County Regional Office of Education	8002400013	Background Checks - 2023 June Fingerprinting	Paid by EFT # 81770		07/14/2023	08/04/2023	08/04/2023		08/14/2023	520.00
1299 - Kane County Regional Office of Education	8002400029	Background Checks - 2023 July Fingerprinting	Paid by EFT # 82065		08/04/2023	08/17/2023	08/17/2023		08/28/2023	600.00
Account <b>55000 - Miscellaneous Contractual Exp</b> Totals									Invoice Transactions 2	\$1,120.00
Account <b>60000 - Office Supplies</b>										
12287 - Century Springs/Ove Water Services	2125479	Water delivery 07/14, 07/28 & Aug Rental Fee	Paid by EFT # 81963		07/31/2023	08/17/2023	08/17/2023		08/28/2023	12.07
Account <b>60000 - Office Supplies</b> Totals									Invoice Transactions 1	\$12.07
Sub-Department <b>120 - Human Resource Management</b> Totals									Invoice Transactions 4	\$1,302.29
Department <b>120 - Human Resource Management</b> Totals									Invoice Transactions 4	\$1,302.29
Fund <b>001 - General Fund</b> Totals									Invoice Transactions 4	\$1,302.29
<b>Fund 010 - Insurance Liability</b>										
Department <b>120 - Human Resource Management</b>										
Sub-Department <b>130 - Insurance Liability- HRM</b>										
Account <b>53000 - Liability Insurance</b>										
12798 - West Bend Mutual Insurance Company	2551277	Notary Bond - Househ 2551277	Paid by Check # 382021		07/23/2023	08/04/2023	08/04/2023		08/14/2023	20.00
12798 - West Bend Mutual Insurance Company	2551286	Notary Bond - Valdivia Fuentes 2551286	Paid by Check # 382021		07/24/2023	08/04/2023	08/04/2023		08/14/2023	20.00
12798 - West Bend Mutual Insurance Company	2551279	Notary Bond - Cardenas 2551279	Paid by Check # 382129		08/07/2023	08/17/2023	08/17/2023		08/28/2023	20.00
12798 - West Bend Mutual Insurance Company	2552234	Notary Bond - Cepeda 2552234	Paid by Check # 382129		08/03/2023	08/17/2023	08/17/2023		08/28/2023	20.00
12798 - West Bend Mutual Insurance Company	2551278	Notary Bond - Cunningham 2551278	Paid by Check # 382129		08/07/2023	08/17/2023	08/17/2023		08/28/2023	20.00
12798 - West Bend Mutual Insurance Company	2552811	Notary Bond - DeLine 2552811	Paid by Check # 382129		08/10/2023	08/17/2023	08/17/2023		08/28/2023	20.00
12798 - West Bend Mutual Insurance Company	2552231	Notary Bond - Franco 2552231	Paid by Check # 382129		08/07/2023	08/17/2023	08/17/2023		08/28/2023	20.00
12798 - West Bend Mutual Insurance Company	2551298	Notary Bond - Michels 2551298	Paid by Check # 382129		08/07/2023	08/17/2023	08/17/2023		08/28/2023	20.00
12798 - West Bend Mutual Insurance Company	2550311	Notary Bond - Orsini 2550311	Paid by Check # 382129		08/07/2023	08/17/2023	08/17/2023		08/28/2023	20.00



# Human Services Accounts Payable by GL Distribution

Payment Date Range 08/01/23 - 08/31/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 010 - Insurance Liability</b>										
Department <b>120 - Human Resource Management</b>										
Sub-Department <b>130 - Insurance Liability- HRM</b>										
Account <b>53000 - Liability Insurance</b>										
12798 - West Bend Mutual Insurance Company	2550312	Notary Bond - Ortiz 2550312	Paid by Check # 382129		08/07/2023	08/17/2023	08/17/2023		08/28/2023	20.00
12798 - West Bend Mutual Insurance Company	2552232	Notary Bond - Quintana 2552232	Paid by Check # 382129		08/03/2023	08/17/2023	08/17/2023		08/28/2023	20.00
12531 - West Professional Auto Repair E dba Classic Towing	37591	Liability Repair Payment RPO-KC-23-0011	Paid by EFT # 82212		05/08/2023	08/18/2023	08/18/2023		08/28/2023	298.00
8258 - CCMSI	0137791-IN	CCMSI GL Funding Reimbursement	Paid by EFT # 81962		07/31/2023	08/04/2023	08/04/2023		08/28/2023	2,055.59
1654 - Northern Contracting, Inc.	9958	Liability Repair Payment 23D45K628717	Paid by EFT # 82101		03/29/2023	08/18/2023	08/18/2023		08/28/2023	2,645.46
1654 - Northern Contracting, Inc.	10035	Liability Repair Payment	Paid by EFT # 82101		08/01/2023	08/18/2023	08/18/2023		08/28/2023	4,771.67
10407 - Physicians Immediate Care North Chicago, LLC	25934-8/2023	Hepatitis B Immunization	Paid by EFT # 82119		08/03/2023	08/17/2023	08/17/2023		08/28/2023	99.00
13338 - Spike Body Werks Inc dba Carstar Geneva Body Shop	9166	Liability Repair Payment 23D45K700926	Paid by EFT # 82163		06/16/2023	08/04/2023	08/04/2023		08/28/2023	2,264.17
13338 - Spike Body Werks Inc dba Carstar Geneva Body Shop	9144	Liability Repair Payment	Paid by EFT # 82163		06/05/2023	08/18/2023	08/18/2023		08/28/2023	8,808.39
3171 - Strypes Plus More, Inc.	17060	Liability Repair Payment 23D45K627231	Paid by EFT # 82171		07/18/2023	08/04/2023	08/04/2023		08/28/2023	455.00
Account <b>53000 - Liability Insurance</b> Totals									Invoice Transactions 19	\$21,617.28
Account <b>53010 - Workers Compensation</b>										
13202 - Matthew J Goncher	20230801-1	Goncher August PSEBA Payment	Paid by EFT # 81905		08/01/2023	08/10/2023	08/10/2023		08/11/2023	927.24
4220 - Illinois Workers Compensation Commission	20230630	20230630 WC	Paid by Check # 382088		06/30/2023	08/18/2023	08/18/2023		08/28/2023	1,084.32
8258 - CCMSI	0137790-IN	CCMSI WC Funding Reimbursement	Paid by EFT # 81962		07/31/2023	08/04/2023	08/04/2023		08/28/2023	53,531.32
Account <b>53010 - Workers Compensation</b> Totals									Invoice Transactions 3	\$55,542.88
Account <b>53020 - Unemployment Claims</b>										
3594 - Illinois Department of Employment Security	0802004 0630	20230630 IDES Benefit Charges	Paid by Check # 382084		06/30/2023	08/18/2023	08/18/2023		08/28/2023	10,252.00
Account <b>53020 - Unemployment Claims</b> Totals									Invoice Transactions 1	\$10,252.00
Sub-Department <b>130 - Insurance Liability- HRM</b> Totals									Invoice Transactions 23	\$87,412.16
Department <b>120 - Human Resource Management</b> Totals									Invoice Transactions 23	\$87,412.16
Fund <b>010 - Insurance Liability</b> Totals									Invoice Transactions 23	\$87,412.16
Grand Totals									Invoice Transactions 27	\$88,714.45



**Kane County Purchasing Card Information  
Human Services Committee  
August 2023 Statement**

HUMAN RESOURCES			
Transaction Date	Merchant Name	Additional Information	Transaction Amount
8/14/2023	SOCIETYFORHUMANRESOURC	ALEXANDRIA	\$244.00
8/14/2023	SOCIETYFORHUMANRESOURC	ALEXANDRIA	\$244.00
			Total: \$488.00
			Total all: \$488.00



# Tuition Reimbursement FYTD

Payment Date Range 12/01/22 - 08/31/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 120 - Grand Victoria Casino Elgin</b>										
Department <b>010 - County Board</b>										
Sub-Department <b>020 - Riverboat</b>										
Account <b>45420 - Tuition Reimbursement</b>										
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 <b>45420 - Tuition Reimbursement</b> Totals							Invoice Transactions	8		\$11,712.80
Sub-Department <b>020 - Riverboat</b> Totals							Invoice Transactions	8		\$11,712.80
Department <b>010 - County Board</b> Totals							Invoice Transactions	8		\$11,712.80
Fund <b>120 - Grand Victoria Casino Elgin</b> 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-23-1173**

**MONTHLY BLUE CROSS BLUE SHIELD INVOICE (ATTACHED)**

Group Health Plan	<b>KANE COUNTY 719 BATAVIA AVENUE GENEVA, IL 60134-3077</b>
Employer Account No.	<b>IL1-238541</b>
Bill Group	<b>0579517327</b>
Account ID Number	<b>8253175154</b>
Invoice Number	<b>825319028847</b>
Invoice Date	<b>07/31/2023</b>
Invoice Period	<b>07/01/2023 - 07/31/2023</b>
Billing Cycle	<b>MONTHLY</b>

**Make Electronic (Wire<sup>1</sup> or ACH<sup>2</sup>) Payments to**

Mellon Bank  
Health Care Service Corporation

HCSC ABA Number 043000261

HCSC Bank Account Number 120-5032

Account ID Number 8253175154

**Amount Due \$1,500,829.66**
**Date Due 09/01/2023**

See footnotes for important Wire &amp; ACH payment instructions

**Claim Charges/Credits - Paid 7/1/23 – 7/31/23**

Value Based Care-Value Incentive	362.72
Medical-Facility	470,502.46
Medical-Professional	268,161.85
Pharmacy	470,508.31
Value Based Care-Care Coordination	344.00
<b>Total Claim Charges/Credits</b>	<b>\$1,209,879.34</b>

**Stop Loss - 7/1/23 – 7/31/23**

Specific Stop Loss Credit/Charge	(17,842.17)
<b>Total Stop Loss</b>	<b>\$(17,842.17)</b>

**Administration Fees**
**Calculation Method**

RX Rebate Credit	Per Contract Per Month	(77,057.40)
Medical Rx Rebate Credit	Per Contract Per Month	(942.50)
IL Access Fee	Per Contract Per Month	561.73
Benefits Value Advisor	Per Contract Per Month	1,112.15
HMO Managed Care Fee	Per Contract Per Month	8,803.80
Physician Service Fee - Allocated	Monthly Claims	31,953.18

*(continued on next page)*
**<sup>1</sup>For 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.

**<sup>2</sup>For 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
Administration Fee		Per Contract Per Month
		49,999.60
Specific Stop Loss		Per Contract Per Month
		109,551.26
Physician Service Fee - Direct		Monthly Claims
		184,331.75
APR Savings Program-Advanced Claim Edits and Coding Validation		Claim Based
		478.92
<b>Total Administration Fees</b>		<b>\$308,792.49</b>

<b>Total Claim Charges/Credits</b>	<b>\$1,192,037.17</b>
<b>Total Administration Fees &amp; Adjustments</b>	<b>\$308,792.49</b>
<b>Total Charges</b>	<b>\$1,500,829.66</b>

<b>Billing Contact</b> ARCHANA KELAVKAR Email: ASO_Billing_Team@bcbsil.com	<b>Account Executive Contact</b> Dee Roberts Email: dee_roberts@bcbsil.com
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Electronic payment is preferred. Check payment is acceptable.		
<b>Make checks payable to</b> Health Care Service Corporation  <b>Include</b> Account ID Number      8253175154 Amount Due                \$1,500,829.66 Date Due                    09/01/2023	<b>If sending via Overnight Courier</b>  Health Care Service Corporation Attn: 14169 5505 N. Cumberland Ave. Suite 307 Chicago, IL 60656-1471	<b>If sending via 1st Class Mail</b>  Health Care Service Corporation Dept. CH 14169 Palatine, IL 60055-4169

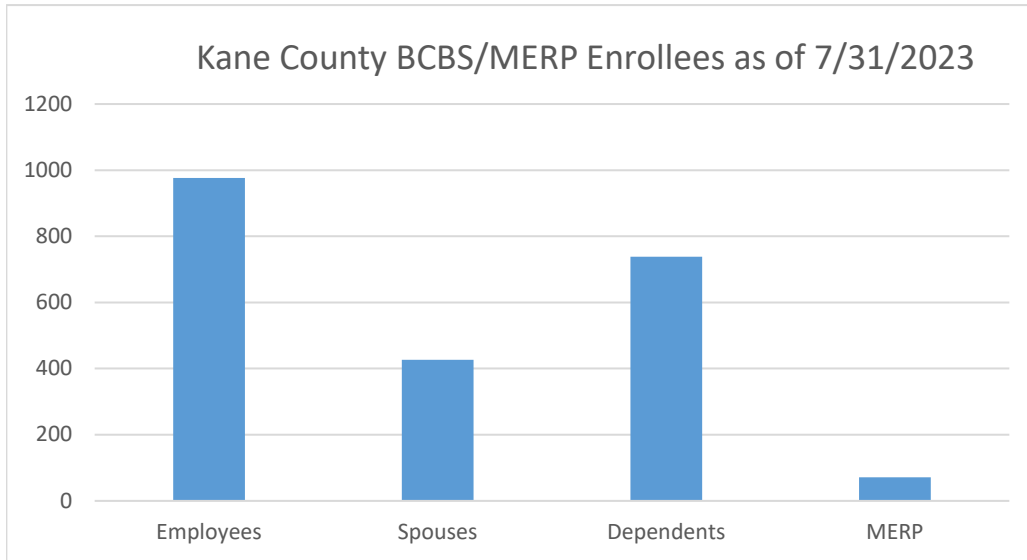
STATE OF ILLINOIS )  
COUNTY OF KANE ) SS.

**REPORT NO. TMP-23-1174**

**MONTHLY BCBS AND MERP TOTALS (ATTACHED)**

**Kane County BCBS/MERP Enrollees as of  
7/31/2023**

Employees	Spouses	Dependents	MERP
976	427	738	71



STATE OF ILLINOIS )  
COUNTY OF KANE ) SS.

**REPORT NO. TMP-23-1175**

**MONTHLY ASSURED PARTNERS REPORT (ATTACHED)**



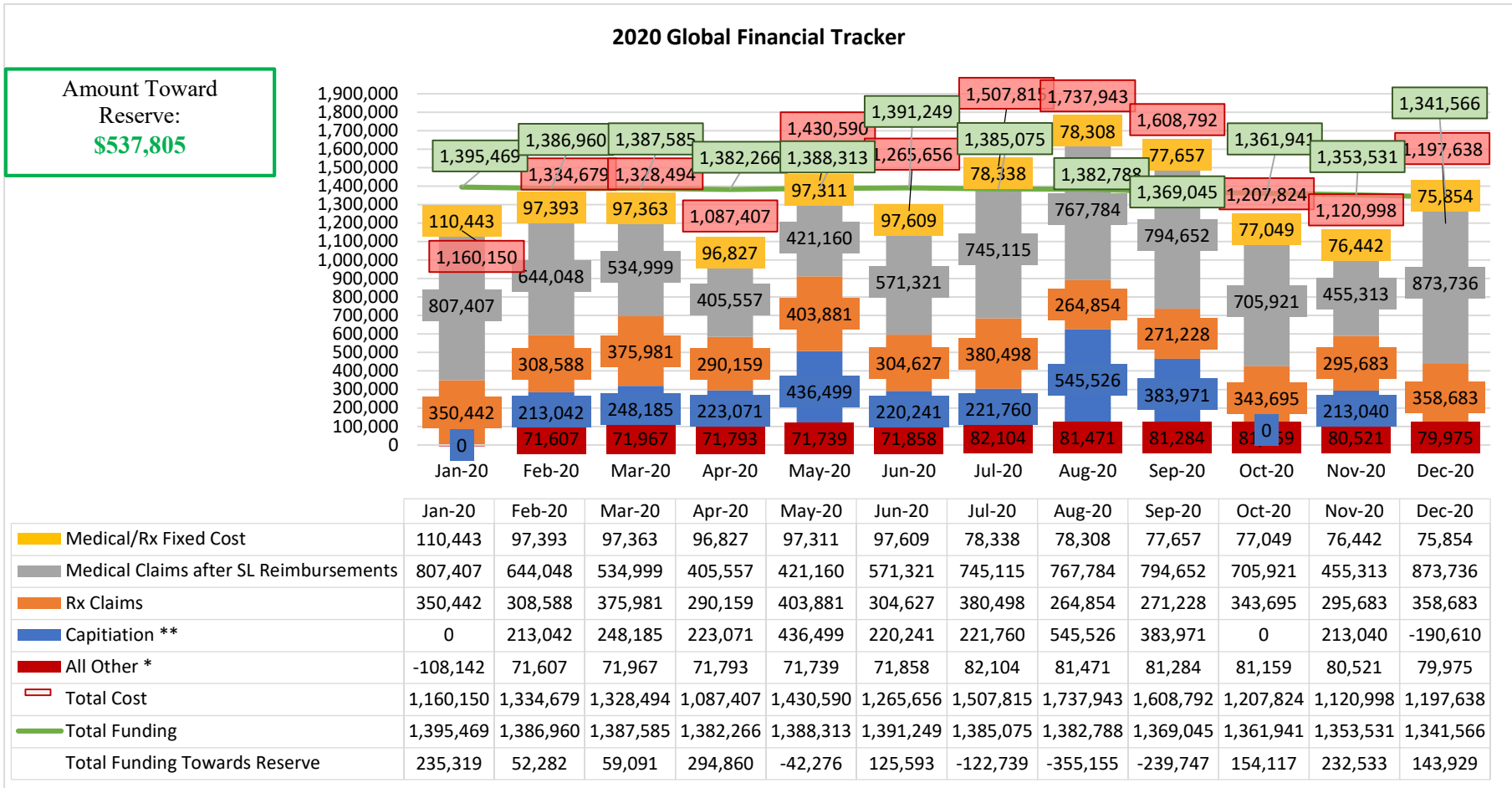


# Kane County

HSC Meeting

*09/13/2023*

*Presented by: AssuredPartners*



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

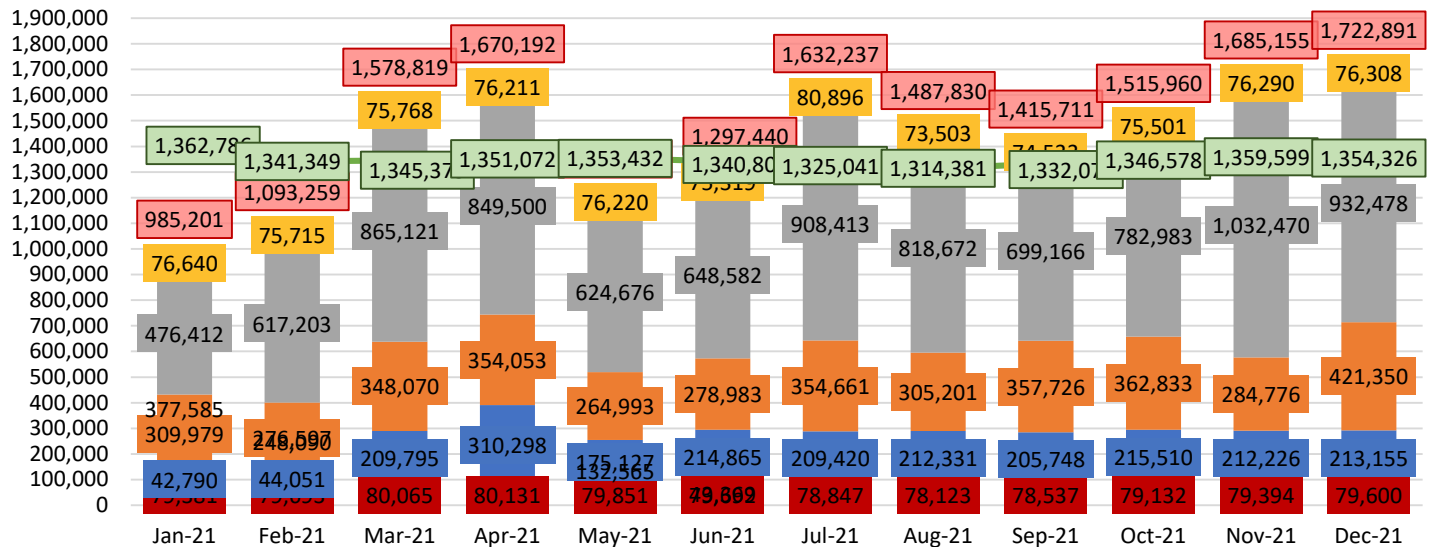
\*All Other July 2020 includes a 30,000 Wellness Credit and 150,000 Communication Credit from BCBSIL

\*\*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



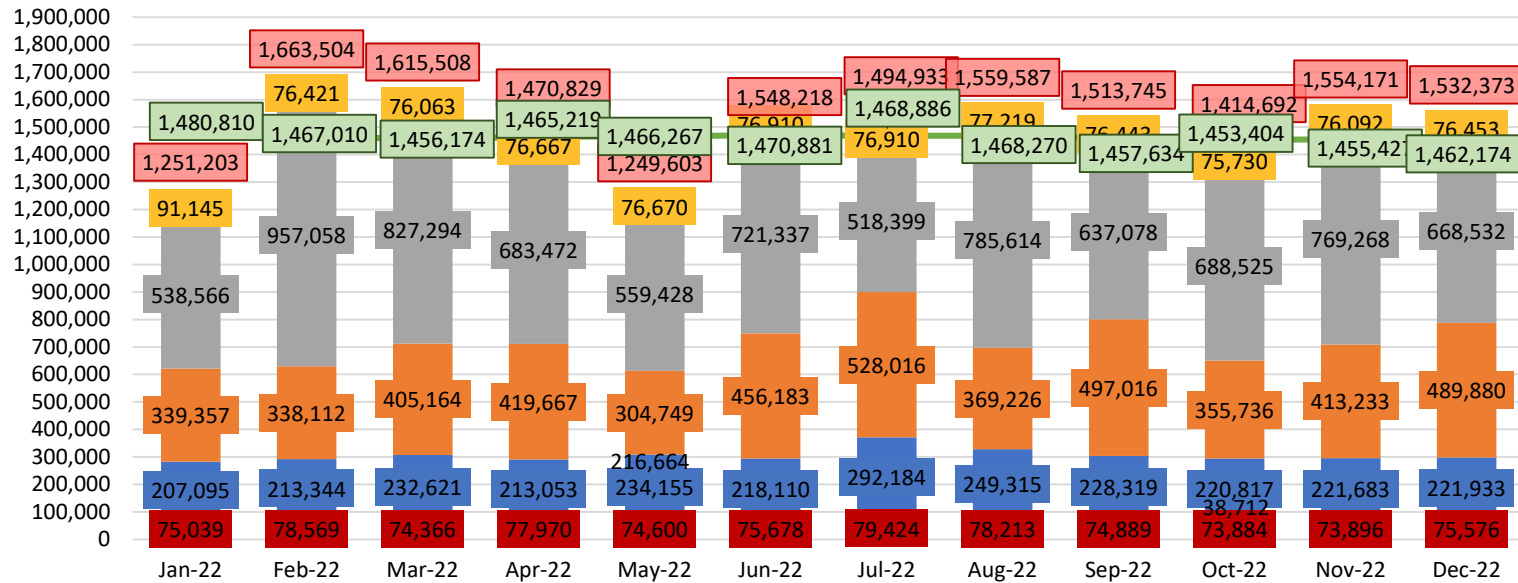
	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Medical/Rx Fixed Cost	76,640	75,715	75,768	76,211	76,220	75,319	80,896	73,503	74,533	75,501	76,290	76,308
Medical Claims after SL Reimbursements	476,412	617,203	865,121	849,500	624,676	648,582	908,413	818,672	699,166	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

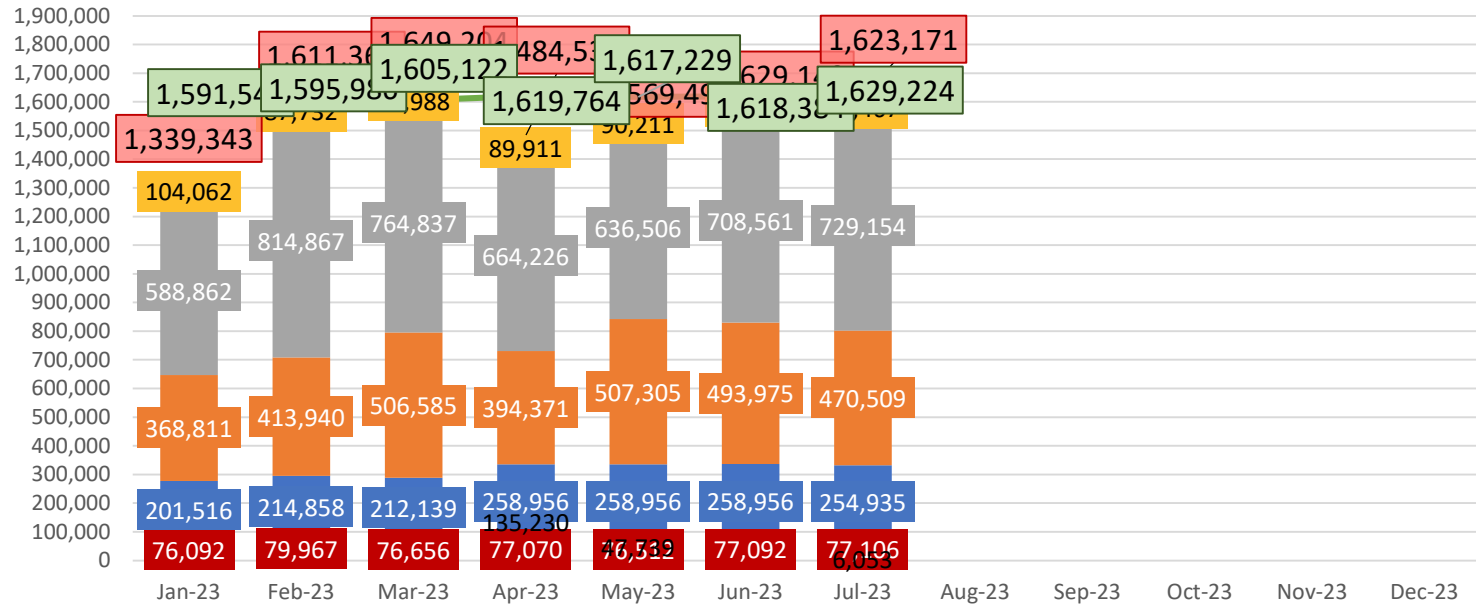


\*All Other includes Interactive Health Service, consulting fee, dental, vision, life and EAP services

## 2023 Global Financial Tracker

Amount Toward Reserve:

**\$370,999**



	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	90,211	90,565	91,467					
Medical Claims after SL Reimbursements	588,862	814,867	764,837	664,226	636,506	708,561	729,154					
Rx Claims	368,811	413,940	506,585	394,371	507,305	493,975	470,509					
Capitation	201,516	214,858	212,139	258,956	258,956	258,956	254,935					
All Other *	76,092	79,967	76,656	77,070	76,512	77,092	77,106					
Total Cost	1,339,343	1,611,364	1,649,204	1,484,534	1,569,490	1,629,149	1,623,171					
Total Funding	1,591,545	1,595,986	1,605,122	1,619,764	1,617,229	1,618,384	1,629,224					
Surplus/Deficit	252,202	-15,378	-44,083	135,230	47,739	-10,765	6,053					

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

STATE OF ILLINOIS )  
COUNTY OF KANE ) SS.

**REPORT NO. TMP-23-1177**

**MONTHLY APPLICANTS AND STAFF CHANGES (ATTACHED)**

# Job Applicants for August 2023 by Position

Title	Post Date - Deadline	Internal/External	Applicants
<b>Building Management</b>			
Chief Building Engineer	8/3/2023 - N/A	External	1
Maintenance Technician II	7/21/2023 - N/A	External	1
Total Building Management Applicants			2
<b>Court Services</b>			
Probation Officer	8/17/2023 - 9/15/2023	External	9
Youth Counselor	7/13/2023 - 10/1/2023	External	3
Total Court Services Applicants			12
<b>Division of Transportation</b>			
Chief Financial Officer / CPA	7/14/2023 - N/A	External	1
Total Division of Transportation Applicants			1
<b>Finance Department</b>			
Senior Accountant, Budget Analyst	8/9/2023 - N/A	External	1
Total Finance Department Applicants			1
<b>Health Department</b>			
Community Health Initiatives Coordinator	8/22/2023 - N/A	External	7
Community Health Practitioner	8/18/2023 - N/A	External	2
Early Childhood Mental Health Consultant (2 positions - Grant Funded)	7/19/2023 - N/A	External	1
Intern/Volunteer	Open - N/A	External	1
Total Health Department Applicants			11
<b>Information Technology Department</b>			
Payroll Analyst I	8/2/2023 - N/A	External	1
Total Information Technology Department Applicants			1
<b>Judiciary</b>			
Courtroom Bailiff	8/22/2023 - 9/12/2023	External	7
Total Judiciary Applicants			7
<b>KANECOMM</b>			
9-1-1 Part Time Lateral Telecommunicator	6/29/2023 - N/A	External	1
9-1-1 Telecommunicator	6/27/2023 - N/A	External	5

Total KANECOMM Applicants			6
<b>Office of Community Reinvestment</b>			
Career Navigator	2/21/2023 - N/A	External	1
Program Assistant	6/18/2021 - N/A	External	3
Program Coordinator	7/13/2023 - N/A	External	3
Total Office of Community Reinvestment Applicants			7
<b>Sheriff</b>			
Civil Process Server	8/1/2023 - 8/25/2023	External	5
Correction Officers *Lateral Transfer*	7/19/2023 - N/A	External	2
Court Security Officer	6/22/2023 - N/A	External	10
Information Data Processor – Corrections	8/9/2023 - 9/1/2023	External	7
Total Sheriff Applicants			24
<b>State's Attorney</b>			
Administrative Assistant – Felony Division	8/8/2023 - N/A	External	4
Bilingual Child and Family Therapist	1/19/2023 - N/A	External	1
Bilingual Intake/Multidisciplinary Team Coordinator &	7/31/2023 - N/A	External	2
Outreach Prevention Specialist			
Child Advocacy Center - Operations	11/17/2022 - N/A	External	1
Manager/Advocate			
Victim Services Advocate	6/20/2023 - N/A	External	1
Total State's Attorney Applicants			9
<b>Total Applicants for August</b>			<b>81</b>



# New Hire Report

## from 08/01/2023 - 08/31/2023

Department	Employee Name	Job Title	Employee Status	Hire Date
<b>Animal Control</b>	FORD, CHARLOTTE	Kennel Assistant	ACTIVE	08/01/2023
<b>Building Management</b>	OSBORN, MORGAN	Office Assistant I	ACTIVE	08/21/2023
<b>Circuit Clerk</b>	ANDERSON, E DIANNE	Deputy Clerk	ACTIVE	08/14/2023
	KOPF, LAUREN E	Deputy Clerk	ACTIVE	08/28/2023
	POTTER, CHRISTINA K	Deputy Clerk	ACTIVE	08/07/2023
	ROTH, BENJAMIN R	Deputy Clerk	ACTIVE	08/13/2023
	SIMMONS, MICAH R C	Deputy Clerk	ACTIVE	08/28/2023
<b>Court Services/Juvenile Justice Center</b>	VALLE, ADRIANNA R	Youth Counselor JJC	ACTIVE	08/14/2023
<b>Environmental Management</b>	HINSHAW, SARRA E	Resource Management Coordinator	ACTIVE	08/28/2023
		Sustainability Manager	ACTIVE	08/28/2023
<b>Health</b>	LEE, SUMMER	Grant Operation Specialist	ACTIVE	08/21/2023
<b>Merit Commission</b>	OLALDE, MANUEL E	Correctional Officer	ACTIVE	08/08/2023
		Secretary Merit Commission	ACTIVE	08/08/2023
<b>Public Defender</b>	GABRIEL, MICHAEL A	Trial Service Staff	ACTIVE	08/21/2023
	PEREZ, DANNY B	Secretary Receptionist	ACTIVE	08/08/2023
<b>Regional Office of Education</b>	MURPHY, CHEYANNE R	Family Counselor	ACTIVE	08/11/2023
	WADE, PRECIOUS L	JJC Teacher	ACTIVE	08/17/2023
<b>Sheriff/Court Security</b>	FIELDS, LOVIANNA T	Community Engagement Coordinator	ACTIVE	08/07/2023
		Community Engagement Specialist	ACTIVE	08/07/2023
<b>Sheriff/Sheriff</b>				

## New Hire Report

### from 08/01/2023 - 08/31/2023

	BAILEY, KEELY M	Information Specialist	ACTIVE	08/21/2023
<b>State's Attorney</b>				
	AHERN, RYAN M	Assistant States Attorney	ACTIVE	08/21/2023
	ANDERSON, JENAH M	Law Clerk	ACTIVE	08/21/2023
	CONLEY, REBECCA J	Administrative Assistant	ACTIVE	08/07/2023
	HANSON, REBECCA M	Assistant States Attorney	ACTIVE	08/07/2023
	INNOCENTI, SARA M	ZZZ Vacant Forensic Interviewer	ACTIVE	08/28/2023
	LEAFBLAD, ERIC L	Assistant States Attorney	ACTIVE	08/14/2023
	OGAN, CHARLES N	Assistant States Attorney	ACTIVE	08/28/2023
	SEREDIUK, ELIZABETH M	Advocate Case Manager	ACTIVE	08/01/2023
		Bilingual Victim Advocate	ACTIVE	08/01/2023
<b>Transportation</b>				
	HARTEGAN, MARY A	TransportationPlanner/RegionalPL	ACTIVE	08/09/2023
<b>Treasurer/Collector</b>				
	LLOYD, COOPER J	Financial Analyst	ACTIVE	08/07/2023

**Total New Hires 27**

# Termination Report

## from 08/01/2023 - 08/31/2023

Department	Employee Name	Termination Date
<b>Building Management</b>		
	KAHL, GRANT M	08/16/23
<b>Court Services/Court Services Administration</b>		
	ALWAN, YOSOR S F	08/01/23
	EKIN, MARY J	08/02/23
	SMITH, ASHLEY C	08/18/23
<b>Health</b>		
	BOS, DEREK H	08/09/23
	GOLDER, BETHANY H S	08/08/23
	JONES, ZOE R	08/11/23
	O'LEARY, ANDRENE M	08/09/23
<b>Information Technologies</b>		
	PINTACURA, SALVATORE T	08/04/23
<b>Sheriff/Adult Corrections</b>		
	BONILLA, NOEL P	08/13/23
	HANSON, DONALD D	08/01/23
<b>Sheriff/Court Security</b>		
	WOLF, JACOB T	08/11/23
<b>Sheriff/Sheriff</b>		
	KRAWCZYK, JERRY	08/01/23
<b>State's Attorney</b>		
	CHIET, ZACHARY R	08/18/23
	DENNIS, JACOB M	08/02/23
	FRIEDMAN, CAMRYN R	08/01/23
	WINDMOELLER, PATRICK C	08/04/23
<b>Transportation</b>		
	SOPRYCH, AIDAN C	08/08/23

**Total Terminations 18**

STATE OF ILLINOIS )  
COUNTY OF KANE ) SS.

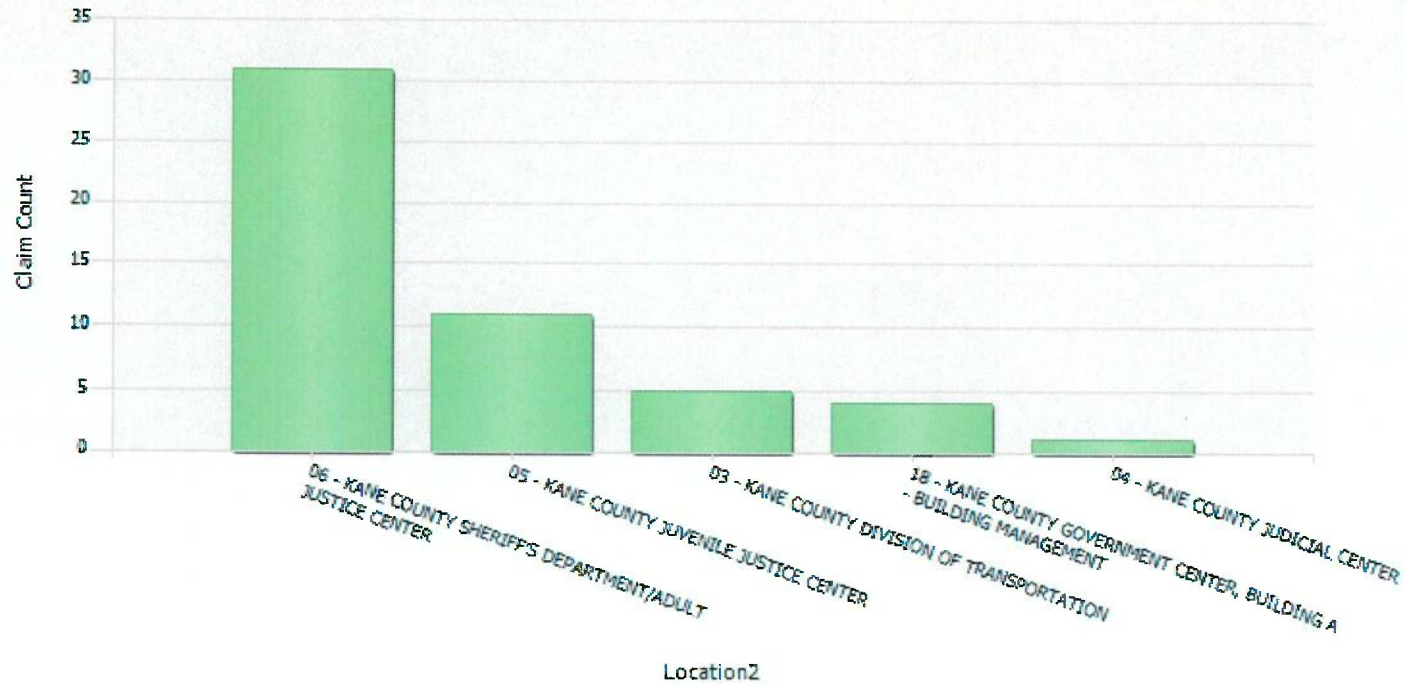
**REPORT NO. TMP-23-1179**

**MONTHLY WORKERS COMP AND LIABILITY REPORTS (ATTACHED)**

# Kane County Top 5 Locations where the most incidents have occurred from 12/01/2022-11/30/23 as of 08/31/23

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	31	\$131,285.88	\$236,156.18	\$0.00	\$367,442.06	\$0.00	\$367,442.06	\$11,852.97	58%	61%
05 - KANE COUNTY JUVENILE JUSTICE CENTER	11	\$13,390.13	\$106,823.86	\$0.00	\$120,213.99	\$0.00	\$120,213.99	\$10,928.54	21%	20%
03 - KANE COUNTY DIVISION OF TRANSPORTATION	5	\$37,080.11	\$38,465.47	\$0.00	\$75,545.58	\$0.00	\$75,545.58	\$15,109.12	9%	12%
18 - KANE COUNTY GOVERNMENT CENTER, BUILDING A - BUILDING MANAGEMENT	4	\$366.16	\$7,554.84	\$0.00	\$7,921.00	\$0.00	\$7,921.00	\$1,980.25	8%	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%

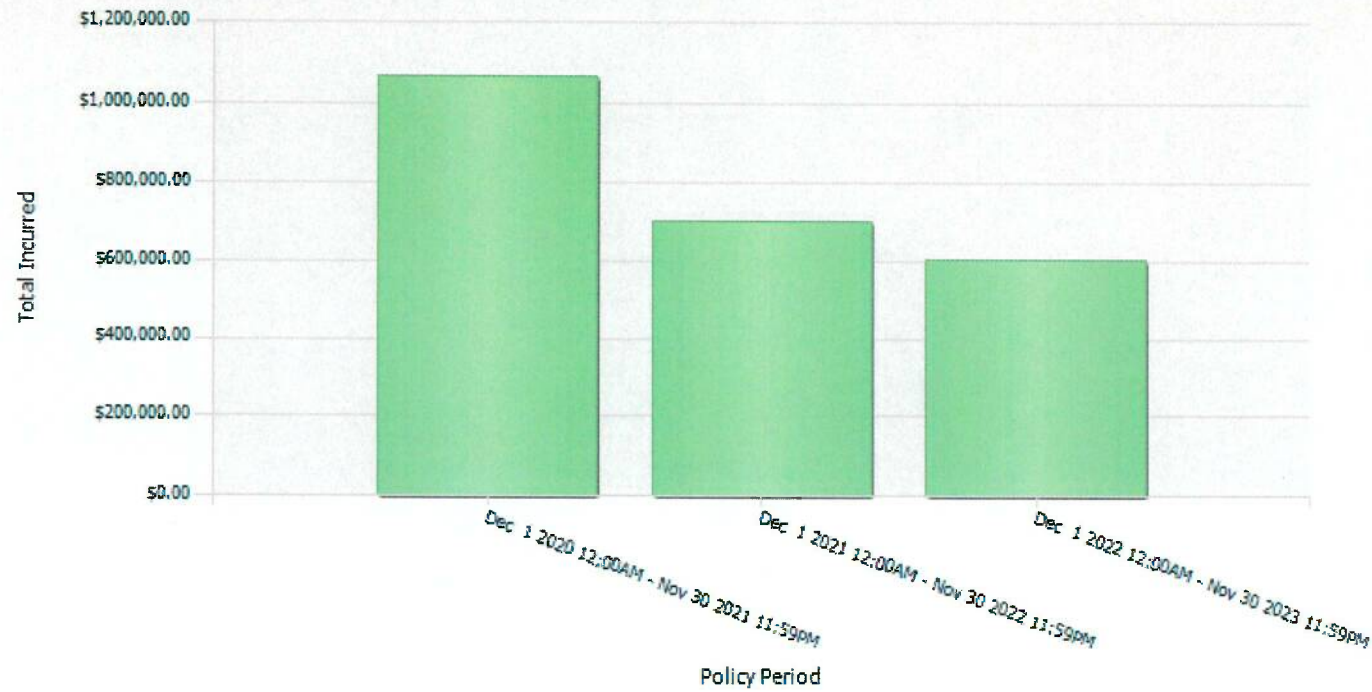
Summary by Location2 Ordered by Claim Count in Descending Order



# Kane County Workman's Compensation trend from the 3 policy periods(12/01/2020-11/30/2023) Descending order by Total incurred as of 08/31/23

Policy Period	Total Paid	Outstanding Reserves	Recovery	Total Incurred	Total Reimburseme	Net Incurred	Cost Per Claim	% of Freq	% Of Incur
Dec 1 2020 12:00AM - Nov 30 2021 11:59PM	\$687,380.78	\$406,390.80	\$23,736.71	\$1,070,034.87	\$0.00	\$1,070,034.87	\$15,070.91	40%	45%
Dec 1 2021 12:00AM - Nov 30 2022 11:59PM	\$383,476.85	\$318,440.99	\$0.00	\$701,917.84	\$0.00	\$701,917.84	\$13,498.42	30%	30%
Dec 1 2022 12:00AM - Nov 30 2023 11:59PM	\$184,421.66	\$420,068.61	\$0.00	\$604,490.27	\$0.00	\$604,490.27	\$11,405.48	30%	25%

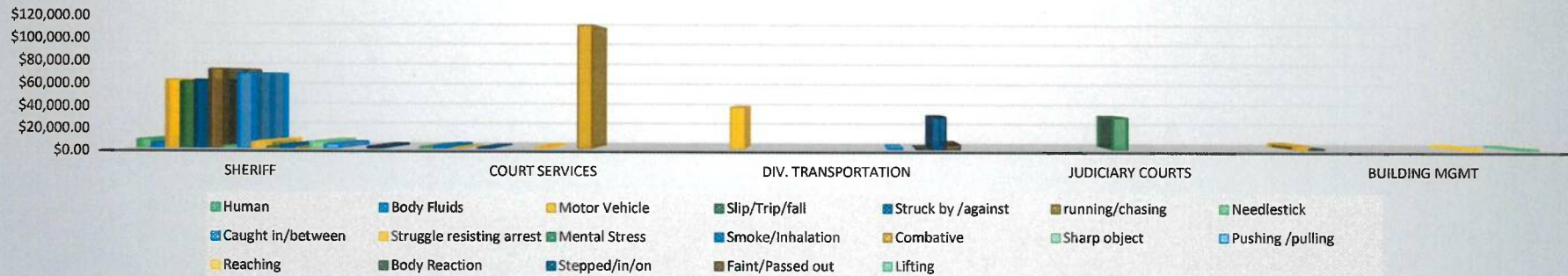
Summary by Policy Period Ordered by Total Incurred in Descending Order



**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 08/31/2023**

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	Sharp object	Pushing /pulling	Reaching	Body Reaction	Stepped/in/on	Faint/Passed out	Lifting
Sheriff	\$8,034.23	\$4,583.91	\$62,895.18	\$61,230.90	\$62,718.64	\$72,932.21	\$1,650.00	\$69,051.99	\$6,025.00	\$1,320.00	\$3,250.00	1,100.00	\$6,150.00	\$ 3,750.00			\$1,650.00		
Court Services	\$1,544.37	\$2,319.99			\$601.99				\$1,266.57			\$114,311.73							
Div. Transportation			\$38,992.68											\$1,200.00		\$436.92	\$30,164.98	\$4,751.00	
Judiciary Courts										\$30,067.64									
Building Mgmt			\$3,851.00	\$1,320.00											\$1,650.00				\$1,100.00

**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 08/31/2023**



Departments	Count	Total Incurred
Sheriff	30	\$367,442.06
Court Services	10	\$120,044.65
Div. of transport ation	5	\$75,545.58
Judiciary Courts	1	\$30,067.64
Building Mgmt	4	\$7,921.00
<b>Total:</b>	<b>50</b>	<b>\$601,020.93</b>



**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 08/31/2023**

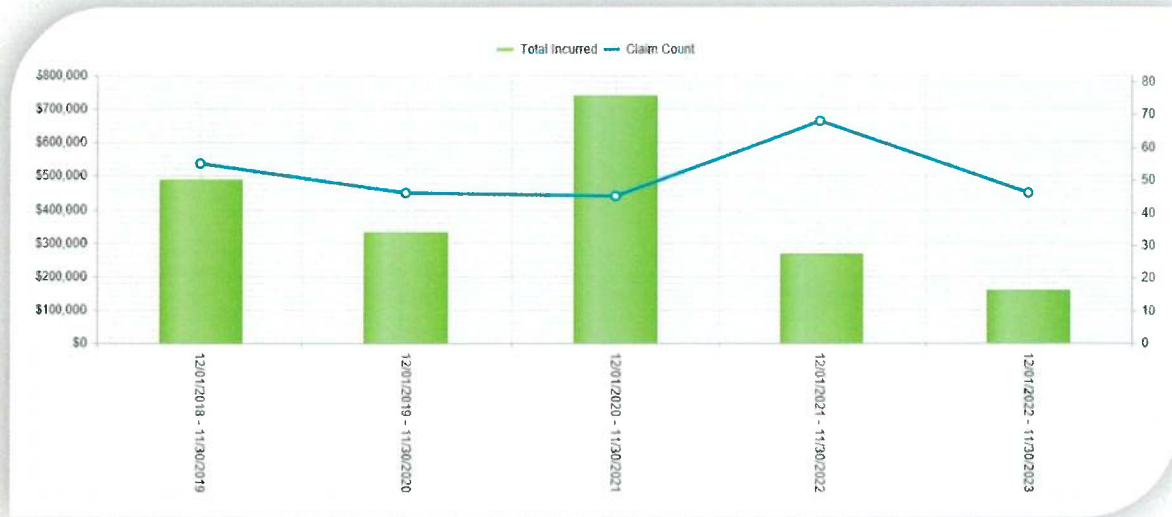


Policy Period	Paid	Out Reserve	Recovered	Total Incur	Claim Count	Cost per Claim
12/01/2018 - 11/30/2019	\$864,466.94	\$225,547.67	\$0.00	\$1,090,014.61	91	\$11,978.18
12/01/2019 - 11/30/2020	\$414,326.33	\$213,997.72	\$608.39	\$627,715.66	44	\$14,266.27
12/01/2020 - 11/30/2021	\$687,380.78	\$406,390.80	\$23,736.71	\$1,070,034.87	71	\$15,070.91
12/01/2021 - 11/30/2022	\$383,476.85	\$318,440.99	\$0.00	\$701,917.84	52	\$13,498.42
12/01/2022 - 11/30/2023	\$184,421.66	\$420,068.61	\$0.00	\$604,490.27	52	\$11,624.81
<b>Totals:</b>	<b>\$2,534,072.56</b>	<b>\$1,584,445.79</b>	<b>\$24,345.10</b>	<b>\$4,094,173.25</b>	<b>310</b>	<b>\$13,207.01</b>

-Total incurred for the current policy period is at \$604,490.27 with 52 (6 more claims reported this month) claims reported. The average cost per claim is \$11,624.81(down by \$1,258.00 compared to last month) for the current period as these claims continue to develop.



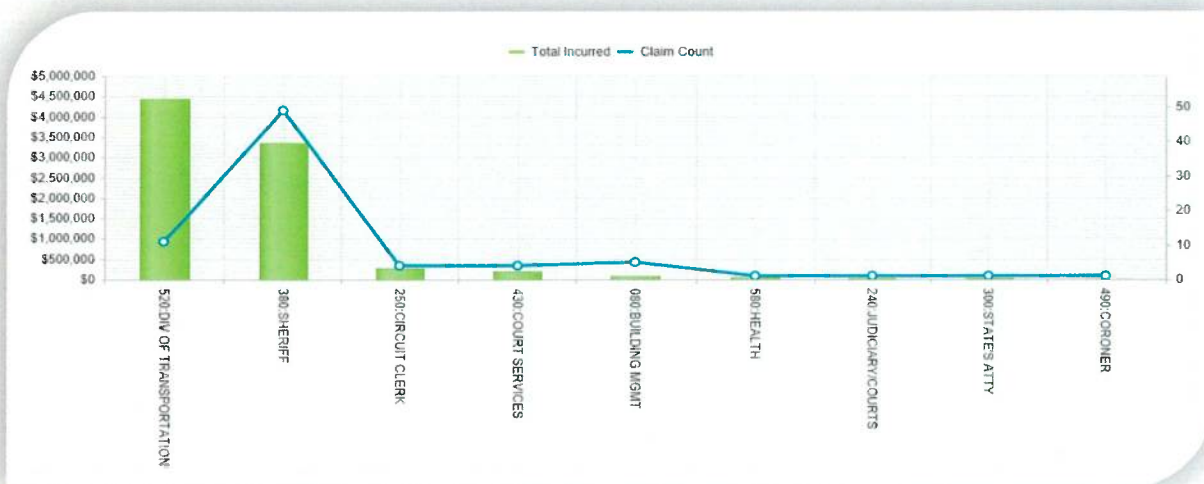
**Executive Report for Kane County Liability Program for the last 4 years and the current year-By policy period and chronological order as of 08/31/2023**



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	\$558,000.00	\$159,186.47	\$737,912.64	45	\$16,398.06
12/01/2021 - 11/30/2022	\$389,866.17	\$27,265.19	\$151,617.78	\$265,513.58	68	\$3,904.61
12/01/2022 - 11/30/2023	\$157,397.36	\$47,146.81	\$46,003.99	\$158,540.18	46	\$3,446.53
<b>Totals:</b>	<b>\$1,133,420.69</b>	<b>\$1,313,424.00</b>	<b>\$464,206.69</b>	<b>\$1,982,638.00</b>	<b>260</b>	<b>\$7,625.53</b>

-Total incurred for the current policy period is \$158,540.18(down by \$22,683 compared to last month) with 46(8 more claims reported this month) claims reported. Average cost per claim is \$3,446.53 for the current period and that is \$1,826.00 less compared to last month.

**All open Worker's Compensation Claims for Kane County as of 08/31/2023 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	\$3,076,278.39	\$1,350,934.23	\$0.00	\$4,427,212.62	11	\$402,473.87
380:SHERIFF	\$1,618,580.38	\$1,730,056.98	\$0.00	\$3,348,637.36	49	\$68,339.54
250:CIRCUIT CLERK	\$125,294.57	\$136,253.43	\$0.00	\$261,548.00	4	\$65,387.00
430:COURT SERVICES	\$68,010.15	\$117,590.76	\$0.00	\$185,600.91	4	\$46,400.23
080:BUILDING MGMT	\$52,060.44	\$32,161.90	\$0.00	\$84,222.34	5	\$16,844.47
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	\$2,259.38	\$1,040.62	\$0.00	\$3,300.00	1	\$3,300.00
<b>Totals:</b>	<b>\$4,987,092.74</b>	<b>\$3,421,185.47</b>	<b>\$0.00</b>	<b>\$8,408,278.21</b>	<b>77</b>	<b>\$109,198.42</b>

**Open Worker's Compensation Claims that occurred from 12/01/2022 to 11/30/2023 as of 08/31/2023**

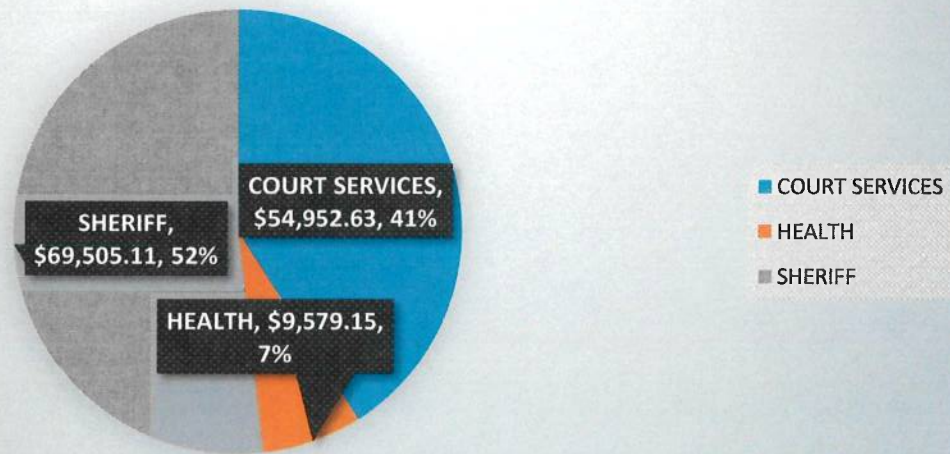


Departments	Paid	Out Reserve	Recovered	Total Incur	Claim Count	Cost per Claim
380:SHERIFF	\$122,334.30	\$236,156.18	\$0.00	\$358,490.48	23	\$15,586.54
430:COURT SERVICES	\$6,858.29	\$106,823.86	\$0.00	\$113,682.15	2	\$56,841.08
520:DIV OF TRANSPORTATION	\$36,643.19	\$38,465.47	\$0.00	\$75,108.66	4	\$18,777.17
240:JUDICIARY/COURTS	\$40.00	\$30,027.64	\$0.00	\$30,067.64	1	\$30,067.64
080:BUILDING MGMT	\$366.16	\$7,554.84	\$0.00	\$7,921.00	4	\$1,980.25
490:CORONER	\$2,259.38	\$1,040.62	\$0.00	\$3,300.00	1	\$3,300.00
<b>Totals:</b>	<b>\$168,501.32</b>	<b>\$420,068.61</b>	<b>\$0.00</b>	<b>\$588,569.93</b>	<b>35</b>	<b>\$16,816.28</b>

**Kane County Settlements by Department for Policy Period**  
**December 1, 2022- November 30, 2023 as of August 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	\$54,952.63	41%	2
DIV OF TRANSPORTATION	\$0.00	0%	
HEALTH	\$9,579.15	7%	1
KCDEE	\$0.00	0%	
KANE COMM	\$0.00	0%	
RECORDER	\$0.00	0%	
SHERIFF	\$69,505.11	52%	4
STATES ATTY	\$0.00	0%	
<b>Total</b>	<b>\$134,036.89</b>	<b>100%</b>	<b>7</b>

**Settlements by Department as of 08/31/2023**





**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 08/31/2023**

	Open Claims	Closed Claims	Claim Count
12/01/2017-11/30/2020	\$643,984.94	\$ 1,549,665.94	213
12/1/2020-11/30/2023	\$ 784,523.88	\$ 470,755.41	176

**There are 37 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 \$938 thousand dollars more compared to 12/01/2020-11/30/2023 period.**



STATE OF ILLINOIS )  
COUNTY OF KANE ) SS.

**REPORT NO. TMP-23-1180**  
**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	1185	08.01.2023
Webinar	Prevention of Sexual Harassment at work - Manager/Elected Official	Illinois Chamber of Commerce	All	228	08.01.2023
Active Employees: 1235					

SS.

COUNTY OF KANE )

# RESOLUTION NO. TMP-23-1184

## APPROVING THE 2024 HOLIDAY SCHEDULE FOR KANE COUNTY OFFICES

WHEREAS, the proposed 2024 Holiday Schedule for County Offices is attached; and

WHEREAS, the proposed calendar mirrors the calendar adopted by the Chief Judge for the Sixteenth Circuit.

NOW, THEREFORE, BE IT RESOLVED that the Kane County Board that the attached holiday calendar for 2024 is hereby adopted for all County offices. County offices will be closed and all business will be handled on the next business date.

Passed by the Kane County Board on October 10, 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

Approving the 2024 Holiday Schedule for Kane County Offices

### **Committee Flow:**

Human Services Committee, Executive Committee, County Board

### **Contact:**

Jamie Lobrillo, 630.208.3836

### **Budget Information:**

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

### **Summary:**

This resolution approves the 2024 holiday calendar for Kane County Offices.

# 2024 HOLIDAY SCHEDULE

## KANE COUNTY GOVERNMENT

### COURT RELATED & NON-COURT RELATED

#### HOLIDAY:

#### OBSERVED ON:

New Year's Day

Monday, January 1

Martin Luther King, Jr. Day

Monday, January 15

Lincoln's Birthday

Monday, February 12

Washington's Birthday (*OBSERVED*)

Monday, February 19

Spring Holiday

Friday, March 29

Memorial Day

Monday, May 27

Juneteenth Independence Day

Wednesday, June 19

Independence Day

Thursday, July 4

Labor Day

Monday, September 2

Columbus Day (*OBSERVED*)

Monday, October 14

2024 General Election Day

Tuesday, November 5

Veterans' Day

Monday, November 11

Thanksgiving Day

Thursday, November 28

Day Following Thanksgiving Day

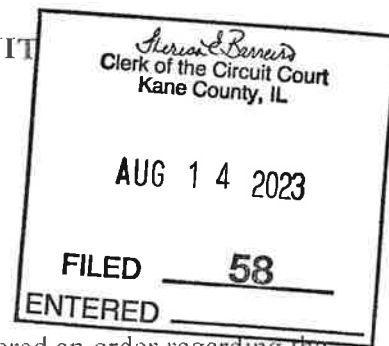
Friday, November 29

Christmas Day

Wednesday, December 25

IN THE SIXTEENTH JUDICIAL CIRCUIT  
GENERAL ORDER 23-22

IN THE MATTER OF )  
AMENDING G.O. 23-19 )  
2024 COURT LEGAL HOLIDAY )  
SCHEDULE )



WHEREAS, the Supreme Court of the State of Illinois having entered an order regarding the court holiday calendar for 2024, and this Court having followed County of Kane established protocol in confirming the anticipated 2024 County holiday schedule;

**WHEREFORE IT IS HEREBY ORDERED:**

- A. The Circuit Court for the Sixteenth Judicial Circuit of the State of Illinois shall adjourn, and the Office of the Clerk of the Circuit Court of the County of Kane shall be closed on the following legal holidays for the year of 2024:

**HOLIDAY:**

**OBSERVED ON:**

New Year's Day	Monday, January 1
Martin Luther King, Jr. Day	Monday, January 15
Lincoln's Birthday	Monday, February 12
Washington's Birthday (observed)	Monday, February 19
Spring Holiday	Friday, March 29
Memorial Day	Monday, May 27
Juneteenth Independence Day	Wednesday, June 19
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Columbus Day (observed)	Monday, October 14
2024 General Election Day	Tuesday, November 5
Veterans' Day	Monday, November 11
Thanksgiving Day	Thursday, November 28
Day Following Thanksgiving Day	Friday, November 29
Christmas Day	Wednesday, December 25

- B. All matters returnable on said legal holidays shall be continued to the next business day of said Court.

- C. The time for filing all motions and pleadings shall be extended to the next business day of this Court.

Entered this 14<sup>th</sup> day of July 2023.

Clint Hull, Chief Judge

SS.

COUNTY OF KANE )

# RESOLUTION NO. TMP-23-1215

# AMENDING FAMILY BEREAVEMENT LEAVE AND CHILD EXTENDED BEREAVEMENT LEAVE POLICY WITHIN THE KANE COUNTY PERSONNEL POLICY HANDBOOK

WHEREAS, the Human Service Committee from time to time recommends that changes be made to the Kane County Personnel Policy Handbook to update policies and guidelines and stay compliant with applicable laws and regulations; and

WHEREAS, This is in response to a legislative change. The Child Bereavement Act was updated to the Family Bereavement Act.

NOW, THEREFORE, BE IT RESOLVED that the Kane County Board that the Family Bereavement Leave Policy in the Kane County Policy Handbook is amended as set forth below effective December 1, 2023.

## FAMILY BEREAVEMENT LEAVE AND CHILD EXTENDED BEREAVEMENT LEAVE

## POLICY

It is the policy of Kane County to provide employees the leave needed for bereavement in compliance with the Illinois Family Bereavement Leave Act, 820 ILCS 154/1, *et seq.* This policy is not intended to provide leave in addition to what that Act requires.

## FAMILY BEREAVEMENT LEAVE

## ELIGIBILITY

All full-time and part-time employees who have worked at least 1,250 hours during the twelve (12) months preceding the leave and who have completed twelve (12) months of service are eligible to take Family Bereavement Leave.

## GUIDELINES

A. Use: Eligible employees are entitled to a maximum of 2 weeks (10 workdays) of unpaid leave to:

1. Grieve;
2. Attend the funeral or alternative to a funeral of a covered family member;
3. Make arrangements necessitated by the death of the covered family member; or
4. Be absent from work due to:
  - i. A miscarriage;
  - ii. An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure;
  - iii. A failed adoption match or an adoption that is not finalized because it is contested by another party;
  - iv. A failed surrogacy agreement;
  - v. A diagnosis that negatively impacts pregnancy or fertility;
  - vi. A stillbirth.

- B. A “covered family member” is defined as an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.
- C. Family Bereavement Leave time must be completed within 60 days after the date the employee receives notice of the event specified in Paragraph A. Employees must give at least 48 hours’ notice to their supervisor or department head before taking Family Bereavement Leave, unless not reasonable or practicable. In order to be granted Family Bereavement Leave, the employee must complete a leave of absence request form and be approved by their Department Head.
- D. Employees are entitled to a maximum of 6 weeks of Family Bereavement Leave if they experience more than one event as specified in Paragraph A during a 12-month period. An employee may not take Family Bereavement Leave that exceeds the leave time allowed under, nor in excess of, the leave time permitted by the Family and Medical Leave Act.
- E. The County may require reasonable documentation to support the need for Family Bereavement Leave. Reasonable documentation may include but it not limited to:
- Death Certificate;
  - Published Obituary;
  - Written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency;
  - Family Bereavement Leave Act 10(a)(4) Leave Form
- F. Employees eligible to use accrued paid benefit time such as sick, personal, vacation, and funeral time may elect to substitute any period of such paid leave for an equal period of unpaid leave as provided for in this policy.

## **CHILD EXTENDED BEREAVEMENT LEAVE**

### **ELIGIBILITY**

All active full-time employees who have worked for the County for at least two weeks.

### **GUIDELINES**

- A. Use: Eligible employees are entitled to a maximum of 12 weeks in the event of the death by homicide or suicide of the employee’s: biological, adopted, or foster child; stepchild; legal ward; or child of an employee standing in loco parentis.
- B. Leave taken under this section may be taken in a single continuous period or intermittently in increments of no less than 4 hours, but leave must be completed within one year after the employee notifies the County of the loss.
- C. The County requests reasonable notice advance notice of the employee's intention to take leave, unless providing such notice is not reasonable and practicable.
- D. The County may require reasonable documentation to support the need for Child Extended Bereavement Leave. Reasonable documentation must include cause of death and may include but it not limited to:
- Death Certificate;
  - Published Obituary;
  - Written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency;
- E. An employee who is entitled to take paid or unpaid leave (sick, vacation, personal, or similar leave)

from employment, pursuant to federal, State, or local law, a collective bargaining agreement, or an employment benefits program or plan may elect to substitute any period of such paid leave for an equivalent period of leave provided under this section.

Passed by the Kane County Board on October 10, 2023

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

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

Vote:



## RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

### **Title**

Amending Family Bereavement Leave Policy Within The Kane County 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:**

Amending the Family Bereavement Leave and Child Extended Bereavement Leave Policy within the Personnel Policy Handbook in response to a statutory change.

<b>General LOA Policy</b>  <b>Effective Date:</b> December 1, 2023  <b>Last Amended Date:</b> December 10, 2019	<b>Family Bereavement Leave and Child Extended Bereavement Leave</b>  <b>Applicable Law/Statute:</b> Family Bereavement Leave Act 820 ILCS 154/ Family and Medical Leave Act of 1993 Child Extended Bereavement Act 820 ILCS 154/35
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## **FAMILY BEREAVEMENT LEAVE AND CHILD EXTENDED BEREAVEMENT LEAVE**

### **POLICY**

It is the policy of Kane County to provide employees the leave needed for bereavement in compliance with the Illinois Family Bereavement Leave Act, 820 ILCS 154/1, *et seq.* This policy is not intended to provide leave in addition to what that Act requires.

### **FAMILY BEREAVEMENT LEAVE**

#### **ELIGIBILITY**

All full-time and part-time employees who have worked at least 1,250 hours during the twelve (12) months preceding the leave and who have completed twelve (12) months of service are eligible to take Family Bereavement Leave.

#### **GUIDELINES**

- A. Use: Eligible employees are entitled to a maximum of 2 weeks (10 workdays) of unpaid leave to:
  1. Grieve;
  2. Attend the funeral or alternative to a funeral of a covered family member;
  3. Make arrangements necessitated by the death of the covered family member; or
  4. Be absent from work due to:
    - i. A miscarriage;
    - ii. An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure;
    - iii. A failed adoption match or an adoption that is not finalized because it is contested by another party;
    - iv. A failed surrogacy agreement;
    - v. A diagnosis that negatively impacts pregnancy or fertility;
    - vi. A stillbirth.
- B. A “covered family member” is defined as an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.
- C. Family Bereavement Leave time must be completed within 60 days after the date the employee receives notice of the event specified in Paragraph A. Employees must give at least 48 hours’ notice to their supervisor or department head before taking Family Bereavement Leave, unless not reasonable or practicable. In order to be granted Family Bereavement Leave, the employee must complete a leave of absence request form and be approved by their Department Head.
- D. Employees are entitled to a maximum of 6 weeks of Family Bereavement Leave if they experience more than one event as specified in Paragraph A during a 12-month period. An employee may not take Family Bereavement Leave that exceeds the leave time allowed under, nor in excess of, the leave time permitted by the Family and Medical Leave Act.
- E. The County may require reasonable documentation to support the need for Family Bereavement Leave. Reasonable documentation may include but it not limited to:
  - Death Certificate;
  - Published Obituary;
  - Written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency;



- Family Bereavement Leave Act 10(a)(4) Leave Form

F. Employees eligible to use accrued paid benefit time such as sick, personal, vacation, and funeral time may elect to substitute any period of such paid leave for an equal period of unpaid leave as provided for in this policy.

## **CHILD EXTENDED BEREAVEMENT LEAVE**

### **ELIGIBILITY**

All active full-time employees who have worked for the County for at least two weeks.

### **GUIDELINES**

- A. Use: Eligible employees are entitled to a maximum of 12 weeks in the event of the death by homicide or suicide of the employee's: biological, adopted, or foster child; stepchild; legal ward; or child of an employee standing in loco parentis.
- B. Leave taken under this section may be taken in a single continuous period or intermittently in increments of no less than 4 hours, but leave must be completed within one year after the employee notifies the County of the loss.
- C. The County requests reasonable notice advance notice of the employee's intention to take leave, unless providing such notice is not reasonable and practicable.
- D. The County may require reasonable documentation to support the need for Child Extended Bereavement Leave. Reasonable documentation must include cause of death and may include but it not limited to:
  - Death Certificate;
  - Published Obituary;
  - Written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency;
- E. An employee who is entitled to take paid or unpaid leave (sick, vacation, personal, or similar leave) from employment, pursuant to federal, State, or local law, a collective bargaining agreement, or an employment benefits program or plan may elect to substitute any period of such paid leave for an equivalent period of leave provided under this section.



Illinois Department of Labor  
Conciliation and Mediation Division  
160 N. LaSalle St., Suite #C-1300  
Chicago, Illinois 60605  
312-793-6797

# Family Bereavement Leave Act

## 10(a)(4) Leave Form

### FAMILY BEREAVEMENT LEAVE ACT (820 ILCS 154) 10(a)(4) LEAVE FORM

Section 10(a)(4) of the Family Bereavement Leave Act (820 ILCS 154/10(a)(4)) provides eligible employees up to 10 days of unpaid leave time for events related to pregnancy, adoption, and surrogacy. An employer may request reasonable documentation certifying that the employee, the employee's spouse or domestic partner, or the employee's surrogate experienced an event that qualifies for leave under Section 10(a)(4) of the Act; however, an employer *may not* require the employee to identify which category of event the leave pertains to as a condition of exercising rights under the Act. In accordance with 820 ILCS 154/10(d), this form is provided by the Illinois Department of Labor for documentation of 10(a)(4) bereavement leave.

#### Employee Information (*This section to be completed by employee*)

Employee Name:

Employer Name:

This form is to serve as certification for (*check one*):

☐ Myself

☐ My Spouse / Domestic Partner / Surrogate

### CERTIFICATION

**Instructions:** This section is to be filled out by a health care practitioner or a representative from an adoption or surrogacy organization. Please **do not** indicate which event the individual has experienced.

#### Certification For:

(Name of Individual)

I, the undersigned, am (*check one*):

☐ A health care practitioner; I treated the above-named individual for a qualifying event under Section 10(a)(4).

☐ A representative from an adoption or surrogacy organization; I worked with the above-named individual related to a qualifying event under Section 10(a)(4).

I certify that the above-named individual experienced a qualifying event under Section 10(a)(4) of the Family Bereavement Leave Act ([Public Act 102-1050](#)).<sup>1</sup>

Date Qualifying Event Began:                      /                      /                      (If exact date is unknown, provide approximate  
Month                      Day                      Year                      date based on your professional opinion)

Signature of Health Care Practitioner /Representative from Adoption or  
Surrogacy Organization

Date

Printed Name

Entity/Organization Name

<sup>1</sup> The following events qualify for bereavement leave under 820 ILCS 154/10(a)(4): (i) miscarriage, (ii) unsuccessful intrauterine insemination or assisted reproductive technology procedure; (iii) failed adoption match or adoption not finalized because it is contested; (iv) failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) stillbirth.

STATE OF ILLINOIS )

COUNTY OF KANE )

## ADOPTING THE COMPENSATION AND POSITION MANAGEMENT POLICY WITHIN THE KANE COUNTY PERSONNEL POLICY HANDBOOK

WHEREAS, the Human Service Committee from time to time recommends that additions be made to the Kane County Personnel Policy Handbook to provide guidance and establish procedures for County departments to ensure compliance with all applicable regulations; and

WHEREAS, a policy is needed 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.

NOW, THEREFORE, BE IT RESOLVED that the Kane County Board that the Compensation and Position Management Policy as set forth as "Exhibit A" is hereby added to the Kane County Personnel Policy Handbook.

Passed by the Kane County Board on October 10, 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 The Compesensation And Position Management Policy Within The Kane County Personnel Policy Handbook

### **Committee Flow:**

Human Services Committee, Executive Committee, County Board

### **Contact:**

Jamie Lobrillo, 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 the Compensation and Position Management Policy within the Personnel Policy Handbook to establish and maintain competitive salary ranges.

## Exhibit A

<b>Compensation Policy</b>			
<b>Effective Date:</b> TBD	<b>Applicable Law/Statute:</b>	<b>Source Doc/Dept.:</b>	<b>Authorizing I.C. Sec:</b>
<b>Last Amended Date:</b> 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 appointed or elected officials with internal control or their employees unless the 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 an 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. **Job Descriptions:** Job descriptions shall be maintained by the Human Resources Department for all positions (full-time, part-time, seasonal and temporary). Job 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. Job 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 successfully complete the essential duties of the position. Relevant working conditions of the position shall also be included. Examples of duties listed in the job description are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the job if the work is similarly related or a logical assignment to the position.
  2. The job 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

# Exhibit A

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, Executive 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 by the Human Services Committee 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. Market trends and comparisons will be provided by the Human Resources Department and 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 <sup>st</sup> Quartile	Department Head/Elected Official
1 <sup>st</sup> Quartile to Midpoint	Human Resources Department

## Exhibit A

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 participating 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 or participating office has difficulties filling a vacant position due to a lack of qualified candidates after 90 days of advertisement, the department or participating 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 in a department or participating office 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 the department or participating office uses that savings in any manner other than outlined in this policy without prior County Board approval, the unfilled position may be re-evaluated in the next budget process.

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

1. The employee's 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. Equal pay within the County to ensure that employees with similar positions, skill sets, and experience are paid similarly;
6. The budgetary constraints of the department;
7. A one-grade promotion normally results in a salary increase 5% of the employee's 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

## Exhibit A

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 Department Head 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 1<sup>st</sup>.
- 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 employee's 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 Executive Director of Human Resources



## Exhibit A

Management and the Executive Director of the Finance Department 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, Executive 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, Executive 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 Resources Department.
- 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 the Finance Department in consultation with the Executive Director of Human Resources Management for the approval of the County Board based first on

## Exhibit A

budget considerations and then on competitive market conditions. Merit pools will be calculated and distributed based on salaries and/or headcount 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 the Human Resources Department 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 communicate appropriate new grade and range.

STATE OF ILLINOIS )  
COUNTY OF KANE ) SS.

**PRESENTATION/DISCUSSION NO. TMP-23-1214**  
**2024 BUDGET - HUMAN RESOURCES DEPARTMENT**