

**Personnel and Salary Committee  
Tentative Minutes  
April 9, 2024**

1. Call Meeting to Order: Chairperson Heuer called the meeting to order at 9:00 a.m. Present: Corbitt, Jacinto, Huber, Kenney, Larson, Reeverts, Simms and Heuer. Others present: Finfrock, Director of Court Services Cindy Bergstrom, Circuit Clerk Kim Stahl, Coroner Lou Finch, County Engineer Jeremy Ciesiel, Christie Cox and Arlene Sangmeister. Absent: None.
2. Approval of Minutes – March 12, 2024 - Motion by Larson to approve the minutes as presented, 2<sup>nd</sup> by Reeverts. Motion carried.
3. Public Comment: None.
4. New Business:
  - a. HR Director: None
  - b. Vacation Donation Policy: Heuer shared there has been a process in place for a few of our departments and we would like to just make this part of our Personnel Policy. Heuer noted she made a mistake on the agenda noting vacation time this policy is for sick time and not vacation. Jacinto read the resolution that will be brought to the County Board with the approval of the Executive Committee. Jacinto clarified the donation to an employee can only be done if the employee has exhausted all their time. The donation is completely voluntary and would need to be communicated to the Human Resources department in writing the number of hours and to whom they are donating the sick time. Further clarification was made it is an hour for hour transfer not dependent on any other factor and donations cannot be transferred to someone else or converted to any other form of compensation in the future. Jacinto stated the HR office will track the transfers and review the policy periodically to make sure it is effective.

Bergstrom asked if this is allowable to use for the care of family members. Jacinto stated it would be because that is how our sick policy is written.

Heuer stated if the Department Heads have issues with this or concerns they can bring it back to the Personnel committee for discussion and review.

Motion by Huber to move to Executive committee as presented, Corbitt seconds. Motion carried.
  - c. Coroner: Coroner Finch shared his office will have a full-time employee retiring on April 15<sup>th</sup> and his part-time employee will be moving into that position. Finch stated the compensation of the full-time position will stay the same and there is no need to fill the part-time position at this time.
  - d. Elected Official's Salaries: We will be discussing this later in the meeting.
5. Old Business:
  - a. Human Resource Information System status – Jacinto shared we are currently working on payroll through ADP and our first payment will be on April 15th.
  - b. Paid leave for All resolution – Heuer shared we are implementing this resolution to transition our 3 personal days to comply with the Paid Leave for All Act.

Motion by Larson to move to Executive committee, Reeverts seconds. Motion carried.

c. Merit review schedule for 2024 – Heuer stated this will be talked about next month.

6. Closed Session - Employee Matters 5 ILCS 120/2(c) 2 Compensation: Motion by Kenney to go into closed session, 2nd by Reeverts. Roll call: Yes- Corbitt, Kenney, Huber, Larson, Reeverts Simms and Heuer. Absent: None. Motion carried. Time: 9:32 a.m.
7. Open Session – Committee came into open session at 10:11 a.m.
8. Adjournment: With no further business, Chairperson Heuer adjourned. Time: 10:15 a.m.

Respectfully submitted,  
June Jacobs

## Sick Time Donation Policy

### Policy Statement:

At Ogle County, we understand that unforeseen circumstances can lead to employees exhausting their paid leave benefits. In such cases, we believe in fostering a supportive work environment where colleagues can assist each other during times of need. The Sick Time Donation Policy enables employees to voluntarily donate a portion of their accrued sick time to fellow employees within their department who have depleted their accrued paid leave.

### Policy Scope:

This policy applies to all regular full-time and part-time employees of Ogle County who have accrued sick leave benefits.

### Guidelines for Sick Time Donation:

1. **Voluntary Participation:** Participation in sick time donation is entirely voluntary. No employee shall be coerced or pressured to donate their sick time.
2. **Recipient Eligibility:** Sick time donations will only be allocated to employees within the same department who have exhausted all their accrued paid leave benefits.
3. **Donation Process:** Employees willing to donate their sick time shall notify Human Resources in writing, indicating the number of days or hours they wish to contribute and to whom.
4. **Confidentiality:** All sick time donations and recipient information will be kept confidential. The identity of donors will not be disclosed to recipients without explicit consent.
5. **Tracking and Record-Keeping:** The HR Department will maintain accurate records of sick time donations and allocations.
6. **Non-Transferability:** Donated sick time cannot be transferred to employees outside the recipient's department, nor can it be converted into cash or any other form of compensation.
7. **Policy Review:** This policy will be periodically reviewed and revised to ensure its effectiveness and compliance.

**Conclusion:** The Sick Time Donation Policy reflects our commitment to supporting our employees during times of illness or unforeseen emergencies. By fostering a culture of care and cooperation, we aim to create a workplace environment where employees feel valued and supported by their colleagues. All employees are encouraged to familiarize themselves with this policy and consider participating in the sick time donation program when possible.

Ogle County reserves the right to amend, modify, or terminate this policy at any time, at its sole discretion, with or without notice.

Resolution Title: Transitioning Ogle County Employee Personal Day Benefit to IL Paid Leave for All Act

Whereas, the current Personal Day benefit for Ogle County employees provides three days of personal paid leave; and

Whereas, the Illinois Paid Leave for All Act offers up to 40 hours of annual paid leave for eligible employees; and

Whereas, the IL Paid Leave for All Act aims to enhance the overall well-being and work-life balance of employees; and

Whereas, aligning Ogle County's leave policy with the IL Paid Leave for All Act promotes consistency and compliance with state regulations;

Now, therefore, be it resolved that the Ogle County Board hereby approves the transition from the existing Personal Day benefit to the IL Paid Leave for All Act, effective 1/1/2024.

Be it further resolved that Ogle County will cease to offer the three days of personal paid leave under the current Personal Day benefit, and employees will be eligible to avail up to 40 hours of annual paid leave under the provisions of the IL Paid Leave for All Act.

Be it further resolved that all other terms and conditions of employment not affected by this resolution shall remain in full force and effect.

This resolution shall take effect immediately upon passage.

[Signature]

[Date]

# Illinois Paid Leave for All Workers Policy

It is the policy of Ogle County (the "~~Company~~County") to comply with the requirements of the Illinois Paid Leave for All Workers Act (PLFAW).

This policy does not apply to employees covered by a collective bargaining agreement. For such employees, the collective bargaining agreement shall apply.

## Effective Date

This policy is effective on January 1, 2024.

## Purpose

PLFAW guarantees all workers in the ~~state~~State of Illinois forty (40) hours of paid time off each year to use for any reason.

## Covered Employer

Covered employers include those that employ one (1) or more employees.

## Covered Employee

All full-time and part-time employees are covered, including those who may be hired on a seasonal basis. Employees begin accruing leave on the first day of employment.

## Rate of Pay

Employees will be paid at the rate of pay in effect at the time the leave is taken.

## Leave Year

The ~~Company's~~County's leave year under PLAW is the consecutive twelve (12-) month period beginning January 1<sup>st</sup>.

## Use of Leave

Employees may begin using leave ninety (90 days) after the effective date or their date of hire, whichever is later. Leave may be used for any reason which need not be disclosed to the ~~Company~~County. If the need for leave is foreseeable employees must provide at least seven (7) calendar days advance notice. If the need is not foreseeable, notice must be provided as soon as practicable.

Employees may take leave in minimum increments of two (2) hours. Employees must request leave in writing using the ~~company's~~County's vacation/PTO request form or submit their request electronically utilizing ADP.

## Amount of Leave – Accrual/Front Loading and Carryover

### Part Time Employees (less than 35 hours a week) – Accrual and Carryover

Beginning on the effective date, or an employee's date of hire, if later than the effective date, ~~part~~part-time employees will accrue one (1) hour of leave for each forty (40) hours worked, inclusive of overtime, to a maximum of forty (40) hours in the twelve (12-) month period. A maximum of forty (40) hours of unused, accrued leave may be carried over into a new leave year.

### Full Time Employees (35 or more hours a week) – Frontloading and Carryover

At the beginning of the leave year, employees will be granted forty (40) hours of PLFAW leave. There will be no carryover of unused time into the next leave year. Unused leave under PLFAW is not paid out at termination.

**Proration for Full Time New Hires**

January – March	<u>Forty</u> (40) Hours
April – June	<u>Thirty</u> (30) Hours
July – September	<u>Twenty</u> (20) Hours
October – December	<u>Ten</u> (10) Hours

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Whereas, the Illinois Paid Leave for All Act offers up to 40 hours of annual paid leave for eligible employees; and

Whereas, the IL Paid Leave for All Act aims to enhance the overall well-being and work-life balance of employees; and

Whereas, aligning Ogle County's leave policy with the IL Paid Leave for All Act promotes consistency and compliance with state regulations;

Now, therefore, be it resolved that the Ogle County Board hereby approves the transition from the existing Personal Day benefit to the IL Paid Leave for All Act, effective 1/1/2024.

Be it further resolved that Ogle County will cease to offer the three days of personal paid leave under the current Personal Day benefit, and employees will be eligible to avail up to 40 hours of annual paid leave under the provisions of the IL Paid Leave for All Act.

Be it further resolved that all other terms and conditions of employment not affected by this resolution shall remain in full force and effect.

This resolution shall take effect immediately upon passage.

[Signature]

[Date]

Proceedings from Closed Session

**Personnel & Salary**

**Tentative Minutes**

**April 9, 2024**

At 9:32 A.M. the Committee goes into Closed session PER 5ILCS 120/2(c)(2) Employee Matters. Motion by Kenney, 2<sup>nd</sup> Reeverts. Motion carries.

Roll call: Corbitt, Kenney, Huber, Larson, Reeverts, Simms and Heuer. Others present: HR Director Amanda Jacinto, Chairman Finfrock and June Jacobs

Heuer referred to the data that was handed out for previous years of pay and increases for the Circuit Clerk and Coroner's office as well as the UCCI comparisons in salaries for comparable counties. Heuer clarified the State requires we set our elected officials four years at a time. The UCCI chart shows rates at the twenty-fifth, median and seventy-fifth percentiles for salaries and the additional page are direct comparison to Boone, Jo Daviess, Lee, Stephenson and Whiteside for both positions. Heuer shared when looking at the data table you can see where our official's salaries fall but it is important to understand that they are also receiving benefits and stipends from the state on top of the salaries we set for them. Heuer shared the additional stipends are in addition to their set compensation.

Heuer stated she had a conversation with State's Attorney Rock regarding payment of the Coroner and we have the right to set the starting salary differently since there is a new Coroner elect. Kenney shared he felt strongly that this practice should have been in place for years. He stated he has tried to address this issue for years; when newly elected officials take office they shouldn't be starting out at the same rate as someone who has been at it for years. Larson shared he agreed but didn't really understand the last time he went through this process since he was new to the board. Corbitt shared she agreed that the "new" Coroner shouldn't be getting paid what the current Coroner is being paid but shared she had heard from Cox that she wasn't in this for the money.

Heuer stated due to the financial hardship the County is currently under is there any compensation consideration that should be addressed for the upcoming budget year or the next four. Larson shared that is something that remains to be seen. Finfrock commented that he feels a fair compensation decrease should be looked at because we are looking at budget constraints.

Heuer questioned if anyone in the committee had a recommendation for the base salary for the Circuit Clerk and it was the committee's consensus to keep it the same rate. Kenney stated he would have an opinion if there was a new candidate but the current Circuit Clerk has performed at that position. Heuer stated the base salary for the Circuit Clerk would stay at its current rate.

The committee discussed the base salary amount for the newly elected Coroner. Different base salaries were suggested but the majority of committee agreed on \$65,766 per year.

Heuer asked the committee what they felt the percentage increase should be for the next four years for both the Circuit Clerk and the Coroner's positions. After a brief discussion Kenney recommended a 0% increase for the next four years due to our current financial situation. Huber asked for a summary of the current situation. Larson spoke to the lack of funds from Solid Waste fund and the jail's projected revenues. The lack of funds in these two categories and the jail's monthly expenses have made the moneys unavailable for paying back our bonds. Huber shared with that information he agrees with the 0% as well.



Reeverts, Corbitt, Simms and Larson also agreed. Heuer shared she was thinking 0% for the first year and a half of a percent for the remaining 3 years.

Heuer recapped what the committee agreed upon, of a base salary of \$65,766 for the Coroner and a 0% increase for the next 4 years for both Circuit Clerk & Coroner. Heuer stated she will need motions for those to be taken to the Finance Committee when they returned to open session.

Kenney asked since we are looking into this and actually getting somewhere can we look into setting a percentage rate of a salary when newly elected officials are voted in. The committee agreed that it is something worth looking into. Heuer commented she would need to talk to the State's Attorney about how to do that. Corbitt agreed that since she joined the board she has questioned why the newly elected officials where being paid the same rate as the outgoing officials.

Motion to come out of closed session by Reeverts, 2<sup>nd</sup> by Corbitt. Motion carried. Time: 10:11 am

Respectfully Submitted,  
June Jacobs