

AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
JANUARY 13, 2014

7:00 p.m. – Board Room

Members: **Gayle Vandenberg, Chairman**
 Gary Stanton, Vice-Chairman
 Karen Mills, Trustee
 Anna Newell, Trustee
 Gary Pilafas, Trustee
 Michael Gaeta, Trustee
 Mayor William McLeod

I. Roll Call

II. Approval of Minutes – December 9, 2013

NEW BUSINESS

1. Discussion regarding Legislative Update.
2. Request acceptance of Cable TV Monthly Report (*Deferral requested*).
3. Request acceptance of Human Resources Management Monthly Report.

III. President’s Report

IV. Other

V. Items in Review

VI. Adjournment

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

December 9, 2013

I. Roll Call

Members in Attendance:

**Gayle Vandenberg, Chairperson
Gary Stanton, Vice Chairperson
Karen Mills, Trustee
Anna Newell, Trustee
Gary Pilafas, Trustee
Michael Gaeta, Trustee
Mayor William D. McLeod**

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Arthur Janura, Corporation Counsel
Mark Koplín, Asst. Vlg. Mgr., Dev. Services
Peter Gugliotta, Director of Planning
Mike Hankey, Director of Transportation
Patrick Seger, Human Resource Mgmt .Dir.
Greg Schuldt, Deputy Fire Chief
Michael Hish, Police Chief
Algean Garner, Director of HHS
Joe Nebel, Director of Public Works
Rachel Musiala, Director of Finance
Doug Schultz, Community Relations Coord.
Ben Gibbs, Sears Centre
Patricia Cross, Asst. Corp. Counsel
Bruce Anderson, Cable TV Coordinator**

Others in Attendance:

Reporter from the *Daily Herald*

The General Administration & Personnel Committee meeting was called to order at 7:25 p.m.

II. Approval of Minutes

Motion by Trustee Pilafas, seconded by Trustee Gaeta to approve the General Administration & Personnel Committee meeting minutes of November 11, 2013. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

1. Discussion regarding Legislative Update.

An item summary sheet from Tia Messino was presented to the Committee.

Jim Norris reported that this was a status report only and the only action taken by the State legislature was the passage of the pension reform.

2. Discussion regarding the 2014 Village Board and Standing Committee meeting schedule.

An item summary sheet from Jim Norris was presented to the Committee.

Motion by Trustee Mills, seconded by Mayor McLeod, to approve the 2014 Village Board and Standing Committee meeting schedule. Voice vote taken. All ayes. Motion carried.

3. Discussion regarding proposed changes to the Village of Hoffman Estates' Employee Anniversary Program.

An item summary sheet from Patrick Seger was presented to the Committee.

Motion by Trustee Pilafas, seconded by Trustee Gaeta, to approve changes to the Village of Hoffman Estates' Employee Anniversary Program. Voice vote taken. All ayes. Motion carried.

4. Request approval of a resolution to include Health Savings Account (HSA) employee contributions as compensable under IMRF.

An item summary sheet from Patrick Seger was presented to the Committee.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve a resolution to include Health Savings Account (HSA) employee contributions as compensable under IMRF. Voice vote taken. All ayes. Motion carried.

5. Request authorization to award a contract to increase mobile accessibility, upgrade the content management system and provide a graphic redesign of the Village website to Vision Internet Providers Inc. in an amount not to exceed \$9,000.

An item summary sheet from Doug Schultz was presented to the Committee.

Motion by Trustee Pilafas, seconded by Trustee Gaeta, to award a contract to increase mobile accessibility, upgrade the content management system and provide a graphic redesign of the Village website to Vision Internet Providers Inc. in an amount not to exceed \$9,000. Voice vote taken. All ayes. Motion carried.

6. Request acceptance of Cable TV Monthly Report.

The Cable TV Monthly Report was submitted to the Committee.

Motion by Trustee Pilafas, seconded by Trustee Stanton, to accept the Cable TV Monthly Report. Voice vote taken. All ayes. Motion carried.

7. Request acceptance of Human Resources Management Monthly Report.

The Human Resources Management Monthly Report was submitted to the Committee.

Motion by Trustee Stanton, seconded by Mayor McLeod, to accept the Human Resources Management Monthly Report. Voice vote taken. All ayes. Motion carried.

III. President's Report

IV. Other

V. Adjournment

Motion by Trustee Pilafas, seconded by Mayor McLeod to adjourn the meeting at 7:35 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Discussion regarding legislative update

MEETING DATE: January 13, 2014

COMMITTEE: General Administration & Personnel Committee

FROM: Tia Messino, Administrative Intern

PURPOSE: To provide discussion of legislation that may impact the Village of Hoffman Estates and highlight potential topics of interest for the coming year.

DISCUSSION: **ANTICIPATED 2014 LEGISLATIVE TOPICS**

The Illinois Municipal League and Northwest Municipal Conference are in the process of publishing their legislative platforms for 2014. Through the interactions of Village Officials we have a preview of key Federal and State legislative issues anticipated for 2014.

Once the formal platforms are presented and specific legislation is put forth, we will return to committee. For items the Board has previously taken a position on, we will continue to take that same position unless otherwise directed.

- Protect local government revenues
- Pension reform
- FOIA reform
- Prevent responsible bidder requirement
- Reform and protect local government service sharing and consolidations
- Balance the Interest Arbitration process
- PSEBA reform
- Restore preference for Letters of Credit
- Allow lateral transfers for firefighters
- Expand municipal aggregation to natural gas
- Support Workers' Compensation reform
- Support the Marketplace Fairness Act -*Federal*
- Generate sustainable transportation funding -*Federal*
- Protect the tax exempt status of municipal bonds -*Federal*

The 98th General Assembly passed hundreds of laws that went into effect on January 1, 2014. Below is a rundown of the laws that may impact the Village of Hoffman Estates.

Environmental Issues

SB 0850 (Sen. Noland, Rep. Yingling) (P.A. 98-0146) — POLLUTION CONTROL FACILITIES EXEMPTION — For a limited time, it exempts from the definition of "pollution control facility" the portion of a site (i) that is used exclusively for the transfer of commingled landscape waste and foodscrap held at the site or facility for no longer than 24 hours, (ii) that is located in a home rule unit of a particular size, (iii) that is permitted by the Environmental Protection Agency, prior to January 1, 2002, for the transfer of landscape waste, and (iv) for which a permit application is submitted to the Agency within 6 months after the effective date of the amendatory Act to modify an existing permit for the transfer of landscape waste to also include, on a demonstration basis not to exceed 18 months, the transfer of commingled waste and foodscrap.

SB 2226 (Sen. Sandoval, Rep. Hoffman) (P.A. 98-0542) — EPA-BENEFICIAL USE MATERIALS — Provides that sanitary landfills located within a 25-mile radius of an asphalt shingle recycling facility approved for recycling by the Agency shall not accept specified quantities of asphalt shingles for disposal. The bill also provides that no approved asphalt shingle recycling facility may charge as a tipping fee of more than 50% of the average gate tipping fee for all materials accepted at the sanitary landfills within a 25-mile radius of the facility. The bill requires each asphalt shingle recycling facility to obtain a list of the gate tipping fees charged by the sanitary landfills located within a 25-mile radius and adjust its maximum tipping fee accordingly.

Gaming

HB 1140 (Rep. Lang, Sen. Muñoz) (P.A. 98-0111) — VIDEO GAMING-NON-GAMBLING USE — Provides that the use of a game device is not prohibited if the game device is used in an activity that is not gambling under specified provisions the Criminal Code of 2012.

General Governance

HB 0001 (Rep. Lang, Sen. Haine) (P.A. 98-0122) — MEDICAL CANNABIS — This bill provides that, when a person has been diagnosed by a physician as having a debilitating medical condition, the person and the person's primary caregiver may be issued a registry identification card by the Department of Public Health that permits the person or the person's primary caregiver to legally possess no more 2.5 ounces of usable cannabis during a 14-day period that is derived solely from an intrastate source. It imposes a 7% tax on the privilege of cultivating medical cannabis, the proceeds of which are used for the administration of the medical cannabis program. It also imposes a tax surcharge under the Income Tax Act. A medical cannabis cultivation center or medical cannabis dispensary organization or any officers thereof may not make political contributions. DUI provisions do not apply to the lawful consumption of cannabis by a qualifying patient licensed under the Compassionate Use of Medical Cannabis Pilot Program Act who is in possession of a valid registry card issued under that Act, unless that person is impaired by the use of cannabis.

Labor & Personnel

HB 2540 (Rep. Smiddy, Sen. Van Pelt) (P.A. 98-0173) — PREVAILING WAGE RATE FILINGS WITH SECRETARY OF STATE — Amends the Prevailing Wage Act by deleting language requiring copies of determinations to be filed with the Secretary of State.

HB 2590 (Rep. Sandack, Sen. LaHood) (P.A. 98-0430) — WORKPLACE VIOLENCE PREVENTION ACT — This legislation identifies the conditions under which an employer may seek an order of protection to prohibit further violence or threats of violence by an employee.

SB 1847 (Sen. Radogno, Rep. Schmitz) (P.A. 98-0291) — WORK COMP REBUTTABLE PRESUMPTION - EMT — This legislation removes the rebuttable presumption for certain benefits with respect to EMTs that work for private ambulance companies.

SB 2339 (Sen. Mulroe, Rep. Mautino) (P.A. 98-0504) — JOINT SELF INSURANCE POOL REPORTING REQUIREMENTS — Imposes reporting requirements on joint insurance pools.

Municipal Authority

HB 2623 (Rep. Fortner, Sen. Cullerton) (P.A. 98-0434) — FUEL TYPE DISCLOSURE — This legislation provides that a municipality or other aggregator of electrical load has the authority to require the bidder to disclose the fuel type of electricity to be generated on behalf of the aggregation program and the local jurisdiction may take the type of power source into consideration when choosing a supplier. Guidelines on voluntary disclosure on the fuel type of electricity may be issued by the Illinois Power Agency and the Illinois Commerce Commission.

SB 1524 (Sen. Murphy, Rep. Harris) (P.A. 98-0153) — WINDOW TINTS — This bill preempts home rule powers with respect to window tinting in automobiles.

SB 1826 (Sen. Jones, Rep. Rita) (P.A. 98-0289) — ACCEPTING ELECTRONIC SIGNATURES — This legislation provides that, in the course of exercising any permitting, licensing, or other regulatory function, a municipality may accept, but shall not require, documents with an electronic signature, including, but not limited to, the technical submissions of a design professional with an electronic signature. In provisions concerning seals for architects, engineers and land surveyors, provides that licensees may provide, at their sole discretion, an original signature in the licensee's handwriting, a scanned copy of the document bearing an original signature, or a signature generated by a computer. It also provides that it is unlawful for a land surveyor to affix one's seal to documents if it masks the true identity of the person who actually exercised direction, control, and supervision of the preparation of that work.

SB 1869 (Sen. Cullerton, Rep. Fortner) (P.A. 98-0330) — DRAINAGE MAINTENANCE — This legislation provides that the corporate authorities of cities and villages may also maintain storm sewers, detention basins, retention basins, and "green infrastructure" facilities, such as green roofs, rain gardens, bioswales, tree boxes, porous pavement, porous pipe systems, native plantings, constructed wetlands, and cisterns for drainage purposes.

Property Tax

HB 1206 (Rep. Sente, Sen. Althoff) (P.A. 98-0206) — MABAS TAX EXEMPTION — This bill exempts all property owned by the Executive Board of the Mutual Aid Box Alarm System that is used for the public purpose of disaster preparedness and response is exempt from property taxes.

Public Safety

HB 0131 (Rep. Davis, Sen. Hutchinson) (P.A. 98- 0358) —POLICE TASER TRAINING— This legislation requires police training in the use of electronic control devices, including the psychological and physiological effects of the use of those devices on humans. Provides that the Illinois Law Enforcement Training Standards Board shall randomly inspect police departments of units of local government and university police departments concerning the use of electronic control devices by law enforcement officers of the departments to determine whether the officers received appropriate training in their use and shall compile the information from the random inspections and analyze the results. The Board shall issue a report and present its report and findings to the Governor and General Assembly on or before June 30, 2016.

HB 1539 (Rep. Dunkin, Sen. Muñoz) (P.A. 98-0396) — DELEGATED TRAFFIC CONTROL AUTHORITY— This legislation provides that local authorities may certify persons to act as traffic control for processions or assemblages, and that persons so certified must be obeyed like a police officer, fireman, or crossing guard for the limited purpose of directing traffic.

HB 2856 (Rep. Manley, Sen. Bertino-Tarrant) (P.A. 98-0332) —911 CALL FORWARD— This sets forth the General Assembly's findings on the ability of 9-1-1 systems to manually transfer, forward, or relay 9-1-1 calls originating within one 9-1-1 system's jurisdiction, but which should properly be answered and dispatched by another 9-1-1 system, to the appropriate 9-1-1 system for answering and dispatch of first responders. The bill requires the Illinois Commerce Commission to prepare a directory of all authorized 9-1-1 systems in the State of Illinois.

HB 2893 (Rep. Martwick, Sen. Mulroe) (P.A. 98-0263) — CRIMES AGAINST POLICE OFFICERS ADVISORY — This legislation creates the Crimes Against Police Officers Advisory within the Department of State Police.

HB 3029 (Rep. Jakobsson, Sen. Cunningham) (P.A. 98-0267) — PRISON RELEASE NOTIFICATION BY EMAIL — The bill provides that written notification of any release of any person who has been convicted of a felony shall be provided electronically to the appropriate State's Attorney, sheriff, law enforcement agency, or public housing agency if the State's Attorney, sheriff, proper law enforcement agency, or public housing agency has provided the Department with an accurate and up to date email address.

HB 3388 (Rep. Burke, Sen. Cunningham) (P.A. 98-0311) — POLICE TRAINING FOR ANIMAL FIGHTING AWARENESS — This legislation provides for a training program in animal fighting awareness and humane response for law enforcement officers. The purpose of the training is to equip law enforcement officers to identify animal fighting operations and respond appropriately.

SB 1587 (Sen. Biss, Rep. Williams) (P.A. 98-0569) — FREEDOM FROM DRONE SURVEILLANCE ACT —The bill specifies when a drone can and cannot be used by law enforcement. Information collected by drones may not be disseminated except to other law enforcement jurisdictions if that information is relevant to an investigation or contains evidence

of criminal activity. Any information not relevant to a criminal investigation or that does not contain criminal activity must be destroyed in 30 days.

SB 1693 (Sen. Muñoz, Rep. Acevedo) (P.A. 98-0323) — PEACE OFFICER ID CARDS — This legislation amends the Illinois Identification Card Act to allow peace officers to provide their work address in lieu of their home address when applying for an Illinois Identification Card. This bill also amends the Illinois Vehicle Code to allow peace officers to provide their work address in lieu of their home address when applying for a driver's license or instruction permit.

SB 1852 (Sen. Connelly, Rep. Reboletti) (P.A. 98-0576) — POLICE ACTIVITY OUTSIDE OF JURISDICTION — Allows a peace officer to conduct temporary questioning outside of his or her jurisdiction if the officer is engaged in the investigation of criminal activity that occurred in the officer's primary jurisdiction and those questions relate to that investigation.

Revenue & Finance

HB 0983 (Rep. McSweeney, Sen. Althoff) (98-0203)—ALTERNATE REVENUE BOND — Makes changes to the procedures for alternate bonds. The bill: (1) extends the period of the back-door referendum from 30 to 45 days; (2) IML | 2013 Legislation of Municipal Interest Approved by Both Chambers lowers the signatures required for a back-door referendum to the lesser of (i) 5% of the registered voters or 5,000 registered voters in a governmental unit with more than 4,000 registered voters, and (ii) 15% of the registered voters or 200 registered voters in a governmental unit with 4,000 or fewer registered voters; and (3) provides that certain financial determinations may not be made by a person who is not otherwise involved in the project.

SB 1772 (Sen. Sandoval, Rep. Turner) (P.A. 98-0574) — DEFINITION OF AUTOMOBILE FOR TAXATION — This bill includes trucks and SUVs within the definition of "automobile" for the purpose of the Automobile Renting Occupation and Use Tax Act.

Transportation

HB 1247 (Rep. D'Amico, Sen. Mulroe) (P.A. 98- 0506 —BAN ON CELL PHONES WHILE DRIVING— Prohibits the use of cell phones while driving unless the phone is integrated into the motor vehicle. The legislation expands the exceptions to include hands-free devices, two-way radios, and electronic devices capable of performing multiple functions as long as these devices are not used for a prohibited purpose.

HB 1539 (Rep. Dunkin, Sen. Muñoz) (P.A. 98-0396) — AUTHORITY OF TRAFFIC CONTROL PERSONS — This legislation amends the Illinois Vehicle Code provisions on obedience to traffic officers and powers of local authorities. Local authorities may certify persons to act as traffic control for processions, and that persons so certified must be obeyed in the same manner as a police officer, fireman, or crossing guard for the limited purpose of directing traffic.

HB 2641 (Rep. Kosel, Sen. Rezin) (P.A. 98-0436) — PERMANENT PLATES FOR FIRE VEHICLES — Provides that motor vehicles used by for fire protection services are eligible for permanent registration plates, as long as those plates indicate the service that owns the vehicle. This bill also provides that the Secretary of State shall put procedures in place to allow fire protection services in possession of these plates to transfer those plates at no additional charge.

Attachment: Laws Effective January 1, 2014

SB 1929 (Sen. Harris, Rep. Jones) (P.A. 98-0577) — DISABILITY DECALS — Removes the part of the statute that allows free parking in facilities/garages for those with a disability. This was placed in the statute in 2012 as part of a bill addressing the abuse of using disabled placards for free parking. Since several municipalities that have parking garages do not have attendants at those garages around the clock, those municipalities would not be able to implement the provision that would allow free parking without making major financial modifications



HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

December 2013

Staffing Activity

New Starts: 5 – PT Plumbing Inspector
Administrative Service Officer (2)
Maintenance I Temporary (2)

Separations: 1 – Code Enforcement/Fire Inspector

Transfers: 0

Retirees: 0

Promotions: 0

Reclassifications: 0

Change in Status: 0

Staffing:	Full Time Employees	332 budgeted	325 current
	Part Time Employees	52 budgeted	53 current
	Temporary Employees	1 budgeted	6 current
	Seasonal Employees	10 budgeted	0 current
	Paid Interns	5 budgeted	4 current

Month & Year-to-Date Activity:

0 Seasonals with	14 for year
0 Promotions with	18 for year
1 Separations with	24 for year
0 Retirements with	10 for year
0 Transfer with	5 for year

Recruitment Activity

Recruitment:

Maintenance III – Public Works

Internal Posting. The position was posted on 4/08/2013. Six applications were received. Applications were forwarded to the Public Works Director on 4/16/2013. Public Works has temporarily put the recruitment on hold.

Water Billing Customer Service Rep – Finance (2)

Positions posted on the Village website and social media on 11/25/2013. Applications were reviewed by the interview team and nine (9) applicants were chosen for skills testing. Skills testing began 12/27/2013 and will run through 1/3/2014.

Maintenance I (2 temporary positions) – Public Works

The position was posted on the Village website and social media. Applications have been forwarded to the Public Works interview team for review. Nine candidates were interviewed from 11/29/2013 through 11/21/2013. Four candidates were asked to return for 2nd interviews on 11/26/2013 and 11/27/2013. Offers were made to two candidates and they started on 12/16/2013.

Auxiliary Snowplow Drivers – Public Works

The position was posted on the Village website and social media. Applications were forwarded to the Assistant Public Works Director for review. Interviews were held and eight (8) external drivers were offered for the snow season, along with eight (8) non-Public Works Village employees. The candidates started training on December 17th and 18th.

Plumbing Inspectors – Part-time (3) – Public Works/Dev Services

Position posted on the Village website, social media and several industry websites. Applications were reviewed by the interview team and seven (7) interviews were scheduled for 10/16/2013, 10/17/2013 and 11/01/2013. Three candidates were selected and the final candidate started on 12/2/2013.

Administrative Service Officer I (2) – Police

Position posted on the Village website and social media on 09/25/2013. 88 applications received. Applications were reviewed by the interview team and twelve (12) applicants chosen for skills testing and interview. Interviews took place 11/04/2013 – 11/08/2013. Offers were made to two candidates. They accepted and are completing the pre-employment screening process. They both started on 12/2/2013.

Maintenance II (temporary position) – Public Works

This is an internal posting only. Position was posted on 11/13/2013. Eight applications received by the deadline. Applications have been forwarded to the Public Works interview team for review.

Cable TV Intern (unpaid position) – General Gov.

The position was posted on the Village website, social media and the Illinois Center for Broadcasting. Applications were reviewed and two interviews scheduled for 12/11/2013. An offer was made to one candidate after interview and he is scheduled to start in January of 2014.

Labor/Management Relations

Contract Status: **Police** (Metropolitan Alliance of Police - MAP Chapter 96) – Contract (Jan. 1, 2008 - December 31, 2012). Village and MAP 96 nearing completion of successor contract.

Fire (International Association of Firefighters - Local 2061) – Contract (January 1, 2009 – December 31, 2011). Village and Local 2061 arbitration award under appeal process.

Public Works (International Brotherhood of Teamsters, Local 714) – Contract (Jan. 1, 2013 – Dec. 31, 2015).

Police Sergeants (Metropolitan Alliance of Police – MAP-97) Contract (Jan. 1, 2009 – December 31, 2013). Village and MAP 97 nearing completion of successor contract.

Grievances: Two (2) grievances filed by the International Association of Firefighters Local 2061 against the Village.

One (1) grievance filed by MAP Chapter 96 against the Village to be scheduled for grievance arbitration.

Personnel/Benefits/Employee Services

- Director of HRM attended the IS department presentation regarding Sungard Employee Access Center.
- Director of HRM attended MAP 96 Step 4 grievance hearing.
- Director of HRM participated in the Management Team meetings.
- As IPBC Vice Chair, Director of HRM attended the IPBC Finance & Operations, Membership Development and the Executive Committee meeting.
- HRM Staff met with Deputy Village Manager and Administrative Intern to continue review of the personnel policy manual.
- Director of HRM participated in MAP 96 CBA negotiations.
- Director of HRM met with Deputy Village Manager and Fire Admin to review IAFF Local 2061 CBA arbitration decision and attended the arbitration settlement conference.
- Director of HRM and Police Admin met to discuss personnel issues.
- Director of HRM assisted with Village Illinois Municipal Retirement Fund audit.
- As staff liaison, the HRM Director attended Cultural Awareness Commission and Celtic Fest meetings.
- Director of HRM participated in MAP 97 CBA negotiations.

Risk Management/Safety/Loss Control

- Continued to facilitate the proper handling of all open workers' compensation claims. Two (2) third party claims administrators are currently being used to administer the Village's workers' compensation claims.
- Conducted a mandatory random Federal Department of Transportation drug and alcohol test. There was no positive result.
- Coordinated the administration of several litigated liability claims being handled by the Village's third party claims administrator.
- Continue to provide consultation related to risk management issues related to the Sears Centre.
- Provided continual written updates to appropriate management staff related to the status of several open workers' compensation claims.
- Reviewed property and casualty and workers' compensation excess insurance coverage and brokerage proposals submitted by brokers participating in the Village's RFP process. Recommendations were submitted to the Village Board and approved.
- The Risk Manager attended a workers' compensation seminar hosted by the Village's defense firm.



Patrick J. Seger
Director of Human Resources Management

HUMAN RESOURCES MANAGEMENT MONTHLY STAFFING REPORT DECEMBER 2013

RECRUITMENTS

POSITION TITLE: Maintenance III (internal recruitment)
DEPARTMENT: Public Works
DATE POSTED: 4/8/2013
AD DEADLINE: 4/12/2013
APPLICATIONS REC'D: 6 applications received.
STATUS: The position was posted internally. Applications were forwarded to the Public Works Director on 4/16/2013. Public Works has temporarily put the recruitment on hold.

POSITION TITLE: Maintenance II (1 temporary position) Internal Posting
DEPARTMENT: Public Works
DATE POSTED: 11/13/2013
AD DEADLINE: 11/20/2013
APPLICATIONS REC'D: 8 applications received.
STATUS: The position was posted on the Village website and social media. Applications have been forwarded to the Public Works interview team for review.

POSITION TITLE: Water Billing Customer Service Rep (Part-time)
DEPARTMENT: Finance
DATE POSTED: 11/25/2013
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 64
STATUS: The position was posted on the Village website and social media. Applications were reviewed by the interview team and nine (9) applicants were chosen for skills testing. Skills testing began 12/27/2013 and will run through 1/3/2014.

POSITION TITLE: Cable TV Intern (unpaid)
DEPARTMENT: General Government
DATE POSTED: 11/25/2013
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 3
STATUS: The position was posted on the Village website, social media and the Illinois Center for Broadcasting. Applications were reviewed and two interviews scheduled for 12/11/2013. An offer was made to one candidate after interview and he is scheduled to start in January of 2014.

NEW STARTS

POSITION TITLE: Plumbing Inspector (3 – part time)
DEPARTMENT: Development Services/Public Works
DATE POSTED: 9/16/2013
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 8 applications received to date
STATUS: Position posted on the Village website, social media and several industry websites. Applications were reviewed by the interview team and seven (7) interviews were scheduled for 10/16/2013, 10/17/2013 and 11/01/2013. Three candidates were selected and the final candidate started on 12/2/2013.

POSITION TITLE: Administrative Service Officer 1 (2 positions)
DEPARTMENT: Police
DATE POSTED: 9/25/2013
AD DEADLINE: 10/10/2013
APPLICATIONS REC'D: 88 applications received
STATUS: Position posted on the Village website and social media. Applications were reviewed by the interview team and twelve (12) applicants chosen for skills testing and interview. Interviews took place 11/04/2013 – 11/08/2013. Offers were made to two candidates. They accepted and are completing the pre-employment screening process. They both started on 12/2/2013.

POSITION TITLE: Auxiliary Snowplow Driver
DEPARTMENT: Public Works
DATE POSTED: 10/28/2013
AD DEADLINE: Until filled
APPLICATIONS REC'D: 11 applications received.
STATUS: The position was posted on the Village website and social media. Applications were forwarded to the Assistant Public Works Director for review. Interviews were held and eight (8) external drivers were offered for the snow season, along with eight (8) non-Public Works Village employees. The candidates started training on December 17th and 18th.

POSITION TITLE: Maintenance I (2 temporary positions)
DEPARTMENT: Public Works
DATE POSTED: 10/23/2013
AD DEADLINE: 10/30/2013
APPLICATIONS REC'D: 41 applications received.
STATUS: The position was posted on the Village website and social media. Applications have been forwarded to the Public Works interview team for review. Nine candidates were interviewed from 11/29/2013 through 11/21/2013. Four candidates were asked to return for 2nd interviews on 11/26/2013 and 11/27/2013. Offers were made to two candidates and they started on 12/16/2013.

SUMMARY OF EMPLOYMENT ACTIVITY DECEMBER 2013

	<u>Total Number</u>	<u>Position</u>
New Starts	5	Plumbing Inspector Administrative Service Officer (2) Maintenance I Temporary (2)
Promotions	0	
Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	0	
Reclassifications	0	

SUMMARY OF SEASONAL/UNPAID INTERNS/ADDITIONAL ACTIVITY

Seven (7) Auxiliary Snowplow Drivers began on 12/17/2013 and 12/18/2013.

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	0	
Separations	0	
Promotions	0	
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	0	
New Positions	0	
Eliminated Positions	0	

2013 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	332	325
PART TIME EMPLOYEES	52	53
TEMPORARY EMPLOYEES	1	6
SEASONAL EMPLOYEES	10	0
INTERNS (PAID)	5	4
TOTAL	400	388

Total Vacancies:

Full Time

Budgeted – Posted	0	
Budgeted - Not Posted	4	Firefighter/Paramedic(3) Code Enforcement/Fire Inspector
TOTAL FULL TIME	4	

Part Time

Budgeted – Posted	0	
Budgeted-Not Posted	3	Staff Assistant (PD) Clinic Nurse (HHS) - 2
TOTAL PART TIME	3	

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	0	160
Part Time – Response to Recruitments	66	293
Seasonal Applicants	0	111
Unsolicited Applications/Walk-Ins	5	44
TOTAL	71	609

**HUMAN RESOURCES MANAGEMENT
EMPLOYMENT ACTIVITY
DECEMBER 2013**

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Alescia Kretschmer	12/02/2013	ASO I	Susan Ardizzone
Michael Pavel	12/02/2013	ASO I	Marc Shaw
John Shogren	11/15/2013	PT Plumbing Inspector	Harry Gunderson

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
William Chlebik	12/31/2013	Code Enforcement /Fire Inspector	Voluntary Resignation

PROMOTIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
N/A			

TRANSFERS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
N/A			

RECLASSIFICATIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
N/A			

CANCELLATIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
N/A			

UNPAID INTERNSHIPS/ADDITIONAL ACTIVITY

<u>Name</u>	<u>Effective Date</u>	<u>Position</u>	<u>Reason</u>
Pat Byrne	12/17/2013	Auxiliary Snow Plow	Beginning of Snow Season
Ron Cassidy	12/17/2013	Auxiliary Snow Plow	Beginning of Snow Season
Greg Lewandowski	12/17/2013	Auxiliary Snow Plow	Beginning of Snow Season
Kevin Nykiel	12/17/2013	Auxiliary Snow Plow	Beginning of Snow Season
Guy Dettlo	12/18/2013	Auxiliary Snow Plow	Beginning of Snow Season
Ray Gennetti	12/18/2013	Auxiliary Snow Plow	Beginning of Snow Season
Joshua Witte	12/18/2013	Auxiliary Snow Plow	Beginning of Snow Season

ADDITIONAL MONTHLY REPORT INFORMATION DECEMBER 2013

# Anniversaries	<u>3</u>
# Interviews conducted during month	<u>2</u>
#Orientations conducted during month	<u>12</u>

Causal Analysis-Injury Type by Total Incurred

