

HUMAN SERVICES COMMITTEE

Monday, August 20, 2007

9:00 a.m.

1. Call to Order
2. Minutes: July 20, 2007
3. Monthly Financial Report

VETERANS ASSISTANCE COMMISSION

- Monthly Report

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

EMPLOYMENT & EDUCATION

- Monthly Report

HUMAN RESOURCES

- Monthly Report

UNFINISHED BUSINESS

- Discussion: Continued fine tuning of Automobiles Policy
- **Resolution:** Amendment of Meal Allowance Per Diem (Sec. 2-72 of Code)

NEW BUSINESS

- Statistical Report from the County Ethics Advisor
- Discussion: Amendment of Classifications of Employment and Overtime and Compensatory Time Off Policies

EXECUTIVE SESSION *(if needed)*

ADJOURNMENT

MONTHLY FINANCIAL REPORT

PERCENTAGE OF YEAR COMPLETED= 66.7%

July 31, 2007

ACCOUNTING PERIOD 8/2007

HUMAN SERVICES COMMITTEE	Personnel			Benefits			Contract & Commodities			Capital			Total		
	2007 Budget	Year to Date	%	2007 Budget	Year to Date	%	2007 Budget	Year to Date	%	2007 Budget	Year to Date	%	2007 Budget	Year to Date	%
PERCENTAGE OF YEAR COMPLETED= 66.7%															
07/31/07															
ACCOUNT DESCRIPTION															
Human Resources	294,000	192,145	65%	58,358	27,592	47%	101,050	53,388	53%	0	0	0%	453,408	273,124	60%
Insurance Liability (HRM)	99,126	52,489	53%	27,754	13,088	47%	1,967,582	1,387,181	69%	0	0	0%	2,094,462	1,432,758	68%
Veterans Commission	174,826	112,461	64%	71,117	44,742	63%	87,186	41,444	48%	0	0	0%	333,129	198,648	60%

TO: Sheila McCraven
Executive Director of Human Resources Management

FROM: John Carr
Superintendent, Veterans Assistance Commission

DATE: August 16, 2007

RE: Human Services Committee Meeting

The Veterans Assistance Commission meeting agenda:

- 1: July Monthly Reports
- 2: VA FY 06 State & County Expenditures

VETERANS ASSISTANCE COMMISSION
Report To: HUMAN SERVICES COMMITTEE

Jul 06	May 06	Dec 06	Jan 07	Feb 07	Mar 07	Apr 07	May 07	Jun 07	Jul 07	Aug 07	Sep 07	Oct 07	Nov 07	Year Totals
155	VAC Correspondence	112	153	162	183	149	178	87	160					1,184
295	Information/Referrals	420	368	408	416	427	367	271	280					2,957
53	Letters/VA Forms/Statements Pending Claims	58	31	39	72	72	75	64	51					462
8	Certified Certificates	13	4	6	11	10	12	9	6					71
3	Veterans Pension/Compensation	7	1	7	11	9	6	9	8					58
3	Widows/Parents/Children Pension/Comp.	0	2	0	0	0	1	1	1					5
1	Burial & Government Markers	3	0	0	2	2	3	1	0					11
8	Application Lost Discharges	1	2	4	4	3	6	8	2					30
2	Discharges Recorded	1	0	1	0	0	1	0	1					4
0	Correction of Military Records	2	1	3	1	0	1	1	1					10
1	Application Change of Address or records	2	3	3	3	7	5	2	3					28
1	GI Home Loan Applications	1	0	1	1	3	2	1	1					10
0	VA Insurance & SGLI Applications	0	0	0	0	0	0	0	0					0
75	Veterans Transported to VA Hospitals	82	88	88	125	106	79	69	66					703
0	Local Contacts With Veterans	0	0	2	0	1	1	0	1					5
11	Application Medical Benefits	10	8	11	15	10	11	7	3					75
###	Monthly Mileage	###	###	###	###	###	###	###	###					17,708
0	Eligibility Verification Report	0	0	3	1	0	0	0	0					4

VETERANS ASSISTANCE COMMISSION
Report To: HUMAN SERVICES COMMITTEE

Jul 06	Dec 06	Jan 07	Feb 07	Mar 07	Apr 07	May 07	Jun 07	Jul 07	Aug 07	Sep 07	Oct 07	Nov 07	Year Totals
\$2,297	####	####	####	####	####	####	####	####					\$19,377
23	\$0	\$0	\$0	\$457	\$370	\$773	\$346	\$0					\$1,946
81	\$0	\$266	\$0	\$0	\$0	\$198	\$158	\$0					\$622
64	\$0	\$0	\$0	\$0	\$100	\$111	\$99	\$0					\$310
0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					\$0
275	\$200	\$325	\$250	\$200	\$375	\$375	\$275	\$100					\$2,100
150	\$125	\$200	\$150	\$125	\$225	\$200	\$150	\$75					\$1,250
0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					\$0
0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					\$0
325	\$0	\$0	\$0	\$0	\$0	\$660	\$330	\$330					\$1,320
0	\$60	\$45	\$60	\$90	\$45	\$0	\$60	\$120					\$480
15	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0					\$500
15	15	12	19	19	18	25	13	16					137
8	7	7	8	8	10	12	9	8					69
5	7	5	5	5	4	13	8	5					52
8	7	7	8	8	10	12	9	8					69
7	8	5	11	11	8	13	4	8					68
1	0	1	1	1	0	2	1	2					8

K C D E E

Kane County Department of Employment & Education

Enhancing workforce skills - Helping organizations succeed

July 2007

Location	Aurora		Elgin		Yorkville		Eastside
Total # of Customers Served-CRC	1256		1323		47		134
Total # of ITA's issued	0		0		0		
	1A	1D	1A	1D	1A	1D	
	0	0	0	0	0	0	
# of Pending new Training applications	7		1		0		
	1A	1D	1A	1D	1A	1D	
	6	1	0	1	0	0	
# of Pending new Intensive application	5		9		8		
	1A	1D	1A	1D	1A	1D	
	3	2	5	4	7	1	
# of Pending new Staff-Assisted applications	11		7		4		
	1A	1D	1A	1D	1A	1D	
	10	1	4	3	0	4	
#of DHS referrals	0		0		0		
# Department of Public Aid	0		0				
Court Services	0						

WARN EVENTS

New Events:

Jani-King (St. Charles)
 First Student (Aurora)
 Farmers Group Inc. (Aurora)

Active Events:

Cub Foods East (Aurora)
 Stewart Associates Inc./CUNA (Elgin)
 Motorola (Elgin)
 Lucent Technologies AGCS (DeKalb/Genoa)
 Lyon Workspace Products, LLC. (Montgomery)

Events with no activity:

Aramark Education Facility Services (St. Charles)
 Dominick's Finer Foods & Safeway, Inc. (East Dundee)

Events under investigation:

Seal Master (Aurora)
 Jani-King (St. Charles) pending

Provided local rapid response for Belair Excavating closure.

	County	Initial Report Date	Current Participants	Total in/completed training
Jani-King	Kane	6/1/07	0	0
First Student	Kane	5/16/07	0	0
Dominick's Finer Foods & Safeway	Kane	2/2/07	0	0
Farmers Group Inc	Kane	11/6/06	0	0
Cub Foods East	Kane	10/2/06	3	1
Stewart Associates Inc.	Kane	6/19/06	13	8
Aramark Education Facility Services	Kane	6/05/06	0	0
Motorola	Kane	10/26/05	0 (11)**	1
Lyon Workspace Products, LLC	Kane	10/01/04	35	10
Lucent Technologies AGCS	DeKalb	8/25/03	4	5

**enrolled in another LWIA

Training Provider	Training Program	Total Attendees to date
PC Center Training Institute	Medical billing/Medical office	1
	A+/MCSE	2
	CIW for web site fundamentals	1
Kishwaukee College	Basic Nursing	1
	Electronics & Computer Technology	1
	Medical Billing Coding	1
	Medical Transcription	1
Starr Truck Driving School	Office Assisting	1
	240 hour regional pro driver course	6
	200 hour local pro course	8
Elgin Community College	Integrated Systems Technology	13
	Nursing	1
	Human Services	1
	Residential AC and Heating	1
	Heating, AC and Refrigeration	1
	Network Specialist	1
	Real Estate Appraisal	1
	Supervisory Administrative Management	1
	Entrepreneurial Studies	1
	Basic Nursing Assistant	1
College of DuPage	Occupational Therapy Assistant (AAS)	1
	MSCE	2
	Dressmaking	1
Technical School of Medicine First Institute	General & Vascular Ultrasound	1
	Medical Assistant	3
	Business Computer Applications	3
Waubensee Community College	Massage Therapy Practitioner	1
	PC software Applications with basic web design	1
	Advanced Auto Body Repair	1
	Automotive Maintenance	1
	Electronic Publishing Certificate	1
	Nursing	1
	Medical Office Certificate	2
	Heating, Ventilation and AC (AAS)	1
	Office Skills Certificate	1
	Human Services (AAS)	1
Beginning Health Care Interpreting certificate	1	
Illinois Welding School	Electronic Technology (AAS)	1
	Combination Structural/Pipe Welding	1
American Institute of Software	Medical Office Specialist	4
	Patient Care Technician	1
Aurora University	Masters of Arts Teaching Certification	1
Professional Bartenders School	Bartending	1
Academy of Dog Grooming	Professional Pet Grooming	1
Canella School of Hair Design	Cosmetology	1
	MCSE/NCDBA	1
Micro Train	MCSE 2000	4
	Massage Therapy	1
Chicago School of Massage Therapy	Professional HR Management Program	1
NIU	Truck Driving	1
Rock Valley College	Truck Driving	2
Mexico Juarez Driving School	Heating, AC & refrigeration	1
ETI	Cosmetology	1
Empire Beauty School	Medical Office Coding & Billing Specialist	1
MITS		

TRADE ADJUSTMENT ASSISTANCE

Active events in Kane, Kendall & DeKalb counties:

- Aurora - First Alert/BRK Brands Inc., certified 3/13/07 (assigned to WIA 6)
- DeKalb - Spaulding Composites, Inc. certified 1/09/07
- Montgomery - Lyon Workspace Products, certified 6/28/06
- DeKalb - Gould Packaging, Inc. certified 6/5/06

Provided Benefits, Rights and Obligations presentations to Trade impacted employees of the following companies:

- Culligan International
- Woodward Controls, Inc.
- Opportunity Inc.
- Gutmann Leather

TAA Services

	LWIA 5	DeKalb only
Referrals-IDES, LWIAs, customer	310	
IDES carry over files (revised & finalized)	61	5
Total customers	371	20
Total customers co-enrolled in WIA	144	
KCDEE referrals to other LWIAs	6	15
Referrals contacted, no response	14	
Assessments completed, new customers	215	
Spanish assessments completed, new customers	27	
Customers in/completed training	134	
Customers that received job search allowance	0	
Customers that received relocation allowance	2	
Exits	127	
Not Eligible	19	

Training Provider	Training Program	Total Attendees
HVAC Tech	Spanish HVAC with TESL	2
ECC	Substance abuse counselor	1
	AAS HVAC	2
	HVAC certificate	1
	HVAC Level III	1
	ESL/Automotive	1
	Brakes&Suspension/Engine performance	1
	Automotive electrical specialist	1
	CDL truck driving	1
	Management/marketing retail certificate	1
	AAS Retail Management/Marketing	1
	AAS Management	1
	Graphics software certification	1
	Teacher's aide	1
	Manufacturing Technology	1
	AAS Industrial Manufacturing	1
	ESL/CNA	3
	ESL/GED	6
	Welding	1
	AAS Office Administration & Technology/ESL	1
	Office Assistant	2
	Medical Office Assistant	2
	ESL Level 5 – 8	1
	Intensive English	3
	CNC operator	1
	Medical Billing	1
	ESL/Phlebotomy	1
	GED/Early Childhood Education	1
	Prep Cook	1
MITS	Management associate	1
	Project Management	1
	Medical Assistant	1
	Program/business analyst	1
	Junior Office Associate	1
NIU	Cartography/GIS technician	1
	WAN	1
	Network Support Professional	1
	MCSE/CCNA/CCNP	1
	Residential construction management certificate	1
N. Eastern University	H.R. Development	1

Cannella School of Beauty	Cosmetology	3
Environmental Technical Institute	Heating, AC & Refrigeration	5
Triton Community College	Ophthalmic Technician	1
William Rainey Harper College	AAS Dental Hygiene	1
	Culinary certificate	1
	Elementary Ed Associate Degree	1
PC Center Training Institute	Oracle	1
Olympia College	Medical Office	1
	Medical Administrative Assistant	3
Technical School of Medicine	Vascular/Abdominal Ultrasound	3
	General/Small parts/Vascular Ultrasound	1
	Echocardiography/Vascular Ultrasound	1
Chicago School of Massage	Massage Therapy	1
Waubensee Community College	Small Business Management	1
	Medical Office Certificate	2
	Automotive Maintenance	1
	Early Childhood Aide	1
	Materials Management	1
	RN	1
	Truck Driving	2
	GED	2
	GED/ESL	2
Micro Train	WAN	1
	CCMP, web design, network+, CCNA	1
	Project Management Network track	2
	A+/Network+	1
	MCSE/PMP/ITIL	1
	MCSE	1
	Network+/MCSE/CCNA	1
College of DuPage	Desktop Publishing & Technical Writer	1
	Speech Language Pathology Assistant	1
	Surgical Technician	2
	Executive Assistant	1
	Micro computer service technician	1
	Intensive ESL/GED	1
	Intensive English/Real estate appraisal	1
	Library Tech Assistant AAS	1
Kishwaukee College	Intensive ESL	1
	Computer Information Science -- Associate Degree	2
	Information Processing	1
	Medical Billing & Coding	1
	Horticulture/Landscape design AAS	2
	Criminal Justice	1
Charis Bible College	Training Institute/Practical Ministry	1
Talent Technology, Inc.	Java/J2EE/MS Net	1
	Microsoft/Oracle/Developer/DBA	1
Illinois Institute of Art	Digital photography, multi media, web design	1
Juarez Truck Driving School	CDL	1
Image Designer School	Nail Tech	1
Aurora University	BA Organizational Management	1
IT Quality Group	CNC programmer/operator	1
JCM III corporation	Patient Care technician	2
Aquarius Institute	Ultrasound tech	2
	Medical office/phlebotomy/EKG	1
Gatlin University	Online 3D Max	1
PCCTI	Diagnostic Medical Sonography	1
Computer Training Source	MOS/Computer Repair	1
Eagle Training Services	CDL	1
Empire Beauty School	Cosmetology	1
Healthcare Inservice	CAN	1

COUNTY OF KANE

DEPARTMENT OF HUMAN
RESOURCE MANAGEMENT
Sheila D. McCraven
Executive Director



County Government Center
719 Batavia Avenue, Bldg. A
Geneva, Illinois 60134-3011
Phone: (630) 232-5932
FAX: (630) 232-9188
mccravensheila@co.kane.il.us

Human Services Committee Meeting

August 17, 2007

Job Vacancies for the month of July - 21

Animal Control

Kennel Assistant - Part time

Circuit Clerk

Deputy Clerk - Criminal Team

Health

Clinical Supervisor, Maternal-Child Program - Elgin
Nurse/Nutritionist Case Manager - Aurora
Public Health Associate (seasonal)
Case Manager/Nurse (seasonal)
Receptionist - Aurora
Maternal-Child Health Program Manager
Accountant II
Case Manager - Elgin
Director of Community Health
Program Coordinator
Public Health Associate - Elgin
Sanitarian II
West Nile Virus Surveillance Clerk (seasonal)

Judiciary

Bailiff

Sheriff

Telecommunicator

Transportation

Construction Project Manager
Civil Engineer Assistant (Co-op Intern)
Engineering Technician III
Highway Maintainer

Applications - 45

Background checks - 15

New Hires by Department - 30

Animal Control

Circuit Clerk

Coroner

Court Services

Finance

Health

Judiciary

Public Defender

Regional Office of Education

Sheriff

Position

Kennel Assistant - 2

Deputy Clerk
Supervisor
Systems Tech.
Chief of Security - 3

Administrative Officer III

Probation Officer - 2

Accountant I

Nurse Case Manager
Clerk I

Bailiff

Assistant Public Defender - 2

Director/Administrator
Assistant Supervisor
Executive IV - 4Corrections Officer - 4
Telecommunicator II - 3**Terminations - 15**

Animal Control

Circuit Clerk

Coroner

Health

Judiciary

Public Defender

Sheriff

State's Attorney

Position

Kennel Assistant

Chief of Security
Deputy Clerk
Deputy Clerk
Deputy Clerk

Administrative Officer I

Administrative Officer I
Nurse Case Manager
Sanitarian II - Unregistered

Court Assistant

Assistant Public Defender
Assistant Public DefenderInformation Processor
Court Security Deputy

Administrative Assistant

Length of Service

0 yr./2 mo.

0 yr./1 mo.
0 yr./9 mo.
1 yr./5 mo.
0 yr./5 mo.

5 yr./0 mo.

6 yr./11 mo.
2 yr./7 mo.
2 yr./11 mo.

0 yr./4 mo.

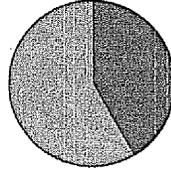
1 yr./1 mo.
3 yr./10 mo.1 yr./7 mo.
2 yr./1 mo.

1 yr./9 mo.

Job Seekers Submitting County Job Applications

Gender

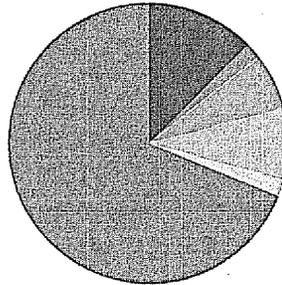
Males	28
Females	20
Total	48



Female	41.7%
Male	58.3%
Total:	100.0%

Race

White	33
Black	3
American Indian/ Alaskan Native	1
Hispanic	4
Other	1
MultiRacial	0
Pacific Islander/ Hawaiian	0
No Race Entered	6
Total	48



American Indian/Alaskan Native	12.5%
Black	6.3%
Hispanic/Latino	8.3%
Other	2.1%
White	68.8%
Total:	100.0%

Handicapped	0
Veteran	1
Vietnam Veteran	1
Disabled Veteran	0
Special DisabledVet	0

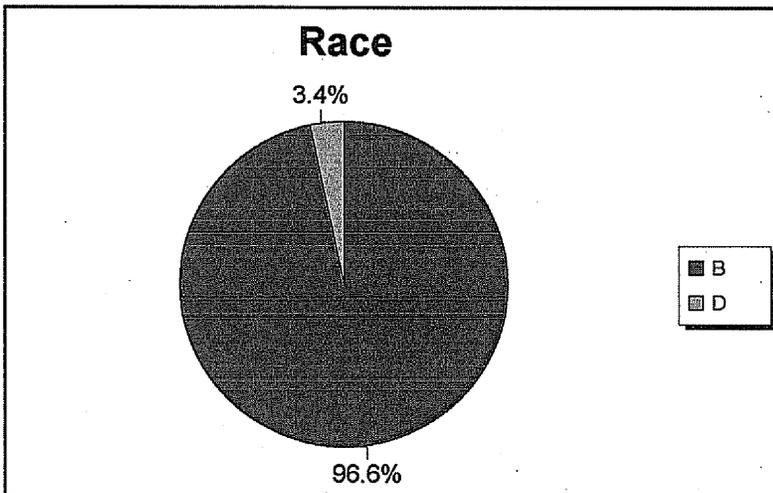
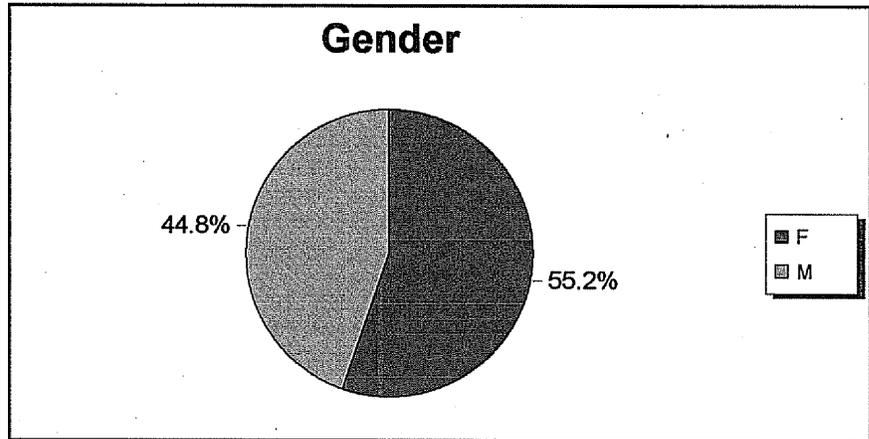


Kane County New Hires by Gender, Race and Category EEO Report for 7/1/2007 - 7/31/2007

Date: 8/1/2007
Time: 08:23AM

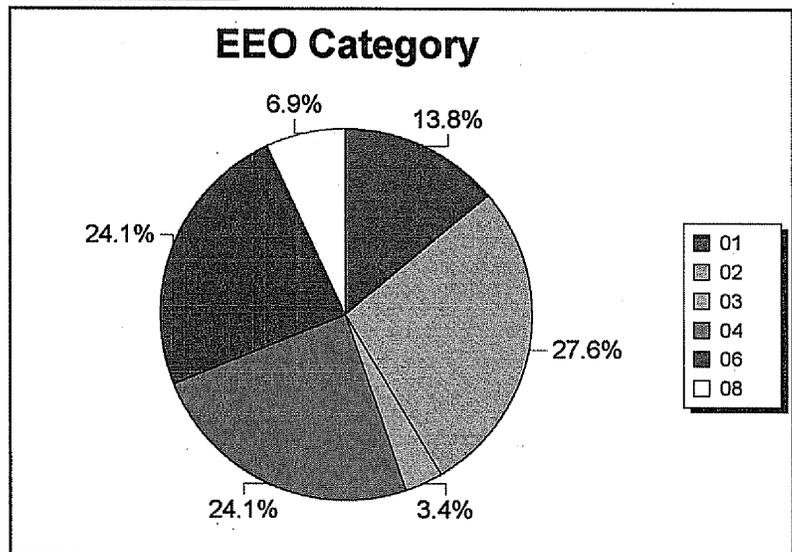
Gender	Count
F	16
M	13
Total	29

F = Female
M = Male



Code	Race	Count
B	WHITE	28
D	HISPANIC	1
Total		29

Code	EEO Category Description	Count
01	OFFICIAL/ADMINISTRATOR	4
02	PROFESSIONALS	8
03	TECHNICIANS	1
04	PROTECTIVE SERVICES	7
06	ADMINISTRATIVE SUPPORT	7
08	SERVICE/MAINTENANCE	2
Total		29



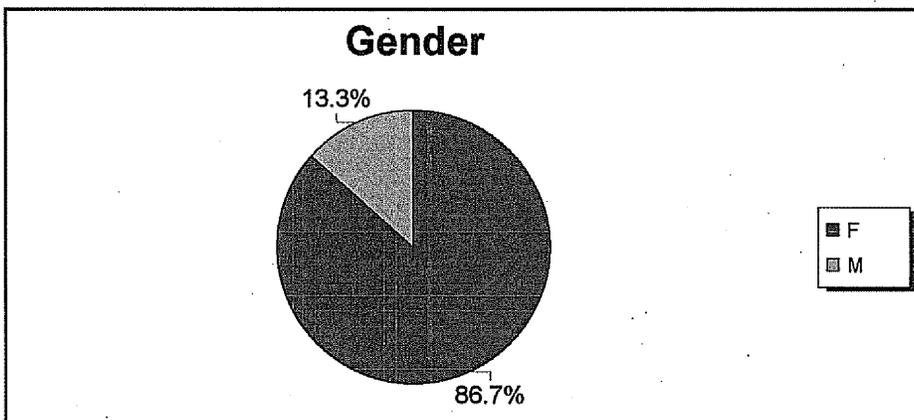


Kane County Terminations by Gender, Race and Reason EEO Report for 7/1/2007 - 7/31/2007

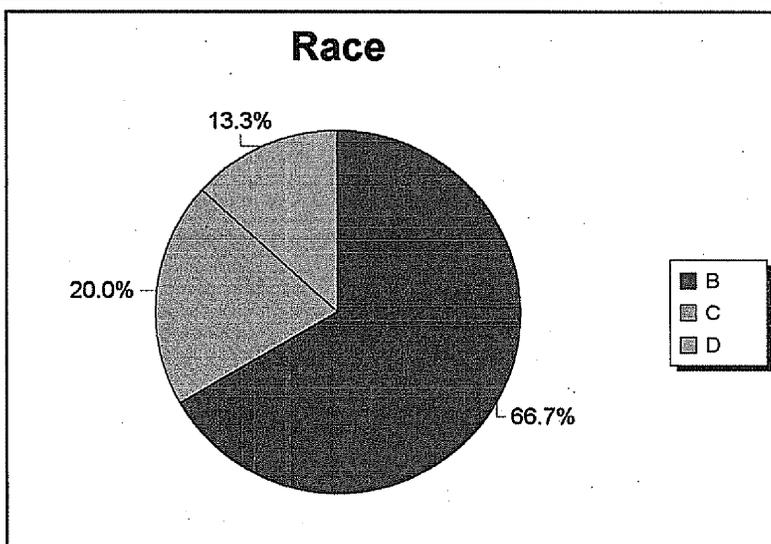
Date: 8/1/2007
Time: 08:26AM

Gender	Count
F	13
M	2
Total	15

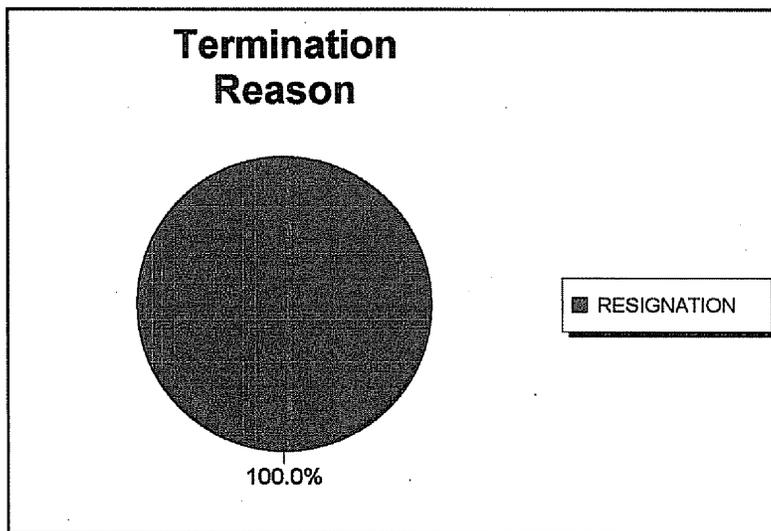
F = Female
M = Male



Code	Race	Count
B	WHITE	10
C	BLACK	3
D	HISPANIC	2
Total		15



Termination Reason	Count
RESIGNATION	15
Total	15



STATE OF ILLINOIS

COUNTY OF KANE

RESOLUTION NO. _____

AMENDMENT OF SEC. 2-72 TRAVEL EXPENSES GENERALLY

WHEREAS, from time to time the Executive Committee of the Kane County Board finds it desirable to establish the per diem food allowance for travel as contained in the Kane County Code; and

WHEREAS, the Executive Committee desires to establish the 2008 per diem food allowance for travel;

NOW, THEREFORE, BE IT RESOLVED by the Kane County Board the per diem food allowance applicable for 2008 travel expenses shall be: nine dollars (\$9) for breakfast, thirteen dollars (\$13) for lunch and twenty-two dollars (\$22) for dinner for a maximum total daily per diem of forty-four dollars (\$44). The Kane County Auditor shall notify employee of the per diem rates.

Passed by the Kane County Board on September 11, 2007.

John A. Cunningham
Clerk, County Board
Kane County, Illinois

Karen McConnaughay
Chairman, County Board
Kane County, Illinois

Vote:

Yes

No

Voice

Abstentions

OFFICE OF THE COUNTY AUDITOR

KANE COUNTY GOVERNMENT CENTER

WILLIAM F. KECK, C.P.A.
KANE COUNTY AUDITOR

SCOTT R. SANDERS
DEPUTY AUDITOR



719 S BATAVIA AVENUE
GENEVA, ILLINOIS 60134

630-232-5915
630-208-3838 (FAX)

July 5, 2007

TO: Sheila D. McCraven, Executive Director
Department of Human Resources Management

FROM: Auditor's Office

RE: Meal Allowance Per Diem Analysis

At your request our Office has analyzed the per diem meal allowance. The current meal allowance is \$38.00 per day; comprised of breakfast at \$7.00, lunch at \$11.00 and dinner at \$20.00. The percentage split is breakfast at 20%; lunch at 30% and dinner at 50% rounded down.

In August of 2005 our Office performed a review of this issue as requested by the Human Services Committee. The results of the review were issued to you in letter format dated August 10, 2005. At that time a survey was sent to 16 elected county auditors. The letter stated that since our business mileage is based upon IRS regulations, we might give future consideration to Federal meal per diem regulations. Because of this and other reasons our Office elected not to re-send the survey.

According to IRS Publication 1542 (2/2007), Per Diem Rates, Table 4. (Effective October 1, 2006 – September 30, 2007) the per diem rate for meal allowance is \$44.00, which is a 16% increase above the current county rate of \$38.00. This rate is specifically designated for Elgin, Aurora, Kane County and City of Elgin. The 2005 rate comparison utilized was based on Chicago and Springfield.

We recommend that the Human Services Committee adopt one of the following options for an increase in the employee meal per diem:

PER DIEM	<u>\$40</u>	<u>\$42</u>	<u>\$44</u>
Breakfast	\$ 8	\$ 8	\$ 9
Lunch	\$12	\$13	\$13
Dinner	\$20	\$21	\$22

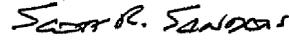
The adopted per diem rate would be applicable to all travel destinations. If the employee attends a conference where one or all meals are provided, the per diem is adjusted accordingly. In order to receive the per diem, employees must submit a Personal Expense Voucher and attach a copy of the conference registration.

If you have any further questions regarding this issue please feel free to contact us.

Respectively Submitted,



William F. Keck, C.P.A.
County Auditor



Scott R. Sanders
Deputy Auditor

COUNTY OF KANE

Ethics Advisor

Gene Nottolini



County Courthouse
100 S. Third Street
Geneva, Illinois 60134-3011
630-444-3210 Office
800-974-1602 Toll Free
630-945-8942 Mobile
Email: NottoliniGene@co.kane.il.us

MEMO

TO: Ms. Karen McConnaughay
FROM: Gene Nottolini
DATE: July 31, 2007
RE: Statistical Report

Enclosed herein please find my reports as the Kane County Ethics Advisor the years 2006 and 2007.

Let me take this time to thank the Chairman and the County Board for their confidence and support in this endeavor. Because this was our first venture into a county wide Ethics Advisor, we were exploring uncharted territory.

As you know, it was necessary to set up a protocol and education program to advise all county employees of our Ordinance provisions and its application to their jobs.

After my appointment, I spent most of 2006 making personal presentations before numerous classes of county employees. The classes set out the basic fundamentals of the ordinance emphasizing the provisions of the gift ban and political activity sections. This education aspect is a continuing obligation of the Ethics Advisor and to that end with the help of Mitzi Strike we prepared a video disc of my oral presentations which could be used for educating new employees or to re-acquaint employees who may have missed the initial presentations.

During the various teaching sessions many concerns and informal inquiries were addressed at these presentations. Therefore the expected inquiries may not have been as great as one would expect with this new ordinance. However, there were many phone and personal inquiries made during 2006-2007, but to the credit of Kane County Government employees there were no formal complaints filed with the Ethics Advisor from June 2006 through July 31, 2007.

Pursuant to Section 15-9 of the Kane County Ethics Ordinance the Ethics Advisor, is required to make a statistical report for each year consisting of (i) the number of

inquiries received concerning interpretation of this Ordinance and the State ethics laws, (ii) the number of complaints filed with the Ethics Advisor, (iii) the number of complaints deemed to sufficiently allege a violation of this Ordinance, (iv) the number of complaints deemed to be insufficient, (v) the number of complaints founded to be supported by substantial evidence, (vi) the number of complaints found not to be supported by substantial evidence, (vii) the number of complaints filed in Circuit Court, (viii) the number of complaints settled prior to court ruling, (ix) the disposition of each complaint, and (x) the status of pending complaints.

- (i) the number of inquiries received concerning interpretation of this Ordinance and the State ethics laws.

There were approximately 5 formal inquires in 2006 and approximately 5 formal inquiries in 2007

- (ii) the number of complaints filed with the Ethics Advisor.

2006	-	0
2007	-	0

- (iii) the number of complaints deemed to sufficiently allege a violation of this Ordinance.

2006	-	0
2007	-	0

- (iv) the number of complaints deemed to be insufficient.

2006	-	0
2007	-	0

- (v) the number of complaints found to be supported by substantial evidence.

2006	-	0
2007	-	0

- (vi) the number of complaints found not to be supported by substantial evidence.

2006	-	0
2007	-	0

- (vii) the number of complaints filed in Circuit Court.

2006	-	0
2007	-	0

- (viii) the number of complaints settled prior to court ruling.

2006	-	0
2007	-	0

- (ix) the disposition of each complaint.

2006	-	0
2007	-	0

(x) the status of pending complaints.

2006 - 0

2007 - 0

Thank you again for this opportunity to serve the citizens of Kane County, after my recall to the bench and my eventual permanent retirement, I would ask your consideration in resuming my post as Kane County Ethics Advisor.

Sincerely,



Gene Nottolini

Kane County Ethics Advisor

GN:scw

cc Sheila McCraven, Director of Human Resources/Committee

CLASSIFICATIONS OF EMPLOYMENT

Kane County classifies employees by these definitions:

Regular Full-time - An employee in an established position working 35 hours or more per week. Employees in this classification are entitled to the benefits described in this handbook. Unless otherwise noted, benefits begin to accrue on the first day of regular employment.

Regular Part-time - Effective December 1, 2003, an employee in an established position is one who is scheduled to work a minimum of 21 hours per week but less than 35 total hours per week. Employees in this classification are entitled to the benefits as described in this handbook. Unless otherwise noted, benefits begin to accrue on the first day of regular employment.

Seasonal full-time or part-time - An employee hired to work temporarily for a short prescribed period of time. Employees in this classification are not eligible for any benefits described in this handbook.

Non-Exempt - An employee who is who is entitled to the minimum wage and/or overtime pay protections of the Fair Labor Standards Act.

Exempt - An employee employed in a bona fide executive, administrative or professional capacity, a computer employee employed as a computer systems analyst, computer programmer, or a software engineer who is exempt from the minimum wage and overtime requirements of the Fair Labor Standards Act.

At will - An employee not covered by the provisions of a collective bargaining agreement or an employment contract and whose employment can be terminated, either by the employee or by the County, at any time and without reason or notice.

Independent contractor - An individual with a written contract to provide services to the County, who exercises control over the manner and method of how the work gets done, who supplies his/her own tools of the trade, and who controls when he/she works and for how long.

Kane County is required to enroll all employees into IMRF if their job normally requires 600 or more hours in a 12-month period.

Thursday, August 16, 2007

OVERTIME AND COMPENSATORY TIME OFF

Working in excess of the normal work hours within a week requires supervisor approval. The supervisor and the employee must agree, prior to working beyond the normal work hours, how time is to be compensated (i.e., payment or compensatory time). Compensatory time off should normally be used within 60 days, provided the supervisor concurs and the time off does not disrupt the operations of the department.

When non-exempt employees work over 35 hours but not more than 40 hours per week, they may be paid straight time or compensatory time on an hour-for-hour basis. Compensation for more than 40 hours will be at time and one-half in payment or compensatory time.

Exempt employees are not entitled to overtime in payment or compensatory time off.

Hours spent on vacation, holidays, sick leave, funeral leave, compensatory time, or any other paid leave, do not count as hours worked for the purpose of calculating overtime.