

OPERATIONS & ADMINISTRATIVE COMMITTEE AGENDA

Called by: Keith McDonald, Chairman
Members: John Butitta, Jean Crosby,
Paul Arena, Joe Hoffman, Dorothy
Redd, Jaime Salgado

DATE: THURSDAY, OCTOBER 7, 2021
TIME: 5:30 PM
LOCATION: ROOM 510
COUNTY ADMINISTRATION BLDG
404 ELM STREET
ROCKFORD, IL 61101

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes – None
- D. Public Comment – This is the time we invite the public to address the Operations and Administrative Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the chair, please stand and state your name. Thank you.
- E. Resolution Authorizing the Execution of a Renewal Agreement with AmWINS Group Benefits for the Administration of a Retiree Medical and RX Plan
- F. Resolution Authorizing the Execution of a Renewal Agreement with Northern Illinois Health Plans (NIHP) for Third Party Administrative Services
- G. Resolution Adopting Revised Language for the Discrimination/Harassment Policy, Diversity Policy and Equal Employment Opportunity Policy
- H. Other Matters
- I. Adjournment



Resolution Executive Summary

Prepared By: Debbie Crozier/Human Resources

Committee: Operations and Administrative Committee

Committee Date: October 7, 2021

Resolution Title: Resolution Authorizing the Execution of a Renewal Agreement with AmWINS Group Benefits for the Administration of a Retiree Medical and RX Plan

Board Meeting Date: October 14, 2021

Budget Information:

Was item budgeted? N/A	Appropriation Amount: N/A
If not, explain funding source:	
ORG/OBJ/Project Code: N/A	Budget Impact: N/A

Background Information: Winnebago County offers the retirees age 65 and over the option of electing a Medicare supplement and RX plan. The retiree pays 100% of the cost of this plan, we currently have 26 over age 65 retirees covered under this plan. This coverage with AmWINS has been offered since January 1, 2013.

Recommendation: Patrick Thompson and Human Resources have reviewed the resolution presented to the Board and recommend its approval.

Contract/Agreement: January 1, 2022 – December 31, 2022

Legal Review: Reviewed with the States Attorney's Office.

Follow-Up: N/A

RESOLUTION
of the
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS

Sponsored by: Keith McDonald

Submitted by: Operations and Administrative Committee

2021 CR

**RESOLUTION AUTHORIZING THE EXECUTION OF A RENEWAL AGREEMENT WITH AMWINS
GROUP BENEFITS FOR THE ADMINISTRATION OF A RETIREE MEDICAL AND RX PLAN**

WHEREAS, the County of Winnebago in 2021 offers a fully-insured Medicare supplement and RX plan to the retirees through AmWins; the County's Benefit Consultant recommends continuation of the Medicare Supplement and RX plan through Amwins; and,

WHEREAS, AmWINS Group Benefits has proposed the following rates to Winnebago County for the Medicare Supplement Plan and RX plan in 2022:

Medicare Supplement Plan and Part D Drug Plan: \$491.42 per retiree per month

*This is a 5.08% increase from 2021 rates.
Retirees that elect this plan pay the full cost.*

WHEREAS, the Operations and Administrative Committee of the County Board for the County of Winnebago, Illinois has reviewed the renewal and recommends that the County Board authorize execution of an agreement with AmWINS Group Benefits for the Medicare supplement and RX plan for retirees for the year January 1, 2022 through December 31, 2022.

NOW, THEREFORE BE IT RESOLVED, by the County Board of the County of Winnebago, Illinois that the Winnebago County Board Chairman is hereby authorized to execute an agreement attached hereto as Resolution Exhibit A with AMWINS GROUP BENEFITS, 10 LASALLE STREET, SUITE 3200, CHICAGO, IL 60603 for the Medicare Supplement and RX plan for Winnebago County retirees.

BE IT FURTHER RESOLVED that this Resolution shall be in full force and effective immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Director of Purchasing, Director of Human Resources, County Auditor and the County Board Office.

Respectfully Submitted,
OPERATIONS AND ADMINISTRATIVE COMMITTEE

AGREE

DISAGREE

KEITH McDONALD, CHAIRMAN

KEITH McDONALD, CHAIRMAN

JOHN BUTITTA, VICE CHAIRPERSON

JOHN BUTITTA, VICE CHAIRMAN

PAUL ARENA

PAUL ARENA

JEAN CROSBY

JEAN CROSBY

JOE HOFFMAN

JOE HOFFMAN

DOROTHY REDD

DOROTHY REDD

JAIME SALGADO

JAIMIE SALGADO

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this ____ day of _____ 2021.

ATTESTED BY:

JOSEPH CHIARELLI
CHAIRMAN OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

LORI GUMMOW
CLERK OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS



Bring on the Future

2022 Renewal Summary:
Winnebago County

PRESENTED BY:

Justin Goodwin
Amwins Group Benefits, LLC
Senior Vice President
T 301.601.9396
M 630.669.5500
justin.goodwin@Amwins.com

Winnebago County

2022 Retiree Medical & Rx Plan Renewal

Renewal Summary

We are pleased to provide the 2022 Group Retiree Medical and Prescription Drug Program Renewal for Winnebago County. Other than the annual Medicare deductible and co-insurance adjustments for Parts A, B, and D, the plan designs will remain unchanged for 2022. Please review the program details enclosed in this summary.

As always, Amwins Group Benefits will continue to provide our extensive administrative services including:

Eligibility Management	Program Administration
Annual and Monthly Enrollments	Billing and Collection of Premiums
Retiree Communications	Retiree Specialty Contact Center
Customer Service	Ongoing Retiree Advocacy and Support

Medical Plan

Underwritten by: Transamerica Premier Life Insurance Company

Effective January 1, 2022 – December 31, 2022

	2021	2022	% Increase	# of Lives
CW Medical Plan	\$275.94	\$289.74	5.00%	23
FL Medical Plan¹	\$232.02	\$238.98	3.00%	1
FL Medical Plan²	\$184.78	\$190.32	3.00%	1

Members of FL are subject to state-mandated benefits and rates. Rates are based on zip and issue age. Transamerica filed a 3% renewal increase effective 1/1/2022.

¹Issue age 65 Region 1

²Issue age 73 Region 1

Prescription Drug Plan

Underwritten by: Express Scripts Medicare

Effective January 1, 2022 – December 31, 2022

	2021	2022	% Increase	# of Lives
Rx Plan	\$191.71	\$201.68	5.20%	25

Overall Combined Program:

	2021	2022	% Increase	# of Lives
CW Medical & Rx Plan	\$467.65	\$491.42	5.08%	23
FL Medical & Rx Plan*	\$423.73	\$440.66	4.00%	1
FL Medical & Rx Plan**	\$376.49	\$392.00	4.12%	1

Amounts are inclusive of all services performed by Amwins Group Benefits, insurance premiums and non-insurance costs. Non-insurance costs included in these rates are for Manage My Health (\$10), and Claims Administration. Administration services are provided by Amwins Group Benefits, LLC, a division of Amwins Group, Inc.

¹Issue age 65 (Region 1)

²Issue age 73 (Region 1)



Winnebago County

2022 Retiree Medical & Rx Plan Renewal

Retiree Program Plan Designs

Medical Plan

Underwritten by: Transamerica Premier Life Insurance Company
Effective January 1, 2022 – December 31, 2022

2022	Medical Plan
Deductible *	\$0.00
Coinsurance	0%
Total OOP Max **	\$0.00
Lifetime Benefit Max	Unlimited

* Part B Deductible (2021: \$203.00)

** Includes Calendar Year Deductible

Prescription Drug Plan:

Underwritten by: Express Scripts Medicare
Effective January 1, 2022 – December 31, 2022

2022	(30 Day Retail)**
Calendar Year Deductible:	\$0
Tier 1: Preferred Generic	\$5
Tier 2: Generic	\$10
Tier 3: Preferred Brand	\$25
Tier 4: Brand	\$60
Tier 5: Specialty	33%
Coverage in the Gap*	Same copay schedule as above
OOP over \$7,050.00	Greater of 5% of the cost of the drug or co-pay of \$3.95 for Generics for \$9.85 for Brands

*After your total yearly drug costs reach \$4,430, you will pay the same co-payment schedule as noted above. The co-payments shown already include the manufacturer discounts on brand name drugs provided by the Medicare Coverage Gap Discount Program.

** One month (30 day) supply at an in-network preferred pharmacy; three month (90 day) supply at an in-network preferred pharmacy is three times the 30 day copay and mail order is two times the 30 day copay.

Winnebago County 2022 Retiree Medical & Rx Plan Renewal

Group Retiree Program Renewal Acceptance 2022

Please review and confirm the 2022 subsidy and billing summary. Please return the signed electronic copy to Chrissy.McSwain@amwins.com

Subsidy Summary:

	2021 Subsidy	2022 Subsidy (please provide if changing)
All Members	Not Available	Not Available

Billing Modes:

	2021 Billing Modes	2022 Billing Modes
All Members	List Bill	List Bill

Please be advised, we have reviewed the proposed plans, rates, subsidy levels, and billing modes and communications. We authorize Amwins to mail these renewal communications to our retirees, advising them of the 2022 changes.

Print Name _____ Print Title _____

Signature _____ Date _____



GROUP BENEFITS, LLC

50 Whitecap Drive
North Kingstown, RI 02852

August 25, 2021

Dear Winnebago County Retiree:

We are pleased to provide you with information regarding your 2022 Retiree Medical and Prescription Drug Plans sponsored by Winnebago County. Please review this year's policy renewal, which will take effect **January 1, 2022**.

The only changes you will see to the design of your Retiree Medical and Prescription Drug Plan for 2022 are those mandated by Medicare each year. Those may include changes to the annual deductible, coinsurance adjustments to Parts A, B, and D, and any program changes made by Medicare. You will receive updated plan information directly from Express Scripts before January 1.

Your 2022 monthly costs will continue to be paid by Winnebago County. Coverage will automatically renew on January 1, 2022, and there is no further action required on your part. Please continue to use your current ID cards.

There is no action required of you at this time if you would like to continue your employer group coverage. If you have any questions, please call the Amwins Group Benefits Customer Care Center toll-free at 1-888-883-3757, Monday through Friday, 8:00 AM to 8:00 PM (EST).

Sincerely,

Amwins Customer Care Center



Resolution Executive Summary

Prepared By: Debbie Crozier/Human Resources

Committee: Operations and Administrative Committee

Committee Date: October 7, 2021

Resolution Title: Resolution Authorizing the Execution of a Renewal Agreement with Northern Illinois Health Plans (NIHP) for Third Party Administrative Services

Board Meeting Date: October 14, 2021

Budget Information:

Was item budgeted? Yes	Appropriation Amount: Approx. \$1,920,000
If not, explain funding source:	
ORG/OBJ/Project Code: 48500 43170/43173/43171 Budget Impact: Est. \$75.00	

Background Information: Winnebago County contracts with NIHP for numerous services (dental, flex spending, COBRA, etc.), we have had an administrative services contract in place with NIHP since January 1, 2007. Over the past several years the rate increases from NIHP have been minimal, for 2022 they are requesting a \$0.25 increase on ID cards only, all other services remain at the same rate as 2021.

Recommendation: Patrick Thompson and Human Resources have reviewed the resolution presented to the Board and recommend approval.

Contract/Agreement: January 1, 2022 – December 31, 2022

Legal Review: Previously reviewed with the States Attorney's Office.

Follow-Up: N/A

RESOLUTION
of the
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS

Sponsored by: Keith McDonald

Submitted by: Operations and Administrative Committee

2021 CR

**RESOLUTION AUTHORIZING THE EXECUTION OF A RENEWAL AGREEMENT WITH NORTHERN ILLINOIS
HEALTH PLAN (NIHP) FOR THIRD PARTY ADMINISTRATIVE SERVICES**

WHEREAS, the County of Winnebago, Illinois, offers employees the option of participating in a dental plan, flexible spending accounts and other administrative services; and,

WHEREAS, the County's Benefit Consultant recommends the continuation of the administrative services by NIHP; and,

WHEREAS, NIHP has proposed the attached rates to Winnebago County for administrative services in 2022; see Resolution Exhibit A; and,

WHEREAS, the Operations and Administrative Committee of the County Board for the County of Winnebago, Illinois has reviewed agreement and recommends that the County Board authorize execution of an agreement with NIHP for administrative services for the year January 1, 2022 through December 31, 2022.

NOW, THEREFORE BE IT RESOLVED, by the County Board of the County of Winnebago, Illinois that the Winnebago County Board Chairman is hereby authorized to execute an agreement with NORTHERN ILLINOIS HEALTH PLANS, 77 W. LINCOLN BLVD., SUITE 402, FREEPORT, IL 61032 for administrative services.

BE IT FURTHER RESOLVED that this Resolution shall be in full force and effective immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Director of Purchasing, Director of Human Resources, County Auditor and the County Board Office.

Respectfully Submitted,
OPERATIONS AND ADMINISTRATIVE COMMITTEE

AGREE

DISAGREE

KEITH McDONALD, CHAIRMAN

KEITH McDONALD, CHAIRMAN

JOHN BUTITTA, VICE CHAIRPERSON

JOHN BUTITTA, VICE CHAIRMAN

PAUL ARENA

PAUL ARENA

JEAN CROSBY

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JOE HOFFMAN

JOE HOFFMAN

DOROTHY REDD

DOROTHY REDD

JAIME SALGADO

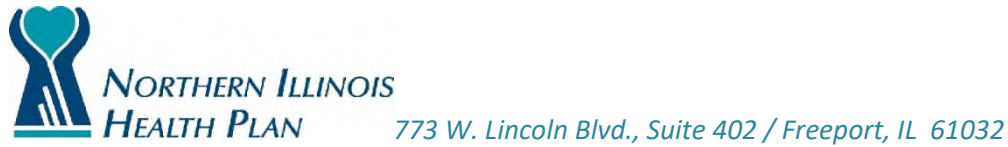
JAIMIE SALGADO

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this ____ day of _____ 2021.

ATTESTED BY:

JOSEPH CHIARELLI
CHAIRMAN OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

LORI GUMMOW
CLERK OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS



September 17, 2021

RE: Winnebago County, Renewal January 1, 2022

NIHP wants to thank both Winnebago County and Gallagher for the opportunity to continue to provide administration services for Winnebago County. We look forward to continuing to build our partnership by providing specialized services that fulfill your expectations. I am pleased to present the administrative services renewal for Winnebago County effective January 1, 2022.

ASO Fee	Effective 4/1/21	Effective 1/1/22
Current NIHP Services:		
Flexible Spending: Medical (including Debit Card)	\$6.19	\$6.19
Flexible Spending: Dependent Care	\$4.11	\$4.11
Flexible Spending: Annual Fee	\$364	\$364
Wrap Networks (Out-of-Network Discounts)	25% of savings	25% of savings
HIPAA Certificate Administration (per certificate)	\$5.20	\$5.20
COBRA Administration (per occurrence):		
Initial Notification	\$5.20	\$5.20
Member Termination	\$26.01	\$26.01
Member Enrollment	\$36.41	\$36.41
ID Cards (per card)	\$1.75	\$2.00
Dental Claims Administration (PEPM)	\$3.00	\$3.00
Life Insurance Billing Administration (PPPM)	\$1.00	\$1.00
Stop Loss Administration (PEPM)	\$1.75	\$1.75
Retiree Admin Fee (PEPM)	\$5.99	\$5.99
Services from other vendors:		
Cigna Dental PPO (Broader network)	\$2.95	\$2.95

Additional Information:

- NIHP cannot guarantee fees from outside vendors
- Performance Guarantees will remain in effect unless requested otherwise



Resolution Executive Summary

Prepared By: Debbie Crozier/Human Resources

Committee: Operations and Administrative Committee

Committee Date: October 7, 2021

Resolution Title: Resolution Adopting Revised Language for the Discrimination/Harassment Policy, Diversity Policy and Equal Employment Opportunity Policy

Board Meeting Date: October 14, 2021

Budget Information:

Was item budgeted? N/A	Appropriation Amount: N/A
If not, explain funding source:	
ORG/OBJ/Project Code: N/A	Budget Impact: N/A

Background Information: The language in the Discrimination/Harassment Policy, Diversity Policy and the Equal Employment Opportunity Policy is being revised due to the updated Workplace Transparency Act and the Illinois Sexual Harassment training.

Recommendation: Patrick Thompson and Human Resources have reviewed the resolution presented to the Board and recommend approval.

Contract/Agreement: N/A

Legal Review: Reviewed with the States Attorney's Office.

Follow-Up: N/A

RESOLUTION
of the
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS

Sponsored by: Keith McDonald

Submitted by: Operations and Administrative Committee

2021 CR

**RESOLUTION ADOPTING REVISED LANGUAGE FOR THE DISCRIMINATION/HARASSMENT
POLICY, DIVERSITY POLICY AND EQUAL EMPLOYMENT OPPORTUNITY POLICY**

WHEREAS, the County of Winnebago has previously established a Discrimination/Harassment Policy, Diversity Policy and Equal Employment Opportunity Policy, as stated in Chapter 62 of the Winnebago County Code; and,

WHEREAS, revision are needed to the language in the Policies as stated in Chapter 62 of the Winnebago County Code as proposed in Attachment A; and,

WHEREAS, the Operations and Administrative Committee of the County Board for the County of Winnebago, Illinois have reviewed the revised language changes and recommends that the County Board adopt the Policy changes.

NOW, THEREFORE BE IT RESOLVED, by the County Board of the County of Winnebago, Illinois that above Policies in Chapter 62 of the Winnebago County Code adopted is hereby replaced with the revised language as shown in Resolution Exhibit A.

BE IT FURTHER RESOLVED that this Resolution shall be in full force and effective immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Director of Purchasing, Director of Human Resources, County Auditor and the County Board Office.

Respectfully Submitted,
OPERATIONS AND ADMINISTRATIVE COMMITTEE

AGREE

DISAGREE

KEITH McDONALD, CHAIRMAN

KEITH McDONALD, CHAIRMAN

JOHN BUTITTA, VICE CHAIRPERSON

JOHN BUTITTA, VICE CHAIRMAN

PAUL ARENA

PAUL ARENA

JEAN CROSBY

JEAN CROSBY

JOE HOFFMAN

JOE HOFFMAN

DOROTHY REDD

DOROTHY REDD

JAIME SALGADO

JAIMIE SALGADO

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this ____ day of _____ 2021.

ATTESTED BY:

JOSEPH CHIARELLI
CHAIRMAN OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

LORI GUMMOW
CLERK OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

Description: DISCRIMINATION/HARASSMENT POLICY		Policy Number: 62-14	
	WINNEBAGO COUNTY	Revision Date:	10/14/2021
		Issue Date:	10/14/2021
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I. POLICY

Winnebago County strives to maintain a **working environment** that fosters mutual employee respect and promotes a harmonious, productive **working environment**. Winnebago County is committed to maintaining a **working environment** that is free of discrimination and harassment.

In keeping with that commitment, Winnebago County prohibits discrimination and/or harassment that is based on an **individuals perceived or actual** sex, race, religion, gender identity, color, pregnancy, ancestry, national origin, age, sexual orientation, physical or mental disability, military status, unfavorable discharge from military service, **citizenship**, marital status, genetic information, or any other class protected by federal or state law, now or in the future. Winnebago County further prohibits discrimination and/or harassment that is perceived as creating a hostile **working environment**. Discrimination and/or harassment in any form constitute misconduct that undermines the integrity of the **working environment**.

II. SCOPE

This policy applies to every employee, elected official, contractor, consultant, volunteer, and intern, throughout Winnebago County and all individuals who may have contact with employees of this organization as a result of County business operations (third party).

III. DEFINITIONS

As used in this document, the following definitions shall apply:

- A. **Harassment** is verbal or physical conduct that is directed at an individual because of his or her **actual of perceived**, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, pregnancy, genetic information, **citizenship status**, gender identity or any other basis, as provided by law, and is sufficiently severe, pervasive, or persistent so as to have the purpose effect of creating a hostile **working environment**.
- B. **Complaint** A formal or informal allegation of discrimination or harassment by an employee, including the filing of a grievance.

Description: DISCRIMINATION/HARASSMENT POLICY		Policy Number: 62-14	
	WINNEBAGO COUNTY	Revision Date:	10/14/2021
		Issue Date:	10/14/2021
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C. **Discrimination** is unfavorable treatment of an individual, involving any term or condition of employment, based on that individual's **actual or perceived** race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, pregnancy, citizenship status, genetic information, gender identity or any other basis, as provided by law, and is sufficiently severe, pervasive, or persistent so as to have the purpose effect of creating a hostile environment.

D. **Manager, Supervisor, and or Department Head** Official or designee with the primary responsibility to supervise and coordinate the administration of a department or sub department and its employees.

E. **Third Party** is any individual who interacts with employees, but is not employed by Winnebago County. Examples of third party individuals are: students, faculty, applicants, lawyers, vendors, contractors consultants and/or volunteers.

F. **Retaliation** is an adverse action, performed directly or through others, that would deter a reasonable person from reporting or participating in the investigation of conduct prohibited by this policy. Adverse actions may include, but are not limited to termination, negative performance evaluations, discipline, demotion, reassignment or reduction in pay.

G. **Working Environment** is not only the physical location of work, but extends to other work sites including off-site, mobile or moving work sites/locations.

H. **Sexual Harassment** is any sexual advance, request for sexual favor, verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment;
- b. An individual's submission to or rejection of such conduct is the basis for employment decisions affecting such individual;
- c. Such conduct has the purpose or effect of substantially interfering with an individual's work performance;
- d. Such conduct creates an intimidating, hostile or offensive working environment, such that a reasonable person would find the environment to be hostile and abusive.

Description:		DISCRIMINATION/HARASSMENT POLICY		Policy Number: 62-14	
		WINNEBAGO COUNTY		Revision Date:	10/14/2021
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IV. GENERAL PROVISIONS

A. Sexual harassment is a form of misconduct which undermines the integrity of the employer-employee relationship and is prohibited at all times.

B. Sexual harassment also extends the prohibition that supervisors and co-workers not engage in sexual harassment applies to nonemployees such as patrons, vendors and service providers. Nonemployees can be victims of sexual harassment and/or perpetrators of sexual harassment.

C. Sexual harassment may include behaviors that range from subtle to overt and may involve individuals of the same or different gender. Some examples of these behaviors are:

1. Unwanted sexual advances or requests for sexual favors;
2. Sexually-oriented kidding or abuse;
3. Unwelcome physical contact;
4. Submission to or rejection of conduct is made either explicitly or implicitly a term or condition or an individual's employment;
5. Demand for sexual favors, which may be accompanied by implied or overt promises of preferential treatment or threats concerning an individual's employment status;
6. Sexual jokes and innuendo;
7. Verbal abuse of a sexual nature;
8. Commentary about an individual's body, sexual prowess or sexual deficiencies;
9. Leering, catcalls, whistling, or touching, pinching or brushing the body;
10. Suggestive or insulting or obscene comments or gestures;

Description:		DISCRIMINATION/HARASSMENT POLICY		Policy Number: 62-14	
	WINNEBAGO COUNTY	Revision Date:		10/14/2021	
		Issue Date:		10/14/2021	
		Page 4 of 11			

11. Displays or circulation in the working environment of sexually suggestive objects, contents, slogans, or pictures (including through e-mail);

12. Other physical, verbal or visual conduct of a sexual nature.

D. Non-sexual conduct can also constitute a violation of applicable law when such conduct is directed at a person because of his or her gender.

E. Harassment on the basis of any protected characteristic is strictly prohibited. Any verbal or physical conduct that denigrates or shows hostility toward an employee because their **perceived or actual** race, color, religion, sex, national origin, age, handicap/disability, ancestry, pregnancy, sexual orientation, gender identity, marital status, citizenship status, order of protection status, arrest record, unfavorable discharge from the military, mental or physical disability unrelated to a person's ability to perform the essential functions of the job, genetic information, **citizenship status** or any other characteristic protected by federal or state law. Harassing conduct includes, but is not limited to:

1. Epithets, slurs or negative stereotyping;

2. Mocking or imitating the speech, hearing, walk or movement of a person with a disability; mocking identifiable characteristics of an individual or group of a protected status;

3. Using slang names or labels that may be considered derogatory or too familiar;

4. Threatening, intimidating or hostile acts;

5. Denigrating jokes;

6. Display or circulation in the **working environment** of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through email, voice mail, or similar systems). There shall be no distinction between someone who originates, sends, or forwards such material and one who receives such material and fails to take any action regarding its receipt.

Description: DISCRIMINATION/HARASSMENT POLICY		Policy Number: 62-14	
	WINNEBAGO COUNTY	Revision Date:	10/14/2021
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F. Each employee shall assist in the prevention of harassment through the following acts:

1. Refraining from participation in or encouragement of actions that are or could be perceived as harassment;
2. Reporting acts of harassment to a supervisor, manager, Department Head or Winnebago County Human Resources Department.
3. Encouraging any employee who confides that he or she is being harassed to report these acts to a supervisor.

G. This policy is not intended to preclude any employee from filing a complaint or grievance with an appropriate outside agency.

V. PROHIBITED ACTIVITIES

- A. Conduct prohibited by this policy is unacceptable in the **working environment** and in any work-related setting, such as during business trips, professional conferences, business meetings and business-related social events. **This also includes online and social media can constitute sexual harassment even when it occurs "off the clock", off-site" or even "out of state".** Any employee engaging in practices or conduct constituting sexual harassment, discrimination or harassment of any kind shall be subject to disciplinary action, up to and including termination.
- B. Winnebago County prohibits retaliation against any individuals who make good faith reports of discrimination or harassment, participate in an investigation of such reports, or file a charge of discrimination or harassment. Retaliation against any individual for reporting harassment or discrimination, or participating in an investigation of a claim of harassment or discrimination, or for filing a charge of discrimination or harassment is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination.

VI. EMPLOYEES' RESPONSIBILITIES

"It is our mission to provide high quality services and promote a safe community for all people in Winnebago County".

Description:		DISCRIMINATION/HARASSMENT POLICY		Policy Number: 62-14	
		WINNEBAGO COUNTY		Revision Date:	10/14/2021
				Issue Date:	10/14/2021
				Page 6 of 11	

- A. If an employee is the subject of or witnesses harassment or discrimination of any kind, he or she should deal with the incident(s) as directly and firmly as possible by clearly communicating his or her position to the offending person, and to his or her immediate supervisor, Dept. Head or the Winnebago County Human Resources Dept. In cases which involve complaints against elected officials covered under this policy, an employee may also inform the State's Attorney's Office. It is not necessary that the harassment be directed at the employee in order to make a complaint through the procedures set forth below.
- B. The employee and the individual to whom the harassment is reported should document or record the facts surrounding each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident).
 1. Written records such as letters, notes, memos, emails, and telephone messages can strengthen documentation.
- C. If there is harassing or discriminatory behavior in the **working environment**, the employee may directly and clearly express their objection to the offending person(s) regardless of whether the behavior is directed at them.
 1. If the employee is being harassed, he or she should clearly state that the conduct is unwelcome and the offending behavior must stop.
 2. However, the employee is not required to directly confront the person who is the source of his or her report, question, or complaint before notifying any of the individuals listed in Section A above.
 3. The initial communication may be oral, but documentation of the notice should be made. If subsequent communication is needed, it should be put in writing.
- D. Employees who have witnessed or experienced conduct they believe is contrary to this policy are encouraged to use this reporting procedure. An employee's failure to follow this procedure could affect his or her right to pursue legal action.
- E. Failure by an employee to report known harassment may be grounds for discipline, up to and including termination.

Description:		DISCRIMINATION/HARASSMENT POLICY		Policy Number: 62-14	
		WINNEBAGO COUNTY		Revision Date:	10/14/2021
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VII. SUPERVISOR'S RESPONSIBILITIES

- A. Each supervisor shall be responsible for addressing and preventing acts of harassment. This responsibility includes:
 1. Monitoring the **working environment** on a daily basis for signs that harassment may be occurring.
 2. Counseling all employees on the types of behavior prohibited and the organization's procedure for reporting and resolving complaints of harassment.
 3. Stopping any observed acts that may be considered harassment and taking immediate and appropriate corrective action, whether or not the involved employees are within his or her line of supervision.
 4. Taking immediate action to limit the work contact between two employees when there is a pending investigation of harassment involving those employees.
- B. Every supervisor has the responsibility to assist any employee who comes to that supervisor with a complaint of harassment in documenting and filing a complaint as outlined in this policy.
- C. Any supervisor who becomes aware of any possible sexual or other unlawful harassment of or discrimination against any employee must immediately advise his or her Dept. Head, the Human Resources Dept., or the State's Attorney's Office, who will timely initiate an investigation into the conduct.

VIII. COMPLAINT PROCEDURES

- A. Winnebago County strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. While no fixed reporting period has been established, the prompt reporting of complaints or concerns allows for rapid and constructive action.

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- B. An employee who believes that he or she is being harassed or discriminated against should promptly report the offending behavior to a supervisor or Dept. Head so that steps may be taken to protect the employee from further harassment or discrimination and appropriate investigative and disciplinary measures may be initiated. If reporting to a supervisor or Dept. Head is not practical, if the employee feel uncomfortable doing so, or if the supervisor and/or Dept. Head is the source of the problem, condones the problem, or ignores the problem, the report should be made directly to the Winnebago County Human Resources Dept. or the State's Attorney's Office.
- C. The availability of this reporting procedure does not preclude employees who believe they are being subjected to harassment or discriminatory conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued. However, employees are not required to communicate directly with the offender.
- D. The supervisor or other person taking the complaint shall interview the complaining employee and document, in writing, the details and nature of the incident(s). The documentation shall contain the following, at a minimum:
1. Statement of the facts upon which the complaint is based;
 2. Person(s) performing, participating in, or witnessing the harassment;
 3. Description of specific wrongful act(s) and harm done;
 4. Date(s) on which it occurred;
 5. Any particular remedy or adjustment sought;
 6. The time and date the complaint was brought to the attention of the supervisor or other person taking the complaint, along with any action taken.
- E. The person taking the complaint shall promptly forward the documentation to the Human Resources Dept. or State's Attorney's Office for review.

IX. INVESTIGATION OF COMPLAINT

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- A. The Winnebago County Human Resource Dept., or in some instances, the State's Attorney's Office, is responsible for the prompt coordination of the investigation into any complaint alleging harassment or discrimination.
 1. At no time will employees involved in the alleged harassment or discrimination conduct the investigation.
 2. The investigating department will make every reasonable effort to conduct the investigation in a responsible and confidential manner; however, it is impossible to guarantee absolute confidentiality.
 3. The investigating department reserves the right to use an outside agency to investigate claims of harassment or discrimination.
 4. As with any investigation of work environment misconduct, all employees must fully cooperate and provide truthful information or risk disciplinary action, up to and including termination.
- B. If the complaint contains evidence of possible criminal activity, the investigator shall notify and confer with the offices of the State's Attorney and the Sheriff.
- C. When appropriate, the investigation shall include an inquiry into whether other employees are being harassed or discriminated against by the individual and whether other personnel participated in or encouraged the harassment or discrimination.
- D. A report shall be completed with a conclusion that the allegation(s) are founded or unfounded.
- E. If the allegation(s) are founded, the report shall include any recommended remedies or adjustments, including training, referral to counseling or EAP, and/or disciplinary action, up to and including termination. If it is determined disciplinary action is warranted, the appropriate procedure shall be followed.
- F. The complainant shall be informed, in writing, of the outcome of the investigation.

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X. FALSE AND FRIVOLOUS COMPLAINTS

Given the possibility of serious consequences for an individual accused of sexual or other forms of harassment or discrimination, employees who make complaints in bad faith or otherwise file false or frivolous charges may be guilty of severe gross misconduct and may be subject to disciplinary action, up to and including termination.

XI. DISCIPLINE/SANCTIONS

Disciplinary action will be taken against any employee found to have engaged in discrimination, sexual harassment or other forms of harassment prohibited under this Policy. Violations of the Discrimination/Harassment Policy are subject to disciplinary action, up to and including termination of employment. In some instances, a violation of this policy may also subject the employee to civil and/or criminal penalties, fines and other sanctions.

Where a hostile **working environment** has been found to exist, Winnebago County will take all reasonable steps to eliminate the conduct creating such an environment.

XIII ADMINISTRATIVE CONTACTS

While Winnebago County will strive to resolve any complaints of harassment or discrimination within the organization, the County acknowledges an employee's right to contact federal and state entities for purposes of discussing and potentially, filing a formal complaint. Contact information for those state and federal agencies is set forth below:

Illinois Department of Human Rights

(312) 814-6200 Chicago
 (866) 740-3953 TTY Chicago
 (217) 785-5100 Springfield
 (866) 740-3953 TTY Springfield

Illinois Human Rights Commission

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(312) 814-6269 Chicago
 (312) 814-4760 TTY Chicago
 (217) 785-4350 Springfield
 (217) 557-1500 TTY Springfield

Equal Employment Opportunity Commission

(800) 669-4000 Chicago
 (312) 869-8001 TTY Chicago
 (844) 234-5122 ASL video

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I. POLICY

The County values the differences among our employees. These individual differences enrich the workplace and improve our ability to attract employees.

II. SCOPE

This policy applies to every employee of Winnebago County, including elected officials if so adopted. Provided, however, that if there are provisions in a collective bargaining agreement that conflict with the provisions of this policy as applied to an employee subject to that agreement, the agreement shall control.

III. GENERAL PROVISIONS

Winnebago County is committed to fostering, cultivating and preserving a culture of diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but of our reputation and the County's achievements as well.

We embrace and encourage our employees' **perceived or actual** differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, **citizenship status**, veteran status, and other characteristics that make our employees unique.

Winnebago County's diversity initiatives are applicable, but not limited to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs and recalls; terminations; all other employment-related decisions; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.

"It is our mission to provide high quality services and promote a safe community for all people in Winnebago County".

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- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

All employees of Winnebago County have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions (either on or off the work site), and at all other County-sponsored and participative events. All employees are also required to attend and complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the County's diversity policy and initiatives should seek assistance from a supervisor or a Human Resources representative.

Description:		EQUAL EMPLOYMENT OPPORTUNITY POLICY		Policy Number:	
 <div>WINNEBAGO COUNTY ILLINOIS</div>	<div>WINNEBAGO COUNTY</div>		Revision Date:	10/14/2021	
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I. POLICY

Winnebago County believes in providing equal employment opportunities for all employees regardless of **perceived or actual race**, color, religion, gender, sexual orientation, national origin, age, military status, **citizenship status**, status upon discharge from military service, marital status, genetic information, disability or other illegal basis provided the individual possesses the skills, knowledge and abilities required to perform the essential functions of the job with or without reasonable accommodation.

II. SCOPE

This policy applies to all employees throughout the organization and all individuals who may have contact with any employee of this organization. It governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

III. PROCEDURE

Affirmative Action Plans for minorities, females, veterans and disabled employees have been developed to ensure compliance with Affirmative Action laws and regulations. These Plans are located in the Human Resources Department and are available for review during normal working hours. Employees covered by these plans are encouraged to avail themselves of the plans' benefits and programs. A periodic review and evaluation of all employment procedures will be conducted to ensure Winnebago County's commitment to Equal Employment Opportunity. The Manager of the Human Resources Department is the Equal Employment Opportunity Coordinator and is responsible for the implementation, administration and continued development of all phases of equal employment activities. Any questions concerning interpretation of the laws, this Equal Employment Opportunity Policy or discrimination complaints should be directed to the Manager of the Human Resources Department.

IV. PROHIBITED CONDUCT

In keeping with that commitment, Winnebago County prohibits discrimination and/or harassment that is sexual, racial, or religious in nature or is related to anyone's **perceived or actual** gender, national origin, age, sexual orientation, disability, military status, status upon discharge from military service, marital status, **citizenship status** genetic information, or is perceived as creating a hostile working environment. Illegal discrimination is prohibited in recruitment, compensation, benefits, training, promotion, retention, discipline, educational

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opportunities and recreational activities. Discrimination and/or harassment in any form constitute misconduct that undermines the integrity of the employment relationship and is prohibited by this policy. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment with Winnebago County.