



LAKE COUNTY FOREST PRESERVES
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Preservation, Restoration, Education and Recreation

DATE: November 3, 2016

MEMO TO: S. Michael Rummel, Chair
Finance and Administrative Committee

FROM: Mary E. Kann
Director of Administration

RECOMMENDATION: Recommend approval of an Ordinance amending Personnel Policy No. 7.1 - Insurance Benefit Plans.

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability.

FINANCIAL DATA: The insurance waiver payment is included as part of the insurance budget. There is no immediate financial impact to this change.

BACKGROUND: Pursuant to District Personnel Policy 7.1, a regular full-time employee who is eligible for medical insurance may elect to waive coverage and receive an insurance waiver payment, if he or she has other medical coverage. Currently, the insurance waiver payment is paid to employees quarterly.

In August 2016 the District underwent an IMRF audit. The final audit report stated that, to meet IMRF wage reporting requirements, the insurance waiver payment should be paid per paycheck (bi-weekly) rather than quarterly. The attached ordinance would approve an amendment to the District's personnel policies to change such payment to a bi-weekly basis.

REVIEW BY OTHERS: Executive Director, Corporate Counsel.

PRESENTER: Mary E. Kann

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

**BOARD OF COMMISSIONERS
LAKE COUNTY FOREST PRESERVE DISTRICT
REGULAR NOVEMBER MEETING
NOVEMBER 8, 2016**

MADAM PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:

Your **Finance and Administrative Committee** presents herewith “An Ordinance Amending Personnel Policy - 7.1 Insurance Benefit Plans” and requests its adoption.

FINANCE AND ADMINISTRATIVE COMMITTEE:

Date: _____ Roll Call Vote: Ayes: _____ Nays: _____

Voice Vote Majority Ayes: _____ Nays: _____

**LAKE COUNTY FOREST PRESERVE DISTRICT
LAKE COUNTY, ILLINOIS**

**AN ORDINANCE AMENDING PERSONNEL POLICY 7.1
INSURANCE BENEFIT PLANS**

WHEREAS, on August 15, 1980 the Lake County Forest Preserve District (the “District”) passed and approved certain Personnel Policies and Procedures, which have been amended from time to time (the “Policies”); and

WHEREAS, it is in the best interest of the District to amend the Policies with respect to Section 7.1 Insurance Benefit Plans; and

WHEREAS, such amendment to the Policies shall be in the form of Exhibit A attached to this Ordinance and incorporated herein by this reference (the “Amendment”);

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois THAT:

Section 1. Recitals. The recitals set forth above are incorporated as part of this Ordinance by this reference.

Section 2. Approval of Amendment: The Amendment is hereby approved. The Executive Director is hereby authorized and directed to revise the Policies in accordance with the Amendment.

Section 3. Effective Date. This Ordinance shall be in full force and effect on January 1, 2017.

PASSED this ____ day of _____, 2016.

AYES:

NAYS:

APPROVED this ____ day of _____, 2016.

Ann B. Maine, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Secretary
Lake County Forest Preserve District

Exhibit No. _____



7.1 Insurance Benefit Plans

Effective Date: August 15, 1980

Revision Date: April 15, 1983, June 19, 1987, September 16, 1994, August 21, 1998, November 12, 2013, [January 1, 2017](#)

Policy

It is the policy of the District to offer eligible employees (per policy 2.3) medical, dental and life insurance benefits. The Executive Director and the Director of Administration are responsible for advising the Forest Preserve District Board on employee benefit programs. It is the responsibility of the Director of Administration to administer such programs. Eligible employees may decline coverage in lieu of enrollment.

In the event a regular full-time employee who is eligible for medical insurance elects to decline coverage, the employee is eligible for an insurance waiver payment. An insurance waiver payment is compensation to an employee for declining District offered medical coverage. Before receiving this payment, an employee is required to fill out an Insurance Waiver and provide proof of other insurance coverage. The insurance waiver payment will be an amount not to exceed 1/3 of the applicable insurance premium and is paid out on a [bi-weekly basis as part of the normal payroll process.](#) ~~quarterly basis~~. This insurance waiver payment will be reviewed by the Director of Administration prior to each insurance open enrollment period.

Detailed information about these benefits is available from the Human Resources Division.