

**Shelby County, Illinois**  
**Resolution Number:**  
**Date:**

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**Resolution to Establish an HR Policy for the Management of County Board Employees**

**WHEREAS**, the Shelby County Board is responsible for overseeing employees working within county departments under its jurisdiction;

**WHEREAS**, the Shelby County Board recognizes the importance of compliance with all applicable federal, state, and local employment laws, including but not limited to the Fair Labor Standards Act (FLSA), Equal Employment Opportunity (EEO) laws, and Illinois state labor statutes;

**WHEREAS**, Shelby County feels it is important to ensure that newly hired employees complete all required paperwork and are made aware of personnel policies for Shelby County;

**WHEREAS**, it is necessary to ensure that Family and Medical Leave Act (FMLA) paperwork is completed for employee absences in order to comply with State and Federal laws;

**WHEREAS**, it is the responsibility of each department head to manage payroll duties, track payment of sick, benefit, and vacation time, and coordinate with the county's self-insured Health Insurance program, in addition to other Human Resources functions;

**WHEREAS**, it shall also be the responsibility of each department head to adhere to all Human Resources policies outlined in this resolution and ensure their departments are compliant with these policies;

**WHEREAS**, this resolution aims to promote a professional and respectful work environment, ensure employee accountability, and provide clear guidelines for the recruitment, management, and support of employees;

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**BE IT RESOLVED**, the following HR policies are hereby adopted by the Shelby County Board, and all previous Shelby County HR policies are now rescinded:

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**1. Recruitment and Hiring**

1.1. Open positions within Shelby County will be advertised transparently through appropriate channels.

1.2. The recruitment process shall comply with Equal Employment Opportunity (EEO) requirements and avoid discrimination based on race, gender, age, disability, religion, or other protected classes.

1.3. All newly hired employees must complete the required onboarding paperwork and attend an orientation to familiarize themselves with county personnel policies.

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## **2. Employee Orientation and Onboarding**

- 2.1. New employees will participate in a comprehensive orientation to understand county policies, job responsibilities, and workplace expectations.
  - 2.2. A probationary period outlined in the hiring contract will apply to all new hires to assess suitability for the role.
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## **3. Workplace Conduct and Ethics**

- 3.1. Employees are expected to maintain professionalism and uphold the values of Shelby County in all workplace interactions.
  - 3.2. Harassment, discrimination, workplace violence, and any unethical behavior are strictly prohibited and will be subject to disciplinary action.
  - 3.3. Employees must comply with confidentiality requirements concerning personal identifiable, personnel, and all sensitive information.
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## **4. Time and Attendance**

- 4.1. Employees must comply with attendance policies and provide timely notification for absences.
  - 4.2. Family and Medical Leave Act (FMLA) paperwork must be completed for all qualifying absences in compliance with State and Federal laws.
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## **5. Performance Management**

- 5.1. Supervisors may conduct annual performance reviews to assess employee performance, provide feedback, and identify areas for growth.
  - 5.2. Employees will be provided clear performance expectations and goals.
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## **6. Grievance and Dispute Resolution**

- 6.1. Employees may file grievances through the established grievance process.
  - 6.2. Supervisors and department heads will address grievances promptly, ensuring fairness and adherence to policy.
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## **7. Payroll and HR Administration by Department Heads**

- 7.1. Each department head will monitor, sign off on, and report payroll hours to the Shelby County Clerk for their department, including the tracking and payment of sick and vacation time.
- 7.2. The Shelby County Clerk will serve as the authorized agent for the Illinois Municipal Retirement Fund (IMRF) for employees in the county.
- 7.3. Department heads will coordinate with the county's self-insured Health Insurance program and oversee other relevant HR functions.
- 7.4. Department heads must adhere to all Human Resources policies and ensure that their departments operate in compliance with these policies.

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## 8. Training and Development

8.1. Shelby County will support employee professional development by providing training opportunities and resources.

8.2. Department heads will identify mandatory training requirements and provide training resources for the employees in their department.

8.2. Department heads will identify training needs to enhance employee skills and performance.

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## 9. Compliance and Records Management

9.1. Employee records and files, electronic and paper, including performance evaluations and disciplinary actions, will be maintained securely in each department and in compliance with applicable laws.

9.2. Shelby County employees are required to comply with all relevant federal, state, and local laws governing employment practices.

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**NOW, THEREFORE, BE IT RESOLVED**, that the Shelby County Board adopts this HR policy to ensure the effective management of its employees and to promote a productive, equitable, and transparent work environment.

**PASSED AND APPROVED** by the Shelby County Board on this \_\_\_\_\_ day of \_\_\_\_\_.

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Board Chairperson: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

County Clerk: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_