

The City of Lake Forest Core Values



Integrity: Unconditional adherence to our moral and ethical values.

Respect: Being considerate and accepting of others.

Trust: Being dependable, demonstrating confidence and faith in others and being willing to let go and to empower others.

Excellence: Commitment to professional growth, teamwork, optimum community service, and doing what is right.

GUIDING PRINCIPLES

These principles guide the way everyone at the City of Lake Forest works, interacts with, and supports one another. While we're an organization made up of many individuals and sections, we work together as a team across departments to support the City's mission and values.

Value Diverse Perspectives

We value the strengths and diverse perspectives others bring, we embrace those differences, and actively seek them out. We work collaboratively across the organization, seeking organizational and external data, understanding that final products are stronger when differing positions come together.

Communicate Openly

We respectfully challenge assumptions, encourage everyone to speak up, and wholly support and commit to final decisions, even when the direction might not be the individual's preferred choice.

Be Proactive

We anticipate challenges and proactively identify opportunities to address them in ways that prioritize the short and long-term best interests of our organization and the overall community.

Support Innovation

We are willing to learn, experiment, and take calculated risks that challenge the status quo. We empower our teams to remove barriers to progress and support new ideas.



Notice someone exemplifying the Guiding Principles?
Scan the QR code to nominate your colleague for a City Star!



Benefits Summary

This benefits summary is intended to provide general information regarding benefits for fulltime employees and is not meant to be all-inclusive. Benefits may vary due to departmental operations or other factors. This summary does not create expressed or implied benefits that a candidate for employment with The City of Lake Forest would be entitled to if hired. The City has the right to change or modify benefits as it deems appropriate. In the event of a conflict between what is contained in this summary and what benefits, including employee contributions, are currently offered, the current benefits and employee contributions shall control.

HOLIDAYS/FLOATING HOLIDAY TIME OFF

36 hours of floating holiday time off earned in 8-hour increments on the following dates: May 1, June 1, July 1, & August 1 - Floating Holidays must be used with the fiscal year, they do not roll over.

9 Designated Paid Holidays	
New Year's Day	Thanksgiving Day
Memorial Day	Thanksgiving Friday
Independence Day	Christmas Eve Day
Labor Day	Christmas Day
Veterans Day	

VACATION (BASIC SCHEDULE)

Completed Years of Service	Hours Accrued Per Pay Period	Hours Accrued Per Year
1	3.08	80
2	3.38	88
3	3.69	96
4	4.00	104
5	4.31	112
6-10	4.62	120
11-12	5.23	136
13-14	5.85	152
15-16	6.15	160
17-18	6.46	168
19-20	6.77	176
21-22	7.08	184
23-24	7.38	192
25+	7.69	200

Upon initial hire, FT employees will receive 40 hours of vacation time front-loaded into their vacation and available for immediate use; during the first 6 months, accruals will be paused. Upon completion of 6 months of service, vacation accruals will resume.

SICK LEAVE

Earned at a rate of 3.69 hours per pay period or 96 hours per year. Sick leave with pay may be used for any personal illness, injury or pregnancy, doctor/dental appointments, illness of immediate family member.

Upon initial hire, FT employees will receive 48 hours of sick time front-loaded into their sick bank and available for immediate use; during the first 6 months, accruals will be paused. Upon completion of 6 months of service, vacation accruals will resume.

Sick Leave Buyback Policy: Employees who use four or fewer sick days may choose to receive a payout of some of their unused sick time each year, based on the following table:

Number of sick days used by employee during the year	Number of days the employee may elect to receive payout for (at 100% of salary)	Amount of annual sick days employee may save in their bank (up to maximum of 960 hours)
0 days	5 days	Balance of their 12 days (12 – (days used) – (days paid out))
1 or 2 days	3 days	Balance of their 12 days (12 – (days used) – (days paid out))
3 or 4 days	1 days	Balance of their 12 days (12 – (days used) – (days paid out))
5 or more days	No payout	Balance of their 12 days (12 – (days used) – (days paid out))

The payout is valued at 100% of salary, and it doesn't matter how many hours the employee has saved in their sick bank, only how many sick days the employee used that year. The employee can choose to receive this payout in cash less standard withholdings, or they may have it transferred to their 457 or RHS account on a pre-tax basis.

On separation, an employee who has not participated in the annual buyout and who has between 480 hours and 920 hours of sick leave accrued will be paid for 20% of all hours accrued; an employee having 921 or more hours will be paid for 40% of all hours accrued.

EMERGENCY LEAVE

24 hours per calendar year to use for the death or hospitalization of an immediate family member.

PATERNAL LEAVE

For the birth or adoption of a child & within the first year following birth/adoption, employees can use 80 hours of paid parental leave. It cannot exceed 80 hours in a calendar year. Time exceeding 80 hours will be taken from accrual banks per policy guidelines. Sworn PD and FD covered by a collective bargaining agreement shall abide by leave determined by their agreement.

PENSION

All fulltime non-sworn employees participate in the Illinois Municipal Retirement Fund (IMRF). Employees working in an IMRF position prior to January 1, 2011 are considered Tier 1 and those who began working in IMRF after that date are considered Tier 2. Employee pre-tax contribution is 4.5% of annual salary.

All sworn police and fire employees participate in the Police and Fire Pension Funds, as appropriate.

HEALTH AND DENTAL INSURANCE – effective January 1 to December 31

The City of Lake Forest provides medical and dental insurance for all fulltime employees through a self-insured program. The Employee Choice Plan carries a high \$1,800/\$3,600 deductible and combines with a Health Reimbursement Account (HRA) which is funded by the City. There is also a Basic Plan with a deductible of \$4,500/\$9,000 which allows employees to establish and utilize a Health Savings Account (HSA).

The employee pays a small portion of the cost for employee coverage for fulltime employees. Employees may choose to add dependent coverage by paying a portion of the cost for medical insurance (or 100% for the Basic Plan) and 100% of the premium for dental insurance. Employee contributions are tiered based on the number of dependents.

MEDICAL/DENTAL PREMIUMS

Medical and Dental Costs Effective 1/1/2024

Employee Cost <u>Category</u>	Employee Choice Medical			Basic Health Plan* Medical		
	<u>Annual</u>	<u>Monthly</u>	<u>Per Pay Period</u>	<u>Annual</u>	<u>Monthly</u>	<u>Per Pay Period</u>
Single	\$200.64	\$16.72	\$8.36	\$3,900.24	\$325.02	\$162.51
Single + 1	\$2,260.32	\$188.36	\$94.18	\$17,567.28	\$1,463.94	\$731.97
Single + 2	\$2,874.24	\$239.52	\$119.76			
Single + 3	\$3,085.44	\$257.12	\$128.56			
Single + 4	\$3,262.56	\$271.88	\$135.94			

*No tiered dependent coverage. Dep coverage not supplemented by City.

Employee Cost <u>Category</u>	Dental		
	<u>Annual</u>	<u>Monthly</u>	<u>Per Pay Period</u>
Single	\$0.00	\$0.00	\$0.00
Single + 1	\$1,313.52	\$109.46	\$54.73
Single + 2	\$1,434.72	\$119.56	\$59.78
Single + 3	\$1,553.04	\$129.42	\$64.71
Single + 4	\$1,674.00	\$139.50	\$69.75

LIFE INSURANCE

The City provides each employee with \$50,000 of term life insurance. Additional voluntary life insurance may be purchased at group rates through payroll deductions for the employee and dependents.

SECTION 125 PRE-TAX FLEXIBLE SPENDING ACCOUNT

Employees may have medical and dental premium expenses deducted from their paychecks on a pre-tax basis. It also allows employees to set aside pre-tax dollars in health care or dependent care reimbursement accounts. The City will provide \$150 at initial hire for each FT employee to be used for unreimbursed medical expenses.

DEFERRED COMPENSATION

A Section 457 plan is available. This is an IRS-approved method of deferring federal and state income taxes until retirement. Taxes are paid at retirement or termination of employment when the money is withdrawn. Participation is optional for the employee; the City does not match contributions.

A voluntary Roth IRA is also available to qualifying employees through payroll deductions.

RETIREE HEALTH SAVINGS PLAN

All fulltime employees participate in a Retiree Health Savings Plan (RHS) by having 1% of their salary placed into an RHS account unless a collective bargaining agreement states something different. Before-tax contributions will be placed into the individual accounts at the beginning of each quarter, with payroll deductions occurring on a per- pay-period basis.

EMPLOYEE ASSISTANCE PROGRAM

The City offers an Employee Assistance Program for employees and their family members to receive counseling. The first 24 sessions will be paid for entirely by the City; Should counseling continue past 24 sessions, the City will pay 50%.

EDUCATION REIMBURSEMENT

Eligibility: Any non-probationary fulltime employee determined to be eligible through department head discretion and the City's succession planning is deemed eligible to participate in this program. The employee must have exhibited satisfactory job performance to be eligible. Prior to the City granting any reimbursement, the employee must have taken full advantage of any eligibility for grants, veterans' benefits, and federal and/or state aid. The City will reimburse 100% of tuition and books for employees making an A or B grade or 75% for a C grade up to a certain annual dollar amount.

RECREATIONAL FACILITIES

All park and recreation activities are part of the City. Therefore, all employees and their families may participate in any programs for resident or reduced rates. All fulltime employees receive one free beach pass annually.