

Simon, James

From: Hannan, Elizabeth
Sent: Tuesday, February 04, 2020 3:06 PM
To: Beaty, Elizabeth; Francisco, Kris; Ho, Don; Borman, Elizabeth; Clark, Vacellia; Brooks, Michelle; Collins, Rhonda; Fletcher, Femi; James, Preston; Price, Dawn; Jones, Becki (Rebecca); Diorio, Pamela; Hoffman, Theresa; Lin, Jing; Higar, Michelle; Butler, Sarah; Lucas, Takela; Lillard, Aqueena; Terry, Tiffanie
Cc: Corbin, Tamra; Mitten, Carol; Stiehl, Barb
Subject: Admin II Position for HR / Finance

I am very excited to tell you that Tamra Corbin (currently in Public Works) will be joining our new department as a full-time Admin II. She will be working upstairs, near Preston. Official start date is February 19, but she has some time scheduled out of the office in February and March.

Once she's on board, we'll work on catching up on some things and transitioning others. I will also ask her to meet with Beth, Kris, Don, Liz, and Vacellia to learn a little bit about what each of our teams does.

Please join me in welcoming Tamra!

Elizabeth Hannan
Finance Director
400 S. Vine St.
Urbana, IL 61801
217-384-2368
urbanaindinois.us



Budget Transfer Form

Fiscal Year 2020



Explain purpose of this budget transfer and impact on the line items being reduced below:

Reallocate funds within Executive Department for temporary upgrades related to Finance / HR restructuring.

Account Code	Account Code Description	Current Budget	Revised Budget	Difference +/-
10010104-50110	Human Rel: Salaries	134,121	147,121	13,000
10010105-50110	HR: Salaries	268,937	263,937	-5,000
10010103-50110	Legal: Salaries	430,217	422,217	-8,000
				0
				0
				0
				0
				0
				0
				0
				0

Recommended:

Department Head (or Manager in Executive Department)

Date (manual signature only):

12.11.19

Recommended:

Finance Director

Approved:

Mayor

Entered on: Transfer No:

NOTE: Electronic routing may substitute for signatures. Please attach form to budget transfer in Munis.

Journal:



Memorandum

Human Resources Division

TO: Civil Service Commission
FROM: Human Resources Staff
RE: Request to Establish New and Revised Classifications for Finance/HR Staff
DATE: January 29, 2020

Action Requested

The Commission is requested to approve the attached job descriptions, which will establish new classifications of Senior Financial Analyst/Budget Coordinator and Human Resources Manager, and revise the classification of Financial Resources Manager and Financial Services Coordinator.

Authority

Urbana Civil Service Rules and Regulations – Rule 2.4 (*Classification of New Positions*): “Before a new position is established, the Appointing Authority shall recommend to the Commission its allocation to an appropriate class. The department head desiring to establish a new position shall present, through the Appointing Authority, to the Commission a full statement of the duties, responsibilities of the new positions, together with his recommendations regarding title, qualifications needed and rates of compensation.”

Urbana Civil Service Rules and Regulations – Rule 2.6 (*Changes in Title - Changes in Allocation*): “In any case in which an employee has qualified for a position under one title, and the title of the position has been changed, the incumbent shall have the right to hold that position under its new title. However, when an incumbent holds a position that is reallocated to a class with a higher minimum pay and with greater duties and responsibilities requiring higher qualifications, the person formerly holding the position shall not automatically become eligible to continue therein. The appointing authority may fill the position by certification from the appropriate eligibility list or may promote the incumbent providing that she/he meets the position requirements. If the incumbent is not promoted, she or he may be transferred to any open position for which she or he qualifies. If the former incumbent is not otherwise placed, the person's name shall be placed on the re-employment register for that position for which she/he is qualified.”

Background Information

In November 2019, as part of a continued effort to make the most efficient use of City resources, several divisions of labor in the Executive Department were reorganized and restructured as functions within the Finance Department. The changes included moving the Human Resources and Human Relations divisions into Finance entirely, while labor and employment relations matters, which had previously been handled by the Human Resources Director, would assumed by an Assistant City Attorney who would remain in the Executive Department and also report to Finance. This department will tentatively be renamed “Department of Human and Financial Services.”

The reorganization will result in two new classifications: Senior Financial Analyst/Budget Coordinator and Human Resources Manager, in addition to the previously approved classification of Human Resources

Generalist. Three positions will also be modified: Financial Services Manager, Financial Services Coordinator, and the labor/employment relations position that will be forwarded to the Commission at the next meeting.

Attachments

- Senior Financial Analyst/Budget Coordinator job description
- Human Resources Manager job description
- Financial Services Manager job description
- Financial Services Coordinator job description

Simon, James

From: Hannan, Elizabeth
Sent: Thursday, December 12, 2019 1:16 PM
To: Hannan, Elizabeth
Subject: HR / Finance Transitions
Attachments: Org Chart 20191212.pdf

I am sharing the following information with all City employees –

As we move forward, I want to share some additional information about the restructured HR and Finance functions. With any significant transition, there may be a bit of uncertainty as we go through changes. If that happens, please let me know so that I can help to clarify things.

I am attaching an updated org chart for the new, combined HR & Finance functions. I have referred to this as “New Department” on the chart since we have yet to decide what we will call it. Some titles on this chart may also change as we finalize new job descriptions.

Beginning today, please direct questions consistent with the following –

Recruitment, Compensation, Training & Development and HR Policies – Liz Borman (backup – Rhonda Collins)

Benefits (including open enrollment), Pay Changes, Payroll Withholding Changes, Address Changes, Reporting Work-related Injuries – Rhonda Collins (backup – Liz Borman)

Discipline, Grievances, Performance Management, Interpretation of Labor Agreements – Michelle Brooks (backup – Elizabeth Hannan)

Purchasing Questions, Change Orders, Requests to Change Munis Permissions or Add New Users, Grant Reporting, Other Financial Reports – Kris Francisco (backup – Elizabeth Hannan for purchasing and change orders, Don Ho for Munis permissions, Jing Lin for other items)

Budget Process, Budget Transfers and Amendments, Munis Workflow, Project Ledger – Don Ho (backup – Jing Lin for budget transfers, Elizabeth Hannan for budget amendments, Kris Francisco for Munis workflow and project ledger)

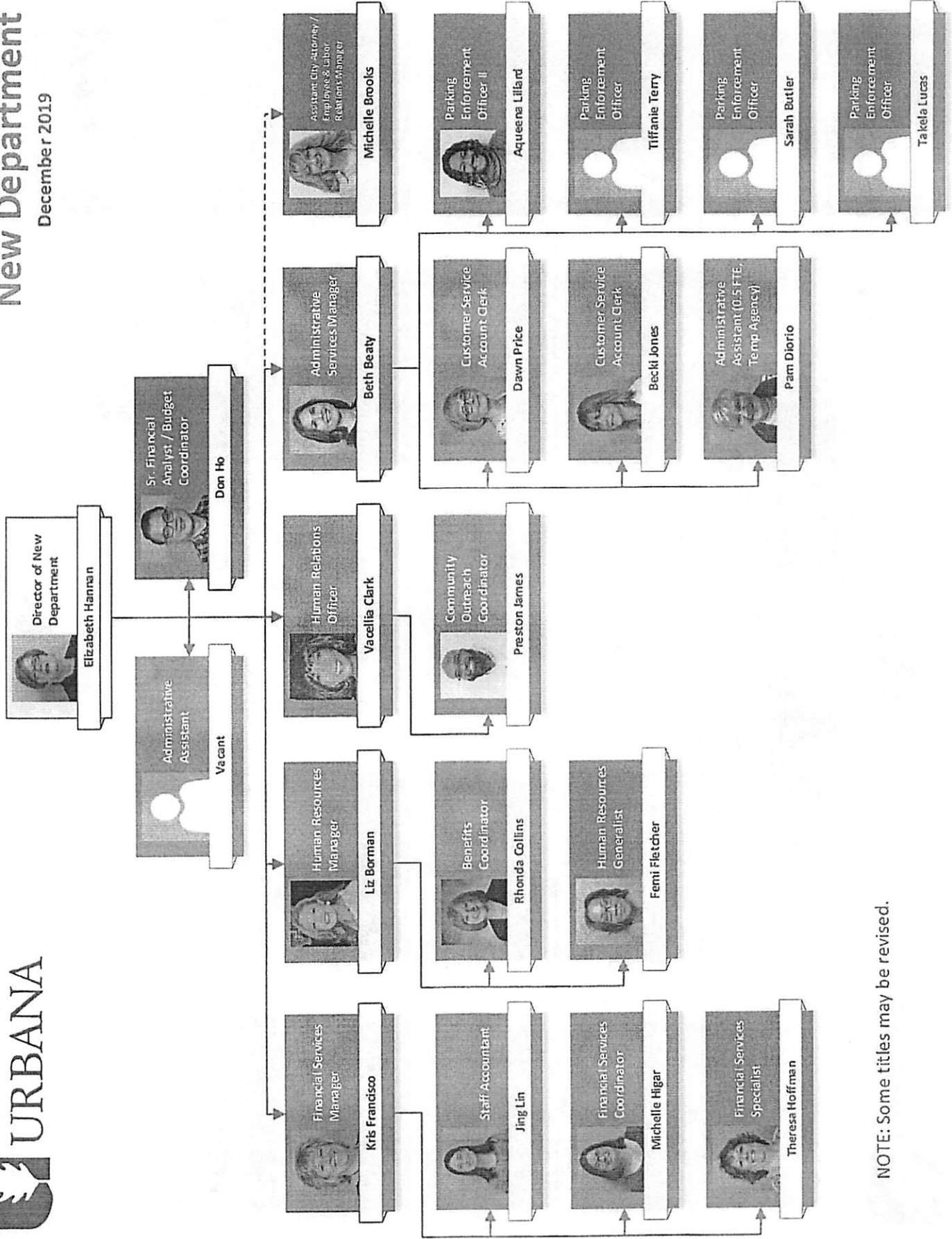
Requests to Reset Munis Password – IT Help Desk

Other questions and concerns may be directed as usual.

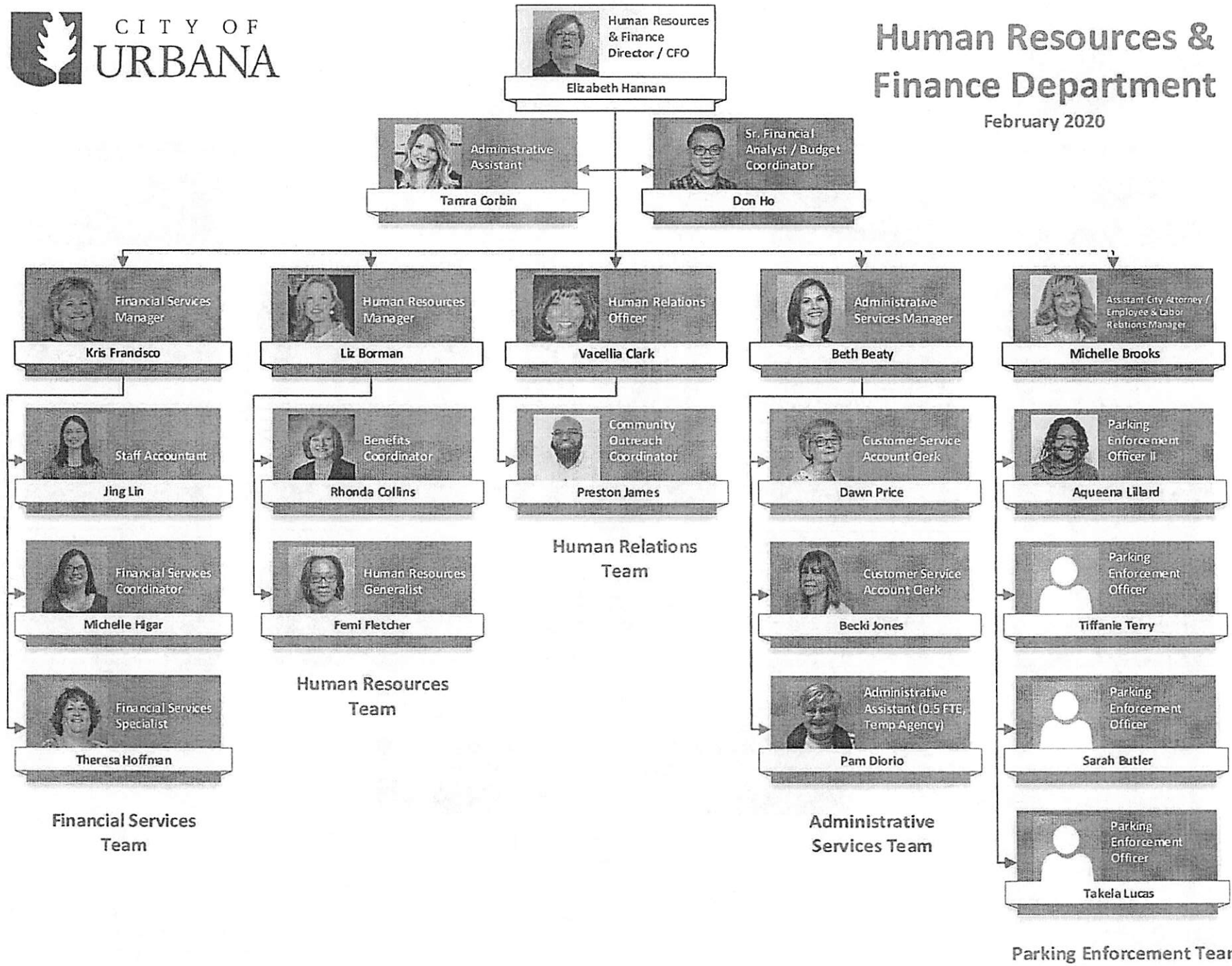
Please be sure to let me know if you have questions.

Elizabeth

Elizabeth Hannan
Finance Director
400 S. Vine St.
Urbana, IL 61801
217-384-2368
urbanaininois.us



NOTE: Some titles may be revised.



Financial Services Team

Human Resources Team

Human Relations Team

Administrative Services Team

Parking Enforcement Team

CITY OF URBANA PERSONNEL ACTION FORM				Submitted By E. Hannan		Today's Date 12/10/2019	
Action Type <input type="checkbox"/> New <input checked="" type="checkbox"/> Change		Employee Last Name Borman		Employee First Name Elizabeth		MI E	
Employee # 1617		Current Title Asst. Human Resources Manager		Pay Group -		Pay Grade Step	
Department 20-Executive		Current Appt. Type -		Current Job Type (FTE) <input type="checkbox"/> Regular Full-Time <input type="checkbox"/> Regular P-T (75%) <input type="checkbox"/> Regular P-T (50%) <input type="checkbox"/> Seas./Temp <input type="checkbox"/> Temp. Upgrade <input type="checkbox"/> New Emp.			
Division HR		Current Status: <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> LOA-Paid <input type="checkbox"/> LOA-Unpaid <input type="checkbox"/> Separated Wage Rate: \$ _____					

ACTION (select all that apply)

Employment: <input type="checkbox"/> Hire <input type="checkbox"/> Rehire <input type="checkbox"/> Appointed/Elected <input type="checkbox"/> End Probation <input type="checkbox"/> Reassign <input type="checkbox"/> Transfer <input type="checkbox"/> Promote	
Pay Change: <input type="checkbox"/> Move to Norm <input type="checkbox"/> Reclassify <input type="checkbox"/> Retroactive Pay <input type="checkbox"/> Salary Change <input type="checkbox"/> Training Pay	
Other Change: <input type="checkbox"/> Job Title <input type="checkbox"/> Light Duty <input type="checkbox"/> Line Item <input type="checkbox"/> Temp. Upgrade <input type="checkbox"/> Schedule <input type="checkbox"/> Status (FTE) <input type="checkbox"/> Benefits change	
Leave: <input type="checkbox"/> Admin. <input type="checkbox"/> Duty Injury <input type="checkbox"/> Military <input type="checkbox"/> Personal <input type="checkbox"/> Unpaid FMLA <input type="checkbox"/> Suspension <input type="checkbox"/> Return to Duty	
Separation: <input type="checkbox"/> End of Season <input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Termination	
Last Day Worked: _____ Pay Through: 6/30/2020	
Other: _____ Eff. Date: 12/13/19 End Date: 6/30/20 Union? --	

Proposed Status: <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> LOA-Paid <input type="checkbox"/> LOA-Unpaid <input type="checkbox"/> Separated Wage Rate: \$ _____	
Proposed Title _____	
Job Type (FTE) <input type="checkbox"/> Regular Full-Time <input type="checkbox"/> Temp. Upgrade <input type="checkbox"/> Seas./Temp. <input type="checkbox"/> Regular P-T (75%) <input type="checkbox"/> Regular PT (50%)	
Department --	
Division	
Pay Group -	
Pay Grade	
Step	
Appt. Type <input type="checkbox"/> Civil Service <input type="checkbox"/> Appointed <input type="checkbox"/> Temp./P-T	

Funding:		
Budget # 10010105-50110 ✓	%	Activity: Other (type in the activity) Temp Upgrade
Budget #	%	Activity: --
Budget #	%	Activity: --
Budget #	%	Activity: --
Budget #	%	Activity: --

Comments
Temporary assignment pay (type 500) of \$194.87 bi-weekly. Equivalent to 6% increase, including longevity. No change to regular pay. Begins 12/13/2019 and ends 6/30/2020. *PAD Note 12/26 Check*

APPROVALS

Div. Head: _____	Dept. Head: <i>SEE ↓</i>
HR Dir.: _____ Date 12-11-19	City Admin. _____ Date 12.11.19

HUMAN RESOURCES/FINANCE USE ONLY

Title Code	Pay Code	Benefits Category	FLSA	WC	BEO Code	Entered by <i>nc</i>	Date 12-13-19	Verified <i>mmz</i>	Date 12/16/19
Comments									

Comments									
Title Code	Pay Code	Benefit Category	FLSA	WC	EEO Code	Entered by	Date	Verified	Date
						MC	12/15/19		12/11/19
HUMAN RESOURCES/FINANCE USE ONLY									
Div. Head:					HR Dir.:				
[Redacted]					[Redacted]				
Dept. Head:					City Admin.:				
[Redacted]					[Redacted]				
Date: 12-11-19					Date: 12-11-19				

APPROVALS

Comments									
Temporary assignment pay (type 500) of \$207.62 bi-weekly. Equivalent to 6% increase, including longevity. No change to regular pay. Begins 12/13/2019 and ends 6/30/2020. <i>and acts as a check</i>									
Budget #	%	Activity: --							
Budget #	%	Activity: --							
Budget #	%	Activity: --							
Budget #	%	Activity: --							
Funding: Budget # 10010105-50110	%	Activity: Other (type in the activity) Temp Upgrades							
Pay Group	Pay Grade	Step	Appt. Type	Division					
--			Appointed <input type="checkbox"/> Temp/P-T <input type="checkbox"/>						
Proposed Title	Job Type (FTE)	Regular Full-Time <input type="checkbox"/>	Regular P-T (75%) <input type="checkbox"/>	Seas./Temp. <input type="checkbox"/>					
Proposed Status:	Active <input type="checkbox"/>	Inactive <input type="checkbox"/>	L0A-Paid <input type="checkbox"/>	L0A-Unpaid <input type="checkbox"/>	Separated <input type="checkbox"/>	Wage Rate: \$			
Other:	EM. Date: 12/13/19 End Date: 6/30/2020 Union? --								
Separation:	End of Season <input type="checkbox"/>	Resignation <input type="checkbox"/>	Retirement <input type="checkbox"/>	Termination <input type="checkbox"/>	Last Day Worked: 6/30/2020				
Leave:	Admin. <input type="checkbox"/>	Duty Injury <input type="checkbox"/>	Military <input type="checkbox"/>	Personal <input type="checkbox"/>	Unpaid FMLA <input type="checkbox"/>	Suspension <input type="checkbox"/>	Return to Duty <input type="checkbox"/>	Pay Through:	
Other Change:	Job Title <input type="checkbox"/>	Light Duty <input type="checkbox"/>	Line Item <input type="checkbox"/>	Temp. Upgrade <input type="checkbox"/>	Schedule <input type="checkbox"/>	Status (FTE) <input type="checkbox"/>	Benefits change <input type="checkbox"/>		
Pay Change:	Move to Norm <input type="checkbox"/>	Reclassify <input type="checkbox"/>	Retrospective Pay <input type="checkbox"/>	Salary Change <input type="checkbox"/>	Training Pay <input type="checkbox"/>				
Employment:	Hire <input type="checkbox"/>	Rehire <input type="checkbox"/>	Appointed/Elected <input type="checkbox"/>	End Probation <input type="checkbox"/>	Reassign <input type="checkbox"/>	Transfer <input type="checkbox"/>	Promote <input type="checkbox"/>		

ACTION (select all that apply)

Current Status: Active <input type="checkbox"/> Inactive <input type="checkbox"/> L0A-Paid <input type="checkbox"/> L0A-Unpaid <input type="checkbox"/> Separated <input type="checkbox"/> Wage Rate: \$									
Department	25-Finance	Financial Services	Current Appt. Type	Current Job Type (FTE)	Regular P-T (75%) <input type="checkbox"/>	Regular Full-Time <input type="checkbox"/>	Seas./Temp <input type="checkbox"/>	New Emp. <input type="checkbox"/>	Temp. Upgrade <input type="checkbox"/>
Employee #	3612	Current Title	Financial Services Manager	Pay Group		Pay Grade		Step	
Action Type	<input checked="" type="checkbox"/> Change	Employee Last Name	Francisco	Employee First Name	Kristine	M	L		
Submitted By	E. Hannan	Today's Date	12/10/2019						

CITY OF URBANA PERSONNEL ACTION FORM				Submitted By E. Hannan		Today's Date 12/10/2019	
Action Type <input type="checkbox"/> New <input checked="" type="checkbox"/> Change		Employee Last Name Gough (Brooks)		Employee First Name Michelle		Nil E	
Employee # [REDACTED]	Current Title Assistant City Attorney			Pay Group -	Pay Grade	Step	
Department 20-Executive		Current Appt. Type --	Current Job Type (FTE): <input type="checkbox"/> Regular Full-Time <input type="checkbox"/> Regular P-T (75%) <input type="checkbox"/> Regular P-T(50%) <input type="checkbox"/> Seas./Temp <input type="checkbox"/> Temp. Upgrade <input type="checkbox"/> New Emp.				
Division Legal							
Current Status: <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> LOA-Paid <input type="checkbox"/> LOA-Unpaid <input type="checkbox"/> Separated						Wage Rate:\$ _____	

ACTION (select all that apply)

Employment: <input type="checkbox"/> Hire <input type="checkbox"/> Rehire <input type="checkbox"/> Appointed/Elected <input type="checkbox"/> End Probation <input type="checkbox"/> Reassign <input type="checkbox"/> Transfer <input type="checkbox"/> Promote	
Pay Change: <input type="checkbox"/> Move to Norm <input type="checkbox"/> Reclassify <input type="checkbox"/> Retroactive Pay <input type="checkbox"/> Salary Change <input type="checkbox"/> Training Pay	
Other Change: <input type="checkbox"/> Job Title <input type="checkbox"/> Light Duty <input type="checkbox"/> Line Item <input type="checkbox"/> Temp. Upgrade <input type="checkbox"/> Schedule <input type="checkbox"/> Status (FTE) <input type="checkbox"/> Benefits change	
Leave: <input type="checkbox"/> Admin. <input type="checkbox"/> Duty Injury <input type="checkbox"/> Military <input type="checkbox"/> Personal <input type="checkbox"/> Unpaid FMLA <input type="checkbox"/> Suspension <input type="checkbox"/> Return to Duty	
Separation: <input type="checkbox"/> End of Season <input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Termination	Last Day Worked: 6/30/2020
Pay Through: 6/30/2020	Other: _____
Eff. Date: 12/13/19 End Date: 6/30/20 Union? --	

Proposed Status: <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> LOA-Paid <input type="checkbox"/> LOA-Unpaid <input type="checkbox"/> Separated		Wage Rate:\$ _____	
Proposed Title	Job Type (FTE): <input type="checkbox"/> Regular Full-Time <input type="checkbox"/> Temp. Upgrade <input type="checkbox"/> Seas./Temp. <input type="checkbox"/> Regular P-T (75%) <input type="checkbox"/> Regular PT (50%)		Department --
Pay Group -	Pay Grade	Step	Appt. Type <input type="checkbox"/> Civil Service <input type="checkbox"/> Appointed <input type="checkbox"/> Temp./P-T
Division			

Funding:		
Budget # 10010103-50110	%	Activity: Other (type in the activity) Temp Upgrade
Budget #	%	Activity: --
Budget #	%	Activity: --
Budget #	%	Activity: --
Budget #	%	Activity: --

Comments
 Temporary assignment pay (type 500) of \$238.36 bi-weekly. Equivalent to 6% increase, including longevity. No change to regular pay. Begins 12/13/2019 and ends 6/30/2020. *PRO note 12/16 check*

APPROVALS

Div. Head: _____ Date: _____		Dept. Head: <i>SEE ↓</i> Signature: _____ Date: _____	
HR Dir.: _____ Signature: _____ Date: 12-11-19		City Admin.: _____ Signature: _____ Date: 12.11.19	

HUMAN RESOURCES/FINANCE USE ONLY

Title Code	Pay Code	Benefits Category	FLSA	WC	EEO Code	Entered by <i>AL</i>	Date <i>12/31/19</i>	Verified <i>MZ</i>	Date <i>12/19/19</i>
Comments									

CITY OF URBANA PERSONNEL ACTION FORM				Submitted By C. Milton		Today's Date 2/11/2020	
Action Type <input type="checkbox"/> New <input checked="" type="checkbox"/> Change		Employee Last Name Hannan		Employee First Name Elizabeth		MI A	
Employee # 3663		Current Title Finance Director		Pay Group --		Pay Grade Step	
Department 25-Finance		Current Appt. Type --		Current Job Type (FTE) <input type="checkbox"/> Regular Full-Time <input type="checkbox"/> Regular P-T (75%) <input type="checkbox"/> Regular P-T (50%) <input type="checkbox"/> Seas./Temp <input type="checkbox"/> Temp. Upgrade <input type="checkbox"/> New Emp.			
Division Administration		Current Status: <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> LOA-Paid <input type="checkbox"/> LOA-Unpaid <input type="checkbox"/> Separated Wage Rate: \$ _____					

ACTION (select all that apply)

Employment: <input type="checkbox"/> Hire <input type="checkbox"/> Rehire <input type="checkbox"/> Appointed/Elected <input type="checkbox"/> End Probation <input type="checkbox"/> Reassign <input type="checkbox"/> Transfer <input type="checkbox"/> Promote			
Pay Change: <input type="checkbox"/> Move to Norm <input type="checkbox"/> Reclassify <input type="checkbox"/> Retroactive Pay <input type="checkbox"/> Salary Change <input type="checkbox"/> Training Pay			
Other Change: <input type="checkbox"/> Job Title <input type="checkbox"/> Light Duty <input type="checkbox"/> Line Item <input type="checkbox"/> Temp. Upgrade <input type="checkbox"/> Schedule <input type="checkbox"/> Status (FTE) <input type="checkbox"/> Benefits change			
Leave: <input type="checkbox"/> Admin. <input type="checkbox"/> Duty Injury <input type="checkbox"/> Military <input type="checkbox"/> Personal <input type="checkbox"/> Unpaid FMLA <input type="checkbox"/> Suspension <input type="checkbox"/> Return to Duty			
Separation: <input type="checkbox"/> End of Season <input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Termination			Last Day Worked: Pay Through: 6/30/2020
Other: _____		Eff. Date: <u>2/15/2020</u> End Date: _____ Union? <u>--</u>	
Proposed Status: <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> LOA-Paid <input type="checkbox"/> LOA-Unpaid <input type="checkbox"/> Separated Wage Rate: \$ _____			
Proposed Title		Job Type (FTE) <input type="checkbox"/> Regular Full-Time <input type="checkbox"/> Temp. Upgrade <input type="checkbox"/> Seas./Temp. <input type="checkbox"/> Regular P-T (75%) <input type="checkbox"/> Regular PT (50%)	
Department --		Division	
Pay Group --	Pay Grade	Step	Appt. Type <input type="checkbox"/> Civil Service <input type="checkbox"/> Appointed <input type="checkbox"/> Temp./P-T
Funding:			
Budget # 10010105-50110	✓	%	Activity: Other (type in the activity) Temp Upgrade
Budget #		%	Activity: --
Budget #		%	Activity: --
Budget #		%	Activity: --
Budget #		%	Activity: --
Comments			
Temporary assignment pay (type 500) of \$530.04 bi-weekly. Equivalent to agreed upon salary for new HR & Finance responsibilities, including longevity. No change to regular pay. Begins 2/15/2020 and ends 6/30/2020.			

APPROVALS

Div. Head: _____ Signature: _____ Date: _____		Dept. Head: _____ Signature: _____ Date: <u>2.11.20</u>							
HR Dir.: _____ Signature: _____ Date: <u>2/11/2020</u>		City Admin.: _____ Signature: _____ Date: <u>2.11.20</u>							
HUMAN RESOURCES/FINANCE USE ONLY									
Title Code	Pay Code	Benefits Category	FLBA	WC	EEO Code	Entered by	Date	Verified	Date
						AC	2/20/20	MP	2/27/20
Comments									

CITY OF URBANA PERSONNEL ACTION FORM				Submitted By E. Hannan		Today's Date 12/10/2019	
Action Type <input type="checkbox"/> New <input checked="" type="checkbox"/> Change		Employee Last Name Higar		Employee First Name Michelle		MI E	
Employee # 3634	Current Title Financial Services Coordinator			Pay Group --	Pay Grade	Step	
Department 25-Finance		Current Appt. Type --	Current Job Type (FTE) <input type="checkbox"/> Regular Full-Time <input type="checkbox"/> Regular P-T (75%) <input type="checkbox"/> Regular P-T (50%) <input type="checkbox"/> Seas./Temp <input type="checkbox"/> Temp. Upgrade <input type="checkbox"/> New Emp.				
Division Financial Services		Current Status: <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> LOA-Paid <input type="checkbox"/> LOA-Unpaid <input type="checkbox"/> Separated Wage Rate: \$ _____					

ACTION (select all that apply)

Employment: <input type="checkbox"/> Hire <input type="checkbox"/> Rehire <input type="checkbox"/> Appointed/Elected <input type="checkbox"/> End Probation <input type="checkbox"/> Reassign <input type="checkbox"/> Transfer <input type="checkbox"/> Promote							
Pay Change: <input type="checkbox"/> Move to Norm <input type="checkbox"/> Reclassify <input type="checkbox"/> Retroactive Pay <input type="checkbox"/> Salary Change <input type="checkbox"/> Training Pay							
Other Change: <input type="checkbox"/> Job Title <input type="checkbox"/> Light Duty <input type="checkbox"/> Line Item <input type="checkbox"/> Temp. Upgrade <input type="checkbox"/> Schedule <input type="checkbox"/> Status (FTE) <input type="checkbox"/> Benefits change							
Leave: <input type="checkbox"/> Admin. <input type="checkbox"/> Duty Injury <input type="checkbox"/> Military <input type="checkbox"/> Personal <input type="checkbox"/> Unpaid FMLA <input type="checkbox"/> Suspension <input type="checkbox"/> Return to Duty							
Separation: <input type="checkbox"/> End of Season <input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Termination						Last Day Worked:	Pay Through: 6/30/2020

Other: _____ Eff. Date: 12/13/19 End Date: 6/30/20 Union? --

Proposed Status: <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> LOA-Paid <input type="checkbox"/> LOA-Unpaid <input type="checkbox"/> Separated Wage Rate: \$ _____							
Proposed Title			Job Type (FTE) <input type="checkbox"/> Regular Full-Time <input type="checkbox"/> Temp. Upgrade <input type="checkbox"/> Seas./Temp. <input type="checkbox"/> Regular P-T (75%) <input type="checkbox"/> Regular PT (50%)			Department --	
Pay Group --		Pay Grade	Step	Appt. Type <input type="checkbox"/> Civil Service <input type="checkbox"/> Appointed <input type="checkbox"/> Temp./P-T		Division	

Funding:		
Budget # <u>10010105-50110</u> ✓	%	Activity: Other (type in the activity) Temp Upgrade
Budget #	%	Activity: --
Budget #	%	Activity: --
Budget #	%	Activity: --
Budget #	%	Activity: --

Comments
 Temporary assignment pay (type 500) of \$126.05 bi-weekly. Equivalent to 6% increase, including longevity. No change to regular pay. Begins 12/13/2019 and ends 6/30/2020. *and act to 12/26 check*

APPROVALS

Div. Head: _____	Dept. Head: _____	<u>12-11-19</u>
Signature: _____	Signature: _____	Date
Date: <u>12-11-19</u>	Date: _____	Date: <u>12-11-19</u>

HUMAN RESOURCES/FINANCE USE ONLY

Title Code	Pay Code	Benefits Category	FLSA	WC	EEO Code	Entered by <u>AC</u>	Date <u>12/13/19</u>	Verified <u>ms</u>	Date <u>12/19/19</u>
Comments									



Simon, James

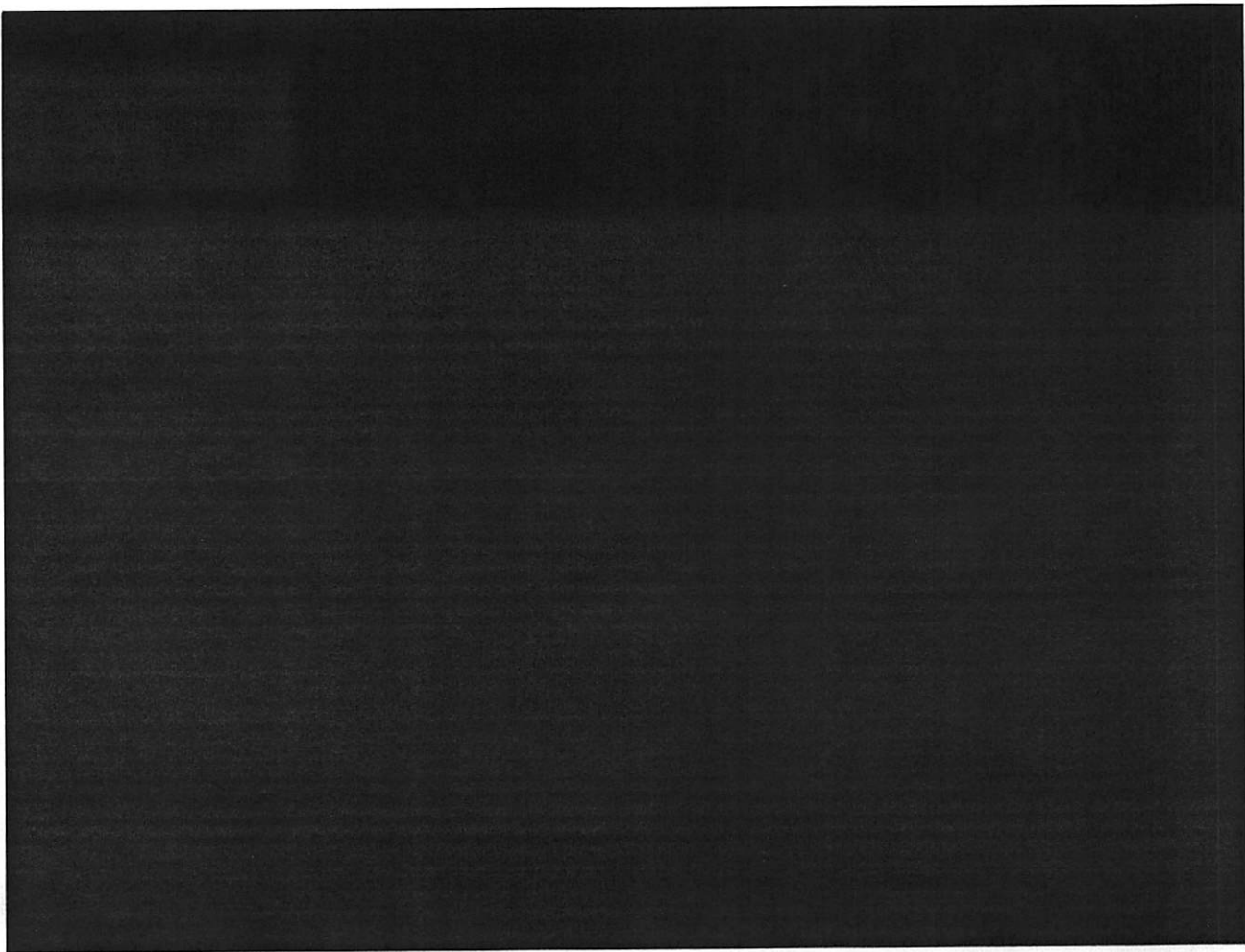
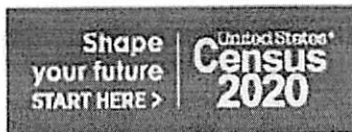
From: Mitten, Carol
Sent: Thursday, February 27, 2020 10:19 AM
To: Hannan, Elizabeth
Subject: RE: PLEASE REVIEW: Draft Email for Council

Thanks!

From: Hannan, Elizabeth <eahannan@urbanaillinois.us>
Sent: Thursday, February 27, 2020 10:01 AM
To: Mitten, Carol <cjmitten@urbanaillinois.us>
Subject: RE: PLEASE REVIEW: Draft Email for Council

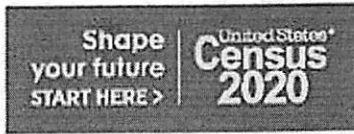
Looks good to me!

Elizabeth Hannan
Human Resources & Finance Director / CFO
City of Urbana | 400 S. Vine Street
Urbana, IL 61801 | 217-384-2368



Carol J. Mitten
City Administrator

City of Urbana
400 S. Vine Street
Urbana IL 61801
217.384.2454



Simon, James

From: Hannan, Elizabeth
Sent: Thursday, December 05, 2019 10:55 AM
To: Seraphin, Bryant; Lauss, Charles; Pearson, Lorrie; Hess, Sanford; Rent, Todd; Simon, James; Brooks, Michelle; Clark, Vacellia
Cc: Marlin, Diane; Mitten, Carol
Subject: Transitions in HR and Finance

[REDACTED]

As you know, we are in the process of forming a new department that will include all of the functions previously performed by both Human Resources and Finance. One very important part of the restructuring was filling a Human Resources Generalist position to provide support to our City staff on HR issues.

I am very pleased to announce that **Femi Fletcher** has been selected to fill the HR Generalist position. With 11 years at the City, Femi brings experience handling payroll, labor contract interpretation, budget preparation, recruitment and onboarding, Freedom of Information Act requests, and multimedia communications to the position. Her community involvement has also provided extensive experience participating in interview panels, leading an executive-level recruitment process, and assisting with the development of new training initiatives for public safety employees.

Femi holds a Bachelor of Science in Organizational and Professional Development from Eastern Illinois University and has completed graduate coursework toward a Master of Public Administration degree. She currently serves as a board member at Courage Connection in Urbana, and she has been a mentor and student teacher with the Urbana School District.

Femi's knowledge, experience, and enthusiasm for the City of Urbana will enhance the services that our Human Resources team offers, and we are thrilled to have her join the team. Please join me in congratulating Femi on her role and welcoming her as the HR Generalist.

While we will provide additional details, I want to share some general information with you now so that you know where to direct various inquiries and questions –

Liz Borman will have overall responsibility for Human Resources functions. Both Femi and Rhonda Collins will report to Liz. This includes –

- Recruitment & staffing
- Compensation
- Benefits
- Training & development
- HR policies

Michelle Brooks will have overall responsibility for Employee & Labor Relations, in addition to other Legal Division assignments. This includes –

- Attending Labor / Management meetings
- Interpretation of labor agreements

- Performance management
- Employee discipline
- Participation in collective bargaining

Kris Francisco will take on additional responsibilities in Finance, including –

- Purchasing policies, approvals, change orders
- Financial reporting (monthly, quarterly, annual)
- GATA (Grant Accountability and Transparency Act) reporting and compliance
- Managing the annual audit

Don Ho will take on additional responsibility in budgeting and financial planning, including –

- Coordinating the annual budget process
- Coordinating the capital planning process
- Developing the Financial Forecast
- Preparing the City's property tax levy

Beth Beaty and **Vacellia Clark** remain a critical part of our team. Their responsibilities are not expected to change significantly. Beth is responsible for all front-office functions for Finance, as well as parking enforcement. Vacellia is responsible for Human Relations, including working with the Human Relations Commission.

Elizabeth Hannan
Finance Director
400 S. Vine St.
Urbana, IL 61801
217-384-2368
urbanaininois.us



Simon, James

From: Hannan, Elizabeth
Sent: Thursday, December 05, 2019 1:29 PM
To: Hannan, Elizabeth
Subject: Transitions in HR and Finance

This email is being distributed to all staff with access to City email.

As you know, we are in the process of forming a new department that will include all of the functions previously performed by both Human Resources and Finance. One very important part of the restructuring was filling a Human Resources Generalist position to provide support to our City staff on HR issues.

I am very pleased to announce that Femi Fletcher has been selected to fill the HR Generalist position. With 11 years at the City, Femi brings experience handling payroll, labor contract interpretation, budget preparation, recruitment and onboarding, Freedom of Information Act requests, and multimedia communications to the position. Her community involvement has also provided extensive experience participating in interview panels, leading an executive-level recruitment process, and assisting with the development of new training initiatives for public safety employees.

Femi holds a Bachelor of Science in Organizational and Professional Development from Eastern Illinois University and has completed graduate coursework toward a Master of Public Administration degree. She currently serves as a board member at Courage Connection in Urbana, and she has been a mentor and student teacher with the Urbana School District.

Femi's knowledge, experience, and enthusiasm for the City of Urbana will enhance the services that our Human Resources team offers, and we are thrilled to have her join the team. Please join me in congratulating Femi on her role and welcoming her as the HR Generalist.

While we will provide additional details, I want to share some general information with you now so that you know where to direct various inquiries and questions –

Liz Borman will have overall responsibility for Human Resources functions. Both Femi and Rhonda Collins will report to Liz. This includes –

- Recruitment & staffing
- Compensation
- Benefits
- Training & development
- HR policies

Michelle Brooks will have overall responsibility for Employee & Labor Relations, in addition to other Legal Division assignments. This includes –

- Attending Labor / Management meetings
- Interpretation of labor agreements
- Performance management
- Employee discipline
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Beth Beaty and Vacellia Clark remain a critical part of our team. Their responsibilities are not expected to change significantly. Beth is responsible for all front-office functions for Finance, as well as parking enforcement. Vacellia is responsible for Human Relations, including working with the Human Relations Commission.

Elizabeth

Elizabeth Hannan
Finance Director
400 S. Vine St.
Urbana, IL 61801
217-384-2368
urbanaininois.us





City of Urbana Benefits Enrollment/Change Form

New Hire
 Change

1. Personal Information

Last Name Rent		First Name Todd		MJ E	Emp ID [Redacted]	DOB
Address			City	State/Zip	Phone	
SS#	Gender	Marital Status		Dependents	Race	DL#
DOH 06/05/2017	Accrual Date 06/05/2017	EEQ - 1	Pay Code - 1	Title Code 183	Benefit Accr. Type	Union - FLSA <input type="checkbox"/> N/E <input checked="" type="checkbox"/> Exempt

2. Tax Information

FIT: <input checked="" type="checkbox"/> M <input type="checkbox"/> S	# Dep. 8 <input checked="" type="checkbox"/>	Exempt	Add'l \$
SIT: <input checked="" type="checkbox"/> M <input type="checkbox"/> S	# Dep. 5 <input checked="" type="checkbox"/>	Exempt	Add'l \$
FICA: <input checked="" type="checkbox"/>	Medicare: <input checked="" type="checkbox"/>	Deferred Comp:	\$ _____ or % _____

3. Elect or Change Coverage

Medical Coverage: 83-2100 20-1100				
Action	Plan Type <input checked="" type="checkbox"/> Prem. <input type="checkbox"/> Std.	Coverage Type	Premium [Redacted] <input checked="" type="checkbox"/>	<input type="checkbox"/> Double Ded. # Checks _____
Dental Coverage: 86-2100				
Action	Plan Type	Coverage Type	Premium [Redacted]	<input type="checkbox"/> Double Ded. # Checks _____
Vision Coverage: 86-3300				
Action	Coverage Type	Premium [Redacted] <input checked="" type="checkbox"/>	<input type="checkbox"/> Double Ded. # Checks _____	
AFLAC		Credit Union	Disability	
[Redacted]		<input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ _____	<input type="checkbox"/> LTD <input type="checkbox"/> STD	
Supplemental Life Insurance			Retirement	
[Redacted] \$ 1.20/ck.			<input checked="" type="checkbox"/> IMRF Tier 1 <input type="checkbox"/> IMRF Tier 2 <input type="checkbox"/> Police <input type="checkbox"/> Fire	
Comments				
[Redacted] eck: 6/29: check (3rd ck)				
Change title to Human Resources Director.				

****For HR/Finance Use Only****

Sent by:	Date:	Entered by:	Verified by:
----------	-------	-------------	--------------

COBRA CONTINUATION COVERAGE ELECTION PACKAGE

This package contains the following documents: this cover sheet, the election form, and the important information attachment.

Personnel Division: Complete the Personnel information and dates, retain a copy of the notice and election form in the personnel file, give or mail this package to the employee. If the employee is present, obtain his/her signature below. Alternatively, sign below and insert the date you mailed this package.

Employee's Name

Todd Beut

I received this COBRA Notice and Election form package on 12-10-19.

I mailed the employee ^{above} a COBRA Notice and Election form package on _____.

Employee or Personnel Representative's Signature

NOTICE: This notice contains important information about your right to continue your
_____ health care coverage (the Plan).

Please read the information contained in this notice very carefully.

To elect COBRA continuation coverage, complete and return the enclosed Election Form. If you do not elect COBRA continuation coverage, your coverage under the Plan will end on

12-31-19 due to:

- | | |
|---|---|
| <input checked="" type="checkbox"/> End of employment | <input type="checkbox"/> Reduction in hours of employment |
| <input type="checkbox"/> Loss of dependent child status | <input type="checkbox"/> Divorce or legal separation |
| <input type="checkbox"/> Entitlement to Medicare | <input type="checkbox"/> Death of employee |

Each qualified beneficiary in the category(ies) checked below is entitled to elect COBRA continuation coverage, which will continue group health care coverage under the Plan for up to _____ months:

Child who is losing coverage under the Plan because he or she is no longer a dependent under the Plan

If elected, COBRA coverage will begin on 1-1-20 and can last until 7-1-21.

You may elect single coverage. Alternatively, if you have family coverage, you may elect family coverage or single coverage for one qualified beneficiary.

Typically premiums increase each January 1st.

You do not have to send a payment with the Election Form. Upon receipt of timely payment, coverage will be retroactively reinstated. Important additional information about payment for COBRA continuation coverage is included in the pages following the Election Form.

If you have any questions about this notice or your rights to COBRA continuation coverage, you should contact Rhonda Collins at (217) 384-2458.

**PERSONNEL DIVISION
EMPLOYEE EXIT FORM**

SECTION A: To be completed by representative of Personnel

Employee Name: Todd Bent S.S. #: _____ - _____ - _____

Date of Exit Interview: _____ Job Title: _____

Payroll #: 1623 Dept.: Exec Date of Separation: 12-16-19

Date Hired: 6-5-17 Years of Service: _____

Name of Exit Interviewer: _____

SECTION B: To be completed by employee

Reason for Resignation: Accepted new position

Other than Resignation - Cause/Reason: _____

I, _____, hereby return to the City of Urbana all items, materials and supplies issued to me during my employment period. (Please indicate the condition of the item and the date of its return.)

ITEM	CONDITION OF ITEM	DATE RETURNED
I.D. Card/Badge		
Parking Permit		
Keys (file, desk, door, building, auto, etc.)		
Tools, Equipment		
Uniforms		
Manuals (standard operation procedures, guides, etc.)		
Pagers		
Time Cards		
Vehicles		
Other:		

SECTION C: To be completed jointly by interviewer and separating employee.

Pension Information		CIRCLE ANSWER			
Pension Type		<u>IMRF</u>	POLICE	FIRE	NA
Withdrawal form/instructions provided (circle)		Yes	No	Declined	
Pension application reviewed/discussed		Yes	No	NA	
Provided written notice of retiree health insurance		Yes		NA	Elected?
Provide Medical/Dental/125 Cobra info		Cobra notice & election		Cancelled w/vendor	
Medical-Self and/or Family Members					
Dental Self and/or Family Members					
125					
Remind employee of final payouts					
On last check-taxed at 25%					
Vacation	<i>Bel on 12-26-19</i>	Yes	NA		
Comp. Time	<i>NA</i>	Yes	NA		
Cash Sick leave payout		Yes	NA		
Deposited to VantageCare		Yes	NA		
10% sick leave-bonus deposit made by the City		Yes	NA		
Employee's sick leave payout		Yes	NA		
Vantagecare- Activated?		NA	Yes-on		
ICMA Withdrawal booklet provided		Yes	Declined	<u>NA</u>	
Life Insurance conversion rates/form provided		Yes	Declined	<u>NA</u>	
Unemployment Booklet provided		Yes	Declined	<u>NA</u>	
Last Paycheck (sent, deposited or picked up?)					
Future Contact Info: W-2 (where to send)					



Personnel Division Representative's Signature



TERMINATION OF IMRF PARTICIPATION

IMRF Form e6.41 (Rev. 09/09)

MEMBER INFORMATION	
Member Name Todd E. Rent	Member ID 188-4589

EMPLOYER INFORMATION	
Employer Number [REDACTED]	Employer Name City of Urbana

TERMINATION INFORMATION	
IMRF Termination Date 12/16/2019	Termination Type Terminating Participation and Employment
Final Wage Report Date 12/2019	Termination Reason Resignation Non-Medical

Detailed Termination Information

1) Unused Unpaid Sick Days: [REDACTED]

ELECTRONIC SIGNATURE AUTHORIZATION	
User ID: [REDACTED]	eForm Tracking Number: [REDACTED]
User Name: RHONDA COLLINS	eForm Time Stamp: Tue Dec 10 14:31:59 CST 2019
Employer Number: 03394	Authorized Agent Name: Todd Rent

CITY OF URBANA PERSONNEL ACTION FORM		Rhonda Collins	5/30/2017
<input checked="" type="checkbox"/> New <input type="checkbox"/> Change	Rent	Todd	E
Employee	Department	Pay Group	Pay Grade
Division	Appointed	<input checked="" type="checkbox"/> Regular Full-Time <input type="checkbox"/> Regular P-T (75%) <input type="checkbox"/> Regular P-T(50%) <input type="checkbox"/> Seas./Temp <input type="checkbox"/> Temp. Upgrade <input type="checkbox"/> New Emp.	
Current Status: <input type="checkbox"/> Active <input checked="" type="checkbox"/> Inactive <input type="checkbox"/> LOA-Paid <input type="checkbox"/> LOA-Unpaid <input type="checkbox"/> Separated Wage Rate: \$ _____			

ACTION (select all that apply)

Employment: <input type="checkbox"/> Hire <input checked="" type="checkbox"/> Rehire <input type="checkbox"/> Appointed/Elected <input type="checkbox"/> End Probation <input type="checkbox"/> Reassign <input type="checkbox"/> Transfer <input type="checkbox"/> Promote
Pay Change: <input type="checkbox"/> Move to Norm <input type="checkbox"/> Reclassify <input type="checkbox"/> Retroactive Pay <input type="checkbox"/> Salary Change <input type="checkbox"/> Training Pay
Other Change: <input type="checkbox"/> Job Title <input type="checkbox"/> Light Duty <input type="checkbox"/> Line Item <input type="checkbox"/> Temp. Upgrade <input type="checkbox"/> Schedule <input type="checkbox"/> Status (FTE) <input type="checkbox"/> Benefits change
Leave: <input type="checkbox"/> Admin. <input type="checkbox"/> Duty Injury <input type="checkbox"/> Military <input type="checkbox"/> Personal <input type="checkbox"/> Unpaid FMLA <input type="checkbox"/> Suspension <input type="checkbox"/> Return to Duty
Separation: <input type="checkbox"/> End of Season <input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Termination

Other: _____ **Eff. Date:** 6/5/17 **End Date:** _____ **Union?** --

Proposed Status: Active Inactive LOA-Paid LOA-Unpaid Separated **Wage Rate:** \$ 60.10/hr.

Proposed Title Director Human Resources Manager	Job Type (FTE) <input checked="" type="checkbox"/> Regular Full-Time <input type="checkbox"/> Temp. Upgrade <input type="checkbox"/> Seas./Temp. <input type="checkbox"/> Regular P-T (75%) <input type="checkbox"/> Regular PT (50%)	Department 20-Executive
Pay Group 1-Admin./Officials	Pay Grade	Division Human Resources
<input type="checkbox"/> Civil Service <input checked="" type="checkbox"/> Appointed <input type="checkbox"/> Temp./P-T		

Funding:		
Budget #	%	Activity
020-4-1100-1100	100%	All Salary and Benefits (per Sophie)
-1850	%	-- IMRF (02)
-1855	%	-- FICA (11 + 11-2000)
-1800	%	-- Ins (23-4100 + 30-0730)
Budget #	%	Activity: --

Comments

APPROVALS

Div. Head: _____ <i>Signature</i> _____ <i>Date</i> _____	Dept. H: _____ <i>Signature</i> _____ <i>Date</i> _____
HR Mgr.: _____ <i>Signature</i> _____ <i>Date</i> _____	Mayor: _____ <i>Signature</i> _____ <i>Date</i> 6.5.17

HUMAN RESOURCES/FINANCE USE ONLY

Title Code 183	Pay Code	Benefits Category	FLSA	W/C	REQ. CASE #	Reviewed by 6/9/17	Date HW	Verified VP	Date
Comments									



City of Urbana Personnel Action Request Form

*Items marked with an asterisk are needed only for new hires and job changes.

Action Type Change	Employee # 1000	Employee Last Name Rent	Employee First Name Todd	MI E
Dept. 10-Executive	Division Human Resources	Group B/U 3000-NBU/Exempt	Wage Rate	Step
Current Title	Pos. Control #*	Job Class*	Current Status Active	
AS/400 Title Code*	AS400/Pay Group --	AS400/Pay Grade*	EEO* --	

ACTION (select all that apply)

New Job/ Job Change --	Pay Change --	Leave --	Other --	
Separation Resignation	Last Day Worked 12/12/2019	Pay Through 12/16/2019	Eff. Date 12/16/19	End Date
Dept. --	Division	Group B/U --	Wage Rate	Step
Proposed Title	Position Control #*	Job Class*	Proposed Status --	
AS/400 Title Code*	AS400/Pay Group --	AS400/Pay Grade*	EEO* --	

FUNDING

ORG	OBJ --	%	Activity All Salary and Benefits
ORG	OBJ --	%	Activity --
ORG	OBJ --	%	Activity --

Comments

Prepared by: _____ Date: _____

APPROVALS

Div. Head: _____ Signature _____ Date _____	Dept. Head: _____ Signature _____ Date _____
Asst. HR Mgr. HR Director: _____ Signature _____ Date 12/11/19	City Administrator: _____ Signature _____ Date 12/12/19

HUMAN RESOURCES/FINANCE USE ONLY

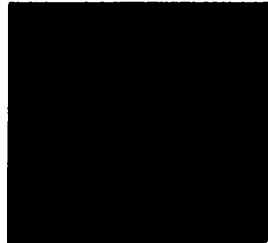
Entered by _____ Date _____ Verified by _____ Date **12/23/19**

CHECK LIST FOR EMPLOYEES LEAVING EMPLOYMENT

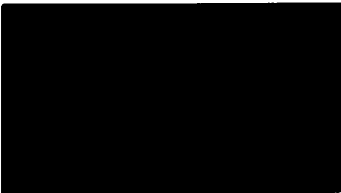
EMPLOYEE NAME Todd Bent EMPLOYEE NUMBER 1623

TERMINATION DATE 12-16-19 DOB 6-5-17 YRS OF SERVICE 2.5

- PAY OUT VACATION code 960 HOURS on books hours
- PAY OUT SICK LEAVE HOURS PAID OUT HOURS 0
WRITTEN OFF 158hrs PER CONTRACT NBU
- PAY OUT COMP TIME HOURS n/a
- PERSONAL TIME HOURS n/a
- KELLY DAYS HOURS n/a
- FIT CALCULATION TAXABLE WAGES _____ x 22% = _____
- OWE SECTION 1257 _____
(Contact BPC)
- VANTAGE CARE (RHS) PAYOUT _____
- GARNISHMENTS/CHILDSUPPORT/WAGE LEVY _____
- DENTAL INSURANCE: COBRA? YES NO COVERAGE TYPE _____
- HEALTH INSURANCE: COBRA? YES NO COVERAGE TYPE _____
- CITY SIDE DAY 1-15 NOT PAID
DAY 16-31 PAID
- PREMIUMS FOR COBRA COVERAGE ARE DUE BY THE 1st OF THE MONTH FOR THE MONTH OF COVERAGE
(EX. April payment is due April 1st)
- PERSONAL USE OF EMPLOYEE VEHICLE
- CITY ISSUED EQUIPMENT RETURNED
- CONTACT INFORMATION SERVICES TO INACTIVATE SIGN-ON



Employee #	Last name	First name	Type Desc	Accrual Date	Available
1623	RENT	TODD	SICK	06/05/2017	██████ ██████████ ✓ ✓
			VACATION	06/05/2017	██████ ██████████



Higar, Michelle

From: Rent, Todd # [REDACTED]
Sent: Monday, November 25, 2019 2:40 PM
To: Collins, Rhonda
Cc: Higar, Michelle
Subject: Early Vacation Payout Request

Rhonda,

Good afternoon. In accordance with Section 2.8 of the Policy and Procedure Manual, I would like to request the payout of [REDACTED] hours of my vacation leave in the earliest pay period possible. Code 860

My resignation date in December 11, 2019.

Thank you,

Todd

*Todd E. Rent, Sr.
Human Resources Director
City of Urbana
terent@urbanaininois.us
(217) 384-2451*



CITY OF URBANA POLICY & PROCEDURE MANUAL

Section: Wage & Salary Information	Section No: 2.8:	Page 1
Subject: Payment of Separation Benefits	Effective: November 1, 2011	

Scope: All City Employees

Purpose: To establish guidelines on requests by city employees for payment of separation benefits.

Policy: **Background:** Upon the receipt of an irrevocable letter of resignation, the City will pay this employee accrued vacation and sick pay as designated by the employee in the month prior to the month of termination, the month of termination and an amount that can be deferred to the second month following the last month the employee is paid. The employee must clearly indicate how much of the accrued vacation time and/or accrued sick leave time that they desire to be paid within these time periods. This must be included in the irrevocable letter of resignation and once submitted cannot be changed.

For this purpose, the City will assume that the employee will not utilize any vacation/sick days within the period between the time the letter is submitted and the employee's last working day. If the employee should utilize some vacation or sick days, the value of these days will be subtracted from his final pay.

Mayor Laurel Lunt Prussing

Date

Simon, James

From: Hannan, Elizabeth
Sent: Wednesday, May 10, 2017 3:48 PM
To: 'Todd Rent'; Brooks, Michelle
Cc: Marlin, Diane; Simon, James
Subject: RE: Contract/Details

I'm sure they are sad to lose you, and we are very fortunate to have you back!

*Elizabeth Hannan
Finance Director
City of Urbana
400 S. Vine Street
Urbana, IL 61801
217-384-2368*

From: Todd Rent [REDACTED]
Sent: Wednesday, May 10, 2017 3:46 PM
To: Brooks, Michelle
Cc: Marlin, Diane; Hannan, Elizabeth; Simon, James
Subject: Re: Contract/Details

Michelle et al,

Good afternoon. This afternoon, I notified my current employer that I have accepted a position with the City of Urbana. Please feel free to notify any parties you deem appropriate. I will write tomorrow with a proposed timeline.

I look forward to rejoining the team.

Sincerely,

Todd
Todd E. Rent

From: Brooks, Michelle <mebrooks@urbanaininois.us>
Sent: Tuesday, May 9, 2017 12:10 PM
To: [REDACTED]
Cc: Marlin, Diane; Hannan, Elizabeth; Simon, James
Subject: Contract/Details

Todd,

The Mayor has decided to move towards contracts for appointed employees. As such, Jim is working on a template for those. Accordingly, Jim will be working to draft your employment contract, which works well because we obviously would like HR's input on these contracts. I will ask him to send you a template to your private email address when he gets a chance. You indicated you anticipate you will be able to start back at the City prior to July 1st.

[Redacted]

[Redacted]

[Redacted]

*As you are aware, the City has already retained the services of Lowenbaum Law for purposes of this year's negotiations. That being said, upon your return there will be a meeting with the Mayor and the negotiating team (Elizabeth Hannan, Corey Franklin, Michelle Brooks, and you), in which going forward from your return HR's more active role in this year's negotiations will be outlined.

**There is a change of policy that will be reflected in the 2017-2018 budget. The majority of out-of-house counsel funds which had previously been allotted to individual departments and divisions will be budgeted to the Legal Division. The City Attorney will then decide if the matter at hand can be addressed by in-house counsel. If not, Legal will work in conjunction with the Department or Division Head to locate and retain appropriate counsel.

[Redacted]

If there's any preliminary matters I've missed, please advise. Otherwise, I will turn you over to Elizabeth and Jim for the actual drafting of your 2017-18 contract.

Sincerely,

Michelle

Michelle E. Brooks
Assistant City Attorney
400 South Vine Street
Urbana, Illinois 61801
(217)384-2464 (phone)
(217)384-2460 (fax)

mebrooks@urbanainllinois.us

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If you have received this communication in error, please notify the sender by return electronic message or telephone, and destroy the original message or telephone, and destroy the original message without making any copies.

Simon, James

From: Hannan, Elizabeth
Sent: Thursday, May 11, 2017 12:56 PM
To: 'Todd Rent'
Subject: RE: negotiation dates

[REDACTED]

[REDACTED]

*Elizabeth Hannan
Finance Director
City of Urbana
400 S. Vine Street
Urbana, IL 61801
217-384-2368*

From: Todd Rent [REDACTED]
Sent: Thursday, May 11, 2017 12:54 PM
To: Hannan, Elizabeth
Subject: Re: negotiation dates

[REDACTED]

[REDACTED]

Todd

Todd E. Rent

[REDACTED]

From: Hannan, Elizabeth <eahannan@urbanaininois.us>
Sent: Thursday, May 11, 2017 12:50 PM
To: 'Todd Rent'
Subject: RE: negotiation dates

[REDACTED]

*Elizabeth Hannan
Finance Director
City of Urbana
400 S. Vine Street*

Urbana, IL 61801
217-384-2368

From: Todd Rent [REDACTED]
Sent: Thursday, May 11, 2017 12:33 PM
To: Brooks, Michelle
Cc: Marlin, Diane; Hannan, Elizabeth
Subject: Re: negotiation dates

Michelle et al,

Good afternoon. After reviewing the dates, I would propose adjusting my start date to June 5, 2017. This would allow me to attend four of the June bargaining sessions.

Please let me know whether this would work for you all.

Sincerely,

Todd

Todd E. Rent

From: Brooks, Michelle <mebrooks@urbanaininois.us>
Sent: Wednesday, May 10, 2017 9:52 AM
To: [REDACTED]
Cc: Marlin, Diane; Hannan, Elizabeth
Subject: negotiation dates

Todd,

By way of information, I wanted to give you the upcoming dates for negotiations. So far, we have had three sessions with IAFF, and one with each FOP and AFSCME.

IAFF:

1. May 23rd, 8:30-12:30@ILEAS
2. June 1st, 8:30-12:30@ILEAS
3. June 5th, 1:00-5:00@ILEAS
4. June 14th, 8:30-12:30@ILEAS

FOP:

1. May 23rd, 1:00-5:00@ILEAS
2. June 1st, 1:00-5:00@ILEAS
3. June 14th, 1:00-5:00@ILEAS

AFSCME

1. June 5th, 9:00-12:30@ILEAS

Michelle E. Brooks

**Assistant City Attorney
400 South Vine Street
Urbana, Illinois 61801
(217)384-2464 (phone)
(217)384-2460 (fax)
mebrooks@urbanainllinois.us**

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If you have received this communication in error, please notify the sender by return electronic message or telephone, and destroy the original message or telephone, and destroy the original message without making any copies.

SEPARATION CHECKLIST

Employee Name: Tedd Bent

Date of Separation: 12-16-19

Health Insurance: Cancelled X COBRA _____

Dental Insurance: Cancelled X COBRA _____

IMRF: Cancelled X

ICMA: Cancelled n/a

RHS: Activated n/a

Dearborn: Cancelled X

Section 125: Termination Notification n/a



APPLICATION FOR SEPARATION REFUND

IMRF Form 5.10 (Rev. 12/2016)

PLEASE PRINT

NOTE: You may also submit Form 5.10 online via IMRF Member Access.
Log on to www.imrf.org to create your IMRF Member Access account today.

SECTION 1 — MEMBER INFORMATION					
MEMBER'S FIRST NAME <i>Todd</i>	MIDDLE INITIAL <i>E</i>	LAST <i>KENT</i>	JR, SR., II, ETC. <i>SR.</i>	IMRF MEMBER ID [REDACTED]	
HOME STREET (MAILING) ADDRESS [REDACTED]			CITY <i>CHAMPAIGN</i>	COUNTY <i>CHAMPAIGN</i>	
STATE AND ZIP (+A if known) [REDACTED]			DATE OF BIRTH <i>6-7-72</i>	DAYTIME TELEPHONE NO. (with Area Code) [REDACTED]	
NAME OF LAST IMRF EMPLOYER <i>Human Resources Director</i>			LAST DAY OF EMPLOYMENT WITH YOUR IMRF EMPLOYER <i>12-16-19</i>		
MY LAST POSITION UNDER IMRF WAS AS A PUBLIC SAFETY EMPLOYEE <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (See Special Tax Notice)					

SECTION 2 — CERTIFICATION	
In order for IMRF to process your refund, you must choose one of the following. I direct IMRF to:	
<input checked="" type="checkbox"/> Roll over nothing and make the entire distribution payable to me, less the 20% withholding. *See NOTE below.	
<input type="checkbox"/> Roll over entire taxable amount and make payable to the IRA, 401k, or eligible retirement plan as named below.	
<input type="checkbox"/> Roll over _____ % or \$ _____ of the taxable amount (Enter either a percentage or a dollar amount. The percentage OR dollar amount indicated will be rolled over to the IRA, 401k, or eligible retirement plan named below.)	
I certify that I no longer work, in any capacity, for the employer with whom I made these contributions AND I am not working for any employer in an IMRF-qualifying position. I further certify that the account named below is an individual retirement plan or an eligible employer plan, and is eligible to receive this rollover distribution. I hereby waive my right to 30 days prior notice of the tax consequences of this distribution and demand immediate payment.	
*NOTE: IMRF is required by federal law to withhold 20% of the taxable portion of your refund not directly rolled over to an I.R.A. or other qualified retirement plan. This withholding requirement is limited to the taxable portion of your refund. Any portion that was previously taxed will be paid directly to you without withholding.	
Member Signature (write; do not print) I acknowledge if I accept this refund, I am giving up my IMRF pension (if any) as well as any IMRF disability or death benefits. X <i>[Signature]</i>	Date <i>12-10-19</i>

SECTION 3 — ACCOUNT INFORMATION (This section required for direct rollovers only.)	
Financial organization: These funds are currently in a qualified retirement plan (QRP) under section 401(a) of the IRC. Member will be mailed a check made payable to the financial institution named below.	
NAME OF FINANCIAL ORGANIZATION CHECK IS TO BE MADE PAYABLE TO	ACCOUNT IS: (SELECT ONE)
DEPOSIT ACCOUNT NUMBER (OPTIONAL)	<input type="checkbox"/> TRADITIONAL IRA
TELEPHONE NUMBER (include area code)	<input type="checkbox"/> DEFERRED COMPENSATION PLAN (457 OR 403B)
	<input type="checkbox"/> ROTH IRA
	<input type="checkbox"/> RETIREMENT PLAN (re IRC 401)
	<input type="checkbox"/> OTHER _____

IMRF
2211 York Road Suite 500 Oak Brook, IL 60523-2337
Member Services Representatives 1-800-ASK-IMRF (1-800-275-4673) Fax (630) 708-4289
www.imrf.org

TRANSMISSION VERIFICATION REPORT

TIME : 12/10/2019 15:32
NAME :
FAX :
TEL :
SER. # : 000E2N366547

DATE, TIME	12/10 15:32
FAX NO./NAME	[REDACTED]
DURATION	00:00:32
PAGE(S)	01
RESULT	OK
MODE	STANDARD ECM

Simon, James

From: Brickman Levy, Kathryn on behalf of Marlin, Diane
Sent: Friday, November 08, 2019 3:40 PM
To: !All City Users; ! Brown, Bill; ! Hazen, Harold (Dean); ! Hursey, Shirese; ! Jakobsson, Eric; ! Miller, Jared; ! Roberts, Dennis; ! Wu, Maryalice
Subject: A Message from Mayor Marlin

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Dear Colleagues:

It is with mixed emotions that I announce Todd Rent is departing the City of Urbana to pursue a truly exciting career opportunity. He has accepted the position as [REDACTED]. While I do understand the career advancement this represents, I'm seriously having trouble with the [REDACTED] aspect.

As you know, Todd rejoined the City of Urbana in 2017 when I took office and we began to lay the foundation for a better future. I'll be forever grateful for the dedication and stability he brought to the position of HR Director over the past two and a half years. He has consistently urged everyone here to treat each other with respect and dignity, even during the most difficult of circumstances. More importantly, he has consistently modeled these behaviors. While we'll miss his voice and his calm leadership, we'll continue to build on this foundation by promoting a diverse, inclusive, and respectful work environment.

To this end, we'll be making an organizational change. There will be no staffing reductions but I wanted to let you know that we're going to combine the functions of the Human Resources and Finance Department. This isn't unusual in cities of our size, considering how much coordination there is between the two. Elizabeth Hannan has agreed to head up both Finance and Human Resources.

In this new role, I've tasked Elizabeth with leading the initiative to update our organizational **Mission, Vision, and Values**, something I've wanted to do since taking office. Elizabeth will also lead our effort to set **Goals** across our organization and to update the **Compensation and Evaluation** system for management employees as well as continuing to build on efforts in diversity contracting and procurement. These and other changes will provide our employees with a better understanding of the purpose and direction of the organization, allow us to recognize and reward outstanding contributions of employees, and continue to build an inclusive workforce. This will take time, but these initiatives are essential to a healthy organization.

Much of our energy over the first two years of my administration has been devoted to digging out of our financial hole. We expect to eliminate the budget deficit at the end of FY 2021, thanks to your discipline, cooperation and dedication. Now we can turn our attention to improving internal processes and policies so that the City of Urbana becomes the very best place of employment in the area.

To accomplish these changes, you will see reorganization within some parts of the Finance and Executive Departments. Our initial focus will be on managing the transition to the new

HR/Finance structure. We'll be outlining the process and timeline for these important tasks soon. As we move forward, we'll continue to communicate important steps in the process. As we go through this transition, I know that the staff involved will appreciate your support.

Todd's last day will be Wednesday, December 11, and he will help us coordinate the transition over the next month. Rest assured that the Public Works Director search will continue as scheduled.

Please join me in thanking Todd for his 11 years of service to the City of Urbana and in wishing him and his family all the best [REDACTED].

Sincerely,

Diane

Simon, James

From: Hannan, Elizabeth
Sent: Wednesday, May 10, 2017 3:48 PM
To: 'Todd Rent'; Brooks, Michelle
Cc: Marlin, Diane; Simon, James
Subject: RE: Contract/Details

I'm sure they are sad to lose you, and we are very fortunate to have you back!

*Elizabeth Hannan
Finance Director
City of Urbana
400 S. Vine Street
Urbana, IL 61801
217-384-2368*

From: Todd Rent [REDACTED]
Sent: Wednesday, May 10, 2017 3:46 PM
To: Brooks, Michelle
Cc: Marlin, Diane; Hannan, Elizabeth; Simon, James
Subject: Re: Contract/Details

Michelle et al,

Good afternoon. This afternoon, I notified my current employer that I have accepted a position with the City of Urbana. Please feel free to notify any parties you deem appropriate. I will write tomorrow with a proposed timeline.

I look forward to rejoining the team.

Sincerely,

Todd
Todd E. Rent

"Beauty is the child of the marriage between truth and goodness..." Peter Kreeft from "Shocking Beauty"

From: Brooks, Michelle <mebrooks@urbanaininois.us>
Sent: Tuesday, May 9, 2017 12:10 PM
To: [REDACTED]
Cc: Marlin, Diane; Hannan, Elizabeth; Simon, James
Subject: Contract/Details

Todd,

The Mayor has decided to move towards contracts for appointed employees. As such, Jim is working on a template for those. Accordingly, Jim will be working to draft your employment contract, which works well because we obviously would like HR's input on these contracts. I will ask him to send you a template to your private email address when he gets a chance. You indicated you anticipate you will be able to start back at the City prior to July 1st. For those few weeks, I do not think it is necessary to have a contract for you (unless you'd like one), nor do I think it is necessary to appoint you. I believe we could bring you in under the title of "HR Consultant" in anticipation of your upcoming appointment as HR Manager.

For Jim's purposes, I will recite the main terms of your employment as I understand them. If there are other provisions you'd like in your contract, please advise Jim and he can discuss those possibility of adding those with the Mayor.

1. Annual Base Salary: \$125,000/year;
2. Four weeks of vacation a year, to be advanced to you upon your first day of employment back with the City;
3. Supervision of all HR staff;
4. Primary responsibility for supervision and oversight of the Human Relations Office and its employees, including the HRO, the HRO investigator, and the HRO administrative assistant for at least the first year;
5. Primary responsibility for all employment matters, including, but not limited to, CBA negotiations and grievance resolutions*
6. Ability to request from Legal allocation of out-of-house counsel resources for any HR/Labor/Employment/HRO matters**
7. All normal benefits offered to City employees, including, but not limited to, insurance and pension.

*As you are aware, the City has already retained the services of Lowenbaum Law for purposes of this year's negotiations. That being said, upon your return there will be a meeting with the Mayor and the negotiating team (Elizabeth Hannan, Corey Franklin, Michelle Brooks, and you), in which going forward from your return HR's more active role in this year's negotiations will be outlined.

**There is a change of policy that will be reflected in the 2017-2018 budget. The majority of out-of-house counsel funds which had previously been allotted to individual departments and divisions will be budgeted to the Legal Division. The City Attorney will then decide if the matter at hand can be addressed by in-house counsel. If not, Legal will work in conjunction with the Department or Division Head to locate and retain appropriate counsel.

Finally, two commitments made to you by the City, which I do not think need to be reflected in your contract, are that the City will pay the expense of your return flight to Illinois and that the City will pay to have your vehicle transported back to your Illinois residence.

If there's any preliminary matters I've missed, please advise. Otherwise, I will turn you over to Elizabeth and Jim for the actual drafting of your 2017-18 contract.

Sincerely,

Michelle

Michelle E. Brooks
Assistant City Attorney
400 South Vine Street
Urbana, Illinois 61801
(217)384-2464 (phone)
(217)384-2460 (fax)

mebrooks@urbanaininois.us

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