

HUMAN RESOURCES DEPARTMENT MONTHLY REPORT

FEBRUARY 2026



VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING

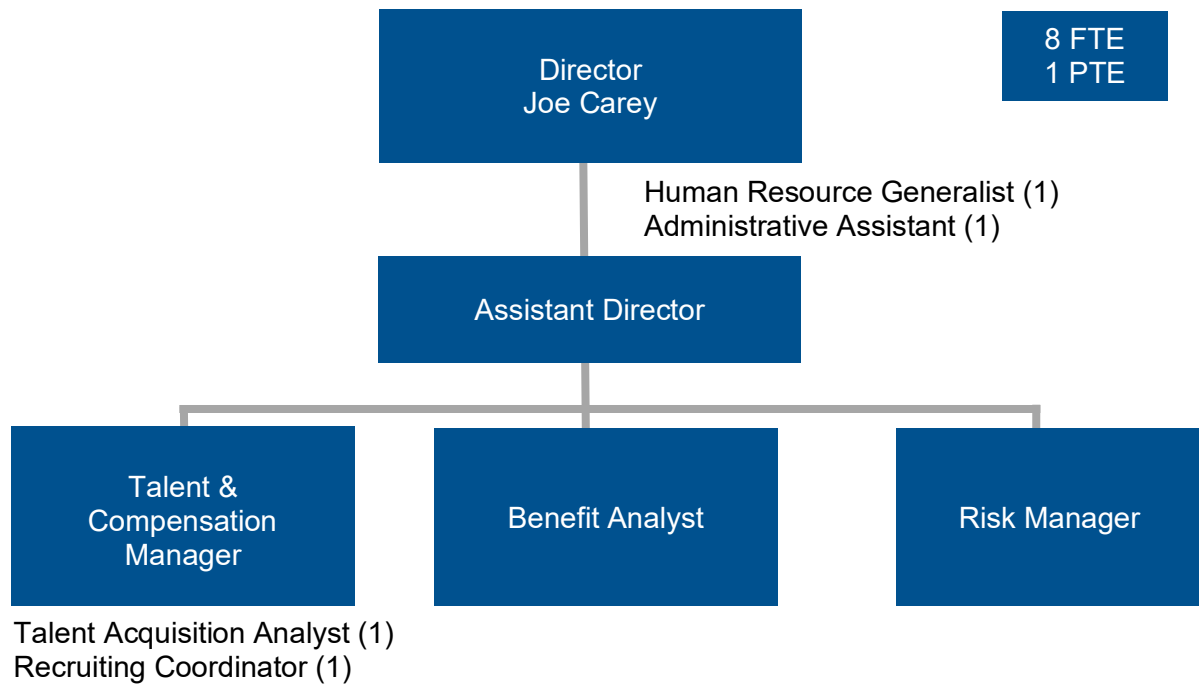


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ORGANIZATION CHART



DEPARTMENT OVERVIEW

The Human Resources Department consists of eight full-time employees and one part-time employee. The nine positions include a Director of Human Resources, an Assistant Director of Human Resources, a Human Resource Generalist, a Risk Manager, a Talent & Compensation Manager, a Benefits Analyst, a Talent Acquisition Analyst, an Administrative Assistant, and a Recruiting Coordinator who are accountable for providing exceptional service to all village employees and potential village employees.

The department's primary functions include: recruitment of employees for open positions, administering all components of the village's Talent Management Plan and the annual performance management process, coordinating employee benefits, wellness, and workers' compensation programs, maintaining employee files, ensuring effective employee risk and safety initiatives, managing employee and labor relations and the six collective bargaining agreements, and providing many other services for the employees throughout their careers with the village.



KEY ACTIVITIES

In the village's Talent Management Plan (TMP), the goal is to develop exceptional leaders which exemplify the village's core values of trust, integrity, respect, teamwork, and customer service. The five elements of the TMP include:

1. Attract the right talent with the right competencies for the job.
2. Engage the talent you already have with innovation and challenges.
3. Build talent through assessment and development.
4. Promote talent by giving the best performers the biggest opportunities.
5. Retain talent by recognizing performance and contribution to the vision.

The Human Resources Department continues to focus on enhancements and process improvements involving HERO Skills (Humility, Empathy, Reflection, and Open-Mindedness). The HR Department reviews processes and procedures based on survey responses and feedback to ensure changes are implemented in our recruitment and selection processes.

The Employee Engagement Committee (EEC) remains committed to supporting a positive, collaborative, and inclusive workplace environment in the year ahead. Our mission is to foster opportunities that promote employee appreciation, teamwork, and ongoing professional development. The committee meets on a monthly basis to plan initiatives designed to strengthen organizational culture and enhance employee engagement. As we look forward, we have several initiatives underway that will continue to recognize the valuable contributions of our employees and support a strong, connected workforce.

On February 13, the Healthy U committee passed out Dove dark chocolates in support of Heart Health month. On February 25, the committee hosted a Stretch & Deep Breathing class that provided employees with easy ways to fit in stretching throughout their day, as well as deep breathing demonstrations. Nine employees attended the event. February also featured a monthly employee massage session. The Wellness Wednesday post for the month included the benefits of increasing water intake, the benefits of hosting a meeting while walking and daily breathing techniques. The monthly employee massages continue to be a popular staple in our monthly offerings.

In February, the VOICE Committee kicked off the fourth quarter of its cultural journey by introducing Pakistan, known for its rich history, dramatic landscapes, vibrant culture, and incredible cuisine. Throughout the month, the committee shared highlights on Pakistan and explored the language and cultural traditions that shape its national identity, continuing to build awareness and appreciation across the organization.

Collaboration with Harper College resumed for Spring Training, bringing hands-on professional development back to Village staff. Excel Level 1 focused on navigating the Excel interface, creating and managing workbooks, and utilizing time-saving shortcuts. Excel Level 2 expanded on those foundations, covering sorting and filtering data, applying conditional formatting, working with tables, and using data validation. With continued investment in skill-building, Village staff are quickly becoming Excel power users.

Dr. Steve Robbins also hosted his monthly webinar, An Open Mind Is a Terrible Thing to Close, where participants explored how open-mindedness strengthens decision-making, improves relationships, and enhances leadership in times of uncertainty.



In addition, the Relational Intelligence Practice Lab cohort officially began its year-long learning journey. Six nominated participants from across departments convened for their first session, grounded in a simple but powerful premise: relational skills are not built through theory alone, but through deliberate practice. The opening session focused on recognizing patterns in thoughts, emotions, and behaviors, particularly under stress, and on developing the ability to interrupt automatic reactions to choose more effective, intentional responses.

MONTHLY PERFORMANCE

RECRUITMENT	February 2026	FY2025-26 YTD
	#	#
Open Positions (currently recruiting)	45	N/A
New Open Positions (approved this month)	5	104
Applications/Resumes Received	403	6,273
Interviews Conducted	25	261
Employee Resignations/Terminations	3	66
Employees Hired/Positions Filled	5	105



SCHAUMBURG INSTITUTE OF PROFESSIONAL DEVELOPMENT							
FEBRUARY 2026 TRAINING COURSES OFFERED							
			Participants by Location				
Date	Training Course	Instructor	Fire	Village Hall	Police	EPW	Total
2/28/26	All Hazards Training	SIPD Online	4	5	9	2	20
2/28/26	Defensive Driving Course	SafetyNet		1	1		2
2/28/26	Ethics in Action: VOS Standards & Practices	SIPD Online			1	1	2
2/28/26	Freedom of Information Act (FOIA)	IL Attorney General		4	1		5
2/28/26	ICS 100 – Introduction to the Incident Command System	FEMA		2			2
2/28/26	IS 700 – Introduction to the National Incident Management System	FEMA		2			2
2/28/26	IS 800 – National Response Framework	FEMA			1		1
2/28/26	Making Fans of the Diverse People We Serve	Heidi Peterson		1		1	2
2/3/26	Microsoft Excel – Level 1	HBS	3	5	3	1	12
2/26/26	Microsoft Excel – Level 2	HBS	2	5	4	4	15
2/28/26	Open Meetings Act (OMA) Training	IL Attorney General		2	1		3
2/28/26	Online Sexual Harassment Prevention Training for Employees	Vector/SIPD	3	4	1	1	9
2/28/26	Lessons from Lasso, Relational Intelligence Academy & Practice Lab	Dr. Steve Robbins	1	12	1	6	20
2/28/26	Village of Schaumburg Content Style Guide Acknowledgment	SIPD Online		1			1
Total Monthly Participants:			13	44	23	16	96
Prior Months Participants:			42	56	188	14	300
Total Fiscal YTD Participants:			521	961	929	515	2,934



GEM AWARDS

This program encourages and acknowledges work performance that demonstrates that an employee has taken personal ownership of a service request or concern. The GEM recognizes outstanding performance by an employee. The following report indicates the GEM awards for the month of February 2026.

Department	Employee	Reason	Nominated By:
Community Development	Mary Kirschbaum, Kate Spangler & Taylor Storm	The Economic Development department had to send a large mailing for the North Schaumburg Redevelopment Project Area TIF Amendment - totaling just over 770 pieces of certified mail. The envelopes all had to be prepared and mailed in an extremely short amount of time, within 2 days. Mary, Kate, and Taylor volunteered to help process the mailing to ensure Economic Development met the deadline. Thank you for going above and beyond by assisting another department meet a very important VOS deadline!	Vicki Bloomer
Finance	Olivia Szwarc	Since the start of the new year, the Collections division has been burdened by over 1,000 Business License/Registration renewal applications to review and approve. The division was without one full-time clerk and the part-time clerk was still learning how to review applications, leaving Olivia with nearly the full brunt of this workload to accomplish, aside from the daily workload concerning rental license renewals and her other duties. During the month of January and into February, the directive was to increase productivity by any means necessary to work through this backlog of applications. Olivia's determination was immediately evident. She tracked her output daily, striving to best the number of approvals she could complete in a day. Her efforts led to the completion of over 600 reviews in February alone. By February 13, reviews for applications submitted in 2025 and January 2026 were all completed. Olivia's work ethic truly shined and is worthy of praise beyond words.	Daniel Lescher
Police	Ofc. Michael Giambrone	On January 16, leadership received a written complaint from a resident regarding an ongoing issue with a neighbor who repeatedly parked a vehicle directly outside the resident's window and left the headlights shining into the residence for extended periods. On January 16, Ofc. Giambrone responded to the location and spoke with both parties involved. Through effective communication and mediation, he facilitated a resolution that alleviated the complainant's concerns and gained the neighbor's cooperation. Ofc. Giambrone should be commended for going the extra mile and independently resolving a recurring Beat 6 issue, restoring the resident's peace of mind, and ensuring the department is positioned to take appropriate action should the matter continue in the future.	Sgt. David Parlberg
Engineering and Public Works	Joshua Martinez	On Tuesday, February 26th, I was called out to assist on a main break after hours. Josh Martinez was leading the crew assisted by Robert Dillan, Nate Catrambone and Frank Passaglia. In spite of cold temperature, having to extend a shutdown area, numerous	Tyler Engebretson

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		<p>equipment issues, and a long night, Josh kept his composure, the motivation and morale of his team the entire time. Each issue was presented with a calm and deliberate response. His team has a great flow from clear communication, developing a plan and execution. Josh is a natural leader, achieving the trust and confidence of those who work with him. Although I have limited knowledge of water services, while working under Josh I felt confident and well utilized at the site.</p>	
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