

HUMAN RESOURCES DEPARTMENT MONTHLY REPORT

MARCH 2026



VILLAGE OF SCHAUMBURG

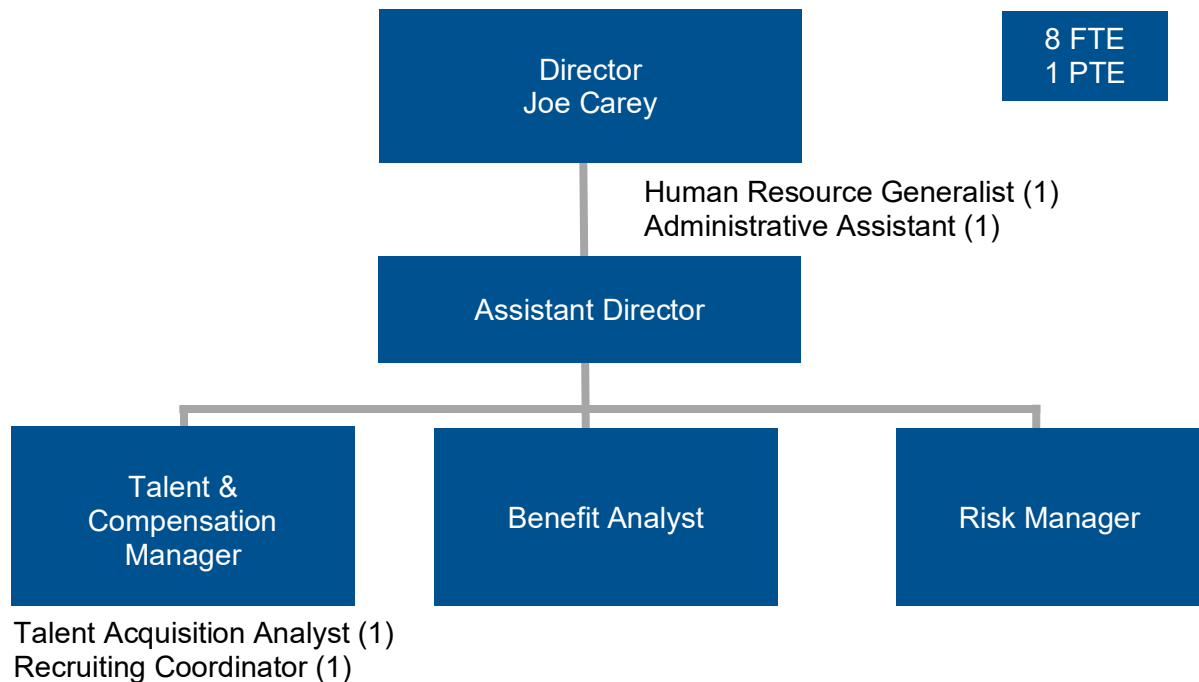
PROGRESS THROUGH THOUGHTFUL PLANNING



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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 Village of Schaumburg celebrated its 70th birthday on March 7th. In collaboration with the Communications and Outreach Department, employees received a special treat to enjoy and reflect on this incredible achievement together! 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.

During the month of March, the Healthy U Committee hosted a total of five yoga classes. Yoga classes are held weekly on Tuesday. The committee initiated a new beginner's friendly class on the first Tuesday of each month. The monthly employee massage registration was full at 15 slots for 15-minute sessions. The "Wellness Wednesday" post for the month included topics on ways to alleviate daily stressors and the health benefits of spring cleaning.

In March, the VOICE Committee continued its cultural spotlight on Pakistan, deepening awareness across the organization through engaging and educational content. Throughout the month, employees explored Pakistan's geography, landmarks, wildlife, customs, traditions, cuisine, and lesser-known cultural insights. To bring the experience to life, each team member was treated to a traditional samosa from a local Pakistani restaurant, offering a hands-on connection to the country's rich culinary heritage.

Spring Training continued with a strong focus on professional development and practical skill-building. In partnership with Harper College, staff participated in Microsoft Word: Core Skills + Tips and Tricks, as well as Power BI: Dashboard in a Day, expanding their ability to communicate information clearly and leverage data for more informed decision-making.

Dr. Steve Robbins continued his Lessons from Lasso series with four sessions throughout March, each centered on key leadership and relational themes. Topics included empowerment, relational support, repairing trust, and building resilience through failure. In addition, the March Relational Intelligence Academy session, You're not Lazy, You're Overwhelmed: Beat Burnout and Reboot Your Brain, focused on understanding cognitive overload and practical strategies to reset and



sustain performance. Dr. 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.

MONTHLY PERFORMANCE

RECRUITMENT	March 2026	FY2025-26 YTD
	#	#
Open Positions (currently recruiting)	54	N/A
New Open Positions (approved this month)	12	116
Applications/Resumes Received	319	6,592
Interviews Conducted	25	297
Employee Resignations/Terminations	2	68
Employees Hired/Positions Filled	6	111

Human Resources

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SCHAUMBURG INSTITUTE OF PROFESSIONAL DEVELOPMENT							
MARCH 2026 TRAINING COURSES OFFERED			Participants by Location				
Date	Training Course	Instructor	Fire	Village Hall	Police	EPW	Total
3/31/26	All Hazards Training	SIPD Online	48	12	54	27	141
3/31/26	Anti-Harassment, Discrimination, & Respectful Workplace Training	SIPD Online	6				6
3/31/26	Defensive Driving Course	SafetyNet				1	1
3/31/26	Ethics in Action: VOS Standards & Practices	SIPD Online	7	2	2	1	12
3/31/26	Freedom of Information Act (FOIA)	IL Attorney General		1	1		2
3/31/26	General HIPAA Awareness	SIPD Online	1				1
3/18/26	ICS 300 – Intermediate Incident Command System	FEMA	1				1
3/31/26	ICS 400 – Advanced Incident Command	FEMA	2				2
3/31/26	Lessons from Lasso, Relational Intelligence Academy & Practice Lab	Dr. Steve Robbins	2	8		6	16
3/20/26	Microsoft Power BI: Dashboard in a Day	HBS	2	1		1	4
3/11/26	Microsoft Word: Core Skills + Tips and Tricks	HBS	2	4			6
3/10/26	New Employee Orientation	Various Presenters		2	1	1	4
3/31/26	Open Meetings Act (OMA) Training	IL Attorney General		1			1
3/31/26	Online Sexual Harassment Prevention Training for Employees	Vector/SIPD	24	5	7	2	38
3/05/26	Performance Appraisal Process Kick Off	HR Staff	6	23	13	9	51
3/31/26	Reasonable Suspicion in the Workplace	Vector	8				8
2/28/26	Village of Schaumburg Content Style Guide Acknowledgment	SIPD Online		2	3		5
Total Monthly Participants:			109	61	81	48	299
Prior Months Participants:			13	44	23	16	96
Total Fiscal YTD Participants:			637	1,022	1,010	563	3,232

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 March 2026.

Department	Employee	Reason	Nominated By:
Police	Simone Lesniak	Simone is a valued member of the Healthy U Committee. Simone has been very active on the committee. She often volunteers for tasks including Wellness Wednesday posts, recipes of the month, event volunteering. Anytime volunteers are solicited she is one of the first to raise her hand. Simone regularly provides ideas and feedback for committee events and postings.	Crystal Sutton
Police	Matt Liberio	I recently had to call the Fire Department on a sensitive case that required time, listening, assessment and coordination with the Police Social Worker. Matt was professional, very competent, patient and direct - all needed in this situation. Ultimately, we were both able to get the client into the ambulance without issue. Matt is an asset to the organization and it was a pleasure to be on this call with him.	Kristin Jordan