

HUMAN RESOURCES DEPARTMENT MONTHLY REPORT

APRIL 2026



VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING

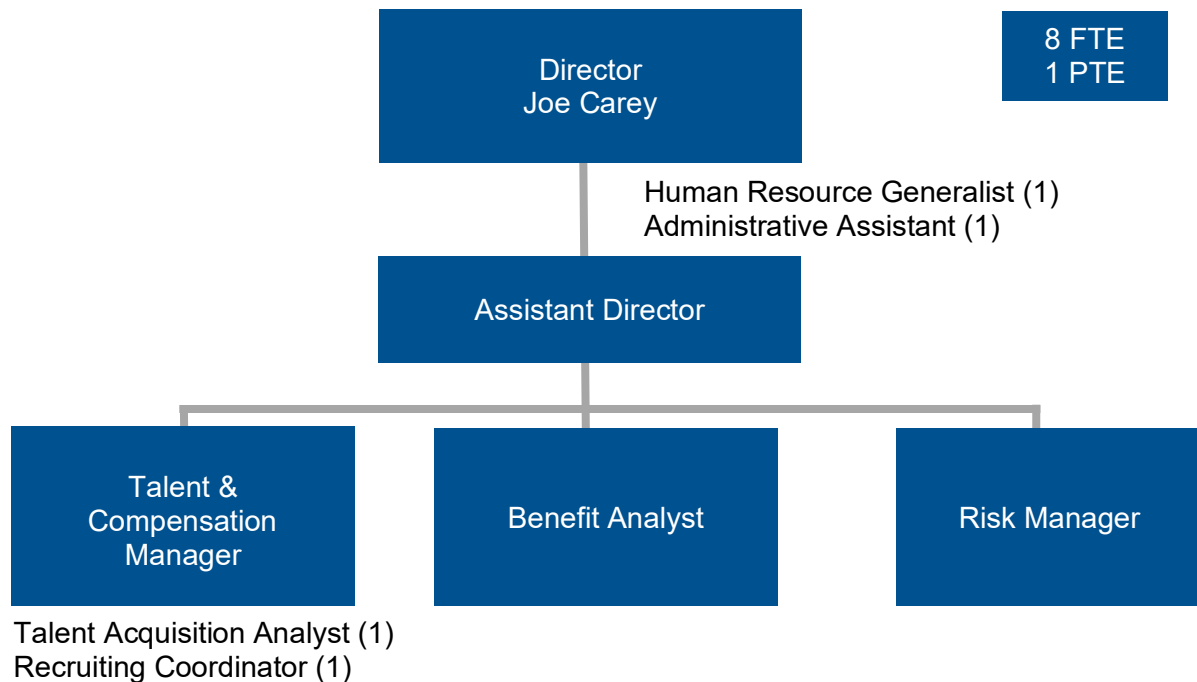


TABLE OF CONTENTS

Organization Chart.....	1
Department Overview	1
Key Activities.....	2
Monthly Performance.....	4
Gem Awards	5



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 Earth Day on April 22nd by wearing something that connects them with nature and providing a seed packet to all employees so they could "be the reason something grows".



The committee meets monthly to plan initiatives designed to strengthen organizational culture and enhance employee engagement. As we look forward, the committee has several initiatives underway that will continue to recognize the valuable contributions of our employees and support a strong, connected workforce.

During the month of April, the Healthy U Committee hosted a total of four yoga classes. The first Tuesday of each month features a beginner friendly class. The monthly employee massages continue to reach full capacity. The "Wellness Wednesday" post for the month included the medical equipment loan program, stretching benefits, screen health and the benefits of eating beets. The monthly Lunch 'n' Learn featured a visit from Wintrust Bank. The bank educated employees on account offerings, products and services.

In April, the organization's focus shifted toward practical development, leadership growth, and equipping employees with skills that support both workplace effectiveness and community service. While the VOICE Committee paused its monthly cultural spotlight during April to prepare for the upcoming fiscal year and future programming, planning continued behind the scenes for what is ahead.

Spring Training remained active, offering a strong lineup of learning opportunities to build confidence, capability, and service excellence. Employees participated in CPR/AED and Stop the Bleed training, strengthening emergency response readiness and reinforcing the village's commitment to safety. Staff also attended From Good to Great: Customer Service Basics, centered on creating positive experiences for residents, coworkers, and stakeholders.



Leadership and supervisory development continued through targeted compliance and management training. Supervisors participated in Reasonable Suspicion and Anti-Harassment training, reinforcing accountability, legal awareness, and respectful workplace expectations. New hires also participated in Making Fans of the Diverse People We Serve; an onboarding-focused training centered on delivering inclusive, welcoming, and high-quality service to the diverse community the village serves.

Technical skills-building also remained a priority through the continued partnership with Harper College. Employees expanded their data and productivity capabilities through Excel Level 3 and Advanced Excel classes, helping staff work more efficiently and making stronger data-informed decisions.

Dr. Steve Robbins continued to support leadership development through both webinar and cohort experiences. His monthly webinar, *The Pause Is in the Power: How to Respond Instead of React*, focused on emotional regulation, thoughtful decision-making, and leading with intention during challenging moments. The April cohort session, *Humility in Leadership*, explored humility as a leadership strength rooted in self-awareness, openness to feedback, and a commitment to valuing others' perspectives. Participants examined how defensiveness can limit growth and practiced remaining open-minded when it may feel easier to protect the ego.

Beyond ongoing training initiatives, the HR staff proudly represented the village at three job fairs throughout April. The first event took place at Hanover Township in Bartlett, followed by the Public Service Career Fair at Harper College, and lastly the District 211 Job Fair at Schaumburg High School. All three events were highly successful, with strong attendance and significant interest from individuals eager to serve the community.





MONTHLY PERFORMANCE

RECRUITMENT	April 2026	FY2025-26 YTD
	#	#
Open Positions (currently recruiting)	40	N/A
New Open Positions (approved this month)	4	120
Applications/Resumes Received	328	6,920
Interviews Conducted	7	304
Employee Resignations/Terminations	6	74
Employees Hired/Positions Filled	14	125

Human Resources

Monthly Report – April 2026



SCHAUMBURG INSTITUTE OF PROFESSIONAL DEVELOPMENT							
APRIL 2026 TRAINING COURSES OFFERED			Participants by Location				
Date	Training Course	Instructor	Fire	Village Hall	Police	EPW	Total
4/30/26	All Hazards Training	SIPD Online	19	13	16	3	51
4/16/26	Anti-Harassment, Discrimination, & Respectful Workplace Training	SIPD Online	11	5	4	1	21
4/9/26	CPR/AED	Village Staff	7	4	7	1	19
4/30/26	Defensive Driving Course	SafetyNet			6		6
4/30/26	Ethics in Action: VOS Standards & Practices	SIPD Online		1	6	2	9
4/30/26	Freedom of Information Act (FOIA)	IL Attorney General		3			3
4/22/26	From Good to Great: Customer Service Basics	AllOne Health	3	19	12	2	36
4/30/26	General HIPAA Awareness	Vector/SIPD	1				1
4/30/26	ICS 100 – Introduction to the Incident Command System	FEMA		1		1	2
4/30/26	ICS 700 – An Introduction to the Incident Management System	FEMA		1			1
4/13/26	Making Fans of the Diverse People We Serve	Heidi Brandt	2	4	6	2	14
4/21/26	Microsoft Excel – Level 3	HBS	2	6	2	2	12
4/29/26	Microsoft Excel – Advanced Level	HBS	4	6	2		12
4/30/26	Open Meetings Act (OMA) Training	IL Attorney General		2			2
4/30/26	Online Sexual Harassment Prevention Training for Employees	Vector/SIPD	14	10	10	2	36
4/14/26	Reasonable Suspicion in the Workplace	Vector/CBS	6	1	2	1	10
4/9/26	Stop the Bleed: The Power to Save is in Your Hands	Village Staff	1	5	2	3	11
4/28/26	RQ Academy & Cohort	Dr. Steve Robbins	1	5	1	1	8
4/30/26	Village of Schaumburg Content Style Guide Acknowledgment	SIPD Online		1	7	1	9



Total Monthly Participants:	71	87	83	22	263
Prior Months Participants:	109	61	81	48	299
Total Fiscal YTD Participants:	707	1,109	1,092	583	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 April 2026.

Department	Employee	Reason	Nominated By:
Community Development	Jim Hudson	On April 3, 2026, while traveling in the Code Enforcement van, Jim noticed drivers avoiding an object in the roadway near the busy intersection of Plum Grove and Schaumburg Roads. Upon approaching, he identified it as a large piece of cut log. Jim promptly stopped, removed the obstruction, and placed the log in the van, eliminating a traffic hazard and allowing traffic to continue normally. His quick thinking and willingness to take action are a great example of going the extra mile as a village employee	Trisha Kern
Economic Development	Kristeen Riforgiato	Kristeen provided counter and phone coverage for Permit Services during a Community Development Department meeting held on 4/8. She demonstrated a willingness to support another department by stepping in without hesitation when I first reached out to her. While covering the permits counter, she managed multiple phone calls. She handled each phone call by taking detailed and accurate messages for my staff and I to follow up on. In addition, she went above and beyond by assisting a customer at the counter and advising them how to apply for their contractor registration through OpenGov. Her support allowed my team and I to fully participate in the department meeting without disruption, demonstrating her reliability and dedication to both staff and customers.	Carmen Bustos
Engineering & Public Works	Matthew Staffa	Matt Staffa has stepped up tremendously to fill in for the full scope of Inventory work every time we have been short staffed. Matt has grown to run Inventory every time we needed it. He is able to take every request and get parts ordered immediately. He has learned many aspects of the financial process and parts ordering contacts. He has become a very valuable asset to Fleet without any hesitation or negative thought.	Tom Doonan
Engineering & Public Works	Rafal Kowal	The Sign Crew was recently tasked with installing “Progress at Work” signs at multiple locations to help Engineering communicate project status to the public. Historically, these signs were mounted on temporary stands with sandbags, requiring frequent maintenance due to wind and often resulting in damage.	Walter Stagowski

Human Resources

Monthly Report – April 2026



		<p>To improve durability and reusability, the team shifted to installing U-channel anchors with posts set in the ground.</p> <p>After being provided with the requirements and the importance of maintaining precise dimensions, Rafal exceeded expectations in designing and fabricating a well-built jig that will allow the crew to consistently install these signs moving forward. His work will have a lasting impact on our operations, and we greatly appreciate his effort on this project.</p>	
Police	Michelle Defer & John Timm	<p>Lieutenant Michelle Defer and Officer John Timm spent countless hours planning, managing, and executing 2025's Shop with a Cop event. Lt. Defer and Officer Timm handled communicating with numerous businesses and vendors that donated to the event. Their team raised over \$20,000 and provided food and presents to 29 children and their families. Their efforts and dedication to this event should be commended.</p>	Commander Buxbaum