



We exist to provide outstanding opportunities through recreation for children and adults with disabilities.

**October 13, 2021
10:30 A.M., Personnel Committee Meeting
Park Central Board Room
Rolling Meadows, IL**

Agenda

- I. Approval of the July 29, 2021 Minutes - Pages 3-6
- II. Staff Updates - Pages 7-23
 - A. Organizational Chart
 1. IT Services Coordinator Job Description
 2. Collaborative Coordinator Hoffman Estates Job Description
 3. Superintendent of Marketing and Communications Job Description
 4. Vacant Positions
 - a. Recreation Specialist
 - b. Recruitment Coordinator
 - c. Inclusion Coordinator
- III. Proposed Salary Ranges - Pages 24-34
 - A. HR Source Salary Compensation Study Report Approval
 1. Approval for Salary Ranges
 - a. 2020 Salary Ranges
 - b. Adjusted Proposed Salary Ranges for 2022
 - i. Recreational Specialist - Minimum Increase
 - ii. Coordinators - Minimum Increase
 - iii. IT Services Coordinator – Added to Salary Ranges
 - iv. Superintendent of Administrative Services - Pay Grade Change
 - v. Executive Director - Removed from Salary Range
 2. Proposed Market Pay Rate Adjustments
 - a. Recreation Specialist - Adjusted to new Minimum Salary Range
 - b. Coordinators – Adjusted to New Minimum Salary Range and Adjusted for longevity, experience and performance
 - c. Managers – Adjusted for longevity, experience and performance

- 3. Budget Impact
 - B. Part-Time Staff Salary Ranges
 - 1. Proposed Part Time Staff Salary Ranges 2021-2022
 - 2. Part Time staff Original Salary Ranges 2021
 - C. Proposed 2022 Merit Increase/Pool
 - 1. Merit Increase/Pool Survey Results
- IV. Proposed Health Insurance - Pages 35-48
- A. Proposed Health Plan Options for 2022
 - 1. \$2,000 Deductible RX1/Vision \$600 (EE 10%, EE+Child 12%, EE + Children 15%, EE+Spouse 13%, Family 15%)
 - B. PDRMA Health Insurance Deduction Options
 - C. Health Benefits Survey Results
 - 1. Member Agency Results
 - 2. SRA Agency Results

I. Minutes

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Personnel Committee Minutes

July 29, 2021

Present: Craig Talsma, Carrie Fullerton, Jan Buchs, Tony LaFrenere, Bret Fahnstrom, Rita Fletcher, Christina Ferraro, Tracey Crawford, Joy Lynn Hyer with HR Source and Jessica Vasalos as Recording Secretary

I. HR Source Market Benchmarking and Compensation Structure

A. Ms. Hyer reviewed the Market Benchmarking and Compensation Structure with the Committee outlining the study is done very often for a myriad of park districts as well as private sector agency's. She explained that five other surveys were used to calculate the salary ranges for NWSRA and recreation jobs were only compared to other recreation jobs in the field. HR, accounting and office were weighed with 25% nonprofit data and 25% for profit data. Trustee LaFrenere asked where the Benchmarking budget amount is listed as 5 to 10 million? Ms. Hyer indicated that direction was taken from the agency. Trustee Talsma indicated that the budget is actually \$5,089,000. There was also questions about the 2020 budget number. Executive Director responded that the budget presented and approved by the Board, prior to COVID, was \$6,275,507.96. Once it was amended, for COVID in 2020, it was \$5,509,040, HR Source used the pre-COVID approved budget numbers when they began the Comprehensive Report at the first of the year in 2020.

Ms. Hyer then explained that all the data was then aged to current day. She further explained that they have not seen ratios as low as the agency and urged the Board to look at moving all employees to the mid-range as the job market is hostile and employees can go anywhere and get more money than the agency is currently paying. Hiring staff at the agency's minimum current takes staff very long to get to the mid-range point, which is 20% less than the mid-point. Trustee LaFrenere asked why Special Recreation positions were used in some of the data and not in others, to which Ms. Hyer responded that those positions were not available. Trustee Talsma asked if there was other SRA positions included. Ms. Hyer responded that as those positions become available they will be included. Director Crawford included that SRA's are slowly working with IPRA and HR Source to include all positions in the survey. They have started with Recreation Specialists and are working up to the higher levels. Trustee Talsma inquired about the Sr. Manager of Special Recreation position. Ms. Hyer responded that at this time, the position is recognized but there is not current data for that position. She also reminded the Board that they do not match title for title and look at all aspects of the job description and pay structure. Director Crawford reminded the Committee that position is no longer filled.

Some discussion was had regarding job descriptions and salary ranges, and how park district job descriptions would match the SRA job descriptions. Director Crawford gave a brief explanation of the organizational structure.

Talsma explained that he and Trustee LaFrene are concerned that one of the job descriptions may have fallen into the wrong grade as the job allocation of 50% does not fall in the correct category. The Committee agreed and Director Crawford explained that the job descriptions and responsibilities would be revisited and the correct pay grade would be allocated for the position. Trustee Talsma made some suggestions regarding positions at NWSRA. Trustee Buchs interjected and suggested that position hiring be reviewed at the next meeting and closer to budget process. With the resignation of the current Superintendent of Communications and IT, the position and the responsibilities were re-evaluated. The Superintendent of Communication and IT would become the Superintendent of Marketing and Communication, and a much needed IT Services Coordinator position would be created to manage the growing IT, computer and database needs for the administrative offices and satellite NWSRA Programming spaces. The committee would also like NWSRA to look at better accounting software to move the agency forward for years to come.

B. Proposed Salary Ranges

Executive Director Crawford made the recommendation to move the salary ranges for 2022-2024 as presented. There was much discussion regarding ranges and moving the minimum range to more align with the qualifications that NWSRA requires. Trustee Talsma discussed adjusting all the specialists by \$5,000 and all coordinators \$2,500. Ms. Hyer indicated that the Recreation Specialists would start at \$41,031. After that, all the other positions should be market adjusted by 10%. The Committee discussed only moving the Recreation Specialists and the Coordinator minimum ranges positions at this time. The Coordinators would be market adjusted to \$45,000. Director Crawford suggested \$43,000 and Ms. Hyer calculated it at \$43,632 so that it would not bump up against the Minimum start for the Manager positions. Trustee Talsma has concerns for adjusting the ranges regarding tenure. He stated his concerns regarding longevity systems vs. merit based systems. Director Crawford indicated that looking at the inter core titles, some of the positions Trustee Talsma has concerns about, do not fall into the salary ranges that the market survey has developed. Director Crawford informed the committee that many of our positions have been underpaid for too many years. She also explained why staff have recommended freezing pay ranges to allow staff to move closer to midranges over a period of time. Trustee Talsma indicated that adjusting ranges with CPI versus aging factors.

Ms. Hyer indicated that NWSRA use the HR Source aging factor. Trustees Talsma, Fullerton and LaFrene recommended not freezing the salary ranges and using the HR Source aging factor annually and every three years reevaluate salary compensation study. Director Crawford explained the process of how the Tenure and Experience Chart was developed. The committee would like to see the Executive Director salary range

documentation removed from the charts. Director Crawford was also directed to work with Ms. Hyer and staff to come up with a Market Adjustment Chart that spoke to the longevity, experience and performance for the employees that have remained with NWSRA through COVID. This will be revisited at the October 2021 Personnel Committee meeting, where the new charts and recommendations for Board approval will be reviewed.

The meeting adjourned at 11:50 am.

II. Staff Updates

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Date: October 13, 2021
To: Craig Talsma, Personnel Committee Chairman
From: Tracey Crawford, Executive Director
Re: Staff Updates

Organizational Chart Updates

Once a year the Personnel Committee is presented the organization chart to review any changes, additions and/or deletions that are being recommended by staff. This year one Superintendent level name change and two specific position additions are being presented:

1. **The IT Services Coordinator** is responsible for the day to day IT, computer and database concerns for the Administrative Offices as well as the five remote programming spaces in the community. This position is also responsible for the contract management and vendor oversight for any external resources needed for computers and IT needs.
2. **The Collaborative Coordinator for Hoffman Estates** will be hired once the programming space is ready to be open. This position will oversee the Pursuit Adult Day Program and the Voagelei House. The position is reimbursed through the Collaboration with Clearbrook.
3. **The Superintendent of Communications and IT** has been changed to the title of Superintendent of Marketing and Communications. This title best reflects the new role and responsibilities of this position. The Superintendent of Marketing and Communications no longer is responsible for the hands on fixing of IT concerns or the oversight of the IT contract with the outside vendor.

Vacant Positions

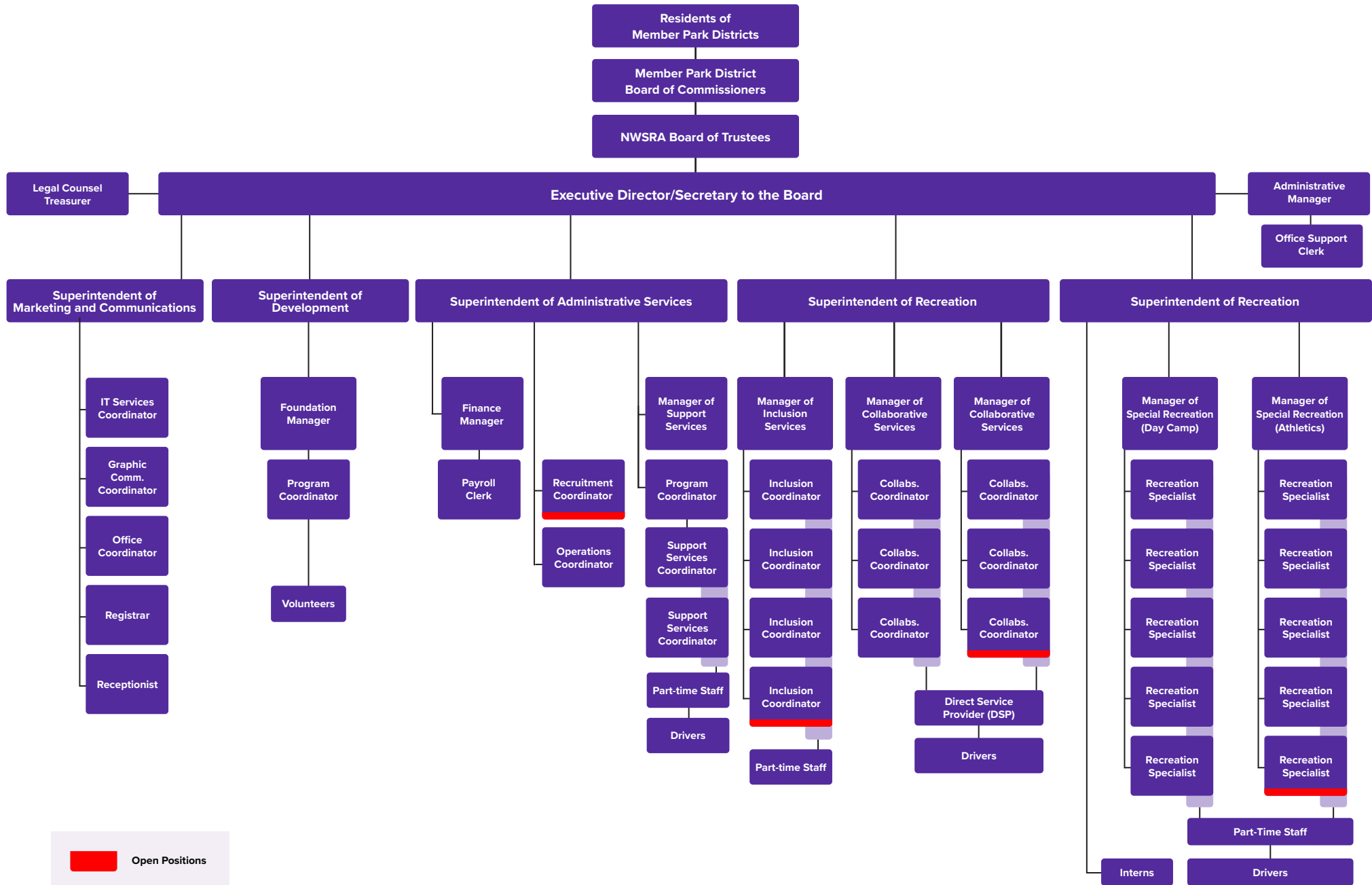
Currently, NWSRA has filled 14 Full-Time Staff vacancies in the summer of 2021. Staff vacated these positions at various times throughout 2020 and 2021. Only three full time positions remain open with an anticipated early fall fill date:

1. **Recreation Specialist**– designs and implements recreation, and therapeutic recreation programs, and services. Also serves as van drivers and must obtain a CDL.
2. **Recruitment Coordinator** – recruits FT and PT staff and oversees all onboarding for newly employees.
3. **Inclusion Coordinator**– This position support the regional Inclusion efforts for their assigned regions. Orientate and train all Inclusion Aides, provide Behavioral support and address all ADA and Inclusion concerns. Serve as Inclusion Aide when necessary.

Recommendation:

Personnel Committee recommends approval of the NWSRA Organizational Chart as presented by staff.

Northwest Special Recreation Association Organizational Chart 2021



■ Open Positions

Northwest Special Recreation Association

IT Services Coordinator

Revised: July 27, 2021

DEPARTMENT:	Administration
CLASSIFICATION:	Salary/Pay Grade 13
FLSA:	Exempt
STATUS:	Full-time
REPORTS TO:	Superintendent of Marketing & Communications
DIRECT REPORT(S):	None

JOB PURPOSE:

To oversee the informational technology initiatives for the Association by determining the technology budget, serving as the liaison for the computer network support company, managing the technology plan including hardware, software and other IT services, and implementing the staff technology training.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Agency Operations and Administration

- Prepare reports, recommendations and complete special projects as required.
- Recommend, purchase and install computer, printing, telephone and connectivity hardware and software and equipment as needed
- Utilize established purchasing procedures for purchasing, price quotes, formal bids and vendors for supplies, equipment and services.
- Develop and recommend policies and procedures for use of agency hardware and software to ensure safe, protected IT systems
- Coordinate agency computer, printing, telephone and connectivity hardware and software operations in relation to planning, development of new operational procedures and/or systems, operations manuals, reports, formal bid requirements, etc.
- Assist the Superintendent of Administrative Services with agency planning and development including computer, printing, telephone and connectivity hardware and software budgets, quarterly and annual participation reports, development of new policies and procedures, distinguished agency requirements, wish list, productivity and efficiency systems that may affect the Association's overall financial resources.
- Effectively use cell phones, computers, computer software, tablets and the Internet for the performance of job assignments.
- Actively participate in assigned team meetings, individual/supervision meetings planning or other agency meetings.
- Drive an agency or personal vehicle to all work related events, programs and/or meetings as required.
- Prepare, receive, and understand written material, whether by mail, facsimile, text, or e-mail.

- Solve complex problems and work efficiently and effectively under pressure and meet all deadlines for all projects, assignments, and events.
- Participate regularly in continuing education opportunities, in-house in-services, state and national opportunities as appropriate to increase awareness and knowledge, and to develop new skills and techniques.
- Maintain a neat work area with easily accessible information in a logical filing system.

Position Specific Responsibilities

- Offer technical support to staff and troubleshoot computer problems
- Oversee the informational technology initiatives for the Association by determining the technology budget, serving as the liaison for the computer network support company, managing the technology plan including hardware, software and other IT services
- Implement ongoing staff technology training including, but not limited to, use of computers, cybersecurity, use of various software applications, and technology at programming spaces.
- Oversee and manage all computer hardware including, but not limited to, network servers, firewalls, switches, battery backups, wireless access points, computers, laptops, iPads and other devices
- Oversee and manage unique hardware at NWSRA program spaces, including but not limited to, the Dream Lab equipment: Padzilla 80" iPad, TapIt whiteboard, Virtual Reality servers and accessories, Xbox, adjustable touchscreen computers, as well as Snoezelen Sensory Room equipment: MegaPods, Gesture Tek cubes, and integrated computers
- Oversee and manage the main office key FOB system
- Oversee and manage cloud-based and local server-based surveillance camera hardware and applications
- Oversee and manage the telephone phone system servers and software applications to ensure continuity of service
- Oversee and manage copiers and printers including, but not limited to, liaison to 3rd party company for maintenance and servicing of devices, ordering of toners, and recycling of toners
- Oversee and manage postage machine, credit card machines, fax machine and other networked devices to ensure continuity of service
- Oversee and manage software applications including, but not limited to, Microsoft 365, Adobe licensing, online payment platforms, ADA compliance project submission software, database, website hosting and domain, accounting software, HR software, server applications, printer networking, phone system integration, and Cloud based and localized applications.
- Implement security measures to meet compliance with requirements, install updates on an ongoing basis and provide safety of NWSRA data systems
- Manage the archiving of data securely with backups of data
- Ensure PCI Compliance for all online and local credit card terminals
- Other duties needed to help drive our Vision, fulfill our Mission, and abide by NWSRA's Core Values.

Safety

- Understand safety policies, maintain a working knowledge of all general and departmental-specific safety policies and inspect work and program areas for compliance with safe work practices and policies.
- Enforce safety policies by improving employee and public knowledge while correcting unsafe behavior and conditions.
- Cooperate and assist in the investigation of accidents/ incidents and attends all required safety program and education meetings.

COMPETENCIES:

COLLABORATION:

Promotes and supports work teams and groups.

RELIABILITY:

Performs responsibilities dependability and accurately, fulfills promised actions.

RESPONSIVENESS:

Focuses on the customer, willingly helps other and provides prompt service.

ASSURANCE:

Conveys trusts and inspires confidence.

EMPATHY:

Deals with individuals, appreciates their differences, handles emotions and shows compassion for others.

SELF-CONFIDENCE

Recognizes the contributions of others and is conscious of own ability.

INITIATIVE:

Begins and follows through energetically with plans and tasks.

COMMUNICATION:

Shares information, listens to what others are saying.

ADAPTABILITY:

Makes decisions and solves complex problems.

JOB STRENGTH REQUIREMENTS:

Weight Bearing:

- Ability to safely lift and transfer bundles of brochures and flyers for delivery at a minimum of 50 pounds per load.
- Ability to move heavy equipment such as tables, chairs, water, office or computer equipment etc., in the office or at the meeting location.

Agility/Flexibility/Balance:

- Ability to kneel down, rotate body position, and reach into small spaces such as under workstations to check computer or other equipment.

Manual Dexterity:

- Ability to manipulate various tools needed to perform the responsibilities of the job such as; writing utensils (pen, pencil, computer keyboard), communication devices (telephone, TTY keyboard), recreation equipment of all types, office equipment (copy machine, fax machine, paper cutter, stapler, hole punch, tape dispenser, charge card processor etc.)

Stamina:

- Ability to work a varied schedule of days, evenings or weekends in an emergency, for fundraising events.

Psychological Considerations:

- Ability to work with individuals from all backgrounds and special interests in a respectable manner and to maintain a positive attitude in public places.
- Ability to handle multiple projects in a busy and noisy office environment, quickly transitions between duties each day, and a varied schedule each week. Ability to troubleshoot, problem-solve, and handle stress in a calm, professional manner.

Environmental Considerations:

- Ability to perform in a variety of weather conditions, ranging from mild to severe, year round, and in facilities that may range in temperature, and/or have various exposures such as pool chemicals.
- Ability to perform in outdoor situations where there is potential exposure to poisonous plants, insects, and wild animals.

QUALIFICATIONS:

- Graduate from accredited college or university with a BA/BS degree in Computer Science, Information Technology, Computer Engineering, Information Systems Security or related field
- Knowledge of current technology, trends and issues, procedures, and policies
- Knowledge of current standards of professional practice and ability to apply these standards to daily work. Highly motivated, self-starter, outgoing and confident with excellent interpersonal skills is required.
- Able to work independently, solve problems, provide training to others, and convey a positive attitude to others.
- Strong knowledge of IT processes, applications and analysis.
- Strong knowledge of computer skills. Experience with computer and hardware problem-solving, database oversight, website management, accounting and HR software, server applications, printer networking, phone system integration, and Cloud based applications.
- Strong interpersonal skills and the ability to effectively communicate with full-time staff.
- Ability to perform required duties under stressful situations without supervision.
- Ability to drive agency vehicles based on driver's abstract.

I have received a copy and reviewed this job description and I understand all my job duties and responsibilities. I also acknowledge I am able to perform the essential functions as outlined.

Employee Signature

Date

Print Name

EXECUTIVE DIRECTOR SERVICES APPROVAL:

Signature: _____

Northwest Special Recreation Association
Collaborative Coordinator
Revised: January 11, 2021

DEPARTMENT:	Coordinator
CLASSIFICATION:	Salary/Pay Grade 12
FLSA:	Exempt
STATUS:	Full-time
REPORTS TO:	Manager of Special Recreation - Collaboratives
DIRECT REPORT(S):	Direct Service Providers (DSP), Lead DSP's

JOB PURPOSE:

Serves as the site programming coordinator for collaborative programming, including adult day and afterschool programs done in collaboration with Clearbrook and NWSRA. Assist Manager of Special Recreation (Collaboratives) to interview, hire, train, and place employee for site. Directly supervise and evaluate employee in collaborative programs at the site. Serves as a Qualified Intellectual Disabilities Professional (QIDP). Assist with coordination of the necessary training of the DSP staff as regulated by the State of Illinois. Assess, plan, develop, implement and evaluate programs for children and adults with disabilities. Represent NWSRA at meetings, support community access to recreation for individuals with disabilities and advocate for the development of recreation programs.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Agency Operations and Administration

- Select, recommend and inventory supplies and equipment, which are associated with areas of supervision and responsibilities through inventorying, cleaning, inspection, and re-stocking equipment.
- Utilize established purchasing procedures for purchasing, price quotes, formal bids and vendors for supplies, equipment and services.
- Effectively use cell phones, computers, computer software, tablets and the Internet for the performance of job assignments.
- Provide input to supervisory staff related to determining goals, budgets, supply and equipment needs, risk management resources, productivity and efficiency systems, and staff development activities that may affect the Agency's overall financial resources development.
- Maintain all required certifications.
- Actively participate in assigned team meetings, individual/supervisory meetings, planning or other agency meetings.
- Drive an agency or personal vehicle to all work related events, programs and/or meetings as required.
- Prepare, receive, and understand written material, whether by mail, facsimile, text, or e-mail and quickly respond to phone calls, voicemails, and written materials.
- Solve complex problems and work efficiently and effectively under pressure and meet all deadlines for all projects, assignments, and events.
- Participate regularly in continuing education opportunities, agency in-services, state and national opportunities as appropriate to increase awareness and knowledge, while developing new skills and techniques.
- Maintain a neat work area with easily accessible information in a logical filing system.

Communication and Outreach

- Develop and maintain effective communications with special education teachers, social service workers, volunteers, part-time employees, community members, parents, partner agency employees, and agency personnel.
- Represent NWSRA at community meetings related to the disability groups served by the Agency, gather program suggestions and build awareness of Agency services.
- Provide physical and emotional support to both children and adults with limitations when working and participating in activities requiring assistance. Must be able to respond to the needs of individuals with disabilities.
- Communicate effectively with small and large groups of people by providing information and assistance to partner agency employees, community groups, employees, parents and participants through presentations, speaking opportunities, and training.
- Treat public complaints and concerns with the utmost attention. Is courteous in all cases.

Position Specific Responsibilities

- Responsible for the site development and coordination of collaborative programming, including adult day and afterschool collaborative programs with Clearbrook. Manage budgets, assist with quarterly reports, develop routes and transportation, program planning, and communicate with parents/guardians, participants and employees.
- Organizes meetings and trainings for the collaborative site DSP employees.
- Works with their Manager to assist to interview, hire, train, and place employees.
- Supervise and evaluate employees at collaborative site.
- Conducts assessments and program trials to determine client's acceptance into the programs.
- Assist with creating annual goals specific to the site's collaborative programs.
- Review and approve employee timesheets, attendance and billing.
- Create and assess annual goals for site's clients. Develop, implement and evaluate behavior plans as necessary.
- Actively recruit clients.
- Behavior Team liaison for clients on Behavior Team caseload.
- Attend the Inter-Disciplinary Team (IDT) meetings for all clients.
- Adhere and uphold all State of Illinois policies and requirements for site and programs in collaboration with Clearbrook.
- Maintain neat, clean & safe program sites.
- Review & proof employee attendance, payroll & billing.
- Create and maintain volunteer site relationships.
- Coordinates monthly activity calendars based upon the client goals obtained through the Annual Personal Plan, including stimulating, fun and interesting activities.
- Supervises daily activities, community outings, and oversees groups maintaining approved staffing ratios.
- Coordinates client observations.
- Snoezelen Therapist, providing therapy to clients within the Collaborative Programs.
- Conduct tours of programming spaces and the PURSUIT & STAR Programs.
- Assist with supervision of Snoezelen room and Dream Lab, including scheduling and giving tours.
- Serve on the ITRS Adult Day Program Committee or Youth Committee.
- Effectively navigate to and from designated points in the member districts assigned quickly and without hesitation.
- Train employees to become a DSP.
- Implement programs of all types including weekly clubs, special events, Leisure Education, camps, trips/overnights, Lightning Athletics, cooperative programs or inclusive placements.
- Other duties needed to help drive our Vision, fulfill our Mission, and abide by NWSRA's Core Values.

SAFETY

- Demonstrate familiarity with safety polices, maintain a working knowledge of all general and departmental-specific safety polices and inspects work and program areas for compliance with safe work practices and regulations.
- Enforce safety polices and improve employee and public knowledge, by confronting and correcting unsafe behavior and conditions.
- Cooperate and assist in the investigation of accidents/incidents. Attends all required safety program and in-service education meetings.

COMPETENCIES:

COLLABORATION:

Promotes and supports work teams and groups.

RELIABILITY:

Performs responsibilities dependability and accurately, fulfills promised actions.

RESPONSIVENESS:

Focuses on the customer, willingly helps other and provides prompt service.

ASSURANCE:

Conveys trusts and inspires confidence.

EMPATHY:

Deals with individuals, appreciates their differences, handles emotions and shows compassion for others.

SELF-CONFIDENCE

Recognizes the contributions of others and is conscious of own ability.

INITIATIVE:

Begins and follows through energetically with plans and tasks.

COMMUNICATION:

Shares information, listens to what others are saying.

ADAPTABILITY:

Makes decisions and solves complex problems.

JOB STRENGTH REQUIREMENTS:

Weight Bearing:

- Ability to safely lift, transfer and/or position individuals with mobility impairments in wheelchairs at a minimum of 60 pounds per individual.
- Ability to lift wheelchairs over obstructions such as curbs, small stairs, and other barriers.
- Ability to safely lift and transfer bundles of brochures and flyers for delivery at a minimum of 20 pounds per load.
- Ability to gather and transfer program equipment or trip luggage at a minimum of 20 pounds per item.
- Ability to move heavy equipment such as tables, chairs, volleyball standards, bowling balls, etc., at the program location. Ability to safely lift ambulatory participants at a minimum of 30 pounds per individual, as needed.

Agility/Flexibility/Balance:

- Ability to maneuver wheelchairs through narrow or small spaces, such as doorways, washrooms, and vehicles, while operating doors and lifts.
- Ability to kneel down, rotate body position, and reach into small spaces such as wheelchair tie down areas on vehicles.
- Ability to kneel, crawl, reach, and run, to maintain interaction with participants in programs who may need individualized assistance or close supervision.

Manual Dexterity:

- Ability to safely drive vehicles transporting up to 29 passengers, to manipulate vehicle controls and operate wheelchair lift equipment.
- Ability to manipulate a variety of objects to perform personal care activities for participants, such as changing clothes, diapering, toileting, feeding, dispensing medication, administering First Aid and CPR and other types of specialized care when identified through the Participant Care Guidelines.

- Ability to grasp and physically restrain participants who are out of control and may injure themselves or others.
- Ability to manipulate various tools needed to perform the responsibilities of the job such as writing utensils, communication devices, recreation equipment of all types and office equipment.

Stamina:

- Ability to work a varied scheduled of days, evenings, weekends, and overnights, and possess the stamina to perform with limited sleep on some events.
- Ability to drive long distances on trips and overnight programs.
- Ability to keep pace with active participants who may have hyperactivity disorders, be aggressive (bite, pinch, hit, kick etc.), or run from the group.

Psychological Considerations:

- Ability to work with individuals with disabilities, degenerative diseases, and communicable diseases in an empathetic and respectful manner while maintaining a positive attitude, demonstrate an advocacy role in public places.
- Willingness to handle multiple projects, quick transitions between duties each day, and a varied schedule each week.
- Ability to trouble-shoot, problem-solve, and handle stress in a calm, professional manner.

Environmental Considerations:

- Ability to perform in a variety of weather conditions, ranging from mild to severe, year round, and in facilities that may range in temperature, and/or have various exposures such as pool chemicals.
- Ability to perform in outdoor situations where there is potential exposure to poisonous plants, insects, and wild animals.

Cognitive Considerations:

- Ability to navigate, read maps, and become quickly oriented to unfamiliar places.
- Ability to perform head counts and monitor large groups at big events or in public places, and manage intense situations.
- Ability to observe group dynamics, anticipate escalating behaviors, and intervene to diffuse potentially intense situations.

POSITION QUALIFICATIONS:

- Graduate from accredited college or university with a BA/BS degree in Therapeutic Recreation, Parks and Recreation, or related field of study.
- Must have knowledge of and ability to confidently work effectively with individuals with disabilities.
- Current National Council on Therapeutic Recreation Certification (NCTRC) or Certified Park and Recreation Professional (CPRP) or the ability to get certified within an allotted amount of time determined by the policy of the Agency and/or the Executive Director.
- Must have a minimum of two years of full time experience with children and adults with various disabilities.
- Demonstrate knowledge of disabling conditions, and experience in planning and implementation of a wide range of recreation programs for people with disabilities.
- Ability to assess, plan, develop, implement, and evaluate activity programs for recreation, leisure and the therapeutic recreation programs.
- Strong interpersonal skills and the ability to effectively communicate with employees, student interns, volunteers, parents/guardians, participants, partner agency and school district personnel, as well as members of the general public.
- Experience in the supervision, training and evaluation of part-time employees with a supervisory style that includes well-developed organizational skills.
- Must demonstrate strong leadership qualities; confidence, maturity, flexibility and professionalism.
- Knowledge of current standards of professional practice and ability to apply these standards to daily work. Highly motivated, self-starter, outgoing and confident with excellent interpersonal and communication skills in verbal and written format is required.
- Knowledge of computer skills; Office, Word, Excel and Outlook.
- First Aid/CPR/CPI certification required.
- Ability to drive agency vehicles based on driver's abstract.
- Ability to attain Illinois Commercial Driver's License (CDL).
- Must pass the pre-employment drug testing, physical and criminal background check.

- Must attain Direct Service Professional (DSP) Certification.
- Must attain Qualified Intellectual Disability Professional (QIDP) Certification.

I have received a copy and reviewed this job description and I understand all my job duties and responsibilities. I also acknowledge I am able to perform the essential functions as outlined.

Employee Signature

Date

Print Name

EXECUTIVE DIRECTOR APPROVAL:

Signature: _____

Northwest Special Recreation Association Superintendent of Marketing & Communications

Revised: July 27, 2021

DEPARTMENT:	Administration
CLASSIFICATION:	Salary/Pay Grade 17
FLSA:	Exempt
STATUS:	Full-time
REPORTS TO:	Executive Director
DIRECT REPORT(S):	Graphic Communications Coordinator, Registration Office Coordinator, Registrar and Receptionist

JOB PURPOSE:

Coordinate the comprehensive agency public relations and marketing program for the Northwest Special Recreation Association (NWSRA) and Special Leisure Services Foundation (SLSF). Implement all agency print and online communications through a variety of endeavors. Manage multiple websites, social media and online sites for NWSRA and SLSF. Oversee the operation of the administrative office including supervision and scheduling of office staff. Represent NWSRA and SLSF at meetings, presentations, events and expos supporting community access to recreation for individuals with disabilities and advocating for the development of recreation programs for everyone.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Supervisory/Personnel Management

- Recruit, hire, orient, train, supervise, and evaluate one Graphic Communications Coordinator, one Registration Office Coordinator, one Registrar and one Receptionist including ongoing communication through meetings and in writing, and oversight of responsibilities.
- Evaluate the progress of employees and make recommendations to the Executive Director for salary adjustments.
- Monitor development and the coordination of the Graphic Communications Coordinator's project areas including designing marketing and public relation materials for NWSRA and SLSF.
- Supervise one Registrar, one Receptionist and one Office Coordinator responsible for answering phones, office security, mail, program and event registration, bank deposits, payment records and billing.
- Assist in the hiring process for all Superintendents, Managers, Coordinators, Program Specialists and Support Staff.
- Guide the development of the professional and personal skills of staff under supervision by seeking and creating opportunities for their further development and assist Administrative Team in coordinating a training program to continue growth and development of the agency staff.
- Provide proper orientation, job instruction training and in-service training to staff.

Agency Operations and Administration

- Prepare reports, recommendations and complete special projects as required by the Executive Director.
- Select, recommend and inventory supplies and equipment which are associated with areas of supervision and responsibilities through inventorying, inspection, and re-stocking

equipment.

- Complete administrative assignments, including writing board reports, articles, letters and other correspondence; assisting with budget planning and preparation; proofreading staff work and other documents.
- Cooperatively work with the Executive Director and the Administrative Team to plan the agency budget, produce of quarterly reports, determine annual goals and objectives, and monitor all timelines and tasks for self and staff within the department.
- Utilize established purchasing procedures for purchasing, price quotes, formal bids and vendors for supplies, equipment and services.
- Develop and recommend policies and procedures for use by NWSRA in providing safe and enjoyable programs and services.
- Perform other duties related to the duties of the Superintendent of Marketing & Communications, or duties in the best interest of the Association.
- Coordinate agency operations with Administrative Team in relation to planning, staff training, development of new operational procedures and/or systems, operations manuals, reports, calendars, surveys, board reports, public relations activities, formal bid requirements, etc.
- Assist the Executive Director with agency planning and development including drafting and monitoring annual goals, budgets, long range plans, development of new policies and procedures, completion of annual reports, distinguished agency requirements, wish list, supply and equipment needs, productivity and efficiency systems, and staff development activities that may affect the Association's overall financial resources.
- Effectively use cell phones, computers, computer software, tablets and the Internet for the performance of job assignments.
- Maintain all required certifications.
- Actively participate in assigned team meetings, individual/supervision meetings planning or other agency meetings.
- Drive an agency or personal vehicle to all work related events, programs and/or meetings as required.
- Prepare, receive, and understand written material, whether by mail, facsimile, text, or e-mail.
- Solve complex problems and work efficiently and effectively under pressure and meet all deadlines for all projects, assignments, and events.
- Participate regularly in continuing education opportunities, in-house in-services, state and national opportunities as appropriate to increase awareness and knowledge, and to develop new skills and techniques.
- Maintain a neat work area with easily accessible information in a logical filing system.

Strategic Planning

- Develop and maintain effective communications with school districts, social service agencies, community agencies, businesses, press, legislators, commissioners, public figures, member districts, parents, and agency personnel.
- Represent NWSRA and SLSF at meetings, presentations, events and expos supporting community access to recreation for individuals with disabilities related to the disability groups served by the Association, gather program suggestions and build awareness of Association services.
- Communicate effectively with small and large groups of people by providing information and assistance to member district staff, community groups, staff, parents and participants through presentations, speaking opportunities, and training.
- Treat public complaints and concerns with the utmost attention. Is courteous in all cases.

Position Specific Responsibilities

- Develop the annual comprehensive marketing plans for all NWSRA and SLSF programs, events and services to enhance the agency's image, foster general awareness and support to increase program registrations and keep the public informed of activities
- Develop and maintain working relationships with area media and draft and/or edits a wide variety of materials for broad array of media such as press releases, public service announcements and advertisements in collaboration with NWSRA and SLSF staff.

- Develop and maintain relationships with media outlets, Park District marketing staff and collaborating organization staff to maximize opportunities for publicity and marketing exposure
- Work with the Graphic Communications Coordinator to maintain and increase the Association and Foundation's photo and video library; archive historical materials, slides and photos; and coordinate photo coverage of programs and special events.
- Develop presentation material for SLSF and NWSRA for business and community expos, speaking engagements, or other events including the development of packages or kits with power point presentations and material. Update the NWSRA/SLSF display board, banners, and related materials.
- Oversee payment records and billing with the Office Coordinator and make periodic reports to the Executive Director.
- Managing multiple websites, social media and other online sites for NWSRA and SLSF.
- Utilize social media, e-blasts, press releases and other media to increase awareness of NWSRA and SLSF program and events.
- Assist in planning a year-round fundraising event calendar and attend fundraising events, assist with set up through take down and provide information to all guests.
- Maintain website with updated material, images and links to ensure timely and accurate information for the public.
- Coordinate the annual awards for agency including but not limited to NRPA, IPRA and IAPD. Research new awards with local business, village, chambers, etc.
- Create monthly electronic Board updates for NWSRA Trustees and SLSF Directors and staff.
- Prepare all bids and proposals for marketing related endeavors including, but not limited to, printing services, design services or website services.
- Maintain SLSF and NWSRA Directors' sites with updated information for orientation, meeting packets, reports, surveys and other information as needed
- Prepare and oversee the annual budgets for office supplies, postage, printing, public awareness, subscriptions and ads.
- Develop communication materials for area Legislators, including invitations to events, inquiries for letters of support or educational materials
- Write scripts for NWSRA and SLSF events including Open Houses, fundraising events and special events
- Create bi-monthly electronic newsletters for NWSRA and SLSF.
- Assist with SLSF events, NWSRA large special events and other community events as appropriate.
- Serve as the NWSRA representative for all ADA Transition plans.
- Other duties needed to help drive our Vision, fulfill our Mission, and abide by NWSRA's Core Values.

Safety

- Understand safety policies, maintain a working knowledge of all general and departmental-specific safety policies and inspect work and program areas for compliance with safe work practices and policies.
- Enforce safety policies by improving employee and public knowledge while correcting unsafe behavior and conditions.
- Cooperate and assist in the investigation of accidents/ incidents and attends all required safety program and education meetings.

COMPETENCIES:

COLLABORATION:

Promotes and supports work teams and groups.

RELIABILITY:

Performs responsibilities dependability and accurately, fulfills promised actions.

RESPONSIVENESS:

Focuses on the customer, willingly helps other and provides prompt service.

ASSURANCE:

Conveys trusts and inspires confidence.

EMPATHY:

Deals with individuals, appreciates their differences, handles emotions and shows compassion for others.

SELF-CONFIDENCE

Recognizes the contributions of others and is conscious of own ability.

INITIATIVE:

Begins and follows through energetically with plans and tasks.

COMMUNICATION:

Shares information, listens to what others are saying.

ADAPTABILITY:

Makes decisions and solves complex problems.

JOB STRENGTH REQUIREMENTS:

Weight Bearing:

- Ability to safely lift and transfer bundles of brochures and flyers for delivery at a minimum of 50 pounds per load.
- Ability to move heavy equipment such as tables, chairs, water, office or computer equipment etc., in the office or at the meeting location.

Agility/Flexibility/Balance:

- Ability to kneel down, rotate body position, and reach into small spaces such as under workstations to check computer or other equipment.

Manual Dexterity:

- Ability to manipulate various tools needed to perform the responsibilities of the job such as; writing utensils (pen, pencil, computer keyboard), communication devices (telephone, TTY keyboard), recreation equipment of all types, office equipment (copy machine, fax machine, paper cutter, stapler, hole punch, tape dispenser, charge card processor etc.)

Stamina:

- Ability to work a varied schedule of days, evenings or weekends in an emergency, for fundraising events.

Psychological Considerations:

- Ability to work with individuals from all backgrounds and special interests in a respectable manner and to maintain a positive attitude in public places.
- Ability to handle multiple projects in a busy and noisy office environment, quickly transitions between duties each day, and a varied schedule each week. Ability to troubleshoot, problem-solve, and handle stress in a calm, professional manner.

Environmental Considerations:

- Ability to perform in a variety of weather conditions, ranging from mild to severe, year round, and in facilities that may range in temperature, and/or have various exposures such as pool chemicals.
- Ability to perform in outdoor situations where there is potential exposure to poisonous plants, insects, and wild animals.

QUALIFICATIONS:

- Graduate from accredited college or university with a BA/BS degree in Therapeutic Recreation, Parks and Recreation, Business Administration, Communications, Marketing or related field of study.
- Must have the ability to work effectively with individuals with disabilities.
- Current National Council on Therapeutic Recreation Certification (NCTRC) or Certified Park and Recreation Professional (CPRP) or the ability to get certified within an allotted amount of time determined by the policy of the Association and/or the Executive Director.
- Minimum of five years of full time staff supervision and experience with human service agencies or local government agencies is preferred.
- Knowledge of current technology, marketing and customer service trends and issues, procedures, policies as related to the NWSRA Personnel Policy Manual.
- Knowledge of current standards of professional practice and ability to apply these standards to daily work. Highly motivated, self-starter, outgoing and confident with excellent interpersonal and communication skills in the oral and written format is required.
- Demonstrate knowledge of the philosophy of recreation, leisure and therapeutic recreation and have a commitment to persons with disabilities.
- Management style that includes well-developed organizational skills, proven leadership and positive interactions with staff, participants, families, and the public.
- Able to work independently, solve problems, provide training to others, and convey a positive attitude to others.
- Strong knowledge of budget processes, application and analysis.
- Serve as the official medium of communication between the Executive Director and the employees, clearly communicating mission, vision, policies and procedures of the association to all employees.
- Strong knowledge of computer skills. Experience with database oversight, website management, accounting software, HR software, server applications, design applications, printer networking, phone system integration, and Cloud based applications.
- Strong interpersonal skills and the ability to effectively communicate with full-time staff, student interns, part-time staff, volunteers, parents/guardians, participants, park district and school district personnel, as well as members of the general public.
- Ability to perform required duties under stressful situations without supervision.
- First Aid/CPR certification required.
- Ability to drive agency vehicles based on driver's abstract.

I have received a copy and reviewed this job description and I understand all my job duties and responsibilities. I also acknowledge I am able to perform the essential functions as outlined.

Employee Signature

Date

Print Name

EXECUTIVE DIRECTOR SERVICES APPROVAL:

Signature: _____

III. Proposed Salary Ranges

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Date: October 13, 2021
To: Craig Talsma, Personnel Committee Chairman
From: Tracey Crawford, Executive Director
Re: Salary Ranges FY 2022

A salary compensation study was completed in 2015, NWSRA completes a salary compensation study every five years. In October 2019, the Personnel Committee approved a full salary comprehensive study to be conducted in 2020 for 2021 budget impact.

In the fall of 2019, HR Source was contacted to complete the survey, however, upon completion of the survey, COVID-19 hit and impacted the economy and job market in Illinois. Staff have reached out to HR Source to ask for the cost of a reevaluation of the salary range portion of the report to address any COVID Impact. HR Source currently creates the IPRA Parks and Recreation Salary Study as well as many Special Recreation Associations. The Job Descriptions, roles and responsibilities have all been reviewed and approved by HR Source and can continue to be used for NWSRA. Due to the COVID-19 Pandemic and the huge budget impact, staff recommended salaries remain frozen with no merit increases until end of summer FY2021. FY 2020 ranges were used for FY 2021.

In July 2021, the Personnel Committee convened to review the HR Source findings from the 2019 report. The Committee asked staff to work with HR Source to increase the Recreation Specialists and Coordinator minimum ranges, add an IT Services Coordinator position to the salary ranges, change the Superintendent of Administrative Services pay grade level to one without finances, and remove the Executive Director from the Salary Survey and Pay Range documentation. In addition, staff were directed to work with HR Source to consider the longevity, experience and performance of employees who remained with NWSRA throughout the pandemic to determine if any market adjustments should be made based new hires, longevity, experience and performance.

Staff have worked with HR Source to present the following updates:

- The HR Source original report updated to include the adjusted Salary Range/Pay Grade document for FY 2022 reflecting the above recommendations.
- Proposed Market Pay Rate Adjustments:
 - Recreation Specialist - Adjusted to new Minimum Salary Range
 - Coordinators – Adjusted to New Minimum Salary Range and Adjusted for longevity, experience and performance
 - Managers – Adjusted for longevity, experience and performance
- Budget Impact Grid for Market Pay Adjustments

Recommendation:

Personnel Committee recommends accepting the HR Source Report with the adjusted FY 2022 Salary Ranges.

Personnel Committee recommends accepting the Proposed Market Pay Adjustments FY 2022.

Personnel Committee recommends that NWSRA Salary Ranges are adjusted annually, based on the HR Source aging factor and every three years a full Comprehensive Salary Survey is completed.

Full-Time Salary Ranges 2020

Pay Grade	Position Title	Minimum	Mid-Point	Maximum
10	Receptionist	\$31,877.63	\$36,047.10	\$40,372.84
11	Administrative Assistant	\$34,767.48	\$40,426.70	\$46,087.00
11	Program Specialist	\$35,568.00	\$41,198.30	\$46,858.30
11	Registrar	\$34,767.48	\$40,426.70	\$46,087.00
12	Program Coordinator	\$38,085.03	\$45,339.47	\$52,593.91
13	Administrative Coordinator	\$38,085.03	\$50,847.89	\$60,001.31
13	Operations Coordinator	\$38,085.03	\$50,847.89	\$60,001.31
13	Graphic and Communications Coordinator	\$38,085.03	\$50,847.89	\$60,001.31
13	Events Coordinator	\$38,085.03	\$50,847.89	\$60,001.31
13	Registration Office Coordinator	\$38,085.03	\$50,847.89	\$60,001.31
13	Collaborative Coordinator	\$41,695.55	\$50,847.89	\$60,001.31
13	Foundation Coordinator	\$41,695.55	\$50,847.89	\$60,001.31
13	Inclusion Coordinator	\$41,695.55	\$50,847.89	\$60,001.31
13	Support Services Coordinator	\$41,695.55	\$50,847.89	\$60,001.31
13	Recruitment Coordinator (new)	\$41,695.55	\$50,847.89	\$60,001.31
14	Manager of Special Recreation	\$45,621.68	\$57,026.29	\$68,431.97
14	Manager of Support Services	\$45,621.68	\$57,026.29	\$68,431.98
14	Manager of Inclusion Services	\$45,621.68	\$57,026.29	\$68,431.98
14	Foundation Manager (new)	\$45,621.68	\$57,026.29	\$68,431.98
14	Administrative Manager (new)	\$45,621.68	\$57,026.29	\$68,431.98
15	Sr. Manager of Special Recreation	\$51,164.57	\$63,955.44	\$76,747.39
16	Finance Manager	\$57,381.74	\$71,726.91	\$86,072.07
17	Superintendent of Communication and IT	\$64,353.98	\$80,441.93	\$96,530.97
17	Superintendent of Development	\$64,353.98	\$80,441.93	\$96,530.97
18	Superintendent of Admin Services	\$72,172.84	\$90,216.85	\$108,259.79
18	Superintendent of Recreation	\$72,172.84	\$90,216.85	\$108,259.79

Full-Time Salary Ranges 2022

HR Source Recommendations

As of 9/30/21

Pay Grade	Position Title	Minimum 2022	Midpoint 2022	Maximum 2022
10	Receptionist	32,483.30	36,732.00	41,139.93
11	Recreation Specialist	41,031.00	45,590.00	54,708.00
11	Recreation Specialist - Day Camp	42,031.00	46,456.21	55,747.45
11	Registrar	37,164.97	45,490.00	54,708.00
11	Program Coordinator	43,632.00	50,702.00	60,483.00
12	Graphic and Communications Coordinator	43,632.00	50,702.00	60,483.00
12	Events Coordinator	43,632.00	50,702.00	60,483.00
12	Office Coordinator	43,632.00	50,702.00	60,483.00
12	Collaborative Coordinator	43,632.00	50,702.00	60,483.00
12	Inclusion Coordinator	43,632.00	50,702.00	60,483.00
12	Support Services Coordinator	43,632.00	50,702.00	60,483.00
13	Operations Coordinator	45,110.00	56,388.00	67,666.00
13	IT Services Coordinator (NEW)	45,110.00	56,388.00	67,666.00
13	Recruitment Coordinator	45,110.00	56,388.00	67,666.00
13	Manager of Special Recreation	45,110.00	56,388.00	67,666.00
13	Manager of Support Services	45,110.00	56,388.00	67,666.00
13	Manager of Inclusion Services	45,110.00	56,388.00	67,666.00
13	Manager of Collaboratives	45,110.00	56,388.00	67,666.00
13	Foundation Manager	45,110.00	56,388.00	67,666.00
14	Administrative Manager	50,169.00	62,711.00	75,253.00
15	Finance Manager	55,795.00	69,743.00	83,692.00
17	Superintendent of Marketing & Communication	69,010.00	86,262.00	103,514.00
17	Superintendent of Development	69,010.00	86,262.00	103,514.00
17	Superintendent of Recreation	69,010.00	86,262.00	103,514.00
17	Superintendent of Administrative Services	69,010.00	86,262.00	103,514.00

Job Title	Current		Proposed		Recommended Market Adjustment	FY 2022 Budget Impact
	2021 Rate	Minimum	2022 Rate			
Recreation Specialists	\$ 36,457.20	\$ 41,031.00	\$ 41,709.45	\$	5,252.25	
Recreation Specialists	\$ 36,279.36	\$ 41,031.00	\$ 41,031.00	\$	4,751.64	
Recreation Specialists	\$ 35,568.00	\$ 41,031.00	\$ 41,031.00	\$	5,463.00	
Recreation Specialists	\$ 35,568.00	\$ 41,031.00	\$ 41,031.00	\$	5,463.00	
Recreation Specialists	\$ 35,568.00	\$ 41,031.00	\$ 41,031.00	\$	5,463.00	
Recreation Specialists	\$ 35,568.00	\$ 41,031.00	\$ 41,031.00	\$	5,463.00	
Recreation Specialists	\$ 35,568.00	\$ 41,031.00	\$ 41,031.00	\$	5,463.00	
Recreation Specialists	\$ 35,568.00	\$ 41,031.00	\$ 41,031.00	\$	5,463.00	
Recreation Specialists	\$ 35,568.00	\$ 41,031.00	\$ 41,031.00	\$	5,463.00	
Recreation Specialists	\$ -	\$ 41,031.00	\$ 41,031.00	\$	-	\$ 48,244.89
Collaborative Coordinator	\$ 42,842.18	\$ 43,632.00	\$ 45,399.50	\$	2,557.32	
Collaborative Coordinator	\$ 41,695.55	\$ 43,632.00	\$ 43,632.00	\$	1,936.45	
Collaborative Coordinator	\$ 41,695.55	\$ 43,632.00	\$ 43,632.00	\$	1,936.45	
Events Coordinator	\$ 42,556.74	\$ 43,632.00	\$ 45,399.50	\$	2,842.76	
Inclusion Coordinator	\$ 42,946.42	\$ 43,632.00	\$ 44,515.75	\$	1,569.33	
Inclusion Coordinator	\$ 42,842.18	\$ 43,632.00	\$ 45,399.50	\$	2,557.32	
Inclusion Coordinator	\$ 41,695.55	\$ 43,632.00	\$ 43,632.00	\$	1,936.45	
Inclusion Coordinator	\$ -	\$ 43,632.00	\$ 43,632.00	\$	-	
Support Services Coordinator	\$ 41,695.55	\$ 43,632.00	\$ 43,500.00	\$	1,804.45	\$ 17,140.53
Manager of Collaborative Services	\$ 47,380.00	\$ 45,111.00	\$ 47,930.50	\$	550.50	
Manager of Special Recreation	\$ 48,060.48	\$ 45,111.00	\$ 49,340.25	\$	1,279.77	\$ 1,830.27
					Proposed FY 2022 Budget Impact	\$ 67,215.69

To: Craig Talsma, NWSRA Personnel Committee Chairman
 From: Tracey Crawford, Executive Director
 Re: Part-Time Staff Salary Ranges FY2022
 Date: October 13, 2021

Due to the current staffing crisis in the State of Illinois, staff must look at moving minimum wage requirements up to attract the caliber of part time employee needed to support individuals with disabilities in programs and services provided or supported by NWSRA. The following Part Time Salary Range Grid outlining the minimum, midpoint and maximum salary ranges being proposed and the Inclusion Salary Grid.

Part -Time Salary Ranges 2021 - 2022

Position Title	Min	Mid	Max
Inclusion Lead - PT II	\$17.50	\$21.00	\$25.20
Program Leader - PT II	\$17.50	\$21.00	\$25.20
Program Assistant/Inclusion Aide	\$15.00	\$18.00	\$21.60
Assistant Site Coordinator	\$16.50	\$19.80	\$23.76
Program Assistant - Driver	\$17.50	\$21.00	\$25.20
Site Coordinator/Intern	\$17.50	\$21.00	\$25.20
Driver	\$20.50	\$24.60	\$29.52
Rovers/Behavior Specialist	\$22.50	\$27.00	\$32.40
Life Guards-Referee	\$22.50		
Specialty Instructors	\$25.00		
PURSUIT/STAR DSP	\$14.50		
PURSUIT/STAR Leads	\$15.25		

As of 10/07/2021

Inclusion

Although staff have noted an increase in Inclusion request during 2021, NWSRA, like park districts, has experienced an unprecedented inability to attract and retain Inclusion staff. The Board and staff have recognized the need to increase the wage scale for all part time staff. The grid below shows how staff have planned to address this issue through wage increases that would be effective immediately and through 2022 for Inclusion staff. We are hopeful this will be an attractive incentive for perspective employees at NWSRA. The proposed salary ranges allows NWSRA to attract and retain top quality Inclusion employees in the efforts to fully support the Inclusion needs of the 17 Member Districts.

Staff have created a tiered system with three levels, for Inclusion employees that more accurately address the skills needed to support the different levels of inclusion placements:

- Tier 1 - entry level will address lower ratio participants assisting with redirection, basic behavior management and following directions in a program schedule
- Tier 2 - Inclusion Lead will address moderate level needs assisting with intense behavioral needs, personal care, elopement, implementing behavioral supports and plans
- Tier 3 - Behavioral Specialists will be hired for each region, require higher level credentials and will address high level behavioral needs assisting with creating personal care plans, observation and assessments and determining appropriate participation levels and supports for each individual participant.

Recommended:

Personnel Committee approve the staff recommendation for FY 2022 Part Time Staff Salary Ranges with the tiered system for Inclusion Staff as presented.

Part -Time Salary Ranges 2021

Position Title	Min	Mid	Max
Training/Orientation Rate	\$11.00		
Program Assistant	\$11.00	\$12.50	\$14.00
Inclusion Aide	\$11.50	\$13.00	\$14.50
Assistant Site Coordinator	\$12.50	\$14.00	\$15.50
Driver	\$13.75	\$15.75	\$17.25
Leaders/Site Coordinator/Intern	\$14.50	\$16.50	\$18.00
Rovers/Behavior Specialist	\$16.00	\$18.00	\$19.50
Life Guards-Referee	\$20.00		
Music - Ice Skating	\$25.00		
PURSUIT/STAR DSP	\$14.50		
PURSUIT/STAR Drivers	\$14.75		
PURSUIT/STAR Leads	\$15.25		

as of 03/02/2021

Part -Time Salary Ranges 2021 - 2022

Position Title	Min	Mid	Max
Training/Orientation Rate	\$11.00		
Program Assistant	\$15.00	\$16.50	\$18.00
Inclusion Aide	\$15.00	\$16.50	\$18.00
Assistant Site Coordinator	\$17.50	\$19.00	\$20.50
Rovers/Behavior Specialist	\$22.50	\$24.00	\$25.50
Driver	\$19.75	\$21.75	\$23.25
Leaders/Site Coordinator/Intern	\$20.50	\$22.50	\$24.00
Life Guards-Referee	\$20.00		
Music - Ice Skating	\$25.00		
PURSUIT/STAR DSP	\$14.50		
PURSUIT/STAR Drivers	\$14.75		
PURSUIT/STAR Leads	\$15.25		

October 13, 2021

To: Craig Talsma, NWSRA Personnel Committee Chairman
From: Tracey Crawford, Executive Director
Re: Proposed FY2022 Merit Increase/Pool

To calculate this year's proposed merit increase, the 2021 NWSRA Member District Merit Increase/Pool Survey was sent to all 17 park districts and local SRAs. The results received were compiled and are attached. The calculations for FY2022, use the NWSRA actual annual salary for 2021, and include the proposed market adjustments recommended by HR Source.

Merit/Pool Increase %	FY2022 w/Market Adj.	FY2021 Salaries	FY2022-FY2021	Budget Impact	Proposed FY2022 Salaries
3%	\$2,373,586.36	\$2,141,784.79	\$231,801.57	\$71,207.59	\$2,444,793.95
2.5%	\$2,373,586.36	\$2,141,784.79	\$231,801.57	\$59,339.66	\$2,432,926.02
2%	\$2,373,586.36	\$2,141,784.79	\$231,801.57	\$47,471.73	\$2,421,058.08

Based on the results of the merit surveys, an analysis of the NWSRA 2021 projected year-end numbers, and the Board and staff recognized need to retain top employees at NWSRA, a **3% merit pool is recommended with a budget impact of \$71,207.59.**

Recommendation

Personnel Committee recommends approval of the 3% merit pool as presented by staff for the FY2022.

2022 NWSRA Merit Increase/Pool Survey

13 Responses

Member Park District/SRA	2021 Merit	2022 Merit
		Beginning 2022 budget process in November. Fiscal year starts 5/1
Arlington Heights Park District	2.50%	
Bartlett Park District		
Buffalo Grove Park District	3.25%	3.00%
Elk Grove Park District	2.00%	4.50%
Hanover Park Park District	2.00%	2.00%
Hoffman Estates Park District		
Inverness Park District	*Varied between 4-6%	
Mount Prospect Park District	3.00%	not confirmed
Palatine Park District		
River Trails Park District	2.00%	3.00%
Prospect Heights Park District	5.00%	3.00%
		FT: up to 2% in March & up to another 2% in May; PT: 3%
Rolling Meadows Park District	2.00%	4.00%
Salt Creek Park District	3.00%	3.50%
Schaumburg Park District	0.00%	3.00%
South Barrington Park District	Not across the board	
Streamwood Park District	2.25%	2.25%
Wheeling Park District		
NWSRA		

Average Merit Increase	2.45%	3.14%
Minimum %	3.00%	
Maximum %	4.00%	

IV. Proposed Health Insurance

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To: Craig Talsma, NWSRA Personnel Committee Chairman
From: Tracey Crawford, Executive Director
Re: NWSRA 2022 Proposed Health Insurance
Date: October 13, 2021

In preparing the 2022 health insurance budget, NWSRA used the following assumptions:

HISTORY:

- In 2015, in order to stabilize the agency's health insurance contribution cost, employee contribution rates were raised as well as tiered based on type of coverage for both PPO and HMO were single -10% , employee + child -12% , employee + spouse -13% , family -15% .
- In 2017, the same rates were used for employee contributions as 2015 and 2016 because PDRMA rates remained stable.
- In 2017, NWSRA began offering "a la carte", allowing employees to either choose 1) medical coverage only, or 2) medical + dental + vision coverage.
- In 2018, the deductible and the rates for health insurance remained the same with the agency with a budget impact of \$44.02. The employee rates remained for both PPO and HMO at Single - 10%, Employee + child -12% , Employee + Spouse -13% , Family -15% with a deductible of \$1,500.
- In 2019, the deductible for the PPO plan was changed from \$1500 to \$2000. The employee contributions remained for PPO and HMO at Single - 10%, Employee + Child - 12%, Employee + Spouse - 13% and Family - 15%.
- In 2020, PDRMA added a new category of Employee + Children - 15% and NWSRA changed to the \$600 vision reimbursement plan
- In 2021, the deductible and the rates for health insurance remained the same with the agency with a budget impact of \$. The employee rates remained for both PPO and HMO at Single - 10%, Employee + child -12% , Employee + Spouse - 13% , Employee + Children 15%, Family -15% with a deductible of \$2,000.

GENERAL PLAN INFORMATION

- NWSRA recommends remaining at the \$2,000 Deductible.
- PDRMA rates are slightly decreasing, NWSRA is able to maintain minimal budgetary impact due to a large number of employees choosing the HMO plan, many employees selecting the single plan or waiving coverage due to being under 26.
- In accordance with the Affordable Care Act (ACA), no employee's health care costs can exceed 9.66% of their annual income, or Federal Poverty Level.

DEDUCTIBLE

- NWSRA stopped offering deductible reimbursement in 2016.
- PDRMA began offering an HRA plan options in 2016.
- NWSRA has opted not to use the HRA or the new HDHP with an HSA option at this time but will re-evaluate these options for next year.

ELIGIBLE EMPLOYEE ENROLLMENT STATUS

- NWSRA has 46 employees eligible to enroll in the NWSRA health insurance plan
- 41 employees are factored into the FY2022 health calculations

CHANGES IN PDRMA HEALTH PLAN

- PDRMA offers a combination of 31 plans which include PPO with or without an HRA, a high deductible health plan with an HAS plan, and the HMO plan, as well as two different options for prescription plans for each of those combinations except for the high deductible plan option. Plan options include deductibles of \$250, \$500, \$1,250, \$1,500, \$2,000, \$2,500, \$3,500.
- The PDRMA rates decreased from 2021 to 2022 in the PPO category and increased in the HMO category.
- Continuing with the a la cart option, which will allow employees to choose either a) Medical only or b) Medical + Dental c) Medical + Vision d) Medical + Dental + Vision e) Dental f) Dental & Vision g) Vision. These options give the employees the ability to create a plan that works specifically for them.
- The elected health insurance employee breakdown and their annual expense below:

PPO Plan + \$2,000 Deductible						
Categories	EE Enrollment	2022 Rate Estimate	Total Annual Cost Estimate	Individual Annual Cost 2022	Individual Annual Cost 2021	Difference
EE only	12	\$815.42	\$117,420.48	\$9,785.04	\$10,166.64	-\$381.60
EE + Child	1	\$1,107.59	\$13,291.08	\$13,291.08	\$13,536.48	-\$245.40
EE + Spouse	1	\$1,582.37	\$18,988.44	\$18,988.44	\$19,012.32	-\$23.88
EE + Children	0	\$1,516.61	\$0.00	\$18,199.32	\$18,254.16	-\$54.84
Family	3	\$2,276.27	\$81,945.72	\$27,315.24	\$27,015.36	\$299.88
	17		\$231,645.72			

HMO Plan						
Categories	EE Enrollment	2022 Rate Estimate	Total Annual Cost Estimate	Individual Annual Cost 2022	Individual Annual Cost 2021	Difference
EE only	23	\$713.24	\$196,854.24	\$8,558.88	\$8,331.24	\$227.64
EE + Child	1	\$985.55	\$11,826.60	\$11,826.60	\$11,353.80	\$472.80
EE + Spouse	0	\$1,428.05	\$0.00	\$17,136.60	\$16,265.04	\$871.56
EE + Children	0	\$1,366.77	\$0.00	\$16,401.24	\$15,585.00	\$816.24
Family	0	\$2,074.78	\$0.00	\$24,897.36	\$23,443.32	\$1,454.04
	24		\$208,680.84			

BUDGET IMPACT
PPO-RX1 with \$2,000 Deductible and HMO Option

	Total Cost	Agency Cost	Employee Portion
2021	\$ 565,095.24	\$ 494,317.81	\$70,777.43
2022	\$ 440,327.00	\$ 395,950.12	\$50,055.56
Difference	-\$124,768.24	-\$98,367.69	-\$20,721.87

RECOMMENDATION

NWSRA staff recommends:

- 1) Continuing with the \$2,000 deductible plan RX1/Vision \$600
- 2) Continue with current employee contributions of EE 10%, EE + Child 12%, EE + Children 15%, EE + Spouse 13% and Family 15%

2022 Medical Plans - Rx 1 (\$10/\$30/\$50)

	\$250 Deductible			\$500 Deductible			\$1,500 Deductible			PPO Plan + \$2,000 Deductible			HMO Plan			HDHP with HSA* Rx1/Rx2 does not apply -		
	Annual		Annual Cost	Annual		Annual Cost	Annual		Annual Cost	Total Annual		Total Annual Cost	Total Annual		Total Annual Cost	Annual		Annual Cost
	2021 Rate	Estimate		2021 Rate	Estimate		2022 Rate	Estimate		2022 Rate	Estimate		EE	2022 Rate		Estimate	EE	
EE Only	12	\$1,007.72	\$145,111.68	12	\$965.48	\$139,029.12	12	\$878.91	\$126,563.04	12	\$815.42	\$117,420.48	23	\$713.24	\$196,854.24	12	\$838.09	\$120,684.96
EE + 1 CH	1	\$1,376.80	\$16,521.60	1	\$1,317.66	\$15,811.92	1	\$1,196.48	\$14,357.76	1	\$1,107.59	\$13,291.08	1	\$985.55	\$11,826.60	1	\$1,139.32	\$13,671.84
EE + SP	1	\$1,976.57	\$23,718.84	1	\$1,889.98	\$22,679.76	1	\$1,712.53	\$20,550.36	1	\$1,582.37	\$18,988.44	0	\$1,428.05	\$0.00	1	\$1,628.84	\$19,546.08
EE + Chdn	0	\$1,893.51	\$0.00	0	\$1,810.72	\$0.00	0	\$1,641.06	\$0.00	0	\$1,516.61	\$0.00	0	\$1,366.77	\$0.00	0	\$1,561.04	\$0.00
Family	3	\$2,853.16	\$102,713.76	3	\$2,726.43	\$98,151.48	3	\$2,466.74	\$88,802.64	3	\$2,276.27	\$81,945.72	0	\$2,074.78	\$0.00	3	\$2,344.27	\$84,393.72
Total EEs	15	\$288,065.88		15	\$275,672.28		15	\$250,273.80		15	\$231,645.72		22	\$208,680.84		17	\$238,296.60	
HSA Plan																		
Agency Funded HSA Contribution																		
Annual Cost																		
Enrollment Contribution Estimate																		
12 \$1,000.00 \$12,000.00																		
1 \$1,200.00 \$1,200.00																		
1 \$1,200.00 \$1,200.00																		
0 \$1,500.00 \$0.00																		
3 \$1,500.00 \$4,500.00																		
17 \$18,900.00																		
Annual Cost Estimate - including HSA Contributions																		
Minimum Maximum																		
\$257,196.60 - \$257,196.60																		

2021 for 2022 NWSRA Health Benefits Survey

2. Who is your health care provider?	
Member Park District	Health Care Provider
Arlington Heights Park District	Cigna
Bartlett Park District	
Buffalo Grove Park District	Blue Cross/Blue Shield
Elk Grove Park District	United Health Care
Hanover Park Park District	PDRMA
Hoffman Estates Park District	
Inverness Park District	N/A
Mount Prospect Park District	BCBS
Palatine Park District	
Prospect Heights Park District	PDRMA
River Trails Park District	HMO - BCBS PPO - Aetna
Rolling Meadows Park District	PDRMA
Salt Creek Park District	BCBS
Schaumburg Park District	Cigna
South Barrington Park District	United Health Care
Streamwood Park District	PDRMA
Wheeling Park District	

3. Do you offer vision and dental benefits?		
Member Park District	Yes	No
Arlington Heights Park District	X	
Bartlett Park District		
Buffalo Grove Park District	X	
Elk Grove Park District	X	
Hanover Park Park District	X	
Hoffman Estates Park District		
Inverness Park District	N/A	
Mount Prospect Park District	X	
Palatine Park District		
Prospect Heights Park District	X	
River Trails Park District	X	
Rolling Meadows Park District	X	
Salt Creek Park District	X	
Schaumburg Park District	X	
South Barrington Park District	X	
Streamwood Park District	X	
Wheeling Park District		

2021 for 2022 NWSRA Health Benefits Survey

4. How do you offer your dental and vision benefits?

A. Your Dental and Vision benefits are bundled with your health insurance?

Member Park District	Yes	No	Other
Arlington Heights Park District		X	
Bartlett Park District			
Buffalo Grove Park District		X	
Elk Grove Park District		X	
Hanover Park Park District	X		
Hoffman Estates Park District			
Inverness Park District	N/A		
Mount Prospect Park District	X		we offer dental benefits, we offer VSP vision - discount program
Palatine Park District			
Prospect Heights Park District		X	
River Trails Park District			
Rolling Meadows Park District		X	
Salt Creek Park District	X		
Schaumburg Park District	X		
South Barrington Park District	X		
Streamwood Park District		X	
Wheeling Park District			

4. How do you offer your dental and vision benefits?

B. Vision and Dental benefits are offered as a separate option?

Member Park District	Yes	No	Other
Arlington Heights Park District	X		
Bartlett Park District			
Buffalo Grove Park District	X		
Elk Grove Park District	X		
Hanover Park Park District			
Hoffman Estates Park District			
Inverness Park District	N/A		
Mount Prospect Park District			
Palatine Park District			
Prospect Heights Park District	X		
River Trails Park District		X	
Rolling Meadows Park District		X	
Salt Creek Park District		X	
Schaumburg Park District			Dental is bundled, vision is separate
South Barrington Park District		X	Vision is paid by EE Dental Cost is shared by district and employee
Streamwood Park District	X		
Wheeling Park District			

2021 for 2022 NWSRA Health Benefits Survey

5. What is the % that your employees contribute to their health insurance?					HMO
Member Park District/SRA	%EE	%EE+ child	%EE +1	\$EE+Children	%family
Arlington Heights Park District	14%		18%	17%	20%
Bartlett Park District					
Buffalo Grove Park District	0%	9%	9%	9%	12%
Elk Grove Park District	10%	25%	25%		25%
Hanover Park Park District	0%	0%	0%	0%	0%
Hoffman Estates Park District					
Inverness Park District	N/A				
Mount Prospect Park District					
Palatine Park District					
Prospect Heights Park District	10%	10%	10%	10%	10%
River Trails Park District	10%	10%	10%	10%	10%
Rolling Meadows Park District	10%	25%	25%	25%	25%
Salt Creek Park District	12%	16%	16%	16%	16%
Schaumburg Park District	0%	0%	0%	0%	0%
South Barrington Park District	N/A	N/A	N/A	N/A	N/A
Streamwood Park District	0%	0%	0%	0%	0%
Wheeling Park District					

Employee pays flat rate for PPO Coverage.
Employee \$50/month - Employee+1
\$100/month - Employee+family
\$150/month

5. What is the % that your employees contribute to their Health insurance? PPO					
Member Park District/SRA	%EE	%EE+child	%EE+ Spouse	\$EE+Children	%family
Arlington Heights Park District	12%		16%	16%	18%
Bartlett Park District					
Buffalo Grove Park District	10%	12%	13%	12%	17%
Elk Grove Park District	10%	25%	25%		25%
Hanover Park Park District	6%	6%	6%	6%	6%
Hoffman Estates Park District					
Inverness Park District	N/A				
Mount Prospect Park District	14%		11%	10%	10%
Palatine Park District					
Prospect Heights Park District	11%	15%	15%	15%	15%
River Trails Park District	10%	10%	10%	10%	10%
Rolling Meadows Park District	10%	25%	25%	25%	25%
Salt Creek Park District	12%	16%	16%	16%	19%
Schaumburg Park District	0%	0%	0%	0%	0%
Schaumburg Park District	10%	10%	10%	10%	10%
South Barrington Park District	8%	8%	8%	8%	8%
Streamwood Park District	8%	8%	8%	8%	8%
Wheeling Park District					

PPO/HRA

H S A

H S A

2021 for 2022 NWSRA Health Benefits Survey

6. What are your employee's deductible amounts?		HMO			
Member Park District/SRA	\$EE	\$EE+ child	\$EE +1	\$EE+Children	\$family
Arlington Heights Park District	\$0	\$0	\$0	\$0	\$0
Bartlett Park District	\$0	\$0	\$0	\$0	\$0
Buffalo Grove Park District	\$0	\$0	\$0	\$0	\$0
Elk Grove Park District	\$0	\$0	\$0	\$0	\$0
Hanover Park Park District	\$0	\$0	\$0	\$0	\$0
Hoffman Estates Park District	\$0	\$0	\$0	\$0	\$0
Inverness Park District	\$0	\$0	\$0	\$0	\$0
Mount Prospect Park District	\$0	\$0	\$0	\$0	\$0
Palatine Park District	\$0	\$0	\$0	\$0	\$0
River Trails Park District	\$0	\$0	\$0	\$0	\$0
Prospect Heights Park District	\$0	\$0	\$0	\$0	\$0
Rolling Meadows Park District	\$0	\$0	\$0	\$0	\$0
Salt Creek Park District	\$0	\$0	\$0	\$0	\$0
Schaumburg Park District	\$0	\$0	\$0	\$0	\$0
South Barrington Park District	\$0	\$0	\$0	\$0	\$0
Streamwood Park District	\$0	\$0	\$0	\$0	\$0
Wheeling Park District	\$0	\$0	\$0	\$0	\$0

6. What are your employee's deductible amounts? PPO in/PPO out					
	\$EE	\$EE+child	\$EE+Spouse	\$EE+Children	\$family
Arlington Heights Park District	1,000/3,500	2,000/7,000	2,000/7,000	3,000/10,000	3,000/10,000
Bartlett Park District					
Buffalo Grove Park District	3,500/3,500	7,000/7,000	7,000/7,000	7,000/7,000	7,000/7,000
Elk Grove Park District	500/1,000	500/1,000	500/1,000		500/1,000
Hanover Park Park District	1500/1500	1500/1500	1500/1500	1500/1500	1500/1500
Hoffman Estates Park District					
Inverness Park District	N/A				
Mount Prospect Park District	2,500/5,000		5,000/10,000	5,000/10,000	5,000/10,000
Palatine Park District					
River Trails Park District	500/1000	1,000/2,000	1,000/2,000	1,500/3,000	1,500/3,000
Prospect Heights Park District	1,500/2,650	3000/5300	3000/5300	4,500/7,950	4,500/7,950
Rolling Meadows Park District	500/2,000	1,000/4,000	1,000/4,000	1,500/6,000	1,500/6,000
Salt Creek Park District	1,500/3,000	3,000/5,500	3,000/6,000	3,000/6,000	3,000/6,000
Schaumburg Park District	1,000/2,500	1,000/2,500	1,000/2,500	1,000/2,500	1,000/2,500
South Barrington Park District	1,000/5,000	2,000/10,000	2,000/10,000	2,000/10,000	2,000/10,000
South Barrington Park District	3,000/7,500	6,000/15,000	6,000/15,000	6,000/15,000	6,000/15,000
Streamwood Park District	250/500	500/1,000	500/1,000	500/1,500	1,500
Wheeling Park District					

Amount above is what employee pays. We are on \$1,500 deductible with \$1,000 HRA deductible plan (ee pays \$500 deductible per participant).

2021 for 2022 NWSRA Health Benefits Survey

7. Do you offer and HRA?

Member Park District	Yes	No
Arlington Heights Park District	X	
Bartlett Park District		
Buffalo Grove Park District	X	
Elk Grove Park District		X
Hanover Park Park District	X	
Hoffman Estates Park District		
Inverness Park District	N/A	
Mount Prospect Park District	X	
Palatine Park District		
Prospect Heights Park District		X
River Trails Park District	X	
Rolling Meadows Park District	X	
Salt Creek Park District		X
Schaumburg Park District		
South Barrington Park District		X
Streamwood Park District		X
Wheeling Park District		

8. What is the HRA amount based on the following Categories?

Member Park District/SRA	EE	EE+child	EE+1	\$EE+Children	family
Arlington Heights Park District					HRA Employee plus child - Not offered
Bartlett Park District					Employee plus Spouse - \$3000 Employee plus children - \$4500 Family \$4500
Buffalo Grove Park District	\$3,500		\$6,850		\$6,850
Elk Grove Park District					
Hanover Park Park District	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250
Hoffman Estates Park District					
Inverness Park District	N/A				
Mount Prospect Park District					Single Subscriber: EE pays first \$500 of deductible, Employer HRA pays the last \$2,000 of the \$2,500 in-network deductible.
Palatine Park District					EE + Sps, EE + children, Family: EE pays the first \$1,500, Employer HRA pays the last \$3,500 of the \$5,000 in-network deductible.
Prospect Heights Park District					
River Trails Park District	\$1,000	\$2,000	\$2,000	\$2,000	\$3,000
Rolling Meadows Park District	\$1,000	\$2,000	\$2,000	\$2,000	\$2,000
Salt Creek Park District					HRA amount for +Children and +Family is \$3,000
Schaumburg Park District					
South Barrington Park District	N/A				
Streamwood Park District	N/A				
Wheeling Park District					

2021 for 2022 NWSRA Health Benefits Survey

8. What is the HSA amount Based on the following Categories?

Member Park District/SRA	\$EE	\$EE+child	\$EE+1	\$EE+Children	\$family
Arlington Heights Park District	N/A				
Bartlett Park District	N/A				
Buffalo Grove Park District	N/A				
Elk Grove Park District	N/A				
Hanover Park Park District	N/A				
Hoffman Estates Park District	N/A				
Inverness Park District	N/A				
Mount Prospect Park District	N/A				
Palatine Park District	N/A				
Prospect Heights Park District	N/A				
River Trails Park District	N/A				
Rolling Meadows Park District	N/A				
Salt Creek Park District	N/A				
Schaumburg Park District	N/A				
South Barrington Park District	N/A				
Streamwood Park District	N/A				
Wheeling Park District	N/A				

9. If you do not offer an HRA/HSA, do you reimburse a portion of the employee's deductible?

Member Park District	Yes	No	Other
Arlington Heights Park District			
Bartlett Park District			
Buffalo Grove Park District			N/A
Elk Grove Park District		X	
Hanover Park Park District		X	
Hoffman Estates Park District			
Inverness Park District	N/A		
Mount Prospect Park District			
Palatine Park District			
Prospect Heights Park District		X	
River Trails Park District	No reimb. Of deductible for PPO 500 or HMO		
Rolling Meadows Park District			
Salt Creek Park District			
Schaumburg Park District			
South Barrington Park District	N/A		
Streamwood Park District		X	
Wheeling Park District			

2021 for 2022 NWSRA Health Benefits Survey

10. What is the amount of the reimbursement based on the following categories?					
Member Park District/SRA	EE	EE+child	EE+1	\$EE+Children	HRA family
Arlington Heights Park District					
Bartlett Park District					
Buffalo Grove Park District	\$2,800		\$5,450		\$5,450
Elk Grove Park District					
Hanover Park Park District	N/A	N/A	N/A	N/A	N/A
Hoffman Estates Park District					
Inverness Park District	N/A				
Mount Prospect Park District	\$2,500		\$3,500	\$3,500	\$3,500
Palatine Park District					
River Trails Park District	\$1,000	\$2,000	\$2,000	\$3,000	\$3,000
Prospect Heights Park District					
Rolling Meadows Park District					
Salt Creek Park District					
Schaumburg Park District					
South Barrington Park District					
Streamwood Park District					
Wheeling Park District					

10. What is the amount of the reimbursement based on the following categories?					
Member Park District/SRA	EE	EE+child	EE+1	\$EE+Children	family
Arlington Heights Park District					
Bartlett Park District					
Buffalo Grove Park District					
Elk Grove Park District					
Hanover Park Park District					
Hoffman Estates Park District					
Inverness Park District	N/A				
Mount Prospect Park District					
Palatine Park District					
River Trails Park District					
Prospect Heights Park District					
Rolling Meadows Park District					
Salt Creek Park District					
Schaumburg Park District					
South Barrington Park District					
Streamwood Park District					
Wheeling Park District					

2021 SRA Employee Health Insurance Contributions (As of 10/5/2021)
(If 2022 is known, please complete the 2021 section below as well- bottom chart)

SRA	PPO EE	PPO EE + Spouse	PPO EE + 1 Child	PPO EE +CHN	PPO Family	HMO EE	HMO EE + Spouse	HMP EE + 1 Child	HMO EE +CHN	HMO Family	Deductible	Is 2022 anticipated to be the same %?	Date Edited
FVSRA	15%	15%		15%	15%	10%	10%		10%	10%	1500HRA?	yes	9/7/21
SSSRA	5%	55%		55%	55%	5%	55%		55%	55%	1,000	yes	9/22/21
LWSRA													
SRACLC	5%	15%		15%	15%	0	15%		15%	15%	1,000	yes	9/8/21
NISRA													
WSSRA	9%	15%		15%	15%	NA	NA		NA	NA	\$4,850 EE first \$1,000 HRA next \$2850 EE last \$1000	Yes	9/22/21
MNASR	5%	15%			17.5%	5%	15%			17.5%	EE: \$250	yes	9/7/21
NEDSRA	12%	18%		15% +CH 21% +CHN	24%	12%	15%		14% +CH 16% +CHN	17%	\$2000 w/\$1500 HRA	yes	9/8/2021
SWSRA	10%	35%		35%	35%	0	25%		25%	25%		yes	9/8/2021
WDSRA	16%	22%		20%	23%						EE \$2500 with \$625 HSA EE+ \$5000 with \$1,250 HSA		9/8/2021
NWSRA	10%	13%	12%	15%	15%	10%	13%	12%	15%	15%	2000	yes	10/05/2021
NWCSRA													
HISRA	7%	7%		7%	7%	7%	7%		7%	7%		yes	9/28/21
SEASPAR	5%	17.5%		15%	20%	5%	17.5%		15%	20%	\$500 after HRA	yes	9/8/21
RVSRA	25%	25%		25%	25%							yes	9/28/21
NSSRA	10%	10%		10%	10%	10%	10%		10%	10%	1500 HRA	yes	9/14/21

SRA Employee Health Insurance Contributions 2022

SRA	PPO EE	PPO EE + Spouse	PPO EE + 1 child	PPO EE + CHRN	PPO Family	HMO EE	HMO EE + Spouse	HMO EE + 1 Child	HMO EE + CHRN	HMO Family	Deductible	Date Edited
FVSRA	15%	15%			15%	10%	10%			10%	1500HRA	9/7/21
SSSRA												
LWSRA												
SRACLC	5%	15%			15%	0	15%			15%	1,000	9/8/21
NISRA	15%	15%			15%	8%	8%			8%	500 with 1,500 HRA	9/22/21
WSSRA												
MNASR												
NEDSRA												
SWSRA												
WDSRA												
NWSRA	10%	13%	12%	15%	15%	10%	13%	12%	15%	15%	2000	10/04/2021
NWCSRA												
HISRA												
SEASPAR	5%	17.5%			20%	5%	17.5%			20%	\$500 after HRA	9/8/2021
RVSRA												
KSRA												
NSSRA												