

RESOLUTION 2022-25 Approved: 8-2-22

A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT OR HER DESIGNEE TO APPROVE AN AGREEMENT WITH GOVTEMPSUSA "GOVTEMPS" FOR EMPLOYEE LEASING (VILLAGE ADMINISTRATOR).

WHEREAS the Village of Maple Park ("The Village") is a municipality in accordance with the Constitution of the State of Illinois of 1970; and,

WHEREAS, Village has determined that it is to its advantage and best interest of the Village to avail itself of the services of in connection with its employee leasing; and,

WHEREAS, GovTemps is desirous of performing the service for the Village; and,

NOW, THEREFORE, BE IT RESOLVED by the President and the Board of Trustees for the Village of Maple Park, DeKalb and Kane Counties, Illinois, as follows:

Section 1. The Village President or a designee is hereby directed to sign the attached agreement with GovTemps for employee leasing services.

Section 2. This Resolution shall be in full force and effect from and after its passage, approval, and publication in pamphlet form, as provided by law.

ADOPTED by the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois at its regular Board meeting held on August 2, 2022.

Ayes: Peloso, Joy, Simon, Groezinger

Nays: None

Absent: Speare, Ward




Suzanne Fahnestock, Village President

ATTEST:


Elizabeth Peerboom, Acting Village Clerk



VIA ELECTRONIC MAIL

July 26, 2022

Ms. Suzanne Fahnestock
Village President
Village of Maple Park

Dear Suzanne:

Thank you for requesting a proposal from GovTemps to provide recruitment and placement services for the position of Village Administrator in a temp-to-hire (TTH) staffing arrangement.

About GovTemps

GovTemps is the interim staffing line of business of GovHR. Since its inception in 2011, GovTemps has placed over 500 employees in more than 200 different local governments in 21 states. GovTemps is uniquely qualified to place professionals in local government positions and staffing assignments, particularly in the Chicago metropolitan area. Located in Northbrook, IL, GovHR/GovTemps is staffed by twelve full/part-time supplemented by over 20 professional local government consultants.

Scope of Work

GovTemps will provide the following services:

- Confer with the Village and gather key information about the position including job knowledge, skills, and abilities, weekly work hours, hourly rate, and required workdays.
- Develop and present a job announcement for review and approval by the Village.
- Post the job announcement in public sector publications, various social media sources (Facebook, Twitter and Linked-In) and govhrjobs.com.
- Actively solicit candidates through GovHR/GovTemps professional network via emails and telephone and Linked-In.
- Conduct telephone or video conferencing interviews with qualified candidates.
- Present candidate resumes and summaries of top tier candidates. The Village will decide who it wishes to interview and advise GovTemps of the most suitable candidate.
- Conduct a criminal background check and references for the final candidate.

When a candidate has been identified, GovTemps and the Village will enter into an Employee Leasing Agreement. During the term of the contract, GovTemps will be responsible for

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all employee tax withholdings and carries workers' compensation, unemployment compensation, and professional liability insurance for all its employees.

Cost of Services

GovTemps Fees. During the four-month contractual term, a 40% fee will be added to the hourly rate earned by the employee. Assuming the employee is hired by the Village after the contract term, a one-time temp to hire (TTH) fee equal to two weeks of appointment salary will be assessed. To initiate the process, GovTemps requires a \$1000 service fee which will reduce the TTH fee in the same amount if the process is successful. Additionally, the Village will be responsible for any job advertisement costs.

Professional References

Village of Arlington Heights, IL. GovTemps placed employees in seven positions including: Building Assistant, Building Director, Engineer, Planner, Permit Clerk, Plan Technician, and Senior Engineering Technician.

Reference Contact: Mary Rath, Director of Human Resources - 847-368-5153 | mrath@vah.com

Village of Tinley Park, IL GovTemps placed employees in four positions including: Accountant, Assistant Public Works Director, Planning Manager, and Water/Sewer Superintendent.

Reference Contact: David Niemeyer, Village Manager - 708-444-5010
dniemeyer@tinleypark.org

We are excited about the prospect of again working with the Village. If you have any questions, please contact Mike Earl at 224-261-8366 or mearl@govhrusa.com.

Sincerely,

Joellen J. Cademartori
Chief Executive Officer
GovHR USA / GovTemps USA

ACCEPTED BY THE VILLAGE OF MAPLE PARK

BY:

TITLE:

DATE:

President of Village of Maple Park
August 2, 2022



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