

Village of Tinley Park

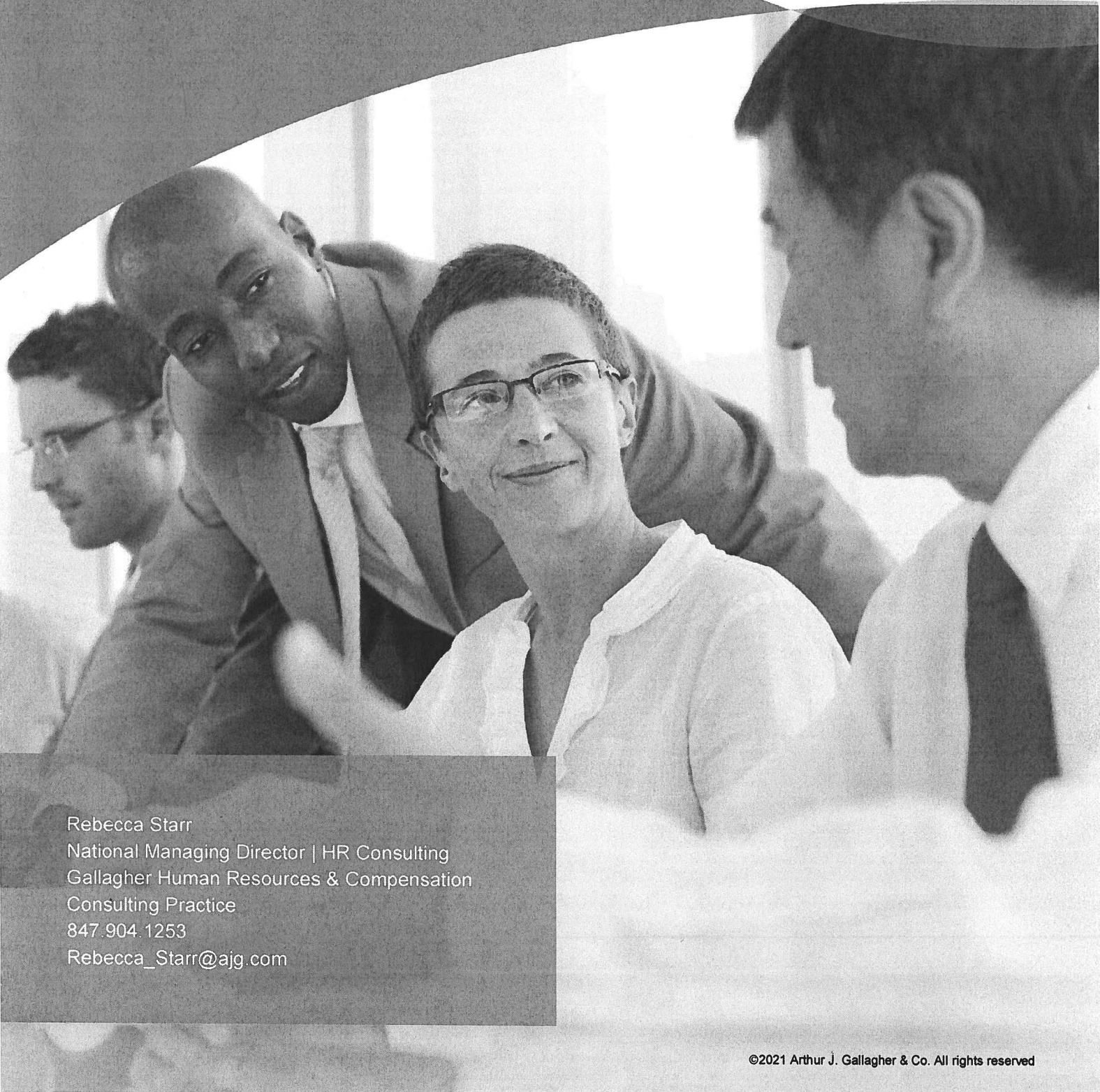
Employee Handbook Review - REVISED

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Rebecca Starr
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Section 1 Our Understanding

Gallagher's Human Resources & Compensation Consulting practice is pleased to present our proposal for an employee handbook review as you mentioned that you would like to update the Village of Tinley Park's (The Village) employee handbook. An employee handbook is an important tool for the employees as well as the organization. For the employees, it often provides background and cultural information on the organization to help them become acquainted with their employer. It can also provide them with information on the organization's policies/procedures, their benefits, their responsibilities as an employee, and the organization's expectations for them. It can also assist the organization in complying with regulations requiring notifications to employees and possibly aid them in a defense of a charge or lawsuit from a current or former employee.

Gallagher HR Consulting will review your current employee handbook for best practices and legal compliance on both the federal and state level for the state of Illinois. We will use our extensive experience in writing employee handbooks to provide The Village with an overview of your current document. This does not include a handbook rewrite.

We believe our proposal demonstrates our commitment to providing The Village with the highest level of service in an efficient and timely manner, while maintaining a cost structure that fits within your budget.



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Section 2 Our Recommendation

OPTION 1 – HANDBOOK REVIEW

Gallagher HR Consulting will review The Village's current employee handbook and provide a two-three page overview of thoughts related to updating and compliance. The report will list all of the policies that we typically see in a handbook and will indicate if that policy exists in your current handbook. We will then provide recommendations for adding, deleting, and/or revising each of these policies. Actual policies will not be written or provided at this stage; however, The Village will be able to use our comments and complete the handbook updates based on our feedback if desired. Our Review will include the personnel manual and 30-35 additional policies.

Often we find that a handbook has a number of outdated policies and the most beneficial approach is a fresh start. In this case, Gallagher HR Consulting can use the materials and information learned during the handbook review to complete a new handbook quickly and efficiently.

OPTION 2 – HANDBOOK REWRITE FOLLOWING HANDBOOK REVIEW

Should The Village decide to move forward with a complete handbook rewrite, Gallagher HR Consulting and The Village, will meet via teleconference and review the recommendations.

If you decide to have Gallagher HR Consulting complete a new handbook after the initial review, the full rewrite of the handbook would include:

- Telephone discussion of the policies and procedures required and /or desired
- Creation of all policies required per above meeting
- Draft copy of handbook provided for review by the organization
- Follow-up call to review policies and edit handbook
- Suggestions for production and distribution to employees
- Final handbook delivered in Word and PDF formats

In addition, state law will be researched in the home state of the organization and applied as appropriate to the handbook. If research on state laws for multiple states is requested, or if The Village would like to incorporate state laws from multiple states into the handbook, additional fees will be incurred. We understand employees are currently only in the state of Illinois.



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Section 3 Project Timeline

Gallagher HR Consulting can begin working on your project within two (2) weeks of proposal acceptance. The Handbook Review will be completed within 2 - 4 weeks of receipt of The Village's current handbook.

Should The Village decide to move forward with a complete handbook rewrite, customized to fit your organization, we will follow the timeline below. Gallagher HR Consulting estimates 2-4 weeks for the draft to be completed and an additional 2-3 weeks for the final document if a second set of revisions is necessary. The chart below will outline the anticipated timeframe of a handbook rewrite.

| Handbook Review Project Steps | Anticipated Timeframe |
|--|-----------------------|
| Client provides Gallagher HR Consulting with Word version of current employee handbook | N/A |
| Gallagher HR Consulting completes Handbook Review | 2-4 weeks |
| Gallagher HR Consulting and Client discuss anticipated handbook changes based on completed Handbook Review | 7 business days |

| Handbook Rewrite Project Steps | Anticipated Timeframe |
|--|-----------------------|
| Gallagher HR Consulting facilitates teleconference meeting to review current policies and completed handbook review document | n/a |
| Gallagher HR Consulting creates handbook draft | 14 – 21 business days |



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|---|--------------------------------------|
| Client and appropriate team members review draft in detail and notate questions and/or revisions desired prior to next step | 14 business days |
| Teleconference with Gallagher HR Consulting and Client to review changes | 1 business day |
| Final revisions are made per above conversation | 14 business days |
| Client reviews final draft | 3 – 7 business days |
| Gallagher HR Consulting makes minor changes as requested | 3 – 7 business days |
| Final handbook is delivered to Client via email as a Word and PDF file | Total Time Anticipated: 6-7 weeks |

PROJECT TEAM

Rebecca Starr, SPHR, SHRM –SCP
National Managing Director, HR Consulting

Rebecca Starr serves as National Managing Director, HR Consulting with Gallagher’s Human Resources & Compensation Consulting practice. Offering extensive experience managing, reviewing, and evaluating human resource functions, she specializes in HR strategic and tactical approaches. Ms. Starr leverages her expertise with nonprofit, public entities, manufacturing, and service organizations, consulting with clients in the areas of employee relations, policy creation, efficient practices, employment law, and benefits and HR administration.

Ms. Starr works to connect HR strategy to business objectives, emphasizing that employees often represent an organization’s primary resource. Her HR recommendations aim to support an organization’s bottom line and mitigate costly regulatory issues. She helps organizations to administer the HR function, educating clients at both strategic and tactical levels.

Prior to working with Gallagher, Ms. Starr served as a sales consultant with Dale Carnegie Training. This background informs her customer service approach and her understanding of the financial implications of the HR function.



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Ms. Starr earned a Master's of Business Administration from Northeastern Illinois University and holds a Bachelor's Degree in Business Management from Southern Illinois University, Carbondale. She is a member of the Society for Human Resource Management (SHRM), Human Resource Management Association of Chicago (HRMAC) and is certified as SHRM Senior Certified Professional in Human Resources (SHRM-SCP).

Sandra Tongpituak, SPHR, SHRM –SCP Senior Consultant

Having consulted to business leaders from a variety of industries, including finance, private equity management, education, manufacturing, professional services, healthcare, retail, and non-profit, Ms. Tongpituk works with her clients in the areas of client management that includes HR strategic assessment & planning, Executive HR support, recruiting, internal performance improvement and HR process effectiveness, employee handbook and administrative manual development and general day-to-day HR advice and guidance.

Ms. Tongpituk has been a Consultant with Gallagher's Human Resources & Compensation Consulting Practice for 18+ years and was previously the Director of Human Resources for a full service insurance brokerage firm.

Ms. Tongpituk holds a B.A. from Miami University. In addition, she has completed Leadership Development Training from Northwestern University and ongoing continuing education with the Society for Human Resource Management and HRMAC.

Section 4 Your Investment

Your investment in the handbook review is listed below.

| SERVICE | TOTAL FEES |
|-----------------------------|---|
| Option One: Handbook Review | <p>\$3,330 - \$4,950 (estimated range depending on hours spent on project)</p> <p>\$330/hour We only bill for time worked. We will not bill more than \$4,950 unless receiving approval in writing.</p> |



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| Option Two: Handbook Rewrite | \$330/hour and only bill for time worked. At the end of the handbook review completion, we can share an accurate hour estimation for our work to rewrite your handbook, if requested. |
|------------------------------|---|

Gallagher HR Consulting is available to provide commentary on handbook changes and/or facilitate team meetings to discuss policies and assist the organization in making final decisions. Should these steps be requested, they will be billed as needed at the hourly rate listed above. Any hours needed beyond this, and/or continual review and revision of the draft provided will also be billed as incurred if the hours required are in excess of the hours shown in the table above.

This project cost estimate is in effect for 45 days. The Village will be billed on a monthly basis as work is completed and payment is due within 30 days.

These estimated costs represent our knowledge of The Village as described to us by your representative(s), as well as our experiences in providing similar services to other clients. However, if over the course of the project, any unusual information surfaces, it may be necessary to revise our initial proposal. While we do not anticipate a change in these projected estimated costs, we want to note that it may be necessary to revise our pricing if the scope of services changes.



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Section 6 PROPOSAL ACCEPTANCE – Handbook Review

We thank you for the opportunity to propose on this handbook review. We look forward to working with you to provide The Village with this impactful project that will support your organization and staff as you grow and develop into the future.

Regards,

Rebecca Starr
Managing Director, HR Consulting

TERMS

Upon execution this proposal becomes a project assignment.

I agree to the scope of services outlined in this proposal provided by Gallagher for the handbook review as described above. I can choose to complete the handbook rewrite after the review is completed.

David Niemeyer, Village Manager



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Disclosure

Consulting and insurance brokerage services to be provided by Gallagher Benefit Services, Inc. and/or its affiliate Gallagher Benefit Services (Canada) Group Inc. Gallagher Benefit Services, Inc. is a licensed insurance agency that does business in California as "Gallagher Benefit Services of California Insurance Services" and in Massachusetts as "Gallagher Benefit Insurance Services." Neither Arthur J. Gallagher & Co., nor its affiliates provide accounting, legal or tax advice.

Privacy Policy

Gallagher Benefit Services, Inc. (Gallagher), treats client privacy with care and respect. We do not disclose a client's nonpublic personal, financial and health information to third parties, except for the purposes of placing your insurance coverage(s) and as otherwise permitted by law.

Gallagher has always been mindful of our clients' privacy. We maintain physical, electronic and procedural safeguards that comply with federal and state regulations to guard your nonpublic personal, financial and health information, and that of your employees. Applicable law requires Gallagher to provide our clients with a copy of our Privacy Policy, which can be accessed at <http://www.aig.com/privacy-policy/>. This policy does not apply to our efforts to market our products and services to our clients so you may receive information from us about products that may suit your needs.



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