

**VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION**

_____ Resolution or Ordinance (Blue)
_____ Recommendations of Boards, Commissions & Committees (Green)
 X Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott Niehaus, Village Manager

DATE: August 6, 2021 (B of T) Date: August 19, 2021

TITLE: Motion to Waive Bids and Approve an Extension of the Agreements from GovTemps USA LLC for Human Resources and Community Development Department Assistance

SUBMITTED BY: Kathleen Dunne, Director of Human Resources

FISCAL IMPACT:

Amount of the Award Not to Exceed: \$55,000 for Human Resources and Community Development.

BACKGROUND/POLICY IMPLICATIONS:

Attached please find information regarding the Leasing Agreements with GovTemps USA, LLC for the provisions for Human Resources assistance thru April 31, 2022 with an option to extend through October 31, 2022 and Community Development assistance thru December 31, 2021 with an option to extend up to February 25, 2022.

FISCAL IMPACT/FUNDING SOURCE:

Village Attorney	_____	Date	_____
Finance Director	_____	Date	_____
Village Manager	<u>Scott Niehaus</u>	Date	<u>8/19/21</u>



MEMO TO: Scott Niehaus
Village Manager

FROM: Kathleen Dunne
Director of Human Resources

DATE: August 6, 2021

SUBJECT: Extension of GovTemps, USA Agreements

The Village has been utilizing the services of GovTemps, USA for several years. They have provided excellent assistance for the Village when we have vacant positions.

GovTemps, USA is currently providing coverage to the Human Resources and Community Development Departments. These agreements will need to be extended in order to continue services from GovTemps, USA. Therefore, we are requesting Board of Trustee approval to extend the current agreements not to exceed \$55,000 for Human Resources and Community Development.

Attached please find information regarding the Leasing Agreements with GovTemps USA, LLC for the provisions for Human Resources assistance thru April 31, 2022 with an option to extend through October 31, 2022 and Community Development assistance thru December 31, 2021 with an option to extend up to February 25, 2022.

Thank you in advance for your consideration. If you should have any questions, or would like additional information, please do not hesitate to contact me.

EXHIBIT A
Worksite Employee and Base Compensation

WORKSITE EMPLOYEE: Kathleen Tomazin

POSITION/ASSIGNMENT: Interim Admin. Assistant

POSITION TERM: September 27, 2021 – December 31, 2021

The agreement will continue in two-week increments until February 25, 2022 unless either party provides two week's advance written notice to terminate the agreement.

BASE COMPENSATION: \$42/hour. Hours per week will vary and are estimated at 20 hours/ week. Worksite employee shall be paid only for hours worked. It is understood that the contract amount will not exceed \$15,000. Hours should be reported via email to payroll@GovTempssusa.com on the Monday after the prior work week. The Municipality will be invoiced every other week for hours worked.

GOVTEMPUSA, INC.:

By: 

Date: August 4, 2021

MUNICIPALITY:

By: _____

Date: _____

This Exhibit A fully replaces all Exhibits A dated prior to the date of the Company's signature above.

EXHIBIT A
Worksite Employee and Base Compensation

WORKSITE EMPLOYEE: Phyllis Walker

POSITION/ASSIGNMENT: Interim HR Assistant

POSITION TERM: November 1, 2021 – April 31, 2022

Please review Section 5 of this Agreement for the complete terms of position.

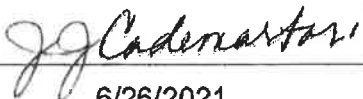
Agreement may be extended through October 31, 2022 with agreement among all parties.

BASE COMPENSATION: \$35.00 per hour. Hours will be 30 – 40 per week, but may
vary. Worksite employee shall be paid for hours worked only. Any time taken off will
be unpaid. Hours should be reported via email to payroll@govtempusa.com on the
Monday after the prior work week. The Municipality will be invoiced every other
week for hours worked.

OVERTIME: Worksite employee will be paid time and a half (1.5x) for hours worked
over 40 per week. The overtime bill rate will be equal to: \$52.50 per hour.

GOVTEMPUSA, INC.:

MUNICIPALITY:

By: 
Date: 6/26/2021

By: _____
Date: _____

This Exhibit A fully replaces all Exhibits A dated prior to the date of the Company's signature above.