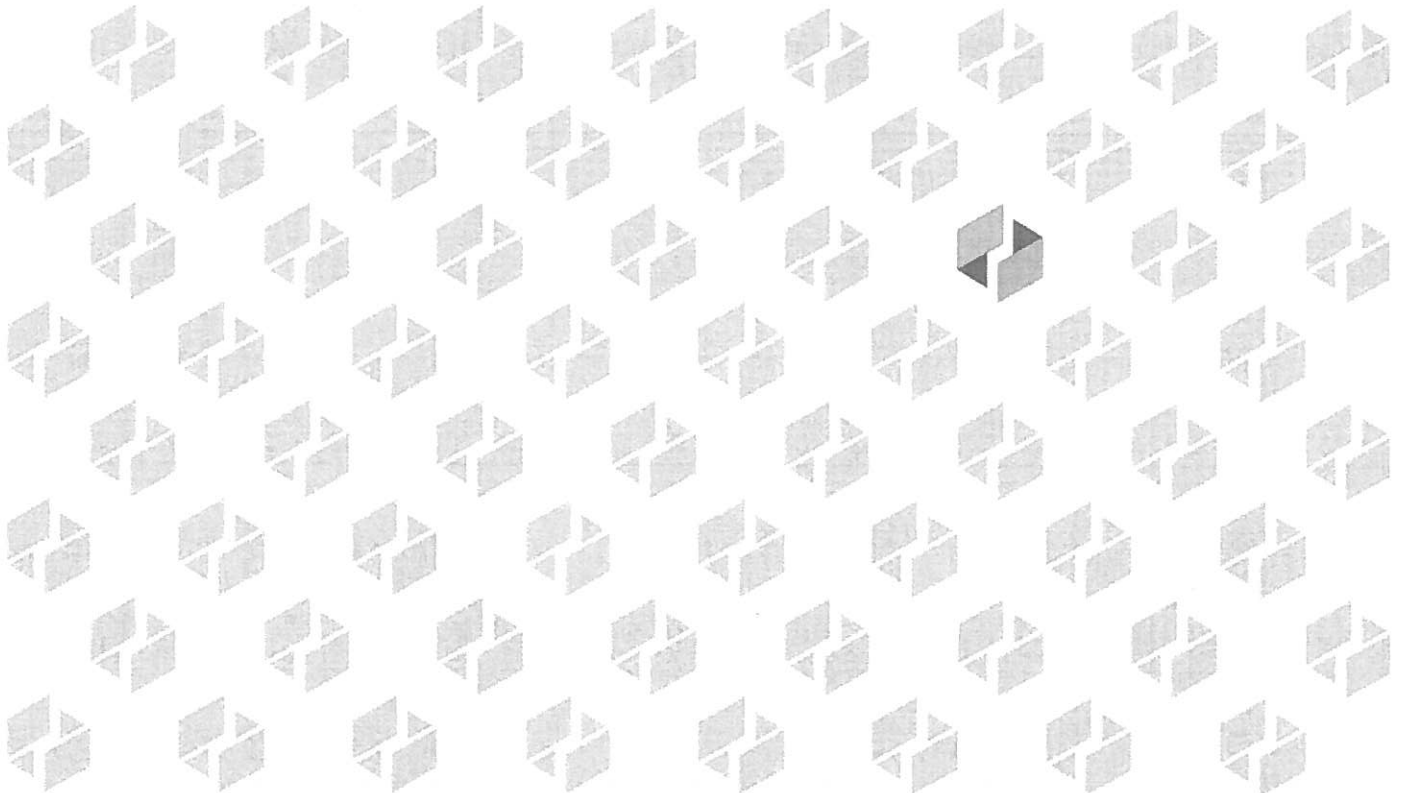

PROPOSAL:

Wheaton Park District Employee Handbook

June, 2025

SUBMITTED BY:

Stephanie M. Dorning



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About HR Source

HR Source has been a leader in providing service to employers for over a century. Through the years, HR Source has directed all of its efforts towards achieving a single purpose – to keep organizations strong, prosperous and competitive by partnering to strengthen their human resource practices. Today, our growing not-for-profit organization serves a diverse array of over 1,200 employers, including manufacturers, public employers, financial service providers, and social service agencies.

HR Source delivers timely information, local and national benchmarking data, educational programs, forums for member networking and a menu of solutions to current management challenges. Our services focus on complying with complex regulations, attracting and retaining talent, training employees to keep pace with today's constantly changing work environment, and building relationships with other employers and valuable resources.

HR Source's dedicated and experienced staff strive to provide our members and clients with the most current information, counsel, and best practices available. We believe the human side of the organization is the key differentiating factor and we endeavor to offer employers effective and efficient services which allow them to thrive.

Our Approach/Investment

- We are reviewing your handbook for legal compliance and updating for changes in the law since your last handbook review with HR Source. In accordance with this goal, we will also make suggestions of alternate wording or phrasing to make issues clearer or easier for employees to understand.
- We will propose suggested policies for inclusion in the handbook, if needed.
- The handbook review will be conducted by one of our employment law attorneys to ensure compliance with Illinois and federal employment laws. Compliance with additional state laws will result in extra charges.
- We request that you provide the handbook in Microsoft Word format, so we can make suggested changes directly to the Microsoft Word document. These changes will be delineated so that you can see exactly what we suggest. While we can work with a pdf, this may delay the completion of the handbook.
- We will provide one Zoom meeting upon completion of our revisions to discuss the revisions and/or any questions or concerns you may have about the handbook. **This meeting must be held within 60 days of project completion.** Meetings not held within 60 days and/or held outside of normal business hours (8 a.m.-5 p.m.) are charged at our normal hourly rate.
- The cost proposal does not include layout, design, administrative or formatting services (e.g., table of contents, index, placing the document in final format once legal review is completed, appendix, graphic design, etc.), or any additional material/policies/addendums.
- Reviews are normally completed within approximately 10-12 weeks of approval to proceed and our acknowledgement of your approval.

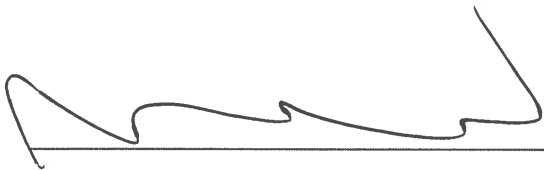
Letter of Agreement

In all work provided to members by HR Source attorneys, the member is the client and all decisions are made based solely on professional judgment and what is in the client's/member's best interest.

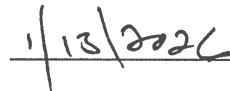
The handbook development discounted project rate as contained in the proposal is \$2,100. The project will be invoiced and is due after submission of the first draft. This arrangement is separate from any other services you may be using or receiving as a member of HR Source.

If these terms are acceptable to you, please sign below as an acknowledgement and we will proceed. Of course, if you have any questions, please do not hesitate to contact me directly.

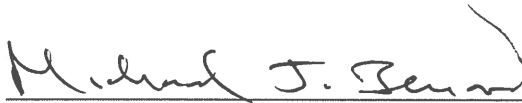
I acknowledge and agree to the terms of as stated in this letter and authorize HR Source attorneys to proceed accordingly.



Member Authorized Representative Signature



Date



Member Authorized Representative Printed Name

Date

