



County Administrator
18 North County Street – 9th Floor
Waukegan, Illinois 60085-4334
Phone: 847-377-2250

January 9, 2020

Mr. John Light
[REDACTED]

Via Electronic Mail
[REDACTED]

Dear Mr. Light:

On behalf of Lake County, it is our privilege to offer you employment as the Director of Human Resources (Grade M13) for Lake County Government. This offer is subject to your acceptance of the terms and conditions as specified in this letter.

This letter confirms the offer of employment tendered to you on January 9, 2020 by Lake County Government subject to the following provisions:

- SALARY:** Salary of \$155,000 annually with annual salary adjustment eligibility beginning December 1, 2020.
- VACATION:** You will be credited with 13 years of service and begin accruing at the rate of 4 weeks per year available immediately. Accrual thereafter shall be the same as all County employees. In addition, Mr. Light is credited with 5 days of vacation upon arrival (the 5 days are not eligible for vacation payout at the time of separation).
- BENEFITS:** You will be provided with the standard benefit package available to all employees of the County. Upon written acceptance of this offer, you will receive an onboarding link via e-mail and will be provided information on benefits, orientation, and forms that will need to be completed prior to your start date.
- RETIREMENT:** Illinois Municipal Retirement Fund (IMRF) Pension.
- ASSOCIATION DUES / PROFESSIONAL DEVELOPMENT:** Lake County to pay normal and reasonable professional dues and seminar / conference fees (with approval of supervisor). The County does not pay for private or civic organizations.
- EXEMPT AND AT-WILL:** You will be considered an exempt and at-will employee. Either party may terminate the working relationship at any time with or without cause.

PRE-EMPLOYMENT PHYSICAL:

Offer of employment is conditioned on the result of the medical examination to include a drug and alcohol screening that will be provided at the County's expense.

BACKGROUND CHECK:

Offer of employment is conditioned on the result of a background check.

All items above are intended to be consistent with County policies and procedures and are the same as provided by the County to all employees with the exception of salary, vacation accrual provisions, and at-will status. As discussed, your start date will be February 26, 2020.

The total compensation package offered to you equals or exceeds \$150,000. In order to comply with the Open Meetings Act, the details of your compensation will be posted in Human Resources six days prior to your start date.

We look forward to you becoming a member of the Lake County team! If you agree to the offer of employment and to the terms and conditions listed above, please sign and scan the letter and then return it to SheCora Keys, Talent Acquisition Manager, at skeys3@lakecountyil.gov or fax a copy to 847-984-5869.

Lake County, Illinois Government offer by:

[Redacted signature]

James D. Hawkins
Deputy County Administrator, Lake County

1-9-2020

Date

Accepted by:

[Redacted signature]

John E. Light

1-10-20

Date