



# TOIRMA Update

By Jim Donelan

TOIRMA Executive Director

## *Transition – Human Resources Help Line*

**T**HIS IS THE THIRD ARTICLE in a series dedicated to the upcoming transition to a new term of office for township officials. For the most part, we now know the individuals that will be serving the next four years in township government. The new term of office begins on May 15, 2017 for supervisors, clerks, trustees, and highway commissioners. For newly elected township assessors and collectors, and multi-township assessors, their new term of office will begin on January 1, 2018. A key part of transitioning into office is not only preparing to work with other elected officials, but making important staffing decisions for your township and road district. These choices will help set the tone for the next four years. TOIRMA has just the tool to assist with staffing decisions—the Human Resources Help Line.

All TOIRMA members have access to human resource professionals specializing in assisting with employment related questions and issues. We are all busy people with plenty to keep us occupied. Keeping this in mind, it only makes sense to call the Help Line prior to taking action. This professional assistance is there to make your life easier and to help avoid more problems down the road.

TOIRMA implemented the Help Line in 1999 and is providing its members ongoing access to professionals specializing in employment rules, regulations and practices, and to help reduce claims related to human resources. Whether officials are hiring, disciplining, terminating employees, or dealing with any other employment related matters, please make sure you are consult-

## ***TOIRMA Board of Trustees Declares Dividend***

The TOIRMA Board of Trustees has declared a dividend to all eligible members of the TOIRMA Program (members that have been in the Program for the previous five consecutive years). This is the 26th consecutive year the Board of Trustees has issued a dividend and this year's amount is 15% of each eligible member's annual contribution for the June 1, 2011–May 31, 2012 Program Year and totals \$2,066,770, for a 26-year total returned to members of \$39,319,056.

Dividend checks were mailed March 15, 2017 to TOIRMA member contacts, and once received should be deposited within two working days per the Public Funds Deposit Act [30 ILCS 225/1]).

ing with TOIRMA first. There is no cost to TOIRMA members for calling the Human Resource Help Line.

**Human Resources Help Line:  
(888) 472-6785, Extension 1172**

As always, if you have any questions, please feel free to contact me toll-free at (888) 562-7891 or by email at [jdonelan@toirma.org](mailto:jdonelan@toirma.org).



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**[www.toirma.org](http://www.toirma.org)**