



# PERSONNEL HANDBOOK

POLICIES  
AND  
PROCEDURES

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## HANDBOOK DISCLAIMER

This Handbook has been prepared as a general reference guide to help familiarize employees with the Frankfort Square Park District's (hereinafter referred to as Park District) basic policies, procedures, and rules, as well as the many employee benefits which it provides. It specifically supersedes and replaces all previous employee handbooks and manuals, whether oral or written, issued by the Park District.

This Handbook applies to all employees and volunteers. Please note that this Handbook is not a contract or an offer to form a contract. It is not intended to create any binding contractual commitments between the Park District and any employee. Furthermore, it does not provide any guarantee or assurance of continued employment with the Park District for any particular term.

Notwithstanding anything contained in this Handbook or in any other current or future policy statement or practice, the Park District and its employees retain the mutual right to terminate the employment relationship "at will" with or without warning, notice, or cause. No representative of the Park District, other than the Park District Board of Commissioners has the authority to make any binding representations, whether oral or written, contrary to the foregoing or purporting to guarantee any employment. Even as to the Board of Commissioners, such representations will be binding on the Park District only if they are set forth specifically in a written employment agreement signed by an authorized agent of the Board of Commissioners and the employee.

The Park District expressly reserves all of its traditional management rights, including, without limitation, the right to unilaterally review, interpret, or discontinue any of the policies, procedures, rules, or benefits set forth in this Handbook at any time. In no case, however, may any such action alter the prevailing "at will" employment relationship or guarantee any particular benefits, procedures, terms, or conditions of employment.

You are responsible for reading and understanding this Handbook. Employees who have questions about the contents of this Handbook, or about any aspect of their employment, are encouraged to raise them with the Executive Director. He or she will gladly provide you with the information you need or direct you to someone who can do so. We take pride in keeping an open line of communication with all employees.

## **SECTION I. PURPOSE AND PHILOSOPHY**

### **A. Purpose of Policies and Disclaimer**

All appointive, management, full-time, part-time, and seasonal personnel are subject to and covered by the provisions contained in this Handbook. The policies in this Handbook have been established to bring a higher degree of understanding and cooperation and, in turn, efficiency among Park District personnel.

This Handbook does not and is not intended to create a contract of employment. Employment with the Park District is at-will; staff may choose to terminate employment at any time, with or without notice. Similarly, the Park District may terminate employment at any time for any lawful reason, with or without notice.

The Board of Park Commissioners of the Park District has reviewed and approved the policies and procedures in this Handbook and will, in the future, review and revise the policies and procedures contained in this Handbook as it deems appropriate in its sole and exclusive discretion and without prior notice.

No representative of the Park District, other than the Board, has the authority to enter into any agreement with or make any representation to any management, supervisory or regular personnel. These policies shall not preclude the Executive Director from adopting administrative rules and regulations in addition to said policies. This Handbook, as approved, shall supersede all personnel policies and procedures.

### **B. Hiring**

All employees of the Park District will be hired strictly on their qualifications, ability, and merit. Employees are to be employed and retained solely on the basis of their ability and efficiency.

### **C. Self-Initiative**

All employees are urged to seek self-betterment and are encouraged to study and pursue all possible means of increasing his/her value to the Park District.

## **SECTION II. EMPLOYEE CLASSIFICATION**

### **A. Appointive Personnel**

The positions of Secretary, Treasurer, Executive Director, and any other position as designated by the Park District shall be appointive positions of the Park Board of Commissioners. Personnel appointed by the Board shall be directly responsible to the Board in the performance of their duties, and the Board shall set their compensation and duties.

Any new full-time positions must be created by the Park District Board of Commissioners.

**B. Full-Time Personnel**

**1. Category 1**

Category 1 full-time personnel are employees who have been hired to fulfill positions approved by the Park Board, and are either salaried employees or are paid hourly. Category 1 full-time personnel work approximately forty (40) hours per week on a year-round basis.

**2. Category 2**

Category 2 full-time personnel are employees who are not categorized as Category 1 full-time personnel because they typically work less than an average of 40 hours per week, but who do work an average of at least 130 hours per month during any look-back stability period established by the Park District. This category is used for determining eligibility for health insurance coverage only.

**3. Reporting**

Full-time personnel shall report to their respective Department Head. Department Heads will report to and be responsible to the Executive Director for day-to-day responsibilities. The Executive Director will institute long range goals and objectives and review all full-time personnel.

**C. Part-Time Personnel**

Part-time personnel shall include those persons who work less than an average of 130 hours per month during any look-back stability period established by the Park District. Year round part-time personnel shall report to their respective Department Head as directed by the Executive Director.

**D. Seasonal Employees**

A seasonal employee is an employee who is hired for a job function lasting less than six (6) calendar months, whose employment begins about the same time each year, and whose duration of employment with the Park District in any year is less than the period of non-employment.

**E. Independent Contractor**

In certain instances, the Park District may use services contracted through a temporary help firm or a self-employed independent contractor. Independent contractors are independent businessmen and businesswomen and are not economically dependent on the Park District. These individuals are subject to the benefits offered by the professional contractor and are not eligible for any benefits offered by the Park District.

**SECTION III. EMPLOYMENT PRACTICES**

**A. Equal Employment Opportunity**

The Park District's policy is to provide equal opportunity in employment to all applicants and employees. In accordance with all federal, state and local laws, no person is to be discriminated against in employment because of an applicant's or employee's race, color, religion, sex, sexual orientation,

identification or preference, pregnancy, national origin, ancestry, citizenship status, age, marital status, physical or mental disability unrelated to an individual's ability to perform the essential functions of the job, unfavorable discharge from military service (except dishonorable), political affiliation, genetic information, or any other characteristic protected by law.

**B. Sexual and Other Harassment Policy**

The Park District is committed to providing a work environment free of all forms of unlawful discrimination and harassment. It is the responsibility of each and every employee, official, Board Member, agent, volunteer and vendor of the Park District, as well as anyone using the Park District's facilities, to refrain from sexual or other harassment. Sexual or other harassment is illegal, unacceptable, and violates the policies of the Park District. Title VII of the Civil Rights Act, as well as the Illinois Human Rights code, prohibits discrimination, harassment or segregation in terms and conditions of employment on the basis of race, color, religion, sex, sexual orientation, age, disability or national origin. Harassment of Park District employees by non-employees, such as customers, invitees, suppliers, and other third parties with whom our employees interact while performing their job duties, is also unlawful and will not be tolerated by the Park District.

As an example, sexual harassment - both overt and subtle - is a form of employee misconduct that is demeaning to others and undermines the integrity of the employment relationship. Sexual harassment consists of: (1) making sexual advances, requesting sexual favors, or engaging in other verbal or physical conduct of a sexual nature, (2) conditioning any aspect of an individual's employment on his/her response to sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, or (3) creating an intimidating, hostile or offensive working environment by sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Sexual harassment is unlawful and prohibited regardless of whether it is between or among members of the same sex or opposite sexes.

The following non-exclusive list sets forth some examples of the conduct which violates the Park District's policy against sexual harassment:

Physical assaults of a sexual nature such as rape, sexual battery, molestation or other unwelcome physical contact (e.g., touching, pinching, patting, grabbing, rubbing or brushing against another employee's body);

Unwelcome sexual advances, propositions or other sexual comments, such as sexually-oriented gestures, sounds, remarks, jokes or comments about a person's sex, sexuality or sexual experiences;

Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct; or subjecting or threatening to subject an employee to more onerous terms or conditions of employment because of that employee's sex or rejection of sexual advances, propositions or comments; and

Sexual or discriminatory displays or publications anywhere in the workplace, such as displays of pictures, posters, calendars, graffiti, objects, books or other materials that are sexually suggestive, demeaning or pornographic.

The Park District is committed to vigorously enforcing its policy against unlawful discrimination and harassment at all levels of the organization. All employees must conduct themselves in a way that ensures they do not engage in acts of unlawful discrimination or harassment. All supervisors and managers are responsible for making sure that the employees who report to them are aware of this policy, ensuring that their personnel decisions comply with this policy, and taking corrective actions (after consultation with the Park District's Executive Director) when inappropriate behavior occurs. Conduct, which disregards or violates this policy will not be tolerated. Guilty parties will be subject to appropriate disciplinary action, up to and including termination.

### **1. Internal Complaint Procedure**

Any employee who feels that he/she has been subjected to or has witnessed unlawful discrimination or harassment in the workplace should immediately report the matter (preferably in writing) to their supervisor, the Executive Director, or any Board Commissioner, who, in turn, will see that the matter is promptly investigated. This may include, but is not necessarily limited to, interviewing the complaining employee, the alleged harasser, supervisors, and other personnel, as necessary to obtain sufficient factual information upon which to base a decision. In all cases, the investigation will be conducted by persons who are not involved in the alleged harassment or discrimination. Confidentiality will be maintained to the extent it is consistent with the Park District's obligation to conduct a full and effective investigation.

Following the investigation, the Executive Director (or Park District Board of Commissioners) will evaluate the facts and reach a decision regarding the validity of the complaint. If the complaint is substantiated, appropriate corrective action will be taken, including termination or other disciplinary action. A written record of any such action taken will be placed in the employee's personnel file. In the case of unlawful harassment by a non-employee, the Park District will notify the person of the Park District's policy against harassment and take such other action as may be appropriate under the circumstances. If the complaint is not substantiated, the matter will be closed. In either case, however, the complaining employee will be advised of the results of the investigation and the decision reached by the Park District.

### **2. Policy Against Retaliation**

The Park District's policy prohibits retaliation against any employee who lodges a good faith complaint of unlawful discrimination or harassment in the workplace, or who participates in any related investigation conducted by the Park District. Employees should use the above-referenced complaint procedure to report incidents of alleged retaliation. The same procedures will be followed in investigating and responding to such reports. The Park District wants to encourage the reporting of unlawful discrimination, harassment and retaliation and, at the same time, protect the reputation of any employee wrongfully charged with such conduct.

### **3. External Recourse**

Any employee who believes that he or she has been the subject of harassment or retaliation for complaining about harassment also has the right to file a charge of civil rights violations with the Illinois Department of Human Rights and, if substantial evidence is found to support the charge, to have such an opportunity as is provided by law and applicable regulations to engage in conciliation with the Park District and/or to have the charge heard in a public hearing before an Administrative Law Judge of the Illinois Human Rights Commission or in a court of law, as provided by statute. For further information, you may call or write to the Illinois Department of Human Rights, 100 W. Randolph Street, Room 10-100, Chicago, Illinois 60631, (312) 814-6200.

#### **C. Pregnant Workers Fairness Policy**

Under the provisions of the Illinois Human Rights Act, 775 ILCS 5/1, *et seq.*, as amended by P.A. 98-1050, employees and applicants for employment are protected against discrimination on the basis of pregnancy. If you are pregnant, you may request a reasonable accommodation to enable you to accept employment or continue working, consistent with medical advice, if you choose to do so rather than take leave under any leave law or Park District policy. You will be required to supply documentation from your health care provider to support your request for a reasonable accommodation. Once a reasonable accommodation is requested and supported by medical documentation, the Park District must grant the accommodation unless the Park District can show that the accommodation would impose an undue hardship on its ordinary operation. You cannot be required to accept an accommodation that you did not request if you choose to decline it. Further information as to your rights and obligations under the law and this policy can be obtained from the Executive Director of the Park District and/or the Illinois Department of Human Rights. The Illinois Department of Human Rights can be contacted at:

Illinois Department of Human Rights  
100 W. Randolph St., Suite 10-100  
Chicago, IL 60601  
(312) 814-6200

#### **D. Policy On Transgender Issues**

Discrimination Prohibited:

The Park District's policy on transgender is designed to create a safe, inclusive working environment in which staff can be honest and open about who they are. It will act as a guideline; each situation that occurs will need to be evaluated on a case by case basis. It is the Park District's policy to treat all of its employees with dignity and respect and to provide a workplace that is free of discrimination whether that discrimination is based upon race, color, religion, gender (including pregnancy, gender identity, gender expression, gender change, gender orientation, gender stereotyping, or transgender status), national origin, disability, parental status, political affiliation, genetic information, marital status, membership in an employee organization, age, reprisal, or other non-merit factors. All District employees are expected to conduct themselves in the workplace in such a manner that is consistent with their obligation to maintain a work environment that is free of discrimination, including discrimination that is based upon gender identity or perceived gender non-conformity.



The following definitions are not provided to label individuals but rather to assist in understanding this policy and the obligations of Staff. These terms may or may not be used by transgender individuals to describe themselves.

- “Gender identity” or “Affirmed Gender” is a person’s deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Gender identity is also defined as an individual’s internal sense of being male or female or something else. It is not based on physical anatomy. The Park District understands that gender identity is a very personal matter that should be respected by all fellow employees and supervisors.
- “Assigned Gender” refers to the gender assigned to a child at birth based on physical anatomy.
- “Gender Marker” The “male” (“M”) or “female” (“F”) on your birth certificate, ID, or passport is called a “gender marker
- “Transgender” describes people whose gender identity is different from their gender assigned at birth
- “Transgender Man” is a term used to describe an individual who currently identifies as a man.
- “Transgender Woman” is a term used to describe an individual who currently identifies as a woman.
- “Gender nonconforming” describes people whose gender expression differs from stereotypical societal expectations related to gender.
- “Gender expression” refers to the way a person expresses gender identity to others, such as clothing, hairstyles, activities, voice or body characteristics, behavior or mannerisms.
- “Transition” is the time when a person begins to live as the gender with which they identify instead of the gender that they were assigned at birth. This may include changing one’s name, dressing and grooming differently. Transitioning may also include such medical and legal aspects as taking hormones, having surgery or changing identity documents to reflect one’s gender identity.

### Transitioning Employee Responsibilities

Any employee planning a transition should notify the employer at least sixty (60) days prior to the planned transition so that the employer can prepare a transition plan and address the necessary logistics of the transition. Employees may speak with their direct supervisor, human resource manager or upper level administrative staff. Remember the employer may not be educated about what an employee may need during the transition time. The employee should be prepared to educate the employer to the best of their ability.

The District recommends creating a Transition Plan as part of the transition process. This can assist the employer to create the necessary support system and plan for how the transition will occur. A Transition Plan should essentially be a detailed time line. Items to include are transitioning milestones, dates such as legal name change, when appearances will change and when the use of gender-specific facilities will change. Consider all the people in the Park District who will need to be engaged in the transition. Be sure to allow time for education and engagement of staff. Consider possible challenges such as lag time with payroll, insurance paperwork, etc.

### Co-Worker Responsibilities

Be open, honest and supportive. If a co-worker is divulging information confidentially, be sure to keep the information confidential. Feel free to ask questions and allow the co-worker to educate you, but only do so if the co-worker expresses a willingness or desire to speak about the transition or gender identification. Employees shall not question other employees about suspected gender identity issues. Employees should use the appropriate male or female pronouns and the appropriate name in all official and unofficial communications. Employees must also be aware of The Park District's anti-harassment and discrimination policies. Co-workers must remember that discrimination based upon gender identity or expression is prohibited by the Park District. This prohibition applies not only to discrimination but also to harassment based upon an individual's gender identity or expression, as part of the prohibition based on gender. Failure to adhere to the Park District's non-discrimination policy may result in disciplinary action up to and including dismissal. If a co-worker is uncomfortable the Park District can assist them in learning more about the transition process or transgender issues in general.

### Park District Responsibilities

The Park District will remain supportive of a transitioning employee and his/her needs. The Park District enforces its non-discrimination policies uniformly.

The Park District, its managers and supervisors are prepared to listen and be open-minded to transgender, non-conforming and transitioning employee issues. Conversations will be kept confidential from anyone who is not directly involved with the issues.

### Personnel Documentation

All employees should be in the payroll system with their assigned gender and legal name. Once an employee has proof of changing their gender marker in the Social Security Administration records it may be changed in payroll. Health insurance records should also include the assigned gender until a medical provider approves the affirmed gender to be used. However, preferred names can be used for name tags, phone lists and other internal documents. The Park District will make every effort to recognize a transgender employee's preferred name.

### Names/Pronouns

It is respectful and consistent with the law to address employees by a name and pronoun that corresponds to their affirmed gender. This name does not need to be the name under which the person is employed. Intentional or persistent refusal to respect an individual's gender identity through the use of names and pronouns not correlated with the affirmed gender is a violation of this policy and may lead to disciplinary action up to and including dismissal.

### Restroom/Locker Room Accessibility

Once a transitioning employee begins living and working full-time in the gender that reflects the employee's gender identity and presentation, the employee may choose to use the restrooms and (if provided to other employees) locker rooms that correspond to the employee's full-time gender identity. Reasonable accommodations which provide access to restrooms or locker rooms may be necessary to

ensure the privacy, dignity, and respect of all employees. The objection of co-workers to a transgender or non-conforming gender employee using the same restroom or locker room facility shall not be the basis for denying the transgender or non-conforming gender employee use of that facility. Rather, the Park District may designate a different restroom or locker room facility for the objecting co-worker if available and reasonable.

#### Dress Code

Transgender and non-conforming gender individuals are entitled to dress as their affirmed gender within the Park District dress code. A transitioning employee's attire should remain professional and in conformance with required Park District dress code standards. Dress codes shall be applied to all employees equally.

#### Discrimination/Harassment

Complaints received regarding discrimination and/or harassment involving transgender or non-conforming gender individuals will be handled in the same manner as any other discrimination or harassment complaints. Procedure details are described in the Park District's Harassment Policy.

#### **E. Reasonable Accommodation**

The Park District is committed to providing employees with every reasonable opportunity to maintain career and employment status and benefits. The Park District will make reasonable accommodations, in compliance with the Americans with Disabilities Act (ADA) and the Illinois Human Rights Act (IHRA), for qualified individuals with disabilities and pregnant workers unless doing so would result in an undue hardship to the Park District.

#### **F. Personnel File**

Upon hiring, a personnel file will be established and maintained for each employee. All pertinent information such as salary, salary increases, evaluations, vacation, sick days and other employee data will be retained in an employee's personnel file.

In accordance with the Illinois Personnel Record Review Act, an employee, upon written request and at a maximum of twice a year, can view the contents of his or her personnel file. An appointment must be made to view the file in the presence of a Department Head.

#### **G. Residency Requirement**

There is no regulation requiring an employee to live within the Park District boundary.

#### **H. Outside Employment**

Employees will be allowed to secure employment outside of the Park District, provided such employment does not interfere or conflict with the performance of the employee's duties at the Park District. The Executive Director shall obtain permission from the Park Board of Commissioners for any such employment, while Class 1 and Class 2 full-time employees shall obtain permission from the Executive

Director. No permission is needed for employees who work part-time to perform outside employment.

Notwithstanding this policy, the Park District prohibits employees from performing any services for members of the public on non-working time that are normally performed by Park District personnel. This prohibition also extends to the unauthorized use of any Park District tools or equipment. In addition, employees are not to solicit or conduct any outside business during paid working time. An employee in violation of this section is subject to disciplinary action, up to and including termination.

**I. Dual Jobs Within the District**

Provided that the full-time employee's primary job is not compromised in any manner, he or she may take an additional part-time or seasonal job with the Park District upon approval from the Executive Director.

**J. Nepotism**

Immediate family members of full-time employees and Board Members shall not be employed for any full-time position with the Park District. For purposes of this section, immediate family members shall be defined as the employee's spouse, parents (including in-law), children (including step and adopted), siblings, grandparents (including in-law), or grandchildren.

This policy may be waived for employees who marry or enter into a civil union after becoming employed by the Park District. If employees in a direct supervisor/subordinate relationship become related *after* they have already been employed, every effort will be made to transfer one of the employees to a position where no direct supervisor/subordinate relationship exists. If neither employee volunteers for a transfer, the Executive Director may arrange an involuntary transfer at his or her discretion. Transfer decisions may be based on, but are not limited to, such factors as the grade of each affected employee's position, the availability of openings for which the affected employees are qualified, and the availability of replacement candidates for the affected employees' positions.

**K. Re-employment**

An employee who has resigned and who subsequently applies for re-employment shall be given consideration in filling positions in the Park District service for which he/she is qualified and is determined to be the best available candidate.

**L. Confidentiality and Non-Disclosure Policy**

During the performance of their duties, employees will have access to certain confidential information, including but not limited to, residents' names and addresses, Park District communications, files, bills and payment records, office manuals, forms, and other Park District documents deemed confidential or containing confidential information that is not otherwise available to the public. All employees are expected to maintain professional standards related to confidentiality. Employees are not to discuss information or situations relating to participants with anyone other than appropriate staff (supervisor, co-staff of program) in order to problem-solve or make decisions. Furthermore, employees are not to discuss information or situations relating to participants in public places or other areas where discussions may be overheard by others who do not have a right to know about such information.

Upon hiring, employees will be required to sign a Confidentiality and Non-Disclosure Statement.

Any employee who violates this confidentiality and non-disclosure policy will be subject to disciplinary action, up to and including termination and possible legal action.

**M. Drug/Alcohol-Free Workplace**

**1. General Policy and Rules**

Drug and alcohol use and abuse not only threatens the health of the user, but also creates a danger to the life and safety of fellow employees on the job. Such drug and alcohol use by employees has a direct and adverse effect on the quality of the products and services that the Park District provides and results in absenteeism, reduced productivity, and other related problems in the workplace. For these and other reasons, the Park District is committed to creating and maintaining a workplace free of drugs and alcohol.

Consistent with the foregoing, the Park District has adopted the following rules regarding drugs and alcohol. All employees are required to abide by these rules as a condition of their employment with the Park District:

a. The manufacture, distribution, dispensation, sale, possession or use of alcohol, illegal drugs or controlled substances (including medical cannabis) while on duty or on the Park District property is absolutely prohibited and will subject employees to immediate termination. Employees who are impaired by or under the influence of alcohol, illegal drugs or controlled substances, or who have any of the same present in their bodily systems while on duty or on the Park District property, will also be subject to disciplinary action, up to and including termination.

b. Off-the-job illegal manufacture, distribution, dispensation, sale, possession or use of alcohol, illegal drugs, or controlled substances may adversely affect an employee's job performance, the safety of other employees and the public, and the public's trust in the Park District and its ability to provide quality products and services. Accordingly, such conduct will also subject an employee to disciplinary action, up to and including immediate termination.

c. The Park District reserves the right to lawfully search all Park District property, including, but not limited to, employee offices, desks, computers, and lockers, for contraband items including but not limited to alcohol, illegal drugs, controlled substances, and drug paraphernalia or evidence of violating this policy. Employees who fail to submit to or cooperate fully in such lawful searches will be subject to disciplinary action, up to and including termination.

d. Employees taking prescribed drugs or controlled substances must maintain the same in the original container identifying the drug or substance, dosage, date of prescription, name of the person for whom it was prescribed, and authorizing physician. Employees also must review with their supervisor any work restrictions that should be observed while taking the prescribed drug or substance. The use of controlled substances, including medical cannabis, as part of a prescribed medical treatment program may not be grounds for disciplinary action; it is important, however, for the Park District to know such use is occurring if it may affect the individual's job performance. This information shall remain confidential with the following exceptions:

i. Supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations; and

ii. First aid and safety personnel may be informed when appropriate, if emergency treatment is required.

e. As explained more fully below, employees may be required to submit to a drug and/or alcohol test as a condition of continued employment. Employees who fail to submit to the required tests and/or test positive for alcohol, illegal drugs or controlled substances will be subject to immediate termination.

f. Employees are encouraged to report known violations of these rules directly to their supervisor or the Executive Director. The Park District will use its best efforts to protect the anonymity of all employees involved, and will treat the information as confidential.

g. Employees who recognize that they have a drug and/or alcohol problem are encouraged to voluntarily seek medical or other professional assistance to correct the problem. No employee will be disciplined or terminated for doing so. However, the employee must continue to observe all of the Park District's policies and rules, including those relating to the use and possession of drugs and alcohol. Seeking professional assistance or participating in a drug and/or alcohol rehabilitation program will not insulate an employee from discipline, up to and including immediate termination, for violation of the Park District's policies and rules.

## **2. Drug and Alcohol Testing**

The Park District will require any employee to provide urine, blood and/or other specimen for laboratory testing or to take a Breathalyzer test at a medical clinic of the Park District's choice if:

a. The Park District has reasonable suspicion to believe that the individual is under the influence of alcohol, or a legal or illegal drug. For purposes of this policy, "reasonable suspicion" shall mean suspicion based on specific personal observations that the Park District Supervisor can describe concerning the individual's appearance, behavior, speech, and breath.

b. The individual is involved in any work-related accident. For purpose of this policy, an individual shall be deemed to have been involved in a work-related accident if he or she is ticketed or causes the injury of another person or self on the Park District's premises or during working time, or causes damage to any of the Park District's leased or owned property, or any third party property.

Behavior and/or symptoms which may lead to such testing include, but are not limited to, slurred speech, abnormal gait, glazed eyes, unusual or erratic conduct, and the odor of alcohol, drugs or controlled substances on the employee's person.

Employees who refuse or fail to submit to a drug and/or alcohol test requested by the Park District, or who test positive for alcohol, illegal drugs or controlled substances, will be subject to disciplinary action, up to and including immediate termination.

Under the Park District's policy, employees first undergo an initial drug and/or alcohol test or screen. In

the event of a positive test result, a confirmatory drug and/or alcohol test is conducted. All tests are paid for by the Park District and are conducted by duly qualified medical and/or clinical personnel.

In the event of a positive result on the confirmatory test, employees will be notified of the same and given an opportunity to explain or challenge the test result. They also may request a confirmatory re-test of the original blood and/or urine sample at their own expense. The Park District will review any information provided by the employee in connection with any adverse employment action which it is considering or has taken against the employee. However, the Park District reserves the right to take whatever action it, in its sole discretion, deems appropriate under the circumstances.

The results of any blood or urine analysis or Breathalyzer test shall be kept strictly confidential among the tested individual, the clinic, any outside laboratory used by the clinic for analysis, and the Park District. However, the Park District may use the results to decide upon an action to be taken toward the tested individual, or to the extent necessary, to defend its action in any subsequent legal or other proceeding.

### **3. Testing per USDOT Regulations and per Collective Bargaining Agreement**

Employees subject to U.S. Department of Transportation (USDOT) testing requirements (including, but not limited to, employees required to have a Commercial Driver's License (CDL) as a condition of employment) shall be tested in accordance with USDOT regulations. Where USDOT regulations apply, such regulations shall supersede any conflicting provisions of this Park District drug and alcohol policy. Also, where the terms of a collective bargaining agreement drug and alcohol policy apply, the terms of the collective bargaining agreement shall supersede any conflicting provisions of this Park District drug and alcohol policy.

### **DEFINITIONS**

The following definitions apply for purposes of the Park District's drug/alcohol policy and rules:

The terms "drugs, .... illegal drugs," and "controlled substances" include controlled substances as defined in the federal Controlled Substances Act (21 U.S.C. § 812 et seq.) and the Illinois Controlled Substances Act (720 ILCS 570/100 et seq.), cannabis as defined in the Illinois Cannabis Control Act (720 ILCS 550/1 et seq.), and medical cannabis, which is defined as cannabis when used or possessed by a registered qualifying patient in accordance with the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130, *et seq.*). The terms specifically include, but are not limited to, marijuana, cocaine, PCP, heroin, LSD, amphetamines, and barbiturates.

The term "Park District property" includes, but is not limited to, all Park District offices, work areas, lunch or break rooms, rest rooms, parking lots, buildings and grounds, vehicles, desks, and lockers, wherever located.

### **N. Smoking and Vaping Policy**

In keeping with the Park District's intent to provide a safe and healthful work environment and in accordance with the Smoke Free Illinois Act (410 ILCS 82/1 *et seq.*), smoking in the workplace is not permitted in any indoor facility or while interacting with any person from the community. Smoking is not permitted in any washroom, indoor break area, Park District-owned vehicle, and any other place

designated as “**no smoking**” in compliance with the Smoke Free Illinois Act.

In addition, the use of electronic cigarettes or similar devices is not permitted in any indoor facility or while interacting with any person from the community. Vaping is not permitted in any washroom, indoor break area, Park District-owned vehicle, and any other place designated as “**no smoking**” This policy applies equally to all employees, customers and visitors.

**O. Gifts and Rewards**

All employees of the Park District are expected to know, understand and comply with their obligations under the State Officials and Employees Ethics Act, 5 ILCS 430/1-1, *et seq.* Park District services are not to be extended by an employee in exchange for special gifts, rewards or other forms of compensation from outside individuals or organizations. No officer or employee, and spouse of, or immediate family member living with any officer or employee, shall intentionally solicit or accept any gift from any prohibited source or designated by state statute or are prohibited by any other law, ordinance or policy. When an employee, spouse of, or immediate family member living with any employee receives any offering as a result of his or her status as a Park District employee, the employee must report such offers in writing immediately to his or her supervisor. Retention of any gift by an employee is conditioned upon the approval of the Executive Director. An employee in violation of this policy may be subject to civil and/or criminal charges and penalties and is subject to disciplinary action, including termination by the Park District. For further information on this policy, please see the current Park District’s Ethics Ordinance.

**P. Political Activity**

No officer or employee of the Park District shall engage in prohibited political activities as set forth in the State Officials and Employees Ethics Act, 5 ILCS 430/5-15. In this regard, no officer or employee shall intentionally perform political activities during any working time (the time employees are performing job duties) or during non-working time (lunch and rest periods) in areas where employees are working. Additionally, no officer or employee shall use any property or resources of the Park District in connection with any prohibited political activity. This includes fundraising, campaigning, or distribution of printed materials at any of the Park District’s facilities. An employee in violation of this policy may be subject to civil and/or criminal charges and penalties and is subject to disciplinary action, including termination by the Park District. Park District employees shall not be expected to contribute support or money to any candidate for public office or to any political party except on a strictly voluntary basis. For further information on this policy please see the current Park District’s Ethics Ordinance.

**Q. Solicitation and Distribution**

The Park District has a “no solicitation” policy. Solicitation, distribution or circulation of any non-work related printed materials by employees shall not be permitted anywhere on Park District property during working time and non-working time under conditions where it will interfere with employees who are working.

Solicitation, distribution or circulation of any printed materials by non-employees on behalf of any individual, organization, group or society shall not be permitted at any time in non-public areas or in



public areas where it will interfere with employees who are working at a time, place or manner in which it will unreasonably interfere with the use of Park District property by the general public.

The Executive Director must authorize any exceptions to this policy.

**R. Abuse and Neglected Child Reporting Act**

The Park District is required to report to the child abuse hotline operated by the State of Illinois whenever there is reasonable belief that a child is being abused or neglected. The hotline operates 24 hours per day, 7 days per week, and 365 days per year. If any type of child abuse is suspected, notify the immediate supervisor or the Executive Director.

**S. Identity Theft Protection Policy**

Pursuant to the Illinois Identity Protection Act, 5 ILCS 179/1, et seq., this policy is adopted to prevent social security numbers from unauthorized disclosure. Accordingly, no Park District employee may: (1) intentionally display, communicate, or make available an individual's social security number to the general public; (2) print an individual's social security number on any materials mailed or otherwise communicated to an individual, except as required or authorized by state or federal law and in accordance with appropriate safeguards to prevent unauthorized disclosure; (3) collect, use, or disclose a social security number from an individual unless required or authorized by law and necessary for the performance of a public function on behalf of the Park District. Exclusions from these prohibitions shall be strictly as provided by law.

**SECTION IV. CONDITIONS OF EMPLOYMENT**

**A. References and Criminal Background Checks**

To ensure that individuals who join the Park District are well qualified and have a strong potential to be productive and successful, it is the Park District's policy to check the employment references and other qualifications of applicants before a job offer is made. When unusual circumstances make this impossible; offers of employment may be made contingent upon satisfactory reference checks. Documentation relating to all references and background checks will be maintained in the individual's personnel file, if he/she is hired.

Employees are not authorized to respond to employment verification or reference check inquiries for current or former employees of the Park District. All such inquiries must be referred to the Executive Director. Responses generally will be given only when there is a written inquiry and will be limited to the individual's dates of employment and position.

All job applicants must sign a criminal background check waiver form authorizing the Park District to investigate the criminal history of each applicant, and give authorization to submit to blood and/or urine drug testing. This will be conducted by Ingalls or another occupational health provider contracted by the Park District.

**B. Immigration and Naturalization**

The U.S. Immigration and Naturalization Service requires all candidates for employment to complete an I-9 Form and to provide the Park District with certain documentation establishing their identity and employment eligibility in advance of commencing employment. The documents provided by the candidate will be copied and attached to his/her I-9 Form. The Park District cannot lawfully employ any candidate who fails to properly complete this process.

**C. Probationary Period/Certification to Regular Status**

Full and part-time employees, who are new or newly promoted, shall be employed in their position on a probationary basis for a period of, at least, six (6) months. The probationary period may be extended to eight (8) months by the Executive Director. Seasonal employees shall be employed in their position on a probationary basis for a period of thirty (30) days.

The purpose of the probationary period is to determine if the new or promoted employee is capable of performing satisfactorily under actual working conditions.

A probationary employee may be terminated at any time during the probationary period.

Probationary employees are entitled to all benefits that are standard for their classification.

Upon successful completion of the probationary period and recommendation of the Department Head, probationary employees may be certified to regular status by the Executive Director.

Satisfactory completion of the probationary period does not guarantee continued employment with the Park District for any particular term. Employment with the Park District is "at will." Therefore, either the employee or the Park District may terminate the employment relationship at any time during or after the probationary period.

**D. Work Schedule**

**1. Appointive and Management Personnel**

In the case of appointive and management personnel, the normal work week shall be established by the Executive Director or his/her designated representative as necessary to properly perform the duties of the job. These employees shall be considered to be on duty whenever a need exists for their services.

**2. All Other Personnel**

Actual work hours on a daily basis will vary from position to position and will be established and modified as the need arises by the appropriate Department Head for persons in his/her area of responsibility. A bi-weekly work schedule will be established and prominently posted by Department Heads for all full-time and year round part-time positions. It is the employee's responsibility to follow and adhere to the hours established by individual Department Heads.

## **E. Attendance and Punctuality**

Regular and prompt attendance is an essential part of an employee's overall job performance and is critical to the smooth and efficient operation of the Park District. Absenteeism and tardiness are expensive, disruptive, and place an unfair burden on other employees and supervisors. Accordingly, it is imperative that all employees report to work regularly, be ready to perform their assigned duties at the beginning of their scheduled work day, and work their full scheduled work day.

In the rare instances when employees cannot avoid being late for work or are unable to report to work as scheduled, they must notify their supervisor prior to their regularly scheduled starting time. Employees are expected to provide their supervisor with an explanation of the reason for the absence or tardiness, and a statement as to when the employee expects to arrive at or return to work.

The foregoing notice requirements apply to each day of absence or tardiness, including consecutive days. Any employee who fails to report to work on two (2) consecutive work days without notifying his/her supervisor will be considered to have voluntarily resigned from employment with the Park District. The termination date will be the last day worked. Even though an employee provides proper notice of his/her absence or tardiness, continued irregular attendance or excessive absenteeism or tardiness constitutes unsatisfactory performance and will subject the employee to disciplinary action, up to and including termination.

## **F. Electronic Communications**

### **1. Scope of Policy**

This policy sets forth the Park District's rules regarding the use of its electronic communications systems ("systems"), which include but are not limited to electronic mail, voice mail, facsimiles, computers and related equipment, the Internet, and the World Wide Web. All employees who use the Park District's systems agree by such use to comply with the rules outlined in this Policy. Use of the Park District's systems is a privilege that may be revoked at the Park District's sole discretion, and that automatically terminates upon an employee's departure from the Park District.

**This policy shall not be interpreted as interfering with the legal right of employees to engage in concerted, protected activities during non-working time**

### **2. Ownership of Messages**

The Park District's systems and all information stored on them are Park District property. All information and messages that are created, sent, received, accessed, or stored on these systems constitute Park District records.

### **3. Business Use Only**

The Park District's systems are to be used solely to conduct Park District business – not personal business, except as permitted in the course of exercising a legal right or as part of an employer-authorized communication. No Park District-owned or leased computer, software, or data file may be used for non-Park District related business, unless engaging in protected concerted activities. Employees are

prohibited from uploading or downloading any personal software programs onto the Park District's computers.

Only those employees who have a valid business reason for using the Internet will be provided Internet access and e-mail accounts. Department Heads will determine which employees within their respective departments need Internet access and e-mail accounts to perform their job functions. Employees may not use the Park District's systems to post information, opinions, or comments to internet discussion groups or other such forums. Employees are prohibited from passing off their views as representing those of the Park District.

#### **4. No Presumption of Privacy**

Communications on the Park District's systems are not private and security cannot be guaranteed. Any passwords, codes, or user IDs assigned by the Park District are designed to protect the Park District's confidential information from outside third parties, not to provide employees with personal privacy in the messages. Employees should assume that any communications they send or receive on the Park District's systems may be read or heard by someone other than the intended recipient. Highly confidential or sensitive information should not be sent through the systems without prior authorization from your Department Head, Executive Director or the Park Board President.

#### **5. Park District's Right to Monitor Messages and Systems Use**

The Park District reserves the right to monitor, access, retrieve, read, and disclose to law enforcement officials or other third parties all messages and other files created, sent, received, or stored on the Park District's systems without prior notice to the originators and recipients of such messages. The Park District also reserves the right to monitor all activity conducted on its computers and other systems. Authorized personnel may monitor the electronic communications of employees and the use of Park District computers and other systems to determine whether there have been any violations of law, breaches of confidentiality or security, communications harmful to the business interests of the Park District, or any violations of this policy, or any other Park District policy.

#### **6. Message Restrictions**

Communications on the Park District's systems may not contain content that a reasonable person would consider to be defamatory, offensive, harassing, disruptive or derogatory, including but not limited to sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, disability, or any other characteristic protected by law.

#### **7. Prohibited Activities - The following is a non exhaustive list of some of the prohibited uses of the Park District's systems:**

Upload or download copyrighted, trademarked, or patented material, trade secrets, or confidential, private, or other proprietary information without the permission of the owner of such materials;

Upload, download or otherwise transmit any illegal information or materials, or otherwise engage in any illegal activity;

Upload, download, access, create, distribute or otherwise transmit sexually explicit materials;

Upload, download, access, create or distribute any materials that may harm the Park District's systems or network environment;

Gain unauthorized access to remote computers or other systems, or damage, alter or disrupt such computers or systems in any way; or create or distribute chain letters, junk e-mail, or anonymous e-mail or facsimile messages;

Employees also are prohibited from using someone else's password, code or user ID, disclosing their password, code or user ID to someone else, or allowing someone else to use their password, code or user ID, without proper authorization from the Park District.

## **8. Message Creation**

Employees must use the utmost care in creating messages on the Park District's electronic systems. Even if deleted, a message may still exist on a back-up system or may have been recreated, printed out, or forwarded to someone else without the creator's knowledge. As with paper records, proper care should be taken in creating electronic records which can affect the Park District's reputation, and which the Park District may some day have to produce in connection with a lawsuit.

## **9. Record Retention and Deletion**

As with paper documents created and received by an employee, it is each employee's responsibility to ensure that those electronic messages that should be retained are in fact saved according to the Park District's Record Retention Policy in compliance with the Illinois Local Records Act. Any related questions should be directed to your Department Head or the Executive Director.

## **10. Viruses and Tampering**

The introduction of viruses, attempts to breach system security, or other malicious tampering with any of the Park District's systems are expressly prohibited. Employees must immediately report any viruses, tampering, or other system breaches to the Park District's Executive Director.

## **11. Solicitation and Distribution**

The Park District's policy regarding solicitation and distribution applies to all such activities conducted via the Park District's systems.

## **12. Violations**

Violations of this Policy, including breaches of confidentiality or security, may result in suspension of systems privileges, disciplinary action, and even termination. The Park District also reserves the right to hold employees personally liable for any violations of this Policy.

### **13. Voice Mail**

Voice mail should be used only when an employee is away from his/her desk or on another call. An employee must answer his/her telephone when at his/her desk and not busy with another call.

Employees who are going to be out of the office or on vacation should remember to place an appropriate greeting on their voice mail so that persons calling will not be expecting a return call.

#### **G. Evaluations**

Department Heads and employees are encouraged to discuss job performance on an informal, day-to-day basis. Formal performance evaluations are conducted annually at the end of each fiscal year. The evaluation is a tool used to outline performance standards and job responsibilities as well as a way of identifying and correcting performance weaknesses and encouraging appropriate behavior. Although a formal evaluation is conducted annually, an employee should realize that the Department Head is continuously evaluating performance and may choose to meet with an employee when he/she deems it advisable.

Written evaluation forms are provided by the Park District and are to be filled out by Department Heads and given to employees to review and prepare comments that they feel are appropriate. After the employee has had time to review the written evaluation, the Department Head and employee shall meet to discuss the evaluation in detail.

Evaluations may be performed on a more frequent basis if the Department Head in charge deems it advisable.

## **SECTION V. EMPLOYEE CONDUCT AND WORK RULES/CHANGE IN STATUS**

### **A. Conduct and Work Rules**

The Park District expects an employee's conduct and performance to conform to general standards of good conduct, professionalism, and business ethics; the requirements of his/her job; published and common sense health and safety rules and practices; all policies and procedures of the Park District; and all applicable federal, state and local laws, and regulations. There are certain, fairly obvious types of conduct which are unacceptable and which will subject an employee to disciplinary action, up to and including termination. The following, non-exclusive list of such conduct is offered for the guidance of employees:

1. Theft or unauthorized possession of Park District property or the property of fellow employees or customers, regardless of value.
2. Provoking or engaging in a fight or threatening harm to others while on duty or on Park District property.
3. Engaging in abusive, discourteous or profane language or conduct.
4. Insubordination, including failure or refusal to promptly carry out the orders or

instructions of a Supervisor or Department Head. (Note: This includes the failure or refusal to work overtime required by the Park District.)

5. Acts of dishonesty, including falsification or alteration of attendance records, time records or other employment-related documents.
6. Failure to report an accident or known hazardous conditions to your immediate supervisor.
7. Gambling in any form while on duty or on Park District property.
8. Misrepresentation or omission of material facts on an employment application, resume or other document used to secure or retain employment with the Park District.
9. Manufacturing, distributing, dispensing, selling, possessing, using, being impaired by or under the influence of alcohol or illegal drugs while on duty or on Park District property.
10. Failing to submit to or cooperate fully in searches for contraband (including, but not limited to, drugs or alcohol, drug paraphernalia, and stolen goods or materials) or related investigations.
11. Using or possessing firearms, explosives, or other dangerous weapons while on duty or on Park District property.
12. Committing any criminal offense while on duty or on Park District property, or which otherwise may adversely affect the employee's work or work relationships or the Park District's business or reputation.
13. Failure to maintain a valid driver's license or other license or certification which is required for your position.
14. Violating the Park District's policy or rules regarding attendance and punctuality.
15. Failing to provide adequate and acceptable verification of illness or injury, or substantiating documentation for absences due to other reasons, or failing to submit to examination by Park District-designated doctors, when required by the Park District.
16. Engaging in unlawful discrimination, sexual harassment, or other conduct inconsistent with the Park District's equal employment opportunity policy.
17. Using working time for personal matters.
18. Unauthorized use of the Park District's telephones, equipment, or supplies.
19. Poor workmanship, substandard productivity, or unsatisfactory work performance.
20. Incompetent, inefficient, or negligent performance of duties; inability or failure to perform duties properly.

21. Damaging or improperly using, caring for or maintaining Park District property, including tools, equipment, machinery, data bases or software.
22. Unauthorized possession, use, copying sharing, or redistribution of any records, keys, equipment, or supplies that are the property of the Park District.
23. Exceeding time limits on break or lunch periods, or taking break or lunch periods at other than designated times, without proper authorization.
24. Stopping or leaving work before the end of a scheduled work period without proper authorization.
25. Sleeping, loafing or wasting time during a scheduled work period.
26. Creating disharmony among employees or interfering with other employees on the job.
27. Violating the Park District's rules regarding solicitation and distribution of literature.
28. Posting materials on Park District's bulletin boards without proper authorization, or defacing, marking, damaging, destroying, or removing materials posted by the Park District.
29. Failing to observe any of the Park District's safety policies or rules or engaging in other unsafe or unhealthy conduct (Note: This includes removing, bypassing or otherwise altering safety guards or devices).
30. Violating the Park District's Smoking and Vaping Policy.
31. Unauthorized examination, use or disclosure of Park District records, or confidential proprietary information.
32. Violating the Park District's policy regarding business ethics/conflicts of interest.
33. Failing to follow Park District policies, rules, or supervisory instructions.
34. Misrepresentation regarding a leave of absence or obtaining other employment during a leave of absence.
35. Failure to wear uniform, if required.

Violating any Park District policy not specifically mentioned above.

Park District employees are not permitted to use or carry personal cell phones during hours of park district employment. Exemptions are provided for individuals that have pre-approved specific exceptions that require them to carry cell phones.

All disciplinary action is within the Park District's discretion. Cases of unacceptable work behavior will



be handled on an individual basis, subject to such penalties as the Park District may deem appropriate. Relevant factors include, but are not limited to, the nature of the offense, the surrounding circumstances, and the employee's prior work record. The Park District generally endorses the concept of corrective counseling, which is predicated on the assumption that employees, when given the opportunity to correct work behavioral problems, will do so. Therefore, when deemed appropriate, the Park District will attempt to apply corrective counseling before discharging an employee. Nevertheless, in any given case, including the first instance of misconduct, the disciplinary action imposed by the Park District can range from informal counseling, to written warnings, to suspensions without pay, to immediate termination.

Furthermore, nothing stated herein should be construed as imposing a requirement of "cause" for discipline or discharge, or as otherwise limiting the prevailing "at-will" employment relationship between the Park District and its employees.

**B. Social Media Policy**

Employees should proceed with caution and discretion when identifying him/herself as a Park District employee and discussing matters related to the Park District, as well as its patrons or staff, on the employee's website, weblog, or other online social network (i.e., Facebook, Instagram, Twitter, MySpace, YouTube). Although an employee social media account may be a personal project conveying his/her individual expression, some people may nonetheless view him/her as a de facto spokesperson for the Park District.

The Park District asks its employees to make it clear that the views he/she express are his/hers alone and that they do not necessarily reflect the views of the Park District. Only those employees officially designated by the Park District have the authorization to speak on behalf of the agency. Nothing in this Policy shall be construed to prohibit employees from using communications systems (whether Park District-owned or personal) to engage in protected, concerted activities during non-working time

Social media communication which is harassing, threatening to the Park District or others, or violates law will not be tolerated.

**C. Open Door Policy**

The Park District maintains an open door policy and encourages employees to speak openly with supervisory and management personnel. Your ideas or suggestions on improved work methods and procedures are welcomed.

Feel free to discuss work-related issues of concern, including discipline, with your Supervisor. If your Supervisor is unable to provide assistance, or if you have a strong personal reason for not presenting the issue to your Supervisor, you may contact a higher level manager. Every level of management, including the Executive Director, is available to help resolve your problems.

## **SECTION VI: SALARIES AND OTHER COMPENSATION**

### **A. Overtime Compensation**

#### **1. Appointive and Management Salaried Personnel**

In the case of appointive and management personnel **who are classified as exempt employees**, it is implicit in the nature of their positions that time beyond the normal work schedule may often necessarily be spent on the job. At the discretion of the Executive Director, "administrative time off" may be granted to appointive and management personnel.

All such "administrative time off" must be approved IN ADVANCE.

As noted in part H of this Section, exempt employees are still responsible for keeping a record of the hours he/she works each day in each work week, even though he/she is ineligible for overtime.

#### **2. Salaried Non-Exempt Personnel and Hourly-Compensated Personnel**

All salaried and hourly non-exempt personnel who are called upon to work hours in excess of forty (40) hours per week shall be compensated at a pay rate of one and a half (1.5) times their regular rate. Overtime compensation will be paid for hours actually worked in excess of forty (40) hours in a seven (7) consecutive day work period beginning at 12:01 a.m. Monday and continuing through midnight Sunday, excluding sick leave and holiday pay.

Employees generally should be able to complete their assigned work during their regularly scheduled hours. However, employees may be required to work additional hours, including weekends and holidays, as necessary to meet Park District staffing needs. The Park District will try to give reasonable advance notice of required overtime work.

ALL overtime must be approved IN ADVANCE by the employee's Department Head. If conditions warrant and the employee's Department Head is unavailable, employees must get approval from the Executive Director. If they are unavailable, then any Department Head can decide whether or not conditions warrant the approval of overtime.

### **B. Holiday Pay**

From time to time, it is essential that the activities of the Park District require that employees work on holidays. When salaried employees are required to work, their Department Heads shall arrange for an alternate day off. Full-time hourly employees will be able to choose between an alternate day off or overtime cash compensation.

### **C. Car Allowance**

#### **1. District Owned Automobiles**

Some full-time employees may be assigned Park District-owned and maintained automobiles. When a

vehicle is assigned, the employee should assume the responsibility of keeping the vehicle at his/her residence overnight rather than leaving it on Park District property as evening work responsibilities will require the employee to use the vehicle. Such employees will be required to meet IRS requirements for personal use.

Unless otherwise directed by the Executive Director, Park District vehicles are to be used only in connection with Park District business and for transportation to and from work.

## **2. Executive Director Vehicle Use Exemption**

The Executive Director, due to the nature of his/her employment, is required to be on call throughout the calendar year, and as a benefit of employment, personal use of a Park District-owned vehicle is allowed within a three hundred (300) mile radius of the Park District office, or as otherwise designated by the Executive Director's contract of employment with the Park District.

## **3. Privately Owned Automobiles**

A mileage allowance equal to the amount designated by the IRS guidelines shall be provided to all full-time or part-time employees or Park Board Members who are required to use their privately owned automobiles on a seasonal or irregular basis for work-related travel.

## **4. Use of Park District Vehicles**

Employees are required to use Park District-owned vehicles during working hours in connection with Park District business. Exceptions will be made only when no Park District vehicles are readily available, and must be authorized by either the employee's Department Head or Executive Director.

The Park District has the right to search any Park District vehicle at any time, with or without notice. Therefore, employees have no reasonable expectation of privacy with respect to Park District vehicles.

Employees are responsible for the care and conservation of Park District vehicles, and must promptly report any accident, breakdown or malfunction of any unit so that necessary repairs may be made.

## **5. Conduct While Driving**

Employees are required to obey all traffic regulations and laws applicable to the use of motor vehicles. This includes without limitation the use of seat belts, the "headlight law," where vehicles must have their headlights on when their windshield wipers are on, and use of electronic communication devices including cell phones, personal digital assistants, and mobile/portable computers.

Employees are specifically prohibited from accessing electronic mail or the Internet, text messaging, or instant messaging while driving. This includes composing, sending, or reading an electronic message while operating a vehicle on a roadway. However, this prohibition does not apply to employees engaging in electronic communications via their cellular telephones in hands-free or voice-activated mode; while parked on the shoulder of a roadway; or when the vehicle is stopped due to normal traffic being

obstructed and the driver has the motor vehicle transmission in neutral or park.

**D. Payroll Deductions**

Automatic payroll deductions shall be made for Federal and State Income Taxes, FICA, and for Medicare, if hired after March 31, 1986. Automatic payroll deductions will also be made for certain benefit programs in which an employee is enrolled.

**E. Pay Advances**

Pay advances will not be given for any reason.

**F. Pay Periods**

Pay periods will be every other Thursday. Generally, time cards must be turned in on the Monday prior to the pay period unless other arrangements have been made with the Executive Director. If a payday falls on a holiday, paychecks will generally be issued on the immediately preceding scheduled workday.

**G. District Related Expenditures**

Any time an employee or Board Member is required to spend personal funds for Park District business, the employee or Park Board Member will be reimbursed upon presenting valid receipts to the Executive Director.

**H. Wage and Salary Administration**

**Pursuant to the Illinois Wage Payment and Collection Act, the Park District is responsible for maintaining records of hours worked, regardless of the employee's classification as exempt administrative employee, executive or professional. Every employee therefore record the number of hours he/she works each day in each work week. In addition, each employees must record the vacation or other benefit time he/she uses.**

The Park District strives to provide its employees with competitive salaries and wage rates.

**1. Salary Ranges**

The Park Board of Commissioners shall adopt salary ranges for each full-time position, establishing a minimum and maximum amount for each.

## **2. Pay Increases**

The Executive Director will annually recommend to the Park Board of Commissioners, as part of the annual budget process, a plan for pay increases for full-time and year round part-time employees that have successfully completed their annual performance evaluation. The Board shall act upon that recommendation and establish the type and amount of pay increases, if any. The Executive Director will also annually request as part of the annual budget process, a line item (or items) that summarizes staff's recommendations for seasonal personnel salaries and wages.

All employees may be eligible for a merit salary or wage increase based on evaluation of job performance or other pertinent data.

## **3. Adjustment of Pay Range**

Pay range adjustments, while affecting the position, will not necessarily affect an individual's salary. Raises are dependent upon the performance of the individual in concert with their job description, objectives, and agency goals.

### **I. Years of Service**

Each full-time employee whose annual performance appraisal results in a recommendation for continued employment shall receive (subject to budget considerations) a "years of service" award. This benefit shall be in an amount of \$25.00 for each year of full-time service completed as of December 24<sup>th</sup> of any given year, with a minimum award given of \$50.00.

### **J. Worker's Compensation**

All employees are protected by the Worker's Compensation Act in the event of a work-related injury or death.

All employees are to report any and every accident and/or injury immediately after occurrence of any such accident or injury to their Department Head or Executive Director. Department Heads will be required to submit a detailed accident report on an accident form provided by the Park District.

The report must be submitted to the Executive Director within 24 hours of notification of accident.

## **SECTION VII. FULL-TIME EMPLOYEE BENEFITS**

### **A. Summary Plan Description**

All Class 1 and Class 2 full-time employees are eligible for Park District insurance. Coverage includes health, life, short term disability insurance, and Park District-funded Health Savings Account.

The insurance benefit plans currently offered are subject to modification, amendment or discontinuation at any time and without notice.

**B. Park District Sponsored 403B Retirement Program**

Currently, all Class 1 full-time employees will be fully vested in the Park District sponsored 403B retirement program at the conclusion of a six (6) month probationary period. The Park District may contribute up to eleven percent (11%) annually of the individual's bi-weekly base salary. Employees may elect to contribute additional money in the Park District sponsored 403B retirement program at his/her discretion.

**C. Conferences/Continuing Education/Seminars**

**1. Philosophy**

The Park District may provide opportunities for employees to attend conferences which may be of benefit to the employee and would help to improve the Park District's operations or services. Attendance and participation shall be considered part of the employee's normal duties and with prior approval; an employee may attend such conferences and seminars without loss of pay at the Park District's expense, in accordance with budgetary provisions.

**2. In-Service Training**

It shall be the practice of the Park District to conduct special in-service training programs which will better equip an employee to fulfill his/her job responsibilities.

**3. Education and Tuition Reimbursement**

If, in the opinion of the Executive Director and Department Head, some ultimate benefit will accrue to the Park District, full-time and year round part-time employees may be granted permission to attend educational courses and receive partial or full tuition reimbursement. Reimbursement shall be at a rate that is commensurate with resident tuition rates per hour for Illinois state universities or local community colleges, whichever is appropriate.

**4. Authorization**

Each Department Head shall recommend the conferences and/or seminars he/she feels employees in that particular department will benefit from by attending. Such requests are subject to the review and approval of the Executive Director.

**5. Expenses**

A meal allowance may be prepaid to the employee for meals not provided by the sponsoring organization, consistent with the Expense Reimbursement Policy set forth in Section X.B. of this Handbook.

**D. Professional Organization Memberships**

Professional organizations are defined as any broadly accepted viable organization which deals primarily with parks, recreation, forestry, or leisure services on an international, national, regional, state, or

metropolitan/area-wide basis. Such organizations as the National Recreation and Park Association, Illinois Park & Recreation Association, Midwest Institute of Park Executives, or the Suburban Park & Recreation Association are considered professional organizations.

Any appointive, management or regular employee desiring to belong to a professional park and recreation organization will be allowed, upon approval of the Executive Director, to submit membership dues for payment by the Park District.

## **E. Vacations**

### **1. Philosophy and Purpose**

Vacations are provided to each full-time and year round part-time employee as a means of refreshing one's health, as well as providing one rest, relaxation and pleasure. During an eligible employee's first year of employment, one (1) vacation day accrues for each month of completed full-time employment prior to May 1<sup>st</sup> of each year. Thereafter, vacation time accrues over the course of the Park District's fiscal year. The amount of vacation time an employee is able to accrue is based on the length of employment.

### **2. Requests**

It is highly recommended that employees should plan to take vacations during "slack periods" in their respective department. Vacation requests are to be made to the employee's Department Head for consideration not less than fourteen (14) days before the first day of the start of said requested vacation. Unless approved by the Executive Director, only one (1) employee from each department may take vacation at any given time. Seniority will be the deciding factor if the same vacation period is requested by two or more employees within the same department. Unless given special permission from the Executive Director, vacations are to be limited to ten (10) working days at any one time.

Part-time and seasonal employees are not entitled to vacations with pay. Class 2 full-time employees and part-time employees who work a minimum of twenty-five (25) hours a week, twelve (12) months a year are entitled to two (2) weeks of pro-rated vacation based on average hours worked per week after one (1) year of continued employment.

- a. Regular full-time employees in service for one (1) year or more: Ten (10) working days.
- b. Regular full-time employees in service for five (5) years or more: Fifteen (15) working days.
- c. Regular full-time employees in service for ten (10) years or more: Twenty (20) working days.
- d. Regular full-time employees in service for twenty (20) years or more: Twenty-five (25) working days.

After the first full year of employment, the vacation year for the purpose of administering the vacation policy shall be based on the Park District's fiscal year of May 1 to April 30.

Vacation time which is earned but not used during any fiscal year can be carried over to the following year.

Upon termination, employees will be paid for earned but unused vacation time, including any *pro rata* vacation time earned during the current fiscal year. Vacation pay upon termination will be paid no later than the second pay period following termination.

**F. Use of Vacation Time for Sickness**

In case of sickness, accrued vacation time may be used if and when any sick leave time has been exhausted.

**G. COBRA Benefits**

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Park District's health plan when a "qualifying event" would normally result in a loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an employee, reduction in hours, medical leave of absence, divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of the coverage at the Park District's group rates. When an individual becomes eligible for COBRA benefits, the Executive Director will notify him/her and set forth in writing the available benefits.

Any employee and/or their beneficiary and/or their dependent who continues health insurance through COBRA must pay their premium by the 30th of each month or the benefit will be discontinued. It is the responsibility of the employee and their dependent and/or beneficiary to stay current with all premiums and information pertaining to the health plan.

**H. Holidays**

All Class 1 full-time and Class 1 full-time probationary employees will be entitled to the following legal holidays with pay:

- |                  |                               |
|------------------|-------------------------------|
| New Years Eve    | Labor Day                     |
| New Years Day    | Thanksgiving Day              |
| Good Friday      | Friday following Thanksgiving |
| Memorial Day     | Christmas Day (2 Days)        |
| Independence Day |                               |

1. Assuming that an employee's hours exceed forty (40) for that work week, Department Heads shall arrange for an alternate day off in those departments where full-time salaried employees are



required to work on designated holidays. Class 1 full-time hourly employees will be able to choose between an additional day or the overtime cash compensation.

2. Holidays which fall on Saturday generally will be observed the previous Friday, and holidays which fall on Sunday generally will be observed the following Monday, unless otherwise established by the Park District or in accordance with federal practice.

**I. Floating Holidays**

In addition to the above legal holidays, after completing one year of employment, full-time employees will have three (3) paid floating holidays each fiscal year (May 1 - April 30). These holidays must be requested by the employee to his/her Department Head seven (7) working days prior to the desired date. Floating holidays are not cumulative and must be taken within the calendar year, are not paid as vacation time on termination, and cannot be used as notice time prior to termination.

**J. Uniform Expenses**

The Park District may provide each full-time office personnel with three (3) summer and three (3) winter shirts, and one (1) sweatshirt per fiscal year at no cost to the employee. Part-time office personnel may receive one (1) summer and one (1) winter shirt and one (1) sweatshirt. Additional uniforms may be provided throughout the year at the discretion of the Executive Director.

All Class 1 and Class 2 full-time maintenance personnel may be provided with three (3) t-shirts and two (2) sweatshirts. Part-time seasonal maintenance personnel may be given three (3) t-shirts. To ensure employee safety, all maintenance staff must wear work boots with leather uppers and a lug sole at all times.

In addition to the t-shirts and sweatshirts, full-time maintenance personnel MAY be reimbursed for work related shoes and clothing. Shoes and clothing that would qualify under this reimbursement MUST be used on a daily basis as part of the employee's uniform. Only the Executive Director can approve these reimbursements and an employee must get approval PRIOR to purchasing the item he/she would want reimbursed.

A part-time employee whose job brings him/her in direct contact with the public will be provided with a shirt per fiscal year, and will be required to wear the shirt while on the job.

**K. Rest Periods**

All employees working more than five (5) hours on any work day will be provided two fifteen (15) minute rest periods before the end of their fifth hour of work. Supervisors will schedule rest periods to accommodate operating requirements.

## **SECTION VIII. LEAVES OF ABSENCE**

### **A. Sick Leave**

All Class 1 full-time and Class 1 full-time probationary employees shall accrue one (1) day of sick leave for every two (2) months of completed full-time Park District employment. The sick leave credit for any full-time employee shall not exceed two hundred and forty (240) days at any one time. Unused sick leave will not be paid upon termination.

1. Park District employees may use sick leave for his/her own illness or injury. In accordance with the Employee Sick Leave Act, employees may also use sick leave for a family member's illness or injury in the same manner as he/she may use sick leave for his/her absence. For the purposes of the Park District's Sick Leave Policy, a family member is an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. The use of sick leave under false pretenses shall be cause for disciplinary action up to and including termination.

2. If an employee is unable to report to work due to an illness or injury, he/she must notify his/her Department Head prior to the designated work starting time on the day the illness occurs. If his/her Department Head cannot be reached, the employee must notify the Director. If the Director cannot be reached, the employee must call the Park District office immediately upon its opening.

3. If an employee's sick leave lasts for more than three (3) days, the Executive Director or his/her designated representative may require a written statement from a healthcare professional verifying that the employee has used sick leave in accordance with the law. Upon the employee's return to work following an absence due to the employee's own illness or injury, the Executive Director or his/her designated representative may require a written statement from the attending physician certifying that the employee is physically capable of performing the duties of his/her position.

4. Any employee who fails to work at the conclusion of an approved sick leave will be considered to have voluntarily resigned.

5. In some cases, an employee on sick leave (or other types of leave) may have his/her position filled by another. In such a case, the Park District will attempt to place the employee in a similar position upon the employee's return for leave. Except in cases of approved Family and Medical Leave Act leave, an employee is not guaranteed reinstatement or reinstatement to the same or equivalent position he or she had prior to leave.

6. If evidence of sick time abuse is suspected, for example by missing four (4) or more days a year without medical documentation or a pattern of absences, a note from a health care provider may be required for future absences indicating that the employee is using sick leave in accordance with the law.. If an employee fails to provide the requested documentation, the absence will not be treated as a sick day. Excessive absenteeism may lead to discipline up to and including termination.

**B. Mandated Family and Medical Leave (FMLA Leave)**

**1. Employee Eligibility, Leave Entitlement, and Job Restoration**

Employees who have been employed by the Park District for at least twelve (12) months and who have worked at least 1,250 hours during the prior twelve (12) months may take up to twelve (12) weeks of unpaid leave per rolling twelve (12)-month period in accordance with the Family and Medical Leave Act of 1993 ("FMLA"). This twelve (12)-month period is measured backward from the date on which the employee uses any mandated family and medical leave ("FMLA leave").

FMLA leave is available for the following reasons:

- a. The birth and related care of a child of the employee (within 12 months after the birth of the child);
- b. The placement of a child into the employee's family by adoption or a foster care arrangement (within 12 months of the placement of the child);
- c. To provide needed care for the employee's spouse, child or parent who has a serious health condition as defined below;
- d. The employee's own serious health condition, as defined below, which renders the employee unable to perform the functions of his or her position; or
- e. Because of any qualifying exigency (as the United States Secretary of Labor shall determine) arising out of the fact that your spouse, child or parent is under a call or order to active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

For the purposes of this section, "*Serious health condition*" means an illness, injury, impairment, or physical or mental condition that involves:

- a. Any period of incapacity or treatment connected with inpatient care (i.e. admission) in a hospital, hospice, or residential medical care facility; or
- b. A period of incapacity of more than three (3) consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves either: (1) treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or (2) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider;
- c. Any period of incapacity due to pregnancy, or for prenatal care;
- d. A chronic condition which requires periodic visits for treatment by a health care provider

or by a nurse or physician's assistant under direct supervision of a health care provider; continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity;

- e. A period of incapacity which is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by a health care provider;
- f. Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of health care services under orders of, or in referral by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment.

## **2. Servicemember Family Leave**

If an employee is eligible for FMLA leave as stated above and is a spouse, child, parent or next of kin of a Covered Servicemember, as defined below, he or she is entitled to a total of twenty-six (26) workweeks of unpaid leave during a rolling twelve (12) month period to care for the Covered Servicemember.

During the rolling twelve (12) month period, if an eligible employee is entitled to a leave under this Servicemember Family Leave provision for reasons which also would entitle the employee to a leave under Section VIII.B.1 above, the total leave time will not exceed a combined total of twenty-six (26) workweeks. The following are definitions with respect to Service Member Leave:

- a. A "Covered Servicemember" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness.
- b. "Outpatient status" means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
- c. "Next of kin" means the nearest blood relative of that individual.
- d. "Serious injury or illness" means an injury or illness incurred by the Servicemember in the line of duty on active duty in the Armed Forces that may render the Servicemember medically unfit to perform the duties of the member's office, grade, rank or rating.

## **3. Spouses Employed by the District.**

- a. Two spouses employed by the Park District are each entitled to take leave because of the birth or placement of a child for adoption or to care for a sick relative. However, the two spouses are limited to a combined total of twelve (12) weeks of leave within any twelve (12) month period. In a situation where each spouse has a serious health condition which

makes them unable to perform the functions of their positions, the twelve (12) weeks applies individually to each.

- b. In addition, if each spouse becomes eligible for a leave under the Servicemember Family Leave provision in Section VIII.B.2 or under a combination of the Servicemember Family Leave provision (Section VIII.B.2) and Section VIII.B.1 of this policy, the two spouses together will be limited to a combined total of twenty-six (26) workweeks of leave in any rolling twelve (12) month period.

#### **4. Notification and Reporting Requirements**

An employee requesting FMLA leave shall either orally notify or file a written request with his/her supervisor thirty (30) days prior to the leave, or as early as is practical for birth, child placement or treatment-related leaves.

- a. The Park District may require certification from the employee or the employee's family member's health care provider for any leave based on a serious health condition.
- b. Employees electing FMLA leave must use all paid vacation, personal, or sick leave first before electing to take the remainder of the twelve (12) weeks as unpaid leave.
- c. Any extension of time for the employee's leave of absence must be requested in writing prior to his or her scheduled date of return to work, together with written documentation to support the extension. The employee's failure to either return to work on the scheduled date of return or to apply in writing for an extension prior to that date will be considered to be a resignation of employment effective as of the last date of the approved leave.
- d. The employee's maximum time on a leave of absence, all types combined, and including all extensions, cannot exceed a total of twelve (12) weeks in a rolling twelve month period, unless the employee is a spouse, child, parent, or next of kin on leave to care for a Covered Servicemember, in which case the employee's leave can last for up to twenty-six (26) workweeks in a rolling twelve (12) month period.

#### **5. Medical Certification**

Any request for a leave because of the employee's own serious health condition or because of a serious health condition of the employee's spouse, child or parent, or any request under the Service-member Family Leave provision in Section VIII.B.2, must be supported by certification issued by the applicable health care provider. Employees should provide a completed certification within fifteen (15) calendar days, absent unusual circumstances.

At its discretion, the Park District may require a second medical opinion and periodic recertification to support the continuation of a leave. If the first and second opinions differ, a third opinion can be obtained from a health care provider jointly approved by both the employee and the Park District. Second and third opinions, as well as recertification, will not be for Covered Servicemembers if certification is completed by a Department of Defense, Veterans Affairs, or TRICARE healthcare provider.

**6. Intermittent Leave or Reduced Work Schedule Leave**

- a. If certified as medically necessary for the serious health condition of either the employee or the employee's spouse, child or parent, or to care for a Covered Servicemember if the employee is a spouse, child, parent or next of kin to the Covered Servicemember, leave may be taken on an intermittent or reduced leave schedule. Intermittent leave also may be taken if the employee qualifies for leave because of a qualifying exigency as described under Section VIII.B.2, above, subject to the submission of a certification prescribed by the Secretary of Labor.
- b. Intermittent or reduced work schedules for birth, adoption or foster child placement are available to the employee at the discretion of the Executive Director based on the operational requirements of the Park District and the specific department, the availability of substitute personnel, and the work and attendance record of the employee.
- c. If leave is requested on an intermittent basis, the Park District may require that you transfer temporarily to an alternative position which better accommodates recurring periods of absence or to a part-time schedule, provided that the position offers equivalent pay and benefits.

**7. Employee Benefits During Family and Medical Leave of Absence**

During FMLA leave, the Park District will continue to pay its portion of the group health insurance premiums, and the employee must continue to pay his/her share of the premiums (including his/her share of any premium increases which occur while the employee is on leave). The employee's failure to pay his/her share of the premiums will result in loss of coverage. If the employee does not return to work after expiration of the leave, the employee will be required to reimburse the Park District for all of the premiums which it paid during the leave, unless the employee does not return because of the continuation, recurrence or onset of a serious health condition, or other circumstances beyond the employee's control.

Employees will not lose any employment benefits earned and accumulated up to the date their FMLA begins. However, employees are required to use their earned and accumulated paid vacation days and floating holidays, and, if the leave is for the employee's own serious health condition, paid sick days in conjunction and concurrently with FMLA leaves, unless the leave otherwise is paid (e.g., because the employee is receiving workers' compensation benefits). Employees will continue to earn additional paid vacation and sick days during their leave only for as long as they are being required to use such days under the terms of this policy.

**8. Return to Work from FMLA Leave**

- a. If an employee returns from his or her leave on or before being absent for twelve (12) workweeks in a rolling twelve (12) month period or twenty-six (26) workweeks if he or she took a leave under the Servicemember Family Leave provision, he or she will be restored to the same or to an equivalent position to the one he or she held when the leave started.

- b. If the leave was due to the employee’s own serious health condition, the employee will be required to submit a fitness-for-duty certification from his or her health care provider stating that he or she is able to perform the essential functions of the job. The employee is responsible for the cost of the fitness-for-duty certification.
- c. Failure to return to work at the conclusion of any approved leave shall result in voluntary resignation by the employee. In the event that an employee fails to return to work after FMLA leave, the Park District may recover health insurance premiums that the Park District paid on behalf of the employee during any unpaid FMLA leave.

**9. Key Employees**

Certain highly compensated key employees may be denied reinstatement when necessary to prevent “substantial and grievous economic injury” to the Park District operations. A “key” employee is a salaried employee who is among the highest paid ten percent (10%) of employees at that location, or any location within seventy-five (75) mile radius. Employees will be notified of their status as a key employee, when applicable, after they request a Family and Medical Leave.

**C. Victim’s Economic Security and Safety Act (“VESSA”)**

VESSA provides an employee who is a victim of domestic or sexual violence, or who has a family or household member who is a victim of domestic or sexual violence, with up to twelve (12) weeks of unpaid leave during any twelve (12) month period to address issues arising from domestic or sexual violence.

Leave under VESSA may be used to address the following issues arising from domestic or sexual violence:

- a. seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
- b. obtaining services from a victim services organization for the employee or the employee's family or household member;
- c. obtaining psychological or other counseling for the employee or the employee's family or household member;
- d. participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
- e. seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

Employees should provide the Park District with at least 48 hours of advance notice before taking leave, unless such notice is not practicable. In the event of an unscheduled absence, the Park District may require the employee to provide certification in accordance with the Act.

All information provided to the Park District, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained leave pursuant to this policy, shall be retained in the strictest confidence by the Park District, except to the extent that disclosure is:

1. Requested or consented to in writing by the employee; or
2. Otherwise required by applicable Federal or State law.

**D. Additional Circumstances**

Full-time employees may be granted leave in the following circumstances:

**1. Death in the Family**

A paid leave of absence, up to three (3) days, MAY be granted in the case of death in the immediate family. For the purpose of this section, immediate family shall mean the employee's or the employee's spouse's mother, father, husband, wife, children, brother, sister, or grandparents or any relative living in the same household with the employee or dependent upon the employee's care.

The employee must notify his/her Department Head of the need for such leave of absence within twenty-four (24) hours of the start of the actual absence.

**2. Child Bereavement Leave**

In accordance with the Illinois Child Bereavement Leave Act (P.A. 099-0703), an employee who is an eligible employee under the Family and Medical Leave Act of 1993, 29 U.S.C. § 2601, *et seq.*, (that is, an employee who has been employed by the Park District for at least 12 months and who has worked at least 1250 hours in the 12 month period preceding a leave taken in accordance with this subsection) shall be entitled to a maximum of ten (10) working days of unpaid bereavement leave to attend the funeral (or alternative to a funeral) of the employee's child (defined as the employee's son or daughter who is the biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*), make arrangements necessitated by the death of the child, or grieve the death of the child. Such leave must be completed within 60 days after the date on which the employee receives notice of the death of the child.

In the event of the death of more than one child in a rolling 12-month period, an eligible employee is entitled to up to six (6) weeks of child bereavement leave during that 12-month period.

An eligible employee must give the Park District at least 48 hours of advance notice of the employee's intention to take child bereavement leave, unless providing such notice is not reasonable or practicable. The Park District may require reasonable documentation to support the leave, which may include a death certificate, a published obituary notice, or written verification of death, burial or memorial services, from



a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

An employee may substitute paid time off (including vacation and floating holidays), to the extent available, for unpaid time off, in addition to paid time off allowed under the Park District's Death In The Family Policy, set forth above. However, nothing in this Child Bereavement Leave Policy shall be interpreted as increasing the total amount of time off (consisting of unpaid time off or paid time off substituted therefor) available to an employee in any rolling 12-month period under the Family and Medical Leave Act, nor shall this Child Bereavement Leave Policy be interpreted as increasing the amount of paid time off otherwise available to an employee under the Death In The Family Policy or any other Park District leave or paid time off policy.

### **3. Jury Duty**

A leave of absence with pay shall be granted to a full-time employee who is selected for jury duty. Part-time employees will be granted an unpaid leave of absence for jury duty. Employees on jury duty are expected to report to work if they are released from jury duty prior to the end of their scheduled work day.

## **E. Military Leave**

### **1. General.**

Employees inducted into the Armed Services of the United States under the Military Selective Service Act, 50 U.S.C. § 3801, *et seq.* (or under any subsequent corresponding law) for training and service shall receive military leave and reemployment benefits in accordance with applicable law. Employees who enlist in the Armed Services of the United States shall also receive military leave and reemployment benefits in accordance with applicable law.

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), the Illinois Military Leave of Absence Act, the Public Employee Armed Services Rights Act, and the Local Government Employees Benefits Continuation Act, leaves of absence will be granted for all employees who are called or volunteer for military service, including training duty with a reserve component of the United States Armed Services, including the National Guard and the Illinois State Militia. During such leave, the employee's seniority and other benefits shall continue to accrue. In addition:

a. During leaves of absence for annual training, the employee shall continue to receive his or her regular compensation as a Park District employee;

b. During leaves for basic training, for up to 60 days of special or advanced training, and for any other training or duty required by the United States Armed Forces, the employee shall receive his or her regular compensation minus the amount of his or her base pay for military activities;

c. For any member of the Illinois National Guard or any member of any branch of the Armed Forces Reserve who is placed on active duty status, the following rights and benefits of the employee shall be preserved and protected:

i) the provision of insurance coverage and its automatic continuation immediately

upon return to employment status with the Park District; and

ii) the right to any promotional, employment, contractual or salary benefits, or pension rights and benefits, that accrued while the employee was on active duty status.

d. For employees other than those covered under subparagraph (c), above, the following shall apply: During a military leave of less than thirty-one (31) days, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work. For military leaves of more than thirty (30) days, an employee may elect to continue his/her health coverage for up to eighteen (18) months of uniformed service, but may be required to pay all or part of the premium for the continuation coverage. [NOTE: Employees and/or dependents who elect to continue their coverage may not be required to pay more than 102% of the full premium for the coverage elected. The premium is to be calculated in the same manner as that required by COBRA.]

## **2. Notice Prior to Start of Military Service.**

Employees must provide the Park District with at least thirty (30) days advance written notice prior to the start of leave for military service when it is feasible to do so. Such notice must include, without limitation, a copy of your orders. Upon return to the Park District from military training, the employee must submit a statement signed by an appropriate military official indicating the time the employee spent in military training and/or service.

## **3. Reinstatement upon Completion of Military Service**

An employee who is drafted or ordered into the military service shall be entitled to return to his/her former position at the current rate of pay with no loss of seniority and benefits, provided such employee returns to work within ninety (90) days of discharge from military service. Seniority shall accrue while in the service on active duty.

An individual returning from initial active training duty is entitled to reemployment if the following conditions have been met:

a. The reservist was called for initial active duty training for at least twelve (12) weeks and was called to active duty for at least ninety (90) days.

b. The reservist applies for reemployment within thirty-one (31) days after release from active duty for training after satisfactory service or from discharge from hospitalization from military injury, provided it is less than one year after the scheduled release from duty.

## **F. Change in Status**

### **1. Promotion**

Priority for filling of all vacancies will be given to existing qualified Park District employees, meaning that an internal candidate for a position will be given preference over an external candidate who, in the sole discretion and opinion of the Park District, has qualifications for the position that are lesser than or

equal to the qualifications of the internal candidate. The Park District adheres to a “hire within” policy.

A promotion shall be defined as moving to a higher level position either within the same department or in a different department. Promotions shall be given to the best qualified applicants who possess the skills and abilities to meet the job requirements in the Park District's opinion. Employees are encouraged to discuss opportunities for promotion with their supervisors.

a. A promoted employee shall be required to complete a probationary period in his/her new position.

b. A promoted employee's vacation credit, sick leave credits, and any other benefits that may be in effect shall be computed based on his/her accredited years of service with the Park District at the time of his/her promotion.

## **2. Transfer**

A transfer shall be defined as moving to a new position on the same level either within the same department or in a different department or moving to a different department while remaining in the same position. Transfer of an employee on either a permanent or temporary basis may be made by the Executive Director upon recommendation of the heads of the affected departments. A transferred employee shall conform to the working policies and procedures of the department to which he/she is transferred.

a. If an employee is transferred to a new position on the same level either within the same department or in a different department, he/she shall be required to complete a probationary period in his/her new position. If an employee is transferred to a different department while remaining in the same position, he/she shall not be subject to a probationary period. A temporary transfer of an employee for the convenience of the Park District shall not be subject to a probationary period.

b. A transferred employee's vacation credits, sick leave credits, and any other benefits that may be in effect shall be computed based on his/her accredited years of service with the Park District at time of his/her transfer.

## **3. Demotion**

A demotion shall be defined as moving to a lower step within the current position's pay range or moving to a lower level position either within the same department or in a different department. Demotion of an employee may be made by the Executive Director upon recommendation of the Department Head for reason of the employee's failure to meet the requirements of his/her position or at the request of the employee or for other legitimate reasons.

a. Salary adjustments shall be made according to the recommendation of the Department Head and as approved by the Executive Director.

b. An employee who has successfully completed his/her probationary period in the position from which he/she was demoted may appeal the action following the procedures listed in Section

## VIII. C.

### 4. Layoff

The Executive Director shall have the right to layoff any employee when it is deemed necessary because of shortage of work or funds or other legitimate reasons. An effort shall be made to transfer employees to another department rather than lay them off.

a. Determination of those employees to be retained shall be based on consideration of job performance along with seniority. Seniority shall be the controlling factor when job performance factors are substantially the same.

b. An employee who has been laid off shall be given preference in filling positions which subsequently open for which he/she is qualified.

c. No suspension or discharge of an employee as a disciplinary action shall be considered a layoff.

### 5. Resignation

An employee who is voluntarily terminating his/her employment with the Park District shall be requested to give written notice of his/her resignation at least two (2) weeks before the effective date of leaving, except in emergency cases. Failure to return to work at the conclusion of an approved vacation, sick leave, or leave of absence shall be considered a voluntary resignation of employment. Staff may not use sick leave, vacation days, discretionary holidays, or any other leave of absence or time off after the resignation has been submitted. Vacation compensation will be paid in accordance with the policies contained in this Handbook and applicable law. Prior to the employee's last day of employment the employee shall turn in the District I.D. card, keys, and any other equipment issued or in the employee's possession.

### 6. Re-employment

a. An employee who is re-employed in this manner shall be considered a new employee and may not be credited with prior Park District service for the purpose of computing vacation credits, sick leave credits, longevity bonus benefits, or any other benefits that may be in effect.

b. If an employee transfers or is promoted, the position then vacated may be filled immediately to assure the continuation of the agency.

## SECTION IX. SAFETY

### A. Policy Statement

It is the intent of the Frankfort Square Park District Board of Commissioners to establish a Safety Program which will be carried out by the Executive Director and other full-time staff the Executive Director designates. The purpose of the Safety Program is to provide the safest environment possible for

both Park District employees and patrons.

**B. CDL Licenses**

Employees required to operate vehicles in excess of 16,000 GVW, are required to have and maintain a CDL with endorsements and comply with federal regulations for drug and alcohol testing.

**C. Employee Safety**

While on the job, safety is the responsibility of every employee of the Park District. With proper precautions and strict adherence to the instructed safety policy and procedures, most accidents on the job can be prevented. Department Heads and other employees should strive for safety in all their work to avoid serious or minor injuries. Any employee unsure of the safety policy and procedures will be required to be trained and tested on them.

All employees shall be expected to be alert for safety hazards which may exist and could affect the general public or employees of the Park District. Employees should make certain that safety hazards are reported to their supervisors.

**D. Work-Related Injuries**

1. All employees must report any work related injuries to their Department Head immediately.
2. The Department Head shall determine whether outside medical attention is necessary. In doubt, medical attention will be required.
3. If the injury is serious, the Department Head or supervisor shall contact the emergency medical services immediately and accompany the employee to the hospital.
4. For less serious injuries, the injured employee may go to a physician of his or her choosing. However, the employee must inform their Department Head of his/her injury and obtain authorization before they seek medical aid.
5. The employee shall provide the Department Head with the name and location of the medical assistance they will be using.
6. The Department Head shall complete an accident form.
7. Based upon the evaluation of the injury, the attending physician shall determine the physical limitations of the employee.
8. Based upon the attending physician's determination, the Department Head shall modify the employee's job tasks to ensure that the employee is well within the medical restrictions.
9. Specific attention shall be paid to the attending physician's prescribed length of time for modified work or restriction.

10. Any subsequent visits for the same injury shall require the employee to inform his/her Department Head of the visits before they are made so he/she can complete the necessary forms.

11. All medical records and reports shall be submitted to the Executive Director and kept on file.

12. Under the Illinois Workers' Compensation Act, the Park District may ask for a follow-up evaluation by a doctor of its choice.

**E. Weapons Policy**

Except for police officers who are authorized to carry weapons as part of their job duties, employees are prohibited from possessing weapons, including but not limited to rifles, pistols, and shotguns, during working hours on Park District property, including Park District-owned vehicles and personal vehicles in Park District parking lots (except in strict conformity with the Illinois Firearm Concealed Carry Act, 430 ILCS 66/65, *et seq.*). During non-working hours, employees other than police officers are prohibited from possessing weapons on Park District property or in Park District-owned vehicles except as otherwise permitted for members of the general public by the Illinois Firearm Concealed Carry Act.

**SECTION X. GENERAL RULES AND REGULATIONS**

**A. Meetings of the Park Board of Commissioners**

All the employees of the Park District are welcome to attend any Park Board meeting, except executive sessions, in order to acquaint themselves with matters discussed by the Board. The Executive Director may require certain staff members to attend Board Meetings for report, discussion, and other involvement as deemed necessary.

**B. Expense Reimbursement Policy**

**1. Policy.**

In accordance with the Illinois Local Government Travel Expense Control Act, the Park District will reimburse employee and elected or appointed officials' travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the Park District. Employees and elected or appointed officials are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

**2. Authorized Types of Official Business.**

Travel, meal, and lodging expenses shall be reimbursed for employees and elected or appointed officials of the Park District only for purposes of official business conducted on behalf of the Park District, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences, and other educational events related to the employee's or elected or appointed official's official duties.

### **3. Maximum Allowable Expenses.**

Travel, meal, and lodging expenses incurred by any employee or elected or appointed official, including a member of the Park Board, in excess of \$212 per day, must be previously approved in an open meeting by a majority roll-call vote of the Park Board.

### **4. Types of Expenses.**

Airfare. Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.

Personal Automobiles. Employees and elected or appointed officials of the Park District shall be reimbursed at the current IRS rate per mile for use of their own vehicles when on official Park District business. Mileage reimbursement normally will be based on mileage from the Park District main office or other Park District work location to the off-site location of the official business. When attending a training event or other off-site official business function directly from an employee's or official's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is greater than the employee's or official's normal commute, reimbursement will be made based on the differential of the travel distance less the mileage of a normal commute to the Park District main office or other Park District work location. The employee or official will be reimbursed only up to the price of a coach airfare ticket if he or she drives to a location for which airfare would have been less expensive.

Automobile Rentals. Travelers will be reimbursed for the cost of renting an automobile, including fuel reimbursement only, as limited in this subsection. Travelers using rental cars to conduct official Park District business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, such as using the vehicle after the conference or other function has ended. Compact or mid-size cars are required for two or fewer employees or officials traveling together, and a full-size vehicle may be used for three or more travelers. The traveler normally must refuel the vehicle before returning it to the rental company.

Public Transportation. In the case of local training or other official business, when an employee or officer chooses to use public transportation, reimbursement for the use of public transportation is based on mileage from Park District main office or other Park District work location to the training -- or other official business site, regardless of the transportation method chosen. When attending training or other business directly from an employee's or official's residence, no reimbursement will be made if the distance is less than the traveler's normal commute to the Park District main office or other Park District work location. If the distance is greater than the traveler's normal commute, reimbursement will be made at the differential of the travel distance less the mileage of a normal commute to the Park District main office or other Park District work location.

Other Transportation. The traveler should utilize hotel shuttle service or other shuttle services, if available. If none is offered, the use of the most economic transportation is encouraged.

Hotel/Motel Accommodations. The traveler will be reimbursed for a standard single room at a location convenient to the business activity. In the event of a change of plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Park District unless approved by a majority vote of the Board of Commissioners.

Meals. Meal reimbursement is limited to reimbursement in accordance with the U.S. General Services Administration (GSA) regulations in effect at the time the expense is incurred.

Prior approval by the Park Board and submission of receipts are required for per diem allowances. Travel, meal and lodging expenses advanced as a per diem to any employee or official must be approved by roll call vote at an open meeting of the Park Board prior to payment. Meals provided by the conference or program should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel not involving an overnight stay will be reimbursed for actual cost not to exceed that permitted by GSA regulations. Documentation of expenses must be provided in accordance with this Policy, and any excess of the per diem over actual expenses must be repaid to the Park District.

Vacations in Conjunction with Business Travel. In cases in which vacation time is added to a business trip, any cost variance in airfare, car rental, lodging, or any other expense must be identified clearly on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.

Accompanied Travel. When a traveler is accompanied by others, including family members, who are not on official Park District business, any lodging, transportation, meals, or other expenses above those incurred for the authorized traveler will not be reimbursed by the Park District.

Parking. Parking fees at a hotel/motel while on official Park District business will be reimbursed by the Park District, if substantiated by receipts.

Entertainment Expenses. No employee or elected or appointed official shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

## **5. Documentation of Expenses.**

Before an expense for travel, meals, or lodging may be approved under this Policy, the following minimum documentation must first be submitted, in writing, to the Park Board on a Travel, Meals, and Lodging Expense form:

- (a) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or receipts verifying the cost of the travel, meals or lodging if the expenses have been incurred;
- (b) the name of the individual who incurred or is expecting to incur the travel, meal, or lodging expense;



(c) the job title or office of the individual who incurred or is expecting to incur the travel, meal, or lodging expense;

(d) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Policy are public records subject to disclosure under the Freedom of Information Act.

**C. Revision**

The Board may periodically review the policies and procedures contained in this Handbook and revise them from time to time as it deems appropriate in its sole and exclusive discretion and without prior notice.

**D. Effect of Policy**

All prior policy statements or personnel practices of the Park District which conflict with this policy statement are hereby repealed.

## ACKNOWLEDGMENT OF RECEIPT OF PERSONNEL HANDBOOK

I acknowledge that I have received a copy of the Frankfort Square Park District's Personnel Handbook. I understand that the handbook has been developed for the general guidance of the park district's employees and is not a contract, an offer to form a contract, a guarantee of employment for any particular term, or a guarantee of any particular benefits, procedures, terms, or conditions of employment. I also understand that this handbook supersedes and replaces any and all previous employee handbooks issued by the park district.

Since the information, policies, and benefits described herein in the handbook are subject to change at any time, I acknowledge that revisions to the handbook may occur, except to the park district's policy of employment-at-will. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with the park district following any modifications to the handbook, I thereby accept and agree to such changes.

I understand that if I have questions or concerns at any time about the handbook, I will consult with the Executive Director for clarification.

I have received a copy of the Frankfort Square Park District's Personnel Handbook on the date listed below. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to my immediate supervisor. I understand that this form will be retained in my personnel file.

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*Signature of Employee*

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*Date*

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*Printed Name of Employee*

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*Date*