



PROSPECT HEIGHTS PARK DISTRICT

EMPLOYEE HANDBOOK

MAY, 2010

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INTRODUCTION AND AT-WILL DISCLAIMER

Welcome to the Prospect Heights Park District (“District”). The Mission of the District is:

To promote community involvement through fun-filled activities, educational programs and family events. The District is proud of its record of continuing growth and expansion of services offered to the residents of the District. The growth and reputation of the District are the direct results of individual efforts and close cooperation by all of our employees. Our future success will depend upon continuation of these efforts, along with good safety habits, and adherence to the highest professional standards and ideals.

There are several things that are important to keep in mind about this Personnel Policy Manual (“Manual”).

First, it contains only general information and guidelines. It is not intended to be comprehensive, all-inclusive, or to address all of the possible applications of, or exceptions to, the general policies and procedures described. Rather, this Manual has been prepared for you as a general reference guide. If there is anything you do not understand, it is your responsibility to speak with your supervisor or Business Manager.

Second, this Manual supersedes all previously issued manuals. Your decision to continue employment with the District after this revision and any future revision to this Manual shall be deemed to constitute your agreement with all such revisions. **The District and the Board of Park Commissioners (“Board”) reserve the right, in its sole discretion, to revise, supplement or discontinue any of the policies, guidelines or benefits described in this Manual.** Therefore, the District may, from time to time, revise, add to, supplement or discontinue any of the policies, rules or benefits described in this Manual with or without notice. The District will try to inform you of any changes as they occur.

Third, ***neither this Manual nor any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Manual is intended to create to or shall create an employment contract, either express or implied, to remain in the District’s employ.*** It also does not imply or guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at-will, with or without cause and without prior notice by the District, or you may resign for any reason at any time. In other words, you may terminate your employment at any time, with or without cause or notice, and the District retains a similar right. No supervisor, Department Head, Executive Director, or other representative of the District (except as delegated and approved by the Board) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Fourth, each employee is expected to review this Manual and become familiar with its contents. Accordingly, upon receipt of this Manual, you must sign, date and return the Employee Acknowledgement Form found on the last page. If you have any comments, suggestions, or questions about any aspect of your employment, you are encouraged to discuss them with your immediate supervisor or Department Head. He will listen to your concerns, consider appropriate action to be taken, if necessary, and/or provide you with the information you need, or direct you to someone who can provide you with that information.

The Executive Director is responsible for overseeing the enforcement of the policies contained within this Manual, and for the direction of the activities of all employees, except those whose appointment is otherwise prescribed. Should any question arise as to the proper interpretation of any provision of this Manual, or any other personnel policy, the decision of the Executive Director will be final.

Where the context of this Manual permits, words in the masculine gender shall include the feminine and neuter genders and words in the singular number shall include the plural number. The descriptive headings of the various sections or parts of this Manual are for convenience only and shall not affect the meaning or construction, nor be used in the interpretation of this Manual or any of its provisions.

Finally, if any policy or procedure or part thereof contained in this Manual is determined invalid in a court of law, or by another appropriate judicial body or agency, such determination will not affect the validity of the remaining policies and procedures or parts thereof.

CHAPTER 1 - EMPLOYMENT PRACTICES AND PROCEDURES

Section 1 - Equal Employment Opportunity Policy

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the District, where employment is based upon legitimate business factors such as personal abilities, past contributions and qualifications without discrimination because of race, color, religion, sex, age, sexual orientation or sexual preference, national origin, marital status, veteran status, disability, or any other protected characteristic as established by law.

In accordance with federal, state and local laws, it is the policy of the District to provide equal employment opportunities to all qualified applicants and employees. All of our personnel policies, procedures and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, discharge and other terms and conditions of employment are made and executed without regard to race, color, religion, sex, national origin, citizenship status, ancestry, sexual orientation or sexual preference, age, marital status, physical or mental disability (unrelated to an individual's ability to perform the essential functions of the job either with or without a reasonable accommodation), association with a person with a disability, unfavorable discharge from military service or military status or any other category protected by state, federal or local law.

We also make reasonable accommodations when appropriate for all employees and/or applicants with disabilities, provided the individual is otherwise qualified to perform the essential functions of the job. Such individuals are encouraged to discuss their need for a reasonable accommodation with the ADA Compliance Officer (See Chapter 1, Section 3). The ADA Compliance Officer maintains reporting and monitoring procedures for this Policy. Employees' questions or concerns about the ADA Policy should be referred to the ADA Compliance Officer. If the employee is uncomfortable reporting to the ADA Compliance Officer, the employee should report to his Department Head or the Executive Director.

Section 2 - Non-Discrimination and Anti-Harassment Policy

The District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including unlawful harassment based on any of the legally protected categories referred to above and/or as otherwise provided by law. Therefore, the District expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, officer, official, park commissioner, agent, volunteer, and vendor of the District as well as anyone using the District's facilities, to refrain from sexual and other forms of unlawful harassment based on any legally protected category. The District will not tolerate sexual or any other type of unlawful harassment of, toward and/or by any of its employees and/or elected officials. Actions, words, jokes, or comments based on an individual's sex, race,

national origin, sexual orientation, age, religion, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other legally protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the District prohibit disparate treatment on the basis of sex or any other legally protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

Definitions of Harassment

1. **Sexual harassment** may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:
 - a. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
 - b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
 - c. The harassment has the purpose or effect of interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

2. **Harassment on the basis of any other legally protected characteristic** is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows

hostility or aversion toward an individual because of his/her race, color, sexual orientation or sexual preference, religion, sex, age, national origin, disability or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related social events.

Any employee engaging in inappropriate practices or conduct, whether or not it constitutes sexual harassment, discrimination or harassment of any kind, shall be subject to disciplinary action, up to and including discharge.

Retaliation Is Strictly Prohibited

The District prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination or harassment. Retaliation against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination, or for filing a charge of discrimination or harassment is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action including termination if warranted.

Reporting Procedure

The District strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. Therefore, while no fixed reporting period has been established, the District strongly urges the prompt reporting of complaints or concerns so that prompt and constructive action can be taken to remedy the situation if appropriate.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly

advising the offender that his or her behavior is unwelcome and requesting that it be discontinued. This is encouraged in all cases.

If you experience or witness harassment or discrimination of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to the offending person, your immediate supervisor, your Department Head, and/or the Executive Director. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails, and telephone messages can strengthen documentation. It is not necessary that the alleged harassment or discrimination be directed at you to make a complaint.

- Direct Communication with Offender: If there is harassing or discriminatory behavior in the workplace, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed employee, you should clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. The initial message may be oral or written, but documentation of the notice should be made when appropriate. If subsequent messages are needed, they should be put in writing by either you or a member of management (if you seek such assistance).
- Report to Supervisory and Administrative Personnel: At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor, Department Head or the Executive Director. If you feel uncomfortable doing so, or if your immediate supervisor and/or Department Head is the source of the problem, condones the problem or ignores the problem, report directly to the Executive Director. If the Executive Director is the source of the problem, condones the problem, or ignores the problem, you should contact the President of the Board of Park Commissioners.
- Report to Executive Director/President of the Board of Park Commissioners: An employee may also report incidents of alleged harassment or discrimination directly to the Executive Director. The Executive Director or his designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If your complaint alleges harassment by the Executive Director, or if the Executive Director condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Board of Park Commissioners. An investigation will be conducted and appropriate action will be taken when an allegation is

determined to be valid. At no time will personnel involved in the alleged harassment or discrimination conduct the investigation.

Harassment Allegations Against Non-Employees/Third Parties

If you make a complaint alleging harassment or discrimination against an agent, vendor, supplier, contractor, volunteer or person using District programs or facilities, the Executive Director (or designee) will investigate the incident(s) and determine the appropriate action, if any. The District will make reasonable effort to protect you from further contact with such persons when possible and appropriate. Be assured that no retaliation will be taken based on a report of a complaint of harassment or discrimination against a non-employee or third party.

Important Notice To All Employees

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action. This paragraph will be construed to the fullest extent permitted by law.

Any supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any employee should immediately advise the Executive Director who will take steps to have the situation promptly investigated and appropriately resolved.

All employees are encouraged to report incidents of harassment, regardless of who the offender may be or whether or not you are the intended victim.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The District will make every reasonable effort to conduct an investigation in a responsible and confidential manner consistent with our obligation to conduct a thorough investigation. *However, it is impossible to guarantee absolute confidentiality.* The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment or discrimination. Your cooperation is expected and appreciated when requested relative to any District investigation.

Responsive Action

The District will determine whether this policy has been violated based on a review of the facts and circumstances of each situation. Violations of this policy will be handled appropriately and on a case by case basis. Responsive action may include,

but is not limited to training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, at the District's discretion as necessary to remedy the situation.

While we hope to be able to resolve any complaints of harassment within the District, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint, and, if it determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within three hundred and sixty five (365) days, you may file a complaint directly with the HRC between the three hundred and sixty fifth (365th) and the three hundred and ninety fifth (395th) day.

Section 3 - Americans with Disabilities Act Policy

The District is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the District's policy not to discriminate against or tolerate discrimination against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability or history of a disability so long as the employee can perform the essential functions of the job (either with or without a reasonable accommodation). Consistent with this policy of non-discrimination, the District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the District aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the District.

The District will make all decisions concerning recruitment, placement, selection, training, hiring, advancement, discharge or other terms, conditions, or privileges of employment based on job-related qualifications and abilities.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact his Department Head. The District encourages individuals with disabilities to come forward and request reasonable accommodation. If you feel uncomfortable making an accommodation request to your Department Head or you believe your accommodation request was not properly managed, report to the Executive Director.

When requested, your Department Head and your immediate supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the District might make to help overcome those limitations and perform the essential job functions of your position.

The District will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the District's overall financial resources, the accommodation's impact

on the operation of your department, including the ability of other employees to perform their duties, and on the District's ability to provide its services to the public.

What is considered a reasonable accommodation will be based on a case-by-case analysis. The District will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

An employee or job applicant who has questions regarding this policy or believes that he or she had been discriminated against based on a disability should immediately notify the appropriate Department Head or the Executive Director. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

Section 4 - Employment Policies and Procedures

Probationary Period

Every new non-seasonal, employee goes through an initial period of adjustment in order to learn about the District and about his job. During this time the employee will have an opportunity to consider if he is suited to, and likes, his new position.

Additionally, the initial probationary period gives the employee's supervisor an opportunity to evaluate his performance, including determining if he appears to possess the aptitude and attitude necessary for him to meet the required standards and expectations of the position he has been offered. The probationary period is generally six (6) months. Exceptions are within the discretion of the Department Head (or designee).

His immediate supervisor will utilize the probationary period to assist him in adjusting to his new position and for his orientation and training, if any. He may be discharged at any time during this period (or thereafter) if his supervisor concludes that he is not progressing or performing satisfactorily. If circumstances warrant, the introductory period may be extended. **Additionally, as is true at all times during an employee's employment with the District, employment is not for any specific time and may be terminated at will, with or without cause and without prior notice.**

At the end of the probationary period, the employee and his supervisor may discuss his performance or provide a work review for him. Provided his job performance meets the expectations of the District at the end of the initial employment period, he will continue in our employment as an at-will employee. **Successful completion of the probationary period does not guarantee continued employment for any specific period of time or otherwise create an employment contract between the employee and the District.**

Section 5 - Anti-Nepotism Policy

Anti-Nepotism Policy Description

The employment of relatives can cause various problems, including charges of actual or perceived favoritism, actual or perceived conflicts of interest, family discord, and scheduling conflicts that work to the disadvantage of both the District and its employees. Therefore, it is the policy of the District not to hire a close relative of any current employee or Board member in any capacity, other than for seasonal employment. These issues will be addressed on a case by case basis and the guidelines set forth below will be considered.

Members of an employee's immediate family will be considered for employment on the basis of legitimate business factors unrelated to the relationship involved. Immediate family may not be hired (and/or may be transferred or terminated) if employment would:

1. create a supervisor/subordinate relationship with a family member;
 2. have the potential for creating an adverse impact on work performance;
- or
3. create either an actual conflict of interest or even the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee.

Employees who become immediate family members may continue employment as long as it does not involve any of the above. (Any relationship that existed on or before March 11, 2004 will be allowed to continue unless it causes an adverse impact to the work force as set forth in 2 and 3 above.) If one of the conditions outlined should occur, attempts will be made to find a suitable position within the District to which one of the employees will transfer. or morale. If.

For the purpose of this policy, the term "close relative" includes the following relationships, whether established by blood, marriage, or other legal action: mother, father, husband, wife, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, son-in-law, daughter-in-law, step-child, aunt, uncle, niece or nephew.

When a situation occurs which results in a violation of this policy (whether because of the marriage of two (2) employees or some other circumstance), one (1) of the employees involved will be required to resign or otherwise be discharged. Employees will be permitted to determine which of them will resign and will be required to inform the Park District of their decision within a two (2)-month period after the

violation begins. If the employees cannot make a decision, the Park District will decide in its sole discretion who will remain employed.

This policy does not apply to “close relatives” who already are employed by the Park District as of the effective date of this policy. This waiver, however, may not be used as a basis for further exceptions subsequent to the effective date of this policy. Further, this waiver does not prohibit personnel action if such employment:

1. creates a supervisor/subordinate relationship with a family member;
2. has the potential for creating an adverse impact on work performance;
- or
3. creates either an actual conflict of interest or the appearance of a conflict of interest.

Section 6 - Classification, Definitions, And Status Of Employees

Employee Classification

Full-time Employees: Employees who are designated as full-time by the Executive Director or the Board of Park Commissioners and who have completed their Introductory Period. Full-time employees are generally scheduled to work at least thirty-five (35) hours per workweek for four (4) consecutive calendar quarters during a calendar year. Full-time employees may be required to work additional hours as necessary to complete all assigned tasks and as-needed during busy periods. Short-term and part-time employees are excluded from the full-time employee classification regardless of the number of hours worked. These guidelines are not intended to create a guarantee of any particular number of hours of work.

- Exempt employees are classified as such if their job duties are exempt from the overtime and compensatory provisions of the Federal and State Wage and Hour Laws. Exempt employees are not eligible for overtime pay because their weekly salary covers all hours worked in the week. Their salaries are calculated on a weekly basis.
- Non-Exempt employees receive overtime pay or compensatory time in accordance with our overtime and compensatory time policies. Their salaries are calculated on an hourly basis. Non-exempt employees must utilize a time clock and/or time sheets to document hours worked.

Probationary Employees: During the first six (6) months of employment with the District (the "Introductory Period"), all employees are classified as Introductory Employees for purposes of orientation, evaluation, and training, if any. Introductory

Employees will also include employees who have previously served with the Park District and are beginning a new position.

During their Introductory Period, newly hired employees will be paid for holidays recognized by the Park District that are applicable to their employment classification. They will not be entitled to other time off such as vacation, personal, illness or floating holidays. Other employee benefits such as insurance will be applicable as required or mandated by the Park District's agreement with the group insurance providers or by Park District policy. Transferred or promoted employees will continue the same benefits, if any, they had previously unless the employee's new position provides for different or no benefits in which case the employee will receive the benefits provided by the new position, if any, at the completion of the Introductory Period.

Part-Time Employees Employees who are designated as part-time by the Executive Director or the Board or Park Commissioners and who have completed their Introductory Period are classified under one (1) of the following three (3) categories depending on work schedule:

- **Classification I:** Part-time employees generally scheduled to work at least one thousand (1,000) hours during three (3) quarters of a calendar year.
- **Classification II:** Part-time employees generally scheduled to work at least six hundred (600) hours but less than one thousand (1,000) hours during three (3) quarters of a calendar year.
- **Classification III:** Part-time employees generally scheduled to work less than six hundred (600) hours during three (3) quarters of a calendar year.

Part-time employees are classified as exempt or non-exempt and may be required to work more than their generally scheduled hours during busy periods. The number of hours that a part-time employee actually works will not change the employee's status or classification as a part-time employee. Unless specifically stated otherwise in writing by the Executive Director or the Board or Park Commissioners, part-time employees are ineligible to receive benefits. Short-term employees are excluded from the part-time employees classification regardless of the number of hours worked.

Short-term/Seasonal Employees: Employees who are designated as short-term or seasonal by the Executive Director or the Board or Park Commissioners. Short-term or seasonal employees are employed for a specific function or project, part-time or full-time, and for a temporary and limited period of time generally less than three (3) quarters during a calendar year. A short-term employee in a non-exempt position is paid by the hour, while a short-term employee in an exempt position is paid according to the terms of hire for that individual. However, any short-term employee who may work during three (3) quarters or more of a calendar year shall not be considered a full-time or part-time employee unless so designated in writing by the Executive Director or the

Board. The Park District does not guarantee that short-term employees will be rehired in a subsequent season or if rehired, for the same position. Short-term employees are ineligible to receive benefits.

Definitions/Employment Status

Executive Director Executive Director of Parks and Recreation for the Prospect Heights Park District.

Department Heads Employees who direct and are in charge of a particular department within the Park District's organizational structure. Department Heads may include without limitation Director of Golf, Superintendent of Grounds, Superintendent of Parks and Recreation, Superintendent of Facilities, and Business Manager.

Supervisor Your immediate supervisor and each supervisor at each succeeding level of authority within your department up to and including the Executive Director.

Employee Classification Review

You may at any time submit a written request to your immediate supervisor for a review of the classification or status of your position. Your request must state your reasons justifying a review. Your immediate supervisor will make an investigation of the position with a view towards determining its correct classification and will report his findings in writing to the appropriate Department Head. Requests that receive Department Head approval will be forwarded to the Executive Director. The determination of the Executive Director will be in writing and will be final. If the Department Head does not approve a request, such decision shall be final.

Section 7 - Classification Definitions and Status of Personnel

1. Appointive Personnel

Those personnel appointed by the Board and directly responsive to the Board in the performance of their duties shall be referred to as Appointive Personnel. The Board shall set their compensation and duties. Those appointive positions include the Executive Director, District Attorney, District Auditor, and Recording Secretary. The District Board, Recording Secretary, Attorney, and Auditor are not included in the policies or benefits of the Personnel Policy Manual unless specifically stated. The Attorney, Auditor and Recording Secretary are considered independent contractors.

2. Managerial Personnel

Managerial Personnel are employees engaged predominantly in executive and management functions and charged with the responsibility of effectuating such management policies and practices. Management Personnel shall include those individuals hired as Department Heads. Managerial Personnel are hired by, and are responsible to, the Executive Director. They have the authority, in the interest of the

District, to hire, transfer, suspend, lay off, recall, promote, recommend discharge, direct, reward, or discipline employees, or to adjust their grievances, or to effectively recommend such action.

3. Supervisory Personnel

Supervisory personnel are generally described as those employees whose principal work is substantially different from that of their subordinates and who have authority, in the interest of the District, to hire, transfer, suspend, lay off, recall, promote, recommend discharge, direct, reward, or discipline employees, or to adjust their grievances, or to effectively recommend such action, if the exercise of such authority is not of a merely routine or clerical nature, but requires the consistent use of independent judgment. The term supervisory includes only those individuals who devote the majority of their employment time to exercising such authority.

4. Full-Time Personnel

Full-time personnel are employees who are generally scheduled to work forty (40) hours per workweek and who have successfully completed the probationary period defined in Chapter 1, Section 4. Short-term and part-time employees are excluded from the full-time employee classification regardless of the number of hours worked.

5. Regular Part-Time Personnel

Regular part-time personnel are those employees who are regularly scheduled to work less than seven (7) hours per day or thirty five (35) hours per week for a total of more than six (6) months per year and who have successfully completed the probationary period defined in Chapter 1, Section 5. It is the expected annual hourly requirements that will control part-time employee status and not the actual hours worked. Regular part-time employees are not entitled to the benefits unless specifically noted in these policies.

6. Probationary Personnel

Probationary personnel are employees who work for the District in full-time or regular part-time classifications for a period of less than six (6) months and who will become full-time or regular part-time employees at the successful conclusion of the probationary period. (See policy on page 9 re probationary period)

7. Short-Term and Seasonal Personnel

A short-term or seasonal employee is a person who is employed by the District for less than two (2) quarters during a calendar year, or is employed for a specific recreation program for a specific period of time. Short-term and seasonal employees are not entitled to the benefits unless specifically noted in these policies.

Section 8 - Hiring Procedures

The District attempts to hire and retain the best available, suitable and qualified individuals for all staff positions determined at its sole discretion. The District may need to reorganize departments or reassign responsibilities within a department or position from time to time in order to best serve the public and better utilize its limited resources.

Position Vacancies

The District generally will post full-time position vacancies on District Facility bulletin boards when appropriate. Part-time and short-term openings are usually not posted, but a list of these positions, if available, may be obtained from the appropriate Facility Manager or the Business Office. The District may also recruit applicants for position vacancies from outside of the organization in its sole discretion.

Transfer And Promotion

Employees interested in a particular opening should apply, in writing, to the position's supervisor or notify their immediate supervisor. All transfers and advancement will be made on the basis of legitimate business factors including past performance, ability, attitude, aptitude and other relevant job-related criteria as determined by the District in its sole discretion. Whenever, in the sole discretion of the District, there are two (2) equally qualified candidates, preference may be given to the District employee. Please note that employees requesting a transfer or promotion are subject to the same selection process and employment test requirements as outside applicants.

Application And Selection Process

1. Individuals interested in a particular position opening must complete an application for employment. The initial application may consist of a District application form, or a letter and/or resume. Applicants, including current employees, are required to furnish information and complete any and all forms deemed necessary, in the District's sole discretion, to satisfactorily inform the District of an applicant's qualifications and suitability for a position with the District. The provision of false, incomplete or misleading information in the employment application or other materials submitted in connection with an application or in response to any questions, no matter when discovered, may result in a non-hire decision, rescission of an offer of employment, or dismissal of an employee.
2. The selection process involves an evaluation of the applicant's apparent qualifications for the position sought. This includes, but is not limited to, a review of the application materials, one or more interviews by phone or in person, verification of information

obtained from the application or interview, checking of references, testing and/or any other means required to adequately evaluate an applicant's apparent qualifications and suitability to perform properly the necessary and essential functions of the particular position. We base employment, advancement, and promotion decisions on legitimate business factors such as a person's apparent suitability for the position including, without limitation, his past performance, future potential, and his aptitude and attitude.

3. When applicable, the selected applicant may be given a formal, written offer of employment which will include the job title, expected starting date, starting rate of pay and any other details related to the position. The offer of employment will be contingent upon the individual's successful completion of one (1) or more pre-employment tests and criminal background checks applicable to the position as described in Chapter 1, Section 7 of this Manual.

Proof Of Right To Work

Prior to the first scheduled day of employment begins, District employees are required to provide adequate documentation of their eligibility to work in the United States and their identity. All new employees will be required to furnish a completed Form I-9 and provide appropriate supporting documentation within the first three (3) days of hire.

Proof Of Birth Date

All employees are required to furnish the District with certified proof of date of birth at the time of appointment for insurance purposes.

Section 9 - Orientation

1. Newly hired employees or employees who, because of a transfer, promotion or reclassification, are in a different employment classification or are entitled to different benefits must report to the Business Manager on or before the first day in that position to complete the necessary paperwork.
2. Each employee, including transferred or promoted employees, may be required to complete a job training and orientation session within the first two (2) weeks of their employment in their new position. The orientation process may include training required by both governmental regulations and compliance with the regulations and guidance promulgated by the Park District Risk Management Agency (PDRMA). Employees will be asked to sign an Employee Orientation Checklist to confirm that they have received and understand the necessary material.

Section 10 - Employment Policies and Procedures

Pre-Placement Medical Examination

The District requires employees in positions deemed appropriate by the Executive Director to successfully complete a medical examination after a position has been offered to the employee, but prior to starting employment. This medical examination is necessary to determine if the employee can perform the essential functions of the job offered to him with or without reasonable accommodation(s) on the part of the District. The District may also require drug testing for applicants based upon the position offered.

A physician of the District's choice and at District expense will perform the examination. Employees must consent to the disclosure of the physician's findings, conclusions, and opinions to the District as a condition of hire. Your medical records will be maintained in a separate confidential file. Information contained in your medical file will not be released or disclosed without your written consent, by court order, or except to persons with a lawful right or legitimate business need to know.

Employees may be required to undergo subsequent medical examinations when such examinations are job-related and consistent with business necessity. Such examinations generally will be conducted under the same procedures and guidelines as outlined above.

State Criminal Conviction Background Check

The District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning **all** applicants, and shall perform a criminal background check for applicants for **all** positions. Pursuant to statute, any conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the District. Any other conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the conviction(s) will be considered in relationship to the specific job. A record of conviction that has been expunged or sealed will not be the basis of an employment decision except as provided by law.

Applicants may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation. All information concerning the record of convictions shall be confidential and will only be transmitted to those persons who are necessary to the decision process.

Section 11 - Dual Employment Within The District

Full-time and part-time employees are usually hired for a specific position in a department. Provided that your primary job with the District is not compromised in any manner and you receive written, advance permission from your Department Head, you may work an additional part-time or seasonal job with the District. Employees may not

work in an additional position if the dual employment would result in the employee working more than forty (40) hours in a workweek or if it would otherwise interfere with your ability to properly perform either job.

Section 12 - Outside Employment

If you are a full-time employee, and you secure employment outside of your job with the District, you must inform your Department Head in advance. If it appears, in the sole discretion of your Department Head, that the outside employment presents a possible conflict of interest or interferes with you fulfilling your responsibilities at the District, your Department Head can require you to choose between your District employment and your outside employment. To avoid potential conflicts of interest, you may not accept work from or work for persons or companies with whom the District conducts any form of business. In any event, you may not work for another employer during the times that you are scheduled or requested to work for the District.

Failure to terminate outside employment when so directed by your Department Head may be cause for disciplinary action, up to and including dismissal (no matter when discovered).

Section 13 - Performance Evaluations

Purpose:

The District has a performance appraisal system to provide a means of attempting to evaluate an employee's performance and progress. The performance appraisal assists the District in making personnel decisions related to such matters as promotions, transfers, demotions, terminations and salary adjustments.

Frequency:

Under usual and appropriate circumstances, employees receive a performance review annually. Exceptions can be made where appropriate or consistent with our business needs. If an employee's job responsibilities change substantially at any time after the annual work review, however, another may be performed before the next annual review, or after the new assignment has begun. Formal evaluations generally will be conducted by your immediate supervisor on a pre-determined annual schedule as set forth by the Executive Director. In addition, you or your supervisor may request an informal review at any time.

Informal Review Of Employee Performance:

Your immediate supervisor, Department Head and/or Executive Director generally observe and informally evaluate your performance on a regular basis. They will attempt to notify you of observed deficiencies in your work performance or inappropriate conduct as appropriate and you are encouraged to seek feedback as well.

Section 14 - Personnel Files

A personnel file will be established for each employee. All pertinent employment information and forms which are used or relied on in making an employment decision will be maintained in the file, as provided by law. Your medical and benefit records will be maintained in a separate file. Information contained in your files will not be released or disclosed without your written consent, except to persons with a lawful right or need to know, including without limitation, pursuant to a court order.

You may review your personnel file in accordance with applicable law and established District procedures. If you wish to review your personnel file, you should contact your immediate supervisor who will notify the Executive Director to complete the appropriate forms.

It is to your advantage to see that all of your personnel records are accurate and up-to-date. You are responsible for and must promptly advise the District of any changes in:

- Name and/or marital status
- Address and/or telephone number
- # of eligible dependents
- W-4 deductions
- Person(s) to contact in case of emergency
- Other personal information that the District needs to know to contact you or properly administer its benefits programs or general operational concerns
- Your immigration status (if your eligibility for employment in the United States is affected).

You should immediately notify the Business Manager of any changes in pertinent information.

Section 15 - Child Labor Laws -- Employment of Minors

The District complies with all Federal and Illinois Child Labor Laws regarding the employment of minors.

1. All minors under age sixteen (16) must have an Employment Certificate (work permit) before they will be allowed to work for the District. The Employment Certificates are issued by the Superintendent of Schools or a duly authorized agent.

2. For purposes of this policy, "School Day" means any day when school is in session and "School Week" means any week where one (1) or more days are school days.
3. Federal and Illinois Child Labor Laws mandate that a minor cannot work the following hours:
 - a. During school hours when school is in session;
 - b. More than six (6) consecutive days in a calendar week;
 - c. Over forty (40) hours in a calendar week and over eight (8) hours a day when school is out;
 - d. Earlier than 7 a.m. and later than 7 p.m., except from June 1 to Labor Day, when the minor may work up to 9 p.m.;
 - e. Over three (3) hours a day when school is in session;
 - f. Over eight (8) hours a day combining school and work; and
 - g. Over eighteen (18) hours in a calendar week when school is in session.
4. An unpaid meal period of at least thirty (30) minutes must be provided to minors no later than the fifth (5th) consecutive hour of work.
5. Employees under age sixteen (16) are not permitted to supervise any part of the transportation of camp, field trips, or other District sponsored program participants to or from District sponsored activities, including loading participants or materials onto a bus prior to departure, supervising the participants (or performing any other work) during the ride to and from the activity, and unloading participants or materials upon arrival at the activity or back at the point of departure. Employees under age of sixteen (16) are relieved of all duties during this time and are not to resume their duties until all participants and materials have been unloaded from the bus.

Section 16 - Search of Lockers, Desks and Other Park District Property

Introduction:

Employees should understand that while certain District property such as desks, lockers, and vehicles are available for their use, they remain the property of the District at all times and are subject to inspection, with or without notice. Employees are not

permitted to store or possess any illegal or prohibited items or substances in or on District property or otherwise misuse or misappropriate District property. Whenever necessary, and at the District's discretion, District property and employees' work areas (i.e., desks, file cabinets, lockers, vehicles, etc.) may be subject to a search without notice. Employees are required to cooperate and should not have any expectation of privacy in any work areas or with respect to any items brought on District property. The District will generally try to obtain an employee's consent before conducting a search of District property or work areas when it is appropriate to do so, but may not do so in all cases.

Any property belonging to the District or brought on District premises is subject to search.

Workplace Inspections:

To safeguard the property of the District and safety of our employees, the District reserves the right to inspect any packages, parcels, purses, handbags, gym bags, briefcases, lunch boxes, or any other possessions or articles carried to and/or from District property by employees and all other persons or visitors leaving and entering the District's premises.

The District also reserves the right to inspect an employee's office, desk, files, lockers or other area or article on District premises. As noted above, all lockers, offices, desks, telephones, computers, files and so forth, are the property of the District and are issued for the use of employees only during their employment with the District.

Inspections may be conducted at any time at the discretion of the District, by authorized personnel. The District is not responsible for the loss of personal property.

Employees working on District premises, or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of unauthorized District property, confidential material, stolen property, weapons, alcohol, or illicit drugs, and/or any other District property, will be subject to disciplinary action, up to and including discharge.

Section 17 - Alcohol and Drug Abuse Policy

The District has implemented an Alcohol and Drug Abuse Policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety, and efficiency. Since District employees operate, supervise and maintain parks, facilities, programs and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, the District wishes to maximize the health and safety of its patrons and employees.

This policy also expresses the District's desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. §701 *et seq.* and 30 ILCS

580/1 *et seq.*), including any applicable amendments. In accordance with these statutes and concerns, the District has resolved to maintain a drug free workplace.

The purpose of this policy is to inform employees of the District's investigation, treatment and disciplinary policy relating to alcohol and drugs. As such, **all** District employees will abide by its terms. As with all policies in this Manual, this policy is subject to periodic addition, modification, or deletion.

District employees who operate District commercial motor vehicles and possess a commercial driver's license have special responsibilities necessitated by the fact that they operate vehicles that require additional skill and attentiveness over that of non-commercial motor vehicles. (See Appendix B -- Alcohol and Drug Procedures For CDL Employees which follows at end of Chapter 10). Both the District and the federal government recognize that it is important to establish programs to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. The Alcohol and Drug Procedures For CDL Employees is in addition to and supplements and complements rather than supersedes all other District policies, rules, procedures, and practices, including without limitation this Alcohol and Drug Abuse Policy. In the event of any conflict between any of the provisions of the Alcohol and Drug Procedures For CDL Employees and the provisions of any other District policy, rule, procedure, or practice, the provisions of the Alcohol and Drug Procedures For CDL Employees will control, when applicable.

Please review the comprehensive Alcohol and Drug Abuse Policy in Appendix A. If you have a problem with drug and/or alcohol use, you are encouraged to seek assistance before a policy violation occurs and you may be entitled to time off to seek counseling or assistance under our FMLA policy. However, please understand that an after the fact request for assistance will not excuse a policy violation.

Section 18 - Modified Duty Program

The District is committed to providing employees with available and reasonable opportunities to maintain career and employment status and benefits, and to maximize the District's ability to provide its services offered to the public. To that end, we have developed a Modified Duty Program for employees who have sustained injuries or illnesses arising out of and in the course of their employment with the District ("work-related injury").

The purpose of the Modified Duty Program is to provide a temporary modified work assignment, when feasible, available and applicable to employees who have suffered a work related injury. The feasibility of modified duty will be determined on a case-by-case basis, taking several factors into consideration, and is the sole discretion of the District. These factors include, but are not limited to, the attitude and aptitude of the employee, the specific physical or mental limitations, the essential functions of the temporary job assignment, the work environment and the ability of the District to provide accommodation. Modified duty may not be available for certain positions and each

situation will be addressed on a case-by-case basis. Noncompliance or failure to cooperate with the Modified Duty Program may affect your workers' compensation benefits and result in possible disciplinary action, up to and including dismissal where warranted.

Please see the entire Modified Duty Program in Appendix C.

CHAPTER 2 - PAYROLL POLICIES AND PROCEDURES

Section 1 - Compensation Program

Under usual and appropriate circumstances, full-time employees will be considered for salary adjustments on an annual basis, which will be based on several factors, including without limitation, job related performance attitude effort, attendance. Any adjustments generally will be effective on a schedule pre-determined by the Executive Director. Part-time employees will be considered for salary adjustments based on several factors, including without limitation, performance, on either their anniversary date or on a schedule pre-determined by their Department Head or the Executive Director. Employees receiving an unsatisfactory performance evaluation are not eligible for any wage increase and may be subject to disciplinary action, up to and including dismissal.

The Department Heads (or designee) may, at any time during the year, recommend an adjustment to an employee's wage, subject to the Executive Director's approval. All salary and wage decisions are the sole discretion of the District.

Section 2 - Salary and Wage Schedules

1. Salary and Wage Schedule

The District may adopt a salary and wage schedule that lists all or some positions in the District and assign a salary range for each. These salary ranges generally represent a framework for relating positions of comparable worth to specified dollar values. Each salary range consists of a minimum, midpoint, and maximum salary level.

2. Minimum Salary Level

The minimum level represents the annual salary, or wage, which normally will be paid to a newly hired or promoted employee who meets the minimum qualifications for that position.

3. Mid-Point Salary Level

The mid-point level represents the annual salary, or wage, which should apply to an experienced employee who is fully qualified and performing the assigned essential duties of the position in a commendable manner.

4. Maximum Salary Level

The maximum level represents the highest annual salary paid to any person in that position and provided the employee is qualified to perform all essential duties of the position to a maximum level.

In determining the salary schedule, the Board may take the following factors into consideration (not all-inclusive):

1. Relative difficulty and responsibility of each position;
2. Availability of employees in particular occupational categories;
3. Prevailing rates of pay for similar employment in private industry in and around the northwest suburbs;
4. Pay rates in other park districts of comparable size, assessed valuation, numbers of staff and complexity of operation; and
5. The financial condition of the District will take priority in the consideration of the salary schedule.

Section 3 - Fair Labor Standards Act: Overtime and Compensatory Time

Definitions:

Exempt Employee: An employee to whom the overtime provisions of the Fair Labor Standards Act do not apply.

Exempt employees are employees not covered under the FLSA which include Professional employees; executive employees whose primary duty is management and who direct/supervise two or more full-time equivalent employees; and/or administrative employees whose primary duty is the performance of office or non-manual work directly related to management policies or business.

Overtime Pay: Exempt employees are paid on a salaried basis and they will receive no overtime pay regardless of the hours worked in a week.

Compensatory Time: Exempt employees are expected to perform their job duties regardless of hours required. However, an exempt employee who is assigned specific tasks in addition to their normal workload by their Department Head may be granted compensatory time off. Compensatory time off, approved in advance by the Department Head, in compensation for such addition work. This time off shall not be automatically construed on an hour for hour matching basis.

Non-Exempt Employee: An employee subject to minimum wage and to the overtime provisions of the Fair Labor Standards Act.

Workweek: The normal workweek begins at 12:00 a.m. Wednesday and ends at 12:00 midnight the following Tuesday.

Eligibility:

Non-exempt employees are entitled to overtime compensation at the rate of one and one-half times their established pay rate for all hours worked in excess of forty (40) in a single workweek. The FLSA does not require any leaves of absence such as vacation leave or sick leave, or paid holiday to be considered as hours worked for overtime purposes. For purposes of overtime calculation, "hours worked" shall not include any form of leave, or other non-working time, whether paid or unpaid.

Due to the seasonal nature of their operation, certain facilities are exempt from the overtime and minimum wage provisions of the FLSA.

Overtime Obligations And Approval:

Because of the nature of the Parks and Recreation field and the public services to be rendered, you may be required to work more than your standard hours per workweek. Depending on the District work needs, employees may be required to work overtime. Employees are required to work overtime when necessary and any employee's unwillingness or refusal to do so may be cause for disciplinary action, up to and including dismissal.

For all non-exempt employees, prior approval of the employee's immediate supervisor is required before any non-exempt employee works overtime, except in emergency situations. Employees working overtime without approval may be subject to disciplinary action.

Compensation:

1. The District will compensate all non-exempt employees for overtime hours through overtime pay at the rate of 1½ times the regular hourly rate for all hours worked in excess of forty in a single workweek; or

Payment at Termination:

Upon termination of employment, payment for accrued compensatory time will be calculated at the final regular rate received by the employee.

Section 4 - Payroll Periods and Payday

District employees are paid bi-weekly (every other) Friday. Hourly employees are paid every other Friday for the two (2)-week (fourteen (14)-day) period which ends at midnight the preceding Tuesday. Salaried employees are paid every other Friday for the two (2)-week (fourteen (14)-day) period ending on the day of pay. If payday is a District-recognized holiday, employees generally will be paid on the preceding working day. Your paycheck will be delivered to your immediate supervisor, who will attempt to give it to you no later than the end of the workday. Your paycheck may not be given to anyone other than you without your written consent. Please make arrangements with your immediate supervisor to collect your paycheck if you are not scheduled to work on a payday. If you are non-exempt and terminate your employment in the middle of a pay period, you will be paid for the actual hours you worked. Employees may be paid by check or through direct deposit of funds to either a savings or checking account at their bank of choice (providing the bank has direct deposit capability). To activate direct deposit, a Direct Deposit Authorization form from the Business Manager may be obtained and the employee should have his bank complete the form. The completed form must then be returned with a voided personal check to the Business Manager. Due to banking requirements, it may take several weeks for activation of the Direct Deposit.

In the event of a lost paycheck, the Business Manager must be notified in writing as soon as possible before a replacement check can be issued. In the event the lost paycheck is recovered and the District identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the District within 24 hours of the time it is demanded.

Section 5 - Payroll Deductions

Automatic payroll deductions will be made for you for federal and state income tax purposes, health insurance deductions, pension contributions and social security tax, and any other item ordered by a court or applicable law. Voluntary deductions may be made for elective programs such as health insurance, tax-deferred retirement plans, credit union accounts, and supplemental life insurance. Please contact the Business Manager for information on payroll deductions.

Except as required by law or court order, deductions will not be taken without your written authorization. Deductions required by law include Social Security, Medicare, and federal and state income taxes. Federal or state law determines these deductions. Other involuntary deductions may be made as required by law or court order, such as child support payments and wage garnishments. Also, employees who meet certain hourly requirements will have Illinois Municipal Retirement Fund (IMRF) pension contributions withheld. Please see section 47 for more information on IMRF.

If you feel that there is any improper or unlawful deduction made from your paycheck, you are encouraged to notify your Department Head promptly so that the

matter can be investigated and remedied. Be assured that no retaliation will be taken or tolerated against an employee who reports a possible payroll error or improper deduction as our ultimate goal is to ensure our records are accurate and our employees are properly compensated for the work they perform.

Section 6 - Work Schedules

Department work schedules are established by your immediate supervisor or Department Head based on the needs of the Park District. The number of working hours that will be scheduled is subject to the financial and staffing requirements of the Park District and employees are not guaranteed any specific number of hours per day or week. The responsibilities of certain positions may require an employee to be on call on a twenty four (24)-hour basis. At the District's discretion, the District may change the work schedules.

Any change in work schedules or exchange of work periods among employees may not be made without the prior, written approval of your immediate supervisor (or designee). Violation of this policy may result in disciplinary action, up to and including dismissal.

Section 7 - Recording of Hours Worked

All non-exempt employees are required to maintain an accurate and legible record of the hours worked, whether by time sheet or timecard. These time records, which must be approved by your immediate supervisor, are the basis for your paycheck calculation. Time is computed to the nearest quarter (1/4) of an hour (fifteen (15) minutes) per week. All employees who work more than six (6) hours receive an unpaid meal period each shift which begins no later than five (5) hours after the start of your workday. If you have permission to leave during working hours, you must sign out when you leave and sign in when you return. You are responsible for your own time records. Violation of this policy may result in appropriate disciplinary action, up to and including immediate discharge.

Employees are not to clock or sign in or out for other employees. Recording another employee's time record or falsification of your own time record is against District rules and is grounds for disciplinary action, up to and including dismissal. Once an employee clocks or signs in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records. If an employee forgets to clock or sign in or out, he must notify his supervisor immediately so the time may be accurately recorded for payroll. Exempt employees are not required to sign in or out; however, business trips, vacations, sick, and personal days must be recorded on the attendance sheet by the employee designated to monitor attendance.

Section 8 - Lunch and Rest Periods

Department Heads are authorized to establish and arrange lunch periods and reasonable rest periods during each workday that are most consistent with department

operation. If you are a full-time employee (scheduled to work at least seven and one half (7.5) hours per day), you will normally receive two (2) paid rest periods of ten (10) minutes each, one (1) during each half of the workday.

Employees on rest or lunch break cannot interfere with employees who are working.

Section 9 - Emergency Closings

On occasion, due to inclement weather, national crisis, or other emergency, the District may close for all or part of a normally scheduled workday. The District will attempt to notify employees of its closure by telephone. Emergency closure is considered unpaid leave. Non-exempt employees shall not be paid for any days when the District is closed due to an emergency.

CHAPTER 3 - TIME OFF BENEFITS

Section 1 - Holidays

The District observes the following holidays:

New Year's Day

President's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Thanksgiving Friday

Christmas Eve

Christmas Day

New Year's Eve

Full-time employees are entitled to receive the above holidays with pay. If a full-time non-exempt employee is scheduled to work on one of these holidays, pay at the regular rate of pay will be given in addition to one (1) floating holiday. The floating holiday must be taken on a day agreed upon by the employee and his/her supervisor and in the same calendar year as the worked holiday. Full-time exempt employees required to work on one (1) of the aforementioned holidays will be granted time off for the workday. Time must be used by the end of the year. If you are on an approved vacation leave during which the holiday falls, the holiday will not count as a day of used vacation leave. For example, if you take as vacation leave Monday through Friday and a holiday falls on that particular Friday, you will be considered to have used only four (4) days of vacation.

If you need time off to celebrate a religious holiday which is not observed by the District, you should notify your supervisor to make arrangements for a reasonable accommodation which may include unpaid time off and/or use of your accrued benefit time off.

Section 2 - Vacation

Eligibility:

Full-time employees earn paid vacation leave on a pro-rata basis beginning after six (6) months of continuous employment as outlined below:

First Year of Employment:

1. Full-time employees will not be eligible to earn or take vacation until they have completed six (6) full months of employment.
2. At the completion of six (6) full months of employment, employees will begin to accrue vacation at the rate of five-sixths $\frac{5}{6}$ day per month up to a maximum of five (5) days.

After the First Year of Employment:

After the completion of one (1) full year of service, full-time employees will be eligible for vacation days as specified in the schedule below:

Completed Years of Service	Total Vacation Days Earned Per Year
1-5	10
6-10	15
More than 10	20

If you are a new employee, the Executive Director may, with Board approval, give you vacation up to 50 percent (50%) service with other Districts. In order to qualify, the Executive Director may require you to submit written verification of dates of your employment with prior employers.

Vacation as Sick Leave or Other Leave:

Eligible vacation days may be used in lieu of paid sick leave when and if all accrued sick leave has been exhausted. At the discretion of the District, vacation days may be required to be used for other types of leave, providing that the benefits associated with those leaves are exhausted.

Scheduling Vacation:

Vacation days may be used as they are earned, but in no case may they be used in increments of less than one half ($\frac{1}{2}$) day (except when taken as approved FMLA time off). Vacation leave must be approved in advance by your immediate supervisor. Your written vacation request should be made at least thirty (30) days prior to the planned leave. Your immediate supervisor will make every effort to comply with your request for

vacation time. In all cases, your immediate supervisor will schedule your vacation leave when the District can best afford to be without your services. Your immediate supervisor will approve or disapprove the dates requested depending on the workload during the particular time requested. When two (2) or more employees in the same department request the same days off (and it is not practical to let both have it) the Department Head will decide based on factors such as seniority, timeliness of vacation request, personal situations, and emergencies. Your immediate supervisor may require you to reschedule your vacation if it is determined that your presence is necessary for the efficient or safe operation of the District.

Payday During Vacation:

When a payday occurs during an approved vacation leave, you may request your paycheck in advance of your vacation leave. Your request must be in writing, approved by your immediate supervisor and received by the Business Manager at least seven (7) days prior to the date the check is needed. Advance pay will not be issued for any payday following the employee's vacation period.

Vacation Accumulation:

Vacation days cannot be accumulated or carried forward to the next calendar year. Vacation days not used by December 31 will be forfeited without compensation. However, the Executive Director at his/her sole discretion may grant a carryover of not more than three (3) months for up to one (1) week of unused vacation for unusual or special circumstances that occur when requested by the District. A written request, specifying the reasons for the need for the carryover must be submitted to the Executive Director on or before December 15 of the vacation year.

Vacation Pay Upon Termination:

If your employment is terminated for any reason, you will receive pay for any unused vacation days earned during the calendar year of your termination. Payment for accrued but unused vacation leave at the time your employment with the District is terminated is based upon your regular hourly rate of pay or rate of salary at the time of termination.

Reporting Vacation to Payroll:

If you fail to return to work following the end of an approved vacation leave you will be terminated, effective immediately. The only exception is as required by law such as a disability or other FMLA qualifying reason.

Section 3 - Personal Days

Full-time employees who have completed three hundred sixty five 365 consecutive days of service with the District are granted two (2) paid personal days per calendar year. Personal days will be issued at the beginning of employee's second (2nd) year of hire. Except for emergencies, personal days must be requested at least seven (7) days in advance of the desired date and are subject to the approval of your immediate supervisor. Personal days are granted to employees to allow paid time off for compelling personal reasons such as holidays not recognized by the District.

Personal days are not cumulative and must be taken during the year granted or they will be forfeited without compensation. Personal days earned but not yet used will not be paid to an employee upon separation.

Section 4 - Sick Days

Regular Full-time employees: who have completed six (6) months of consecutive employment and their probationary period are eligible for sick leave. During the first (1st) year of employment will receive one (1) day per calendar month up to a total of ten (10) sick days. Thereafter, employees will receive ten (10) sick days of sick leave annually at the beginning of the calendar year which will not be truly earned until completion of the full calendar year.

Sick days will not accrue while an employee is on a leave of absence. Sick days are defined to mean the absence from work because of an employee's non-work-related illness or injury. Although employees are encouraged to make doctor and dentist appointments during non-working hours, paid sick days also may be used for doctor/dentist appointments, illness in immediate family or doctor/dentist appointment in immediate family. Sick leave used for these purposes may be counted toward an employee's family and medical leave entitlement, if applicable, in accordance with Section 7 below.

For purposes of this Section 4, your "immediate family" includes your spouse and children, father, mother, sister, brother, grandparents, mother-in-law, father-in-law, brother-in-law, sister-in-law, nieces or nephews.

Whenever you will be absent or late to work, you or someone for you must notify your immediate supervisor **directly**, or the supervisor at the succeeding level of authority in your department if you are unable to reach your immediate supervisor, at least thirty (30) minutes before your scheduled starting time. If you are unable to make the call personally, a family member or a friend should contact the supervisor. Your immediate supervisor, or the Department Head, or the Executive Director if the Department Head is the immediate supervisor, if your immediate supervisor cannot be reached, the Department Head (or designee, if applicable) must be contacted each day of absence. If you fail to notify a supervisor, the absence/tardiness may be considered absence without leave, which may result in loss of pay and/or disciplinary action, up to and including dismissal. As a precondition to payment of sick leave, the District

requires employees to submit the absence form provided by the District to their supervisor. Notice of sick leave must be later confirmed in writing as soon as possible after the leave or as soon as requested by your immediate supervisor.

If you are away from work for three (3) or more consecutive days because of illness or injury of you or a family member, or if your immediate supervisor becomes aware that you have incurred an illness or injury likely to last more than three (3) consecutive days, your immediate supervisor may require you to provide documentation from your physician or other health care provider confirming your illness or injury, your fitness to return to work, and your ability or inability to perform the essential functions of your position. If your immediate supervisor has reason to suspect abuse of this sick day policy, your immediate supervisor may require you to provide such documentation for time away from work of less than three (3) consecutive days. (This also may be covered by our FMLA policy).

Failure to comply with this policy or abuse of this policy may result in disciplinary measures, up to and including discharge.

Sick leave may not be used as vacation time.

Employees who have accrued and have not used all of their sick days at the end of the fiscal year may elect to: (1) carry over the remaining days to subsequent years for catastrophic illness/injury; (2) receive one-half ($\frac{1}{2}$) pay for any days unused (maximum of one thousand dollars (\$1,000)). For exempt employees, the pay rate will be calculated at the annual salary divided by two hundred sixty (260) days. Employees must elect this option no later than December 31st in order to receive compensation; failure to do so will result in all unused sick days being carried over; and (3) any combination of 1 and 2.

Upon an employee's separation from the District, an employee will not be paid for any accrued or unused sick days. Time off under this Policy will run concurrently with the FMLA if approved.

Section 5 - Bereavement Leave

All full-time employees may be granted up to three (3) regularly scheduled working days of the employee with pay per calendar year when a death occurs with their immediate family, with the approval of the Executive Director (or designee, if applicable). Pay will be made at the employee's regular rate of pay. For purposes of this policy, "immediate family" is defined as the employee's spouse, child, stepchild, parent, grandparent, sibling, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, and sister-in-law, nieces and nephews.

Upon returning to work, the employee must record his absence as a Bereavement Leave on his attendance record. Proof of death and relationship to the deceased may be required.

Section 6 - Jury/Witness Duty

Regular full-time employees will be paid at their regular rate of pay for periods of time normally and customarily required to serve as jurors and to testify as a witness (other than a case in which you are a party) at the request of the District. All other employees shall receive jury duty leave without pay from the District.

All employees must provide written notice, supported with appropriate documentation of jury duty (e.g., the jury duty summons), to their immediate supervisor as promptly as possible, before reporting for jury duty. During jury duty, and as promptly as possible, employees must inform their immediate supervisor as to the expected duration of the jury duty. Following jury duty, all employees must provide the District with appropriate documentation evidencing the length of their jury duty. Any compensation received by a regular full-time employee for serving on a jury must be endorsed to the District.

Section 7 - Family and Medical Leave

1. If you have been employed by the District for at least twelve (12) months (with no break in service of seven (7) or more years except if related to USERRA covered military obligations and have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12)-month period preceding the start of the leave, you are eligible for up to a total of twelve (12) workweeks of unpaid leave during any rolling twelve (12) month period for one (1) or more of the following reasons:

- a. Because of the birth of your child and in order to care for such child (within twelve (12) months after the birth of the child);
- b. Because of the placement of a child with you for adoption or foster care (within twelve (12) months of the placement of the child);
- c. In order to care for your spouse, child, or parents if they have a “serious health condition;”
- d. Because of a “serious health condition” that makes you unable to perform the functions of your job; or
- e. Because of any “qualifying exigency” (as defined by the Secretary of Labor) arising out of the fact that your spouse, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces (retired member only), National Guard or Reserves in support of a contingency operation.

2. Serious Health Condition. For purposes of this policy, “serious health condition” means an illness, injury, impairment or physical or mental condition that involves one of the following:

- a. Hospital Care. Inpatient care in a hospital, hospice or residential medical care facility, including any period of incapacity relating to the same condition;
- b. Absence Plus Treatment. A period of incapacity of more than three (3) full consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves either: (1) treatment two (2) or more times (within thirty (30) days and provided the first visit takes place within seven (7) days of the first day of incapacity) 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 (1) occasion which results in a regimen of continuing treatment under the supervision of the health care provider (first visit to health care provider must take place within seven (7) days of the first day of incapacity);
- c. Pregnancy. Any period of incapacity due to pregnancy, or for prenatal care;
- d. Chronic Conditions Requiring Treatment. A chronic condition which: requires at least two (2) periodic visits for treatment per year by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider; which condition continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity;
- e. Permanent/Long-term Conditions Requiring Supervision. 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. Multiple Treatments (non-chronic conditions). Any period of incapacity to receive multiple treatment (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on 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) full consecutive calendar days in the absence of medical intervention or treatment.

3. Qualifying Exigency Leave. If you are an eligible employee (as defined above), you are entitled to take up to twelve (12) weeks of unpaid FMLA leave for any qualifying exigency arising out of the fact that a covered military member is on active

duty or called to active duty status. The leave described in this paragraph is available during a twelve (12)-month rolling period, and may be taken on an intermittent or reduced leave schedule basis. You will be required to provide a copy of the covered military member's active duty orders or other documentation issued by the military that indicates that the military member is on active duty or call to active duty status in support of a contingency operation and the dates of the covered military member's active duty service. Eligible employees may take all twelve (12) weeks of his/her FMLA leave entitlement as qualifying exigency leave or the employee may take a combination of twelve (12) weeks of leave for both qualifying exigency leave and leave for a serious health condition (as defined above).

With respect to a Qualifying Exigency Leave:

- a. A "covered military member" means your spouse, son, daughter, son, or parent who is on active duty or called to active duty status.
- b. A "qualifying exigency" includes the following broad categories: (a) short notice deployment; (b) military events and related activities; (c) childcare and school activities; (d) financial and legal arrangements; (e) counseling; (f) rest and recuperation; (g) post deployment activities, including reintegration activities, for a period of ninety (90) days following the termination of active duty status; and, (h) additional categories that are agreed to by the employer and employee within this phrase.
- c. The phrase "son or daughter" is defined as your biological, adopted, or foster child, stepchild, legal ward, or child for whom you stood in loco parentis, of any age for qualifying exigency leave, who is on active duty or called to active duty status who is of any age. (Note: This definition is different from other sections of this FMLA policy).
- d. A "parent" means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to you when you were a son or daughter but it does not included "parents in law".

4. Military Caregiver Leave. If you have been employed by the District for at least twelve (12) months and have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12)-month period preceding the start of the leave, and you work at or report to a work site which has fifty (50) or more District employees within a seventy five (75)-mile radius of that work site, and you are a spouse, child (of any age for military caregiver leave), parent or next of kin of a Covered Servicemember, as defined below, you are entitled to a total of twenty-six (26) workweeks of unpaid leave during a single twelve (12)-month period to care for the Covered Servicemember (including twelve (12) workweeks for any other FMLA qualifying reason). The leave

described in this paragraph shall only be available during a single twelve (12)-month period beginning as of the date the leave commences and ending twelve (12) months after that date (and any unused amounts are forfeited).

Military Caregiver Leave may be permitted more than once if necessary to care for a different Covered Servicemember (or the same Servicemember with multiple or subsequent injuries or illnesses) up to a combined total of twenty six (26) workweeks in a twelve (12) month period. However, your total available leave time in any single twelve (12)-month period generally may not exceed a combined total of twenty-six (26) workweeks (including FMLA time off taken for any other reason); except as provided under the FMLA regulations. You will be required to timely submit the completed paperwork provided to you and available from our Human Resources Department as a condition of receiving approved Military Caregiver Leave; except as provided under the FMLA regulations. NOTE: the twelve (12) month computation period for this type of leave differs from the other types of FMLA leave.

With respect to Military Caregiver FMLA 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 from an injury or illness occurring in the line of active duty and/or during active duty, who 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 (regardless of age) other than an employee’s spouse, son or daughter. You are required to provide confirmation of the relationship upon request. The Servicemember may designate the blood relative who is considered his/her next of kin; otherwise, the following order generally will apply: blood relatives granted custody by law, brother/sister, grandparents, aunts/uncles, and then first cousins.
- 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.

5. Spouses Employed by the District. If your spouse also works for the District and you both become eligible for a leave under paragraphs 1a. or 1b. above, or

for the care of a sick parent under paragraph 1c. above, the two of you together will be limited to a combined total of twelve (12) workweeks of leave in any rolling twelve (12)-month period. In addition, if you and your spouse both become eligible for a leave under the Military Caregiver Family Leave provision above or under a combination of the Servicemember Family Leave provision, paragraphs 1a., 1.b. and 1e. above, or to care for your parent with a serious health condition, the two (2) of you together generally will be limited to a combined total of twenty-six (26) workweeks of leave in any single twelve (12)-month period, but if the leave taken by you and your spouse includes leave described in paragraphs 1a. through 1e. above, that leave shall be limited to a combined total of twelve (12) workweeks of leave in any rolling twelve (12)-month period.

6. Medical Certification. Any request for a leave under paragraphs 1c., 1d. or under the Servicemember Family Leave provision above must be supported by certification issued by the applicable health care provider or the Department of Defense. You are required to submit this information on the forms provided to you and available from the Human Resources Manager or on the Invitational Travel Orders or Authorizations provided to you by the Department of Defense.

You will be required to submit a new medical certification form for each leave year for a medical condition(s) that last longer than one year. Additionally, you are required to submit a recertification of an ongoing condition every six (6) months in connection with an absence where the duration of the condition is described as “lifetime” or “unknown”.

At its discretion, the District may require a second (2nd) medical opinion and periodic recertification to support the continuation of a leave or under paragraphs 1.c. and 1.d. (except as otherwise provided by the Department of Labor). If the first (1st) and second (2nd) opinions differ, a third (3rd) opinion can be obtained from a health care provider jointly approved by both you and the District (unless you accept the second opinion as determinative).

7. Intermittent Leave. If certified as medically necessary for the serious health condition of either you or your spouse, child or parent (Paragraphs 1c and 1d, above), or to care for a Covered Servicemember if you are a spouse, child, parent or next of kin to the Covered Servicemember (Paragraph 3, above), leave may be taken on an intermittent or reduced leave schedule. Intermittent leave also may be taken if you qualify for leave because of a qualifying exigency as described in Paragraph 1e, above, subject to the submission of a certification prescribed by the Secretary of Labor. If leave is requested on an intermittent basis, however, the 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.

8. Light Duty Work Assignments. While voluntarily performing in a light duty capacity while on FMLA leave, that time does not count against your twelve (12) week

FMLA allotment. In effect, your right to restoration is held in abeyance during the period of time that you are performing in a light duty capacity (or until the end of the applicable twelve (12) month FMLA leave year if longer).

9. Notification and Reporting Requirements. All requests for leaves of absence must be submitted to your supervisor or the Human Resources Manager at least thirty (30) days in advance of the start of the leave, except when the leave is due to an emergency or is otherwise not foreseeable. If the leave is not foreseeable, you must provide notice as soon as “practicable,” which generally means either the same day or the next business day that you learn of the need for leave, in the absence of any unusual circumstances. A delay in submitting an FMLA leave request may result in a loss of FMLA protections and/or a delay of the start of your leave. Your supervisor will forward the request to the Human Resources Manager for approval.

You must respond to our questions relative to your leave request so that we can determine if the leave qualifies for FMLA protection; failure to do so may result in loss or delay of FMLA protections. If you are seeking leave due to an FMLA-qualifying reason for which the District has previously granted you FMLA-protected leave, *you must specifically reference the qualifying reason or need for FMLA leave at the time of your request to be away from work.* It is not sufficient to simply “call in sick” without providing additional information which would reasonably cause the District to believe your absence/time away from work may qualify as an FMLA qualifying event. In all cases in which you are seeking leave under this policy, you shall provide such notice to the District consistent with the District’s established call-in procedures so long as no unusual circumstances prevent you from doing so. Failure to comply with the call-in procedures may result in a delay or denial of FMLA protected leave.

You must make an effort to schedule a leave so as not to disrupt business operations. During the leave, you may be required to report periodically on your status and your intention to return to work. Any extension of time for your leave of absence must be requested in writing prior to your scheduled date of return to work, together with written documentation to support the extension. Your 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. Employees on leaves for their own serious health condition must provide fitness-for-duty releases from their health care provider before they will be permitted to return to work. Your 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 you are a spouse, child, parent, or next of kin on leave to care for a Covered Servicemember, in which case your leave can last for up to twenty-six (26) workweeks in a single twelve (12) month period.

An Employee shall not be granted a leave of absence for the purpose of seeking or taking employment elsewhere or operating a private business. Unauthorized work while on a leave of absence will result in disciplinary action, up to and including discharge.

A leave of absence will not affect the continuity of your employment. Your original date of employment remains the same for seniority purposes. However, you will not accrue any benefits during the period you are on a leave.

10. Employee Benefits During Family and Medical Leave of Absence. You will be permitted to maintain health and dental insurance coverage for the duration of the leave under the same conditions coverage would have been provided if you had remained actively at work. However, you must make arrangements for the continuation of and payment of insurance premiums before you go on leave status. If you do not return to work after the leave, or if you fail to pay your portion of the premiums, you will be required, under certain circumstances, to reimburse the District for the costs and expenses associated with insuring you during the leave.

11. Return From a Family and Medical Leave. If you return from your leave on or before being absent for twelve (12) workweeks in a rolling twelve (12) month period or twenty-six (26) workweeks during a single twelve (12) month period if you took a leave under the Servicemember Family Leave provision, you will be restored to the same or to an equivalent position to the one you held when the leave started. Of course, you have no greater right to reinstatement or to other benefits and conditions of employment than if you had been continuously employed during the FMLA leave period. In determining whether a position is “equivalent” we would look at whether the position had substantially similar terms and conditions of employment and whether the position entails similar duties, skills, efforts, responsibilities, authority, privileges and status.

If the leave was due to your own serious health condition, you will be required to submit a fitness-for-duty certification from your health care provider in accordance with our normal policies and practices applicable to other leaves of absence, certifying that you are able to resume work and perform the essential functions of the job (either with or without a reasonable accommodation). A list of the essential job functions will be made available to you for compliance with this requirement prior to the District designating your leave as FMLA leave. If a reasonable job safety concern exists, you also may be required to provide a fitness for duty certification up to once every thirty (30) days before returning from an intermittent or reduced schedule FMLA leave related to your own serious health condition. Generally, a returning employee will be permitted to return to work within two (2) business days of the District’s receipt of a valid fitness for duty release.

If you fail to return to work at the expiration of your approved Family and Medical Leave, it will be considered to be a resignation of your employment with us. Likewise, an employee on FMLA leave who provides notice of their intent not to return to work upon expiration of a leave will lose their entitlement to FMLA leave and related benefits.

12. Key Employees. Certain highly compensated key employees may be denied reinstatement when necessary to prevent “substantial and grievous economic injury” to the District’s operations. A “key” employee is a salaried Employee who is among the highest paid ten percent (10%) of Employees. Employees will be notified of

their status as a key employee, when applicable, after they request a Family and Medical Leave.

13. Coordination with Other Policies. You must substitute any accrued paid vacation days, personal time, and sick days (if you otherwise qualify) for unpaid leave under this policy, and any such paid time off must be taken concurrently with your Family and Medical Leave. If you otherwise qualify for disability pay, you will collect it at the same time you are on unpaid Family and Medical Leave.

Further, if you otherwise qualify for any other type of leave of absence, you must take that leave at the same time as you are taking your Family and Medical Leave. All time missed from work that qualifies for both Family and Medical Leave, and for workers' compensation, will be counted toward your Family and Medical Leave. To receive any type of paid time off benefit while on FMLA leave, you are required to meet the District's conditions for taking the paid leave (although the District may in its discretion waive any procedural requirement for the paid leave in appropriate circumstances).

14. Anti-Retaliation Provisions. Be assured that no retaliation will be taken or tolerated against any employee who exercises his/her rights under our FMLA policy. If you feel that you have been the victim of any discrimination or retaliation under this Policy, you are encouraged to contact the Human Resources Manager so that the matter can be promptly investigated and remedied as appropriate.

Section 8 - VESSA Leave

Under the Victims' Economic Security and Safety Act (VESSA), you may take up to a total of twelve (12) workweeks of unpaid leave from work during any rolling twelve (12)-month period in order to address matters involving domestic violence as provided for under Illinois law.

Eligibility

Generally, to be eligible for VESSA leave, you must either be a victim of domestic violence or a family or household member of such a victim. Leave may be taken for the following reasons:

- To seek medical attention or treatment;
- To seek psychological counseling;
- To obtain victim services;
- To relocate for reasons of safety;
- To seek legal assistance; and/or

- To participate in a related court proceeding;

Leave Time

If you need to take a leave of absence under VESSA, please speak with your supervisor so that we can discuss the amount of time that is necessary and how we can best schedule your work. If you are applying for VESSA leave for a condition that also qualifies for FMLA leave, the leave time will also count as FMLA leave and will run concurrently with FMLA leave. Otherwise, the VESSA leave time will be in addition to FMLA time off.

Notice Required

You must provide your supervisor with advance notice (at least forty-eight (48) hours) of your intention to take the leave. If such notice is not foreseeable, you must notify management as soon as is practicable.

Certification Required

If you are eligible for VESSA leave and seek to use it, you must provide your supervisor with certification that: (a) states that you or your family member is a victim of domestic violence; and, (b) includes your reason(s) for taking the leave. In addition to your sworn statement, you also must provide corroborating information to support your need for a leave, such as documentation from victim services organizations, attorneys, clergy members, medical professionals, police or court records, or other corroborating evidence. The supporting documentation may be submitted as it becomes available. Certification must be provided within a reasonable time (generally no later than fifteen (15) days) following the request by the Human Resources Manager or your supervisor.

Employment and Benefits

Time off that is approved under this policy is unpaid, and the time spent on VESSA leave will not be considered or counted as “time worked” for the purposes of accruing or earning employment benefits. However, you will be permitted to maintain health insurance coverage for the duration of the leave under the same conditions coverage would have been provided had you remained actively at work. If you fail to return from VESSA leave, for reasons other than the continuation or recurrence of domestic violence, you must repay the premiums that the employer paid on your behalf while you were on leave.

Upon your return from leave, you are entitled to restoration to your position of employment or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

Section 9 - Personal Leave of Absence

Full-time employees who have completed two (2) full years of continuous employment with the District may be granted unpaid personal leave of absence for a period not to exceed one (1) year.

1. All requests for personal leaves should be made in writing and must be approved by the employee's supervisor(s) and the Executive Director. The following considerations will be taken into account when determining whether or not to grant the leave: purpose for which the leave is requested; length of time the employee plans to be away; the employee's job performance and unexcused attendance and punctuality record, the effect the employee's absence will have on the work in the department (i.e., the staffing requirements in the employee's facility or department); the employee's position and length of service; the expectation that the employee will return to work when the leave expires; and, any other factors deemed relevant by the District in its sole discretion. Each request will be reviewed on a case-by-case basis.
2. You must provide a written application for a personal leave of absence to your immediate supervisor at least one (1) month in advance of the date you would like the leave to begin. If you request an extension while on FMLA leave period, the request must be made prior to the end of the original leave when foreseeable. The application must specify the reasons for the extended leave and the length of time the employee intends to be away.
3. Additional leave time may be granted in the discretion of the Executive Director (or designee, if applicable). Requests for additional leave time must be made in writing at least two (2) weeks prior to the expiration of the initial leave period, and must specify the reason(s) for the request and the amount of additional time sought. This request must be approved in advance by the Executive Director.
4. While a full-time employee is on an approved personal leave, the employee will be eligible to continue the group health insurance coverage in existence for that employee at the start of the leave under the District's group plan for the duration of the leave provided that the employee pays one hundred percent (100%) of the premium contribution (and otherwise satisfies all eligibility requirements). Other employment benefits, if any, such as vacation, sick leave, or personal days, shall not accrue during a personal leave of absence. Employees on a personal leave,

however, will not forfeit any benefits that accrued prior to the start of the leave.

5. Any planned salary increase for an employee returning from an unpaid leave of absence without pay will be deferred by the length of the leave, and the normal appraisal date will be extended by the length of the leave.
6. In the case of an employee's own illness or injury, a physician's statement certifying the employee's ability to perform the essential functions of his job (with or without a reasonable accommodation) is required by the District before an employee may be permitted to return to work.
7. Although the District will attempt to reinstate the employee at the conclusion of the personal leave period to the same or similar position to the one vacated, conditions may arise which necessitate the filling of the vacated position. Accordingly, **reinstatement after a personal leave of absence is not guaranteed by the District.**
8. Any employee who fails to return to an available position on the first scheduled working day after the leave of absence has expired will be considered to have resigned from the District. However, pursuant to the District's American with Disabilities Act Policy, employees may request extended unpaid leave as a "reasonable accommodation" under the ADA (See Chapter 1, Section 3).

Section 10 - School Visitation Rights Act

If you have worked for the Park District at least six (6) months for an average of at least twenty (20) hours per week, you may be eligible to take up to eight (8) hours of unpaid school visitation leave per school year to attend school conferences or classroom activities related to your child(ren) if the conference or classroom activities cannot be scheduled during non-work hours. For purposes of this policy, "school" means any public or private primary or secondary school or educational facility located in Illinois or a state that shares a common boundary with Illinois.

No more than four (4) hours of leave may be taken in any one (1) day. Leave will not be granted until the employee has used all available vacation leave, personal days and floating holidays.

Before arranging attendance at the school conference or activity, you must provide the Park District with a written request for leave at least seven (7) days in advance of the requested time off. In an emergency situation, you may give twenty-four (24) hours notice. In addition, you must consult with your immediate supervisor to schedule the leave so as not to disrupt operations unduly.

School visitation leave shall be unpaid. You may choose, however, to make up the time taken for school visitation leave on a different day or shift if such arrangement may reasonably be provided by the District. If you choose not to make up the time taken, or an arrangement to make up such time cannot be made, you will not be compensated for the leave taken.

Upon completion of a school visitation, you may be required to produce documentation of your visit from the school administrator and submit such documentation to the Park District.

Note: Failure to submit the documentation upon request to the District within two (2) working days of your school visit may subject you to disciplinary action and denial of pay or approved time off.

Please contact the Business Office for further information regarding school visitation leave.

Section 11 - Military Leave

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, or Reserves will be granted a leave of absence for military service, training or related obligations in accordance with applicable law.

Pursuant to the Local Government Employees Benefits Continuation Act (50 ILCS 140/2), if you are a member of the National Guard or of the United States Armed Services Reserve, you may be entitled to leave with pay when called into service by the President of the United States as provided by law. Under this Act, and if eligible, your salary continuation shall include health insurance and any other benefits you were receiving at the time you are called up. Your salary will be offset by your military pay.

You also may be eligible for leave with pay, for not more than ten (10) working days, to take part in annual encampments or training cruises. You will receive the difference between your regular salary and your base military pay. Employees should retain their military pay vouchers. Upon your return, you must furnish official proof of pay during your tour of duty in order to receive pay from the District.

Employees inducted into the Armed Services of the United States under the Military Selective Service Act (or under any prior or 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.

Section 12 - Absence without Leave

Absence without leave is any absence from work, including a single day or portion of a day, which has not been granted or approved in accordance with

established policy and procedure. In such cases, pay may be denied and the employee may be subject to disciplinary action, up to and including dismissal.

If you are absent without leave for three (3) consecutive working days, you will be considered to have voluntarily resigned your position. Where your absence is determined excusable on conditions that rendered prior approval impossible, the charge of absence without leave may be changed to vacation leave, sick leave, or leave without pay.

CHAPTER 4 - EMPLOYEE BENEFITS

Section 1 - Disclaimer

The District has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness and disability, and to help you plan for retirement. This portion of the Employee Manual contains a very general description of the benefits to which you may be entitled as an employee of the District. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this Manual does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available for your examination from the Business Manager. *To the extent that any of the information contained in this Manual is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.*

For more complete information regarding any of our benefit programs, please refer to the Summary Plan Descriptions, which were provided to you separately or contact the Business Manager. If you lost or misplaced those descriptions, please contact the Business Manager for another copy.

Section 2 - Insurance Benefits

Eligible employees may enroll in certain group insurance plans based on their employment classification by timely completion of the required enrollment forms. The employee's portion of any required premium payment may be made through payroll deduction.

Group plans are subject to the rules and regulations of the insurance providers and the District. Except where prohibited by law, the Park District reserves the right to change, modify, cancel or discontinue any group insurance plans or change the amount of the required employee premium at any time with or without notice. Employees' insurance coverage under the plan(s) will terminate immediately if the group policies are cancelled or if the employee fails to make any required premium payment or otherwise becomes ineligible.

Newly hired employees do not have to complete their Introductory Period before being eligible to participate in the plan; they are eligible to participate on their first (1st) day of employment provided that they meet all other plan requirements.

Full-time Employee Insurance Plans:

The following group insurance plans are limited to full-time employees and their dependents (as defined by the insurance providers).

Medical: Group medical and hospitalization insurance are available to all eligible full-time employees. Employees are expected to pay a portion of the cost. A summary plan description is available from the Business Manager. Employees who do not elect to participate in the group medical and hospital plan may be eligible for the District's medical reimbursement program. See the Business Manager for details.

COBRA:

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) (and under Illinois law) provides employees and their covered dependents the option to extend group health insurance coverage in the event the insurance terminates due to separation of employment, reduction of hours, death, divorce or legal separation, disability, or Medicare entitlement. Please contact the Business Manager for detailed information on COBRA (and Illinois law).

Section 3 - IMRF Pension Plan

All full-time and part-time employees who are regularly scheduled to work at least twenty (20) hours each week who are expected to work one thousand (1,000) hours or more per year shall be included and must participate in the Illinois Municipal Retirement Fund (IMRF) immediately upon employment. IMRF provides retirement, disability and death benefits to eligible participants. These benefits are in addition to those provided by Social Security. The following presents a very brief description of IMRF. Complete details are available from the Business Manager.

Contribution:

Participating employees contribute a certain percentage of their gross pay as determined by IMRF through payroll deduction(s). Contributions are tax deferred, that is, not subject to either federal or Illinois income tax, but will be subject to federal income tax when refunded or withdrawn as a pension or death benefit. The District also contributes to IMRF as a percentage of total contributions. The District's contribution is to fund survivor's pensions, disability benefits, death benefits and the retirement costs of its employees.

Return of Contributions:

Refund You may receive a separation refund of your IMRF contributions when you cease working in an IMRF-qualified position if:

1. You are under age fifty five (55), irrespective of length of service;
2. You have less than eight (8) years of service, irrespective of age;
3. You are age fifty five (55) or over but your pension would be less than thirty dollars (\$30) per month.

A separation refund consists of your IMRF contributions only. No interest is paid with a separation refund, nor are the District's contributions refunded to you.

Pension If you are at least fifty five (55) years of age and have eight (8) or more years of service credit, you may be entitled to a reduced retirement benefit. To receive full retirement benefits, you must be sixty (60) years of age or older and have at least eight (8) years of service credit.

Disability Benefits IMRF provides monthly disability payments if an eligible member is unable to perform the duties of his position reasonably assigned by the District. You must have at least twelve (12) consecutive months of IMRF service credit, and have service credit in each of the twelve (12) months immediately preceding the date of disability, and you may not be receiving any earnings from any employer.

Death Benefits Under certain conditions, IMRF provides for lump sum payment or surviving spouse pension upon your death.

Section 4 - Social Security and Medicare

As required by law, a fixed percentage of your earnings is deducted from each paycheck and deposited with the Social Security Administration. In addition, the District contributes an equal amount to the Social Security Administration to help fund benefit programs. Detailed information on benefits, eligibility requirements and your account status is available from your local Social Security Administration office.

The Social Security Administration recommends that you periodically verify your personal earnings and benefits. Information on requesting an account balance is available from your local Social Security Administration.

Section 5 - Unemployment Compensation

As a District employee, you are provided with Unemployment Compensation coverage in accordance with Illinois law. This coverage is provided at no cost to you. Should you become unemployed, you may be entitled to receive unemployment benefits provided you meet certain eligibility requirements. Additional information can be obtained from your local Unemployment Insurance office.

Section 6 - Indemnification and Liability Insurance

The District is required by state statute (70 ILCS 1205/8-20) to indemnify and protect employees against civil rights, damage claims and suits, constitutional rights damage claims and suits, death and bodily injury damage claims and suits, and property damage claims and suits, including defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed within the scope of employment, or under the direction, of the board. Such indemnification and protection shall extend to employees of the District at the time of the incident from which

a claim arises. However, the District is statutorily prohibited from indemnifying employees for “punitive” damages.

You may be covered by the District's liability insurance to defend any civil action that may be brought against you or the District, its agents, or any other employee for damages arising out of the lawful performance of your duties. This policy will be construed in accordance with the law in effect at the time the issue arises and may be subject to change as the law changes.

Section 7 - Workers' Compensation

As a District employee, you are covered under the Illinois Workers' Compensation Act. The Act provides for medical care and replacement of wages if you sustain a covered injury arising out of and occurring in the course of your employment with the District. Non-job-related illnesses or injuries, or illnesses or injuries not related to the performance of your assigned duties generally are not covered under the Act. If you have any questions regarding workers' compensation, please see the Business Manager, the Risk Manager, or contact the District's Workers' Compensation Coverage provider, PDRMA at 630-769-0332.

All employees must adhere to the following conditions.

1. Any work-related injury or illness **(even if the employee is uncertain if the injury or illness is work-related, but suspects it might be work-related)** must immediately be reported directly to the employee's immediate supervisor or Department Head if the immediate supervisor cannot be reached directly. Failure to immediately (i.e., within one (1) hour) report an injury or illness may jeopardize the employee's eligibility for workers' compensation benefits.
2. Upon notification, the immediate Supervisor generally will instruct the employee to report to a designated hospital or physician for an examination or treatment. In the case of an emergency, the employee should go to the nearest hospital emergency room for treatment and then utilize the District's Physician Network Referral Service if additional treatment is necessary.
3. All medical evaluations by any licensed physician must be submitted to the Administrative Assistant for the duration of your period of leave.
4. The District reserves the right to have the employee examined by a licensed physician of its own choice at any time during the period of leave. This examination will be at the District's expense and the physician will submit the results to the District. The employee is entitled to a copy of this report.

5. The District may assign an injured employee to a modified duty assignment in accordance with the District's Modified Duty Program.
6. No employee shall be allowed to return to work without a statement from a physician approving the employee's return to work without restrictions, or with restrictions acceptable to the District.
7. The District reserves the right to re-assign the employee to another position at the same pay and benefits the employee received at the time of the injury.
8. When an employee has been released by a licensed physician to return to work on a modified duty basis, the employee may periodically be requested to return for medical evaluations. For these doctor visits, the employee will be compensated at the employee's current rate of pay only for the period of time necessary for the visit, including reasonable transportation time. The District reserves the right to verify the time of the visit. Time taken over and above that that is necessary will be charged to the employee's available sick, personal or other time off. If the employee does not have any available time, the employee will be compensated only to the extent required by law.
9. Time off under this Policy also will run concurrently with any approved FMLA time off.

Section 8 - Education, Training and Professional Participation

All employees are required to attend orientation meetings, staff meetings, and in-service training sessions that are designed to improve the overall job performance, communication and efficiency of the District.

In the best interest of the District, employees may attend professional conferences and seminars and belong to professional associations as budgeted and approved by the Executive Director. Such activities should further the insight of staff into better ways to operate and provide recreational activities to the public.

You are encouraged to discuss advancement and professional development opportunities with your immediate supervisor. When possible and appropriate, authorization may be given for attendance at conferences, seminars, workshops, conventions and technical meetings and participation in professional organizations that are related to your position within the District.

Attendance at conferences, seminars, workshops, conventions and technical meetings and participation in professional organizations must be approved in advance.

You should check with your immediate supervisor for applicable procedures and conditions of approval.

Conference Attendance:

Attendance at and participation in professional seminars, conferences, conventions, workshops and technical meetings is considered part of the administrative and supervisory staff's normal duties. Reimbursement for attendance expenses will be up to one hundred percent (100%) of approved expenses. Please see Chapter 4, Section 11 for details on expense reimbursement.

If you attend professional seminars, conferences, conventions, workshops and technical meetings outside the District, you may be [required] to submit a written report or resource materials to your immediate supervisor within ten (10) days of attendance which summarizes the ideas or methods discussed at the meeting.

Professional Organizations:

Employees are encouraged to join and participate in professional associations that promote District goals, individual skill development, professional recognition, or relate to your job responsibilities. However, employee participation in such associations must not conflict with the District's interests. Depending upon the benefits derived from membership by the District, the District may pay all or part of the membership fees.

Participation in association activities during normal working hours must be approved in advance by the employee's immediate supervisor, and approval is contingent upon the employee's ability to meet his work responsibilities. Materials and publications secured as a result of membership provided by the District shall be placed on file in the appropriate office and made available for perusal by other employees and Board members.

Section 9 - Memberships

The District may maintain individual and group memberships in related professional and service organizations that contribute to the public relations, professional knowledge, and general effectiveness of the District. Materials and publications secured as a result of membership provided by the District may be placed on file in the appropriate office and made available for perusal by other employees and Board members when applicable.

Memberships in local service organizations shall be provided for the Executive Director. The Executive Director may approve membership in a local service organization for any Superintendent or Supervisor under the following conditions:

- A. Written request is submitted by the interested employee.
- B. The budget permits the necessary expenditure.

Approval must be secured from the Executive Director before an employee accepts nomination or appointment to any local service organization office requiring time during normal working hours.

Section 10 - Tuition Reimbursement

Full-time employees shall be encouraged to further their education. Tuition for courses which, in the opinion of the Executive Director, will further the employee's qualifications for the job, may be paid for by the District. All approved tuition expenses must be included in the annual budget and be within the financial constraints of the District.

The District will reimburse employees for one hundred percent (100%) of the tuition of approved courses upon presentation of a course grade of "B" or better. All travel, materials, and books required for the coursework will be the responsibility of the employee to provide at his/her own expense. Satisfactory progress must be made by the employee to warrant continuance of this benefit.

If time off from work is necessary to attend class, and schedules can be arranged during working hours, such arrangements may be made at the discretion of the Executive Director. Unless specifically approved in writing by your Department Head or Business Manager, coursework may not be performed during business hours.

In some cases, coursework may be approved for a part-time employee. Reimbursement can be made only if the employee receives prior approval from the Department Head or the Executive Director, and the amount has been provided in the annual budget.

If an employee resigns or is terminated for cause before receiving a grade, the employee will not be reimbursed for tuition expenses. If an employee resigns or is terminated for cause within twelve (12) months after receiving reimbursement, the employee must repay the District in full. (A loan repayment agreement must be signed prior to payment of benefits under this Policy.)

Section 11 - Employee Assistance Program

The District realizes that personal and work-related problems can affect an employee's job performance, health, family and emotions. To help with these pressures, the District has contracted with an independent firm to provide Employee Assistance Program (EAP) services on a confidential basis. The services are available to all full-time employees and their families. Please contact the Business Manager if you would like further information on the EAP.

Section 12 - ~~[REDACTED]~~Clinics and Certifications

Employees are allowed to attend clinics and become certified in certain areas if it is beneficial to the District and are within budgetary constraints. All requests must be

made to the employee's direct supervisor with financial approval made by the Department Head or Executive Director.

Section 13 - Expense Reimbursement

The District may reimburse employees for necessary and reasonable expenses incurred while on authorized District business. In order to qualify for reimbursement, you must request prior written approval from your immediate supervisor for expenses and provide proof of the expenses incurred on official Park District business (e.g., submission of an approved reimbursement form and other appropriate documentation such as receipts as required by the District). Depending on the nature and length of travel employees may be reimbursed, their reasonable expenses, including but not limited to: automobile mileage, air and/or ground transportation, lodging, and registration fees. Claims for reimbursement of mileage must be turned into the Business Manager's office on the designated form that includes the date, location and mileage traveled, within ninety (90) days of the date of travel. Other travel expenses must be submitted to the Business Manager's office within thirty (30) days of the date of travel. Speak with the Business Manager for remaining specific policies and procedures prior to incurring any expenses.

Section 14 - Employee Awards

The District's Employee Awards Program has been established to appropriately recognize length of service or outstanding performance. Full-time employees may be so honored based on the recommendation of the Department Head or Executive Director and approval of the Board. The length of service or outstanding performance award is not a guarantee of employment for any specified length of time.

Section 15 - Suggestion System

Employees who have suggestions for the improvement of the District's park and recreation services, reduction of costs, improvement of safety or training, or other related programs or plans, are always encouraged to discuss their suggestions with their immediate supervisor who, in all cases, will submit a written report to the Department Head. All suggestions are considered and, when warranted, implemented. The employee will be notified of the disposition of his suggestion upon request. Particularly meritorious suggestions may be recognized with special awards as recommended by the Executive Director.

CHAPTER 5 - PARK DISTRICT PROPERTY AND FACILITIES

Section 1 - Use of Recreational Facilities

Season Passes

Full-time employees may, upon request, be issued family pool/fitness passes at no charge in accordance with remaining obligations applicable to all others. The passes will entitle the current commissioners and employees and their immediate family, residing at their residence, admittance to the pool fitness center. All eligible employees and family members must have a Prospect Heights Park District photo identification taken and must meet any requirements and restrictions for facility usage including regular hours of operation, age limitations and waivers.

Golf

Full-time employees upon request, may be granted an Old Orchard Golf Course facility twenty (20) uses pass. The Old Orchard Golf Course pass can be used during non-prime time hours by the employee, or any member of the employee's immediate family residing at the employee's residence. This pass, along with a Prospect Heights Park District photo identification card, must be presented at the control desk in the Old Orchard Golf Course pro shop each time a round is played. The pass will be punched once for each eighteen (18) hole round that is played. The pass will not be valid after it has been punched twenty (20) times. This pass is non-transferable and may not be used by any family members living outside the employee's residence or by any guest of the pass holder.

Recreation Programs/Group Lessons

Full-time employees and regular part-time employees who work at least twenty (20) hours per week and immediate family members of full-time employees residing at the employee's residence will be allowed to enroll in recreation programs or group lessons at no charge, provided that: (1) the program is not a contractual program, such as a horse stable, ice rink, travel agency, ski lodge, which charges a per person cost to the District; and (2) for part-time employees the program does not have a waiting list.

All other regular part-time, short-term and seasonal employees and their immediate family members residing at the employee's residence may enroll in recreation program offerings of the District at the appropriate employee discount. The employee discount is based on the number of years the employee has worked for the District and on the appropriate resident rates:

Complete Years of Continuous Service	Discount
0-1 year	10% discount
1-3 years	25% discount

**Complete Years
of Continuous Service**

3-6 years
7-10 years
10 or more years

Discount

50% discount
75% discount
100% discount

Section 2 - Use of Park District Information, Property and Equipment

The protection of the District's business information, property and all other District assets are vital to the interests and success of the District. Except in the ordinary course of performing duties for the District, or otherwise permitted, no District property may be removed from the District's premises. Accordingly, when an employee leaves the District, the employee must return to the District all related District information and property that the employee has in his possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment or office supplies. Violation of this policy is a serious offense and may result in appropriate disciplinary action, up to and including discharge.

No employee, elected official or member of the public may use District property for personal use without proper authorization or during hours when the District is Closed. No District property may be released for personal use without the prior written approval of the Facility Manager and/or Department Head who is responsible for the equipment or property. Personal use of District vehicles can only be approved by the Executive Director.

For the purpose of this section, District property is defined as buildings, vehicles, facilities, grounds, tools, implements, building materials, electronic equipment, recreation and rental equipment and all other property owned, leased or in the possession of the District. Because safety and liability is of chief concern, it is expected that District property that is assigned, or authorized or permitted to be used will be operated in a fashion consistent with the District's established safety rules and regulations. Instructions on safe and proper use will be provided upon request. In addition, the use of some District property may require permits, waivers and releases. The employee will be responsible for the full cost of repair or replacement of District property, in the sole discretion of the District that is damaged or lost while it is in the employee's care and custody.

The following list constitutes those items that are authorized and not authorized for by employees or officials of the District:

Authorized:

- * Family use of fitness center
- * Use of picnic shelters/tables
- * Use of recreation equipment
- \

Not Authorized:

- * Tractor use for home landscaping
- * “Hot Work” equipment (torches, welders)
- * Extension ladders and scaffolding
- * Chippers
- * Trailers
- * Any equipment not trained for
- * Hazardous chemicals
- * Chain saws
- * Trucks or Vans

It is recognized that with any use of District owned equipment or facilities, the need for safe behavior is of extreme importance. The following loss prevention methods are to be followed at all times where applicable (this list is not all-inclusive):

1. The use of agency property and facilities outside of normal operational hours is limited to full-time staff and board members.
2. A “Permit for Use of Agency Property” is required for all personal off-hour use of District property and facilities. (Appendix F)
3. It is highly recommended that a minimum of two (2) persons be present during any use of District facilities. Family members or friends may accompany the employee or official but they are not permitted to use agency equipment or facilities of the Park District.
4. The use of equipment is limited to that equipment the individual has been properly trained to use. The Safety Coordinator’s signature is required on the “Personnel use of Agency Property” permit acknowledging that proper training has been received before any powered equipment may be used.
5. NO “Hot Work” equipment such as torches, welding units, etc., may be used by any employee or official outside of normal operating hours.
6. All equipment will be thoroughly cleaned by the user before it is returned to its proper place.
7. Any equipment removed from the shop area will be recorded on the shop bulletin board indicating the item borrowed, by whom, and when it will be returned.
8. Permission to use District property or facilities is a privilege, not a right. Failure to follow proper guidelines in their use will result in the revocation of these privileges and may result in disciplinary action or punitive measures if they are so warranted. If any problems occur with the equipment, or if the equipment breaks, the Superintendent of Parks and Facilities should be notified

immediately. If the breakage is due to negligence, the individual using the equipment will be responsible for returning the equipment to its prior condition or replacing it if its repair is not possible.

Loss, damages or theft of District property should be reported at once to management. Negligence in the care and use of District property may be considered grounds for discipline, up to and including termination.

The District's equipment, such as telephones, cellular telephones, portable technology such as laptop computers, and digital cameras, postage, facsimile and copier machines, is intended for business purposes. An employee may only use this equipment for non-business purposes in an emergency and only with the permission of his supervisor. Personal usage, in an emergency, of these or other equipment that results in a charge to the District should be reported immediately to your immediate supervisor or Business Office so that reimbursement can be made.

Upon termination of employment, the employee must return all District property, uniforms, apparel equipment, work product and documents in his possession or control.

Section 3 - Use of Park District Computer Systems

It is the policy of the District that the use of its computers and software is limited solely to appropriate business use. Except as otherwise provided below, employees are not allowed to use the computer system for their personal benefit. Employees are strictly forbidden from installing software on the system. Further, this policy reaffirms that the District's employees have no reasonable expectation of privacy with respect to any computer hardware, software, electronic mail or other computer or electronic means of communication or storage, whether or not the communication occurred on District premises or in the employee's home or whether the employees have private access or an entry code into the computer system. *The District reserves the right to monitor the use of its computer system.*

Subject to approval from the employee's Department Head, an employee's occasional use of District computer facilities for personal use and outside projects may be acceptable during non-working time. However, in order to keep these uses to a reasonable level, approval to use the system in such a manner must be given by the employee's Department Head. Moreover, please be aware that the District may purge files on its computer at any time, without notice. The District is not responsible for any personal files or outside project files that may be purged or lost.

The use of the system for such personal efforts must occur outside of the employee's scheduled working time, and any files created are to be deleted at the end of the project or personal use. Also, because of the normal heavy load on the system, personal use and outside projects will not receive priority over operational requirements, system maintenance, or file back up.

Section 4 - E-Mail Policy

Introduction

Every District employee is responsible for using the electronic mail (e-mail) system properly and in accordance with this policy. Any questions about this policy should be addressed to the Business Manager.

The e-mail system is the property of the District. It has been provided by the District for use in conducting District business. All communications and information transmitted by, received from, or stored in this system are District records and property of the District. The e-mail system is to be used for District purposes only. Use of the e-mail system for personal purposes is strictly prohibited.

Employees have no right of personal privacy in any matter stored in, created, received, or sent over the District e-mail system. Therefore, the District, in its discretion as owner of the e-mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the e-mail system, for any reason and without the permission of any employee.

Even if employees use a password to access the e-mail system, the confidentiality of any message stored in, created, received, or sent from the District from the District e-mail system still cannot be assured. Use of passwords or other security measures does not in any way diminish the District's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to the District as e-mail files may need to be accessed by the District in an employee's absence.

Employees should be aware that deletion of any e-mail messages or files will not truly eliminate the messages from the system. All e-mail messages are stored on a central back-up system in the normal course of data management.

Even though the District has the right to retrieve and read any e-mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive the prior approval of the District management.

The District's policies against sexual or other harassment apply fully to the e-mail system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no e-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

The e-mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.

The e-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from District management. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult the employee's Department Head or Executive Director.

Users should routinely delete outdated or otherwise unnecessary e-mails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. E-mails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write e-mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on District letterhead.

Any employee who discovers misuse of the E-mail system should immediately contact his Department Head, Business Manager or Executive Director.

Violations of the District's e-mail policy will result in disciplinary action, up to and including discharge. As with any policy, the District reserves the right to modify this policy at any time, with or without notice. Employees are required to sign and comply with an E-mail and Internet Policy Acknowledgment Form as a condition of employment. See Appendix D.

Section 5 - Internet Use Policy

Introduction

Although the District recognizes that the Internet may have useful applications to the District's business, employees may not engage in Internet use without prior written approval from the employee's Department Head or Executive Director, and unless a specific business purpose requires such use. (Appendix D) Absent such approval, employees may not access the Internet using the District's computer systems, at any time or for any reason. "Surfing the Net" (or Blogging) is not a legitimate business activity.

Management approval is required before anyone can post any information on commercial on-line systems or the Internet. Any approved material that is posted should obtain all proper copyright and trademark notices. Absent prior approval from the District to act as an official representative of the District, employees posting information must include a disclaimer in that information stating:

"Views expressed by the author do not necessarily represent those of the Prospect Heights Park District."

Certain employees may be provided with access to the Internet to assist them in performing their jobs. The Internet can be a valuable source of information and research. In addition, e-mail can provide excellent means of communicating with other employees, our patrons, outside vendors, and other business. Use of the Internet, however, must be tempered with common sense and good judgment.

If you abuse your right to use the Internet, it will be taken away from you. In addition, you may be subject to disciplinary action, including possible termination, and civil and criminal liability.

Your use of the Internet is governed by this policy and the E-mail Policy.

Disclaimer of Liability for Use of Internet

The District is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contain millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive conduct. Users accessing the Internet do so at their own risk.

Duty Not to Waste Computer Resources

Employees must not perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

No Expectation of Privacy

The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system as all systems are subject to inspection. The computer system belongs to the District and may only be used in accordance with this policy.

Monitoring Computer Usage

The District has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material

downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.

Blocking of Inappropriate Content

The District may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by District networks. In the event you nonetheless encounter inappropriate, offensive or explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to District blocking software.

Prohibited Activities

Material that is or could be viewed as fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or violative of the District's equal employment opportunity policy and/or its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in the District's computers. Employees encountering or receiving this kind of material should immediately report the incident to their immediate supervisor or the Business Office. The District's equal employment opportunity policy and its policies against sexual or other harassment and/or discrimination apply fully to the use of the Internet and any violation of those policies is grounds for discipline up to and including discharge.

Games and Entertainment Software

Employees may not use the District's Internet connection to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet.

Illegal Copying

Employees may not copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of your Department Head or Executive Director (or designee, if applicable).

Accessing the Internet

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to the District's network must do so through an

approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to the District's network.

Virus Detection

Files obtained from sources outside the District, including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage the District's computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-District sources, without first scanning the material with District-approved virus checking software. If you suspect that a virus has been introduced into the District's network, notify the Business Manager immediately.

Sending Unsolicited E-Mail (Spamming)

Without the express permission of their immediate supervisor, employees may not send unsolicited e-mail to persons with whom they do not have a prior business relationship. Of course, any such emails must be job related, professional and consistent with our email usage policies.

Amendment and Revisions

As with all District policies, this policy may be amended or revised from time to time as the need arises. Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

Use of the Internet via the District's computer system constitutes consent by the user to all of the terms and conditions of this policy.

Section 6 - Voice Mail Policy

Every District employee is responsible for using the voice mail system properly and in accordance with this policy. Any questions about this policy should be addressed to the Business Manager.

The voice mail system is the property of the District. It has been provided by the District for use in conducting District business. All communications and information transmitted by, received from, or stored in this system are District records and property of the District. The voice mail system is to be used for District purposes only. Use of the voice mail system for personal purposes is prohibited.

Employees have no right of personal privacy in any matter stored in, created, received, or sent over the District voice mail system.

The District, in its discretion as owner of the voice mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in,

created, received, or sent over the voice mail system, for any reason without the permission of any employee and without notice.

Even if employees use a password to access the voice mail system, the confidentiality of any message stored in, created, received, or sent from the District voice mail system still cannot be assured. Use of passwords or other security measures does not in any way diminish the District's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to the District as voice mail messages may need to be accessed by the District in an employee's absence and/or otherwise necessary for the District's business purposes.

Even though the District reserves the right to retrieve and read any voice mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or listen to any voice mail messages that are not sent to them. Any exception to this policy must receive the prior approval of District management.

The District's policies against sexual or other harassment and discrimination apply fully to the voice mail system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no voice mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

The voice mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.

Users should routinely delete outdated or otherwise unnecessary voice mails. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs. Because of the storage space required for voice mail messages, employees should not send a voice mail message to a large number of recipients without prior approval from their supervisor.

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Voice mails are sometimes misdirected or forwarded and may be heard by persons other than the intended recipient. Users should create voice mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on District letterhead.

Employees also should use professional and courteous greetings on their voice mail boxes so as to properly represent the District to outside callers.

In order to avoid accidentally disclosing message contents to unauthorized listeners, employees should not listen to voice mail messages while using the

speakerphone feature. Any employee who discovers misuse of the voice mail system should immediately contact the Business Manager.

Violations of the District's voice mail policy will result in disciplinary action, up to and including discharge (no matter when discovered).

As with any policy, the District reserves the right to modify this policy at any time, with or without notice.

Employees are required to sign and comply with a Voice Mail Policy Acknowledgement Form as a condition of employment. See Appendix E.

Section 7 - Tape Recording Policy

It is a violation of District policy to record conversations with a tape recorder or other recording device unless prior approval is received from your Department Head or all parties to the conversation give their written consent in advance. The only exception will be as authorized by law, such as for law enforcement personnel.

The purpose of this policy is to enable employees to express their views freely. Open and honest conversation may not occur when one (1) person is concerned that his conversation with another is being secretly recorded. This concern can inhibit spontaneous and honest dialogue especially when sensitive or confidential matters are being discussed.

Violation of this policy will result in disciplinary action, up to and including immediate termination.

Section 8 - Travel and Vehicle Use

The following general rules apply to the use of motor vehicles on District business. Please see your immediate supervisor for further details.

Applicable to All Vehicles Operated on Park District Business (list not all inclusive):

1. Use of any vehicle for District business must be authorized by your immediate supervisor.
2. Employees operating any vehicle for District business must have a valid driver's license with the proper classification for the type of vehicle being operated and must show proof of such license upon request. You must notify your immediate supervisor if the status of your drivers license changes.
3. Employees are required to obey all traffic regulations. This includes without limitation the use of seat belts and the "headlight

law," where vehicles must have their headlights on when their windshield wipers are on.

4. All accidents must be immediately reported to your immediate supervisor. A copy of the police report must also be included.
5. No employee may be under the influence of alcohol, illegal substances or legal drugs while operating any vehicle for District business. "Under the influence" means any amount.

District-Owned Vehicles

In addition to the regulations listed above, the following apply to any employee who has been granted authorization by the Executive Director to operate a District vehicle.

1. District owned vehicles may be taken home when authorized by the Executive Director and only in cases where the employee is subject to emergency calls during off-duty hours.
2. Employees operating District vehicles must be eighteen (18) years or older, unless restrictions apply to the vehicle being used.
3. District vehicles will not be used to transport District patrons unless the vehicle and employee are authorized to do so or in case of emergency.
4. Any employee who is required to have a Commercial Driver's License (CDL) as a condition of employment is subject to random drug and alcohol testing in accordance with Department of Transportation regulations. Please review the District's policy in Appendix B, including any amendments thereto.
5. Employees are responsible for the care and conservation of District vehicles, and must promptly report any accident, breakdown or malfunction of any unit so that necessary repairs may be made.
6. The District has the right to search any District vehicle at any time, with or without notice. Therefore, employees have no reasonable expectation of privacy with respect to District vehicles.
7. No employee may report to work affected by (in any manner) or under the influence of alcohol, illegal substances or legal drugs while operating any District-owned vehicle at any time, irrespective as to whether the use is for personal or District business. "Under the influence" means that the employee is affected by alcohol or drugs in any determinable manner. For purposes of this policy, a

determination of being under the influence can be established by a professional opinion, a scientifically valid test, a layperson's opinion, or the statement of a witness.

8. Employees are responsible for ensuring that they are, at all times, in compliance with the Child Passenger Act.

Personal Vehicles

In addition to the general regulations listed above, the following apply to any employee who operates his personal vehicle for District business.

1. Employees using their personal vehicle for District business are required to carry liability insurance on their vehicle in accordance with applicable law and may be asked to provide proof of this insurance. The District's liability insurance is secondary to the employee's own coverage.
2. Using your personal vehicle to transport participants in any District programs is strictly prohibited.
3. Reimbursement for authorized use of personal vehicles will be predetermined by a monthly car allowance or at the standard mileage rate established by the IRS and will be considered payment for the use of the vehicle, insurance and all other transportation costs.

In order to qualify for reimbursement, you must secure prior written approval from your immediate supervisor or Department Head, provide proof of the mileage used for District business and provide proof that the vehicle was used on District business (*i.e.*, submission of an approved mileage reimbursement form and other appropriate documentation such as receipts as required by the District).

District-Owned Cellular Phones

Employees who have been issued District cell phones shall only use the phones for District-related business. Employees must, at all times, ensure that the voice mail greeting is in the employee's voice. The message must have a friendly tone and include the employee's name and the fact that the employee is associated with the District.

Employees who have been issued a District cell phone will be responsible for the phone. The District will replace one (1) lost or damaged (through normal usage) cell phone at its expense. Employees will be required to reimburse the District for subsequent lost and/or District-owned cellular phone.

From time to time, employees who have been issued District cell phones use their cell phones while operating a vehicle (District or personal). Extreme caution shall be used while operating motor vehicles and using District cell phones; employees also must comply with all applicable use and driving laws and other obligations. For example, it is critical that you use a hands-free device (Blue Tooth, etc.) when driving. Additionally, you are prohibited from texting while driving; you must pull over with the car completely parked.

Section 9 - Personal Cell Phones

Personal cell phones shall never be used when operating a District vehicle. Personal cell phone use is discouraged in the workplace and should be limited to emergencies only. Should an employee need to use a personal cell phone, calls should be made during the lunch or break periods. Personal cell phone use should be limited in length, frequency and at no time should it become a distraction in which it compromises a safe work environment or reduces productivity.

CHAPTER 6 - EMPLOYEE CONDUCT

Section 1 - Introduction

Employees of the District work together as a team to develop, promote and maintain our quality recreational programs and facilities for the community. Each employee is expected to work toward meeting our goal of providing services in a friendly, efficient and professional manner. Employees are urged to make any suggestions they feel will be of benefit to the District and our patrons which would save time, reduce waste, promote safety, increase efficiency and make the working and recreational experience for all persons more enjoyable.

As a District employee, you are expected to demonstrate the highest standards of personal and professional integrity, honesty, responsibility, and fortitude in the performance of your duties. Employees are expected to treat District patrons and their fellow employees honestly, fairly and courteously. The rules identified below have been prepared to serve as a guide for employee conduct while acting on behalf of the District. These rules are designed to promote orderly, safe and efficient operations. They have been developed through common sense and years of experience, and all employees are required to carefully read these rules and to conduct themselves accordingly. The lists are not all-inclusive and may be expanded or revised in the sole discretion of the District to meet our business needs:

Section 2 - Compliance with District Policies and Procedures

You are required to comply with all policies and procedures established by the Board of Park Commissioners, immediate supervisors, and administrative staff of the District.

Section 3 - Compliance with Supervisory Directive

You are required to comply with the directives of your immediate supervisors, the Board, and administrative staff in the performance of your duties.

Section 4 - Acting in District's Interests

You are expected to act and conduct yourself at all times in the best interest of the District.

Section 5 - Accurate Records

Any reports you produce, or records you maintain, are important to the administration of the District and they must be accurate and complete.

Section 6 - Attendance, Punctuality & Dependability

Attendance is an essential part of your total job performance and is critical to the smooth and efficient operation of the District. Unexcused absenteeism and tardiness are expensive, disruptive, and place an unfair burden on your fellow employees and your immediate supervisor. Accordingly, it is imperative that you report to work regularly, promptly and be ready to perform your assigned duties at the beginning of your workday. To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in dismissal.

If you are going to be late or absent for any reason, you or someone else for you must telephone your immediate supervisor at least thirty (30) minutes prior to your scheduled starting time. If your immediate supervisor is not available, contact the supervisor at the succeeding level of authority in your department. If you are unable to contact either supervisor directly, you may leave a voice mail. It is your personal responsibility to ensure that proper notification is given.

If you must leave work early because of an illness or personal emergency, you must make every reasonable effort to promptly advise your immediate supervisor or if your immediate supervisor is not available, the supervisor at the succeeding level of authority in your department.

Your notice must include a reasonable explanation for your absence or tardiness, and a statement as to when you expect to arrive at or return to work. You may be required to present a doctor's note or other documentation substantiating the length of and reasons for your absence or tardiness. The foregoing notice requirements apply to each day of absence or tardiness, including without limitation consecutive days. Failure to satisfy these requirements may result in loss of pay for the time in question and/or subject you to disciplinary action, up to and including dismissal. Moreover, if you fail to report to work on three (3) consecutive working days without notifying any supervisor, you will be considered to have voluntarily abandoned your employment with the District and for that reason you will be dismissed. (Exceptions only as required pursuant to FMLA, for example)

Attendance is an essential function of every job. Even though you provide proper notice of your absence or tardiness, continued irregular attendance or excessive absenteeism or tardiness, as determined in the sole discretion of the District, constitutes unsatisfactory performance and will subject you to disciplinary action up to and including dismissal.

In calculating an employee's attendance record, all absences, whether paid or unpaid, approved or without approval, or with or without notice, will be counted except for absence due to the following: approved leave under the Family and Medical Leave Act, approved military leave, and other approved paid leaves.

If you find it necessary to leave work because of illness or personal emergency, you must obtain prior approval from your immediate supervisor. If your immediate

supervisor is unavailable, contact the supervisor at the succeeding level of authority in your department.

Section 7 - Proper Dress and Appearance

The personal appearance of employees conveys to the public a general impression of the District. Your attire, including jewelry, on the job should be in good taste, clean, neat and appropriate for the duties being performed. The District expects that you will be mature in choosing the type of hairstyle, accessories, shoes, and make-up that you wear while working. Safety equipment and attire may be required for certain jobs. Maintenance personnel, at the discretion of the Department Head/Supervisor will be provided with appropriate uniform attire. Pool staff and day camp staff also are expected to wear appropriate uniform as determined by their immediate supervisor.

Employees should avoid extremes in dress and appearance. Employees must be neat, clean and orderly at all times while on duty. Hair must be neat, clean, trimmed and present a groomed appearance. Mustaches and beards are permitted as long as they are neatly trimmed and groomed, and such facial hair does not pose a safety or health risk given the nature of the employee's job responsibilities. For safety purposes, all employees working with maintenance equipment must either keep their hair in the back no longer than one inch below the ear or must firmly secure longer hair so that it does not hang below the ears.

Exposed body piercing jewelry is strictly limited to the employee's ears, and the style of earring or jewelry may not present a safety hazard to you, your coworkers, or the public, as determined by the District.

Tattoos cannot be offensive in nature (i.e., words including profanity and/or symbols or any message). Any tattoo design deemed to be inappropriate by management will not be allowed. Tattoos must not be immodestly placed so as to draw inappropriate attention. Excessive visible tattoos will not be permitted. These issues will be addressed on a case-by-case basis to consider employee interests and District's business needs.

Clothing and shoes that are torn, frayed, deteriorated, and/or visibly dirty are considered unacceptable attire.

Any employee who cannot comply with this policy based upon disability, religion, national origin, or other legally recognized basis must forward a written request to the Executive Director in advance asking for an authorized deviation from this policy. Said request shall include the policy exception requested, and include the basis for said request. Reasonable accommodations will be provided as required by law.

It is your responsibility to wear your nametag and/or uniform while on duty if one has been provided to you. Please remember that uniforms, nametags, keys, and other District property are and remain the property of the District and must be returned upon termination of your employment. Employees will be held liable for the cost of replacing

any damaged or lost District property. Also please remember that uniforms, nametags, and other identifying items identify you as a District employee while you are on duty. They are not to be worn when you are not on duty and are to be worn by the employee only.

Section 8 - Work Areas

1. Work areas will be kept clean and orderly at all times.
2. Apparel such as boots, coats and umbrellas will be stored in designated areas.
3. Prior to the end of the workday, all tools and equipment will be cleaned and stored. All items, papers, or information of value must be properly secured.
4. Non-work materials, such as posters, signs, pictures and calendars are permitted to the extent that they do not interfere with the performance of work and they are not offensive to a reasonable person. The Executive Director is the final authority when deciding whether or not a non-work item is permissible.

Section 9 - Sobriety and Substance Abuse

Introduction

Employees are expected and required to report to work on time and in an appropriate mental and physical condition for work. To do so, employees must not have any amount of alcohol or illegal drugs in their system on our property or while engaged in business activities. Violators may be subject to disciplinary action, up to and including dismissal.

At no time during your service to the District should you be under the influence or in the possession of alcohol or illegal drugs during working hours. If you work on or near vehicles or machinery, handle hazardous materials or substances of any kind, or have public safety responsibilities (*i.e.*, transporting District patrons to outings or supervising programs or facilities operations) and you have taken or are under the influence of legal drugs, you must report the use of such legal drugs to your immediate supervisor if the legal drug may cause drowsiness or alters perception or reaction time.

Any employees who are using prescription drugs that may have adverse side effects should inform their supervisor or Department Head as soon as possible that they are taking medication on the advice of a physician. Such employees are responsible for disclosing to the Supervisor or Department Head the possible side effects of the drug on work safety or performance and the expected duration of its use before returning to work.

Employees are forbidden to sell or make transactions involving illegal drugs during work or at District facilities, properties, or in its vehicles. Violators may be subject to immediate disciplinary action, including, but not limited to, termination. Any sale, use, possession or transfer of illegal drugs during work or on District's premises, facilities, or in District vehicles will be treated as gross misconduct, punishable by immediate discharge for the first (1st) offense.

Procedure for Reporting Possession of Use of Alcohol or Illegal Drugs

If you know of possession or use of alcohol or illegal drugs by employees, you are encouraged to discuss your questions, problems, complaints, or reports with your immediate supervisor or Business Manager. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the supervisor's supervisor or the Executive Director.

As indicated earlier, you are encouraged to seek assistance with an alcohol or drug problem prior to any policy violation. Reasonable accommodations will be considered as appropriate.

Section 10 - Weapons Policy

Introduction

The District strictly prohibits and does not tolerate weapons at any District facility, on any District property, or at any District-sponsored event. Weapons include visible and concealed weapons, including those for which the owner has necessary permits. Weapons can include firearms, or pocket knives (any length) , explosive materials or any other objects that could be used to harass, intimidate, or injure another individual, employee, manager, or supervisor, or patron.

Employees who violate this policy may be subject to disciplinary action, up to and including termination (no matter when discovered).

Procedure For Reporting Possession Of A Weapon

If you know of an employee possessing a weapon, you are required to discuss your questions, problems, complaints, or reports with your immediate supervisor. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the supervisor's supervisor or the Executive Director.

Section 11 - Employee Cooperation

District employees provide a service to the community, and each employee must cooperate with fellow workers and the public in order to set a high standard of work performance and compliance with District policies and safety rules. Unwillingness or failure to cooperate will subject the employee to disciplinary action, up to and including

dismissal. The employees of the District must function as a team, and each employee is required to make a positive contribution in the interest of effective and efficient public service.

Wrongful conduct, including without limitation insubordination, failure or refusal to follow directions of management which leads to actual or potential harm to the District such as employee divisiveness, loss of morale, or work place disruption will not be condoned and may lead to disciplinary action, up to and including dismissal. This will be construed to the fullest extent permitted by law.

Section 12 - Carelessness Policy

The District prohibits, forbids, and does not tolerate carelessness, substandard or hazardous work practices within its facilities, on its property, or while conducting District business.

The District expects and demands that its employees perform their employment duties with care and attention to our patrons' needs, the safety and welfare of fellow employees, and to District quality standards and requirements. Carelessness or negligent behavior or actions may result in disciplinary action, up to and including immediate discharge. Employees who fail to respond to the District's efforts to correct carelessness also may be subject to disciplinary action, up to and including discharge.

Procedure for Reporting Careless, Hazardous or Substandard Work Practices

If you are aware of a careless or negligent act or behavior, you must immediately report the act or behavior to your immediate supervisor (or designee if your supervisor is not immediately present). If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the supervisor's supervisor or the Executive Director.

Section 13 - Smoking

Smoking is prohibited during non-break times and in or on any District building, facility, equipment, or vehicle or while working directly with the public (or within 15 feet of any entrance to same). Smoking is prohibited on District premises at all times for all employees who are under eighteen (18) years old.

Section 14 - Workplace Wrongdoing Policy

The District does not tolerate workplace wrongdoing on District premises, property, District-sponsored events, or while acting within the scope of employment.

The District does not tolerate theft of property, whether from the District, patron or from a co-worker. Employees should seek permission before removing District material, tools, or other items, including damaged goods, scrap material, or any other material. The District prohibits false or misleading information on any expense account

sheet or on any insurance claim submitted under the District's health care benefits or workers' compensation benefits program (no matter when discovered).

The District prohibits fighting on its premises. An employee, who instigates physical violence or threatens physical violence (even if joking), may be subject to disciplinary action, up to immediate discharge.

The District prohibits horseplay, practical jokes, and pranks. Any employee who violates this policy may be subject to disciplinary action, up to immediate discharge.

The District prohibits embezzlement or stealing of District funds, including but not limited to, stealing money from a District account, stealing postage, or unlawful use of telephone privileges. Any employee who violates any of these rules or policies may be subject to disciplinary action, up to immediate discharge (no matter when discovered).

Procedure for Reporting Workplace Wrongdoing

If you are aware of a careless or negligent act or behavior, you must report the act or behavior to your immediate supervisor. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the supervisor's supervisor or the Executive Director.

Section 15 - Telephone Usage

Because a large percentage of District business is conducted over the phone, it is essential to project a professional telephone manner at all times.

Although the District realizes that there are times when an employee may need to use the telephone for personal reasons during scheduled non-working time, it is expected that good judgment will be used in limiting the length and frequency of such calls. Additionally, no long distance personal calls may be made on District phones without prior approval from the employee's immediate supervisor.

This is a privilege and not a right and may be withdrawn by your immediate supervisor if abused.

Section 16 - Security & Keys

In the interest of safety and protection of property, strict control over access to Park District property, work locations, records, computer information, cash and other items of value or confidential nature must be maintained. Employees are prohibited from placing personal locks on Park District property and such locks are subject to removal by the District at any time. Employees who are assigned keys, safe combinations or other access to Park District property in connection with their job responsibilities must exercise sound judgment and discretion to protect against theft,

loss or negligence. Employees must immediately report any loss of keys to their immediate supervisor. Failure to do so may result in disciplinary action, up to and including discharge. Keys may not be copied or transferred from one employee to another without the prior written authorization by the appropriate Facility Manager.

Section 17 - Violence in the Workplace

The District strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be reported to the employee's immediate Supervisor and/or the Department Head. All complaints will be investigated and remedied, if appropriate.

The District will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including immediate discharge.

Section 18 - Reporting Improper or Unsafe Activity

You are expected to act and conduct yourself at all times in the best interests of the District. If you reasonably suspect or you know that another District employee is engaged in or has engaged in unlawful conduct while on duty, you must immediately report such misconduct together with any supporting information to the Executive Director.

Section 19 - Political Activity

District employees are expected to serve all patrons equally. The political opinions or affiliations of any patron should in no way affect the amount or quality of service received from the District.

District rules do not preclude an employee from becoming a political candidate or from taking part in election campaigns and other lawful political activities. However, employees may not engage in political activities at any time while on duty or when they may be identified as an employee of the District by any means such as uniform, insignia, motor vehicle or in any other manner. Political activities include, but are not limited to, running as a candidate for public office, soliciting or receiving funds for a political party or candidate for public office, soliciting votes for such party or candidate, attending political rallies, circulating petition, distribute political literature, or encouraging others to do any of the above. For purposes of this paragraph "while on duty" includes those hours you are scheduled to work and are working for the District but does not include approved breaks, lunches, or other duty-free periods of time. Employees are also prohibited from interrupting or disturbing other employees while they are on duty.

Political affiliation, preference or opinion will not influence an individual's employment, retention or promotion as a District employee. Employees of the District will not be required to contribute monies to any candidate or political party, but may do so on a strictly voluntary basis.

Section 20 - Solicitation, Distribution & Use of Bulletin Boards

Introduction

Employees may not solicit any other employee during working time, nor may employees (or non-employees) distribute literature on District premises, which includes all areas where employees perform their assigned work tasks, during working time. Under no circumstances may an employee disturb the work of others to solicit or distribute literature to them during their working time.

You may not accept the solicitation or the distribution of literature by any non-employee while on duty. For the purposes of this policy “while on duty” does not include authorized breaks, lunches, or other duty-free periods of time.

Bulletin Boards

Bulletin boards maintained by the District are to be used only for posting or distributing authorized material of the following nature (when previously approved by the District):

1. Notices containing matters directly concerning District business.
2. Announcements of a business nature which are equally applicable and of interest to employees.
3. All posted material must have prior authorization from administrative staff. All employees are expected to check these bulletin boards periodically for new and/or updated information and to follow the rules set forth in all posted notices.

Any employee who violates this policy is subject to disciplinary action, up to and including discharge.

Section 21 - Gifts

You must not solicit or accept any gift, gratuity or other reward from any person, business or entity that is doing business with the District or is attempting to secure business from the District. Further, you must not solicit or accept, nor should you expect people who use our programs or facilities to give you gifts, gratuities or other rewards, or other remunerative devices or favors for performing your job, except as otherwise provided in this section. If someone offers or gives you a gift as a result of your position as our employee, you must report it to the Executive Director. The Executive Director must promptly report any offers or gifts made to the Executive Director to the President of the Park Board.

This policy does not apply to nominal non-cash matters such as a cup of coffee, a soft drink, a sandwich, or other similar items with a value below \$20. However, you

must report such non-cash matters to your Department Head. If you are in doubt about any provisions of this section, contact your Department Head; Department Heads may contact the Executive Director and the Executive Director may contact the Board. This policy applies to all employees. Retention of any gift will be conditional upon the approval of the Executive Director after consultation with the appropriate Department Head. Failure to properly report a gift, gratuity or other reward may subject you to disciplinary action up to and including dismissal.

Section 22 - Conflicts of Interest

The District expects our employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the District. Business dealings that appear to create an actual or perceived conflict between the interests of the District and an employee are unacceptable.

The District recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that the District may assess and prevent potential conflicts of interests from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the District's business dealings.

It is the responsibility of every District employee to disclose any personal or financial interest in any person, firm, company or any business entity doing business with the District. This information is required to determine whether any undue or special influence may be involved in sales to or purchases from the District. Such disclosure must be made in writing by the employee and forwarded to the Executive Director for review of a potential conflict of interest.

Although it is not possible to specify every action that might create an actual or potential conflict of interest, this policy sets forth the ones which most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he should immediately contact the Business Manager or Executive Director to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

Individuals employed in a supervisory capacity or authorized to purchase equipment may be required to file a Statement of Economic Interest as required by Illinois Law. Please see the Executive Director for details.

A violation of this policy may result in immediate and appropriate discipline, up to and including immediate termination.

Section 23 - Outside Activities

Outside work activities are not allowed when they:

- Prevent the employee from fully performing work for which he is employed at the District, including overtime assignments;
- Involve organizations that are doing or seek to do business with the District, including actual or potential vendors;
- Violate provisions of law or the District's policies or rules; or
- Conflict with regular work hours, available for overtime, availability for on-call assignments, impair efficiency, or in any way adversely affect the employee's job performance.
- Pose any actual or potential harm to the District, its property, reputation or business activities.

From time to time, District employees may be required to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with any outside activity, the full-time employee's obligations to the District must be given priority. Full-time employees are hired and continue in the District's employ with the understanding that the District is their primary employer and that other employment or commercial involvement which is in conflict with the business interests of the District is strictly prohibited.

Further, employees shall not enter into any contracts with an individual or company for the performance of services while on duty or while using District vehicles, equipment or other District property. No employee shall receive pay other than District pay, for performing services while on duty.

CHAPTER 7 - SAFETY IN THE WORKPLACE

Section 1 - Introduction

It is the District's intention to provide a safe environment for employees and the public who use our programs, facilities and parks. Employees are expected to perform their assignments in a manner that will avoid injury. Supervisory personnel and the Risk Manager are available for assistance in safety-related matters.

In keeping with this objective, the following safety rules have been developed. Employees are required to read and follow these rules and the rules, policies and procedures of their respective facilities or departments.

Section 2 - General Safety Policy and Rules

Safety while on the job is the responsibility of every District employee. With proper precautions, most accidents on the job can be prevented. It is every employee's responsibility to know and comply with all health and safety policies, rules and regulations, and to act in a safe manner. Contact your Department Head to ask to receive additional safety training.

Carelessness, inattention, neglect and disregard for safety rules cause accidents. Therefore, you must at all times be careful, attentive, alert, and follow proper safety procedures. The District will not condone any breach of safety rules or regulations by employees. You are expected to be alert for safety hazards that may exist and could affect the general public or employees of the District. You are also responsible for reporting any unsafe equipment or condition to your immediate supervisor immediately upon your discovery of such condition. We must all work together to achieve a safe and healthy working environment. You should make certain that you do not create safety hazards and that safety hazards are eliminated.

It is the intent of the District to provide a safe working environment for you and a safe leisure environment for the public using our programs, facilities and parks. It is also the intent of the District to develop, implement and administer a safety and comprehensive loss control program. In all assignments, the health and safety of all persons should be the first consideration.

You are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. You should use your best efforts to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted and removed and accidents are investigated as appropriate. We are confident that with your help this program will be successful and we expect your cooperation and support. Accordingly, all employees shall adhere to the following rules (list not all-inclusive):

1. Horseplay and threatening or fighting will not be tolerated in the workplace.

2. Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs will not be tolerated in the work place.
3. Your immediate supervisor must be informed if you are required to take medication (or be under the influence of medication) during work hours which may cause drowsiness, alter judgment, perception or reaction time. Written medical evidence stating that the medication will not adversely affect your decision-making or physical ability may be required. Please refer to Section 6-11 and review the comprehensive Alcohol and Drug Abuse Policy in Appendix A.
4. Your immediate supervisor must be notified of any permanent or temporary impairment that reduces your ability to perform in a safe manner or prevent or hinder your performance of the essential functions of your position.
5. Personal protective equipment must be used when potential hazards cannot be eliminated.
6. Equipment is to be operated only by trained and authorized personnel.
7. Periodic inspections of workstations may be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.
8. Any potentially unsafe conditions or acts are to be reported immediately to your immediate supervisor.
9. If there is any doubt about the safety of a work method, your immediate supervisor should be consulted before beginning work.
10. All accidents, near misses, injuries and property damage must be reported to your immediate supervisor, regardless of the severity of the injury or damage.
11. Failure to report an accident or known hazardous condition may be cause for disciplinary action up to and including dismissal.
12. All employees must follow recommended work procedures outlined for their job, department and/or facility.
13. Employees are responsible for maintaining an orderly environment. All tools and equipment must be stored in a designated place.

Scrap and waste material are to be discarded in a designated refuse container.

14. Any smoke, fire or unusual odors must be reported promptly to your immediate supervisor.
15. If you create a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended.
16. Safety and restraint belts must be fastened before operating any motorized vehicle.
17. Employees who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals and markers and all applicable laws.
18. Employees who are authorized to drive are responsible for having a valid driver's license and legally required insurance coverage for the class of vehicle they operate. You must report revocation or suspension of your driver's license to your immediate supervisor. Any fines and tickets received will be the responsibility of and paid for by the employee who incurred the fine and/or ticket.
19. All employees must know departmental rules regarding accident reporting, evacuation routes and fire department notification.
20. Departmental and facility rules and procedures specific to departmental operations must be followed by each employee in the department.
21. Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as required.

Section 3 - Safety Committee

The District Safety Committee is intended to assist District employees in helping to provide safe and efficient operations and services for employees and patrons. The Safety Committee is normally comprised of one (1) or more employees from each department. The Safety Committee attempts to:

1. Create and maintain an active interest in the safety of District employees, patrons, operations;
2. Disseminate health and safety information throughout the District;

3. Inspect and recommend methods to eliminate hazardous conditions; and
4. Provide information regarding the improvement of the safety program.

Section 4 - Park District Risk Management Agency (PDRMA)

The District is a member of the Park District Risk Management Agency (PDRMA). PDRMA is an organization of Illinois public park and recreation agencies formed as a contractual organization under the Illinois Intergovernmental Cooperation Act to administer a program of self-funding and commercial insurance in the areas of property, liability and workers' compensation. In addition, PDRMA provides support services such as claims and litigation administration and management, loss control services and training, legal services, risk management, and financial reporting services.

All employees are expected to cooperate fully with PDRMA staff.

Section 5 - Your Right to Know

Working With Hazardous Substances

The Park District is committed to taking reasonable steps to protect you against the dangers of hazardous materials on the job. Safety training and the proper handling and storage of hazardous substances are just a few of the things we do to keep you safe. In addition, the Occupational Safety and Health Administration (OSHA) has issued a regulation that states that you have a right to know what hazards you face on the job and how you can protect yourself against them. This is your RIGHT-TO-KNOW.

OSHA hazard Communication Standard affects everyone in the workplace who comes into contact with hazardous materials. Chemical manufacturers must determine the physical and health hazards of each product they make, and they have to let users know about those hazards by providing information on the container label and on a Material Safety Data Sheet (MSDS) for every product.

When required, the District will develop a written hazard communication program that:

- Tells employees about the Hazard Communication Standard.
- Explains how the standard is in effect in the workplace.
- Provides information and training on hazardous chemicals in the workplace, which includes how to recognize, understand and use labels and MSDS sheets, and the correct safety procedures for working with hazardous substances.

Employees have to read labels and MSDS sheets, and they have to follow the District's safety procedures for storing, handling and using hazardous materials.

What Information is on the Label?

Although labels differ from company to company, all labels will contain similar types of information. The label will use words and/or symbols to tell you:

1. The common name of the substance.
2. The name, address, and emergency phone number of the company that made or imported the substance.
3. A signal word that outlines the seriousness of the substance. Signal words, ranked from the most serious to the least serious, are **Danger, Warning, and Caution.**
4. The physical hazards (Will it explode or catch fire? Is it reactive?) and the health hazards (Is it toxic? Could it cause cancer? Is it an irritant?) of the substance.
5. The precautionary measures to be taken, including basic protective clothing, equipment, and procedures that are recommended when working with this substance.
6. First aid instructions, in case of exposure.
7. Proper handling and storing instructions.
8. Special instructions concerning children.

While a lot of valuable information can be found on the label, refer to the MSDS sheet if you don't find all of the information you need.

What Information is on MSDS Sheets?

The MSDS sheet is your guide to working safely with hazardous substances. This sheet provides information on everything that is known about the substance, including chemical and physical dangers, safety procedures, and emergency response techniques. Specifically, MSDS sheets cover:

Identity, including the manufacturer's name, address and phone number, and the date the substance was produced.

Hazardous ingredients, including the substance's hazardous components, its chemical ID, and common names. Worker exposure limits to the substance and other recommended limits are also included.

Physical and chemical characteristics, such as boiling point, vapor pressure, vapor density, melting point, evaporation rate, water solubility, and appearance and odor under normal conditions.

Physical hazards, including fire and explosion, and ways to handle those hazards (such as firefighting equipment and procedures).

Reactivity, including whether or not the substance is stable, and which substances and situation to keep it away from so it won't react.

Health hazards, including how the substance can enter the body and the possible health hazards that could arise from exposure. This section also covers signs and symptoms of exposure, such as eye irritation, nausea, dizziness, etc., and whether or not the substance is carcinogenic. Emergency and first aid procedures are also outlined.

Precautions for safe handling and use, including what to do if the substance spills or leaks; how to dispose of the substance; equipment needed for cleaning up spills and leaks; proper storage and handling; and any other necessary precautions.

Control measures will lessen your exposure to the materials. This section outlines the personal protective equipment, clothing, respirators, and ventilation that should be used when handling the substance. Special work or hygiene practices are also outlined.

OSHA's Right-to-Know regulation was developed to protect you on the job and all guidelines will be construed as required by then applicable law.

For the Right-to-Know Standard to be effective, you must:

- Respect all warnings and precautions – don't take any chances!
- Read all substance labels and MSDS sheets
- Follow warning and instructions
- Use the correct personal protective equipment when handling hazardous substances
- Know in advance what could go wrong and what to do about it
- Practice sensible, safe work habits
- Ask your supervisor, when in doubt

Note **When we work safely and smart, we make the workplace safer for everyone.**

CHAPTER 8 - DISCIPLINARY ACTIONS

Section 1 - Disciplinary Actions

Introduction

All employees are expected to meet the District's standards of work performance, engage in acceptable conduct and to satisfactorily perform your duties under the policies, guidelines and rules contained in this Manual. In addition, you are expected to follow any other District policies, rules and guidelines, performance standards, the directions of your Supervisors, and to act in accordance with federal, state and local law. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the District's policies and procedures.

If an employee does not meet these standards, the District may, under appropriate circumstances, take corrective action, which may or may not include immediate dismissal. The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance that need improvement such as work performance, attendance problems, attitude, personal conduct, general compliance with the District's policies and procedures and/or other disciplinary problems. Although not required or guaranteed, some form of progressive discipline may be used if deemed appropriate by the District. You may be dismissed, however, after a progressive disciplinary action has not changed any substandard performance or misconduct on your part. **Note: Notwithstanding the District's option to use progressive discipline, the District is not required to do so and may, in its sole discretion, forego lesser forms of discipline at any time and proceed immediately with your dismissal (or suspension if deemed appropriate).**

While we hope and expect the need for disciplinary action will be rare, when your job performance, attitude, or conduct falls short of our established standards, we will not hesitate to take appropriate action. Such actions will range from oral reprimands to termination. This means that, as a general rule, you will be given an increasingly severe penalty each time an offense is committed. *Some types of misconduct, however, are so intolerable that termination may be imposed for the first offense.*

Oral Reprimand

Oral reprimands may be issued by your supervisor(s) or any member of management. Oral reprimands are issued for the primary purpose of expressing disapproval of conduct or poor work performance and/or attendance, to clarify applicable procedures or guidelines, and to warn you that repetition of the conduct or failure to improve work performance and/or attendance may result in more severe discipline including discharge. The supervisor imposing the oral reprimand will discuss

the reprimand with you and suggest how to correct the offending conduct. Documentation of an oral warning may be placed in your personnel file.

Written Reprimands

Written reprimands may be issued by your supervisor(s). Written reprimands also may consist of a conference between you and the supervisor imposing the reprimand, and a written memorandum expressing disapproval of conduct or poor work performance and/or attendance and warning you that repetition of the conduct or failure to improve may result in more severe discipline including discharge. Written reprimands will be used for poor work performance, poor attendance, or repeated misconduct of a minor nature or for more serious misconduct which in the District's opinion does not warrant suspension or discharge.

You are asked to sign the written reprimand indicating receipt of the warning and your understanding of the reason for the reprimand. You will also be given an opportunity to provide written comments on the form. If you refuse to sign, another Supervisor will be asked to witness your refusal. A copy of the written reprimand normally will be placed in your personnel file.

Suspension

A suspension is defined as temporarily relieving an employee from duties. Depending on the circumstances, a suspension may be with or without pay, in the sole discretion of the Executive Director. The supervisor(s) imposing the suspension generally will meet with you and give you written memorandum outlining the details of your suspension, including without limitation, the reasons for and duration of your suspension. During this meeting, you will be given an opportunity to respond to the reason(s) for your suspension.

The duration of your suspension (if any) shall be determined in the sole discretion of the Executive Director. Unpaid suspensions of non-exempt employees will be based on daily increments. To the extent permitted by law, unpaid suspensions of exempt employees will be based on weekly increments.

You are asked to sign the written notice of your suspension indicating receipt and understanding of the reason(s) provided in the suspension memorandum. You will also be given an opportunity to provide written comments on the notice. If you refuse to sign, another Supervisor will be asked to witness your refusal. A copy of the notice may be placed in your personnel file.

Discharge

A discharge is a termination of employment initiated by the District. You may be discharged for any lawful reason (or no reason) at any time with or without prior notice. All District employees serve at the will of the District.

Section 2 - Examples of Reasons for Disciplinary Action

You may be reprimanded, suspended, and/or discharged whenever it is determined, in the District's sole discretion, to be in its best interests. Nevertheless, listed below are some examples of reasons for disciplinary action. This list, however, does not constitute an exhaustive list of all of the acts that may subject you to disciplinary action including discharge and does not change the employment-at-will relationship between the employee and the District. Instead, the following list sets forth some of the more typical cases that arise in the course of an employment relationship. They may include but are not limited to:

1. Failure to adhere to District policies and/or procedures including without limitation safety policies, ordinances and procedures.
2. Absence from duty without permission or pursuant to authorized leave policies, habitual tardiness, excessive absenteeism, or misrepresentation of material facts relating to the use of leave.
3. Extending breaks or lunches and/or not taking breaks or lunches at scheduled times.
4. Leaving job during working hours without permission.
5. Failing to obey any lawful official rule, regulation or order, or failure to obey any proper direction made or given by your supervisor(s).
6. Inability or unwillingness to take orders from supervisor(s).
7. Uncooperative, hostile or discourteous attitude or conduct toward your supervisor(s), the Board, co-workers or members of the public or threatening or striking any person who is in or on Park District property or participating in District activities.
8. Being wasteful of or the destruction of District supplies, materials, vehicles, equipment, tools, working time or other District property.
9. Failing to wear uniform or safety equipment (e.g., safety shoes, glasses, goggles and/or face shield) as required by this Manual and/or department manuals, rules and/or procedures or the failure to wear appropriate clothing for duties as required by this Manual or department manual, rules and/or procedures.
10. Endangering one's safety and/or the safety of others because of failure to act properly and safely in the performance of job duties.
11. Failing to follow any federal, state, local or District law, rule or regulation while on duty or while in or on District property or

engaging in criminal activity while on duty or while in or on District property.

12. Failing to immediately report an accident or known hazardous conditions to your immediate supervisor.
13. Gambling, fighting or threatening to harm another while on duty.
14. Being under the influence or possession of intoxicants or illegal drugs while on duty or on District property or failing to notify the Park District that you are taking legal drugs when such notice is required. Any other violation of the alcohol and drug policies in place at the District.
15. Theft or misappropriation or the careless, negligent or improper use of funds or property belonging to the District, fellow employees or the public.
16. Possessing of weapons in or on Park District property or while on duty.
17. Conviction of a crime.
18. Incompetent, inefficient or negligent performance of duties; inability or failure to perform duties properly.
19. Failing to maintain valid driver's license or other license or certification which may be required for your position or as provided in this Manual.
20. Smoking in restricted areas or in violation of smoking policy.
21. Harassing other employees or members of the public, or other violation of our Anti-Harassment Policy.
22. Dishonesty; lying to District personnel or falsifying or providing misleading or omission of information on forms, records or reports provided to or on behalf of the District including without limitation accident reports, employment applications/resumes, financial reports, reimbursement reports and departmental reports.
23. Timecard or sign-in book violations.
24. Unauthorized possession, use or copying of any records that are the property of the District.

25. Sleeping or appearing to be resting when not authorized to do so while on duty.
26. Violating employee policies, rules or guidelines or engaging in any conduct determined by the District in its sole discretion not to be in its best interests, including but not limited to violation of the conflict of interest policy.
27. Any violation of policies or procedures regarding the privacy of individually identifiable health information (or protected health information), as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
28. Any misrepresentation on the Economic Interest Statement.
29. Any other act deemed harmful to the District, its property, employees, reputation or the public.

Section 3 - Review of Disciplinary Action Other Than Dismissal

In the case of disciplinary action other than dismissal, you may request a review of the action by submitting your request in writing to your immediate supervisor within five (5) working days from the date the action was taken. Your immediate supervisor may meet with you and should issue a written determination generally within ten (10) working days of receipt of your written request for review when presented. If you are not satisfied with this determination, you may seek review by submitting a written request with a copy of the initial determination to the supervisor at the succeeding level of authority in your department within five (5) working days after the date of the initial determination. This supervisor may meet with you and should issue a written determination within ten (10) working days of receipt of your written request for review. If you are not satisfied with the determination at this stage, you may continue this process through each succeeding supervisory level in your department up to the Executive Director. Any decision of the Executive Director shall be final.

The District's failure to strictly adhere to the time limits or the procedure in this section shall not affect the resolution of any disciplinary action.

This procedure should be followed to the extent that it is, in the District's sole discretion, practicable under the circumstances.

Section 4 - Review of Dismissal

The decision to dismiss you shall be final unless you request a review of your dismissal by submitting a written request to the Executive Director within five (5) working days from the date the action was taken. The Executive Director or a designee may meet with you and investigate the circumstances surrounding your dismissal when appropriate. The Executive Director or the designee(s) may issue a written

determination within ten (10) working days of receipt of your written request. The Executive Director's decision shall be final.

If you are a Department Head who has been dismissed, you may make a request to the President of the Board ("President") to have your dismissal reviewed by the Executive Board. The Executive Director's decision to dismiss you shall be final unless you submit a written request for review of dismissal to the President within five (5) working days from the date the action was taken. The President and the Board may meet with you and investigate the circumstances surrounding your dismissal. The President on behalf of the Board may issue a written determination within ten (10) working days of receipt of your written request. The Board's decision shall be final.

Nothing in this section shall limit or restrict the District's right to dismiss an employee at any time, with or without cause. The District's failure to strictly adhere to the time limits or the procedure in this section 8-4 shall not affect the resolution of any disciplinary action.

This procedure will be followed to the extent that it is, in the District's sole discretion, practicable. The District reserves the right to proceed directly to the Executive Director's or the designee's review of an employee's dismissal.

Section 5 - Employee's Response

You may respond to any disciplinary action taken against you by preparing a written response stating your position or objection to the disciplinary action and placing it in your personnel file. It is your responsibility to make certain that your written response is placed in your personnel file.

Nothing in this Chapter shall limit or restrict the District's right to dismiss you at any time, with or without cause or notice. As an at-will employee of the District, you may terminate your employment at any time, with or without cause or notice and the District retains a similar right.

CHAPTER 9 - GRIEVANCE PROCESS AND PROCEDURE

Section 1 - Grievance Process and Procedure

Any employee who has a grievance arising from his employment with the District is encouraged to attempt to resolve problems with the person(s) involved. If that is unsuccessful or if, for any reason, you feel uncomfortable discussing the problem with the person(s) involved, you may use the following procedure:

1. You may present a grievance to your immediate supervisor. Your immediate supervisor generally will meet with you and give you a response within three (3) working days of discussing the grievance with you. In most cases, the problem can and should be resolved with a frank and open discussion between you and your immediate supervisor. However, if a satisfactory resolution is not reached at this level, you may proceed to step 2.
2. You may present a written grievance to the supervisor at the succeeding level of authority in your Department. The supervisor will investigate the matter, discuss the matter with you and your immediate Supervisor and should give you a written response within three (3) working days of discussing the grievance with you. If you are not satisfied with the resolution at this stage, you may continue this process through each succeeding level of authority in your department up to the Executive Director. In the event it is necessary for you to process your grievance up to the Executive Director, the Executive Director may issue a written decision generally within ten (10) working days of discussing the grievance with you unless investigation requires a longer period of time. Any decision of the Executive Director is final and not subject to further review.

If you feel uncomfortable discussing your grievance with your immediate supervisor you may immediately proceed to step 2. In all cases, the Executive Director's decision shall be final.

The District's failure to strictly adhere to the time frames suggested above will not affect the resolution of the grievance.

This grievance procedure does not apply to performance evaluations, suspensions, dismissals or other disciplinary actions which may be reviewed in accordance with Chapter 8, Sections 1, 3 and 4, respectively.

The District will not discriminate or retaliate against an employee if the employee, processes a grievance through this procedure or testifies, assists or participates in a grievance procedure investigation.

CHAPTER 10 - SEPARATION OF EMPLOYMENT

Section 1 - Separation of Employment

Employment at-Will

Employment with the District is on an at-will basis. This means that both employees and the District have the right to terminate employment at any time with or without cause or notice.

Lay-Offs

The District may, in its sole discretion, reduce the number of employees in any given area at any time. Employees may be laid-off for legitimate business reasons including whenever there is a lack of work or funds or a change in functions directly or indirectly creates a surplus of employees for the workload of the District. Although the District is under no obligation to do so, a reasonable effort will be made (when appropriate) to transfer full-time employees to another department rather than laying them off. When this is impractical, the Department Head will consider seniority, among other factors, where qualifications, ability, attitude, and performance factors are substantially the same in determining whom to lay off. However, seniority alone may not govern in all cases where a unique skill is required to perform the available work.

Resignations

As an at-will employee, you may resign your position with the District at any time, with or without notice or cause. However, the District requests that you give your immediate supervisor sufficient notice of your intention to resign to enable the District to minimize departmental hardship and to make proper provisions for the filling of your position. The District requests that you should give written notice to your immediate supervisor at least ten (10) working days prior to your last workday; however, twenty (20) working days notice is preferred. (Vacation days or personal days may not be included in the ten (10)-day notice period.) You may leave anytime during the ten (10) days with your immediate supervisor's consent and remain in good standing. If you fail to resign in good standing, you may not be eligible for rehire unless you demonstrate good cause for leaving early. Short-term employees will not be in good standing or eligible for rehire if they leave their employment before the end of their assignment without good cause for leaving early.

Retirement

Employees may retire for the purpose of collecting retirement or Social Security. Please contact the Business Manager so that the appropriate paperwork can be completed in a timely manner.

Return of District Property

Before officially separating from the District's employment for any reason, you must return all District property, including without limitation vehicles, tools, keys, uniforms, equipment, and identification, credit and insurance cards.

Upon Separation of Service

Upon separation, your unused earned vacation leave will be paid to you, or your estate, if deceased, at your rate of pay as of your separation date. Your health insurance may be continued under applicable law. The Business Manager will provide you with the appropriate information when you separate from the District.

References

Information provided by the District in response to requests for employment references will generally be limited to your starting date, ending date and job title. No other information will be disclosed even with employee's consent; the only exception is as required by law.

Exit Interview

If possible and appropriate, the departing employee's immediate supervisor or Department Head (or designee) will conduct an exit interview when separating from the District. At this meeting, you are required to return all District property not previously returned, such as nametags, keys, security cards, and all other District property. Additionally, you should speak with the Business Manager regarding required completion of forms for insurance continuation, IMRF and other termination related matters.

APPENDIX A -- **Alcohol and Drug Abuse Policy**

PURPOSE:

The Prospect Heights Park District has implemented this policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety, and efficiency. Since District employees operate, supervise and maintain parks, facilities, programs, and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, the District wishes to assure the health and safety of its patrons and employees.

This policy also expresses the District's desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. §701 *et seq.* and 30 ILCS 580/1 *et seq.*). In accordance with these statutes and concerns, the District has resolved to maintain a drug free workplace.

The purpose of this policy is to inform employees of the District's investigation, treatment and disciplinary policy relating to alcohol and drugs. As such, all District employees will abide by its terms. As with all policies in this Manual, this policy is subject to periodic addition, modification, or deletion.

This policy does not replace any of the provisions or requirements of the District's Controlled Substance and Alcohol Testing Policy for positions that require a Commercial Driver's License (CDL). See Alcohol and Drug Procedures For CDL Employees Policy.

District employees who operate District commercial motor vehicles and possess a commercial driver's license have special responsibilities necessitated by the fact that they operate vehicles that require additional skill and attentiveness over that of non-commercial motor vehicles. As part of its continuing commitment to safety and to comply with federal law, the District has established a controlled substance and alcohol testing policy for District positions that require a commercial driver's license ("Alcohol and Drug Procedures For CDL Employees Policy"). Both the District and the federal government recognize that it is important to establish programs to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. The Alcohol and Drug Procedures For CDL Employees Policy is in addition to and supplements and complements rather than supersedes all other District policies, rules, procedures, and practices, including without limitation this Alcohol and Drug Abuse Policy. However, for persons to whom the Alcohol and Drug Procedures For CDL Employees Policy applies, in the event of any conflict between any of the provisions of the Alcohol and Drug Procedures For CDL Employees Policy and the provisions of any other District policy, rule, procedure, or practice, the provisions of the Alcohol and Drug Procedures For CDL Employees Policy will control.

ACTS PROHIBITED:

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis and alcohol, is prohibited on District Property or while acting on behalf of the District.

DEFINITIONS:

For purposes of this Policy, the following definitions apply:

1. "Alcohol" means any substance containing any form of alcohol, including but not limited to: ethanol, methanol, propanol and isopropanol.
2. "Cannabis" is defined as provided in the Cannabis Control Act (720 ILCS 550/1 *et seq.*) which provisions are specifically incorporated in this Policy by reference.
3. "Controlled Substance" means a controlled substance in schedules I through V of Section 812 of Title 21 of the United States Code, which provisions are specifically incorporated in this Policy by reference.
4. "Criminal Drug Statute" means a criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance or cannabis.
5. "Executive Director" is the Executive Director of Parks and Recreation of the Prospect Heights Park District.
6. "District Property" means any building, park, gym, pool, office, common area, open space, vehicle, parking lot, or other area owned, leased, managed, used or controlled by the District. District Property also includes property used by District patrons while on District sponsored events or field trips or property of others when presence thereon by the District employee is related to employment with the District.
7. "Drugs" means legal drugs and controlled substances, including cannabis.
8. "Legal Drugs" mean prescription drugs and over-the-counter drugs which have been obtained legally and are being used in the manner and for the purpose for which they were prescribed or manufactured.
9. "Medical Facility" means any physician, laboratory, clinic, hospital, or other similar entity.
10. "Policy" means this Alcohol and Drug Abuse Policy of the Prospect Heights Park District.

11. "Possess" means to have either in or on an employee's person, personal effects, desk, files, or other similar area.
12. "Public Safety Responsibility" means a position in which the nature of an employee's duties is such that impaired perception, reaction time, or judgment may place a member or members of the public or other employees at risk of serious bodily harm, or is responsible for the administration or enforcement of alcohol/drug policies.
13. "Under the Influence" means that the employee is affected by alcohol or drugs in any determinable manner. A determination of being under the influence can be established by a professional opinion, a scientifically valid test, a layperson's or supervisor's opinion, or the statement of a witness.

VOLUNTARY TREATMENT:

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. The District will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of the District's drug and alcohol policy or other rules of conduct. Seeking such assistance will *not* be a defense for violating the District's drug and alcohol policy, nor will it excuse or limit the employee's obligation to meet the District's policies, rules of conduct, and standards including, but not limited to, those regarding attendance, job performance, and safe and sober behavior on the job. Employees who suffer from alcohol or drug abuse are encouraged to consult voluntarily with District management and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's group health plan. Please see the Business Manager for details. District management will attempt to keep such voluntary discussions and medical treatment confidential in accordance with this Policy. Eligible employees also are encouraged to apply for FMLA benefits for such purposes.

SCREENING AND TESTING:

The District may require employees whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind, or have Public Safety Responsibility to be screened or tested on a random basis, or may require any employee to be screened or tested following a workplace accident involving a possible violation of safety rules, during and after an employee's participation in an alcohol or drug counseling or rehabilitation program, or upon reasonable suspicion that the employee is under the influence of alcohol or drugs. The screening or testing will be conducted by a medical facility selected by the District at the District's expense. The screening or testing may require an analysis of the employee's breath, urine and/or blood or such similar substance as the medical facility may recommend. Employees who undergo alcohol or drug screening or testing will be given

the opportunity, prior to the collection of a specimen or other testing, to disclose the use of legal drugs and to explain the circumstance of their use. If an initial test is positive (any amount), a second test will be conducted from the same sample. A confirmed positive drug and/or alcohol test may result in disciplinary action, up to and including discharge.

Each District employee is required to sign a consent form, a copy of which is included with this Policy, at the time this Policy is distributed to the employee. Prospective employees applying for positions that require a commercial driver's license will be required to sign a consent form prior to taking the pre-employment drug screening. Prospective employees for positions that require a pre-employment physical will be required to sign a consent form prior to taking the pre-employment physical.

Each employee and prospective employee may also be required to sign a separate consent form requested by the Medical Facility conducting the screening or testing. Refusal to sign any requested consent form will result in non-hire or disciplinary action up to and including dismissal, as deemed appropriate by the District, in its sole discretion, under the circumstances.

TREATMENT:

If the medical facility recommends treatment, the District may, depending on the circumstances as determined in the sole discretion of the District, give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the District and employee.

Participation in such treatment will be at the employee's expense. The employee must enter the treatment program within ten (10) days from the time of recommendation of treatment. The District may reinstate the employee provided that the employee submits a statement issued by the medical facility certifying successful completion of the treatment program, that the employee is released to return to work, and that the employee agrees to all conditions of reinstatement as determined by the District, which may include, but is not limited to, future alcohol and/or drug testing.

USE OF LEGAL DRUGS:

Any employee who operates or maintains a vehicle or machinery, handles hazardous materials or substances of any kind, or has public safety responsibility and who has taken a legal drug must report the use of such legal drug to their immediate supervisor if the legal drug may cause drowsiness or if it may alter judgment, perception or reaction time. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether or not the legal drug may have such a potential side effect. The information will be retained by the District in a confidential manner and will be disclosed only to persons who need to know. The employee's immediate supervisor, after conferring with the Department Head or Executive Director, will decide whether or not the employee may safely continue to perform the job while properly using the legal

drug. Failure to declare the use of such legal drugs (or taking contrary to prescription) may be cause for discipline up to and including dismissal.

NOTICE OF CONVICTIONS:

Any employee who is convicted of violating any federal or state criminal drug statute must notify the immediate supervisor as well as Executive Director within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Executive Director may subject the employee to disciplinary action, up to and including dismissal.

DISCIPLINE/PENALTIES FOR VIOLATION:

1. An employee who reports to work or is found during working hours to be or to have been under the influence of alcohol, controlled substances, or cannabis or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances, or cannabis while on District property or while acting on behalf of the District, is convicted of a drug related crime, causes financial or physical damage to the District property, its employees or patrons as the result of alcohol or drug abuse, or fails to report the use of legal drugs in accordance with this Policy, will be disciplined in accordance with the Disciplinary Action Section of the District's Personnel Policy Manual. In addition to or in the alternative, depending on the circumstances as determined by the District in its sole discretion, the District may require the employee to successfully complete an alcohol and/or drug abuse assistance or rehabilitation program approved for such purposes by the District and by a federal, state or local health law enforcement or other appropriate agency. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the District. Participation in a treatment program will not, in itself, protect the employee from disciplinary actions should job performance remain unsatisfactory.

2. In addition to the examples of misconduct that may subject an employee to disciplinary action contained in this Policy and the Manual, the District will discipline an employee up to and including dismissal for the following: (1) if the employee refuses to submit to diagnosis, testing or screening upon request of the District; (2) if the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing; (3) if the medical facility recommends treatment and the employee refuses to undergo such treatment; (4) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) if the employee, during the course of or following treatment, is again

under the influence of alcohol or drugs in violation of this Policy; or, (6) if the employee fails to notify the Executive Director of a conviction for violating any federal or state Criminal Drug Statute in accordance with the "Notice of Conviction" section of this policy.

PRE-EMPLOYMENT SCREENING

As a final prerequisite in the District's employment selection procedure, persons otherwise offered a full-time, labor intensive position with the District will be required to undertake a post-offer physical examination which may include a drug and alcohol screening test.

INSPECTIONS:

In order to assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances, or cannabis, employees may be subject to inspection as follows:

1. Lockers, desks, files, vehicles, equipment and other containers and property owned or leased by the District and which an employee is permitted to use during employment with the District, are and remain the property of the District. Employees are not permitted to keep controlled substances, cannabis or alcohol in or on such property. Any such property reasonably suspected of having or holding such substances is subject to search by the District.
2. Any refusal to submit to such an inspection or other failure to cooperate may be treated as an act of insubordination and may result in disciplinary action, up to and including dismissal.

RECORDS:

The District will maintain medical records relating to alcohol or drug abuse, diagnosis, and treatment confidential and in a file separate from the regular personnel files. Access will be limited to those who need to know. The District will not disclose these records to persons outside the District without the employee's consent unless disclosure of the records is necessary for legal or insurance purposes.

CONSENT TO DRUG AND/OR ALCOHOL SCREENING OR TESTING

I hereby voluntarily consent to submit to drug and/or alcohol screening or testing by a physician, clinic, laboratory or medical facility chosen by the Prospect Heights Park District ("District") at the District's expense. I hereby consent to the physician, clinic, laboratory or medical facility taking and analyzing a sample or specimen of my breath, urine, saliva, blood and other similar substance. I also authorize the physician, clinic, laboratory or medical facility to disclose his, her or its findings, conclusions, and opinions regarding the drug and/or alcohol screening or testing to a District official or a designated representative.

I hereby further consent to District's contacting my physician or pharmacist to verify my reported use of legal drugs in accordance with the District's Alcohol and Drug Abuse Policy and authorize my physician or pharmacist to provide all information requested by the District regarding my use of such drugs, including without limitation the possible effects of such use on my performance of my essential job functions (with or without a reasonable accommodation).

I also acknowledge receiving, reading and understanding the District's Alcohol and Drug Abuse Policy. I understand that, in accordance with this policy, failure to execute this document and submit to drug and/or alcohol screening or testing, or failure to report to the District the use of legal drugs as required by the policy, may result in non-hire or disciplinary action, up to and including termination.

Employee Name: _____
(Print)

Employee Signature: _____

Date: _____

Witness Signature: _____

APPENDIX B -- **ALCOHOL AND DRUG PROCEDURES FOR CDL EMPLOYEES**

D.O.T. DRUG AND ALCOHOL PROCEDURE

Introduction:

In an effort to promote public safety and to help prevent accidents and injuries the U.S. Department of Transportation (D.O.T.) instituted regulations that establish a zero tolerance level for the presence of alcohol or controlled substances in the system of any individual who operates or maintains a commercial class vehicle. The regulations establish testing requirements to help ensure compliance with the alcohol and controlled substance prohibitions. The controlled substances prohibited by the D.O.T. regulations are: Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine (PCP). The following procedures have been developed to implement the D.O.T. regulations which can be found in 49 CFR Parts 40 and 382. The numbers inside the parentheses appearing in many of the sections refer to 49 CFR Part 40 or 382 sections relevant to the particular procedure. Employees who violate this policy are subject to disciplinary action, up to and including discharge.

Adverse Effects of Alcohol and Drug Use:

Unlawful use of drugs and alcohol poses a number of risks. Alcohol and drug abuse can lead to a number of health problems, such as lung cancer, obstructive pulmonary disease, chronic respiratory infections, liver disease, high blood pressure, cardiac disease, and seizures.

The District has gathered a variety of pamphlets and other materials about alcohol and drugs. These materials are available from the Business Manager. In addition, full-time employees may access the confidential Employee Assistance Program (E.A.P.) for information and assistance with alcohol or drug use. Full-time employees may obtain information about the District's E.A.P. through the employees' immediate supervisor or the Business Manager.

Affected Employees:

1. The following employees are subject to these alcohol and drug procedures, restrictions, and requirements: All employees who are required to have a valid CDL driver's license as a condition of employment and operate a commercial vehicle for the Prospect Heights Park District. This includes full-time and part-time employees.
2. The above employees are subject to these procedures and regulations at all times while on duty including all overtime and callback time. An exception may be made by the Executive Director to exempt an employee

from alcohol use restrictions if the employee is attending off site training and is not expected to return to duty for the remainder of the day.

Employee Requirements (382.201 to .215):

To meet the D.O.T. regulations, the following requirements are placed upon affected employees. Exceptions to these requirements may be made by the Executive Director in making temporary work assignments for employees.

1. Affected employees will not consume any product containing alcohol or controlled substances while on duty.
2. Affected employees will not report for duty while there is any alcohol or controlled substance in their system (unless the use is pursuant to the instruction of a physician who has been informed of the affected employee's job duties, and has advised the affected employee that the substance does not adversely affect his/her ability to safely perform his/her job).
3. Affected employees will not possess any product containing alcohol or controlled substances while on duty.
4. Affected employees cannot report for duty within four (4) hours of having consumed alcohol and may not perform safety-sensitive functions (this includes but is not limited to operating motor vehicles or equipment) within four (4) hours after using alcohol.
5. Affected employees must immediately report for testing when so ordered, and must cooperate with testing personnel and procedures.
6. Affected employees must agree to release testing results to the District and to the substance abuse professional (S.A.P.), and to release the substance abuse professional's report to the District.
7. Affected employees cannot consume alcohol for eight (8) hours following an accident involving a death or an accident for which the employee received a moving violation for their operation of a commercial class vehicle which contributed to the accident or until the employee undergoes a post-accident or controlled substance test, whichever occurs first. The employee must remain available for testing for a period of eight (8) hours for an alcohol test or seventy two (72) hours for a controlled substance test.

Tests Performed:

Detailed descriptions of the testing procedures are contained in 49 CFR Part 40 and Part 382. A brief description of the testing procedure follows.

1. Alcohol Test
 1. Employee immediately reports to the designated testing facility, shows a photo identification card, and signs testing form.
 2. Employee blows into alcohol testing device. If employee cannot exhale sufficient quality of air through the machine for a complete test a medical exam will be performed.
 3. If test results are negative the employee returns to work. Results will be reported to the Executive Director.
 4. If test results are positive, another test will be performed after a fifteen (15)-minute wait but before twenty (20) minutes. The employee may not eat or drink anything nor belch during the waiting period for the retest.
 5. If retest results are negative, test is reported to the Executive Director as negative.
 6. If retest results are positive, the test results are immediately reported to the Executive Director.
2. Controlled Substances Test: Testing will only be performed for the five (5) controlled substances prohibited by the D.O.T. regs - Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine.
 1. Employee immediately reports to the designated testing facility, shows a photo identification card, and signs the testing form.
 2. Employee provides a urine sample. If unable to provide sufficient quantity for testing, the employee will be asked to drink water (up to twenty four (24) oz. in two (2) hours) and attempt again.
 3. Hospital personnel will perform required testing to verify that the specimen sample has not been tampered with. The employee returns to work.
 4. Sample is sent to Lab where it is split in half. A screening test is performed on a portion of one of the sample splits. If negative results are obtained the testing is reported as negative to the medical review officer (M.R.O.) who in turn reports negative results to the Executive Director.
 5. If screening tests are positive, sophisticated confirmation testing is performed on the rest of the split sample. Results are reported to

the M.R.O. If negative the M.R.O. reports a negative result to the Executive Director.

6. If the results are positive, confirming the presence of one (1) of the five (5) controlled substances, the M.R.O. will contact the employee to talk over the results of the test to determine if there is a legitimate clinical reason for the presence of the drug, and will decide if test results are negative or positive. If the employee cannot be reached by the M.R.O., the Executive Director will be contacted to tell the employee to contact the M.R.O. If contact is not made in seventy two (72) hours the M.R.O. will determine the test results as positive. The M.R.O. reports to the Executive Director test results as positive or negative.
7. If test results are positive, the employee will be removed from duties of operating or maintaining a commercial class vehicle. The employee has seventy two (72) hours in which to request a retest of the second (2nd) split sample, and can request that the split sample be tested at a second (2nd) lab. A negative retest of the split sample will cancel the first (1st) positive results.

Six circumstances under which testing will be performed:

1. Pre-employment Testing (382.301, . 413)
 1. Before a new employee is hired or before an existing employee may be transferred to a position in which operating or maintaining a commercial class vehicle is required, both alcohol and controlled substance testing is required.
 2. If an employee has not been in a random testing pool for one (1) month, then alcohol and controlled substance testing must be performed before the employee may operate or maintain a commercial class vehicle.
 3. Alcohol test results must be below 0.04 and controlled substances negative or the employee cannot be hired to the position without a substance abuse professional evaluation. There is no requirement that the prospective employee be hired or that they see the M.R.O. or S.A.P., but an attempt must be made to inform the prospective employee of the test results and to seek an evaluation.
 4. In addition to submitting to testing, the prospective employee must supply the District with the names of all firms for which they have been employed in the previous two (2) years operating or maintaining commercial class vehicles. The prospective employee must cooperate fully with the District in obtaining from each of the

previous employer's results of any positive test, S.A.P.'s reports, and any refusals to test.

2. Random Testing (382.305)

1. All affected employees will be placed in pool from which random selections for testing will be made. Random testing will be for both alcohol and controlled substances.
2. The annual rate of testing for the entire pool will be as directed by the U.S. Secretary of Transportation, currently ten percent (10%) per year for alcohol and fifty percent (50%) per year for illegal drugs.
3. Every employee in the selection pool has an equal chance of being selected each time a drawing is made.
4. Selection for testing will be performed on a sufficiently random basis by the Consortium. Employees will not know when testing is complete for the year nor when to anticipate the next selection.
5. A surplus of names will be generated so that another selection may be made in place of an employee who is temporarily on leave.

3. Reasonable Suspicion Testing (382.307)

1. When a supervisor has reason to believe that an employee has alcohol or controlled substances in their system they contact another supervisor (or equally trained supervisor) who will also observe the employee. If both supervisors are in agreement, the employee will be driven to the designated testing facility for alcohol or controlled substances testing as appropriate.
 - a. The supervisor's determination must be based upon specific, describable, current observations of the employee's appearance, behavior, speech or body odor. Possession alone is not sufficient cause to require the employee to submit to testing.
2. When a reasonable suspicion determination has been made, the employee must immediately stop operation or maintenance of a commercial class vehicle. (For twenty four (24) hours or until a negative test result whichever comes first.)
3. The employee will be informed of his or her right to consent or refuse testing, and the consequences of refusing testing or failing an alcohol or drug test. The employee will be asked to review and sign a Consent/Refusal Form.

4. The supervisor calls the designated testing facility to advise that the employee will be reporting for the testing. The employee under suspicion must be accompanied to the testing facility, preferably by a supervisor.
 5. If an employee refuses to submit to a test, he will be required to call someone to drive him home. If unable to find someone, a cab will be called. The District will pay for the cab with reimbursement by the employee when he returns to work. If the employee insists on driving himself, the local Police Department will be called and notified.
 6. Testing for alcohol reasonable suspicion should be performed within two (2) hours, but cannot be conducted if eight (8) hours have passed since the determination was made. A written report must be submitted to the Executive Director for the file explaining why testing was not performed within two (2) hours. Controlled substances testing should be performed as soon as possible but not after thirty two (32) hours since the determination was made.
 7. The supervisor(s) making the determination must submit a signed written description citing the specific observations which led to the reasonable suspicion testing. The written description should be submitted before the test results have been received.
4. Post Accident Testing (382.303)
1. A surviving driver of a commercial class vehicle involved in an accident in which a death occurred or for which the driver received a ticket for the operation of their commercial vehicle having contributed to the accident, will be tested for both alcohol and controlled substances.
 2. The driver will remain readily available for testing after an accident until thirty two (32) hours have passed or earlier if a supervisor advises that testing will not be necessary.
 3. A driver cannot consume any alcohol within eight (8) hours following an accident unless a supervisor advises that no testing will be required or testing has already been performed.
 4. If a death occurs or a driving citation is issued, alcohol testing will be performed within two (2) hours but no testing after eight (8) hours, and controlled substance testing within thirty two (32) hours. A written record must be submitted to file explaining why alcohol testing could not be performed within two (2) hours if such is the case and a record if either testing could not be performed.

5. Return to Duty Testing (382.309): Alcohol and controlled substances testing will be performed with negative test results (less than 0.02 alcohol) on all affected employees who:
 1. Have been removed from duty of operating or maintaining a commercial class vehicle for refusing to test or testing positive for controlled substances or alcohol greater than 0.04. Employee will be responsible for all costs associated with this classification of return to duty testing; or
 2. Have not been in a random testing pool for more than thirty (30) days. (Employees who have been on extended leave.)
6. Follow-up Testing (382.311,.605)
 1. Any affected employee who has refused to test or who has tested positive for controlled substances or greater than 0.04 alcohol content and has been determined by a substance abuse professional to require help in dealing with their substance abuses problem will be subject to follow up testing.
 2. The Executive Director will order the affected employee to immediately report for surprise alcohol or controlled substance (or both) testing at the frequency prescribed by the substance abuse professional. The Executive Director will advise the S.A.P. of the test results. The duration of surprise testing will continue as long as required by the S.A.P. to a maximum of five (5) years.
 3. At a minimum, six unannounced tests will be required within the first 12 months of return to duty. This minimum must be conducted regardless of whether the S.A.P. deems no more testing is required.
 4. Employee is responsible for all costs associated with follow-up testing.

Consequences of failed or refused tests (382.605)

1. An employee will be immediately removed from duty upon the employee's refusal to cooperate with testing procedures or upon receipt of positive test results. Employees who refuse to submit to testing or fail an alcohol or drug test are subject to disciplinary action, up to and including discharge.
2. The employee selects a substance abuse professional (S.A.P.). The employee is responsible for payment to the substance abuse professional and subsequent counseling and rehabilitation. The employee's medical

insurance may be used to help pay for these services. A list of S.A.P.'s will be provided the employee, however, the employee is free to choose any certified S.A.P.

3. The employee signs a release allowing the District to release the test results to the S.A.P. and signs a release for the S.A.P. to report back to the Executive Director.
4. The S.A.P. will report back to the Executive Director that the employee:
 1. Does not require any help in dealing with a substance abuse problem - in which case the employee may be returned to full duty.
 2. That the employee requires and is cooperating with continued counseling and rehabilitation and may return to full duty, or may not return to full duty yet.
 3. That the employee requires but is not cooperating with counseling and rehabilitation and may not return to duty.
5. The employee is responsible for obtaining any counseling or rehabilitation prescribed the S.A.P. and must provide appropriate releases for counseling and rehabilitation professionals to report back to the S.A.P. Employees are advised that the U.S. D.O.T. regs require that the additional counseling and rehabilitation not be performed by any business entity in which the S.A.P. has a financial interest.
6. When the S.A.P. reports to the Executive Director that the employee may return to full duty of operating and maintaining commercial class vehicles the employee must:
 1. Test negative in return to duty alcohol or controlled substances testing (or both tests if so indicated by the S.A.P.).
 2. Continue with any rehabilitation therapy if so prescribed by the S.A.P.
 3. Test negative in unannounced follow up testing as prescribed by the S.A.P. or at a minimum, six (6) tests in the first twelve (12) months of returning to duty as ordered by the Executive Director.

Required Training

1. All affected employees will be informed of the new D.O.T. regulations and these policies and procedures to implement the regulations.

2. All supervisory personnel will receive training in recognizing physical signs of alcohol misuse and controlled substance use prior to any employee being ordered to submit to reasonable suspicion testing by that supervisor. Sixty (60) minutes of training for alcohol misuse recognition and sixty (60) minutes of training for controlled substance use recognition is required.
3. All new employees and newly transferred employees to affected positions will receive training prior to operating or maintaining a commercial class vehicle. All newly hired supervisory personnel will receive sixty (60) minutes of alcohol misuse recognition training and sixty (60) minutes of controlled substances use training prior to their requiring any employee to submit to reasonable suspicion testing.
4. All employees will sign a receipt that they attended the training. The receipt will be kept in District records.

IMPORTANT NOTE: This policy will be construed in accordance with the applicable law in effect at the time the issue arose or when a test is requested. In the event of a conflict with any provision of this Policy and the applicable law, the law will govern in all cases.

APPENDIX C -- MODIFIED DUTY PROGRAM POLICY

The Prospect Heights Park District is committed to providing employees with available, reasonable opportunities to maintain career and employment status and benefits. To that end, we have developed a Modified Duty Program for employees who have sustained injuries or illnesses arising out and in the course of their employment with the District ("work-related injury"). We feel that a Modified Duty Program is mutually beneficial and may aid in the employee's recovery.

The purpose of the Modified Duty Procedure is to provide a temporary modified work assignment, when feasible, available and applicable. The feasibility of Modified Duty will be determined in the sole discretion of the District. Noncompliance with the Modified Duty Policy may result in a reduction of workers' compensation benefits and possible disciplinary action, up to and including dismissal.

For purposes of this policy, the following definitions apply:

1. **"Park District Employee"** means any individual who is employed by the District in a valid, authorized position.
2. **"Modified Duty Program"** is a temporary assignment of duties to a worker with an occupational injury or illness whose doctor indicates that the worker may return to work subject to specified restrictions, and has not yet reached a level of maximum recovery enabling the employee to return to regularly assigned duties. Modified duty may only be applicable to those employees who are eligible for temporary total disability benefits under the Illinois Workers' Compensation or Occupational Disease Acts (hereafter "Acts"), or asserting that their injury or illness is compensable under the Acts.
3. **"Occupational Injury or Illness"** means an injury or illness arising out of and in the course of the employee's employment and compensable under the Illinois Workers' Compensation Act or Occupational Disease Act. All claims for workers' compensation benefits are subject to initial and continuing investigation.

OBJECTIVES:

1. To return occupationally injured employees to work as soon as possible and appropriate provided there is not a probability of re-injury or aggravation of an injury to themselves, and the return to work does not directly or indirectly adversely jeopardize the safety of others or is otherwise potentially detrimental to the District. These issues will be addressed on a case-by-case basis in accordance with medical information provided to the District.

2. To attempt to minimize financial hardship and emotional stress to the employee who has sustained an occupational injury.
3. To assist employees in returning to work at a level close to their pre-injury earnings and productivity.
4. To retain qualified and experienced District employees.
5. To further the District's commitment and obligation to provide recreational programs, services and facilities to the public.
6. To assist individuals with a disability when appropriate.

BASIC PROGRAM REQUIREMENTS:

1. Employees may be assigned to a Modified Duty assignment when temporarily unable to perform the essential functions of their regular position due to occupational injury or illness, provided that the Modified Duty assignment fulfills a job function(s) useful to the District and is within limitations (with or without a reasonable accommodation) set by treating and/or evaluating physicians. Modified Duty assignments will not create a new job, but instead will incorporate or modify an existing position on a temporary basis. The assignment may include duties anywhere within the District.
2. A time limit will be established on a case-by-case basis for the length of time that modified duty will be made available. This time limit shall be subject to review and revision at the sole discretion of the District.
3. The District will compensate an employee on modified duty at the employee's regular pay rate if possible. If this is not possible, the employee will be compensated no less than two-third (2/3) of what the employee's average weekly regular wage (excluding overtime) was prior to the accident, injury or illness. Compensation may be made by the District and/or the District's workers' compensation coverage provider, the Park District Risk Management Agency (PDRMA.)
4. An employee is required to maintain communication with the Risk Manager, Business Manager, Facility Manager, the employee's immediate supervisor, the physician and PDRMA throughout the course of treatment and recovery.
5. Employee Responsibilities: Participates in the Modified Duty program as assigned; reports any problems with Modified Duty assignment to immediate supervisor; to promptly notify the immediate supervisor of any and all changes or modifications to the employee's work restrictions; provides all original copies of physician releases and reports and all

medical records and forms to the Business Manager promptly when received; if you are asked to complete a task that you cannot complete or in any way adversely affects your injury, you must immediately notify the person who assigned you the task. In addition, if your injury requires that you see a physician for subsequent visits for the same injury, you must inform your immediate supervisor prior to any and all visits so your immediate supervisor can complete the necessary forms and make the necessary arrangements for your absence if you must visit the doctor during your working hours. If your immediate supervisor is unavailable, you must so contact the supervisor at the succeeding level of authority in your department. In order to avoid disruption of District operations, you should schedule doctor's appointments during non-work hours. Please note, under the Illinois Workers' Compensation Act (820 ILCS 305/12), the District may ask an employee entitled to receive disability payments under the Act to undergo an examination by a duly qualified medical practitioner or surgeon selected by the District at any time and place reasonably convenient to the employee, for the purpose of determining the nature, extent and probable duration of the injury received by the employee, and for purposes of ascertaining the amount of compensation which may be due the employee from time to time for disability according to the provisions of the Act.

6. **An employee who declines a Modified Duty position, which is within the limitations, as determined by the treating or evaluating physician, may be subject to disciplinary action and possible dismissal. The employee may also lose eligibility for workers' compensation benefits as provided by law.**
7. Periodic review will be conducted while an employee is on Modified Duty status to determine the appropriateness and reasonableness of continuing the employee in the assignment. A review may be conducted at any time.
8. Time spent in a Modified Duty position will normally not count against an employee's annual FMLA allotment. See FMLA policy for remaining details.

PROCEDURE:

1. The Department Head or Facility Manager is typically responsible for the management of employees on Modified Duty status. He may also coordinate Modified Duty assignments with other departments, the Risk Manager, Business Manager and PDRMA.
2. When an employee is injured, the attending physician will be asked to complete a Physician's Evaluation of Functional Capabilities. This form, sent to the physician by the Business Manager, requests a list of the

essential duties the employee is capable of performing and any physical limitations he may have.

3. The Physical Evaluation Form must be returned by the employee to the Business Manager, who will contact the employee's immediate supervisor. The immediate supervisor will work with the Department Head or facility manager in assigning modified duty to the employee, if possible or applicable.
4. In some cases, departments may not have any available Modified Duty tasks because there is no need for such work to be performed and/or for similar business reasons. If so, the Risk Manager may be contacted to work with other departments to arrange Modified Duty assignments in their Facility in appropriate cases (and without any guarantee).
5. All Modified Duty Assignments are subject to continuing review of the existing medical restrictions of the employee, and departments will continue to develop and coordinate appropriate duty assignments with the Risk Manager, Business Manager and PDRMA, and monitor ongoing medical status and work adjustment.
6. When applicable, the possibility of medical management and/or vocational services will be explored and communicated to all parties involved.
7. Employees will be compensated at the pre-determined rate of pay while performing Modified Duty assignments, including time necessary to report to a physician's office for further review. Time above and beyond that which is necessary for the doctor's visit, including reasonable transportation time, will be charged against the employee's available sick, personal, or other time off. If the employee does not have any available time, he will be compensated for such time only to the extent required by law.

APPENDIX D --
E MAIL AND INTERNET POLICY ACKNOWLEDGMENT FORM

I acknowledge that I have received a copy of Prospect Heights Park District's E Mail and Internet Policy. I agree to read it thoroughly, and agree that if there is any policy or provision in the policy I do not understand, I will seek clarification from the Business Department.

I understand that my use of the District's e-mail system constitutes my consent to all the terms and conditions of that policy.

In particular, I understand that (1) the e mail system and all information transmitted by, received from, or stored in that system are the property of the District, (2) the system is to be used only for business purposes and not for personal purposes, and (3) I understand and acknowledge that have no expectation of privacy in connection with the use of the e-mail system or the Internet or with the transmission, receipt, or storage of information in that system.

I agree not to use a code, access a file, or retrieve stored communications unless authorized. I acknowledge and consent to the District's monitoring my use of the e-mail system and the Internet at any time at its discretion, including printing and reading all e-mails entering, leaving, or stored in the system. I also agree and acknowledge that the District's email policy and this form is subject to review from time to time as deemed appropriate by the District. Finally, nothing in this policy creates any guarantee of any term or condition of employment.

Date: _____

Signature: _____

Print Name: _____

APPENDIX E --
VOICE MAIL POLICY ACKNOWLEDGMENT FORM

I acknowledge that I have received a copy of the Prospect Heights Park District's Voice Mail Policy. I agree to read it thoroughly, and agree that if there is any policy or provision in the policy I do not understand, I will seek clarification from the Business Department.

I understand that my use of the District's voice mail system constitutes my consent to all the terms and conditions of that policy.

In particular, I understand that (1) the voice mail system and all information transmitted by, received from, or stored in that system are the property of the District, (2) the system is to be used only for business purposes and not for personal purposes, and (3) I understand and acknowledge that have no expectation of privacy in connection with the use of the voice mail system or with the transmission, receipt, or storage of information in that system.

I agree not to use a code, access a file, or retrieve stored communications unless authorized. I acknowledge and consent to the District monitoring my use of the voice mail system at any time at its discretion, including listening to all voice mail entering, leaving, or stored in the system. I understand that the District's policy and this sign-off is subject to review by the District as deemed appropriate from time to time. Finally, I acknowledge that nothing in this policy creates a guarantee of any specific term or condition of employment.

Date: _____

Signature: _____

Print Name: _____

APPENDIX F --
PERMIT FOR PERSONAL USE OF AGENCY PROPERTY

WAIVER & RELEASE OF LIABILITY, INDEMNIFICATION AGREEMENT

In consideration of the Prospect Heights Park District (hereinafter collectively referred to as "District") permitting the below named individual to use for personal use and benefit the [Identify Property] (hereinafter collectively referred to as "property"), I agree to waive and relinquish any and all claims for damages, losses and/or personal injuries that I or my minor child/ward may have and arising out of the use of the property, and any and all activities connected with, or in any way associated with the use of the property against the District and its officers, agents and employees.

I do hereby fully release and discharge the District from any and all claims from injuries, damage or loss which I or my minor child/ward may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with the use of the property.

I agree to indemnify, hold harmless and defend the District (including reimbursement of reasonable attorney fees) arising from or in connection with my or my minor child's/ward's use of the property.

I further agree to permit the District to withhold from my paycheck, any and all sums owed as a result of lost or damage to the property, unless otherwise agreed.

Property User's Name	Date
Property permitted for use:	Safety Instructions Received

APPENDIX G -- **BLOGGING & SOCIAL MEDIA POLICY**

In general, the Park District respects the right of employees to use social networking, personal websites and weblogs as a medium of self-expression. If you choose to identify yourself as a District employee and discuss matters related to our agency, staff or patrons on your website, weblog, or other current online social network, please proceed with caution and discretion. Although your website, weblog, or any other medium of online publishing may be a personal project conveying your individual expression, some people may nonetheless view you as a de facto spokesperson for the District.

Such activities at or outside of work may affect your job performance, the performance of others, staff morale, teamwork, and/or the reputation or business interests of our agency. In light of these possibilities, we ask that you observe the following guidelines:

1. Make it clear that the views you express are yours alone and that they do not necessarily reflect the views of the District. Only those employees officially designated by the District have the authorization to speak on behalf of the agency. To help reduce the potential for confusion, we suggest that you put the following notice — or something similar — in a reasonably prominent place on your site (e.g., at the bottom of your “about me” page):

The views expressed on this website/weblog/social network are mine alone and do not necessarily reflect the views of my employer.

Many bloggers and social network users put a similar disclaimer on their home page stating who they work for, and that they’re not speaking officially. This is good practice, but may not have much legal effect. While it is not necessary to post this notice on every page, please use reasonable efforts to draw attention to it — if at all possible, from the home page of your site.

2. Be careful to avoid disclosing any information that is confidential or proprietary to the agency (including our patrons, staff, partner agencies/affiliates or vendors), to any third party that has disclosed information to us.
3. Since your site, blog or other posting is in a public space, be respectful to the District, our employees, our patrons, our partners and affiliates, and others. For example, refrain from posting personal insults or obscenity, or engaging in any conduct that would not be acceptable in the workplace. Show proper consideration for others’ privacy and for topics that may be considered objectionable, inflammatory, or counterproductive to morale or teamwork. Your postings refer to both text and photos.
4. You may provide a link from your site to the District website. However, you will require permission to use the District logo or reproduce any District material on your site.

Adopted May 15, 2012

5. When using District computers, you are subject to both the agency's Internet Use Policy and Computer Use Policy.

6. One of the District's core values is "trust and personal responsibility in all relationships." As a public agency, the District trusts – and expects – staff to exercise personal responsibility whenever they participate in social media. Remember, what you publish will be around for a long time, so consider the content carefully and also be judicious in disclosing personal details.

7. Blogs, wikis, virtual worlds, social networks, or other tools hosted outside of the District's protected intranet environment should not be used for internal communications among fellow employees. It is fine for staff to disagree, but please don't use your external blog or other online social media to air your differences in an inappropriate or counterproductive manner.

8. Recognize that both during working hours and non-working hours, you are an ambassador of the District. You are expected to conduct yourself at all times in the best interest of the District. Further, all employees are expected to promote teamwork and inspire trust and confidence. For example, if your views negatively impact the reputation or integrity of the District, hurt staff morale, and/or create friction among staff, you may be disciplined, up to and including termination.

9. Lastly, ***use your best judgment***. Your actions both in and outside the workplace reflect on your judgment, decision-making, professionalism, maturity, and commitment to the District. If you're about to publish something that makes you even the slightest bit uncomfortable, review the guidelines above and consider the potential consequences of your actions. Ultimately, you have sole responsibility for what you post to your blog or publish in any form of online social media.

If you have any questions about these guidelines or any matter related to your site that these guidelines do not address, please direct them to your immediate supervisor.

Adopted May 15, 2012

APPENDIX H --
TELEPHONE AND CELLULAR TELEPHONE USAGE

Office telephones are a vital part of our agency operations. Because of the large volume of agency business transacted by telephone, personal use of the telephone should be limited and personal calls should be brief

Employees need to limit personal use of their cellular telephone in the same way they need to limit personal use of their office telephone. Employees who have excessive cellular usage for personal calls will be subject to corrective action up to, and including, termination. Cellular telephone stipends are extended to certain employees in connection with their job duties

The Park District requires the safe use of cellular telephones by employees while conducting business. When engaged in operating a motorized vehicle, employees are expected to fully comply with all traffic laws and laws related to cellular phone use.

Employees are specifically prohibited from accessing electronic mail, 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.

Employees, regardless of age, may not use a cell phone (including hands-free or voice-activated) at any time while operating a motor vehicle on a roadway in a school zone, or on a highway in a construction or maintenance speed zone, except for emergency purposes.

Adopted May 15, 2012

Employment Contract Disclaimer and Signed Acknowledgement

I hereby acknowledge receipt of the Prospect Heights Park District Personnel Policy Manual and Appendices. I agree and represent that I have read this Manual (and all appendices) thoroughly and in its/their entirety. I assume responsibility for knowing and understanding the contents of this Manual including any revisions thereto. I agree that if there is any policy or provision in the Manual that I do not understand, I will seek clarification from my supervisor, Department Head or Executive Director in advance.

I understand that this Manual has been developed as a general reference guide for Prospect Heights Park District employees and that neither the Manual nor its individual terms or any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Manual is intended to create or shall create an employment contract, either express or implied, on the part of the District. I also understand that the policies, benefits and rules contained in this Manual can be changed or discontinued by the District at any time, with or without advance notice. I understand that nothing contained in this Manual may be construed as creating a promise of future benefits or a binding contract with the District for benefits or for any other purpose.

I further understand that I am an at-will employee as provided in the Manual and as such, employment with the District is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. In addition, I understand that no representative of the District, other than the Executive Director with the Board's express approval, has authority to enter into any employment agreement for any specific period of time or to make any binding representation or agreement, whether oral or written, contrary to the foregoing.

I understand and will comply with all policies within this Manual and any and all other District policies, rules and guidelines as promulgated periodically. I further understand that violating any policy within this Manual or any other District policy, rule or guideline may subject me to disciplinary action up to and including dismissal (no matter when discovered).

Please sign and date this acknowledgment and return it to the Business Manager (or designee).

Employee

Signature: _____

Print Name: _____

Date: _____

ACKNOWLEDGEMENT

I hereby acknowledge receipt of the Prospect Heights Park District **Appendix G – Blogging & Social Media** and **Appendix H – Telephone and Cellular Telephone Usage**. I agree and represent that I have read these Appendices thoroughly and in its/their entirety. I assume responsibility for knowing and understanding the contents of these policies. I agree that if I do not understand these policies, I will seek clarification from my supervisor, Department Head or Executive Director in advance.

I understand and will comply with these policies. I further understand that violating any policy of the Personnel Manual or any other District policy, rule or guideline may subject me to disciplinary action up to and including dismissal (no matter when discovered).

Please sign and date this acknowledgment and return it to the Administrative Office (or designee).

Employee
Signature:

Print Name:

Date:

APPENDIX I -- **ANTI-BULLYING POLICY**

The Prospect Heights Park District recognizes that an agency that is physically and emotionally safe and secure for all participants promotes good citizenship, increases attendance and supports achievement. To protect the rights of all participants and groups for a safe and secure environment, the Prospect Heights Park District prohibits acts of bullying, harassment, and other forms of aggression and violence.

Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with a participant's ability to learn and limits involvement. All Prospect Heights Park District administrators, elected officials, staff, parents, volunteers, and participants are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) in order to provide positive examples for participant behavior.

"Bullying" or "harassment" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyber bullying, through the use of internet, cell phone, personal digital assistant (pda), computer, or wireless handheld device, currently in use or later developed and used) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off the Prospect Heights Park District property, at any Prospect Heights Park District sponsored function, or in a Prospect Heights Park District vehicle or at any time or place where a staff or participant's imminent safety or over-all well-being may be an issue.

Bullying or harassment is conduct that meets all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more individuals;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more individual;

- adversely affects the ability of an individual to participate in or benefit from the Prospect Heights Park District activities by placing the individual in reasonable fear of physical harm or by causing emotional distress; and,
- is based on an individual's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyber bullying/harassment, whether in a park district program room, on school premises where park district programs are held, immediately adjacent to the Prospect Heights Park District premises, or at a park district-sponsored event, whether or not held on Prospect Heights Park District premises. Bullying or harassment, including cyber bullying/harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of Prospect Heights Park District's programs for one or more individuals and/or the orderly day-to-day operations of any Prospect Heights Park District program.

The Prospect Heights Park District expects all individuals to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other individuals, staff, volunteers, and other district officials.

The Prospect Heights Park District recognizes that in order to have the maximum impact, it is critical to provide a minimum of annual training for employees and volunteers who have significant contact with participants on district policies and procedures regarding bullying and harassment. Training will provide employees with a clear understanding of their roles and responsibilities and the necessary skills to fulfill them.

The Prospect Heights Park District believes that standards for individual's behavior must be set through interaction among the participants, parents and guardians, staff, elected officials and community members of the Prospect Heights Park District, producing an atmosphere that encourages participants to grow in self-discipline and their ability to respect the rights of others. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of individuals, staff, parents, and community members.

The Prospect Heights Park District believes that the best discipline for inappropriate aggressive behavior is designed to (1) support participants in taking responsibility for their actions, (2) develop empathy, and (3) teach alternative ways to achieve the goals and solve problems that motivated the inappropriate aggressive behavior. Staff members who interact with individuals shall apply best practices designed to *prevent* discipline problems and encourage abilities to develop self-discipline and make better choices in the future.

Since bystander support of bullying and harassment can encourage these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage participants *not* to be part of the problem; *not* to pass on the rumor or derogatory message; to walk away from these acts when they see them; to constructively attempt to stop them; to report them to the designated authority; and to reach out in friendship to the target. Periodic meetings should be conducted to teach bystanders how and when to respond to bullying and harassment incidents. Informal discussions and activities designed to provide awareness and increase connectedness promote a positive shift in peer norms that will support empowered bystanders. When bystanders do report or cooperate in an investigation, they must be protected from retaliation with the same type of procedures used to respond to bullying and harassment.

Factors for Determining Consequences

- Age, development, and maturity levels of the parties involved
- Degree of harm (physical and/or emotional distress)
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Note: Consequences must be fair and impartial.

Consequences and appropriate remedial actions for a participant, parent, staff member or volunteer or district official who engages in one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or termination. Employees will also be held accountable for bullying or harassing behavior directed toward employees, volunteers, parents, participants or district officials.

Consequences for a participant who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the individual, and the history of problem behaviors and performance. Remedial measures shall be designed to: *correct the problem behavior*; *prevent another occurrence* of the behavior; and *protect the victim* of the act. Effective discipline should employ a district-wide approach to adopt a rubric of bullying offenses and the associated consequences.

The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

- Temporary removal from the program
- Loss of privileges
- Program suspension

- Legal action

All employees are required to report alleged violations of this policy to their supervisor. All other members of the community, including participants, parents, volunteers, and visitors are encouraged to report any act that may be a violation of this policy to: Kathy Nowicki, Executive Director, 847-666-4861 or knowicki@phparkdist.org.

Reports may be made anonymously, but formal disciplinary action *may not* be based solely on the basis of an anonymous report.

The Prospect Heights Park District prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The Prospect Heights Park District prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a *person* found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including legal action. Consequences and appropriate remedial action for an *employee* found to have falsely accused another as a means of bullying or harassment shall be in accordance with district policies, procedures, and agreements.

The Prospect Heights Park District requires district officials to annually disseminate the policy to all staff along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur.

The Prospect Heights Park District shall incorporate information regarding the policy against harassment or bullying into each employee training program and handbook.

Adopted July 17, 2012