

# Introduction And At-Will Disclaimer

Welcome to the Sugar Grove Park District. The Park District is proud of its record of continuing growth and expansion of services offered to the residents of the Park District. The growth and reputation of the Park 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 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.

Second, this Manual supersedes all previously issued manuals. Your decision to continue employment with the Park District after this revision and any future revision to this Manual shall be deemed to constitute your agreement with all such revisions. The Park District and the Board of Park Commissioners reserve the right to unilaterally revise, supplement or discontinue any of the policies, guidelines or benefits described in this Manual. Therefore, the Park 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 Park District will try to inform you of any changes as they occur.

Third, nothing contained in this Manual or any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Manual is intended to create nor shall create an employment contract, either express or implied, to remain in the Park District's employ. Nor does it 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 Park 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 Park District retains a similar right. No supervisor, department head, Director, or other representative of the Park District (except as delegated and approved by the Board of Park Commissioners) 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 herein. This form will be maintained in the Park District's files and your personnel file. 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 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 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.

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## Employment Contract Disclaimer and Signed Acknowledgment

I hereby acknowledge receipt of the Sugar Grove Park District Personnel Policy Manual ("Manual"). I agree and represent that I have read this Manual thoroughly and in its entirety. 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, human resource department or Director.

I understand that this Manual has been developed as a general reference guide for Park District ("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 Park District.

I also understand that the policies, benefits and rules contained in this Manual can be changed or discontinued by the Park 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 Park 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 Park 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 Park District, other than the 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 Park District policies, rules and guidelines as promulgated periodically. I further understand that violating any policy within this Manual or any other Park District policy, rule or guideline may subject me to disciplinary action up to and including dismissal.

Please sign and date this acknowledgment and return it to the Business Department.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Section 1: Employment Policies and Procedures

# 1.1 Equal Employment Opportunity Policy

In accordance with federal, state and local laws, it is the policy of the Park District to provide equal employment opportunities to all qualified persons. 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, age, marital status, civil union partnership, physical or mental disability unrelated to an individual's ability to perform the essential functions of the job with or without reasonable accommodation, legally protected military status or military service, sexual orientation, genetic information, or any other category protected by state or federal law.

We make reasonable accommodations when necessary 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 Business Manager (See Section 1.3).

The Business Office has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to the Business Manager. If the employee is uncomfortable reporting to the Business Manager, the employee should report to his Department Head, Executive Director or President of the Board of Commissioners.

# 1.2 Non-Discrimination and Anti-Harassment Policy

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## Introduction

The Park 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 harassment. Therefore, the Park 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 Park District as well as anyone using the Park District's facilities, to refrain from sexual and other harassment. The Park District will not tolerate sexual or any other type of harassment of or by any of its employees and elected officials. Actions, words, jokes, or comments based on an individual's sex, race, national origin, age, religion, sexual orientation, civil union partnership, 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, sexual orientation, civil union partnership, or any other 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 Park District prohibit disparate treatment on the basis of race, religion, age, national origin, sex, sexual orientation, civil union partnership, or any other 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.

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## 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 a working environment that is intimidating, hostile, or offensive to the employee. For the purposes of this definition, the phrase "working environment" is not limited to a physical location where an employee is assigned to perform his or her duties and does not require an employment relationship.

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, text messages or other workplace communications); and other physical, verbal or visual conduct of a sexual nature.

2. Harassment on the basis of any other 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, religion, sex, sexual orientation, civil union partnership, 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, text messages or other workplace communications).

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 and/or Park District sponsored social events.

<i>Note</i>	Any employee engaging in practices or conduct constituting sexual harassment, discrimination or harassment of any kind shall be subject to disciplinary action, up to and including discharge.
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### **Retaliation Is Prohibited**

The Park 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 result in disciplinary action, up to and including termination against the retaliator.

Should you be subjected to retaliation for reporting sexual harassment, participating in the investigation of any such report, or for filing a charge of sexual harassment with the Illinois Department of Human Rights or any other federal, state, or local governmental agency with jurisdiction over such a charge, you have the right to file a charge with the Illinois Department of Human Rights at the address and/or telephone number

listed below. You also may have rights or recourse under the State Officials and Employees Ethics Act and/or the Illinois Whistleblower Act.

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## **Reporting Procedure**

The Park 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 Park District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

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.

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 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 harassment 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. If subsequent messages are needed, they should be put in writing.
- 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 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 Director. If the 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 Director/President of the Board of Park Commissioners: An employee may also report incidents of harassment or discrimination directly to the Director. The 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 Director, or if the 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 conduct the investigation.

- You have the right at any time to contact the Illinois Department of Human Rights (IDHR), at the James R. Thompson Center, 100 W. Randolph St., Suite 10-100, Chicago, IL 60601, (312) 814-6200, about filing a formal complaint. Depending upon the results of the IDHR's investigation and the time required to complete the investigation, the IDHR may file a complaint with the Illinois Human Rights Commission (IHRC), located at 100 W. Randolph St., Suite 5-100, Chicago, IL 60601, (312) 814-6269, or you may have a right to file a complaint on your own behalf either in circuit court or directly with the IHRC.

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### **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 Park District programs or facilities, the Director will investigate the incident(s) and determine the appropriate action, if any. The Park District will make reasonable effort to protect you from further contact with such persons. Please recognize, however, that the Park District has limited control over the actions of non-employees.

#### ***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.

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### **Responsibility of Supervisors and Witnesses**

Any supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any employee should immediately advise the Director who will investigate the conduct and resolve the matter as soon as possible.

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.

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### **The Investigation**

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The Park District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. *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 Park District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination.



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### **Responsive Action**

The Park District will determine what constitutes harassment, discrimination or retaliation based on a review of the facts and circumstances of each situation. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, 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, as the Park District believes appropriate under the circumstances.

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### **False and Frivolous Complaints**

Given the possibility of serious consequences for an individual accused of sexual harassment, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including dismissal. False and frivolous complaints are those accusations with respect to which the accuser is using a harassment complaint to accomplish an end other than stopping the harassment. The term does not refer to charges made in good faith that cannot be proved.

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### **Illinois Department of Human Rights**

While we hope to be able to resolve any complaints of harassment within the Park 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. Thereafter, depending upon the results of the IDHR's investigation and the time required to complete the investigation, the IDHR may file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor, or you may have the right to file a complaint on your own behalf either in circuit court or directly with the HRC.

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## Sugar Grove Park District Non-Discrimination and Anti-Harassment Policy & Signed Acknowledgment

### Introduction

The Park 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 harassment. Therefore, the Park 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 Park District as well as anyone using the Park District's facilities, to refrain from sexual and other harassment. The Park District will not tolerate sexual or any other type of harassment of or by any of its employees and elected officials. Actions, words, jokes, or comments based on an individual's sex, race, national origin, age, religion, sexual orientation, civil union partnership, or any other legally protected characteristic will not be tolerated.

*I hereby acknowledge receipt of the Sugar Grove Park District Policy on Non-Discrimination and Anti-Harassment. I agree and represent that I have read this Policy thoroughly and in its entirety. I agree that if there is any wording or provision in the Policy that I do not understand, I will seek clarification from my supervisor, department head, or Director.*

Please sign and date this acknowledgment.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

# 1.3 Americans With Disabilities Act Policy

The Park District is committed to complying with all applicable provisions of the Americans With Disabilities Act (“ADA”). It is the Park District’s policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual’s disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of non-discrimination, the Park District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Park District aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Park District.

The Park 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 Park 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 Director.

On receipt of an accommodation request, 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 Park District might make to help overcome those limitations and perform the essential job functions of your position.

The Park 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 Park 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 Park 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 Park 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.

The ADA does not require the Park District to make the *best* possible accommodation, to reallocate essential job functions, to create new positions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.). 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 department head or Director. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

# 1.4 Pregnancy Discrimination Policy

The Park District prohibits and does not tolerate discrimination against anyone on the basis of pregnancy. The Park District will treat all applicants and employees who are pregnant in the same manner as any other applicant or employee with regard to job-related functions, benefits, opportunities, and purposes. No person or employee, no matter his or her title or position, has the authority, whether express, actual, apparent or implied, to discriminate against a pregnant employee or applicant.

The Park District will not deny or remove a pregnant employee from a position because the employee is pregnant, considering pregnancy, or experiencing any pregnancy-related problems. All decisions regarding a pregnant employee's placement in or continuation in a job will be based on the same consideration that governs all employment decisions—the employee's ability to satisfactorily perform the essential duties of the job in question.

If you have a question, complaint, or problem related to pregnancy discrimination, you should relate such question, complaint, or problem to your department head. If you feel uncomfortable doing so, or if your department head is the source of the problem, condones the problem, or ignores the problem, report to the Director.

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaints, or reports to the President of the Board of Park Commissioners. 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.

Further information as to your rights and obligations under the law and this policy can be obtained from Human Resources and/or the Illinois Department of Human Rights. The Illinois Department of Human Rights can be contacted at:

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

# 1.5 Open Door Policy

The Park District promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their immediate supervisor any problems so appropriate action may be taken. If the supervisor cannot be of assistance, the department head and Director are available for consultation and guidance. The Park District is interested in all of our employees' success and happiness with us. We therefore welcome the opportunity to help employees whenever feasible.

# 1.6 Anti-Nepotism Policy

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## Anti-Nepotism Policy Description

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, 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 the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse, civil union partner, parent, child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild, and members of household. This policy also applies to romantic relationships (Please review the Park District's Policy on Romantic or Sexual Relationships in Section 6.18).

Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within the Park District to which one of the employees will transfer. If employees become immediate family members or establish a romantic relationship, the Park District will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will ordinarily be permitted to determine which of them will resign. If the employees cannot make a decision, the Park District will decide in its sole discretion who will remain employed.

# 1.7 Introductory Employment Period

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

Additionally, the initial employment period gives the employee's supervisor a reasonable period of time 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 introductory employment period is six (6) months.

His immediate supervisor will utilize the Introductory 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 if his supervisor concludes that he is not progressing or performing satisfactorily. Under appropriate circumstances, the introductory period may be extended. Additionally, as is true at all times during an employee's employment with the Park 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 introductory employment 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 Park District at the end of the initial employment period, he will continue in our employment as an at-will employee. Successful completion of the introductory period does not guarantee continued employment for any specific period of time or otherwise create an employment contract between the employee and the Park District.

# 1.8 Classification, Definitions, and Status of Employees

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## Employee Classification

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### Regular Full-time Employees

Employees who are designated as regular full-time employees by the Director or the Board of Park Commissioners are those employees who have completed their Introductory Period and who are generally scheduled to work at least 35 hours per workweek for four consecutive calendar quarters during a calendar year. Regular 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.

- *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. 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.

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### Full-time Employee for Insurance purposes only

An employee who averages 30 hours or more of employment per week in accordance with any measurement period established by the District pursuant to the Patient Protection and Affordable Care Act (ACA), but who is not otherwise considered to be a regular full-time employee, is classified as a full-time employee for health insurance purposes only, except as otherwise required by law. For purposes other than eligibility for health insurance, such an employee may also be classified as a Part-Time Employee, Classification I, II, or III.

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## **Introductory Employees**

During the first six months of employment with the Park 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.

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## **Part-Time Employees**

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

- *Classification I:* Part-time employees generally scheduled to work at least 1,000 hours during three quarters of a calendar year.
  - *Classification II:* Part-time employees generally scheduled to work at least 600 hours but less than 1,000 hours during three quarters of a calendar year.
  - *Classification III:* Part-time employees generally scheduled to work less than 600 hours during three quarters of a calendar year.
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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 Director or the Board or Park Commissioners, or as otherwise required by law, 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.



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**Short-term Employees**

Employees who are designated as short-term by the Director or the Board or Park Commissioners. Short-term 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 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 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 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, except as otherwise required by law.

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**Definitions/ Employment Status**

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**Director**

Director of Parks and Recreation for the Sugar Grove Park District.

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**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 Superintendent of Parks, Superintendent of Recreation and Business Manager.

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**Facility Managers**

Employees who manage and/or have supervisory responsibility over employees employed at various Park District facilities, buildings or grounds.

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**Supervisor**

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

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**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 Director. The determination of the Director will be in writing and will be final. If the department head does not approve a request, such decision shall be final.

# 1.9 Hiring Procedures

## Introduction

The Park District attempts to hire and retain the best available, suitable and qualified individuals for all staff positions determined at its sole discretion. The Park 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.

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### Position Vacancies

The Park District will attempt to post full-time position vacancies on Park District Facility bulletin boards. 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 Park District may also recruit applicants for position vacancies from outside of the organization.

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### 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 past performance, ability, attitude, aptitude and other relevant job-related criteria as determined by the Park District in its sole discretion. Whenever, in the sole discretion of the Park District, there are two equally qualified candidates, preference may be given to the Park 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.

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### 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 Park 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 Park District's sole discretion, to satisfactorily inform the Park District of an applicant's qualifications and suitability for a position with the Park 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 attempt to base employment, advancement, and promotion decisions on a person's apparent suitability for the position including, without limitation, his past performance, future potential, and his aptitude and attitude.

3. 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 or more pre-employment tests and criminal background checks applicable to the position as described in Section 1-10 of this Manual. A copy of the offer letter, signed by the applicant's immediate supervisor, will be sent to the Business Office for inclusion in the employee's personnel file. This employment offer does not constitute an offer for an actual or implied employment contract and will not change or modify the at-will employment relationship between employees and the Park District.

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### **Proof Of Right To Work**

Within three business days of the date employment begins, Park District employees are required to provide adequate documentation of their eligibility to work in the United States. All new employees will be required to furnish the Park District with proof of citizenship or right to work by completing the Federal Form I-9 and providing appropriate supporting documentation within the first three days of employment.

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### **Proof Of Birth Date**

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

# 1.10 Pre-Employment Tests

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## **Introduction**

One or more tests may be required of employees hired for certain positions, including without limitation, transferred and promoted employees.

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## **Pre-Placement Medical Examination**

The Park District requires all full-time employees, maintenance staff, trades, security staff, drivers of agency vehicles and other positions deemed appropriate, to successfully complete a medical examination after a conditional offer of employment has been extended 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 accommodations on the part of the Park District. The Park District will also require drug testing for all applicants offered a full-time position with the Park District and other applicants based upon the position offered.

A physician of the Park District's choice and at Park District expense will perform the examination. Employees must consent to the disclosure of the physician's findings, conclusions, and opinions to the Park District. 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 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 will be conducted under the same procedures and guidelines as outlined above for pre-employment medical examinations.

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## **State Criminal Conviction Background Check**

The Park 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 employment with the Park District.

Disqualification of applicants because of such convictions has been legislatively determined to be job-related and consistent with business necessity. Convictions for offenses other than those enumerated in subsection (c) of the statute shall not automatically disqualify the applicant from consideration, but rather, the conviction(s) will be considered in relationship to the specific job.

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.

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### **Pre-Employment Drug Test**

Employees who are required to have a commercial drivers license (CDL) for their position with the Park District may be tested for controlled substance and alcohol. Tests shall be given and evaluated in accordance with U.S. Department of Transportation requirements and standards.

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### **Drivers License Abstract**

Although employees are not generally required to have a drivers license as a condition of their employment, any employee who may be expected to drive either his personal vehicle or a Park District vehicle in the course of his normal duties will be required to have a valid drivers license with the proper classification for the vehicle(s) the employee is expected to operate. Before such an employee has started work, and generally on an annual basis thereafter, the Park District will request a drivers license abstract review from the Illinois Secretary of State's office.

## **1.11 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 Director 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 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 required to sign an Employee Orientation Checklist to confirm that they have received and understand the necessary material.

## **1.12 Employment in More Than One Department**

Full-time and part-time employees are usually hired for a specific position in a department. Provided that all legal requirements are satisfied and your primary job with the Park District is not compromised in any manner, and provided that you receive written, advance permission from the Director, you may work an additional part-time or short-term job with the Park District. Permission may be subsequently revoked, however, if the Park District determines in its sole discretion that such additional job entails legal compliance problems or adversely interferes with your primary job.

# 1.13 Outside Employment

If you are a full-time employee, and you secure employment outside of your job with the Park District, you must inform your department head. 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 Park District, your department head can require you to quit your outside employment. To avoid potential conflicts of interest, you may not accept work from or work for persons or companies with whom the Park 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 Park District.

Failure to terminate outside employment when so directed by your department head may be cause for disciplinary action, up to and including dismissal.

# 1.14 Performance Evaluations

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## **Purpose**

The Park District has a formal performance appraisal system for full-time and part-time employees to provide a means of attempting to evaluate an employee's performance and progress. The performance appraisal assists the Park District in making personnel decisions related to such matters as promotions, transfers, demotions, terminations and salary adjustments. Performance appraisals become and are an essential part of an employee's personnel records.

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## **Frequency**

Under usual and appropriate circumstances, employees should receive a performance review annually. 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, 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 Director. In addition, you or your supervisor may request an informal review at any time.

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## **Informal Review Of Employee Performance**

Your immediate supervisor, department head and/or Director generally observe and informally evaluate your performance on a daily basis. They will attempt to notify you of observed deficiencies in your work performance or inappropriate conduct.

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## Unsatisfactory Review

If you receive an unsatisfactory formal performance evaluation you are ineligible for a *merit* pay increase and may be subject to disciplinary action up to and including discharge.

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## Appeal

If you disagree with a formal performance evaluation, you may request another interview with your immediate supervisor to discuss the evaluation. If an agreement is not reached as to the evaluation, you may:

1. Request in writing, within five (5) working days of receipt of your performance evaluation, a meeting with the supervisor at the succeeding level of authority in your department. Your request must include an explanation as to why you believe your formal performance evaluation should be changed. You must attach to your request any supporting documentation. If you do not timely request a meeting, the evaluation of your immediate supervisor will be final and a copy of your evaluation will be placed in your personnel file. If you timely request a meeting, the supervisor will meet with you and investigate the circumstances surrounding your evaluation. The supervisor will generally issue a written determination within ten (10) working days of receipt of your written request. If you are not satisfied with the determination at this stage, you may continue this process through each succeeding supervisory level up to the Director. Any decision of the Director shall be final.
2. You may also prepare a written response stating your position or objection to your evaluation and requesting that your response be placed in your personnel file. It is your responsibility to make certain that your response is placed in your personnel file.

# 1.15 Personnel Files

A personnel file will be established for each employee. All pertinent employment information and forms, including without limitation, employment application, references, evaluations, commendations, disciplinary actions, and other employment records will be contained in this file. 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 the Illinois Personnel Records Review Act, 820 ILCS 40/1 et seq., and other applicable law and established Park District procedures. If you wish to review your personnel file, you should contact the Business Office 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 Park 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 Park 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).

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Note	You should immediately notify the Business Office of any changes in pertinent information.
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# 1.16 Child Labor Laws: Employment of Minors

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

1. All minors under age 16 must have an Employment Certificate 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 or more days are school days.
3. Federal and Illinois Child Labor Laws, specifically the Fair Labor Standards Act of 1938, 29 U.S.C. 201 et al. and the Illinois Child Labor Law, 820 ILCS 205 et al., mandate that a minor under the age of 16 cannot be subject to the following restrictions:
  - a. When school is in session, minor employees may only work:
    - Up to 3 hours per school day, including Fridays;
    - Up to 8 hours on a non-school day;
    - Up to 24 hours per week;
    - Between 7 a.m. and 7 p.m., except while school is in session, and between June 1 and Labor Day when the evening hours are extended to 9 p.m.; and
    - The combined hours of school and work cannot exceed 8 hours per day.
  - b. When school is not in session, minor employees may only work:
    - Up to 8 hours per day;
    - Up to 6 days per week;
    - Up to 48 hours per week; and
    - Between 7 a.m. and 7 p.m., except while school is in session, and between June 1 and Labor Day when the evening hours are extended to 9 p.m.
4. An unpaid meal period of at least thirty (30) minutes must be provided to minors no later than the fifth consecutive hour of work.
5. Employees under age 16 are not permitted to supervise any part of the transportation of camp, field trips, or other Park District sponsored program participants to or from Park 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 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.

## 1.17 Search of Lockers, Desks, and Other Park District Property

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### Introduction

Employees should understand that while certain Park District property such as desks, lockers, and vehicles are available for their use, they remain the property of the Park District and are subject to inspection, with or without notice. Employees are not permitted to store any wrongfully obtained illegal or prohibited items or substances in or on Park District property or otherwise misuse Park District property.

<b>Note</b>	Whenever necessary, and at the Park District's discretion, Park District property and employees' work areas ( <i>i.e.</i> , desks, file cabinets, lockers, vehicles, etc.) may be subject to a search without notice. Employees are required to cooperate.
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The Park District will generally try to obtain an employee's consent before conducting a search of Park District property or work areas, but may not always be able to do so.

Any property belonging to the Park District is subject to search if it is reasonably suspected that the property holds or contains any illegal or prohibited items or substances or missing or stolen Park District or Park District patrons' funds or property.

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### Workplace Inspections

To safeguard the property and personal safety of our employees and the Park District, the Park 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 from Park District property by employees and all other persons leaving and entering the Park District's premises.

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

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

Employees working on Park Direct 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 Park District property, confidential material, stolen property, weapons, alcohol, or illicit drugs, will be subject to disciplinary action, up to and including discharge.

# 1.18 Alcohol and Drug Abuse

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## Purpose

The Park 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 Park 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 Park District wishes to maximize the health and safety of its patrons and employees.

This policy also expresses the Park 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 Park District has resolved to maintain a drug free workplace.

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

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## Alcohol and Drug Abuse Policy

### Acts Prohibited

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis and alcohol, is prohibited on Park District Property or while acting on behalf of the Park 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. "Director" is the Director of Parks and Recreation of the Sugar Grove 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 Park District. District Property also includes property used by Park District patrons while on Park District sponsored events or field trips or property of others when presence thereon by the Park District employee is related to employment with the Park District.
7. "Drugs" mean 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. The term "legal drugs" also means medical cannabis when used or possessed by a registered qualifying patient in accordance with 410 ILCS 130/1, *et seq.* (hereinafter, "medical cannabis").
9. "Medical Facility" means any physician, laboratory, clinic, hospital, or other similar entity.
10. "Policy" means this Alcohol and Drug Abuse Policy of the Sugar Grove 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 good faith belief, 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 Park District will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of the Park District's drug and alcohol policy or other rules of conduct. Seeking such assistance will not be a defense for violating the Park District's drug and alcohol policy, nor will it excuse or limit the employee's obligation to meet the Park 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 Park 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. Park District management will attempt to keep such voluntary discussions and medical treatment confidential in accordance with this Policy.

### Screening and Testing

The Park 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 work place 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. All screening and testing for employees required to have a commercial driver's license (CDL) will be conducted in accordance with United States Department of Transportation standards set forth in 49 CFR Part 40. The screening or testing will be conducted by a medical facility selected by the Park District at the Park 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, 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 Park 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 Park District, in its sole discretion, under the circumstances.

### Treatment

If the medical facility recommends treatment, the Park District may, depending on the circumstances as determined in the sole discretion of the Park District, give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the Park 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 Park 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 Park 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, including but not limited to medical cannabis, 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 Park 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 Director, will decide whether or not the employee may safely continue to perform the job while using the legal drug. Failure to declare the use of such legal drugs 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 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 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 (including, but not limited to, medical cannabis) while on District property or while acting on behalf of the Park District, is convicted of a drug related crime, causes financial or physical damage to the Park District property, its employees or patrons as the result of alcohol or drug abuse, or fails to report the use of legal drugs (including but not limited to medical cannabis) in accordance with this Policy, will be disciplined in accordance with the Disciplinary Action Section of the Park District's Personnel Policy Manual. In addition to or in the alternative, depending on the circumstances as determined by the Park District in its sole discretion, the Park District may require the employee to successfully complete an alcohol and/or drug abuse assistance or rehabilitation program approved for such purposes by the Park 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 Park 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 Park District will discipline an employee up to and including dismissal for the following: (1) if the employee tests positive for drugs or alcohol or if he or

she refuses to submit to diagnosis, testing or screening upon request of the Park 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 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 Park District's employment selection procedure, persons otherwise offered a full-time, labor intensive position with the Park District will be required to undertake a 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 (including medical cannabis to the extent prohibited or limited by this Policy), employees may be subject to inspection as follows:

1. Lockers, desks, files, vehicles, equipment and other containers and property owned or leased by the Park District and which an employee is permitted to use during employment with the Park District, are and remain the property of the Park 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 Park District.
2. Any refusal to submit to such an inspection will be treated as an act of insubordination and may result in disciplinary action, up to and including dismissal.

#### Records

The Park 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 Park District will not disclose these records to persons outside the Park 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 Sugar Grove Park District ("Park District") at the Park 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 Park District official or a designated representative.

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

I also acknowledge receiving, reading and understanding the Park 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 Park 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: \_\_\_\_\_



# 1.19 Modified Duty Program

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## Introduction

The Park District is committed to providing employees with available and reasonable opportunities to maintain career and employment status and benefits, and to maximize the Park 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 Park District ("work-related injury").

The purpose of the Modified Duty Program is to provide a temporary modified work assignment, when feasible, available and applicable. 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 Park 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 Park District to provide accommodation. Modified duty may not be available for certain positions. 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.

**Note** | Please review the entire Modified Duty Program which follows.

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## Modified Duty Program Policy

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 Park 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 Park 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 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 Park District.
2. 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 Park District employees.
5. To further the Park District's commitment and obligation to provide recreational programs, services and facilities to the public.

### 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 Park District and is within limitations 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 Park 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 Park District.
3. The Park 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 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 Park District and/or the Park District's workers' compensation coverage provider, the Park District Risk Management Agency (PDRMA.)
4. There should be regular communication among 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 contact the supervisor at the succeeding level of authority in your department. In order to avoid disruption of Park 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 Park 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 Park 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.
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.

#### 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. Each department is responsible for keeping a list of Modified Duty assignments up-to-date, and for advising the Risk Manager of any changes to their modified duty lists.
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 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. If so, the Risk Manager will be contacted to work with other departments to arrange Modified Duty assignments in their Facility.
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.

## Section 2: Payroll Policies and Procedures

# 2.1 Compensation Program

The Board of Park Commissioners generally reviews the Park District's compensation program annually and any changes made in the compensation program will be established by official action of the Board.

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, performance. Any adjustments generally will be effective on a schedule pre-determined by the 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 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 may, at any time during the year, recommend an adjustment to an employee's wage, subject to the Director's approval. All salary and wage decisions are the sole discretion of the Park District.

## 2.2 Fair Labor Standards Act: Overtime & Compensatory Time

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### Introduction

The Park District compensates all employees in accordance with the Fair Labor Standards Act (FLSA) and the Illinois Minimum Wage Law (IMWL).

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### Definitions

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#### Exempt Employee

An employee occupying a position that is exempt from application of the overtime provisions of the Fair Labor Standards Act.

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#### Non-Exempt Employee

An employee whose position is subject to the overtime provisions of the Fair Labor Standards Act.

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#### Workweek

The workweek begins at 12:01 am Sunday and ends at 12:00 midnight the following Saturday.

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### Eligibility

Non-exempt employees are entitled to compensatory time off at the rate of one and one-half times their established pay rate for all hours worked in excess of 40 in a single workweek. The FLSA does not require any leaves of absence such as vacation leave or sick leave 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. Exempt employees are not eligible for overtime compensation.

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### 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 Park 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.

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

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## **Compensation**

The Park District will compensate all non-exempt employees for overtime hours through compensatory time off at the rate of 1½ hour for each hour worked in excess of forty hours in a single workweek.

Compensatory time may be taken if authorized by and arranged in advance with your immediate supervisor.

Employees shall be permitted to use compensatory time within two (2) weeks after earning the time and making the request, if the use of the compensatory time does not unduly disrupt the operations of the Park District.

Your immediate supervisor, based upon whether the grant of such requests results in short staffing or other disruption of District's operations, will generally determine the grant of an employee's request for use of compensatory time.

## 2.3 Payroll Periods & Payday

Park District employees are paid bi-weekly (every other) Friday. Employees are paid every other Friday for the two week (14 day) period which ends at midnight the preceding Saturday. If payday is a Park District-recognized holiday, employees will be paid on the preceding working day.

If you 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 Office 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 Office. Due to banking requirements, it may take several weeks for activation of the Direct Deposit.

In the event of a lost paycheck, the Business Office 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 Park District identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the Park District within 24 hours of the time it is demanded.

## 2.4 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 Office 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 4.3 for more information on IMRF.



## 2.5 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 24-hour basis. At the Park District's discretion, the Park 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. Violation of this policy may result in disciplinary action, up to and including dismissal.

## 2.6 Recording of Hours Worked

All employees are required to maintain an accurate and legible record of the hours worked, whether by time sheet or time card.

Time is computed to the nearest quarter of an hour (15 minutes) per week. All employees who work more than six hours receive an unpaid meal not to exceed 30 minutes.

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.

<b>Note</b>	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 Park District rules and is grounds for disciplinary action, up to and including dismissal.
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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.

Business trips, vacations, sick, and personal days must be recorded on the attendance sheet.

## **2.7 Lunch & Rest Periods**

Department heads are authorized to establish and arrange lunch periods and reasonable rest periods during each workday that are in compliance with legal requirements and most consistent with departmental operation.

The granting of rest periods is entirely at the discretion of the department head, consistent with State law requirements.

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

## **2.8 Emergency Closings**

On occasion, due to inclement weather, national crisis, or other emergency, the Park District may close for all or part of a normally scheduled workday.

The Park District will attempt to notify employees of its closure through announcements on predetermined local area radio stations.

Emergency closure is considered unpaid leave.

## Section 3: Time Off Benefits

# 3.1 Holidays

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### Introduction

The Park District observes the following holidays:

New Year's Day, Memorial Day, Independence Day , Labor Day, Thanksgiving, Thanksgiving Friday, Christmas Eve, Christmas Day, New Year's Eve.

Where a holiday falls on a weekend, it will be observed on either the preceding Friday or following Monday.

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### Full-time Employees:

Regular full-time employees are entitled to receive the above holidays with pay. If a regular full-time non-exempt employee is scheduled to work on one of these holidays, the employee shall be given compensatory time for all hours worked at the rate of 1½ times the regular rate, in addition to the holiday pay.

Regular full-time exempt employees required to work on one of the aforementioned holidays will be granted time off as compensation for working the holiday. Time must be used within twelve months (12) of when it was earned or granted.

If you are on an approved vacation leave during which a 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.

## 3.2 Vacation Leave

Regular full-time employees earn paid vacation leave as outlined below:

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### Amount of Vacation

The basis for administering the vacation policy is the calendar year, January 1 through December 31. The number of eligible vacation days is determined by an employee's total calendar years of service while employed by the Park District on a continuous full-time basis. A vacation day is based on the employee's regular work schedule. The year of hire will count as one calendar year of service.

An employee shall not be eligible to take vacation until he or she has completed one year of service. Upon completion of the first year of service, the employee earns his or her vacation time as follows:

Calendar Year of Service Completed	Vacation Days
1 – 3	10
4	11
5	12
6	13
7	14
8	15
9	16
10	17
11	18
12	19
13 and over	20

If you are a new employee, the Director may, with Board approval, give you vacation credit for service years with other Park Districts. In order to qualify, the Director may require you to submit written verification of dates of your employment with prior employers.

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### **Vacation as Sick Leave or Other Leave**

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

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### **Scheduling Vacation**

The minimum vacation increment is ½ day. 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 Park 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 or more employees in the same department request the same days off (and it is not possible 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 Park District.

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### **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 Office at least three (3) days prior to the date the check is needed. Advance pay will not be issued for any payday following the employee's vacation period.

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### **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, provided that the employee has been given a reasonable opportunity to use accrued vacation day. In special circumstances, and in cases in which the employee has not been given a reasonable opportunity to use accrued vacation days, the Executive Director may grant permission to carry over vacation days.

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### **Vacation Pay Upon Termination**

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

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### **Reporting Vacation to Payroll**

Vacation leave is to be recorded on the Payroll Time Sheet by the employee's immediate supervisor. In addition, an "Absentee Report" completed and signed by the immediate supervisor must accompany the Payroll Time Sheet.

If you fail to return to work following the end of an approved vacation leave we may consider you to have voluntarily resigned your position with the Park District effective immediately.

## **3.3 Personal Days**

Regular full-time employees are granted two (2) paid personal days per calendar year. Personal days will be issued on the first of January, but may not be used until after your one-year anniversary date. Except for emergencies, personal days must be requested at least fourteen (14) 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 personal reasons of any nature, including holidays not recognized by the Park District.

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

## **3.4 Floating Holidays**

Regular full-time employees: are granted two (2) floating holidays per calendar year. Floating holidays must be taken in the year that they are granted and will not be carried over into the next calendar year and no compensation will be given for unused floating holidays. Unused floating holidays will not be paid to an employee upon separation.

## **3.5 Sick Days**

Regular full-time employees: are granted 12 sick days per year based on their regular work schedule, at the rate of one per month, up to a maximum accumulation of 36 days.

For purposes of this Section 3.5, employees are allowed to use their sick leave benefits for not only their own personal medical needs, but also for the illness, injury or medical appointments of the employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

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 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 supervisor at the succeeding level of authority in your department if your immediate

supervisor cannot be reached, 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. 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.

The use of sick days for purposes other than those in paragraph 2 above, shall be cause for disciplinary action up to and including discharge. For example, employees may not use sick leave as a personal day to run errands, or any other tasks or activities that are not related to the employee's illness or the illness of the approved family member.

If you are away from work for three (3) or more consecutive days because of illness or injury, 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 future occasions of time away from work of less than three (3) consecutive days.

Any employee who has been absent from work on sick leave for five (5) or more consecutive days may be required to submit to a fitness for duty evaluation, at the Park District's expense, to determine whether the employee is fit for duty and can perform the essential functions of his or her position. All employees who are on sick leave for a period of thirty (30) or more days must undergo a fitness for duty evaluation, at the Park District's expense, to determine whether the employee is fit for duty and can perform the essential functions of his or her position.

While the Park District recognizes that there are times when an employee must be absent due to illness or otherwise, there are instances where sick leave usage becomes excessive or abusive, thus impairing the Park District's service levels. When these incidents become excessive, as to be determined by the employee's immediate supervisor, or the absence begins to affect the employee's effectiveness, or contributes to reduced service levels, disciplinary measure may be taken up to and including immediate termination. Excessive absenteeism shall include, but not be limited to, frequent absences on Mondays and/or Fridays or the days preceding or following a holiday; failing to report to work after sick leave time or other appropriate leave time has been exhausted; and any other usage of sick leave or other leave without following the procedures provided herein. In cases where the immediate supervisor has determined that the employee has engaged in excessive absenteeism, the employee may be issued a "notice of remedial warning" for the first instance of absenteeism. If there is not a satisfactory and immediate improvement in the cited behavior and required attendance, he/she shall receive disciplinary action up to and including termination.

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.

Upon an employee's separation from the Park District, an employee will not be paid for any accrued or unused sick days.

## 3.6 Bereavement Leave

All regular full-time and Classification I & II part-time employees (except employees who are considered full-time for insurance purposes only) are allowed up to three (3) working days with pay per calendar year to attend the funeral of a family member, or up to five (5) days if travel of more than 300 miles one way is necessary, with the approval of the employee's immediate supervisor or department head. In turn, the employee's immediate supervisor or department head should notify the Business Office of the reason and length of the employee's absence. Pay is based on the number of hours that the employee was regularly scheduled to work on those days. These days are to be taken consecutively within a reasonable time of the day of the death or day of the funeral, and may not be split or postponed. For purposes of this policy, "family member" is defined as the employee's spouse, civil union partner, child, stepchild, parent, grandparent, sibling, grandchild, parent-in-law, son-in-law, daughter-in-law, brother-in-law, and sister-in-law.

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.

## 3.7 Jury Duty

Employees selected for jury duty will be granted time off for the duration of their jury service. Regular full-time and Classification I part-time employees on jury duty will receive an amount equal to the difference between their full pay based on their regular base pay (if exempt) or the number of hours for which the employee was scheduled to work on those days and their jury duty pay, up to a maximum of 10 working days. In order to receive pay from the Park District, employees eligible for pay must submit a copy of the check received for jury duty to the business office before the Park District will pay the difference.

All other employees will receive jury duty leave without pay from the Park 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 Park District with appropriate documentation evidencing the length of their jury duty.



## 3.8 Family & Medical Leave

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### Introduction

This section briefly summarizes rights and regulations under the Family and Medical Leave Act of 1993 ("FMLA").

The FMLA provides eligible employees with up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. During this leave, an eligible employee is entitled to continued group health plan coverage as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position.

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

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### Eligibility

Any full-time or part-time employee who has worked for the Park District for at least 12 months, and for at least 1,250 hours during the 12-month period immediately preceding the start of the leave.

Eligibility for available FMLA leave will be based on a "rolling" 12-month period measured backward from the date FMLA leave began. Under this method, each time an employee requests FMLA leave, the employee's leave entitlement will be any remaining balance of the 12 weeks which has not been used during the twelve (12) months immediately preceding the request.

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### Reasons for Leave

A leave may be taken for the following reasons: (1) birth and care of a newborn child; (2) placement of a son or daughter for adoption or foster care in the employee's home; (3) to care for the employee's parent, spouse or child (but not in-law) with a serious health condition; (4) to attend to the employee's own serious health condition which renders the employee unable to perform the functions of the employee's job; (5) to care for a covered service-member (spouse, son, daughter, parent or next of kin [the nearest blood relative]) recovering from a serious injury or illness incurred in the line of duty while on active duty; and (6) to attend to a qualifying exigency as a result of the employee's spouse, parent or child being called up for active duty.

For purposes of this policy, "serious health condition" means an injury, illness, impairment, or physical or mental condition that involves one of the following:

1. Hospital Care. Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity relating to the same condition.

2. Absence Plus Treatment. A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves either: (1) treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or (2) treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment under the supervision of the health care provider.
3. Pregnancy. Any period of incapacity due to pregnancy or for prenatal care.
4. Chronic Conditions Requiring Treatment. A chronic condition that: requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistance under direct supervision of a health care provider; continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity.
5. Permanent/Long-Term Conditions Requiring Supervision. A period of incapacity that 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.
6. Multiple Treatments (non-chronic conditions). Any period of absence to receive multiple treatment (including any period of recovery therefrom) by a healthcare provider or by a provider of health care services under orders of, or in referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

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### **Length of Time (Non-Military Leave)**

Employees qualifying for leave under the FMLA may take up to a maximum of 12 calendar weeks of leave over a rolling 12 month period measured retroactively from the last day of leave. Where both a husband and wife are employed by the Park District, their combined leave under this policy is 12 weeks over the 12 months where the leave involves the birth or adoption of a child or the care of a seriously ill parent.

Leave because of an employee's own serious health condition, or to care for an employee's spouse, child or parent with a serious health condition, may be taken all at once or, where medically necessary, intermittently or on a reduced work .

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### **Intermittent or Reduced Work Schedule Leave**

Intermittent leave is leave taken in separate blocks of time. A reduced work schedule leave is a leave schedule that reduces an employee's usual number of hours per workweek or hours per workday.

If an employee takes leave intermittently or on a reduced work schedule basis, the employee must, when requested, attempt to schedule the leave so as not to unduly disrupt the Park District's operations. When an employee takes intermittent or reduced work schedule leave for foreseeable planned medical treatment, the

Park District may temporarily transfer the employee to an alternative position with equivalent pay and benefits for which the employee is qualified and which better accommodates recurring periods of leave.

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### **Military Caregiver Leave**

Eligible employees who are family members of covered service employees will be entitled to take up to twenty-six (26) weeks of leave in a single twelve (12) month period to care for the covered service-member recovering from a serious injury or illness incurred in the line of duty while on active duty. Family members are a “spouse, son, daughter, parent or next of kin [the nearest blood relative]” of the injured or ill service member. Covered service members are those in the Armed Forces, including members of the National Guard and Reserves.

To qualify for this leave, the member of the Armed Forces must be undergoing medical treatment, recuperation or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness. A “serious injury or illness” is “an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating.”

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### **Qualifying Exigency Leave**

During the eligible employee’s family member’s duty in the Armed Forces, specifically, employees who have a spouse, parent or child who is on or has been called to active duty in the Armed Forces, the employee may take up to twelve (12) weeks of FMLA leave yearly when a “qualifying exigency” arises out of the fact that the family member is on active duty or has been notified of an impending call to active duty status. A “qualifying exigency” is:

1. Short-notice deployment;
2. Military events and related activities;
3. Childcare and school activities;
4. Financial and legal arrangements;
5. Counseling;
6. Rest and recuperation;
7. Post-deployment activities; and
8. Additional activities agreed to by the human resources director.

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### **Limitations on FMLA Leave**

Leave to care for a newborn or for a newly placed child must conclude within 12 months after the birth or placement of the child and may not be taken intermittently or on a reduced work schedule unless the Park District agrees with respect to an individual leave request.

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## **Compensation**

You must substitute and exhaust any accrued paid vacation days, paid personal days, and paid sick days for unpaid leave under this policy, and any such paid time off must be taken at the same time as 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 twelve weeks of Family and Medical Leave. If you qualify for both Family and Medical Leave and any other leaves, Family and Medical Leave must be taken first.

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## **Benefit Continuation**

While a regular full-time employee or an employee who is considered to be full-time for insurance purposes only is on FMLA leave, the Park District will maintain the employee's group health insurance coverage under the same conditions that the employee had at the start of FMLA leave for a period not to exceed the FMLA 12-week period. The employee will be responsible for any premium contribution and/or payment to other employee elected benefit programs. To the extent that an employee's FMLA leave is paid, the employee's portion of health insurance premiums will be deducted from the employee's salary. For the portion of FMLA leave that is unpaid, the employee's portion of health insurance premiums may be paid pursuant to a system voluntarily agreed to by the Park District and the employee. Other benefits, if any, such as vacation, sick leave, or personal days, shall not accrue while an employee is on FMLA leave. Employees on FMLA leave, however, will not forfeit any benefits that accrued prior to the start of FMLA leave by virtue of taking FMLA leave.

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## **Requesting Leave**

Please complete EMPLOYEE REQUEST FOR FAMILY MEDICAL LEAVE ACT FORM and the U.S. Dept of Labor Form WH-380-E. Requests for FMLA leaves must be made in writing. At least 30 days advance notice for the birth or adoption of a child or for planned medical treatment should be given. In cases of emergency, notice should be given as soon as is practical (usually within one or two business days). A delay in submitting this request may result in a delay of the start of your leave.

1. The request must specify, in detail, the reasons for requesting the leave and the length of time the employee intends to be away.
2. In cases where an employee requests leave for the employee's own serious health condition or to care for a seriously ill family member, the Park District may require medical certification from a health care provider to support the request. Medical certification forms are available from the business office.
3. If the Park District has reason to doubt the employee's initial certification, the Park District may: (a) with the employee's permission, have a designated health care provider contact the employee's health care provider in an effort to clarify or authenticate the initial certification; and/or (b) require the employee to obtain a second opinion by an independent Park District-designated provider at the Park District's expense. If the initial and second certifications differ, the Park District may, at its expense, require the employee to obtain a third, final and binding certification from a jointly selected health care provider.

4. During FMLA leave, the Park District may request that the employee provide recertification of a serious health condition at intervals in accordance with the FMLA. In addition, during FMLA leave, the employee must provide the Park District with periodic reports regarding the employee's status and intent to return to work. If the employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide the Park District with reasonable notice (*i.e.*, within 2 business days) of the employee's changed circumstances and new return to work date. If the employee gives the Park District notice of the employee's intent not to return to work, the employee will be considered to have voluntarily resigned.
5. A request for a leave of absence must be approved by the employee's supervisor(s) and the Director.
6. An approved medical leave of absence will be considered FMLA if it qualifies as such under the FMLA regulations promulgated by the U.S. Department of Labor.
7. If an employee's request does not meet the requirements for FMLA leave of absence, the employee may apply for a personal leave of absence. (See Section 3-9.)

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#### **Return from Leave**

Upon returning from FMLA leave, the employee will be reinstated to the employee's original or equivalent position with equivalent pay and benefits. In the case of an employee's own serious health condition, a physician's statement certifying the employee's ability to perform the essential functions of the job is required. However, an employee is entitled to reinstatement only if he would have continued to be employed had FMLA leave not been taken. Thus, an employee is not entitled to reinstatement if, because of a layoff, reduction in force or other reason, the employee would not be employed at the time job restoration is sought.

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#### **Failure to Return to Work Following FMLA Leave**

An employee who fails to return to the available position on the first day after the leave of absence has expired will be considered to have voluntarily resigned. However, pursuant to the Park District's American With Disabilities Act Policy, employees may request extended unpaid leave as a "reasonable accommodation" under the ADA (See Section 1-3). The Park District may recover health insurance premiums that the Park District paid on behalf of the employee during any unpaid FMLA leave except the Park District's share of such premiums may not be recovered if the employee fails to return to work because of the employee's or a family member's serious health condition or because of other circumstances beyond the employee's control. In such cases, the Park District may require the employee to provide medical certification of the employee's or the family member's serious health condition.

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**Secondary Employment During FMLA Leave**

During an employee's FMLA leave, the employee may not be employed or work in any other job or position.

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**Abuse or Violation of FMLA Leave Policy**

Any employee who violates the FMLA leave policy herein or the Family Medical Leave Act itself may be subject to discipline, up to and including termination.

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**Additional Information**

For further information or clarification about FMLA leave, please contact the Business Office.

## 3.9 Personal Leave of Absence

Eligible full-time and Classification I & II part-time employees may be granted personal leave of absence for a period not to exceed 90 consecutive calendar days within any 24 consecutive month period. This is an unpaid leave except in the case of a full-time or Classification I part-time employee who may elect to use accrued benefit time during the leave, such as sick time, personal time, vacation time or compensatory time. Normally, a personal leave of absence will not be granted during the first year of employment.

1. All requests for personal leaves should be made in writing and must be approved by the employee's supervisor(s) and the 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 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 Park 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 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 at least two (2) weeks prior to the end of the original leave. 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, provided that it does not extend the total leave beyond one year, including leave granted under the FMLA, if any. Requests for additional leave time must be made in writing at least two 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 by the 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 Park District's group plan for the duration of the leave provided that the employee pays 100% of the premium contribution. 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 is required by the Park District before an employee may be permitted to return to work.
7. Although the Park 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 Park 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 Park District. However, pursuant to the Park District's American With Disabilities Act Policy, employees may request extended unpaid leave as a "reasonable accommodation" under the ADA (See Section 1-3).

## 3.10 School Visitation Rights

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 hours of leave may be taken in any one 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 Park 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.

<b>Note</b>	Failure to submit the documentation upon request to the Park District within 2 working days of your school visit may subject you to disciplinary action.
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Please contact the Business Office for further information regarding school visitation leave.



## 3.11 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.

Full-time employees may take leave without pay to participate in mandatory military training and duty in the United States Armed Forces for the actual duration of such training and duty. During leaves of absence for basic training, for up to 60 days of special or advanced training, and for any other training or duty required by the United States Armed Forces, the employee will receive his regular compensation as a Park District employee minus his military service base pay.

An employee who is a member of a reserve component of the United States Armed Services, and who is mobilized to active duty, shall receive his regular compensation as an employee, plus health insurance and other benefits that he was receiving or accruing at the time of mobilization, minus the amount of his base pay for military service, for the duration of his active military service. During any period of military service that is otherwise uncompensated under this policy, the employee may choose to substitute accrued paid leave for unpaid leave.

You must provide the Park District with at least thirty (30) days advance written notice prior to the start of leave for military service except in cases of national emergency or in cases in which your orders are not received within thirty days of your military leave start date. Such notice must include, without limitation, a copy of your orders. Upon return to the Park District from your military training, you must submit a statement signed by an appropriate military official indicating the time you spent in military training and/or service.

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 Park 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.

During a military leave of less than 31 days, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work. For military leaves of more than 30 days for reasons other than mobilization to active duty of a member of a reserve unit of the United States Armed Forces, an employee may elect to continue his health coverage for up to 18 months of uniformed service, but may be required to pay all or part of the premium for the continuation coverage. [NOTE: Employees and/or dependents who elect to continue their coverage may not be required to pay more than 102% of the full premium for the coverage elected. The premium is to be calculated in the same manner as that required by COBRA.]

## 3.12 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 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.

## 3.13 Victims' Economic Security and Safety Act

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### Introduction

This section briefly summarizes rights and regulations under the Victims' Economic Security and Safety Act of 2003 ("VESSA").

The VESSA provides employees with up to 12 workweeks of unpaid leave during a 12-month period to address the consequences of domestic violence or sexual violence to themselves or their family or household member who is a victim of domestic violence or sexual violence.

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### Basis of Leave

The Park District will provide up to twelve (12) weeks of unpaid leave from work on an intermittent or reduced work schedule basis to an employee who is a victim of domestic or sexual violence (or who has a family or household member who is a victim of domestic or sexual violence) to address domestic or sexual violence if the employee is:

- (A) seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
- (B) obtaining services from a victim services organization for the employee or the employee's family or household member;
- (C) obtaining psychological or other counseling for the employee or the employee's family or household member;

- (D) participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
- (E) seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

"Family or household member" means a spouse, civil union partner, parent, son, daughter, and persons jointly residing in the same household whose interests are not adverse to the employee as it relates to the domestic or sexual violence.

"Parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter. "Son or daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.

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### **Period of Leave**

The employee shall be entitled to a total of 12 workweeks of unpaid leave during any 12-month period. (This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act.)

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### **Existing Leave**

The employee may use any available paid or unpaid leave (including family, medical, sick, annual, personal, etc.) from employment, in substitution for any period of such leave for an equivalent period of leave.

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### **Notice**

The employee shall provide the Park District with at least 48 hours' advance notice of the employee's intention to take the leave, unless providing such notice is not practicable.

When an unscheduled absence occurs, the Park District will not take any action against the employee if the employee, within a reasonable period after the absence (generally defined herein as 15 days) provides certification as shown under the next section.

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### **Certification**

The Park District may require the employee to provide certification to the Park District that:

- (A) the employee or the employee's family or household member is a victim of domestic or sexual violence; and
- (B) the leave is for one of the purposes enumerated in the above "Basis" paragraph.

The employee shall provide such certification to the Park District within a reasonable period after the Park District requests certification.

An employee may satisfy the above certification requirement by providing to the Park District a signed and dated statement of the employee, and upon obtaining such documents the employee shall provide:

- (A) documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence;
- (B) a police or court record; or
- (C) other corroborating evidence.

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### **Confidentiality**

All information provided to the Park District, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained leave pursuant to this policy, shall be retained in the strictest confidence by the Park District, except to the extent that disclosure is: (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable Federal or State law.

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### **Restoration to Position**

In general, an employee who takes leave under this policy shall be entitled, on return from such leave:

- (A) to be restored by the Park District to the position of employment held by the employee when the leave commenced; or
- (B) to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

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### **Loss of Benefits**

The taking of leave under this policy shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, the employee is not entitled to:

- the accrual of any seniority or employment benefits during any period of unpaid leave; or
- any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

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### **Reporting to the Park District**

The Park District may require an employee on leave under this policy to report periodically to the Park District on the status and intention of the employee to return to work.

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**Maintenance of Health Benefits**

Except as provided under “Loss of Benefits,” during any period that an employee takes leave under this policy, the Park District shall maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

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**Failure to Return From Leave**

The Park District may recover the premium that the Park District paid for maintaining coverage for the employee and the employee's family or household member under such group health plan during any period of leave under this policy if:

- (A) the employee fails to return from leave under this policy after the period of leave to which the employee is entitled has expired; and
- (B) the employee fails to return to work for a reason other than:
  - the continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave; or
  - other circumstances beyond the control of the employee.

The Park District may require an employee who claims that the employee is unable to return to work because of a reason described in (I) or (II) above to provide, within a reasonable period after making the claim, certification to the Park District that the employee is unable to return to work because of that reason.

An employee may satisfy the certification requirement of clause by providing to the Park District:

- (A) a sworn statement of the employee;
- (B) documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee has sought assistance in addressing domestic or sexual violence and the effects of that violence;
- (C) a police or court record; or
- (D) other corroborating evidence.

The Park District will not fail to hire, refuse to hire, discharge, or harass any individual exercising their rights under this policy or otherwise discriminate against any individual exercising their rights under this policy with respect to the compensation, terms, conditions, or privileges of employment of the individual, or retaliate against an individual in any form or manner for exercising their rights under this policy.

# 3.14 Employee Blood Donation Leave Act

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## Eligibility

Any full-time employee who has been employed by the District/SRA for at least six (6) months shall be entitled to up to one hour blood donation leave, with pay, every 56 days.

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## Notice

The employee shall submit a written request for leave before donating or attempting to donate blood. Medical documentation of the appointment to donate blood shall be provided at the time of said written request.

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## Verification

The District/SRA may require a written statement from the blood bank confirming that the employee kept the appointment to donate blood.

# 3.15 Family Military Leave Act

(This Act applies to both employees and independent contractors. Employers with between 15 and 50 employees must provide up to 15 days of unpaid leave to covered employees or independent contractors who are either the spouses, civil union partners, parents, grandparents or children of soldiers being called into active military duty. Employers with 50 or more employees are obligated to provide such covered employees or independent contractors with up to 30 days of leave under the Act.)

(If between 15-50 employees) Fifteen (15) days of unpaid family military leave is granted under this Act to employees who are either the spouses, civil union partner, parents, grandparents or children of soldiers called into active military duty. The leave must be taken during the period the military deployment orders are in effect.

(If more than 50 employees) Thirty (30) days of unpaid family military leave is granted under this Act to employees who are either the spouses, civil union partner, parents, grandparents or children of soldiers called into active military duty. The leave must be taken during the period the military deployment orders are in effect.

Unpaid leave under this Act can be taken only after the employee has exhausted all accrued vacation, personal leave, and compensatory time.

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## Eligibility

For the purpose of this Act, employee is defined as a person employed for at least 12 months with at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.

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## Notice

If the leave under this Act is for five (5) consecutive work days or more, the employee must provide the District with at least fourteen (14) days notice in advance of the leave date.

For leave of less than five (5) consecutive work days the employee should provide as much advance notice as is practicable.

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## Benefits

Employees shall maintain benefits at the employee's expense for the duration of the leave.

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## Verification

The District may require certification from the proper military authority to verify the employee's eligibility for the family military leave requested.

## Section 4: Employee Benefits

# 4.1 Disclaimer

The Park 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 Park 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 Offices. 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.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the Park District and its employees, retirees or their dependents, for benefits or for any other purpose. All employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect.

As in the past, the Park District reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that maybe extended to retirees and their dependents. Further, the Park District reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

Benefits under the plans described herein will be paid only if the plan administrator decides in his/her discretion that the applicant is entitled to them.

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 Office. If you lost or misplaced those descriptions, please contact the Business Office for another copy.



## 4.2 Insurance Plans

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### Introduction

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 Park 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 under the plan(s) will terminate immediately if the group policies are cancelled or if the employee fails to make any required premium payment.

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 or after their 31st day of employment provided that they meet all plan requirements.

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### Full-time Employee Insurance Plans

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

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#### Medical and Dental

Group medical, hospitalization and dental 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 Office.

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#### Life and AD&D Insurance

The Park District provides all eligible full-time employees with basic life and accidental death and dismemberment (AD&D) insurance based on the employee's annual base salary. This insurance is currently provided at no cost to the employee. A summary plan description is available from the Business Office.

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#### Supplemental Life Insurance

The Park District offers supplemental life and AD&D policies to eligible full-time employees and their dependents. The entire premium must be paid by the employee. Payment may be made through payroll deduction. Details on these plans are available from the Business Office.

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### COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) 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.

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### **Early Retirement under the IMRF Pension Plan**

Full-time employees electing to retire early under the IMRF Pension Plan may purchase continuous health insurance coverage under the Park District's existing plan until age 65.

## **4.3 IMRF Pension Plan**

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### **Introduction**

Employees who work in Park District positions that meet certain hour standards are required to participate in the Illinois Municipal Retirement Fund (IMRF). 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 in the Business Office.

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### **Contribution**

Participating employees contribute a certain percentage of their gross pay as determined by IMRF through payroll deduction. 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 Park District also contributes to IMRF as a percentage of total contributions. The Park District's contribution is to fund survivor's pensions, disability benefits, death benefits and the retirement costs of its employees.

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### **Questions Regarding IMRF Benefits**

A general booklet is published by IMRF which describes IMRF's administration, employer and member contributions, and benefits available under the IMRF plan. Periodically, IMRF mails the booklets to members at their home address.

IMRF Service Representatives are also available to assist you with questions regarding benefits or other concerns. You can contact an IMRF Service Representative Monday through Friday from 7:30 am to 5:30 pm at 1-800-ASK-IMRF (1-800-275-4673).

Members can also access information about IMRF by visiting IMRF's World Wide Website at: [www.imrf.org](http://www.imrf.org).

## **4.4      Deferred Compensation Plan**

The Park District has established a voluntary deferred compensation plan in accordance with state and federal guidelines in order to aid employees with their long-term financial planning. This plan allows you to put money aside for your retirement on a tax-deferred basis through payroll deductions. The Park District offers this plan as a voluntary service; employees should consider their financial needs to determine if this plan is in their best interest. Please contact the Business Office for details on this plan.

## **4.5      Social Security & 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 Park 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.

## **4.6      Unemployment Compensation**

As a Park 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.

## 4.7 Indemnification & Liability Insurance

The Park 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 Park District at the time of the incident from which a claim arises. However, the Park District is statutorily prohibited from indemnifying employees for “punitive” damages.

You may be covered by the Park District's liability insurance to defend any civil action that may be brought against you or the Park District, its agents, or any other employee for damages arising out of the lawful performance of your duties.

## 4.8 Worker's Compensation

As a Park District employee, you are covered under the Illinois Workers' Compensation Act. The Act provides for medical care and replacement of wages if you sustain an injury arising out of and occurring in the course of your employment with the Park District. Non-job-related illnesses or injuries, or illnesses or injuries not related to the performance of your assigned duties 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 Park 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.

**Note**

Failure to immediately report an injury or illness may jeopardize the employee's eligibility for workers' compensation benefits.

2. Upon notification, the Park District shall 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 Park District's Physician Network Referral Service if additional treatment is necessary.
3. All medical evaluations by any licensed physician must be submitted to the Business Manager for the duration of your period of leave.

4. The Park 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 Park District's expense and the physician will submit the results to the Park District. The employee is entitled to a copy of this report.
5. The Park District may assign an injured employee to a modified duty assignment in accordance with the Park District's Modified Duty Program.

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 Park District.

7. The Park 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 Park 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. The Park District hereby reserves the right to establish a Preferred Provider Program ("PPP") which shall provide employees with a list of physicians that the employee can use. Employees may opt out of using the PPP but then he or she is limited to only one chain of doctors for the treatment of his or her work-related injury.

# 4.9 Education, Training & Professional Participation

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## Introduction

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 Park District.

In the best interest of the Park District, employees may attend professional conferences and seminars and belong to professional associations as budgeted and approved by the 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, 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 Park 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 policies, procedures and approvals.

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## 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 100% of approved expenses. Please see section 4-12 for details on expense reimbursement.

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## Education

At the discretion of the Park District, you may be given the opportunity to take educational courses related to your position within the Park District. Interested employees should consult with their immediate supervisor. Park District resources are limited and the employee's immediate supervisor and the Director will evaluate individual requests. Please see section 4-10 for details on tuition reimbursement.

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## Professional Organizations

Employees are encouraged to join and participate in professional associations that promote Park District goals, individual skill development, professional recognition, or relate to your job responsibilities. However,

employee participation in such associations must not conflict with the Park District's interests. Depending upon the benefits derived from membership by the Park District, the Park District may pay all or part of the membership fees.

## 4.10 Tuition Reimbursement

If an employee is a regular, full-time employee and has worked for the Park District at least one (1) year full-time, he may be eligible to participate in the Park District's tuition reimbursement program. Tuition reimbursement is discretionary. The amount reimbursed will depend on a number of factors including budgetary constraints.

The Park District may partially reimburse the employee for tuition for successful completion of certain courses that it believes are job-related. Eligible courses must be directly and substantially related to an employee's improving productivity in his or her current job. (Costs for textbooks and materials will not be reimbursed.)

To receive tuition reimbursement, an employee must apply and be approved before the course begins. This is how the program works:

1. Complete a Tuition Reimbursement Form. If Director approves the form, return the signed form to the business office and keep a copy. The employee pays the initial course fees.
2. Once the employee receives his grade(s), the employee should attach a copy of the paid tuition bursar's receipt and the final grades to the copy of the Tuition Reimbursement form and send to the Director for final approval.
3. Reimbursement of 50% for a grade of "B" or better for graduate work or a "C" or better for undergraduate work. No reimbursement is provided for grades that fall below these standards. In courses where the employee only receives a "Pass/Fail" grade, reimbursement will be 50% for a passing grade only.
4. Annual reimbursement will not exceed \$5,000.
5. The amount of any reimbursement will be reduced by the amount received from any other source, i.e., grants, fellowships, and scholarships.

Unless specifically approved in writing by the Director, course work may not be performed during business hours.

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 Park District in full.

## **4.11 Employee Assistance Program**

The Park 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 Park 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 Office if you would like further information on the EAP.

## **4.12 Expense Reimbursement**

The Park District may reimburse employees for necessary and reasonable expenses incurred while on authorized Park District business. In order to qualify for reimbursement, you must request prior 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 Park District). Check with your supervisor for specific policies and procedures prior to incurring any expenses.

Allowable expenses:

1. Private Automobile – Reimbursement is at a rate currently allowed by the I.R.S. plus any applicable tolls and parking fees. When two or more persons are traveling in the same vehicle, reimbursement is limited to one person.
2. Reasonable air and train transportation.
3. Local transportation – in getting from home to air terminal and at destination is limited to actual cost, including use of private automobile.
4. Actual cost of lodging in motel or hotel – moderately priced accommodations are expected to be selected when available.
5. The Park District will provide \$75.00 per day for meals, tips and incidental expenses limited to when the employee is traveling on Park District Business. Moderately priced meals are expected to be selected.



6. Registration – any necessary registration or similar fee.
7. Receipts for lodging, transportation, registration fees and other similar expenses are to be retained and submitted.

## **4.13 Employee Awards**

The Park District 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 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.

## **4.14 Suggestion System**

Employees who have suggestions for the improvement of services, reduction of costs, improvement of safety or training, or other related programs or plans, are 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. If an employee's suggestion is implemented, a copy of the written report including action taken will be placed in his personnel file. Particularly meritorious suggestions may be recognized with special awards as recommended by the Director.

## Section 5: Park District Property & Facilities

# 5.1 Use of Recreational Facilities

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### Recreation Programs/Group Lessons

Regular full-time employees and immediate family members of regular full-time employees (spouse, civil union partner, and dependent children living at home) and Classification I & II part-time employees will be allowed to enroll in recreation programs or group lessons at a reduced rate or no charge subject to the following conditions:

1. Employees or immediate family members are not eligible to register for any resident lottery for recreation programs without complying with all requirements, regulations, rules and fees.
2. The employee or immediate family member pays the Park District for any out-of-pocket expense in connection with attendance in the program or lesson.
3. In the case of employees, participation in any recreational program does not conflict with normal working hours.

# 5.2 Use of Park District Information, Property & Equipment

The protection of the Park District's business information, property and all other Park District assets are vital to the interests and success of the Park District. Except in the ordinary course of performing duties for the Park District, or otherwise permitted, no Park District property may be removed from the Park District's premises. Accordingly, when an employee leaves the Park District, the employee must return to the Park District all related Park 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 Park District property for personal use without proper authorization. No Park 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 Park District vehicles can only be approved by the Director.

For the purpose of this section, Park 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 Park District. Because safety and liability is of chief concern, it is expected that Park District property that is assigned, or authorized or permitted to be used will be operated in a fashion consistent with the Park District's established safety rules and regulations. Instructions on safe and proper use will be provided upon request. In addition, the use of some Park District property may require permits, waivers and releases. The employee will be responsible for the full cost of repair or replacement of Park District property, in the sole discretion of the Park District, that is damaged or lost while it is in the employee's care and custody.

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

The Park District's equipment, such as telephones, 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 or her supervisor. Personal usage, in an emergency, of these or other equipment that results in a charge to the Park 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 Park District property, uniforms, equipment, work product and documents in his possession or control.

## **5.3 Use of Park District Computer Systems**

It is the policy of the Park 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 Park 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 employees have private access or an entry code into the computer system. The Park 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 Park District computer facilities for personal use and outside projects may be acceptable. 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 Park District may purge files on its computer at any time, without notice. The Park 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 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.

## **5.4 Employee Use Of Internet, Email and Park District Provided Communication Devices Policy**

The Park District recognizes the value of and the need for various manual and electronic, digital and voice communications systems such as regular written mail and memos, bulletin board postings, E-mail, voice mail, pager, Park District provided cellular phones and text messaging devices, Internet, Intranet and other inter and intra-agency computer networks and that access to all is designed to enhance productivity. The Park District also recognizes that certain standards for the use of these tools must be established.

### **A. General Provisions**

1. The Park District's manual and electronic communication systems, whether they include contemporaneous or pre-recorded communications are subject to the Park District's exclusive control and management.

All data and other electronic messages generated or stored in such system are property of the Park District. This includes all of the material and information created on, transmitted by, or stored on the Park District's electronic equipment. Users must realize that material or information that has been deleted can be retrieved and viewed by others. This also includes e-mail that has been deleted. Further, employees who use such systems have no protected right of privacy.

Such communications and information systems include, but are not limited to:

- a. Telephones that are used for the receipt and transmission of emergency calls
- b. Voice mail
- c. E-mail--both in-house and Internet systems
- d. Facsimile (fax) devices--whether stand-alone or PC generated

- e. Internet and Intranet systems
  - f. Video recorders and players
  - g. Two-way voice radio systems
  - h. Paging systems
  - i. Cellular phones and text messaging devices
  - j. Bulletin boards
  - k. Places where paper, mail, bulletins, announcements, and messages are posted or displayed.
2. The Park District reserves the right to monitor, record, inspect, listen to otherwise transcribe messages and data generated on or by any Park District owned or provided electronic communication system.

The Park District may routinely monitor and may post some records and data for compliance to this directive; and may, if necessary, focus on specific systems or the activities of specific individuals, which may include random monitoring.

3. No encryption program(s) will be used without the approval of the Executive Director or his or her designee. The Park District reserves the right to decipher and/or delete any encrypted messages or data encountered on its systems.
4. The Park District reserves the right to:
- a. Access, bypass, override, or delete any employee created password or Personal Identification Number (PIN) so as to gain access to data held under the employee's account.
  - b. Access without notice data or text caches, pager memory banks, cellular phone or text messaging device usage records, e-mail and voice mail boxes or accounts, conversations on designated recorded emergency telephones, and any other Park District provided electronic storage systems.
5. Communication systems, as broadly defined, must never be used to:
- a. Threaten, intimidate, or intentionally embarrass another person.
  - b. Send or post images that contain nudity, images or words of a profane, prurient, or sexually suggestive nature, even if the employee or recipient has consented to or requested such material.
  - c. Engage in any illegal, illicit, improper, unprofessional, or unethical activity, or in any activity that could reasonably be construed to be detrimental to the interests of the Park District.

- d. Send or post jokes or comments that tend to disparage a person or group because of race, ethnic background, national origin, religion, gender, sexual orientation, age, verbal accent, source of income, physical appearance or agility, mental or physical disability or occupation; or to use electronic resources or manual communications in any manner which might reasonably be considered harassment or embarrassment of an individual or a group as outlined above. Material of this nature which is received inadvertently should not be save or printed unless for the sole reason of bringing it to the immediate attention of system management.
  - e. Send messages which could be harmful to workplace morale.
  - f. Send or post messages for personal commercial ventures for profit.
  - g. Solicit or address others regarding religious or political causes or for any other solicitations that are not work related, unless otherwise authorized by the Executive Director.
6. All employees are expected to maintain the integrity of the sensitive, confidential, and proprietary information that is stored on or is passed through the Park District communications and information systems. Except as otherwise required or allowed by law, such information or data may not be disseminated to unauthorized persons or organizations. This includes, but is not limited to medical records.
7. User passwords for all Park District communications and information systems are confidential. It is the user's responsibility to maintain the confidentiality of their password(s). Individual users will be held accountable for the use of their password by others.
8. No employee may intentionally intercept, eavesdrop, record, read, alter, or receive another person's e-mail messages without management approval.
9. No employee shall make copies of information or data stored on Park District communications and information systems without management approval, unless it shall be within the normal scope of the individual's assigned duties.
10. No e-mail or other electronic communication may be sent which hides the identity of the sender or represents the sender to be someone else or to be someone from another entity.
- a. All messages communicated via e-mail services provided by the Park District must contain the sender's name, or the employee ID number in situations where it can be used only under password control.
  - b. No employee may represent or give the impression of representing an official position of the Park District in any e-mail or Internet type communication without the express permission of an administrative staff member.

- c. All e-mail messages must be businesslike, courteous, civil, and written with the expectation that they could be made public at some time in the future. Confidential information (such as personnel or legal materials) should be communicated via a more secure and private method.
  - d. Staff members are expected to use good judgment in providing their e-mail addresses, and to specifically refrain from providing it to vendors or others who could use the address as a method of sending junk mail. Junk mail received via the Internet could slow down the system in a significant way.
- 11. Only hardware that has been approved by management may be installed for Park District use. This includes all microcomputers, peripherals, and accessories.
- 12. Hardware is not to be relocated, connected, or disconnected without prior approval of the Executive Director, except in emergency situations, in which case immediate advice must be sought or notification must be made to the Park District.
- 13. Classified, confidential, sensitive, proprietary, or private information or data must not be disseminated to unauthorized persons or organizations.
- 14. The Park District may impose reasonable limitations on the use of any electronic communication system due to financial reasons, or hardware and/or software problems.

The privilege to access any form of electronic communications utilized by the Park District may also be restricted or denied due to disciplinary reasons.

It must be kept in mind that any such restriction could seriously jeopardize an employee's ability to perform their job and thus their continued employment may also be in jeopardy.

#### B. Internet and Intranet Systems

- 1. For purposes of this directive, Internet and Intranet will be used interchangeably unless specifically noted.
- 2. Depending on their work assignments, employees will have varying levels of access to the Internet. Access to the Internet is a revocable privilege. In general, only the Park District approved Internet provider may be used to access the Internet. Exceptions may be made by the Executive Director.
- 3. No employee may commit any Park District financial resources via Internet access or commerce without specific written approval of the Executive Director. No resources of any kind, including subscription services, for which there is a fee may be accessed or downloaded without prior written approval of the Executive Director.

4. Employees must use good judgment and discretion in generating purely personal e-mail correspondence on the Internet. Use of personal e-mail must be limited and generally done on non-work time.
5. Employees with Internet access are cautioned that they are responsible for what they send, view, or download. Downloading of application programs without the consent of the management is prohibited. The Park District does not recommend downloading or installation on Park District computers of any application software from the Internet. Such software may not only contain imbedded viruses, Trojan horses, and worms but is also untested and may interfere with the functioning of standard Park District applications. Similarly, downloaded data files or e-mail with attachments, may contain viruses, Trojan horses, and worms with the potential of infecting the entire network. Therefore, data and e-mail must be written to the local C-drive and scanned for viruses before opening. If a virus is detected, the employee's immediate supervisor must be notified immediately. Any and all material downloaded from the Internet must relate to legitimate Park District use.
6. When using the Internet, the user implicitly involves the Park District in his or her expression. Therefore, users must not participate in Web or email surveys or interviews without authorization from the employee's immediate supervisor.
7. Employees are expected to refrain from using the Internet for purely personal, non-business related purposes to access sites related to sports, stocks, financial information, vacation and travel planning, automobiles, electronic shopping, movies and entertainment, blogging, and non-business related newsgroups and list servers, among others. Limited access to such sites is permitted during non-work hours. This access privilege may be limited or revoked for excessive use or for disciplinary reasons.
8. The Park District may implement monitoring and/or filtering software to insure compliance with its business related restrictions on use of the Internet.
9. Alterations or enhancements shall not be made to the Park District web page without prior written approval of the Executive Director.

C. Personal Computer Systems

1. In some instances, the Park District may find it advantageous to utilize various personal computer systems including desktop units and laptops, some of which may be connected together in a Local Area Network (LAN) or Wide Area Network (WAN) that may utilize one or more servers.

All such hardware and software and all data generated by and stored in such systems remains the property of the Park District and is subject to the ownership and inspection guidelines outlined elsewhere in this document.

2. In an effort to insure standardization of software; to assist in providing support and to facilitate data exchange across individual computers and the LAN(s) or WAN(s), employees are prohibited from



installing their own software on any Park District-owned personal computer or on any Park District LAN or WAN.

3. In an effort to protect the integrity of the Park District network systems and the data which may be stored on personal computers, all Park District computers will be equipped with anti-virus software. This virus protection software must be kept operational, no matter what effect it has on the computer system's performance. At no time shall the anti-virus software for desktop computers or for the Internet be disabled, except in situations deemed appropriate by the Executive Director.

If a virus has been introduced on any Park District computer or network due to a staff member disabling the anti-virus software, appropriate disciplinary action may be taken.

#### D. Software Licensing and Copyrights

1. The Park District purchases or licenses the use of copies of computer software from a variety of outside companies. The Park District does not own the copyright to this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it for use on more than one computer.
2. The Park District employees who make, acquire, or use unauthorized copies of computer software will be disciplined as appropriate under the circumstances. The Park District does not permit or condone the illegal duplication of software.

#### E. Enforcement

A violation of any terms of this directive may result in disciplinary action up to and including termination.

## 5.5 Tape Recording Policy

It is a violation of Park District policy and state law to record conversations with a tape recorder or other recording device unless prior approval is received from your department head and all parties to the conversation give their consent.

The purpose of this policy is to eliminate a chilling effect on the expression of views that may exist when one 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.

# 5.6 Travel & Vehicle Use

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## Introduction

You must obtain the prior approval of your immediate supervisor in order to operate a motor vehicle, whether owned by the Park District or your own personal vehicle, on Park District business. The following general rules apply to the use of motor vehicles on Park District business. Please see your immediate supervisor for further details.

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## Applicable to All Vehicles Operated on Park District Business

1. Use of any vehicle for Park District business must be authorized by your immediate supervisor.
2. Employees operating any vehicle for Park District business must have a valid drivers license with the proper classification for the type of vehicle being operated and must show proof of such license upon request. You must immediately notify your immediate supervisor if the status of your drivers license changes or is expected to change.
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 Park 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 of being under the influence can be established by a professional opinion, a scientifically valid test, a lay person's good faith belief, or the statement of a witness.

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## Park District-Owned Vehicles

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

1. Park District owned vehicles may be taken home when authorized by the Director and only in cases where the employee is subject to emergency calls during off-duty hours.
2. Employees operating Park District vehicles must be 18 years or older.
3. Park District vehicles will not be used to transport Park 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 Drivers License (CDL) as a condition of employment is subject to random drug and alcohol testing in accordance with Department of Transportation regulations.
5. Employees are responsible for the care and conservation of Park District vehicles, and must promptly report any accident, breakdown or malfunction of any unit so that necessary repairs may be made.
6. The Park District has the right to search any Park District vehicle at any time, with or without notice. Therefore, employees have no reasonable expectation of privacy with respect to Park District vehicles.
7. No employee may be under the influence of alcohol, illegal substances or legal drugs while operating any Park District-owned vehicle at any time, irrespective as to whether the use is for personal or Park 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 of being under the influence can be established by a professional opinion, a scientifically valid test, a lay person's good faith belief, or the statement of a witness.

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## Personal Vehicles

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

1. Employees using their personal vehicle for Park 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 Park District's liability insurance is secondary to the employee's own coverage.
2. Using your personal vehicle to transport participants in any Park 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 Park District business and provide proof that the vehicle was used on Park District business (*i.e.*, submission of an approved mileage reimbursement form and other appropriate documentation such as receipts as required by the Park District).

## Section 6: Employee Conduct

### **6.1 Introduction**

Employees of the Park 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 Park 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 Park 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 Park 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 Park 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.

### **6.2 Compliance With Park District Policies & 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 Park District.

### **6.3 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.

## **6.4 Smoking**

Smoking is prohibited in or on any Park District building, facility, equipment, or vehicle or while working directly with the public, except in designated areas.

## **6.5 Expeditious & Diligent Performance of Duties**

You are expected to expeditiously and diligently perform your duties to the best of your ability.

## **6.6 Acting in Park District's Interests**

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

## **6.7 Accurate Records**

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

## **6.8 Attendance, Punctuality & Dependability**

Attendance is an essential part of your total job performance and is critical to the smooth and efficient operation of the Park District. Absenteeism and tardiness are expensive, disruptive, and place an unfair burden on 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 Park District and for that reason you will be dismissed.

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 Park 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.

## **6.9 Proper Dress & Appearance**

The personal appearance of employees conveys to the public a general impression of the Park District. Your attire, including jewelry, on the job should be in good taste, clean, neat and appropriate for the duties being performed. The Park 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. Employees holding these positions are expected to wear the assigned apparel when on the job. For specific details, see department work rules.

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 earrings, and the style of earring or jewelry may not present a safety hazard to you, your coworkers, or the public, as determined by the Park District.

Tattoos cannot be offensive in nature (*i.e.*, words including profanity and/or symbols). 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.

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

<b>Note</b>	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 Director for an authorized deviation from this policy. Said request shall include the policy exception requested, and include the basis for said request.
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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 Park District property are and remain the property of the Park District and must be returned upon termination of your employment. Employees will be held liable for the cost of replacing any damaged or lost Park District property. Also please remember that uniforms, nametags, and other identifying items identify you as a Park District employee while you are on duty. They are not to be worn when you are not on duty.

## 6.10 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 Director is the final authority when deciding whether or not a non-work item is permissible.

# 6.11 Weapons Policy

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## Introduction

Except as otherwise provided in this policy, the Park District strictly prohibits and does not tolerate weapons at any Park District facility, on any Park District property, or at any Park District-sponsored event.

Weapons include visible and/or concealed weapons, including those for which the owner has necessary permits. Weapons can include firearms, knives with a blade longer than three (3) inches, explosive materials or any other objects that could be used to harass, intimidate, or injure another individual, employee, manager, or supervisor.

Nothing in this policy prohibits an employee from possessing or using a weapon as an occupational requirement of a public safety position or work assignment, or as authorized by applicable federal or state law.

Also, nothing in this policy prohibits an employee possessing a valid license under the Firearm Concealed Carry Act, 430 ILCS 66/1, *et seq.*, from carrying a concealed firearm and/or ammunition on or about his person within a vehicle into a Park District parking area, provided that, before the employee leaves the parked vehicle, the firearm and ammunition are stored and concealed within the locked vehicle, or locked container within the vehicle, out of plain view within the vehicle in the parking area. An employee with a concealed carry license may carry a concealed firearm in the immediate area surrounding his or her vehicle within a Park District parking area only for the limited purpose of storing a firearm within or retrieving a firearm from the vehicle's trunk, provided that the licensee ensures that the concealed firearm is unloaded prior to exiting the vehicle. For purposes of this policy, "case" includes a glove compartment or console that completely encloses the concealed firearm and/or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other enclosing container.

Employees who violate this policy may be subject to disciplinary action, up to and including termination.

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## Procedure For Reporting Possession Of A Weapon

If you know of an employee possessing a weapon in violation of this policy, you are encouraged 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 Director.

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaints, or reports to the President of the Board.



## 6.12 Employee Cooperation

Park 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. Unwillingness or failure to cooperate will subject the employee to disciplinary action, up to and including dismissal. The employees of the Park 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, which engenders employee divisiveness, loss of morale, or work place disruption will not be condoned and may lead to disciplinary action, up to and including dismissal.

## 6.13 Work Safety Policy

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### Introduction

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

The Park 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 Park District quality standards and requirements. Employees who are careless or negligent in performing their job duties will be subject to disciplinary action. Carelessness or negligent behavior or actions may result in disciplinary action, up to and including immediate discharge. Employees who fail to respond to the Park District's efforts to correct carelessness may be subject to disciplinary action, up to and including discharge.

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### Procedure for Reporting Careless, Hazardous or Substandard Work Practices

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 Director.

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaint, or reports to the President of the Board. 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.

# 6.14 Workplace Wrongdoing Policy

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## Introduction

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

The Park District does not tolerate theft of property, whether from the Park District, patron or from a co-worker. Employees should seek permission before removing Park District material, tools, or other items, including damaged goods, scrap material, or any other material. Any employee who violates this policy may be subject to disciplinary action, up to immediate discharge.

The Park District prohibits false information on any expense account sheet or on any insurance claim submitted under the Park District's health care benefits or workers' compensation benefits program.

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

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

The Park District prohibits embezzlement or stealing of Park District funds, including but not limited to, stealing money from a Park District account, stealing postage, or unlawful use of telephone privileges. Any employee who violates this policy may be subject to disciplinary action, up to immediate discharge.

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## 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 Director.

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaint, or reports to the President of the Board. 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.

## **6.15 Telephone Usage**

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

Although the Park District realizes that there are times when an employee may need to use the telephone for personal reasons, 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 Park 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.

## **6.16 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 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 transferred from one employee to another without the prior written authorization by the appropriate facility manager.

## **6.17 Romantic or Sexual Relationships**

Consenting "romantic" or sexual relationships between a supervisor/manager and an employee may at some point lead to unhappy complications and significant difficulties for all concerned – the employee, the supervisor/manager and the Park District. Any such relationship may, therefore, be contrary to the best interests of the Park District.

Accordingly, the Park District strongly discourages such relationships and any conduct (such as dating between a supervisor/manager and an employee) that is designed or may reasonably be expected to lead to the formation of a "romantic" or sexual relationship.

By its discouragement of romantic and sexual relationships, the Park District does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment; and the policy articulated above is not to be relied upon as justification or excuse for a supervisor's/manager's refusal to engage in such social interaction with employees.

If a romantic or sexual relationship between a supervisor/manager and an employee should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager promptly to disclose the existence of the relationship to the employee's department head. The employee may make the disclosure as well, but the burden of doing so shall be upon the supervisor/manager.

The Park District recognizes the ambiguity of and the variety of meanings that can be given to the term "romantic". It is assumed, or at least hoped, however, that either or both of the parties to such a relationship will appreciate this meaning of the term as it applies to either or both of them and will act in a manner consistent with this policy.

The department head shall inform the Director and others with a need-to-know of the existence of the relationship, including in all cases the person responsible for the employee's work assignments.

Upon being informed or learning of the existence of such a relationship, the Park District may take all steps that it, in its discretion, deems appropriate. At a minimum, the employee and supervisor/manager will not thereafter be permitted to work together on the same matters (including matters pending at the disclosure of the relationship is made), and the supervisor/manager must withdraw from participation in activities or decisions (including, but not limited to, hiring, evaluations, promotions, compensation, work assignments and discipline) that may reward or disadvantage any employee with whom the supervisor/manager has or has had such a relationship.

In addition, and in order for the Park District to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, any person who believes that he or she has been adversely affected by such a relationship, notwithstanding its disclosure, is encouraged to make his or her views about the matter known to the department head, the Business Manager, or the Director.

This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described.

## **6.18      Violence in the Workplace**

The Park 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.

The Park 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.

## 6.19 Reporting Improper or Unsafe Activity

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

## 6.20 Political Activity

The State Officials and Employees Ethics Act, 5 ILCS 430 et seq., and the Public Officer Prohibited Activities Act, 50 ILCS 105, et seq. restrict the use of governmental funds and facilities for political purposes. Public officers of the Park District and its employees are prohibited from performing any prohibited political activity on “compensated time” and by intentionally misappropriating any Park District equipment or resources by engaging in any prohibited political activity to benefit a political campaign or organization.

Park 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 Park District.

Park 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 Park 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 Park District but does not include, 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 Park District employee.

Employees of the Park District will not be required to contribute monies to any candidate or political party, but may do so on a strictly voluntary basis.

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

# 6.21 Solicitation, Distribution & Use of Bulletin Boards

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## Introduction

Employees may not solicit any other employee during working time, nor may employees distribute literature on Park 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 breaks, lunches, or other duty-free periods of time.

---

## Bulletin Boards

Bulletin boards maintained by the Park District are to be used only for posting or distributing material of the following nature:

1. Notices containing matters directly concerning Park District business.
2. Announcements of a business nature which are equally applicable and of interest to employees.
3. All posted material must have 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. Employees are not to remove material from the bulletin boards.

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

# 6.22 Gifts

Persons covered by this policy shall not solicit or accept any gift, gratuity or other reward from any person, business or entity that is doing business with Park District or is attempting to secure business from the Park District that is in violation of the State Officials and Employees Ethics Act, 5 ILCS 430 et seq. Further, employees must not solicit, accept, or expect vendors of other persons who utilize the Park District programs or facilities to give gifts, gratuities or other rewards, or other remunerative devices or favors for performing one’s job or function, except as otherwise provided in this section or the State Officials and Employees Ethics Act, 5 ILCS 430 et seq.

If a gift, gratuity, or otherwise is offered because of the employee's position as an Park District employee, the employee must report this to the Employee's immediate supervisor immediately. 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 not exceeding a value of \$50. However, while not prohibited, employees should still report such non-cash matters not to exceed \$50 to the Employee's immediate supervisor.

Failure to properly report a gift, gratuity or other reward may subject you to disciplinary action up to and including termination.

## **6.23 Conflict of Interest**

The Park 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 Park District. Business dealings that appear to create a conflict between the interests of the Park District and an employee are unacceptable.

The Park 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 Park 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, civil union partner, or significant other, children, step children, parents, and siblings) as a result of the Park District's business dealings.

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

Although it is not possible to specify every action that might create a 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 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 Director for details.

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

## 6.24 Outside Activities

Outside work activities are not allowed when they:

- Prevent the employee from fully performing work for which he is employed at the Park District, including overtime assignments
  - Involve organizations that are doing or seek to do business with the Park District, including actual or potential vendors; or
  - Violate provisions of law or the Park District's policies or rules
- 

From time to time, Park 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 employee's obligations to the Park District must be given priority. Employees are hired and continue in the Park District's employ with the understanding that the Park District is their primary employer and that other employment or commercial involvement which is in conflict with the business interests of the Park 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 Park District vehicles, equipment or other Park District property. No employee shall receive pay other than Park District pay, for performing services while on duty.

## 6.25 Social Networking Policy

The Park District takes no position on an employee's right to start or maintain a blog or participate in other social networking activities. However, it is the right and duty of the Park District to protect itself from unauthorized disclosure of information. The Park District's social networking policy includes rules and guidelines for Park District-authorized social networking and personal social networking and applies to all persons employed by the Park District, including elected and appointed officials.

### 1. General Provisions

Blogging or other forms of social media or technology include but are not limited to video or wiki postings, sites such as Facebook and Twitter, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with the Park District.

Unless specifically instructed, employees are not authorized and therefore restricted to speak on behalf of the Park District. Employees may not publicly discuss clients, employees or any work-related matters, whether confidential or not, outside Park District-authorized communications. Employees are expected to protect the privacy of the Park District's employees and clients and are prohibited from disclosing personal employee and non-employee information and any other



proprietary and nonpublic information to which employees have access. Such information includes but is not limited to client information, personnel information, confidential information, and any other information disclosure that has been deemed a security risk.

## 2. Park District Monitoring

Employees are cautioned that they should have no expectation of privacy while using the Internet. Your postings can be reviewed by anyone, including the Park District. The Park District reserves the right to monitor comments or discussions about the Park District, its employees, clients, and vendors posted on the Internet by anyone, including employees and non-employees. The Park District may employ the use of blog-search tools and software to monitor internet postings.

Employees are cautioned that they should have no expectation of privacy while using Park District equipment or facilities for any purpose, including authorized blogging.

The Park District reserves the right to use content management tools to monitor, review or block content on blogs that violate the Park District's blogging rules and guidelines.

## 3. Reporting Violations

The Park District requests and strongly urges employees to report any violations or possible or perceived violations the Employee's immediate supervisor. Violations may include discussions of the Park District and its employees and clients, any discussions or postings wherein the employee has identified himself or herself as an Park District employee and is engaging in illegal or immoral conduct, any discussion of proprietary information and any unlawful activity related to blogging or social networking.

## 4. Discipline for Violations

The Park District will investigate and respond to all reports of violations of the social networking policy and other related policies. Violation of this social networking policy may result in discipline, up to and including immediate termination. The Park District further reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

## 5. Acknowledgment

Employees are required to sign a written acknowledgement that they have received, read, understood and agreed to comply with the Park District's social networking policy and any other related policy.

## 6. Personal Blogs

The Park District respects the right of employees to write blogs and use social networking sites and does not want to discourage employees from self-publishing and self-expression. Employees are expected to follow the guidelines and policies set forth to provide a clear line between you as the individual and you as the employee.

The Park District further respects the right of employees to use blogs and social networking sites as a medium of self-expression and public conversation and does not discriminate against employees who use these media for personal interests and affiliations or other lawful purposes.

Bloggers and commenters are personally responsible for their commentary on blogs and social networking sites. Bloggers and commenters can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party, not just the Park District.

Employees cannot use Park District-owned equipment, including computers, Park District-licensed software or other electronic equipment, or facilities or Park District time, to conduct personal blogging or social networking activities.

Employees cannot use blogs or social networking sites to harass, threaten, discriminate or disparage against employees or anyone associated with or doing business with the Park District.

If you choose to identify yourself as a Park District employee, please understand that some readers may view you as a spokesperson for the Park District. Because of this possibility, we ask that you state that your views expressed in your blog or social networking area are your own and not those of the Park District, nor of any person or organization affiliated or doing business with the Park District.

Employees cannot post on personal blogs or social networking sites photographs of other employees, clients, vendors or suppliers, nor can employees post photographs of persons engaged in Park District business or at Park District events unless otherwise authorized by the Employee's immediate supervisor.

Employees cannot link from a personal blog or social networking site to the Park District's internal or external web site.

If contacted by the media or press about their post that relates to the Park District's business, employees are required to speak with their manager before responding.

If you have any questions relating to this policy, your personal blog or social networking, ask your immediate supervisor.

## **ACKNOWLEDGEMENT OF RECEIPT OF SOCIAL NETWORKING POLICY**

I acknowledge receiving, reading and understanding the Sugar Grove Park District's Social Networking Policy. I understand that, in accordance with this policy, failure to execute this document, may result in disciplinary action, up to and including termination.

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Signature of Employee

Date: \_\_\_\_\_

## **6.26      Abused and Neglected Child Reporting Act**

The Sugar Grove Park District is committed to complying with the Abused and Neglected Child Reporting Act (325 ILCS 5/4). Pursuant to this Act, all employees are required to report or cause a report to be made to the child abuse Hotline number, (1-800-25A-BUSE) whenever he or she has reasonable cause to believe or suspect that a child may be neglected or abused.

Failure to report suspected abuse or neglect may result in criminal penalties under the Act and disciplinary action, up to and including termination.

Employees and, in certain instances, volunteers with expected patron contact, especially where said contact may be with a minor child, are required to sign the Acknowledgement of Mandated Reporters Status. The acknowledgement form will become part of your personnel file.

For more information about mandated reporters under the Abused and Neglected Child Reporting Act, contact your immediate supervisor.



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## ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS

I, \_\_\_\_\_, understand that when I am employed as a  
(Employee Name)

\_\_\_\_\_, I will become a mandated reporter under the  
(Type of Employment)

Abused and Neglected Child Reporting Act [325 ILCS 5/4]. This means that I am required to report or cause a report to be made to the child abuse and neglect Hotline number at 1-800-25-ABUSE (1-800-252-2873) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, 365 days per year.

I understand that in an effort to help mandated reporters understand their critical role in protecting children by recognizing and reporting child abuse/neglect, DCFS administers an online training course entitled **Recognizing and Reporting Child Abuse: Training for Mandated Reporters**, available 24 hours a day, seven days a week.

I further understand that the privileged quality of communication between me and my patient or client is not grounds for failure to report suspected child abuse or neglect, I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor. This does not apply to physicians who will be referred to the Illinois State Medical Disciplinary Board for action.

I also understand that if I am subject to licensing under, but not limited to, the following acts: the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Naprapathic Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

\_\_\_\_\_  
Signature of Applicant/Employee

CANTS 22  
Rev. 5/2019

\_\_\_\_\_  
Date

Office of the Director  
406 E. Monroe Street • Springfield, Illinois 62701  
[www.DCFS.illinois.gov](http://www.DCFS.illinois.gov)

## Section 7: Safety in the Workplace

# 7.1 Introduction

It is the Park 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.

# 7.2 General Safety Policy and Rules

Safety while on the job is the responsibility of every Park 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. 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 Park 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 Park 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 Park 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 Park 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:

1. Horseplay and fighting will not be tolerated in the work place.
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 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.
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 for the class of vehicle they operate. You must report revocation or suspension of your driver's license to your immediate supervisor.
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.

## 7.3 Safety Committee

The Park District Safety Committee is intended to assist Park District employees in providing safe and efficient operations and services for employees and patrons. The Safety Committee is comprised of one or more employees from each facility. The Safety Committee makes safety inspections of Park District facilities, organizes employee-training sessions, manages Safety Awareness campaigns, reviews patron and employee accidents and makes recommendations where safety can be improved. Meetings are held monthly, and visitors are encouraged to attend. Please speak with your immediate supervisor if you would like to attend a meeting.

## 7.4 Your Right to Know

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### Working With Hazardous Substances

The Park District is committed to protecting 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's 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.

Employers must 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.

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**Note**

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

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### 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.

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## 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:

1. Identity, including the manufacturer's name, address and phone number, and the date the substance was produced.
2. 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.
3. 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.
4. Physical hazards, including fire and explosion, and ways to handle those hazards (such as firefighting equipment and procedures).
5. Reactivity, including whether or not the substance is stable, and which substances and situation to keep it away from so it won't react.
6. 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.
7. 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.
8. 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. 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
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## **7.5 Park District Risk Management Agency (PDRMA)**

The Park 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 worker's 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 8: Disciplinary Action

# 8.1 Disciplinary Actions

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### Introduction

All employees are expected to meet the Park 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 Park 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 Park District's policies and procedures.

If an employee does not meet these standards, the Park District may, under appropriate circumstances, take corrective action, other than 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 Park 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 Park District. You may be dismissed, however, after a progressive disciplinary action has not changed any substandard performance or misconduct on your part.

<b>Note</b>	Notwithstanding the Park District's option to use progressive discipline, the Park 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.
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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 warnings 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.

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### Oral Warning

Oral warnings may be issued by your supervisor(s). Oral warnings are issued for the 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 warning will discuss the warning with you and suggest how to correct the offending conduct. Documentation of an oral warning may be placed in your personnel file.

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## **Written Warnings**

Written warnings may be issued by your supervisor(s). Written warnings consist of a conference between you and the supervisor imposing the warning, 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 warnings will be used for poor work performance, poor attendance, or repeated misconduct of a minor nature or for more serious misconduct which in the Park District's opinion does not warrant suspension or discharge.

You are required to sign the written warning indicating receipt of the warning and your understanding of the reason for the warning. 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 warning will be placed in your personnel file.

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## **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 Director. The supervisor(s) imposing the suspension 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 shall be determined in the sole discretion of the 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 required 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 will be placed in your personnel file.

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## **Dismissal**

A dismissal is a termination of employment initiated by the Park District. You may be dismissed for any lawful reason at any time. All Park District employees serve at the will of the Park District.

If you are dismissed you will receive written notice of the reasons for your dismissal including effective date and time of dismissal. Your supervisor or designee will meet with you, explain the reasons for your dismissal, and offer you the opportunity to respond. You are required to sign the written notice of your dismissal indicating your receipt of the notice and understanding of the reason for the dismissal. If you refuse to sign, another supervisor may be asked to witness your refusal. A copy of the notice will be placed in your personnel file. You may further respond to those charges, if any, through the formal review procedure outlined below.

## 8.2 Examples of Reasons for Disciplinary Action

You may be warned, suspended, and/or dismissed whenever it is determined, in the Park 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 Park District. Instead, the following list sets forth some of the more typical cases that arise in the course of an employment relationship. They include but are not limited to:

1. Failure to adhere to Park District policies and/or procedures including without limitation safety policies, ordinances and procedures.
2. Absence from duty without permission, 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. Failure to obey any lawful official rule, regulation or order, or failure to obey any proper direction made or given by your supervisor(s).
6. Insubordination or refusing to follow instructions of the supervisor; refusal or unwillingness to accept a job assignment or to perform job requirements.
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 Park District activities.
8. Being wasteful of or the willful destruction of Park District supplies, materials, vehicles, equipment, tools, working time or other Park District property.
9. Failure 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. Failure to follow any federal, state, local or Park District law, rule or regulation while on duty or while in or on Park District property or engaging in criminal activity while on duty or while in or on Park District property.
12. Failing to report an accident or known hazardous conditions to your immediate supervisor.
13. Gambling or fighting while on duty.

14. Being under the influence or possession of intoxicants or illegal drugs while on duty or on Park District property or failing to notify the Park District that you are taking legal drugs when such notice is required.
15. Theft or misappropriation or the careless, negligent or improper use of funds or property belonging to the Park District, fellow employees or the public.
16. Possession of weapons in or on Park District property or while on duty, in violation of the Park District's Weapons Policy (Section 6.11).
17. Felony conviction.
18. Incompetent, inefficient or negligent performance of duties; inability or failure to perform duties properly.
19. Failure to maintain valid drivers license or other license or certification which may be required for your position or as provided in this Manual.
20. Smoking while on Park District property except for smoking in designated areas.
21. Harassment of other employees or members of the public.
22. Dishonesty; lying to Park District personnel or falsifying or providing misleading information on forms, records or reports provided to or on behalf of the Park District including without limitation accident reports, employment applications/resumes, financial reports, reimbursement reports and departmental reports.
23. Time card or sign-in book violations.
24. Unauthorized possession, use or copying of any records that are the property of the Park District.
25. Sleeping on duty.
26. Violation of employee policies, rules or guidelines or engaging in any conduct determined by the Park District in its sole discretion not to be in its best interests.
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).

## 8.3 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 within ten (10) working days of receipt of your written request for review. 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 Director. Except in cases of disciplinary actions imposed by the Director, any decision of the Director shall be final.

In the event that the disciplinary action was imposed by the Director, you may request a review of the action by the Park Board by submitting your request, in writing, to the Park Board President within five (5) working days from the date the action was taken. The President will distribute your request for review to the members of the Board. The Board then will review the disciplinary action and investigate to the extent the Board determines is necessary. The President, on behalf of the Board, should issue a written determination within ten (10) working days of receipt of the request for review unless extended by the Board. The Board's decision in the case of a disciplinary action imposed by the Director shall be final.

**Note**

The Park District's failure to strictly adhere to the time limits or the procedure in this section 8-3 shall not affect the resolution of any disciplinary action.

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



## 8.4 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 Director within five (5) working days from the date the action was taken. The Director or a designee may meet with you and investigate the circumstances surrounding your dismissal. The Director or the designee(s) should issue a written determination within ten (10) working days of receipt of your written request. The 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 Board. The Director's decision to dismiss you shall be final unless you submit a written request for review of dismissal to the President within ten (10) 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 should issue a written determination within ten (10) working days of receipt of your written request unless extended by the Board. The Board's decision shall be final.

### **Note**

Nothing in this section 8-4 shall limit or restrict the Park District's right to dismiss an employee at any time, with or without cause. The Park 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 Park District's sole discretion, practicable. The Park District reserves the right to proceed directly to the Director's or the designee's review of an employee's dismissal.

## 8.5 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.

### **Note**

Nothing in this Section 8 shall limit or restrict the Park District's right to dismiss you at any time, with or without cause or notice. As an at-will employee of the Park District, you may terminate your employment at any time, with or without cause or notice and the Park District retains a similar right.

## Section 9: Grievance Process & Procedures

# 9.1 Grievance Process & Procedure

Any employee who has a grievance arising from his employment with the Park 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 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 Director. In the event it is necessary for you to process your grievance up to the Director, the Director should issue a written decision within ten (10) working days of discussing the grievance with you unless investigation requires a longer period of time. Except in the case of a grievance against the Director, any decision of the 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 except for grievances against the Director, the Director's decision shall be final.

In the event that your grievance relates directly to the alleged acts or conduct of the Director, you may file your grievance, in writing, with the Park Board President within ten (10) working days from the date the action was taken. The President will distribute your request for review to the members of the Board. The Board then will review the grievance and investigate to the extent the Board determines is necessary. The President, on behalf of the Board, should issue a written determination within ten (10) working days of receipt of the grievance unless extended by the Board. The Board's decision in the case of grievance against the Director shall be final.

<b>Note</b>	The Park District's failure to strictly adhere to the time frames suggested above will not affect the resolution of the grievance.
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This grievance procedure does not apply to performance evaluations, suspensions, dismissals or other disciplinary actions which may be reviewed in accordance with Sections 8-1, 8-3 and 8-4, respectively.

The Park District will not discriminate or retaliate against an employee if the employee, in good faith, processes a grievance through this procedure or, in good faith, testifies, assists or participates in a grievance procedure investigation. A copy of all correspondence relating to the grievance will be placed in the employee's personnel file.

## Section 10: Separation of Employment

# 10.1 Separation of Employment

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### Employment at-Will

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

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### Lay-Offs

The Park District may, in its sole discretion, reduce the number of employees in any given area at any time. Employees may be laid-off 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 Park District. Although the Park District is under no obligation to do so, every reasonable effort will be made 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.

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### Resignations

As an at-will employee, you may resign your position with the Park District at any time, with or without notice or cause. However, the Park District requests that you give your immediate supervisor sufficient notice of your intention to resign to enable the Park District to minimize departmental hardship and to make proper provisions for the filling of your position. The Park District requests that you should give written notice to your immediate supervisor at least ten working days prior to your last workday; however, twenty working days notice is preferred. [vacation days or personal days may not be included in the 10-day notice period] You may leave anytime during the ten 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.

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### Retirement

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

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### Return of Park District Property

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

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**Payment and/or Continuation of Benefits**

Upon separation, your unused earned vacation leave will be paid to you or your heirs at your rate of pay on a pro-rated as of your separation date. Your health insurance may be continued under applicable law. The Director will provide you with the appropriate information when you separate from the Park District.

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**References**

Information provided by the Park District in response to requests for employment references will generally be limited to your starting date, ending date, job title, and job description. You should complete and deliver a written release to the Park District, in the form required by the Park District, before any additional information will be provided.

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**Exit Interview**

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

## Section 11: Exposure Control Plan

# 11.1 Exposure Control Plan

In accordance with the OSHA/IDOL Bloodborne Pathogens Standard, 29 CFR 1910.1030, which has been adopted by the Illinois Department of Labor, the following exposure control plan has been developed. This policy shall operate in conjunction with and in addition to any Communicable Disease Policy that the Sugar Grove Park District maintains or will maintain.

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### Purpose

The purpose of this exposure control plan is to:

1. Eliminate or minimize employee occupational exposure to blood or certain other body fluids;
2. Comply with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030.

Furthermore, employees covered by the bloodborne pathogens standard will receive an explanation of this Exposure Control Plan ("ECP") during their initial training session and it will also be reviewed annually or as needed or required by law. All employees have an opportunity to review this plan at any time during their work shifts.

The Executive Director or his designee is the Program Administrator responsible for the implementation of the ECP. The Program Administrator will maintain, review and update the ECP at least annually, and whenever necessary to include new or modified tasks or procedures. The Program Administrator is also responsible for:

- Maintaining and providing all necessary personal protective equipment (PPE), engineering controls, labels and red bags.
- Ensuring that adequate supplies of equipment are available in the appropriate sizes.
- Ensuring that all new recommendations or changes are effectively implemented.
- Ensuring that all medical actions required are performed and that appropriate employee health and OSHA records are maintained.
- Training, documentation of training and making the written ECP available to employees, OSHA and NIOSH representatives.
- Recordkeeping

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## Exposure Determination

The exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear personal protective equipment). An occupational exposure is defined in CFR 1910.1030(b) as a “reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties.”

Those employees who are determined to have occupational exposure to blood or other potentially infectious materials must comply with the procedures and work practices outlined in this ECP. The job classifications where all employees have occupational exposure, hereinafter referred to as List A, are:

Job Title	Department

Job classifications where some employees have occupational exposure are listed below. Generally, these employees have some potential for exposure when performing secondary or “collateral” duties (i.e. first aid, cleanup) of their job. This list includes all full-time, part-time, seasonal, contract and per diem employees. Included is a list of tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure may occur for these individuals. The job classifications where may employees have occupational exposure, hereinafter referred to as List B, are:

Job Title	Department	Tasks/Procedures
<i>(i.e., Janitor)</i>	<i>Maintenance</i>	<i>Handling Waste</i>
I		<i>Clean up</i>
M		
P		
L		
E		
M		
E		

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## Implementation Schedule and Methodology

OSHA/IDOL also requires that this plan include a schedule and method of implementation of the various requirements of the standard. The following complies with this requirement:

### Compliance Methods

Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be used to eliminate and minimize exposure to employees at this facility. Where occupational exposure remains after employing these controls, personal protective equipment shall also be used. At this facility the following engineering controls will be employed:

Type of Control	Location	Inspection and Replacement Frequency	Comments
<i>i.e., Red Bags</i>	<i>i.e., Barn</i>	<i>As Needed</i>	<i>Disposed of as needed</i>

The above controls will be examined and maintained on a regular basis. Hand washing facilities are available, in all facilities, to employees who incur exposure to blood and other potentially infectious materials. Where hand washing facilities are not feasible, the employee will be provided with an antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. When these alternatives are used, the hands are also to be washed with soap and running water as soon as feasible thereafter.

Where an employee uses personnel protective gloves, the employee must wash their hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water. Supervisors shall ensure that this policy is enforced.

### Contaminated Equipment/Area

Supervisors are responsible for ensuring that equipment that is contaminated with blood or other potentially infectious materials is decontaminated as necessary unless the decontamination of the equipment is not feasible. Decontamination of an area or equipment will consist of sterilizing with a 10% bleach solution unless the decontamination of the equipment is not feasible..

### Personal Protective Equipment (PPE)

The Department Director is responsible for ensuring that the following provisions are met. All personal protective equipment used at this facility will be provided without cost to employees. Personal protective



equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. Protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach employees' clothing, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the time the protective equipment is used. All personal protective equipment will be cleaned, laundered and disposed of by the Park District at no cost to employees. All repairs and replacements will be made by the Park District at no cost to employees.

All garments which are penetrated by blood must be removed immediately or as soon as feasible. All personal protective equipment must be removed prior to leaving the work area. The following protocol has been developed so that equipment is left at the work area and is not taken home.

The following Personal Protective Equipment will be made available and kept in the first aid kits:

1. Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials or contaminated items or surfaces. Gloves should be checked for holes, tears, or punctures before wearing. Hypoallergenic gloves will be made available where needed. Disposable gloves used at this facility are not to be washed or decontaminated for reuse. Contaminated gloves must be properly disposed of in leak-proof containers. Utility gloves may be decontaminated and used again; they should not be reused if they are cracked, torn, peeling, or punctured.
2. Goggles, glasses or protective shields
3. CPR micro shields/respirators

Personal Protective Equipment will also be provided in appropriate sizes when necessary.

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### **Hepatitis B Vaccine and Post-Exposure Evaluation and Follow-Up**

The Park District will make available the Hepatitis B vaccine series to any employee who must handle blood or is expected to render first aid on a routine and regular basis in the course of his/her employment. This applies to employees who are categorized in List A of the ECP. This series will be provided at no cost to the employee. If an employee declines to be vaccinated, he or she must sign the Hepatitis B preexposure vaccination declination form, found in Appendix A.

Employees whose primary job assignments do not include handling blood or providing first aid, yet may render first aid as a collateral duty, will be offered the Hepatitis B vaccine series as a post-exposure provision within the ECP. Again, this series will be provided at no cost to the employee.

The Executive Director or his designee shall ensure that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post-exposure follow-up, including prophylaxis, are:

1. Made available at no cost to the employee;
2. Made available to the employee at a reasonable time and place;

3. Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional; and
4. Provided according to the recommendations of the U.S. Public Health Service.

All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

#### Hepatitis B Vaccination

The Executive Director or his designee is in charge of the Hepatitis B vaccination program. Hepatitis B vaccination shall be made available after an employee has received the training in occupational exposure and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that an employee is immune or the vaccine is contraindicated for medical reasons. Training will include information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.

Participation in a pre-screening program shall not be a prerequisite for receiving Hepatitis B vaccination.

If the employee initially declines Hepatitis B vaccination but at a later date (while still covered under the standard) decides to accept the vaccination, the vaccination shall then be made available.

All employees who decline the offered Hepatitis B vaccination shall sign an OSHA required waiver indicating their refusal, see Appendix A.

If a routine booster dose of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster doses shall be made available.

#### Post-Exposure Evaluation and Follow-up

All exposure incidents shall be reported, investigated and documented. When any employee incurs an exposure incident, it shall be reported to the Safety & Human Resources Coordinator immediately. Following a report of an exposure incident, an exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

1. Documentation of the route of exposure and the circumstances under which the exposure incident occurred.
2. Identification and documentation of the source individual, unless it can be established that identification is unfeasible or prohibited by state or local law.
3. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV or HIV infectivity. If consent is not obtained, the Safety & Human Resources Coordinator shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.

4. If a source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
5. Results of the source individual's testing shall be made available to an exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Collection and testing of blood for HBV and HIV serological status will comply with the following:

1. After consent is obtained, an exposed employee's blood sample shall be collected (as soon as feasible) and tested.
2. The employee will be offered the option of having his or her blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA/IDOL standard. All post-exposure follow-up will be performed at a reasonable time, by or under the supervision of a licensed physician at Dreyer Adocate Clinic.

#### Information Provided to the Health Care Professional(s)

The Park District will provide the healthcare professional who is responsible for an employee's Hepatitis B vaccination, or for an exposed employee's post-exposure evaluation, with a copy of the OSHA/IDOL regulations. The Park District will also provide the healthcare professional who is responsible for an exposed employee's post-exposure evaluation with:

1. A copy of regulation 29 CFR 1910.1030;
2. A description of the employee's duties as they relate to the exposure incident;
3. Documentation of the route(s) of exposure and the circumstances under which exposure occurred;
4. Results of the source material or individual's blood testing, if available; and
5. All medical records relevant to the appropriate treatment of the employee, including his or her HBV vaccination status, which are the Park District's responsibility to maintain.

The Park District shall obtain and provide the employee with a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation.

The health care professional's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for an employee and if the employee has received such vaccination.

The health care professional's written opinion for post-exposure follow-up shall be limited to the following information:

1. A statement that the employee has been informed of the results of the evaluation; and

2. A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

Note: All other findings or diagnoses shall remain confidential and shall not be included in the written report.

#### Information and Training

The director is assigned to ensure training upon initial assignment to tasks where occupational exposure may occur and that training is repeated within 12 months. Training shall be tailored to the education and language level of an employee and offered during his/her work shift. The training will be interactive and cover the following:

- A copy of the standard and an explanation of its contents;
- A discussion of the epidemiology and symptoms of bloodborne diseases;
- An explanation of the modes of transmission of bloodborne pathogens;
- An explanation of the Park District's Bloodborne Pathogen Exposure Control Plan and how to obtain a copy;
- The recognition of tasks that may involve exposure;
- An explanation of the use and limitations of methods to reduce exposure. For example: engineering controls, work practices and personal protective equipment (PPE);
- Information on the types, proper use, location, removal, handling, decontamination and disposal of PPEs;
- An explanation of the basis of selection of PPEs;
- Information on the Hepatitis B vaccination, including efficacy, safety, method of administration and benefits and that it will be provided free of charge;
- Information on appropriate actions to take and persons to contact in an emergency involving blood and other potentially infectious materials;
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting and medical follow-up; and
- Information on the evaluation and follow-up required after an employee exposure incident.

The person conducting the training shall be knowledgeable in the subject matter. Employees who received training on bloodborne pathogens in the 12 months preceding the effective date of this policy need only receive training in provisions of the policy that were not covered previously. Additional training will be provided to employees if there are any changes in tasks or procedures affecting the employee's occupational exposure. See Appendix B and Appendix C for additional training information.

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## **Recordkeeping**

### Medical Records

The HR supervisor is responsible for maintaining medical records. These records will be kept confidential in the Human Resources Office. Medical records will be maintained in accordance with OSHA Standard 29 CFR 1910.20. These records are confidential and must be maintained for at least the duration of employment plus 30 years. The records will include:

1. The employees name and Social Security number;
2. His or her hepatitis B vaccination record, including any declination form signed by the employee; and
3. A copy of the results of all examinations, medical testing and follow-up procedures following an actual contact with blood or other possibly infectious materials.

Employees are not and shall not be required to provide the Park District signed medical authorizations pertaining to medical care and treatment prior to the date of exposure. However, if voluntary and upon express written consent of the employee, the Park District may obtain medical records pertaining to medical care and treatment rendered the employee prior to the date of the exposure. These records shall be kept confidential and otherwise maintained in accordance with the above-noted guidelines.

### Training Records

The HR supervisor is responsible for maintaining the following training records. These records will be kept in the Human Resources Office. Training records must be maintained for three years from the date of training. The following information will be documented:

1. The dates of the training sessions;
2. An outline describing the material presented;
3. The names and qualifications of persons conducting the training; and
4. The names and job titles of all persons attending the training sessions.

### Availability

All of an employee's records are available to the employee in accordance with 29 CFR 1910.1020. All of an employee's records are available to the Director of the Illinois Department of Labor and the Director of the National Institute for Occupational Safety and Health ("NIOSH") upon request.

### Transfer of Records

If this facility is closed or there is no successor employer to receive and retain the records for the prescribed period, the Director of the NIOSH shall be contacted for final disposition.

### Evaluation and Review

The director is responsible for annually reviewing this program, its effectiveness and for updating this program as needed.

### HEPATITIS B PRE-EXPOSURE VACCINATION DECLINATION FORM

I understand and acknowledge that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection which is known to be a serious disease. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine series, at no charge to myself. However, I decline the Hepatitis B vaccination series at this time. I understand and acknowledge that by declining this vaccine series, I continue to be at risk of acquiring Hepatitis B. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the Hepatitis B vaccine series, I can receive the vaccination series at no charge to me.

Employee's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

### TRAINING GUIDELINES

#### General Precautions and Procedures

1. Hand washing is the most important technique for preventing the spread of disease. Hand washing should be done frequently by staff, volunteers, and participants and is required before and after food preparation, after toileting, after contact with any body fluids, etc. The Village of Park District will provide single-use towels or hot air drying machines for such hand washing. Where soap and water is not available, antiseptic towelettes or hand wipes may be used, followed as soon as possible by washing with soap and water.
2. Disposable gloves which are impervious to blood must be worn. Such gloves should be immediately available for use in areas where need is most predictable (first aid kits etc.). Care should be taken to avoid any bodily contact with blood or other body fluids of other persons. In particular, exposure of open skin lesions or weeping dermatitis or mucous membranes to blood or body fluids should be avoided. Even though gloves are used, hands must be washed with soap and water immediately and thoroughly after the gloves are removed.
3. Soiled surfaces and recreational materials of any kind (including i.e., van/bus seats, exercise mats, changing tables, etc.) should be promptly cleaned with disinfectants such as household bleach (diluted 1 part bleach to 10 parts water). Bleach should not be placed directly on large amounts of protein matter (urine, stool, blood, sputum, etc.) in order to protect the employee from noxious fumes. If a mop is used, it should be rinsed in the disinfectant. These surfaces should be routinely cleaned and disinfected at the end of each work shift.
4. Disposable towels or tissues should be used whenever possible. After use they should be saturated with the disinfectant and disposed of in plastic bags rather than unlined containers.
5. When wiping up, emptying regular trash or washroom waste or sanitary napkin containers, or cleaning up sharp objects (i.e., broken glass) employees must wear non-sterile, puncture-resistant gloves.
6. Employees should avoid placing their hands in trash or waste containers in order to “pack down” the trash and should otherwise handle trash with care. Puncture-proof or puncture-resistant gloves should be worn when emptying trash or garbage receptacles.
7. All cuts and open wounds should be covered following basic First Aid procedures. Protective coverings, band aids, bandage, etc. should be worn by all staff, volunteers or participants and provided by the Park District. Staff and volunteers are responsible for providing protective coverings to participants who have open lesions.

8. Sharing of personal items, such as combs, brushes, toothbrushes, lipstick, etc. should be avoided. Whenever possible, disposable items i.e. cups and utensils should be provided and not be shared by others.
9. Disinfectant should be stored in a safe area that is inaccessible to participants.  
*Note: Material Safety Data Sheets (MSDS) should be maintained for each disinfectant.*
10. Documentation of incidences of contact with blood or other body fluids should be made whether or not a participant or employee is known to have a communicable disease.
11. Hand soap and disposable towels or tissues and gloves should be available at all facilities.

#### Cleaning Up Blood or Other Body Fluid Spills

1. In situations where bleeding due to lacerations, cuts, etc. must be immediately controlled, first aiders should provide patients with compress material and encourage them to administer self-help through direct pressure on their wound(s).
2. Wear disposable gloves which should be discarded following cleanup. When disposable gloves are not available or unanticipated contact occurs, wash hands and other affected areas with soap and water immediately after contact.
3. Clean and disinfect soiled area immediately using paper towels, soap, and water.
4. Disinfect area with 70%-90% isopropyl alcohol solution, or 1 to 10 chlorine bleach solution.
5. Rinse clothing soaked with body fluids and place in a plastic bag to be sent home.
6. Place soiled sanitary napkins in plastic bags, secure and dispose.
7. Place paper towels and disposable gloves in plastic bags and dispose of same.
8. Wash hands and other skin that may have come in contact with body fluids thoroughly with soap and water or other antiseptic hand cleaner or flush eyes or other mucous membranes with water, immediately or as soon as feasible following contact of such body fluids or other potentially infectious materials.

#### Food Handling

1. Maintain a clean area in the kitchen for serving food.
2. Utensils should be washed, rinsed and sanitized prior to food preparation.
3. Maintain a separate area of the kitchen for cleanups.
4. All leftover food, dishes, and utensils should be treated as if they were contaminated.



5. Pour liquids into sink drains.
6. Place disposable dishes in plastic-lined, covered waste receptacles.
7. Rinse dishes and utensils with warm water before placing them into dishwashers.
8. Rinse recyclables (cans, bottles, etc.) prior to placing in recycle bins.
9. Clean sinks, counter tops, tables, chairs, trays and other areas; follow up by applying and approved disinfectant.
10. Wash hands prior to removing clean dishes from the dishwasher or from cabinets.

#### Cleaning of Equipment

1. Wash all toys with soap and water and rinse thoroughly as needed. Toys that participants put into their mouths should be washed after each use and should not be shared.
2. Clean all equipment such as mats, wedges, feeding chairs, etc., with soap and water as needed.
3. Use disinfectant solution to clean equipment when contact with blood or other body fluids has been made.
4. Clean cooking equipment thoroughly using soap and hot water.

#### Use of Microshield or Respirators for CPR

The microshield or respirator is designed to prevent direct physical contact between the rescuer and victim. This equipment shall be provided by the Park District under conditions where staff/volunteers may be required to administer CPR or artificial respiration.

1. Follow instructions for use that are provided with the mouthpiece.
2. Instructions will be in the package or within the confines of the first aid kit.
3. Discard microshields or respirators after use.
4. Wash hands immediately or as soon as possible after removal and disposal of equipment for CPR or artificial respiration.

#### First Aid Training

1. Unless first aid is specific to a job description (i.e. lifeguard) park and recreation employees should understand that the care which they provide is purely from a moral standpoint, and that they are regarded as “Good Samaritans” in doing so.

2. First aid/CPR training should be preceded by an introduction to communicable disease protection.
3. First aid students should be provided with disposable latex gloves in order to promote their use (i.e., bleeding and bandaging segments). All practice sessions should take place with the disposable gloves being worn.
4. Instructors should explain sanitary manikin practice. Each student should be provided their own microshield, respirator, manikin face/airway, or manikin depending upon the type of equipment used for practice.
5. Manikin Practice
  - a. Manikins should be sanitized prior to the practice session.
  - b. New disposable head bags, airways, etc. should be inserted.
  - c. Face pieces (dental inserts) should be disinfected by placing the items in a sodium hypochlorite solution with minimum 500 ppm freely accessible chlorine (1/4 cup of domestic liquid bleach to approximately 1 gallon of clean water for 10-15 minutes).
  - d. Always rinse the items in clean water after disinfection and allow to dry before storing.
  - e. Instructor trainees are encouraged to immediately clean manikins following a First Aid/CPR class they may teach.
  - f. Manikin clothing, accessories and carrying bag should be cleaned and disinfected as well.

## Appendix C

### COMMUNICABLE DISEASES: BLOODBORNE PATHOGENS

#### Hepatitis A

Hepatitis means inflammation of the liver. Most people have heard of the different types of hepatitis that are caused by viruses, such as hepatitis A, B, or C. However, hepatitis has many other causes, including certain medications, long term alcohol use, and exposure to certain industrial chemicals.

All types of hepatitis damage liver cells and can cause the liver to become swollen and tender. Some types of hepatitis can cause permanent liver damage. Viral hepatitis can be spread from one person to another, but the other types cannot.

Hepatitis A is one of several forms of viral hepatitis. It is one of the most widely reported diseases that is preventable by receiving a vaccine.

Worldwide, most people get hepatitis A by eating food or drinking water that is contaminated with the hepatitis A virus (HAV). In the United States most people become infected with HAV when they come in contact with stool (such as when changing a diaper) or having sex with someone who has the virus. Sometimes large groups of people become infected after eating in a restaurant. This usually happens when an employee with the virus does not wash his or her hands well after using the bathroom and then prepares food.

Your doctor can diagnose hepatitis A infection by doing a blood test. In most cases, HAV infection goes away on its own and usually does not cause long term illness or liver damage. However, in rare cases, a severe rapidly progressing liver infection called fulminant hepatitis can occur, leading to the need for urgent liver transplantation. In some cases, people die from fulminant hepatitis.

Some persons, particularly young children, are asymptomatic. When symptoms are present, they usually occur abruptly and can include fever, fatigue, loss of appetite, nausea, vomiting, abdominal pain, dark urine, clay-colored bowel movements, joint pain and/or jaundice. Symptoms typically last less than 2 months, although 10%–15% of symptomatic persons have prolonged or relapsing disease for up to 6 months.<sup>1</sup>

You can only be infected with HAV once. You then have developed immunity to the virus which keeps you from ever becoming infected again. HAV infection can be prevented by vaccination with a series of two shots. The vaccine usually is 100% effective in preventing infection if you receive both shots before you are exposed to HAV.

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<sup>1</sup> CDC.gov-National Center for Infectious Diseases-Hepatitis A-faq

## Hepatitis B

Hepatitis is inflammation of the liver. Most people have heard of the different types of hepatitis that are caused by viruses, such as hepatitis A, B, or C. However, hepatitis has many other causes, including certain medications, long term alcohol use, and exposure to certain industrial chemicals.

All types of hepatitis damage liver cells and can cause the liver to become swollen and tender. Some types can cause permanent liver damage. Viral hepatitis can be spread from one person to another, but the other types cannot.

Hepatitis B is one of several forms of viral hepatitis. Your doctor can diagnose infection with hepatitis B virus (HBV) by doing a blood test.

Symptoms for HBV are the same as for HAV.

The hepatitis B virus is spread from one person to another through body fluids, including blood, semen, and vaginal fluids (including menstrual blood). The virus can be passed from a mother to her newborn baby during deliver (prenatal transmission). However, most people in the United States acquire HBV infection as adolescents or adults.

HBV is a heartier virus than HIV. According to the Center for Disease Control, it can survive for at least one week in dried blood on environmental surfaces or contaminated needles and other sharp objects.

Short term (acute) infection usually goes away on its own without treatment. Some people have no symptoms. Most people who develop symptoms feel better in 2-3 weeks and recover completely after 4-8 weeks. Other people may take longer to recover.

Long term (chronic) infection occurs when the hepatitis B virus continues to be present in a person's liver and blood for six months or more. Chronic infection can lead to serious liver diseases such as cirrhosis and liver cancer. "Approximately 25% of those who become chronically infected during childhood and 15% of those who become chronically infected after childhood die prematurely from cirrhosis or liver cancer, and the majority remain asymptomatic until onset of cirrhosis or end-stage liver disease. In the United States, chronic HBV infection results in an estimated 2,000–4,000 deaths per year."<sup>2</sup>

Two medications are used to treat chronic HBV: Interferon alfa-2b (an injection) and Lamivudine (a pill). Each medication has advantages and disadvantages. Each is effective over the long term in less than half of the people who take them. Increasingly, hepatitis specialists are prescribing Lamivudine rather than Interferon because it is cheaper and has almost no side effects.

Vaccination can prevent hepatitis infection; the vaccine is up to 95% effective. Although the vaccine is not widely used among adults, those at risk for infection should be vaccinated. Currently 42 states require childhood immunization against HBV.

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<sup>2</sup> CDC.gov-National Center for Infectious Diseases-Hepatitis B

## Hepatitis C

Hepatitis means inflammation of the liver. Most people have heard of the different types of hepatitis that are caused by viruses, such as hepatitis A, B, or C. However, hepatitis has many other causes, including certain medications, long term alcohol use, and exposure to certain industrial chemicals.

All types of hepatitis damage liver cells and can cause the liver to become swollen and tender. Some types of hepatitis can cause permanent liver damage. Viral hepatitis can be spread from one person to another, but the other types cannot. Hepatitis C can be diagnosed with a blood test. Symptoms of hepatitis C are the same as HAV and HBV.

Although there is no vaccine to prevent infection with the hepatitis C virus (HCV), research is under way to develop one. New strains of the original virus can develop that are not affected by a vaccine against the original strain. This complicates efforts to create an effective vaccine.

The outcome of HCV infection varies widely:

- The acute stage which occurs two weeks to six months after infection usually is so mild that most people don't know they are sick.
- 80% of people who become infected with HCV develop chronic infection, meaning they remain infected for many years, often for the rest of their lives. The majority of people with chronic HCV infection will not develop severe liver damage.
- Although it may take many years, up to 20% of people who have chronic HCV infection develop liver scarring (cirrhosis). Of these people, 1-4% also develop liver cancer.

People often don't know they have hepatitis C until they try to donate blood. All donated blood is screened for hepatitis C and other blood-borne diseases. Donors whose blood tests positive for hepatitis C are notified by the blood donation center.

Chronic hepatitis C may be treated with medications that fight viral infections. Standard treatment combines two antiviral medications: Interferon and Ribavirin. However this treatment is not an option for everyone and only 30% to 40% of those who receive antivirals are cured of the infection. Early studies indicated that a new treatment using a longer-action form of Interferon (peginterferon) combined with Ribavirin probably will stop the virus more effectively than standard Interferon or Ribavirin.

## Human Immunodeficiency Virus (HIV)

The human immunodeficiency virus (HIV) attacks and gradually weakens your immune system. A weakened immune system makes you more susceptible to opportunistic infections and cancers.

HIV infects CD4+ cells, a type of white blood cell. White blood cells are an important part of the immune system which helps you fight infections. AS HIV-infected cells CD4+ cells are destroyed or impaired, the immune system becomes less able to fight infection and disease. HIV is spread from one person to another through contact with blood, semen, or vaginal fluids.

Symptoms of early HIV (acute retroviral syndrome) which are often mistaken for symptoms of another viral infection such as influenza or mononucleosis, include:

- Fever,
- Sore throat,
- Headache,
- Muscle aches and joint pain,
- Enlarged lymph nodes in the neck, armpits and groin,
- Skin rash,
- Abdominal cramps, nausea or vomiting, and/or
- Diarrhea.

These early symptoms of HIV usually disappear on their own after 2-3 weeks. Exams and tests play an important role in the diagnosis and treatment of HIV infection. Early diagnosis and an understanding of HIV will help you get the treatment and support you need and improve your chances of staying healthy longer.

Treatment of HIV infection focuses on:

- Slowing the rate at which the virus makes copies of itself (replicates) in the body;
- Preventing or controlling opportunistic diseases; and
- Maintaining good overall health by eating well, reducing stress, and staying physically active.

Health professionals and scientists are constantly learning new things about HIV infection and its treatment.

By working closely with your health professionals, you will learn:

- When you need to have checkups and blood tests;
- What the latest advances in treating HIV infection and opportunistic diseases are and whether they might be right for you; and
- Where you and your family can get the emotional, social and financial support you need.

### Acquired Immunodeficiency Syndrome (AIDS)

AIDS is the last of several stages of HIV infection. AIDS is diagnosed when you:

- Have a CD4+ cell count below 200 cells per microliter of blood;
- Develop an opportunistic disease or cancer.

More than half of the adults with HIV who do not receive treatment develop AIDS within 12 or 13 years. Once the HIV infection progresses to AIDS, death often occurs within 18 to 24 months or sooner in rapid progressors and young children.

Nearly all reported cases of AIDS in the United States can be attributed to:

- Through specific sexual behaviors (anal or vaginal sex) or sharing needles with an infected person. It is less common for HIV to be transmitted through oral sex or for an

HIV-infected woman to pass the virus to her baby before or during childbirth or after birth through breastfeeding or by prechewing food for her infant;

- Exposure to infected blood, transfusions of infected blood, blood products, or organ transplantation; and
- People who inject illegal drugs (IV drug users).<sup>3</sup>

### Impetigo

“Impetigo is a highly contagious skin infection that mainly affects infants and children. Impetigo usually appears as red sores on the face, especially around a child’s nose and mouth. Although it commonly occurs when bacteria enter the skin through cuts or insect bites, it can also develop in skin that’s perfectly healthy.” <sup>4</sup>

Sounds or symptoms include:

- Round, crusted oozing spots on skin;
- Spots grow larger day by day;
- Spots appear on hands, face, and parts of the skin not covered by clothes; and
- Spots are typically tan or yellowish brown crust (honey-colored) in form and are very itchy.

While this infection is not life threatening in most cases, it is very contagious. Scratching, wearing or touching clothing, towels, or linens, or direct contact can spread impetigo. It is important to wash hands regularly with antibacterial soap and launder clothing, linens and towels after each use. Do not share items with a person who is still contagious.

Impetigo is very contagious. It is important that as soon as the symptoms are noticed that the person be treated by a physician. However, there are some general practices that should be reinforced with both staff and patrons if symptoms are found.

1. Exclude person infected from program until 48 hours after the start of treatment.
2. Exclude person from handling or serving food until 48 hours after the start of treatment.
3. Wash hands frequently.
4. Launder towels, clothes, linens or other items after each use and do not share.
5. Avoid contact with babies.
6. Lightly cover the affected area to avoid incidental contact with others.

### **SOURCES CONSULTED**

OSHA Standard CFR 1910.1030  
PDRMA Communicable Disease Policy, 1992  
PDRMA Health Website  
PDRMA Fact Sheet #521

PDRMA Fact Sheet #522  
Center for Disease Control – National Center for Infectious Diseases  
Website  
Mayo Clinic Website

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<sup>3</sup> <http://www.cdc.gov/hiv/resources/qa/transmission.htm>

<sup>4</sup> <http://www.mayoclinic.com/health/impetigo/DS00464>

## Section 12: Hazard Communication (“HAZCOM”) Plan

# 12.1 Exposure Control Plan

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### Introduction

The Park District has developed a comprehensive Hazard Communication (Hazcom) program to ensure that information on the hazards of chemicals used in our operations is communicated to our employees. The program is intended to meet all requirements of the Toxic Substances Disclosure to Employees Act, commonly referred to as the Illinois Employee Right-to-Know Law.

The Right-to-Know Law requires that the Park District train its employees about the health and safety hazards of the chemicals in the workplace. A “hazardous chemical” is defined as any chemical which can be a physical or health hazard. A few examples of “hazardous chemicals” that may be used in the Park District operations include custodial supplies, fuels, paints, pesticides, automotive products, compressed gases, pool chemicals and fertilizers.

The Park District Hazcom program applies to all work areas where employees have the potential to be exposed to chemicals during routine operations, non-routine tasks, and chemical spill emergencies. The Hazcom program consists of seven basic elements as listed below:

- Posting of Right-To-Know sign (See Appendix A)
- A written Hazcom program
- An inventory of hazardous chemical products
- An inventory of Material Safety Data Sheets
- Submittal of a list of acquired MSDS to the Illinois Department of Labor (IDOL)
- A labeling procedure for hazardous material containers
- A Hazcom employee training program

It is the Park District’s policy to provide employees a safe and healthy work environment. This program applies to all employees, including part-time and seasonal employees. It is also a management objective to maintain an effective Hazcom program consistent with federal, state, and local health and safety regulations. To attain this objective, all Park District employees must include Hazcom compliance as an essential consideration in all phases of their work. The Hazcom program is a cooperative effort between management and employees.

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### Definitions

Hazardous Substance: Any substance which is a physical or health hazard or is included in the List of Hazardous Substances as listed by local, state, or federal regulations.



**Health Hazard:** A substance for which there is statistically significant evidence based on at least one positive study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term “health hazard” includes substances that are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents that damage the lungs, skin, eyes, or mucous membranes.

**Label:** Any written, printed, or graphic material displayed on or affixed to containers of hazardous substances that is used to describe their contents.

**Material Safety Data Sheet (MSDS):** Written or printed material concerning a hazardous substance which is prepared in accordance with Section 3 (j) [820 ILCS 255/3].

**Physical Hazard:** A substance for which there is scientific evidence that it is a combustible liquid, a compressed gas, explosive flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

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## **Written Hazcom Program**

### Human Resources Manager

- Designates a Hazcom coordinator for Park District operations
- Approves the written Hazcom program
- Ensures workplace compliance with the written Hazcom program and the Toxic Substances Disclosure to Employees Act.

### Safety & Human Resources Coordinator (Hazcom Coordinator)

- Maintains a master inventory of all hazardous substances used or stored at all Park District facilities.
- Maintains an up-to-date hazardous substance inventory for all departments.
- Posts in a conspicuous place a list of all hazardous substances present at that location and a notice of where additional information concerning those substances is available.
- Ensures that area managers and supervisors are aware of their Hazcom program functional responsibilities.
- Ensures that managers and supervisors are aware of hazardous chemical container labeling requirements.
- Coordinates Hazcom standard compliance activities.
- Maintains a copy of the OSHA Hazard Communication Standard and Toxic Substances Disclosure to Employees Act.

### Department Managers and Supervisors

- Ensures that an inventory of all hazardous substances used or stored in the workplace is maintained and posted in a conspicuous place.

- Ensures that an MSDS binder for inventoried hazardous substances is maintained and available to all employees.
- Trains new employees on specific hazards and safety precautions for hazardous substances. Trains all employees on hazards of newly introduced chemical products. Examples of this specific training include:
  - ✓ Personal protective equipment to be worn.
  - ✓ Health and physical hazards of each chemical product.
  - ✓ Review of the Park District's written Hazcom program.
- Maintains Hazcom training documentation.
- Ensures that all chemical containers have proper labeling.
- Coordinates Hazcom program compliance activities.
- Requests current MSDS directly from chemical manufacturers and suppliers.

#### Employees

- Follow all chemical safety procedures applicable to their job tasks. If unsure of proper procedures, request instructions from manager/supervisor.
- Report to manager/supervisor any unsafe or potentially unsafe chemical problems or issues. Chemical safety suggestions to management are encouraged.

The following sections briefly highlight the policies and regulatory compliance program of Park District concerning hazardous chemicals in the workplace.

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### **Signs, Labeling, and Material Safety Data Sheets (MSDS)**

#### Signs

Park District has a sign posted at all facilities that summarizes employee rights Toxic Substances Disclosure to Employees Act. The sign is posted in the area where employee notices are customarily kept.

#### Labeling

Each container of hazardous material in the work place must be labeled with the identity of the product and the appropriate hazard warnings. As a general rule, the label provided by the supplier of the product is sufficient. Re-labeling becomes necessary if a product is transferred to an unlabeled container for intermediate or long term storage. Containers holding 10 gallons or less, intended for the immediate use of the employee filling the container, are exempt from the labeling requirements.

Pipes, vats, and other fixed containers must also have their contents identified. Batch tickets, tags, placards, or other equally effective means of labeling may be used. See Appendix B for further information on labeling requirements.

#### Material Safety Data Sheets (MSDS)

MSDS should be obtained from suppliers for all chemicals used within the operations. All employees will be trained on what a MSDS is and where they are located. The MSDS file/binder is located in a universal location at each facility. The MSDS binders contain an inventory of chemicals used at that facility (i.e., cleaning

supplies are in the custodial closet, pool chemicals are found at the pool facility; automotive products in the shop office; and so forth). Please see Appendix C for further information on how to read and understand a MSDS.

Under the Toxic Substances Disclosure to Employees Act, employees have the right to obtain MSDS for each hazardous material in the work place. MSDS are kept available to employees and former employees for at least 10 years after the material is no longer used, produced, or stored on the work site. The Safety & Human Resources Coordinator will file and maintain the MSDS for chemicals that are no longer in use.

It is the responsibility of the department manager/supervisor, or designee, to make sure that all MSDS changes are forwarded to the Safety & Human Resources Coordinator. When forwarding an MSDS, please specify if the chemical is an addition or if it is to be removed. If the chemical is no longer in use, remove the MSDS, mark the final day used, and forward accordingly. The inventory sheet must be updated any time a change is made to the MSDS binder. Place the current inventory sheet in the MSDS binder and forward a copy to the Safety & HR Coordinator.

#### Chemical Inventory List to IDOL

The Safety & Human Resources Coordinator will send an up-to-date inventory list of all acquired MSDS to the IDOL. This list will be in alphabetical order by chemical name or trade name.

The chemical inventory list is to be updated annually if there have been additions, or if new and significant data has been added to a MSDS. Send the inventory list to:

IDOL  
#1 West Old State Capitol Plaza, Room 300  
Springfield, IL 62701-1217  
(217) 782-9386

If no additions have been made or new data added to a MSDS, it is not necessary to send the inventory list to the IDOL.

#### CHEMICAL INVENTORIES

An inventory of chemical products used or stored is maintained by each department manager/supervisor, or designee, and posted in each work area. The department manager/supervisor, or designee, maintains a master inventory of all chemical products used or stored within the facility.

#### EMPLOYEE INFORMATION AND TRAINING

Employees will be trained when they are first employed during employee orientation and annually thereafter. Employees will also be trained whenever any new chemical hazard is introduced in the workplace because of process change or job transfer. The training focuses on the following subjects:

- Details of the written Hazard Communication program and the Toxic Substances Disclosure to Employees Act, including how employees can obtain copies of the plan and use detailed

information on chemical hazards (physical and health effects of the substances, signs and symptoms of overexposure).

- Methods used to identify locations of hazardous chemicals in the workplace and how to detect their presence. Also, how to lessen or prevent overexposure to these hazardous substances.
- Steps employees should take to protect themselves from chemical hazards, including appropriate work practices, personal protective equipment, and emergency procedures for spills and leaks and possible exposures.
- Explanations of the labeling system and Material Safety Data Sheets.

#### Documentation

Training records for all employees trained will be retained for review by outside regulatory agencies. The training records are kept on file following the annual training and whenever a new chemical is introduced in the workplace. See Appendix D for the New Hazardous Substance Training Log.

All training records are retained for the length of employment. If an employee is exposed to a toxic chemical and receives medical treatment, the medical records are kept on file for 30 years past employment.

#### Non-routine Tasks and Emergencies

Employees who may be involved with non-routine tasks and emergency situations will be trained regarding special chemical hazards. Records will document this training. Some examples of non-routine tasks include acid washing a pool, resurfacing a gym floor, and stripping/waxing a tile floor. Emergency situations refer primarily to response to accidental chemical spills and leaks.

#### NOTIFICATION AND INFORMATION

On-site contractors shall be informed of chemical hazards to which their employees could possibly be exposed while working at the Park District. The Safety & Human Resources Coordinator has the responsibility for making available to contractors and their subcontractors information normally available to Park District employees. Contractors and subcontractors are responsible for training their own employees on Hazcom.

Contractors and subcontractors must sign the On-Site Contractor Hazard Communication Information Agreement before providing their services. See Appendix E for a copy of this agreement.

All employees, or their designated representatives, may obtain further information on the Hazcom program, chemical inventory lists, MSDS, and the OSHA Hazard Communication Standard by submitting a written request to the Park District Safety & Human Resources Coordinator.

# TOXIC?

You have the Right-to-Know  
about toxic substances in your work area.

Toxic Substances Disclosure to Employees Act, commonly referred to as the Illinois Employee Right-to-Know law, requires the Park District to provide you with the following:

## Material Safety Data Sheet

MSDS describe the characteristics, safe handling, and hazards of toxic substances. MSDS should be readily available in the work area. You, your representative, or your physician may request copies of MSDS for toxic substances in your work area.

## Labeling

Toxic substances in your work area should be labeled with the chemical or product name and a hazard warning.

## Training

Employees who are exposed to toxic substances should be trained at the start of employment or transfer, and annually thereafter. You should be taught the hazards of exposure to the substances, how to work safely with them, and how to read the MSDS and labels.

The law protects your right to obtain the above information. You may not be disciplined or discharged for exercising your rights under this law. If the Park District has not complied with Right-to-Know, or if you have a question, you may call:

Illinois Department of Labor  
Safety Inspection & Education  
1 W. Old State Capitol Plaza, Room 300  
Springfield, IL 62701

Downstate 217-782-9386  
Chicago Area 312-793-1964

## Appendix B

### LABELING REQUIREMENTS

It is the policy of Park District that no container of hazardous chemicals will be released for use until the following label information is verified:

- Containers are clearly labeled as to the contents.
- Appropriate hazard warnings are noted.
- The name and address of the manufacturer are listed.

This responsibility has been assigned to the department manager/supervisor. If at anytime the hazardous material was not received with the above information or the hazardous material is transferred to another carton, container, or drum; the hazardous material will receive a warning label. The warning label should be an extra copy of the original manufacturer's label or it can be a generic label. If you use a generic label, the label should have a blank space for the chemical name and its hazard rating. The hazard rating will describe by number, the severity of the fire hazard, health hazard, and reactivity.

A version of the hazard rating method was developed by the National Fire Protection Association (NFPA). This system ranks hazards from 0 to 4 (low to high) in four areas using standard colors. Blue is for health hazards; red is for fire hazards; yellow is for reactivity hazards; and white is for specific hazard or personal protective equipment.

#### Please Note:

Personal Protective Equipment Requirements may be substituted for the "Specific Hazard" area when the latter does not apply.

## Appendix C

### HOW TO READ A MATERIAL SAFETY DATA SHEET

The MSDS is the primary document by which health and safety information is provided by the manufacturer to the distributor and ultimately to the worker using the product. The MSDS may be in any format and may vary greatly in length, but all must contain the following information:

Section I – Products Identification: The identity of the product on the MSDS must be the same name found on the label. The company responsible for the data on the MSDSs will be identified.

Section II – Hazardous Ingredients: The precise chemical identities of the hazardous chemicals in a mixture or trade name product will be identified. The OSHA Permissible Exposure Level (PEL) and the ACGIH Threshold Limit Value (TLV) are the maximum allowable concentrations of the product in the work place air. These levels are reported in “parts per million” (ppm or p/m). As a general rule, the lower the number, the greater the health hazard posed by the product.

Section III – Physical Properties: This section will tell you whether vapors will sink or rise in air, whether a material will sink or float in water, whether a material is water soluble, the temperature at which vapors will ignite, and appearance and odor.

Section IV – Fire and Explosion Hazard Data: This section describes emergency preplanning, conditions to avoid, and any special firefighting equipment that may be necessary. The lower explosive limit (LEL) and upper explosive limit (UEL) describe the concentration of material in the air required to sustain ignition.

Section V – Reactivity Data: Some materials cannot be mixed or even stored with one another, may react with water, or be self reactive. Examples of reactive materials include lye, ammonia, bleach, and battery acid.

Section VI – Health Hazard Data: This section lists acute (immediate) health effects and chronic (long-term or delayed) health effects. If a material is a cancer-causing agent (a carcinogen), it must be stated on the MSDS. The primary route of exposure will be listed: inhalation, or breathing in of vapor; ingestion, or swallowing of material; and skin absorption.

Section VII – Precautions for Safe Handling and Use: This section describes precautions during use, storage, spill or leak clean-up, and disposal. Some materials cannot simply be rinsed down the drain or tossed in a trash can. They may need to be disposed as hazardous waste.

Section VIII – Control Measures: This section lists proper protective gear like eyewear, gloves, apron and respiratory protection. Special ventilation requirements and special precautions needed during use are included.

## Appendix D

### NEW HAZARDOUS SUBSTANCE TRAINING LOG

This document is to be completed when a new hazardous chemical is introduced in the workplace. All employees who are expected to use and be exposed to the chemical must receive training and sign this document.

Chemical Name: \_\_\_\_\_

Manufacturer's Name: \_\_\_\_\_

Introduction Date: \_\_\_\_\_ Training Date: \_\_\_\_\_

Facility: \_\_\_\_\_ Department: \_\_\_\_\_

Employee: By signing, I acknowledge that I have been informed that the above listed chemical will be introduced to the workplace. I also acknowledge that I have received training on the proper use of this chemical and have viewed the Material Safety Data Sheet.

Print Name	Signature	Date

Manager/Supervisor: By signing, I confirm that all employees under my supervision have received training for the above listed chemical.

\_\_\_\_\_  
Supervisor/Manager Signature Date

When complete, attach a copy of the MSDS, updated inventory for the MSDS binder, and an updated hazardous chemical inventory. Forward all documents to the Safety & HR Coordinator



### ON-SITE CONTRACTOR

#### HAZARD COMMUNICATION AGREEMENT

I, the on-site contractor representative of work being performed for the Park District, have received information on the Sugar Grove Park District Hazard Communication Plan and its compliance requirements. It is understood that it is my responsibility to ensure that all employees represented by below named company are informed of the Park District Hazard Communication Plan. It is also understood that no employees in which I represent or sub-contractors that I have contracted with may perform any functions or job tasks for the Park District until they have been properly informed on the Hazard Communication Plan as it may relate to their job.

In the event the on-site contractor or sub-contractor needs to bring and store hazardous materials on Village of Sugar Grove property, it is the responsibility of that contractor to inform the Park District Department of the products and provide a Material Safety Data Sheet prior to storing on Park District property. It is also the responsibility of that contractor to inform the Park District when the chemical is removed from the property.

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Signature of Contractor Representative

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Print Name

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Company Represented by Contractor

Date

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Signature of Sugar Grove Park District

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Print Name

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Department/Job Title

Date