

6000 BUSINESS POLICIES AND REGULATIONS OF PARK DISTRICT

6001 CONFLICTING INTEREST

The Park District's success and reputation are dependent upon and entrusted to the honesty, integrity and ethical standards of its employees. Each action taken by an employee in the course of his/her employment should be motivated solely by his/her employer's best interest and not influenced by his/her self-interest.

6002 PURCHASING GUIDELINES FOR DISTRICT AND DIRECTOR

1. The Effingham Park District is governed by the State of Illinois Statutes which specifically say:
"To acquire by gift, bequest, or purchase any personal property necessary for its corporate purposes provided that all contracts for supplies, materials or work involving an expenditure in excess of \$20,000 shall be let to the lowest responsible bidder, after due advertisement, excepting contracts which by their nature are not adapted to award by competitive bidding, such as contracts for services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part, contracts for the printing of finance committee reports and departmental reports, contracts for the printing or engraving of bonds, tax warrants and other evidences of indebtedness, contracts for utility services such as water, light, heat, telephone or telegraph and contracts for the purchase of magazines, books, periodicals, pamphlets and reports excepting where funds are expended in an emergency and such emergency expenditure is approved by a majority of the members of the Board."

(Dollar Amount Approved 03/06/08)

2. All purchasing must be routed through the purchasing agent or the Director of the Park District, regardless of the nature of the purchase.
3. All purchases of materials, supplies, equipment and contractual services involving an expenditure of more than \$20,000 shall be made by means of competitive sealed bids. Request to purchase items not obtained by competitive bidding may be granted in advance by the Board.

(Dollar Amount Approved 03/06/08)
4. All items to be secured by sealed bids must be advertised for the proper interval of time. Normally speaking two weeks is the standard time given to suppliers to prepare bids; however, this is not mandatory for simple items. For large items, such as buildings and structures, which require involved computations, this time shall be appropriately lengthened as necessary.
5. In cases of emergency (the definition of emergency to be those situations likely to involve the health or safety of park users) which call for immediate correction, the staff shall proceed to employ persons or firms to do the necessary work; however, within forty-eight (48) hours such person or firms shall furnish summation of the work accomplished and state the basis on which it was done.

6003 DESTROYING OF RECORDS

It shall be the policy of the Park Board that administrators be authorized to destroy canceled checks and paid invoices in excess of 10 years of age and contracts as recommended by the Director. Final permission of destruction of records or documents rest with Local Records Commission.

6004 USE OF PARK DISTRICT VEHICLES

1. Because of the scope of the job, a vehicle shall be provided to the Director and can be used at any time within the Park District limits. Also if Park District business requires the Director to leave the District's boundaries, the vehicle may be used.
2. All vehicles assigned to other park employees shall be used only in the conduction of Park district business either within or outside Park District boundaries.

6005 CAR ALLOWANCE

Reimbursement for the use of private cars shall be under classification established by the Director and approved by the Park Board.

6006 TRAVEL ALLOWANCE

1. Any employee traveling in the interest of the Department must first receive authorization for the expenditures.

2. It shall be a standard procedure for the employee to complete a travel expense form after the trip has been completed. The form shall include total mileage and the authorized area or city.

6007 LOAN OF PORTABLE EQUIPMENT

1. It shall be the policy of the Board to loan equipment, such as portable benches, tables and bleachers, etc., to other tax-receiving or non-profit agencies if, in the opinion of the Director of Parks, the loan in no way will interfere with the operation of park and recreation functions.

Borrowing agencies shall furnish all qualified transportation and labor necessary for the dismantling, erection and return to the designated site or storage area of the Park District. It shall be required that some responsible person representing the agency sign for the equipment, obligating himself/herself to return it in good condition or to replace any material lost or damaged while in that agency's custody.

2. Other groups or individuals who desire to use loanable equipment must receive approval from the Park District Director. If approved, a rental fee established by the Director may be charged.

6008 ANNEXATION OF PROPERTY

Due to a mutual agreement with the City of Effingham, any property which becomes part of the City of Effingham shall also be required to become part of the Effingham Park district, as long as all legal requirements are met and accomplished within the described time range.

Up to a year after annexation by the City property can be picked up by the Park District. If more than a year's time has elapsed after the city's

annexation, the Park District, by law, shall not be able to annex that parcel of property involved by the means previously described.

All property to be annexed by the District must be adjacent to an existing piece of Park District real estate. It shall be the practice of the Park District to ask the District's attorney to handle all legal affairs in regards to annexation. The District's attorney shall provide copies of the proposed annexations for the Board's consideration at either the November or December regular meeting each year. Each proposed annexation can become part of the Effingham Park District by Board members passing an ordinance that clearly describes the territory to be annexed. Such an ordinance must not only be maintained in Park District files, but each ordinance must also be filed in the office of the County Clerk within the required amount of time after its passage.

6009 REAL ESTATE, SALE OF

Any park district owning and holding any real estate is authorized to sell or lease such property provided that the grantee or lessee covenants to hold and maintain such property for park or recreational purposes or such park district obtains real property of substantially the same size or larger and of substantially the same or greater suitability for park purposes without additional cost to such district. Real estate not subject to such covenant or which has not been replaced may be conveyed in the manner described in the Illinois Park District Code Book. Section 10-7a 10-7d.

6010 NAMING PARKS, RECREATION AREAS, FACILITIES

1. Parties interested in pursuing the naming of a Park, Recreation Area or Athletic Facility after an individual shall present written notification to the Park District Director. The letter shall include whom the park or facility should be named after, exactly which location in which park or facility, exactly what contributions this

individual has performed, for exactly how much time the candidate has been doing this and why the Park District should name the park or facility after this individual.

2. The Director shall screen any or all proposals to see if the applicant meets the minimum criteria established by the Park District before submitting the proposal to the Board. Meeting minimum criteria shall not guarantee adoption by the Board, but guarantees that the Board shall study the matter further.
3. Minimum criteria shall consist of all the necessary information requested in Section A and two (2) or more of the following:
 - a. Resident of the Community of Effingham
 - b. Has given 20 years of service to the betterment of parks and recreation programs.
 - c. Has donated a substantial portion of the cost for the construction or purchase of any park or recreational facility.
4. The Park District Board, at its own adoption, may waive any or all of the criteria listed above for any one proposal if it so desires.
5. Requests or proposals not meeting Board criteria shall be sent back to the proposer with a written copy of Board policy for the applicant's study.
6. Requests meeting the criteria of the Park Board, after careful study by the Board and at the Board's request, may require the proposer to seek _____ Park District residents' signatures on petitions to adopt the proposed name. Petitions, after being signed, shall be given to the Park District Director in order that he/she might determine if the required number of valid signatures has been secured.
7. The Park District Board, after securing all of the information indicated above, may adopt or reject any or all of the proposals.

8. If the proposal for naming a park or facility after someone is rejected the proposer may want to refer to Board policy as found in Section 6015 of the Policy Manual.

6011 GRANT APPLICATIONS

The Director shall consider any grants that might benefit the Effingham Park District. The Director, after study of the grant available for any desirable project, shall provide such information to the Board in order that its members may determine whether or not to pursue such a grant.

If the Board decides to pursue any such grant, it shall instruct the Director to submit an application after using as many resource people as needed to fill it out properly.

6012 INVENTORY CONTROL

The Director shall ask all department heads at least once a year to check all items or equipment that has a value over \$500 and make a report of the condition of these items. Some items, such as playground equipment and items which are used frequently, i.e. picnic tables, park benches, tennis courts, scoreboards and lighted facilities, etc., shall be checked weekly or daily or as needed.

All records for equipment purchases will be kept in the office of the Park District.

6013

CONFERENCES, SEMINARS, PROFESSIONAL DUES

1. CONFERENCES - The Effingham Park District shall pay all expenses for the Director and any other administrator who shall attend the annual Illinois Park and Recreation Conference. Board members' expenses shall be paid if they decide to attend the State Conference also.
2. SEMINARS - The Director or his staff, as well as Board members, shall be allowed to attend, at the District's expense, any local seminars or courses that would benefit them. The Director shall determine without Board approval which seminars or courses shall benefit himself/herself or his/her staff. The Director may give permission for employees to attend with all expenses being paid provided expenses will not exceed a \$300 per seminar fee. Fees of more than \$300 per seminar shall require Board approval before all expenses shall be paid.
3. PROFESSIONAL DUES - The Park District shall reimburse the Director for both state and national dues in order that he/she remains a member with the Illinois Park and Recreation Association and National Park and Recreation Association. Such fee or fees shall be paid by the District annually. Associate administrators who are professionals in the field of Parks and Recreation shall also be reimbursed for the state and national professional dues.

6014

SPECIAL RECREATION SERVICES

The Park District shall actively seek and support participation in recreational programs and services by persons with disabilities.

6015

RECOGNITION FOR OUTSTANDING CONTRIBUTIONS

1. The written request should include the name of the individual to be honored, justification for the recognition, and the method by which recognition shall be given (including type of material, size, suggested location, and exact wording of any inscription).
2. The Director shall present the request to the Board if he/she deems the proposal to be worthy of consideration.
3. If the proposal is accepted by the Board, the proposer shall purchase or otherwise provide all necessary materials and cover any installation costs.
4. At any time the Park Board may accept or reject any proposal or waive any technicalities that may exist.

(Granted 8/4/88)

(Enacted 11/2/89)

6016

BOARD MEMBER AND STAFF USE OF FACILITIES

All active members of the Park Board, administrative personnel, and full time staff members will be allowed the privilege of using Park District facilities without fee provided the occasion would not conflict with regular activities and provided the request is approved by the Director.

Also, certain activities provided by the Park District that include a fee for participation shall be waived or reduced provided the fee is to be received by the Park District. League fees and fees to instructors for lessons and/or clinics shall not be reduced or waived by the Park District. The Park District Director must give permission for any fee to be reduced or waived.

(Enacted 11/2/89)

6017 BOARD AND STAFF HONORARY LIFETIME MEMBERSHIP ROSTER

Any full-time Effingham Park District employee; any Board appointed administrative employee who has served the District for ten or more years and who is in good standing with the District at the time of his/her resignation; and any Park Board Member who has served at least six years consecutively on the Effingham Park District Board, will be given a lifetime pass covering his/her entrance fees and one other person's fees to all Park District related functions.

Individuals meeting these qualifications shall be eligible for recognition at the first meeting of each calendar year; names shall be placed on a posted roster in the office and recorded in the minutes of the Park District.

(Granted 10/6/83)

(Enacted 1/4/90)

6018 GRIEVANCE PROCEDURE PERTAINING TO A.D.A.COMPLIANCE

1. Individuals having grievances pertaining to the Americans with Disabilities Act (A.D.A.) standards and violations should immediately register a concern or complaint with the Effingham Park District staff.
2. In the event the grievance is not satisfactorily handled by a staff member, the patron should submit in writing a copy of the exact details of the grievance to the A.D.A. coordinator at the Park District administrative offices.
3. In the event the grievance is not satisfactorily handled by the A.D.A. coordinator the patron should request that the written grievance be taken to the Director of the Effingham Park District. The Director will in turn investigate and report his/her findings to the patron.

4. In the event the grievance would still not be resolved to the patron's satisfaction the individual may request that the Director submit the matter to the Park Board. At this time, the President of the Board shall appoint a committee of three to investigate all phases of the situation. This investigation could mean interviewing the A.D.A. coordinator, certain staff members and the Park District Director. After the committee has completed the investigation, it shall then report its findings to the Board at the first regular meeting following the conclusion of the investigation. The patron concerned, if he/she desires, may present his/her case at the meeting.
5. The Board, after listening to the review and any interviews, shall make a decision on the matter.

6019

SMOKING IN PUBLIC FACILITIES

Smoking is prohibited everywhere within the Recreation Center complex at Hendelmeyer Park and the Kluthe Memorial Pool at Evergreen Hollow Park. Patrons wishing to smoke can do so outside the building where cigarette urns shall be provided. At no time should cigarette butts be thrown on the ground outside. Also, anyone smoking outside these establishments should remain at least 15 feet away from entrances.

(Enacted 6/2/94)
(Updated and Approved 03/06/08)

6020

GUIDELINES AND REGULATIONS AT KLUTHE MEMORIAL SWIMMING POOL

1. Admission Regulations
 - a. Admission to the pool is refused to all persons having any contagious disease, infectious conditions such as colds, fever, ringworm, foot infections, skin lesions, carbuncles,

boils, inflamed eyes, ear discharges or any other conditions which have the appearance of being infectious.

- b. Persons with excessive sunburn, abrasions which have not healed, corn plasters, bunion pads, adhesive tape, rubber bandages or other bandages of any kind shall not be permitted.
- c. A person under the influence of alcohol or exhibiting erratic behavior shall not be permitted admittance to the pool area.

2. Pool Hours and Attendance

- a. Hours are 12:30 - 7:00 p.m. daily.
- b. Attendance of a minimum of ten (10) swimmers is necessary in order for the pool to stay open. Managers may use their discretion in this matter. In some instances, they may want to stay open with fewer than ten (10) swimmers.
- c. Rain checks are not permitted.
- d. Pool hours are adjusted on July 4th, Labor Day, days of Swim Team meets, or special events and during pool disrepair.
- e. Pool will close for the season when school starts back up.
(Approved 05/06/10)
- f. When bad weather occurs, the pool will remain open for at least 30 minutes after swimmers have been directed to the bathhouse to see if the weather breaks. If the pool should be closed from 12:30-4:30 p.m. because of inclement weather, management staff shall evaluate the possibility of opening for the evening shift from 4:30-8:30 p.m. should weather conditions improve. Otherwise the pool shall remain closed.(Approved 03/06/08)
- g. A temperature of below 70° may cause the pool to remain closed. This, too, shall be at the managers' discretion.
(Approved 03/06/08)

3. Swimmer and Public Conduct

- a. Personal conduct within the pool facility must be such that the safety of self and others is not jeopardized.
- b. No running or boisterous or rough play, except supervised water sports, are permitted.

- c. Spitting, spouting of water, blowing the nose or otherwise introducing contaminants into the pool are not permitted.
- d. Disregarding pool rules could constitute expulsion from Park District grounds at the discretion of pool management.
- e. Season pass purchasers found giving false information about “family” members, etc. will have their passes revoked.
- f. Smoking is prohibited in the pool area and inside the pool bathhouse and within 15 feet of entranceways.

(Approved 03/06/08)

4. Safety Procedures

- a. Glass, soap, lotion or other materials that might create hazardous conditions or interfere with the efficient operation of the swimming pool shall not be permitted in the swimming pool or on the pool deck.
- b. During storms, swimmers shall be asked to go into the bathhouse for their safety.
- c. All apparel worn in the pool should be clean and sanitary.
- d. Diving in shallow water shall not be permitted.
Children 3 and under must be accompanied by a paying adult (16 or older).
- e. Food and/or drinks shall be allowed in the designated area of the pool only.

5. Accidents

- a. Management should always be informed of any accident.
- b. First Aid should preferably be given by management or head lifeguards.
- c. Accident reports are to be filled out when accidents occur.
- d. Management should follow-up all major accidents that occur at the pool.
- e. The Park District is not responsible for pool accidents.

(Enacted 11/4/93)

6021 PROHIBITING SOLICITATION AND ACCEPTANCE OF GIFTS

1. The Effingham Park District shall prohibit the solicitation and acceptance of gifts. It shall enforce these prohibitions in a manner no less restrictive than the requirements of Act (5ILCS 425/83).

(Enacted 10/14/99)

6022 WORKPLACE HARASSMENT

1. Policy

The Effingham Park District is proud of its tradition of providing a work environment in which all of their employees are treated with respect and dignity. Each and every employee has the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment. At the Effingham Park District, workplace harassment, whether verbal, physical, visual, environmental and/or sexual, is unacceptable and will not be tolerated.

2. Definition of Sexual Harassment

Sexual harassment is defined as unwelcome or unwanted conduct of a sexual nature that can be verbal, physical, visual, or environmental, when:

- a. Submission or rejection of this conduct by an individual is used as a factor in decisions affecting hiring, evaluation, promotion, job loss, or other aspects of the individual's employment (known as *Quid Pro Quo* Sexual Harassment); and/or
- b. The harassment has the purpose or effect of interfering with the employee's work performance or creating an environment that is intimidating, hostile or offensive to the individual.

3. Examples of Sexual Harassment

Sexual harassment includes, but is not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; ogling, leering or staring; sexually suggestive objects, posters or drawings; computer generated illustrations and pictures; magazines and flyers; gestures; mooning or flashing; graphic, verbal commentary about an individual's body, sexual prowess or sexual deficiencies; whistling, touching, pinching, assault, coerced sexual acts or suggestive, insulting, obscene comments or gestures; and foul language in the workplace. All of these behaviors are unacceptable in gatherings or other work-related social events, and conferences, seminars and other educational gatherings.

4. Definition of General Harassment

General harassment is the unwelcome behavior of one or more staff members directed at another staff member or a group of staff which causes the individual or group to feel threatened, intimidated, insulted, and/or humiliated. This behavior can be verbal, physical, visual or environmental, and it usually focuses on an individual's race, gender, religion, disability or other perceived difference.

5. Examples of General Harassment

General harassment includes, but is not limited to gender, racial, religious or ethnic slurs; gender, racial, religious or ethnic jokes, cartoons or pictures; abusive, derogatory or threatening comments; continual exclusion of an individual or group from work-related conversation, work assignments or other work-related duties; and spoken or written propositions, suggestions, comments or threats that would give a staff member reasonable cause to feel insulted, humiliated, intimidated or threatened.

6. Reasonable Cause Standard

All employees must be sensitive to the perceptions and feelings of our co-workers. Something that may not be offensive to you may clearly be offensive to your co-workers. A good rule of thumb is to ask yourself, "How would I feel if my spouse, my parent or my child heard or saw this."

The courts view and evaluate harassing behavior through the eyes of the victim, rather than through the eyes of the alleged harasser. It is therefore critical that as employees we consider others' point of view of our actions in the workplace.

7. Harassment-Free Workplace

All employees of the Effingham Park District should strive to maintain a harassment-free workplace by:

- a. Seeking to understand the individual, ethnic and cultural differences that exist among the staff;
- b. Being sensitive to any actions or language that relates to the personal circumstances or lifestyle choices of a co-worker which might give them reasonable cause to feel offended, humiliated or intimidated;
- c. Treating co-workers respectfully and fairly;
- d. Refraining from participating in harassment or discrimination of any kind; and
- e. Reporting incidents of harassment according to the Effingham Park District's standard operating procedures.

8. What To Do If You Are Sexually Harassed

- a. Immediately tell the offender to stop. While it may be difficult to tell someone you find their words or actions uncomfortable, not telling them will imply that you approve of their behavior and it will likely continue.
- b. Report the incident to your supervisor, or to one of the two supervisors designated to handle sexual harassment complaints from the administrative office.
- c. Document the incident. You will need to put your complaint in writing so it is important for you to document what happened right away so that the details are fresh in your mind.
- d. During the investigation, you may be interviewed so that the investigator has a clear understanding of the details of the incident.
- e. If the alleged perpetrator retaliates towards you in any way, report such behavior to your supervisor or one of the designated supervisors immediately.

9. What To Do If You Observe Sexual Harassment

- a. Report the incident to your supervisor, or one of the supervisors designated to handle sexual harassment complaints.
- b. Document what you observed and submit it to your supervisor or one of the two supervisors designated to handle sexual harassment complaints.

- c. During the investigation, you may be interviewed so that the investigator has a clear understanding of the detail of the incident and what you observed.
- d. If the alleged perpetrator retaliates towards you in any way, report such behavior to your supervisor or one of the two designated supervisors immediately.

10. Reporting Sexual Harassment

If you believe you have been the victim of sexual harassment by a supervisor, co-worker or patron, or if you have observed a co-worker being sexually harassed by a supervisor, co-worker or patron, **you must report it.** The Effingham Park District prohibits sexual harassment and will investigate all complaints immediately. The Effingham Park District has both female and male supervisors to whom you can report incidents of sexual harassment. These supervisors are:

- a. Jeff Althoff
Effingham Park District Executive Director
(217) 342-4415
- b. Steve Boswell
Athletic Director
(217) 342-4415

These supervisors' offices are located at the Recreation Center, 1906 South Fourth Street.

All complaints of sexual harassment must be made in writing, and the information you provide to the District will be kept confidential to the extent possible.

11. Other Remedies

Persons with claims of harassment or discrimination may also contact the Illinois Department of Human Rights, 222 South College, Springfield, Illinois 62701; the Illinois Human Rights Commission, Stratton Office Building, Springfield, Illinois 62701, or the United States Equal Employment Opportunity Commission, 500 West Madison Street, Chicago, Illinois 60661. These agencies have additional complaint and investigative procedures regarding claims of harassment or discrimination.

(Enacted 12/06/2001)

6023 **BAN ON PRIVATE GARAGE SALES AND PRIVATE AUCTIONS**

No individual, party or group shall be granted use of any Park District sites for garage sales or public auctions or other means of personal profit. A special permit may be granted through the Park District Administrative Office provided that the sale is for community benefit only and not for private gain. Upon the discretion of the Park District Director, a nominal fee may be assessed if additional maintenance would be required in connection with the sale.

6024 **INFECTIONS DISEASE GUIDELINES**

In light of recent concern regarding the handling of body fluids, it is recommended that the following procedures be followed in all park and recreation activities. These procedures should be followed regardless of the absence or presence of a participant known to have an infectious disease.

Body fluids include blood, urine, feces, vomitus, semen, vaginal secretions, mucus and saliva.

These procedures have been edited for the use by our customers, and serve to indicate which product is appropriate for a particular use.

1. General Guidelines

- a. Hand washing should be done frequently by both staff and participant. (i.e., before and after food preparation, after toileting, after contact with any body fluids, etc.) The best method of hand washing involves the use of soap and water. Where soap and water is not available, ALCARE hand cleaner/antimicrobial foam should be used.
- b. Disposable gloves must be worn, if the staff member has a cut or open lesion on his/her hands, when providing care for a participant where there may be contact with body fluids.
- c. All cuts and open wounds should be covered following basic first aid practices.
- d. Participants kissing staff or other participants should be discouraged.
- e. Sharing of toothbrushes, lipsticks, combs, etc. and other personal items should be avoided.
- f. Disinfectant/cleaners should be stored in a safe area that is inaccessible to participants.
- g. Documentation of incidences of body fluid contact must be made when a participant is known to have an infectious disease.

2. Procedures for Cleaning Up Body Fluid Spills

- a. Wear disposable gloves, which should be discarded following cleanup. When disposable gloves are not available or unanticipated contact occurs, hands should be washed immediately after contact. It is a good practice to wash hands after contact whether or not gloves were worn.
- b. Clean and disinfect soiled areas immediately using either KLEENASEPTIC or CAVICIDE Cleaner/Disinfectant and paper towels. Follow by wiping area with a KWIKWIPE bleach towelette and drying with a paper towel. Re-clean the surface using either KLEENASEPTIC or CAVICIDE Cleaner or Disinfectant wiping dry with a clean paper towel.
- c. Paper towels, disposable gloves and/or other items used for cleanup should be discarded in disposable self-seal plastic bags.
- d. Clothing splashed or soaked with body fluids should be placed in self-sealing plastic bags to be sent home.
- e. Soiled sanitary napkins should be placed in disposable self-seal plastic bags for disposal.
- f. Wash hands using soap and water. Apply a small amount of ALCARE Antimicrobial Skin Sanitizer to hands.

(Enacted...10/5/2002)

6025 PREVAILING WAGE RATES

During the month of June, the Effingham Park Board is required to pass an ordinance that regulates wages of laborers, mechanics and other workers employed for any public works contractor as legislated, by the state of Illinois. These wage rates will apply to the respective counties of the State of Illinois and mandatory adoption is required.

During the month of June, while approving this ordinance, the Park District is actually approving the newly developed State of Illinois hourly wages that do change from one year to another. These new labor hourly rates will remain in force for one year and proof of payment of the prevailing wage rates may be required from existing contractors whom are bound by the Effingham County rate guidelines for public work projects.

After passage of these rates, the Park District is required by law to submit this approved ordinance to the local County Clerk's office as well as submitting a copy to the Illinois Department of Labor in Springfield, Illinois.

When a request for prevailing wages are made, the Park District should make available the required hourly rates to these contractors whom need this information to assist them in implementing the proper hourly wage rates for any park district construction project.

(Approved 03/06/2008)

6026 PHOTOGRAPHY POLICY WHILE USING PARK DISTRICT FACILITIES

Absent the express written consent or contractual arrangement with the Effingham Park District, the Effingham Park District prohibits the use of photographs and video images depicting park district participants, events or activities for any commercial or financial purposes, or any illicit, illegal or other inappropriate purposes.

(Approved 6/10/2009)

POLICY REGARDING INSTRUCTORS, EMPLOYEES OR OTHERS
WHO WOULD FALL UNDER PROTECTION OF THE PARK
DISTRICT LIABILITY INSURANCE POLICY

- 1) Any paid staff member of the Park District with a W-2 falls under the umbrella of its liability policy.
- 2) Any volunteer staff member of the Park District teaching, coaching, or mentoring falls under the liability policy as long as it is the Park District's program.
- 3) Any independent contractor (teacher, coach) who pays the Park District and then is reimbursed by the Park District for this service and the program is considered a Park District program is covered by the Park District's liability policy.
- 4) Any independent contractor teaching or coaching and using or paying for facility usage but not a Park District program will not fall under the umbrella of the Park District's liability policy.
- 5) Any independent contractor that teaches, coaches or mentors a Park District program, and whereas the independent contractor handles all the money and pays the Park District a percentage or a commission or pays an established fee is considered an independent contractor and will not fall under the Park District's liability policy.
- 6) All officials and umpires who are paid for services rendered and who are not employees of the Park District, as they do not need to fill out a W-2 form are considered independent contractors. Officials/umpires are not covered by the Park District liability policy.

(Approved 8/5/2010)

6028

BAD WEATHER CONDITIONS FOR COMPETITIVE OR NONCOMPETITIVE USE OF ATHLETIC FACILITIES

At any time, should an official in charge of an athletic event sponsored by the Effingham Park District want to delay the game because of lightning or other unsafe inclement weather, he or she will have authority to do so. The contest should not resume until the lightning or bad weather situation has passed.

Also, should both coaches agree that there is too much lightning, the umpires should meet with both coaches and have the authority to postpone the game immediately. The contest should not resume until the lightning has passed. A reasonable waiting time to resume the contest after the last recognized sign of lightning should be approximately 20 minutes.

Players, parents and others, while waiting for the delay, should wait in the safest area available at the park site. Automobile and indoor areas or protected covered areas should be the safest place to be during these conditions. At no time should players remain in the playing field. And at no time should parents or players be in the open areas or leaning against any fence or be in contact with any metal objects near the park site. Everyone should take all precautions to get to the safest areas as quickly as possible.

6029

BAD WEATHER CONDITIONS AT KLUTHE MEMORIAL POOL

A) Lightning

When lightning conditions become an immediate concern, managers, lifeguards or staff members will require all patrons to be removed from the water and the pool deck areas. Patrons will be asked to move to the bathhouse area. All patrons must remain in the bathhouse area until weather conditions become safe enough that managers and lifeguards will allow them back to the water or pool deck area. Should conditions deteriorate or not improve after 30 minutes waiting time, patrons may be told that the pool will be closing. Patrons will then have 30 minutes to make phone calls and gather their things before closing.

This will be at the manager's discretion and no refunds will be granted. Should these unusual conditions occur after opening and between the 12:30 – 4:30 p.m. session and then hence a decision to close, another decision to open or close will be made at the 2nd shift (4:30 – 8:30 p.m.).

B) Rain or Cold Weather

At the beginning of each shift (12:30 – 4:30 p.m. or 4:30 – 8:30 p.m.) should the temperature reach 67° and should it look as though it may stay at the immediate temperature from projected forecasts, the manager would be able to close the pool.

Should the manager decide to open the pool at 12:30 p.m. or 4:30 p.m. and later decide the pool should be closed, the manager should inform all swimmers that because of weather conditions the pool would be closing in 30 minutes.

Also, after opening the pool at 12:30 or 4:30 p.m. and after the pool has been open for one hour and no more than seven swimmers have shown up, the manager may close the pool should the weather conditions not improve.

In any case, the manager should use sound discretion in closing or keeping the pool open. Refunds will not be granted.

C) Tornado Watch

Should a siren sound for an immediate tornado or tornado watch, customers should be warned that a watch exists and may want to leave the pool complex safely with a parent as soon as possible. All other patrons should take immediate concern of the watch and proceed to the safest area in the bathhouse. This area would be the birthday party room and the hallway area. A second area would be the east mechanical room.

Cell phones should remain on and taken with each person while in the two locations mentioned. If conditions become extremely dangerous,

cell phones should be used to contact their parents. Managers should listen to the local radio stations for any updated information.

6030 IDENTITY-PROTECTION POLICY

I. Introduction and Identification of Act

This Identity-Protection Policy is adopted pursuant to the Illinois Identity Protection Act, 5 ILCS 179/1 *et seq.* The Identity Protection Act requires EFFINGHAM PARK DISTRICT to draft, approve, and implement this Identity-Protection Policy to ensure the confidentiality and integrity of Social Security numbers (SSNs) that the District collects, maintains, and uses. It is important to safeguard SSNs against unauthorized access because SSNs can be used to facilitate identity theft. One way to better protect SSNs is to limit the widespread dissemination of those numbers. The Identity Protection Act was passed in part to require the District and other local and State government agencies to assess their personal information collection practices and make necessary changes to those practices to ensure confidentiality. All District officers, employees, and agents shall comply with the Identity Protection Act and this Policy at all times.

II. Definitions

The following words shall have the following meanings when used in this Policy.

“Act” means the Illinois Identity Protection Act, 5 ILCS 179/1 *et seq.*

“Board” means the Board of Commissioners of the District.

“District” means RESIDENTS OF EFFINGHAM PARK DISTRICT.

“Person” means any individual in the employ of the District.

“Policy” means this Identity-Protection Policy.

“Publicly post” or “publicly display” means to intentionally communicate or otherwise intentionally make available to the general public.

“Redact” means to alter or truncate data so that no more than five sequential digits of a SSN are accessible as part of personal information.

“SSN(s)” means any Social Security number provided to an individual by the Social Security Administration. “Statement of Purpose” means the statement of the purpose or purposes for which the District is collecting and using an individual’s SSN that the Act requires the District to provide when collecting a SSN or upon request by an individual. An example of a Statement of Purpose for the District is attached to this policy.

III. STATEMENT OF PURPOSE

The District shall provide an individual with a Statement of Purpose anytime an individual is asked to provide the District with his or her SSN or if an individual requests it.

IV. PROHIBITED ACTIVITIES

(a) Neither the District nor any Person may:

1. Publicly post or publicly display in any manner an individual’s SSN.
2. Print an individual’s SSN on any card required for the individual to access products or services provided by the person or entity.
3. Require an individual to transmit a SSN over the Internet unless the connection is secure or the SSN is encrypted.
4. Print an individual’s SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the SSN to be on the documentation to be mailed. Notwithstanding the foregoing, SSNs may be included in applications and forms sent by mail, including, but not limited to: (i) any material mailed in connection with the administration of the Unemployment Insurance Act; (ii) any material mailed in connection with any tax administered by the Department of Revenue; and (iii) documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN that is permissibly mailed pursuant to this paragraph will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

(b) Except as otherwise provided in paragraph (c) below or unless otherwise provided in the Act, neither the District nor any Person may:

1. Collect, use, or disclose a SSN from an individual, unless: (i) required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the SSN is otherwise necessary for the performance of the District's duties and responsibilities; (ii) the need and purpose for the SSN is documented before collection of the SSN; and (iii) the SSN collected is relevant to the documented need and purpose.
2. Require an individual to use his or her SSN to access an Internet website.
3. Use the SSN for any purpose other than the purpose for which it was collected.

(c) The prohibitions in paragraph (b) above do not apply in the following circumstances:

1. The disclosure of SSNs to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity first receives from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's SSNs will be achieved.
2. The disclosure of SSNs pursuant to a court order, warrant, or subpoena.
3. The collection, use, or disclosure of SSNs in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
4. The collection, use, or disclosure of SSNs for internal verification or administrative purposes.

5. The disclosure of SSNs by a State agency to the District for the collection of delinquent child support or of any State debt or to the District to assist with an investigation or the prevention of fraud.
6. The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as pension benefit or an unclaimed property benefit.

V. COORDINATION WITH THE FREEDOM OF INFORMATION ACT AND OTHER LAWS

The District shall comply with the provisions of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.*, and any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of any individual's SSN. However, the District shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting SSNs, the District shall request each SSN in a manner that makes the SSN easy to redact if required to be released as part of a public records request.

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VI. LIMITED EMPLOYEE ACCESS TO SOCIAL SECURITY NUMBERS

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs shall first be trained to protect the confidentiality of SSNs. The training will include instructions on the proper handling of information that contains SSNs from the time of collection through destruction of the information.

VII. EMBEDDED SOCIAL SECURITY NUMBERS

Neither the District nor any Person shall encode or embed a SSN in or on a card or document, including but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the SSN as required by the Act and this Policy.

VIII. APPLICABILITY

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail.

This policy does not apply to:

1. The collection, use, or disclosure of a SSN as required by State or federal law, rule, or regulation; or
2. Documents that are recorded with a county recorder or required to be open to the public under a State or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois; provided, however, that the District shall redact the SSN from such document if such law, rule, or regulation permits.

IX. AVAILABILITY OF POLICY

The Policy shall be filed with the Board within 30 days of its approval. All District employees shall be advised of the existence of this Policy.

District employees who are required to use or handle information or documents that contain SSNs have been provided a copy of this Policy, which each shall maintain at all times. A copy of the Policy is available to all other employees and any member of the public by requesting a copy from: The office of the Effingham Park District at 1906 South Fourth Street Road or call 217-342-4415.

X. AMENDMENTS

This Policy may be amended by the District at any time. If the Policy is amended, the District shall file a written copy of the Policy, as amended, with the Board and shall also advise all District employees of the existence of the amended Policy. A copy of the amended Policy will be made available to District employees and the public as set forth in the preceding section above.

XI. EFFECTIVE DATE

This Policy becomes effective Jan. 1st, 2011.

(Policy Adopted 10/07/2010)

ATTACHMENT

STATEMENT OF PURPOSE FOR COLLECTION OF SOCIAL SECURITY NUMBERS BY THE EFFINGHAM PARK DISTRICT

The Identity Protection Act, 5 ILCS 179/1 *et seq.*, and the Identity-Protection Policy of the EFFINGHAM PARK DISTRICT of Effingham, IL require the District to provide an individual a statement of the purpose or purposes for which the District is collecting and using the individual's Social Security number ("SSN") anytime an individual is asked to provide the District with his or her SSN or if an individual requests it. This Statement of Purpose is being provided to you because you have been asked by the District to provide your SSN or because you requested a copy of this statement.

Why do we collect your Social Security number?

You are being asked for your SSN for one or more of the following reasons:

- | | |
|--------------------------------------|---|
| 1) W-2, W-4, I-9 Payroll Information | 3) possible background requests |
| 2) Employment | 4) possible W-9 independent contractor requests |

What do we do with your Social Security number?

We will only use your SSN for the purpose for which it was collected.

We will not:

- Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
- Publicly post or publicly display your SSN
- Print your SSN on any card required for you to access our services;
- Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
- Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you. If mailed, your SSN will not be visible without opening the envelope in which it is contained.

Questions or Complaints about this Statement of Purpose

Write to the EFFINGHAM PARK DISTRICT
AT 1906 SOUTH FOURTH STREET, 62401