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## Channahon Park District

### Personnel Policies and Procedures Manual

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## Section 1: Employment Policies and Procedures

# 1.1 Equal Employment Opportunity Policy

Equal Employment Opportunity has been and will continue to be a fundamental principle at the Channahon Park District. Employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, marital status, veteran status, disability, sexual orientation, civil union partnership, or any other protected characteristic as established by law.

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, physical or mental disability unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability, unfavorable discharge from military service or military status, sexual orientation or any other category protected by state or federal law.

We make reasonable accommodations when necessary for all staff 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 Executive Director (See Section 1.3).

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

## Section 1: Employment Policies and Procedures

# 1.2 Non-Discrimination and Anti-Harassment Policy

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### Introduction

The Channahon 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 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 an environment that is intimidating, hostile, or offensive to the employee.

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

- 2. **Harassment on the basis of any other 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).

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

**Note** | **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 be subject to disciplinary action.



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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.

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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.

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, and, if it determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the

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Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, you may file a complaint directly with the HRC between the 365<sup>th</sup> and the 395<sup>th</sup> day.

## Section 1: Employment Policies and Procedures

# 1.3 Americans with Disabilities Act Policy

The Channahon 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 Staff Member or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the staff member 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.

Staff Members 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 Executive 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.).

A staff member 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 Executive Director. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

## Section 1: Employment Policies and Procedures

# 1.4 Pregnancy Discrimination Policy

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

The Park District will not deny or remove a pregnant Staff Member from a position because the Staff Member is pregnant, considering pregnancy, or experiencing any pregnancy-related problems. All decisions regarding a pregnant staff member's placement in or continuation in a job will be based on the same consideration that governs all employment decisions - the Staff Member'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 Executive 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 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.

## Section 1: Employment Policies and Procedures

# 1.5 Open Door Policy

The Channahon Park District promotes an atmosphere whereby Staff Members can talk freely with members of the management staff. Staff Members 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 Executive Director are available for consultation and guidance.

The Park District is interested in all of our Staff Member's success and happiness with us. We therefore welcome the opportunity to help staff members whenever feasible.

## Section 1: Employment Policies and Procedures

# 1.6 Anti-Nepotism Policy

Members of a Staff Member'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 between family members;
  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.

Should any supervisor/subordinate relationships exist at the onset of this written policy, they will be considered to be grandfathered in. Should one of the parties leave employment for any period of time, they will not be eligible for re-hire in conflict with this policy.

This policy must also be considered when assigning, transferring, or promoting a Staff Member. 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 Channahon Park District's Policy on Romantic or Sexual Relationships in Section 6.18).



# 1.8 Classification, Definitions, and Status of Staff Members

Staff Member Classification .....	1	Staff Member Classification Review .....	2
Full-time Staff .....	1		
Part-Time Staff .....	2		

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## Staff Member Classification

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### Full-time Staff

Full Time Staff Members are designated as full-time by the Executive Director or the Board of Park Commissioners. Full-time Staff Members are generally scheduled to work at least 40 hours per work week and be paid on the basis of an annual salary. Part-time Staff Members are excluded from the full-time Staff Member classification regardless of the number of hours worked.

- *Exempt Staff* Members 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.

Exempt Staff Members invest the time necessary to fully meet the responsibilities and expectations of their position.

- *Non-Exempt* Staff Members receive overtime pay or compensatory time in accordance with overtime and compensatory time policies. Their salaries are calculated on an hourly basis. Non-exempt Staff Members must utilize a time clock and/or time card to document hours worked.

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## Part Time Staff

Part time Staff Members are designated as part time by the Executive Director. Part time Staff Members are classified under one of the following two categories depending on work schedule:

- *Classification I:* Part time staff generally scheduled to work at least 1,000 hours during a calendar year, and working in a designated position with significant supervision responsibility over other staff and/or using significant professional and decision making skills.
- *Classification II:* Part time staff generally scheduled to work at least 1,000 hours during a calendar year.
- *Classification III:* Part time staff generally scheduled to work less than 1,000 hours during a calendar year.

Part time Staff Members are classified as exempt or non-exempt and may be required to work more than their generally scheduled hours during certain periods in the sole discretion of their supervisors. The number of hours that part-time Staff Members actually work will not change the staff person's status or classification as a part time staff member.

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## IMRF

Staff Members who work in Channahon 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.

Staff Members normally scheduled and working in excess of 1,000 hours annually participate in the Illinois Municipal Retirement Fund (IMRF). This includes all Full Time Staff Members, and Classification I and Classification II Part Time Staff Members who meet the 1,000 hour threshold. Information on IMRF is available in Section 4.3.

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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. Requests will be reviewed by the Executive Director, and the determination of the Executive Director will be in writing and will be final.

## Section 1: Employment Policies and Procedures

# 1.9 Hiring Procedures

Introduction.....	1	Application And Selection Process.....	2
Position Vacancies .....	1	Proof Of Right To Work.....	3
Transfer And Promotion.....	1		

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### Introduction

The Channahon 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 also 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 resources.

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### Position Vacancies

The Channahon Park District will circulate notice of position vacancies. The Park District will always seek out internal candidates for position vacancies, and seek additional candidates when necessary.

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### Transfer And Promotion

Staff Members interested in a particular opening should apply, in writing, to the position's 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 Channahon 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 Staff Member. Please note that staff members requesting a transfer or promotion are subject to the same selection process as outside applicants.

Whenever, in the sole discretion of the Park District, there are two equally qualified candidates who are not current Staff Members, preference may be given to the candidate who resides within the limits of the Park District.

Staff Members seeking another opening within the park district should notify their current supervisor of their intent to do so.

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## **Application And Selection Process**

1. Individuals interested in a particular position opening should complete a Channahon Park District job application, or for Full Time or Classification I positions submit a resume and cover letter. Applicants, including current Staff Members, 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. Current Staff Members seeking another position within the Park District should notify their current supervisor of their application for the position. 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 a Staff Member.
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, 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 Staff member'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**

Channahon Park District Staff Members 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.

## Section 1: Employment Policies and Procedures

# 1.10 Pre-Employment Tests

Introduction.....	1	State Criminal Conviction Background	
Pre-Placement Medical Examination.....	1	Check.....	2
		Driver's License Abstract.....	2

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### Introduction

One or more tests may be required of staff hired for certain positions, including transferred and promoted staff members.

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### Pre-Placement Medical Examination

The Channahon Park District requires all full-time Staff Members, and other positions deemed appropriate, to successfully complete a medical examination after a position has been offered to the staff person, but prior to starting employment. This medical examination is necessary to determine if the staff person can perform the essential functions of the job offered to him with or without reasonable accommodations on the part of the Park District.

A physician of the Park District's choice, or subject to Park District approval, will perform the examination at the Park District's expense. Staff Members 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.

Staff Members 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 Channahon 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 working for the Park District. Any other conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the conviction(s) will be considered in relationship to the specific job.

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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## **Drivers License Abstract**

Although Staff Members may not be required to have a drivers license as a condition of their employment, any Staff Member who may be expected to drive either their personal vehicle or a Channahon 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 Staff member is expected to operate. Before a Staff person has started work, and generally on an annual basis thereafter, the Park District will request a driver's license abstract review from the Illinois Secretary of State's office.

## Section 1: Employment Policies and Procedures

# 1.11 Orientation

1. Newly hired Staff Members or staff who, because of a transfer, promotion or reclassification, are in a different employment classification or are entitled to different benefits must report to the Department Head on or before the first day in that position to complete the necessary paperwork.
2. Each Staff Member, including transferred or promoted staff, will be required to complete a job training and orientation session as soon as possible and generally within the first two weeks of their employment in their new position.

Staff Members will be required to sign a Staff Orientation Checklist to confirm that they have received and understand the necessary material.



## Section 1: Employment Policies and Procedures

# 1.12 Employment in More than One Department

Staff Members are usually hired for a specific position in a department. Provided that your primary job with the Channahon Park District is not compromised in any manner and you receive written, advance permission from your department head, you may work an additional part-time or seasonal job with the Park District. Permission may be subsequently revoked, however, if the Park District determines in its sole discretion that such additional job adversely interferes with your primary job.

Department Heads should carefully consider whether or not any overtime requirements will result from employment in more than one department, prior to permitting the work arrangement.

## Section 1: Employment Policies and Procedures

# 1.13 Outside Employment

Channahon Park District Staff Members who secure employment outside of your job with the Park District with persons or companies with whom the Park District conducts any form of business, may be asked to leave that position to avoid any conflicts of interest. 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 the Executive Director may be cause for disciplinary action, up to and including dismissal.

## Section 1: Employment Policies and Procedures

# 1.14 Performance Evaluations

Purpose .....	1	Unsatisfactory Review.....	2
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### Purpose

The Channahon Park District has a formal performance appraisal system for full-time, part-time, 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, full time Staff Members and Classification I, II, and III Part Time Staff Members should receive a performance review annually. Additional reviews may be performed if deemed necessary by your department head or immediate supervisor. Formal evaluations generally will be conducted by your immediate supervisor on a pre-determined schedule. 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 Executive 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 may be ineligible for a 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. If you 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 five (5) working days of receipt of your written request. If you are not satisfied with the determination at this stage, you may continue this process up to the Executive Director. Any decision of the Executive 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.

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## Section 1: Employment Policies and Procedures

# 1.15 Personnel Files

A personnel file will be established for each Staff Member. 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 records will be maintained in a separate file. Information contained in your files will not be released or disclosed without your written consent, except to persons with a lawful right or need to know, including without limitation, pursuant to a court order.

You may review your personnel file in accordance with applicable law and established 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).

**Note** | **You should immediately notify the Business Office of any changes in pertinent information.**

## Section 1: Employment Policies and Procedures

# 1.16 Child Labor Laws

The Channahon 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 mandate that a minor **cannot** work the following hours:
  - a. During school hours when school is in session;
  - b. More than six (6) consecutive days in a calendar week;
  - c. Over forty (40) hours in a calendar week and over eight (8) hours a day when school is out;
  - d. Earlier than 7 am and later than 7 pm, except from June 1 to Labor Day, when the minor may work up to 9 pm;
  - e. Over three (3) hours a day when school is in session;
  - f. Over eight (8) hours a day combining school and work; and
  - g. Over eighteen (18) hours in a calendar week when school is in session.
4. An unpaid meal period of at least thirty (30) minutes must be provided to minors no later than the fifth consecutive hour of work.
5. Staff Members 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.

Staff Members 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.

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6. Staff Members under age 16 are not permitted to work certain positions at Tomahawk Aquatic Center.
  7. Staff Members under the age of 18 are prohibited from operating motorized equipment.

## Section 1: Employment Policies and Procedures

# 1.17 Lockers, Desks, and Other Park District Property

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### Introduction

Staff Members should understand that while certain Channahon 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. Staff members 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.

**Note** | **Whenever necessary, and at the Park District’s discretion, Park District property and staff members work areas (i.e., desks, file cabinets, lockers, vehicles, etc.) may be subject to a search without notice. Staff Members are required to cooperate.**

The Park District will generally try to obtain a Staff Member’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 Staff Members and the Park District, the Channahon Park District reserves the right to inspect any possessions or articles carried to and from Park District property by Staff Members and all other persons leaving and entering the Park District's premises.

The Park District reserves the right to inspect a Staff Member'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.

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.

Staff Members working on Park Direct premises or entering or leaving the premises who refuse to cooperate in an inspection, as well as Staff 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.

## Section 1: Employment Policies and Procedures

# 1.18 Alcohol and Drug Abuse

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### Alcohol and Drug Abuse Policy

#### PURPOSE

The agency has implemented an Alcohol and Drug Abuse Policy (the “Policy”) in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety and efficiency. Because agency 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 agency wishes to maximize the health and safety of its patrons and employees.

This Policy also expresses the agency'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 agency has resolved to maintain a drug free workplace.

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

This Policy does not replace any of the provisions or requirements of the agency's Controlled Substance and Alcohol Testing Policy for positions that require a Commercial Driver's License (CDL). Agency employees who operate agency commercial motor vehicles and possess a CDL have special responsibilities necessitated by the fact that they operate vehicles that require additional skill and attentiveness over that of non-commercial motor vehicles. As part of its continuing commitment to safety and to comply with federal law, the agency has established a controlled substance and alcohol testing policy for agency positions that require a CDL (see Alcohol and Drug Procedures for CDL Employees that follows). Both the agency and the federal government recognize it is important to establish programs to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. The Alcohol and Drug Procedures for CDL Employees is in addition to and supplements and complements rather than supersedes all other agency policies, rules, procedures and practices, including, without limitation, this Alcohol and Drug Abuse Policy. However, for persons to whom the Alcohol and Drug Procedures for CDL Employees applies, in the event of any conflict between any of the provisions of the Alcohol and Drug Procedures for CDL Employees and the provisions of any other agency policy, rule, procedure or practice, the provisions of the Alcohol and Drug Procedures for CDL Employees will control.

## **ACTS PROHIBITED**

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, medical marijuana and alcohol, is prohibited on agency property, during any on-call period or while acting on behalf of the agency.

## **DEFINITIONS**

For purposes of this Policy, the following definitions apply:

1. "Agency" is the Channahon Park District
2. "Alcohol" means any substance containing any form of alcohol, including but not limited to ethanol, methanol, propanol and isopropanol.
3. "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.
4. "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.
5. "Criminal Drug Statute" means a criminal statute involving the manufacture, distribution, dispensation, possession or use of any controlled substance or cannabis.
6. "Director" is the Executive Director of the agency.
7. "Agency Property" means any building, gym, pool, office, common area, open space, vehicle, parking lot or other area owned, leased, managed, used or controlled by the agency. Agency Property also includes property used by agency patrons while on agency-sponsored events or field trips or property of others when presence thereon by the agency employee is related to employment with the agency.
8. "Drugs" mean Prescription/OTC Drugs and controlled substances, including cannabis and medical marijuana.
9. "Medical Facility" means any physician, laboratory, clinic, hospital or other similar entity.
10. "On Call" means the employee is scheduled with at least 24 hours' notice by the agency to be on standby or otherwise responsible for performing tasks related to his or her employment either at the agency's premises or other previously designated location by his or her employer or supervisor to perform a work-related task.
11. "Policy" means this Alcohol and Drug Abuse Policy.
12. "Possess" means to have either in or on an employee's person, personal effects, desk, files or other similar area.
13. "Prescription/OTC Drugs" mean prescription drugs (including medical marijuana) and over-the-counter ("OTC") drugs obtained legally and being used in the manner and for the purpose for which they were prescribed or manufactured.
14. "Public Safety Responsibility" means a safety-sensitive position in which the nature of the employee's duties is such that impaired perception, reaction time or judgment may place the employee or members of the public or other employees at risk of serious bodily harm, or the

employee is responsible for the administration or enforcement of alcohol/drug policies. As examples and not by way of limitation, employees with public safety responsibility may include lifeguards; non-CDL employees who drive agency vehicles; employees who operate heavy machinery; employees who handle hazardous or toxic materials or substances of any kind; and similar positions.

15. "Under the Influence" or "impaired" means 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, scientifically valid test, layperson's opinion or the statement of a witness. For cannabis, this determination will be made based on whether the employee manifests while working or on-call specific, articulable symptoms of decreased or lessened performance of the duties or tasks of the employee's job position, including: symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property or personal injury; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others.

## **VOLUNTARY TREATMENT**

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action or violations of policies, rules of conduct or performance standards. The agency will not discipline an employee who voluntarily seeks treatment for a substance abuse problem, if the employee is not in violation of the agency's drug and alcohol policy or other policies, rules of conduct and standards. Seeking such assistance will not be a defense for violating the agency's Alcohol and Drug Abuse policy, nor will it excuse or limit the employee's obligation to meet the agency'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. The agency encourages those employees who suffer from alcohol or drug abuse to consult voluntarily with agency management and/or the agency's Employee Assistance Program ("EAP") 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 Human Resources Manager for details. Agency management will attempt to keep such voluntary discussions and medical treatment confidential in accordance with this Policy.

## **SCREENING AND TESTING**

**Pre-employment Testing.** The agency may require applicants whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind or engage in other any Public Safety Responsibility to be drug screened or tested on a conditional post-offer, pre-employment basis as part of its hiring process. However, pre-employment testing will not include testing for alcohol or cannabis, absent a federal, state or local law requiring the agency to do so.

**Reasonable Suspicion Testing.** The agency will require screening or testing of an employee when that employee exhibits conduct or behavior that raises a reasonable suspicion the employee is under the influence of, or is impaired by, drugs or alcohol. (See Definition of "Under the Influence" or "impaired" above.) The supervisor(s) who observes or receives information about the conduct or behavior that led to the request for reasonable suspicion testing, within a reasonable timeframe

of observing or learning about the behavior or conduct, will document the objective, articulable signs of reasonable suspicion on a form provided by the agency.

**Random Testing.** The agency may require random screening or testing of employees whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind or engage in any other Public Safety Responsibility.

**Post-accident or Post-incident Testing.** The agency may require the screening or testing of any employee following a workplace accident or injury that results in property damage to agency or third-party property, personal injury to another employee or third-party, or any personal injury to the employee himself or herself where the circumstances raise a reasonable suspicion that impairment may have played a role in the injury. When an accident or incident occurs, the agency will send all employees who may have contributed to the accident or injury for post-accident or post-incident testing, not just the employee injured (unless he or she was the only person who contributed to the accident or injury).

**Post-rehabilitation Program Testing.** The agency may require screening or testing of an employee during and after participation in an alcohol or drug counseling or rehabilitation program to ensure compliance with the recommended treatment and conditions of continued employment.

**The Testing Process.** A medical facility selected by the agency at the agency's expense will conduct drug or alcohol screening or testing. The screening or testing may require an analysis of the employee's breath, urine, saliva and/or blood or such similar substance as the medical facility may recommend. Employees who undergo alcohol or drug screening or testing will have the opportunity, prior to the collection of a specimen or other testing, to disclose the use of prescription/OTC drugs, including medical marijuana, and to explain the circumstance of their use. If an initial test is positive, the facility will conduct a second test from the same sample. A confirmed positive drug and/or alcohol test may result in disciplinary action, up to and including discharge.

**Opportunity to Contest.** After the agency receives a confirmed, positive drug or alcohol test and/or information indicating that the employee manifests specific, articulatable symptoms that demonstrate impairment or being under the influence, the employee will have a reasonable opportunity to contest the basis of the agency's determination. However, any the agency will make a final decision at its sole and exclusive discretion.

**Consent Forms Required.** The agency requires each employee to sign a consent form, a copy of which is included with this Policy. The agency will require prospective employees applying for positions that require a CDL or pre-employment drug testing to sign a consent form prior to taking the pre-employment drug screening.

The agency may also require each employee and prospective employee 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 agency, in its sole discretion, under the circumstances.

## **TREATMENT**

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

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 agency, which may include, but is not limited to, future alcohol and/or drug testing.

### **USE OF PRESCRIPTION/OTC DRUGS**

Any employee who operates or maintains a vehicle or machinery, handles hazardous materials or substances of any kind or has any other Public Safety Responsibility and who has taken a prescription/OTC drug (including medical marijuana) must report the use of such prescription/OTC drug to his or her immediate supervisor if the prescription/OTC drug may cause drowsiness or if it may alter judgment, perception or reaction time. While the agency will not penalize an employee solely for his or her status as a registered qualifying patient under the Compassionate Use of Medical Cannabis Program Act or any similar law, any employee who is a registered qualifying patient is nevertheless required to comply with this Policy. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether the prescription/OTC drug may have such a potential side effect or whether the employee may perform his or her job duties safely while using the prescription/OTC drug. The agency will retain the information in a confidential manner and only disclose it to persons who need to know. The employee's immediate supervisor, after conferring with the department head or Director, will decide whether the employee may safely continue to perform the job while using the prescription/OTC drug. Failure to declare the use of such prescription/OTC drugs may be cause for discipline up to and including dismissal.

### **NOTICE OF CONVICTIONS**

Any employee 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. The agency reserves the right to discipline any employee suspected of being impaired by or under the influence of drugs or alcohol during working hours or any on-call period.
2. An employee who reports to work or is found during working on-call hours to be or to have been under the influence of alcohol, controlled substances or cannabis or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances or cannabis while on agency property or while acting on behalf of the agency, is convicted of a drug related crime, causes financial or physical damage to the agency property, its employees or patrons as the result of alcohol or drug abuse, or fails to report the use of prescription/OTC drugs in accordance with this Policy, will be disciplined in accordance with the Disciplinary Action Section of the agency's Personnel Policy Manual. In addition to or in the alternative, depending on the circumstances as determined by the agency in its sole discretion, the agency may require the employee to successfully complete an alcohol and/or drug abuse counseling or rehabilitation program approved for such purposes by the agency 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 agency. Participation

in a treatment program will not 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 agency will discipline an employee up to and including dismissal for the following: (1) if the employee refuses to submit to diagnosis, testing or screening upon request of the agency; (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.

## **INSPECTIONS**

To assure employees comply with the prohibition on manufacturing, distributing, dispensing, possessing or using alcohol, controlled substances or cannabis (including medical marijuana), employees may be subject to inspection as follows:

1. Lockers, desks, files, vehicles, equipment and other containers and property owned or leased by the agency and which the agency permits an employee to use during employment are and remain the property of the agency at all times, and employees have no reasonable expectation of privacy regarding such property. The agency does not permit employees to keep controlled substances, cannabis (including medical marijuana) or alcohol in or on such property.

2. Any such property reasonably suspected of having or holding such substances is subject to search by the agency.

3. The agency will treat any refusal to submit to such an inspection as an act of insubordination, which may result in disciplinary action up to and including dismissal.

## **RECORDS**

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

## 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, hospital, laboratory or medical facility chosen by (the "agency") at the agency's expense to determine if I have alcohol or any controlled substance or cannabis in my system. I hereby consent to the physician, clinic, hospital, 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, hospital, laboratory or medical facility to disclose his/her/its findings, conclusions and opinions regarding the drug and/or alcohol screening or testing to an agency official or a designated representative but to no other person without my written consent. If the results of such testing indicate I have violated the agency's Alcohol and Drug Abuse Policy, I understand I will be subject to non-hire or disciplinary action up to and including immediate discharge.

If I test positive for a drug that may be legally prescribed for prescription use (including medical marijuana), I hereby further consent to allow the Medical Review Officer of the medical facility that administered the test to contact my physician or pharmacist to verify my reported use of legally prescribed drugs. I authorize my physician or pharmacist to provide the agency or its agents with any current prescription information or physician's letters authorizing the use of any such medicines, which many explain the positive test results, and I will execute any required consent or authorization forms. I understand the legal use of certain prescription or over-the-counter drugs may disqualify me from certain jobs due to safety risks.

I also confirm I will cooperate with any disclosure authorization requirements the physician, clinic, laboratory or medical facility has implemented pursuant to applicable law (including the Health Insurance Portability and Accountability Act of 1996, as amended (HIPAA)), that relate to its ability to disclose findings, conclusions and opinions, or other protected health information associated with the drug and/or alcohol screening or testing to an agency official or a designated representative. I hereby further confirm I will cooperate with any disclosure authorization requirements that my physician or pharmacist implemented pursuant to applicable law (including HIPAA) to allow it to share information with the medical facility or agency regarding my reported use of prescription/OTC drugs in accordance with the agency's Alcohol and Drug Abuse Policy.

In consideration of my employment or continued employment, I hereby release and agree to hold the agency and its elected officials, Commissioners, officers, members and agents harmless against any and all claims, charges or causes of action whatsoever I now have or may have in the future that may arise from this testing or from any investigation or personnel action related to or arising out of any such testing or screening.

I also acknowledge receiving, reading and understanding the agency'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 agency the use of prescription/OTC drugs as required by the policy, may result in non-hire or disciplinary action up to and including termination. I further acknowledge I have read this consent form carefully, and I am signing of my own free will.

Employee Name: \_\_\_\_\_  
(Print)

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

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

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

I agree to the screening or testing       I will not agree to the screening or testing

Employee Name: \_\_\_\_\_  
(Print)

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



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## **Alcohol and Drug Procedures for CDL Employees**

### **D.O.T. DRUG AND ALCOHOL PROCEDURE**

#### **Introduction**

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

#### **Adverse Effects of Alcohol and Drug Use**

Unlawful use of drugs and alcohol poses risks. Alcohol and drug abuse can lead to health problems such as lung cancer, obstructive pulmonary disease, chronic respiratory infections, liver disease, high blood pressure, cardiac disease and seizures. Drug abusers have an increased risk of AIDS and hepatitis.

The impairments drugs cause mean users (and their nearby coworkers) suffer more accidental injuries and motor vehicle accidents. Drugs can also rob the user of the ability to reach long-term goals, deal constructively with stress and anxiety or have successful and satisfying friendships and family relationships. Because drug use is unlawful, users ruin lives when they are arrested, jailed or injured by drug-related violence.

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

#### **Affected Employees**

The following employees are subject to these alcohol and drug procedures, restrictions and requirements: All employees required to have a valid CDL driver's license as a condition of employment and operate a commercial vehicle for the agency. This includes full-time and part-time employees.

The above employees are subject to these procedures and regulations at all times while on duty including all overtime and call-back time. An exception may be made by the Director to exempt an employee from alcohol use restrictions if the employee is attending off-site training and is not expected to return to duty for the remainder of the day.

#### **Employee Requirements (382.201 to .215)**

To meet DOT regulations, the agency places the following requirements upon affected employees. The Director may make exceptions to these requirements in making temporary work assignments for employees.

- Affected employees will not consume any product containing alcohol or controlled substances while on duty.

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

### **Tests Performed**

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

#### ***Alcohol Test***

- Employee immediately reports to the designated testing facility, shows a photo identification card, and signs testing form.
- Employee blows into alcohol testing device. If employee cannot exhale sufficient quality of air through the machine for a complete test a medical exam will be performed.
- If test results are negative the employee returns to work. Results will be reported to the Director.
- If test results are positive, another test will be performed after a 15-minute wait but before 20 minutes. The employee may not eat or drink anything nor belch during the waiting period for the retest.
- If retest results are negative, test is reported to the Director as negative.
- If retest results are positive, the test results are immediately reported to the Director.

#### ***Controlled Substances Test.***

Testing will only be performed for the five controlled substances prohibited by the D.O.T. regs - Marijuana, Cocaine, Opiates, Amphetamines and Phencyclidine.

- Employee immediately reports to the designated testing facility, shows a photo identification card, and signs the testing form.
- Employee provides a urine sample. If unable to provide sufficient quantity for testing, the employee will drink water (up to 24 oz. in two hours) and attempt again.
- Hospital personnel will perform required testing to verify the specimen sample has not been tampered with. The employee returns to work.
- Sample is sent to lab where it is split in half. A screening test is performed on a portion of one of the sample splits. If negative results are obtained, the testing is reported as negative to the medical review officer (MRO) who, in turn, reports negative results to the Director.
- If screening tests are positive, sophisticated confirmation testing is performed on the rest of the split sample. Results are reported to the MRO. If negative, the MRO reports a negative result to the Director.

- If the results are positive, confirming the presence of one of the five controlled substances, the MRO will contact the employee to talk over the results of the test to determine if there is a legitimate clinical reason for the presence of the drug and will decide if test results are negative or positive. If the MRO cannot reach the employee, he will contact the Director and ask the Director to tell the employee to contact the MRO. If the employee does not contact the MRO within 72 hours, the MRO will determine the test results as positive. The MRO reports to the Director test results as positive or negative.
- If test results are positive, the employee will be removed from duties of operating or maintaining a commercial class vehicle. The employee has 72 hours in which to request a retest of the second split sample and can request the split sample be tested at a second lab. A negative retest of the split sample will cancel the first positive results.

## **Six Circumstances Under Which Testing Will Be Performed**

### ***1. Pre-employment Testing (382.301, 413)***

Before a new employee is hired or before an existing employee may be transferred to a position in which operating or maintaining a commercial class vehicle is required, both alcohol and controlled substance testing is required.

If an employee has not been in a random testing pool for one month, then alcohol and controlled substance testing must be performed before the employee may operate or maintain a commercial class vehicle.

Alcohol test results must be below 0.04 and controlled substances negative or the employee cannot be hired to the position without a substance abuse professional evaluation. There is no requirement that the prospective employee be hired or that they see the MRO or SAP, but an attempt must be made to inform the prospective employee of the test results and to seek an evaluation.

In addition to submitting to testing, the prospective employee must supply the agency with the names of all firms for which they have been employed in the previous two years operating or maintaining commercial class vehicles. The prospective employee must cooperate fully with the agency in obtaining from each of the previous employer's results of any positive test, SAP's reports and any refusals to test.

### ***2. Random Testing (382.305)***

All affected employees will be placed in pool from which random selections for testing will be made. Random testing will be for both alcohol and controlled substances.

The annual rate of testing for the entire pool will be as directed by the U.S. Secretary of Transportation, currently 10 percent per year for alcohol and 50 percent per year for illegal drugs.

Every employee in the selection pool has an equal chance of being selected each time a drawing is made.

Selection for testing will be performed on a sufficiently random basis by the Consortium. Employees will not know when testing is complete for the year nor when to anticipate the next selection.

A surplus of names will be generated so that another selection may be made in place of an employee who is temporarily on leave.

### ***3. Reasonable Suspicion Testing (382.307)***

When a supervisor has reason to believe an employee has alcohol or controlled substances in her system, he contacts another supervisor or management official trained in the signs and symptoms of drug and/or alcohol misuse who will also observe the employee. If both supervisors agree, the employee will be driven to the designated testing facility for alcohol or controlled substances testing as appropriate.

The supervisor's determination must be based upon specific, describable current observations of the employee's appearance, behavior, speech or body odor. Possession alone is not sufficient cause to require the employee to submit to testing.

When a reasonable suspicion determination has been made, the employee must immediately stop operation or maintenance of a commercial class vehicle. (For 24 hours or until a negative test result whichever comes first.)

The employee will be informed of her right to consent or refuse testing and the consequences of refusing testing or failing an alcohol or drug test. The employee will be asked to review and sign a Consent/ Refusal Form.

The supervisor calls the designated testing facility to advise that the employee will report for testing. The employee under suspicion must be accompanied to the testing facility, preferably by a supervisor.

If an employee refuses to submit to a test, he will be required to call someone to drive him home. If unable to find someone, a cab will be called. The agency will pay for the cab with reimbursement by the employee when he returns to work. If the employee insists on driving himself, the local police department will be called and notified.

Testing for alcohol reasonable suspicion should be performed within two hours but cannot be conducted if eight hours have passed since the determination was made. A written report must be submitted to the Director for the file explaining why testing was not performed within two hours. Controlled substances testing should be performed as soon as possible but not after 32 hours since the determination was made.

The supervisor(s) making the determination must submit a signed written description citing the specific observations which led to the reasonable suspicion testing. The written description should be submitted before the test results have been received.

#### **4. Post-accident Testing (382.303)**

A surviving driver of a commercial class vehicle involved in an accident in which a death occurred or for which the driver received a ticket for the operation of the commercial vehicle having contributed to the accident will be tested for both alcohol and controlled substances.

The driver will remain readily available for testing after an accident until 32 hours have passed or earlier, if a supervisor advises that testing will not be necessary.

A driver cannot consume any alcohol within eight hours following an accident unless a supervisor advises that no testing will be required, or testing has already been performed.

If a death occurs or a driving citation is issued, alcohol testing will be performed within two hours but no testing after eight hours and controlled substance testing within 32 hours. A written record must be submitted to file explaining why alcohol testing could not be performed within two hours if such is the case and a record if either testing could not be performed.

#### **5. Return to Duty Testing (382.309)**

Alcohol and controlled substances testing will be performed with negative test results (less than 0.02 alcohol) on all affected employees who:

- Have been removed from duty of operating or maintaining a commercial class vehicle for refusing to test or testing positive for controlled substances or alcohol greater than 0.04. Employee will be responsible for all costs associated with this classification of return to duty testing or
- Have not been in a random testing pool for more than 30 days. (Employees who have been on extended leave).

#### **6. Follow-up Testing (382.311,.605)**

Any affected employee who has refused to test or who has tested positive for controlled substances or greater than 0.04 alcohol content and has been determined by a substance abuse professional to require help in dealing with substance abuse problems will be subject to follow-up testing.

The Director will order the affected employee to report immediately for surprise alcohol or controlled substance (or both) testing at the frequency prescribed by the substance abuse professional. The Director will advise the SAP of the test results. The duration of surprise testing will continue as long as required by the SAP to a maximum of five years.

At a minimum, six unannounced tests will be required within the first 12 months of return to duty. This minimum must be conducted regardless of whether the SAP deems no more testing is required.

Employee is responsible for all costs associated with follow-up testing.

### **Consequences of failed or refused tests (382.605)**

An employee will be immediately removed from duty upon the employee's refusal to cooperate with testing procedures or upon receipt of positive test results. Employees who refuse to submit to testing or fail an alcohol or drug test are subject to disciplinary action, up to and including discharge.

The employee selects a SAP. The employee is responsible for payment to the substance abuse professional and subsequent counseling and rehabilitation. The employee's medical insurance may be used to help pay for these services. A list of SAPs will be provided the employee. However, the employee is free to choose any certified SAP.

The employee signs a release allowing the agency to release the test results to the SAP and signs a release for the SAP to report back to the Director.

The SAP will report back to the Director that the employee:

- Does not require any help in dealing with a substance abuse problem – in which case the employee may be returned to full duty.
- That the employee requires and is cooperating with continued counseling and rehabilitation and may return to full duty or may not return to full duty yet.
- That the employee requires but is not cooperating with counseling and rehabilitation and may not return to duty.

The employee is responsible for obtaining any counseling or rehabilitation prescribed the SAP and must provide appropriate releases for counseling and rehabilitation professionals to report back to the SAP. Employees are advised that the DOT regs require that the additional counseling and rehabilitation not be performed by any business entity in which the SAP has a financial interest.

When the SAP reports to the Director that the employee may return to full duty of operating and maintaining commercial class vehicles the employee must:

- Test negative in return to duty alcohol or controlled substances testing (or both tests if indicated by the SAP).
- Continue with any rehabilitation therapy if prescribed by the SAP.
- Test negative in unannounced follow up testing as prescribed by the SAP or at a minimum, six tests in the first 12 months of returning to duty as ordered by the Director.

### **Required Training**

- All affected employees will be informed of the new DOT regs and these policies and procedures to implement the regs.
- All supervisory personnel will receive training in recognizing physical signs of alcohol misuse and controlled substance use prior to any employee being ordered to submit to reasonable suspicion testing by that supervisor. Sixty minutes of training for alcohol misuse recognition and 60 minutes of training for controlled substance use recognition is required.
- All new employees and newly transferred employees to affected positions will receive training prior to operating or maintaining a commercial class vehicle. All newly hired supervisory personnel will

receive 60 minutes of alcohol misuse recognition training and 60 minutes of controlled substances use training prior to their requiring any employee to submit to reasonable suspicion testing.

- All employees will sign a receipt that they attended the training. The receipt will be kept in agency records.

## Section 1: Employment Policies and Procedures

# 1.19 Modified Duty Program

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### Introduction

The Channahon Park District is committed to providing Staff Members 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 Staff Members who have sustained injuries or illnesses.

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 Staff Member, 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.

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# MODIFIED DUTY PROGRAM POLICY

## BASIC PROGRAM REQUIREMENTS

1. Staff Members 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 a Staff Member on modified duty at the Staff Member's regular pay rate if possible. If this is not possible, the staff member will be compensated no less than 2/3 of what the staff member'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 will be regular communication among the staff members immediate supervisor, the physician and PDRMA throughout the course of treatment and recovery.
5. Staff Member 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 Staff Member's work restrictions; provides all original copies of physician releases and reports and all medical records and forms to the Business Office Manager promptly when received; if you are asked to complete a task that you cannot complete or in any way adversely affects your injury, you must immediately notify the person who assigned you the task.

In addition, if your injury requires that you see a physician for subsequent visits for the same injury, you must inform your immediate supervisor prior to any and all visits so your immediate supervisor can complete the necessary forms and make the necessary arrangements for your absence if you must visit the doctor during your working hours. If your immediate supervisor is unavailable, you must so contact the

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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 a Staff Member 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 staff member, for the purpose of determining the nature, extent and probable duration of the injury received by the Staff Member, and for purposes of ascertaining the amount of compensation which may be due the staff member from time to time for disability according to the provisions of the Act.

6. A staff Member 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 up to and including dismissal. The Staff Member may also lose eligibility for workers compensation benefits.
7. Periodic review will be conducted while a Staff Member is on Modified Duty status to determine the appropriateness and reasonableness of continuing the Staff Member in the assignment. A review may be conducted at any time.

## **PROCEDURE**

1. The department head is typically responsible for the management of staff on Modified Duty status. He may also coordinate Modified Duty assignments with other departments, the Business Office Manager, and PDRMA.
  2. When a Staff Member 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 Staff Member is capable of performing and any physical limitations he may have.
  3. The Physical Evaluation Form must be returned by the Staff Member to their immediate supervisor. The immediate supervisor will work with the department head or Executive Director in assigning modified duty to the staff member, if possible or applicable.
  4. In some cases, departments may not have any available Modified Duty tasks. If so, the department head will work with other departments to arrange Modified Duty assignments.
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5. All Modified Duty Assignments are subject to continuing review of the existing medical restrictions of the Staff Member, and departments will continue to develop and coordinate appropriate duty assignments 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. Staff Members 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 Staff Member's available sick, personal, or other time off. If the staff member does not have any available time, he will be compensated for such time only to the extent required by law.
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## Section 1: Employment Policies and Procedures

# 1.21 Telecommuting Policy

In order to accommodate the needs of our staff, Channahon Park District will consider permitting Staff Members in specific positions to telecommute and work at home as long as telecommuting does not impact the Staff Member's productivity or adversely affect the efficient operation of the agency.

Most positions within the agency, by their very nature, do not lend themselves to telecommuting. The Park District will determine whether a specific job may be performed effectively off site and whether an individual is effective working without supervision at home.

When considering telecommuting, the department head and Staff Member are responsible for ensuring that the following conditions are met:

1. Telecommuting does not adversely affect the agency, departmental assignments/projects, customer relations, or other work units;
2. There is adequate and suitable work available for the staff member to perform at home with no supervision;
3. The position is appropriate for a telecommuting arrangement; and

Staff Members interested in telecommuting should discuss with their department head whether telecommuting is an option in their current position. If the department head agrees, the Staff Member and department head should meet with the Executive Director in order to draft an agreement that permits the Staff Member to telecommute.

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## Section 2: Payroll Policies and Procedures

# 2.1 Compensation Policy

## Full Time Staff

### I.PURPOSE

Provide administrative guidance and delineate responsibilities for the maintenance of the salary administration program and the processing of salary recommendations.

### II.SCOPE

The guidelines in this policy apply to all Full Time Employees.

### III.OBJECTIVES

- A. Attract and retain competent personnel.
- B. Provide for recognition of and reward for differences in individual ability and performance.
- C. Establish and maintain competitive salary ranges consistent with the economic requirements of the organization and commensurate with those industries within which the organization operates.
- D. Relate salaries paid to the duties and responsibilities of positions to provide a stimulus for employee self-improvement and advancement to greater responsibilities.
- E. Maintain a program of performance appraisal which identifies opportunities for employee development and places compensation rewards on an objective basis.
- F. Provide an effective management control system which will permit delegation of responsibility within a framework of policy and procedures.

### IV.STATEMENTS OF POLICY

#### A. POSITION DESCRIPTION

All positions will be defined in terms of their reflective duties and responsibilities.

#### B. POSITION EVALUATION

All positions will be evaluated and classified in order of their relative value, utilizing approved evaluation techniques.

## C.SALARY STRUCTURE

The organization will maintain a competitive salary structure which consists of salary grades and ranges.

### 1.Salary Grades

All positions will be classified by salary grade, which indicates the range of their minimum and maximum salary value.

### 2.Salary Ranges

Salary ranges are the means by which the relative value of positions is expressed in dollar terms, and will be sufficiently broad to provide salary growth potential for competent personnel. Salary ranges specifically establish the lowest dollar amount generally paid for minimum acceptable performance and the highest dollar amount generally paid for outstanding performance, relative to position market value and other positions in the program.

### 3.Maintenance

Salary grades and ranges will be reviewed annually by the Executive Director and Superintendent of Finance & Human Resources and appropriate changes will be recommended to the Board of Commissioners.

## D.SALARY PROGRESSION REQUIREMENTS

Before an employee can receive a salary adjustment, the employee's position must have been described, evaluated and assigned a salary grade.

It is the policy of the organization to grant salary adjustments on the basis of individual performance. To this end, all employees included in the program should be reviewed at least annually. This does not mean that salary increases are automatic or annual. Performance, salary increase budget and individual position within the salary range are the prime considerations in determining amount and frequency of salary adjustments.

## F. MAKING A SALARY CHANGE

### 1.Salary Recommendations

A recommended salary adjustment, if it is provided for in the salary increase budget, must be initiated by the Executive Director. The Business Office will audit all changes for policy and budget compliance prior to payroll submission. A summary of all proposed salary adjustments will be prepared each year for review by the Board of Commissioners.

### 2.Salary Exceptions

A proposed salary increase, if not budgeted, or if it is an exception to salary guidelines, must be approved by the Executive Director. Exceptions and supporting documentation will be considered by the Executive Director, who will recommend disposition of exceptions to the Board of Commissioners.

### 3.Promotional Increases

A promotion is a permanent reassignment from a position evaluated in a lower salary grade to another position evaluated in a higher grade.

When an employee is promoted, the new salary shall be set at least at the salary range minimum of the higher salary grade.

### 4.Salary Adjustments for Demotions

A demotion is a permanent reassignment from a position evaluated in a higher salary grade to another position evaluated in a lower salary grade.

### 5.Downgrades

It is not the organization's practice to reduce an employee's salary simply because of position re-evaluation into a lower salary grade. This action is not considered a demotion and the employee's existing salary shall continue, if approved by the Board of Commissioners.

### 6.Transfers

A transfer is a change from one position to another within the same salary grade, or a change from a position in one organizational unit to a position of equal value in another organizational unit.

Transfers will not normally be rewarded by a salary adjustment. However, the employee's past performance and salary grade level should be considered for purposes of determining desirable merit increases. Thus, merited increases may be coincidental with transfers when justified by such considerations. An employee shall not be transferred to a new or revised position until the position has been described, evaluated and classified.

### 7.Adjustments Above Salary Range Maximums

The salary range maximum does not in itself limit rewards to an employee whose performance is clearly well above position expectations. Accordingly, consideration may be given to adjusting an individual's salary above the range maximum of the salary grade in which the position is classified, provided that:

A No promotional opportunity exists for the incumbent and the individual has demonstrated, beyond doubt, truly outstanding ability in the present position.

B. The incumbent has not received a salary adjustment in the last 12 months.

C. All such adjustments are authorized by the Board of Commissioners.

D. The salary increase will not cause the employee's salary to exceed the range maximum of the next higher salary grade.

### 8. New Hires

A new employee's salary shall not exceed salary range control point, with certain permissible exceptions. If the employee offers qualifications in excess of those normally required, the individual may be hired at a

salary above range control point to a new or revised position, a tentative description and evaluation must have been prepared and the establishment of the position authorized.

#### G. PERFORMANCE APPRAISAL

1. In keeping with salary progression policy, formal performance appraisals shall be conducted annually to assist in determining salary adjustments.
2. A standard form is to be used when evaluating performance to ensure accuracy and consistency regarding factors to be appraised and performance level definitions.
3. Appraisals are to be made by the immediate supervisor having firsthand knowledge of the person being appraised, the circumstances under which they work and the nature of the work in order to obtain the most satisfactory results.
4. The performance appraisal process should include completion of the appraisal form and a performance appraisal interview to review the employee's performance to determine progress, potential and areas requiring improvement.
5. Upon establishment of the overall performance level and in conjunction with the salary increase budget and the employee's position within the salary range, a salary adjustment can be determined.

## Section 2: Payroll Policies and Procedures

# 2.1a Compensation Policy

## Part Time & Seasonal Staff

The greatest resource of the Channahon Park District is its Staff Members. As such, the compensation program is designed to support our efforts to attract, recruit and retain the highest quality staff. The Park District strives to provide fair and competitive compensation to staff members based on external and internal values, performance, contribution and impact to our mission.

Part time and seasonal staff will be considered for wage adjustments based on Illinois and Federal employment regulations. The increase will follow schedule and implemented by the State of Illinois.

In a year where the minimum wage is not scheduled to be raised the Executive Director and Senior Staff will meet to determine a rate of increase based on budget and staffing needs.

Department Heads may, at any time during the year, recommend an adjustment to a staff person's wage, subject to the Executive Director's approval. All wage decisions are the sole discretion of the Park District.



Section 2: Payroll Policies and Procedures

# 2.2 Fair Labor Standards Act: Overtime & Compensatory Time

Introduction ..... 1  
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    Non-Exempt Employee ..... 2  
    Workweek..... 2  
Eligibility ..... 2  
Overtime Obligations And Approval ..... 2  
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Administrative Time.....4  
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## Introduction

The Park District compensates all Staff Members in accordance with the Fair Labor Standards Act (FLSA).

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## Definitions

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### Exempt Employee

A Staff Member to whom the overtime provisions of the Fair Labor Standards Act do not apply.

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**Non-Exempt Employee**

A Staff Member subject to the overtime provisions of the Fair Labor Standards Act.

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**Workweek**

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

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**Eligibility**

Non-exempt Staff Members are entitled to overtime compensation or 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.

Exempt Staff Members are not eligible for overtime pay.

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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 Channahon Park District work needs, Staff Members may be required to work overtime. Staff members are required to work overtime when necessary and any staff member's unwillingness or refusal to do so may be cause for disciplinary action, up to and including dismissal.

**Note**

For all non-exempt Staff Members, prior approval of the Staff Member's immediate supervisor is required before any non-exempt Staff Member works any overtime. Staff Members working overtime without approval may be subject to disciplinary action, up to and including termination.

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**Compensation**

The Channahon Park District will compensate all non-exempt Staff Members for overtime hours through overtime pay or compensatory time off. The Staff Member may request to be either:

1. Compensated with pay at the rate of 1½ times the regular hourly rate for all hours worked in excess of forty in a single work week; or

2. Compensated through Compensatory Time Off at the rate of 1½ hour for each hour worked in excess of forty hours in a single workweek.

The maximum Compensatory Time Off that may be accrued by a staff member is 40 hours (approximately 27 hours of actual overtime hours worked). Certain designated non-exempt staff positions may exceed this amount, to a maximum of 240 hours (160 hours of actual overtime hours worked) if their position with the Park District is judged to contain high overtime demands of a seasonal nature and with the prior approval of their department head.

Compensatory time may be taken in lieu of overtime pay if authorized in advance with your immediate supervisor. Staff members shall be permitted to use compensatory time 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 Park District operations, will approve a staff member's written request for use of compensatory time.

Staff Members may also use accumulated Compensatory time to pay their share of premium expense for dependent insurance costs.

Requests for taking Compensatory Time Off are to be made in writing on forms approved by the Park District, for review and approval of the Staff Member's supervisor.

The Park District, may, in its own discretion, pay the Staff Member for compensatory time that a staff person has earned, in the last quarter of the fiscal year.

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## **Termination Of Employment**

Upon termination of employment, payment for accrued Compensatory Time Off will be calculated at the final rate of pay of the staff member.

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## **Administrative Time**

Exempt staff members are not eligible for overtime pay. The expectation is that the necessary hours will be worked to accomplish necessary tasks or duties, regardless of the amount of time needed over a work week.

At the same time, it is acknowledged that provision for some time off is appropriate in the case of extraordinary and unusual hours worked over a given span of time. Administrative Time Off can be used by exempt staff members who have worked an extraordinary schedule of either consecutive hours or consecutive days. Administrative Time Off is not intended to provide equal time off for extraordinary time worked.

Administrative Time Off is requested verbally to their staff person's supervisor, who will maintain a record of the Administrative Time Off used.

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## **Flex Time**

Subject to required scheduling needs, staff may be allowed to work a flex schedule that varies from a traditional work day. Flex Time is defined as different starting or ending times of a work day or work week, or time off within the work day to be made up at another time. Staff members may utilize flex time only upon their supervisor's prior approval.

## Section 2: Payroll Policies and Procedures

# 2.3 Payroll Periods & Payday

Channahon Park District Staff members are paid bi-weekly on every other Friday. Pay dates are established at the beginning of each calendar year.

Hourly Staff members are paid every other Friday for the two week (14 day) period which ends at midnight the preceding Sunday.

Salaried Staff members are paid every other Friday for the two-week (14 day) period ending on the Sunday following the date of pay.

If payday is a Park District-recognized holiday, Staff members will be paid on the preceding working day.

Payroll is paid by Direct Deposit. Staff members are responsible for maintaining correct banking and account information with the Business office to allow for earned pay to be deposited. Forms for this purpose are available in the Business Office.

If your employment terminates in the middle of a pay period, you will be paid for the actual hours you worked at the next payday, along with any accrued time due to you. .

## Section 2: Payroll Policies and Procedures

# 2.4 Payroll Deductions

Automatic payroll deductions will be made for you for federal and state income tax purposes, social security taxes, IMRF contributions for staff members enrolled in the program, and any other item ordered by a court or applicable law. Voluntary deductions may be made for elective programs such as dependent health insurance, flex spend elections, United Way, and tax-deferred retirement plans.

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, IMRF contributions for Staff Members enrolled in the program 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.

## Section 2: Payroll Policies and Procedures

# 2.5 Work Schedules

Work schedules are established by your Department Head based on the needs of the Channahon Park District. The number of work hours that will be scheduled is subject to the financial and staffing requirements of the Park District, and Staff members are not guaranteed any specific number of hours per day or week.

The responsibilities of certain positions may require a Staff member to be on call on a 24-hour basis.

At the Park District's sole discretion, the Park District may change work schedules.

Any change in work schedules or exchange of work periods among Staff members 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.

## Section 2: Payroll Policies and Procedures

# 2.6 Recording of Hours Worked

Exempt Staff members are required to keep a daily record of work, compiled on a monthly basis. For each day worked or taken off using accumulated time, the day should be coded as follows:

- R a regular work day
- V a vacation day used
- P a personal day used
- S a sick day used
- H the number of holiday hours used, or holiday hours worked
- B a Bereavement Day used

This work record is to be submitted for approval monthly to your supervisor for review and approval.

All non-exempt Staff members are required to maintain an accurate and legible record of the hours worked by a weekly time card. These time records, which must be approved by your immediate supervisor, are the basis for your paycheck calculation.

Time is computed to the nearest quarter of an hour (15 minutes) per day.

Meal periods for all staff are unpaid time, and must be signed out for on hourly wage time records. Travel time from and back to a job site to a meal site is normally considered part of the meal period.

Break time granted at the discretion of the supervisor is paid time.

You are responsible for your own time records. Violation of this policy may result in appropriate disciplinary action, up to and including immediate discharge.



**Note**

**Staff members are not to clock or sign in or out for other staff members.** Recording another staff member'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.

Staff members are not allowed to sign in for work prior to the scheduled start of their work day without prior approval of their supervisor.

Once a staff member clocks or signs in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records and is grounds for disciplinary action, up to and including termination of employment.

If a staff member forgets to clock or sign in or out, he must notify his supervisor immediately so the time may be accurately recorded for payroll.

## Section 2: Payroll Policies and Procedures

# 2.7 Meal & Rest Periods

Department heads are authorized to establish and arrange meal periods and reasonable rest periods during each workday that are most consistent with departmental operation. The granting of rest periods is entirely at the discretion of the department head.

If authorized meal breaks are taken away from the designated work area, travel time to and from the work area is considered part of the break time.

Staff members should not normally take a meal break directly at their individual work station.

Rest or break time is compensated as work time. Meal periods are not compensated as work time.

Staff members who are asked to work through their meal periods and who perform job tasks during this time will be compensated for the time worked. Similarly, staff members may request of their immediate supervisor to work through their meal period and will, upon receiving this prior approval, be compensated for the time worked.

Staff members on rest or meal breaks should not interfere with staff members who are working.

## Section 2: Payroll Policies and Procedures

# 2.8 Emergency Closings

On occasion, due to inclement weather, national crisis, or other emergency, the Channahon Park District may close or delay opening all or some of its facilities and work locations for all or part of a normally scheduled workday. The park district will attempt to notify all Staff Members should a closure or delay opening be made.

If the park district closes for emergency closing and staff are unable to come to work the day will be considered an Emergency Closing Day and be fully compensated. Full-time staff who are required to work will earn pay or compensatory time at overtime rate.

Park District will be closed if there is a forecasted sustained wind chill of -30 degrees Fahrenheit or colder and winds are greater than or equal to 10 mph or when the actual temperature is a sustained -15 degrees.

For snow, ice, or other weather related closing the Channahon Park District will monitor the current and forecasted weather condition and our ability to plow parking lots and sidewalks. If it is determined that the environment is not safe for staff and participants, the Executive Director will make the decision to either close the buildings and cancel programs or delay a building opening time.

## Section 3: Time Off Benefits

# 3.1 Holidays

Introduction.....	1	Part-time Classification I Staff Members ....	2
Full-time Staff Members.....	1		

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### Introduction

The Park District observes the following holidays:

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

Normally, when a holiday falls on a Saturday, it will be observed on the preceding Friday; when a holiday falls on a Sunday, it will be observed on the following Monday. Department heads, with the approval of the Executive Director, may recommend variations on an annual basis to this schedule, based on scheduled programming work days.

Changes to observed holidays may be made at the discretion of the Board of Commissioners.

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### Full-time Staff

Full-time Staff Members are entitled to receive the above holidays with pay. If a Staff Member is scheduled to work on one of these holidays, compensatory time off at the rate of 1½ times the time worked will be given in addition to the regular pay.

Holiday time must be used by the first anniversary date of the holiday worked, or it is lost without compensation.

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.

Full time Staff Members also receive three floating holidays each calendar year, to take at their discretion and upon the approval of their department head (refer to section 3.4).

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## **Part Time Classification I Staff**

Part-time Classification I Staff Members are entitled to receive three paid holidays annually, to be designated by the District. Holiday pay will be based on the average hours the staff member would normally work.

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## **All Part Time Classification Staff**

The date a Park District holiday is observed may differ for Classification I, II, and III Staff Members and Full Time Staff Members. Days holidays will be observed will be approved by the Board of Commissioners on an annual basis.

Part Time Staff Members scheduled to work on a Park District holiday receive an hourly wage of 1½ times their normal rate for the time worked. . If a Staff Member is scheduled to work on one of these holidays, compensatory time off at the rate of 1½ times the time worked will be given in addition to the regular pay.

Section 3: Time Off Benefits

# 3.2 Vacation Leave

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Amount of Vacation .....	1-2	Vacation Pay Upon Termination.....	3
Vacation as Sick Leave or Other Leave .....	2	Reporting Vacation to Payroll.....	3

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## Eligibility

Full-time Staff Members earn paid vacation leave beginning after six months of continuous employment as outlined below. Part Time Classification I Staff Members are also eligible to receive vacation time as outlined below.

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## Amount of Vacation

The basis for administering the vacation policy is the Staff Member's anniversary year. The number of eligible vacation days is determined by a Staff Member'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 Staff Member's regular work schedule. Vacation will be accrued on an hourly basis with each pay check received.

Full-time Staff Members are eligible to take earned vacation time after six months of continuous full time employment. The month of hire will count as one full month of employment.

<b>Length of Full Time Service Completed</b>	<b>Annual Vacation Days Full Time</b>	<b>Accrued Per Pay Period</b>	
.5 to 4 years	10 days	3.077	hours
5 to 9 years	15 days	4.615	hours
10 and above	20 days	6.154	hours

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<b>Length of Class 1 Service Completed</b>	<b>Annual Vacation Days Class 1</b>	<b>Accrued Per Pay Period</b>
.5 to 4 years	3 days	0.923 hours
5 to 9 years	5 days	1.5384 hours
10 and above	10 days	3.0768 hours

Vacation can be accrued up to 160 hours. Any accrued vacation time over 320 hours will be forfeited without compensation.

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

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

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## **Scheduling Vacation**

Vacation leave must be approved in advance by your department head. Your written vacation request should be made as far in advance as practical prior to the planned leave.

Your department head will make every effort to comply with your request for vacation time. In all cases, vacation leaves are approved when the Park District can best afford to be without your services.

Your department head will approve or disapprove the dates requested depending on the workload during the particular time requested. Your department head 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. If you disagree with the decision of your department head regarding your vacation request, you may appeal the decision to the Executive Director in writing within three days of the department heads decision. The decision of the Executive Director shall be final.

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## **Part-time Classification I Staff**

Part-time Classification I Staff Members are entitled to receive vacation days annually, upon the approval of their Department Head. Vacation pay will be based on the average hours per day the Staff Member worked in the previous calendar quarter.

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## **Vacation Pay Upon Termination**

If your employment is terminated for any reason, you will receive pay for any unused vacation days earned during the anniversary 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 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 or time card.

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.



## Section 3: Time Off Benefits

# 3.3 Personal Days

Full-time Staff Members receive two (2) paid personal days per calendar year. Personal days will be issued on the Staff Member's anniversary date. Approval to take a personal day is subject to the approval of your department head. Personal days are granted to Staff Members 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. If they are not taken within the year, they will be converted to sick days.

Personal days earned but not yet used will not be paid to a Staff Member upon separation.

## 3.4 Floating Holidays

In addition to designated Park District holidays, full-time Staff Members receive three (3) floating holidays per calendar year. (Refer to Section 3.1). Up to two (2) floating holidays may be designated annually by the Executive Director to specific dates.

Floating holidays must be taken during the year granted or they will be forfeited without compensation.

## Section 3: Time Off Benefits

# 3.5 Sick Days

**Full-time Staff Members** are granted 12 sick days per year based on their regular work schedule, at the rate of one per month.

**Part-time Classification I Staff Members** are granted (1) to (5) sick days per year based on years of service.

Sick days will not accrue while an employee is on a leave of absence. Sick days are defined to mean the absence from work because of an employee's non-work-related illness or injury. Although Staff Members are encouraged to make doctor and dentist appointments during non-working hours, paid sick days may also be used for doctor/dentist appointments, illness in immediate family or doctor/dentist appointment in immediate family. Sick leave used for these purposes may be counted toward a Staff Member's family and medical leave entitlement, if applicable, in accordance with Section 3-8 below.

For purposes of this Section 3-5, your "immediate family" includes you, your spouse, civil union partner, and minor children or children over the age of 18 incapable of self-care residing with you in your household.

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.

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 time away from work of *less than* three (3) consecutive days.

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.

Staff Members participating in the Illinois Municipal Retirement Fund (IMRF) may be eligible to use a quantity of sick says earned towards retirement credit. Information on this benefit is available from IMRF.

After a full-time Staff Member has accrued a minimum of 66 sick days, the Staff Member may elect to exchange sick days earned in excess of 66 days for retirement service credit. Or the District will pay \$75 per eight hours (1 day) for a reduction to the retiree insurance premium held by the District. Staff Members may not otherwise receive pay for unused sick days.

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

## Section 3: Time Off Benefits

# 3.6 Bereavement Leave

All full-time and Classification I part-time Staff Members are allowed three consecutive days off to attend the funeral or other services and necessary arrangements of a family member. Additional time off may be granted at the discretion of the Executive Director. For purposes of this policy, "family member" is defined as the staff member's spouse, civil union partner, child, stepchild, parent, grandparent, great grandparent, sibling, grandchild, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, aunt, uncle, cousin, niece, nephew.

For Classification I part time Staff Members, pay is based on the average number of hours that the Staff Member worked in the previous calendar quarter.

Staff Members taking Bereavement Time should notify their immediate supervisor as soon as the need to take the time becomes known.

Upon returning to work, the Staff Member should record his absence as a Bereavement Leave on his attendance record.

## Section 3: Time Off Benefits

# 3.7 Jury Duty

Staff Members selected for jury duty will be granted time off for the duration of their jury service.

Full-time time Staff Members 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 Staff Member was scheduled to work on those days and their jury duty pay. In order to receive pay from the Park District, Staff Members 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 Staff Members will receive jury duty leave without pay from the Park District.

All Staff Members must provide written notice, supported with appropriate documentation of jury duty (e.g., the jury duty summons), to their department head as promptly as possible, before reporting for jury duty. During jury duty, and as promptly as possible, Staff Members must inform their immediate supervisor as to the expected duration of the jury duty. Following jury duty, all Staff Members must provide the Park District with appropriate documentation evidencing the length of their jury duty.

## Section 3: Time Off Benefits

# 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 Staff Members with up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period (and up to 26 workweeks of unpaid leave to care for a Covered Servicemember). During this leave, an eligible Staff Member is entitled to continued group health plan coverage as if the Staff Member had continued to work. At the conclusion of the leave, subject to some exceptions, a Staff Member 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

If you have been employed by the Channahon Park District for at least twelve (12) months and have worked at least 1,250 hours during the 12-month period preceding the start of the leave, and you work at or report to a work site which has 50 or more District Staff Members within a 75-mile radius of that work site, you are eligible for up to a total of twelve (12) workweeks of unpaid leave during any rolling twelve (12) month period for one or more of the following reasons:

- a. Because of the birth of your child and in order to care for such child (within 12 months after the birth of the child);

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

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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; or (4) to attend the employee's own serious health condition which renders the employee unable to perform the functions of the employee's job.

For purposes of this policy, “serious health condition” means an illness, injury, 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 which 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 which: requires periodic visits for treatment by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider; continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity.
5. **Permanent/Long-Term Conditions Requiring Supervision.** A period of incapacity which is permanent or long-term due to a



condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.

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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## Servicemember Family Leave

**Servicemember Family Leave.** If you are eligible for FMLA leave as stated above and you are a spouse, child, parent or next of kin of a Covered Servicemember, as defined below, you are entitled to a total of twenty-six (26) workweeks of unpaid leave during a rolling 12-month period to care for the Covered Servicemember. During the rolling 12-month period, if an eligible employee is entitled to a leave under this Servicemember Family Leave provision, for reasons which also would entitle the employee to a leave under the Eligibility Section, Paragraphs a. through e. above, the total leave time will not exceed a combined total of twenty-six (26) workweeks.

With respect to Servicemember Family Leave:

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

**Spouses Employed by the Park District.** If your spouse also works for the Channahon Park District and you both become eligible for a leave under the Eligibility Section, Paragraphs a. or b. above, or for the care of a sick parent under Paragraph c. above, the two of you together will be limited to a combined total of twelve (12) workweeks of leave in any rolling 12-month period. In addition, if you and your spouse both become eligible for a leave under the Servicemember Family Leave provision above or under a combination of the Servicemember Family Leave provision and the Eligibility Section, Paragraphs a. through e. above, the two of you together will be limited to a combined total of twenty-six (26) workweeks of leave in any rolling 12-month period, but if the leave taken by you and your spouse includes leave described under the Eligibility Section, Paragraphs a. through e. above, that leave shall be limited to a combined total of twelve (12) workweeks of leave in any rolling 12-month period.

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## **Medical Certification**

Any request for a leave under the Eligibility Section, Paragraphs c., d. or under the Servicemember Family Leave provision above must be supported by certification issued by the applicable health care provider. You may obtain a certification form from the Human Resources Manager.

At its discretion, the District may require a second medical opinion and periodic recertification to support the continuation of a leave. If the 1st and 2nd opinions differ, a 3rd opinion can be obtained from a health care provider jointly approved by both you and the District/SRA.

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

If certified as medically necessary for the serious health condition of either you or your spouse, civil union partner, child or parent (under the Eligibility Section Paragraphs c. and d., above), or to care for a Covered Servicemember if you are a spouse, child, parent or next of kin to the Covered Servicemember (See Servicemember Family Leave section above), leave may be taken on an intermittent or reduced leave schedule. Intermittent leave also may be taken if you qualify for leave because of a qualifying exigency as described under the Eligibility Section Paragraph e., above, subject to the submission of a certification prescribed by the Secretary of Labor. If leave is requested on an intermittent basis, however, the District/SRA may require that you transfer temporarily to an alternative position which better accommodates recurring periods of absence or to a part-time

schedule, provided that the position offers equivalent pay and benefits.

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## **Notification and Reporting Requirements**

All requests for leaves of absence must be submitted to your supervisor or the Superintendent of Finance and Human Resources at least thirty (30) days in advance of the start of the leave (except when the leave is due to an emergency or is otherwise not foreseeable). A delay in submitting this request could result in a delay of the start of your leave. If your leave request is approved, you will receive an FMLA Response Form. You must also make an effort to schedule a leave so as not to disrupt business operations. During the leave, you may be required to report periodically on your status and your intention to return to work. In any case in which the necessity for leave under paragraph 1e. above is foreseeable, whether because your spouse, civil union partner, child or parent is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, you shall provide such notice to the District as is reasonable and practicable.

Any extension of time for your leave of absence must be requested in writing prior to your scheduled date of return to work, together with written documentation to support the extension. Your failure to either return to work on the scheduled date of return or to apply in writing for an extension prior to that date will be considered to be a resignation of employment effective as of the last date of the approved leave. Employees on leaves for their own serious health condition must provide fitness-for-duty releases from their health care provider before they will be permitted to return to work. Your maximum time on a leave of absence, all types combined, and including all extensions, cannot exceed a total of twelve (12) weeks in a rolling twelve month period, unless you are a spouse, child, parent, or next of kin on leave to care for a Covered Servicemember, in which case your leave can last for up to twenty-six (26) workweeks in a rolling twelve (12) month period.

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

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

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## **Employee Benefits During Family and Medical Leave of Absence**

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

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## **Return from a Family and Medical Leave**

If you return from your leave on or before being absent for twelve (12) workweeks in a rolling twelve (12) month period or twenty-six (26) workweeks if you took a leave under the Servicemember Family Leave provision, you will be restored to the same or to an equivalent position to the one you held when the leave started. Of course, you have no greater right to reinstatement or to other benefits and conditions of employment than if you had been continuously employed during the FMLA leave period. If the leave was due to your own serious health condition, you will be required to submit a fitness-for-duty certification from your health care provider stating that you are able to perform the essential functions of the job. If you fail to return to work at the expiration of your approved Family and Medical Leave, it will be considered to be a resignation of your employment with us.

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## **Key Employees**

Certain highly compensated key employees may be denied reinstatement when necessary to prevent “substantial and grievous economic injury” to the District’s operations. A “key” employee is a salaried Employee who is among the highest paid 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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## **Coordination with Other Policies**

You must substitute any accrued paid vacation days, personal time, and sick days (if you otherwise qualify) for unpaid leave under this policy, and any such paid time off must be taken concurrently with

your Family and Medical Leave. If you otherwise qualify for disability pay, you will collect it at the same time you are on Family and Medical Leave. Similarly, if you otherwise qualify for any other type of leave of absence, you must take that leave at the same time as you are taking your Family and Medical Leave. All time missed from work that qualifies for both Family and Medical Leave, and for workers' compensation, will be counted toward your Family and Medical Leave.

## Section 3: Time Off Benefits

# 3.9 Personal Leave of Absence

Full time Staff Members may be granted personal leave of absence.

1. All requests for personal leaves should be made in writing and must be approved by the Executive Director.

The following considerations will be taken into account when determining whether or not to grant the leave: purpose for which the leave is requested; length of time the Staff Member plans to be away; the effect the absence will have on work; the Staff Member's position and length of service; the expectation that the Staff Member 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. 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 Staff Member 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.
4. While a full-time Staff Member is on an approved personal leave, the Staff Member will be eligible to continue the group health insurance coverage in existence for that Staff Member at the start of the leave under the Park District's group plan for the duration of the leave provided that the Staff Member pays 100% of the premium contribution plus administrative costs. Other employment benefits, if any, such as vacation, sick leave, or personal days, shall not accrue during a personal leave of absence. Staff Members on a personal leave will not forfeit any benefits that accrued prior to the start of the leave.

5. Any planned salary increase for a Staff Member 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 a Staff Member's own illness or injury, a physician's statement certifying ability to perform the essential functions of the job is required by the Park District before a Staff Member may be permitted to return to work.
7. Although the Park District will attempt to reinstate the Staff Member 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 Staff Member 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, Staff Members may request extended unpaid leave as a "reasonable accommodation" under the ADA (See Section 1.3).

## Section 3: Time Off Benefits

# 3.10 School Visitation Rights Act

If you have worked for the Channahon 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 Staff Member has used all available vacation leave, compensatory time, 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 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 unduly disrupt operations.

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.



## Section 3: Time Off Benefits

# 3.11 Military Leave

A Staff Member 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 Staff Members 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. Staff Members on military leave may substitute their 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. 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.

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

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

Staff Members 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. Staff Members 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, a Staff Member is entitled to continued group health plan coverage under the same conditions as if the staff member had continued to work. For military leaves of more than 30 days, a Staff Member 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. 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 Staff Member 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.

Section 3: Time Off Benefits

# 3.13 Victims' Economic Security and Safety Act

Introduction.....	1	Confidentiality.....	3
Basis of Leave .....	1	Restoration to Position .....	3
Period of Leave .....	2	Loss of Benefits.....	4
Existing Leave .....	2	Reporting to the Park District .....	4
Notice .....	2	Maintenance of Health Benefits .....	4
Certification.....	3	Failure to Return From Leave .....	4

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## Introduction

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

The VESSA provides Staff Members 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 Channahon Park District will provide up to twelve (12) weeks of unpaid leave from work on an intermittent or reduced work schedule basis to a Staff Member 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 staff member is:

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

- (C) obtaining psychological or other counseling for the Staff Member or the Staff Member's family or household member;
- (D) participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the Staff Member of the Staff Member'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 Staff Member or the Staff Member'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 Staff Member as it relates to the domestic or sexual violence.

"Parent" means the biological parent of a Staff Member or an individual who stood in loco parentis to a Staff Member when the Staff Member 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**

Staff Members 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 a Staff Member 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 Staff Member 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 Staff Member shall provide the Park District with at least 48 hours' advance notice of the Staff Member'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 Staff Member if the Staff Member, 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 Staff Member to provide certification to the Park District that:

- (A) the Staff Member or the Staff Member'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 Staff Member shall provide such certification to the Park District within a reasonable period after the Park District requests certification.

A Staff Member may satisfy the above certification requirement by providing to the Park District a signed and dated statement of the Staff Member, and upon obtaining such documents the staff member 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 Staff Member or the Staff Member'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 Staff Member or any other documentation, record, or corroborating evidence, and the fact that the Staff Member 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 staff member; or (2) otherwise required by applicable Federal or State law.

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## **Restoration to Position**

In general, a Staff Member who takes leave under this policy shall be entitled, on return from such leave:

(i) to be restored by the Park District to the position of employment held by the staff member when the leave commenced; or

(ii) 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 Staff Member 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 Staff Member would have been entitled had the Staff Member not taken the leave.

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## **Reporting to the Park District**

The Park District may require a Staff Member on leave under this policy to report periodically to the Park District on the status and intention to return to work.

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## **Maintenance of Health Benefits**

Except as provided under "Loss of Benefits," during any period that a Staff Member takes leave under this policy, the Park District shall maintain coverage for the Staff Member 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 Staff Member 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 Staff Member and the staff member's family or household member under a group health plan during any period of leave under this policy if:

(i) the staff member fails to return from leave under this policy after the period of leave to which the staff member is entitled has expired; and

(ii) the Staff Member fails to return to work for a reason other than the continuation, recurrence, or onset of domestic or sexual violence

that entitles the Staff Member to leave; or other circumstances beyond the control of the Staff Member.

The Park District may require a Staff Member who claims that they are unable to return to work because of a reason described above to provide, within a reasonable period after making the claim, certification to the Park District that they are unable to return to work because of that reason.

A Staff Member may satisfy the certification requirement of clause by providing to the Park District a sworn statement; 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 Staff Member has sought assistance in addressing domestic or sexual violence and the effects of that violence; a police or court record; or 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.



Section 3: Time Off Benefits

# 3.14 Employee Blood Donation Leave

Eligibility..... 1  
Notice ..... 1  
Verification..... 1

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## Eligibility

Any Staff Member shall be entitled to up to two hours of blood donation leave, with pay, every 56 days.

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## Notice

The Staff Member shall verbally request time from their supervisor before donating or attempting to donate blood. Medical documentation of the blood donation shall be provided upon returnig to work.

## Section 3: Time Off Benefits

# 3.15 Family Military Leave Act and Service Member FMLA

Eligibility .....	1
Notice .....	1
Benefits .....	2
Verification.....	2
Service Member FMLA.....	2

Employers with between 15 and 50 staff members provide up to 15 days of unpaid leave to covered Staff Members or independent contractors who are either the spouses or the parents of soliders being called into active military duty. Employers with 50 or more Staff Members are obligated to provide such covered staff members or independent contractors with up to 30 days of leave under the Act.)

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 Staff Member has exhausted all accrued vacation, personal leave, and compensatory time.

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### Eligibility

For the purpose of this Act, Staff Member 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 Staff Member must provide the Park 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 Staff Member should provide as much advance notice as is practical.

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## Benefits

Staff Members shall maintain benefits at the Staff Member's expense for the duration of the leave.

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## Service Member FMLA

Servicemember FMLA leave runs concurrent with other leave entitlements.

Eligible employees are entitled to unpaid leave for one, or for a combination, of the following reasons:

- a. A "qualifying exigency" arising out of a covered family member's active duty or call to active duty in the Armed Forces in support of a contingency plan;
- b. To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating.

An eligible employee may take up to 12 weeks of leave during any 12-month period when leave is due to a "qualified exigency." When leave is to care for an injured or ill servicemember, an eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the servicemember. Leave to care for an injured or ill servicemember, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period.

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## Section 4: Employee Benefits

# 4.1 Disclaimer

The Channahon Park District has established a variety of Staff Member benefit programs. This portion of the Manual contains a very general description of the benefits to which you may be entitled as a Staff Member 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 Office. 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 Channahon Park District and its Staff Members, retirees or their dependents, for benefits or for any other purpose. All Staff Members 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. 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 Park District decides 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.

## Section 4: Employee Benefits

# 4.2 Insurance Plans

Introduction.....	1	Part-time Classification I, II Staff Member Insurance Plan .....	2
Full-time Employee Insurance Plans .....	1	COBRA .....	2
Medical and Dental .....	1		
Life and AD&D Insurance.....	2		
Vision.....	2		

---

### Introduction

Eligible Staff Members may enroll in certain group insurance plans based on their employment classification by timely completion of the required enrollment forms. The Staff Member's portion of any required premium payment may be made through payroll deduction, or the use of earned Compensatory Time by non-exempt Staff Members.

Group plans are subject to the rules and regulations of the insurance providers and the Channahon 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 staff member premium at any time with or without notice. Staff Member's insurance under the plan(s) will terminate immediately if the group policies are cancelled or if the Staff Member fails to make any required premium payment.

Starting dates of insurance coverages are contained in the insurance documents, and may vary by coverage.

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### Full-time Staff Member Insurance Plans

The following group insurance plans are limited to full-time Staff Members 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 Staff Members. The medical plan coverage includes a vision discount benefit. Staff members are expected to pay a portion of the cost for dependent coverage. A summary plan description is available from the Business Office.

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**Life, AD&D, and Disability Insurance**

Staff Members participating in the Illinois Municipal Retirement Fund (IMRF) receive basic life, accidental death and dismemberment (AD&D), and disability insurance. Information on these IMRF coverages is available from the Business Office or IMRF.

Social Security also provides certain disability and death benefit coverages. Information is available from the Business Office or the Social Security Administration.

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**Part-time Staff Member Insurance Plan**

Part-time Classification I and II Staff Members and their dependents (as defined by the insurance provider) may be eligible from time to time to apply for coverage in a Medical insurance plan if offered by the park district. Payment of premiums is the responsibility of the Staff Member, and will be done through payroll deductions.

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**COBRA**

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

## Section 4: Employee Benefits

# 4.3 Retirement Plan

Introduction .....	1	Pension .....	2
Contribution .....	1	Disability Benefits .....	2
Return of Contributions .....	2	Death Benefits .....	2
Refund .....	2		

---

### Introduction

Employees who work in Channahon 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.

As of January 1, 2011, IMRF has two benefit structures.

If you first participated in IMRF or an Illinois Reciprocal Retirement System prior to January 1, 2011, you participate in Tier 1 under the Regular or ECO plans. Once you are in Tier 1, you will always participate in Tier 1.

If you first participated in IMRF or an Illinois Reciprocal Retirement System on or after January 1, 2011, you participate in Tier 2.

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### Contribution

Participating Staff Members 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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## Return of Contributions

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### Refund

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

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

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

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### Pension

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

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### Disability Benefits

IMRF provides monthly disability payments if an eligible member is unable to perform the duties of his position reasonably assigned by the Park District. You must have at least 12 consecutive months of IMRF service credit, at least nine months of service credit within the previous 12 immediately prior to the disability, and you may not be receiving any earnings from any employer.

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### Death Benefits

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



## Section 4: Employee Benefits

# 4.4 Deferred Compensation Plan

The Channahon Park District has established a voluntary 457 Deferred Compensation Plan in accordance with state and federal guidelines in order to aid Staff Members 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; Staff Members 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.

## Section 4: Employee Benefits

# 4.5 Social Security & Medicare

A fixed percentage of your earnings is deducted from each paycheck and deposited with the Social Security Administration. In addition, the Channahon 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 the local Social Security Administration office.

## Section 4: Employee Benefits

# 4.6 Unemployment Compensation

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

## Section 4: Employee Benefits

# 4.7 Indemnification & Liability Insurance

The Channahon Park District indemnifies and protects Staff Members 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 Staff Members of the Park District at the time of the incident from which a claim arises. However, the Park District is statutorily prohibited from indemnifying Staff Members 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 Staff Member for damages arising out of the lawful performance of your duties.

## Section 4: Employee Benefits

# 4.8 Workers' Compensation

As a Channahon Park District Staff Member, 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 contact your department head.

All Staff Members must adhere to the following conditions.

1. Any work-related injury or illness (**even if the Staff Member is uncertain if the injury or illness is work-related, but suspects it might be work-related**) must immediately be reported directly to the staff member'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 Staff Member's eligibility for workers' compensation benefits.**

2. Upon notification, the Park District may instruct the Staff Member to report to a designated hospital or physician for an examination or treatment. In the case of an emergency, the Staff Member should go to the nearest hospital emergency room for initial treatment.
  3. The Park District's Workers' Compensation program is administered by the Park District Risk Management Agency (PDRMA). Staff Members are required to respond to communications and requests for information received from PDRMA.
  4. All medical evaluations must be submitted to your department head for the duration of your period of leave.
-

5. The Park District reserves the right to have the Staff Member 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 Staff Member is entitled to a copy of this report.
  6. The Park District may assign an injured Staff Member to a modified duty assignment in accordance with the Park District's Modified Duty Program.
  7. No Staff Member shall be allowed to return to work without a statement from a physician or other medical provider approving the Staff Member's return to work without restrictions, or with restrictions acceptable to the Park District.
  8. The Park District reserves the right to re-assign the Staff Member to another position at the same pay and benefits the staff member received at the time of the injury.
  9. When a Staff Member has been released by a physician or other medical provider to return to work on a modified duty basis, the Staff Member may periodically be requested to return for medical evaluations. For these evaluations, the Staff Member will be compensated at the Staff Member's current rate of pay 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.
-

## Section 4: Employee Benefits

# 4.9 Education, Training & Professional Participation

Introduction.....	1	Education .....	2
Conference Attendance .....	1	Professional Organizations .....	2

---

### Introduction

All Staff Members 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 Channahon Park District.

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

You are encouraged to discuss advancement and professional development opportunities with your immediate supervisor. When possible, 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.

---

### Conference Attendance

Attendance at and participation in professional seminars, conferences, conventions, workshops and technical meetings is

considered part of the Staff Member's normal duties. Reimbursement for attendance expenses will be 100% of approved expenses. Please see section 4.12 for details on expense reimbursement.

If you attend professional seminars, conferences, conventions, workshops and technical meetings outside the Park District, you may be required to submit a written report to your immediate supervisor within five days of attendance which summarizes the ideas or methods discussed at the meeting.

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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 Staff Members should consult with their immediate supervisor. The Staff Member's department head and the Executive Director will evaluate individual requests. Please see section 4.10 for details on tuition reimbursement.

---

## **Professional Organizations**

Staff Members 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, Staff Member 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 for up to two professional associations for Staff Members other than department heads, who are eligible to receive all or partial payment for up to three professional associations.

Participation in association activities during normal working hours must be approved in advance by the Staff Member's immediate supervisor, and approval is contingent upon the Staff Member's ability to meet his work responsibilities.



## Section 4: Employee Benefits

# 4.10 Tuition Reimbursement

If you are a full time or a part time Classification 1 Staff Member and have worked for the Park District at least one (1) year, you may be eligible to participate in the Channahon Park District's tuition reimbursement program.

The Park District may partially reimburse the Staff Member for tuition for certain courses that it believes are job-related. Eligible courses must be directly and substantially related to a Staff Member's improving productivity in his or her current job. Costs for textbooks, materials and other expenses related to the course will not be reimbursed. The amount of the reimbursement shall be determined on an annual basis no later than December 1, for the following year. Payment will be made on a reimbursement basis provided as follows:

A Grade 100% reimbursement of Class

B Grade 80% reimbursement of Class

C Grade 50% reimbursement of Class

Any other grade will not be reimbursed. Any class materials i.e books and supplies will not be reimbursed by the District.

The Park district will limit authorization for each staff member to have no more than the equivalent of three college classes per year and will reimburse course costs at an amount no greater than the current rate at Governors State University, a local state funded university.

The Park District will pay a lifetime maximum of no more than 24 credit hours.

To receive tuition reimbursement, a Staff Member must apply and be approved before the course begins.

1. Submit a written request for approval to take the class to the Executive Director.
2. A detail expenditure of costs to the district should be submitted with the request. The Executive Director can require a waiting period due to budget constraints.
3. Upon receiving approval, pay the initial course fees.
4. Once the Staff Member receives the course grade(s), attach the tuition bill and the final grades to a purchase requisition for payment processing.

Unless specifically approved in writing by your department head, course work may not be performed during business hours.

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Staff Members who, prior to completing an approved course, or within one year of course completion for which tuition reimbursement was provided, voluntarily leave the Park District or are terminated for reasons other than layoff will not be reimbursed for tuition costs associated with the course.

All tuition reimbursement will be considered a "loan" that will be forgiven after one year of continued employment after completion of the approved coursework. Staff Members who are terminated or voluntarily leave the Park District within one year of course completion must repay any tuition reimbursement received during the twelve months prior to his/her termination of employment.

## Section 4: Employee Benefits

# 4.11 Employee Assistance Program

The Channahon Park District realizes that personal and work-related problems can affect a Staff Member'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 and part time Classification I Staff Members and their families.

Please contact the Business Office if you would like further information on the EAP.

## Section 4: Employee Benefits

# 4.12 Expense Reimbursement

The Park District will reimburse Staff Members for necessary and reasonable expenses incurred while on authorized Park District business.

In order to qualify for reimbursement, you must request prior written approval from your immediate supervisor for expenses and provide proof of the expenses incurred on official Park District business (*e.g.*, submission of a 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.

## Section 4: Employee Benefits

# 4.13 Use of Recreational Facilities and Programs

Facility Use.....	Pro Shop Discounts.....	2
Golf.....	Food and Beverage.....	2
Recreation Programs.....	Procedures.....	2

---

### Facility Use

Channahon Park District Staff Members are eligible to receive complimentary facility use during the term of their employment with the exception of Heritage Bluffs Golf Course (see below).

For full time Staff Members, complimentary use extends to the Staff Member's immediate family members (spouse and dependent children) living at home. All Staff Members and family members must meet any requirements and restrictions for facility usage including regular hours of operation, age limitations and waivers, including additional provisions as noted below.

At all times, Staff Members and their immediate family members must show a valid photo ID. The Business Office will maintain and distribute current lists of eligible Staff Members and their family member to each facility.

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### Golf

Use of Heritage Bluffs Public Golf Club for golf is limited to available tee times on a non-reserved basis.

Full Time Staff and Board of Commissioners will be Complimentary

Part Time golf staff will pay a golf fee of \$6.00

All other part time season staff will pay golf fee of \$12.00

There is no charge for practice range ball use.

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## Recreation Programs

Full-time staff members and their immediate family members (spouse and dependent children living at home) not residing in the park district will be allowed to enroll in recreation programs at a resident rate.

There are no other reduced or no charge policies for recreation program use by park district Staff Members.

---

## Pro Shop Discounts

Staff Members are allowed to purchase merchandise from the Heritage Bluffs or Skateland pro shops at the rate of wholesale cost plus 20%. The discount is limited to purchases for the Staff Member's personal use or as bona fide gifts. Personal Use Discounts available from certain manufacturers/distributors may also apply.

Purchases other than noted above may be subject to disciplinary action up to and including dismissal.

---

## Food and Beverage

Staff Members are eligible for a 20% discount on menu pricing for personal consumption of prepared food and beverages at Heritage Bluffs Public Golf Club. No alcohol discounts will be given.

Other facilities serving prepared food and beverages have varying policies related to staff consumption. Consult with the appropriate department head for information.

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## Procedures

You should contact your department head regarding the use of Park District programs and facilities.

All complimentary use and discounts in accordance with this section shall expire immediately upon termination of employment with the Park District. All such complimentary use and discounts cannot be transferred or given to persons other than the Staff Member or members of the Staff Member's immediate family as defined in this section. Unauthorized use may result in revocation of privileges and disciplinary action, up to and including dismissal.

## 4.14 Staff Member Awards

The Channahon Park District Staff Member Awards Program seeks to appropriately recognize length of service and examples of outstanding performance.

Staff Members may be so honored for outstanding performance based on the recommendation of any department head or Executive Director.

## Section 4: Employee Benefits

# 4.15 Suggestion System

Staff Members 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 Staff Member will be notified of the disposition of their suggestion. If a Staff Member'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 Executive Director.



Section 4: Employee Benefits

# 4.16 Retiree Insurance

Early Retirement under the IMRF Pension Plan .....1  
Sick time use for Insurance Premium.....1  
Insurance Premium Discount for years of Service.....1-2

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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.

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## Sick Time used for Insurance Premium - 3.5 Sick Time

After a full-time Staff Member has accrued a minimum of 66 sick days, the Staff Member may elect to exchange sick days earned in excess of 66 days for retirement service credit. Or the District will pay \$75 per eight hours (1day) for a reduction to the retiree insurance premium held by the District. Staff Members may not otherwise receive pay for unused sick days.

---

## Insurance Premium Discount for years of Service

At the time of retirement, the Park District will give a premium discount based on years of Service. 20 years of service will allow the staff member to receive 50% off the staff members premium. The discount will be calculated at the time of retirement and will be the maximum allowed until staff member reaches 65. Spouse and dependents are not eligible for discount.

At the time of retirement, the Park District will give a premium discount based on years of Service.

20 years - 50% off of premium

19 years - 45% off of premium

18 years - 40% off of premium

**Section 4: Employee Benefits**

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17 years - 35% off of premium

16 years - 30% off of premium

15 years - 25% off of premium

The discount will be calculated at the time of retirement and will be the maximum allowed until staff member reaches 65. Spouse and dependents are not eligible for discount.

## Section 5: Park District Property & Facilities

# 5.1 After Hours Use of Park District Facilities

Channahon Park District Staff Members are required to obtain prior approval from their Department Head to use or be present in park district facilities outside normal operating hours. The scope of such use will be severely limited, to insure the safety of Staff Members and the facilities.

Staff Members should have no expectations of after hours facility use at revenue producing facilities, for the normal intended use of the facility.

Staff member use of or presence in a park district facility after normal operating hours shall be cause for disciplinary action, up to and including termination.

## Section 5: Park District Property & Facilities

# 5.2 Use of Park District Information, Property & Equipment

The protection of the Channahon 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. Violation of this policy may result in appropriate disciplinary action, up to and including discharge.

No Staff Member, elected official or member of the public may use park district property for personal use without proper authorization from the Executive Director. No park district property may be released for personal use without the prior written approval of the Executive Director. Personal use of park district vehicles can only be approved by the Executive 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 Channahon 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 Staff Member may 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 Staff Member'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 office equipment, such as telephones, facsimile, and copier machines, is intended for business purposes. A Staff Member may only use this equipment for non-business purposes only upon applying their best judgment that such use is appropriate and reimbursement will immediately be made to the District for the costs and expenses incurred in doing so.

Use of park district postage or postage metering equipment is specifically prohibited for any reason at any time.

Upon termination of employment, the Staff Member must return all park district property, uniforms, equipment, work product and documents in his possession or control.

## Section 5: Park District Property & Facilities

# 5.3 Use of Park District Computer Systems

Except as otherwise provided below, Staff Members are not allowed to use Channahon Park District computer hardware and software for their personal benefit. Staff Members are strictly forbidden from downloading or installing software on the system. Further, this policy reaffirms that the Park District's Staff Members 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. The park district reserves the right to monitor the use of its computer system.

Subject to approval from the Staff Member's department head, a Staff Member exercising their best judgement for occasional use of park district computer facilities for personal use and outside projects may be acceptable. In order to keep these uses to a reasonable level, occasional use is defined as time during meal periods, breaks, or otherwise outside the work day.

The park district is not responsible for any personal files or outside project files that may be purged or lost.

Staff Members who are issued a park district laptop computer are responsible for the care and safekeeping of hardware and the software and data contained in it when electing to remove it from an indoor workstation.

## Section 5: Park District Property & Facilities

# 5.4 E-Mail Policy

Introduction .....	1
E-Mail and Internet Policy	
Acknowledgment Form.....	3

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### Introduction

Channahon Park District Staff Members are responsible for using the electronic mail (E-mail) system properly and in accordance with this policy. Any questions about this policy should be addressed to the Business Office.

The E-mail system is the property of the park district. It has been provided by the park district for use in conducting park district business. All communications and information transmitted by, received from, or stored in this system are park district records and property of the park district. The E-mail system is intended to be used for park district purposes only.

Staff Members have no right of personal privacy in any matter stored in, created, received, or sent over the Park District E-mail system.

The park district, in its discretion as owner of the E-mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the E-mail system, for any reason and without the permission of any staff member. The confidentiality of any message stored in, created, received, or sent from the park district from the park district E-mail system still cannot be assured.

Use of passwords or other security measures does not in any way diminish the park district's rights to access materials on its system, or create any privacy rights of Staff Members in the messages and files on the system. Any password used by Staff Members must be revealed to the park district as E-mail files may need to be accessed by the park district in a staff member's absence.

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Staff Members are not authorized to retrieve or read any E-mail messages that are not sent to them. Any exception to this policy must receive prior approval.

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

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

The E-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials. Staff members, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult the employee's department head or the Executive Director.

Users should routinely delete outdated or otherwise unnecessary E-mails not necessary to be maintained under the public Records Act.

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

Violations of the park district's E-mail policy will result in disciplinary action, up to and including discharge.

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

Staff Members are required to sign an E-mail and Internet Policy Acknowledgment Form as a condition of employment. See Appendix E.

**Note**

Please review the E-Mail and Internet Policy Acknowledgment Form which follows.



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**E-MAIL AND INTERNET POLICY ACKNOWLEDGMENT FORM**

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

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

I understand that (1) the E-mail system and all information transmitted by, received from, or stored in that system are the property of the Channahon Park District, (2) the system is intended to be used for business purposes, and (3) I have no expectation of privacy in connection with the use of the E-mail system or the Internet or with the transmission, receipt, or storage of information in that system.

I agree not to use a password, access a file, or retrieve stored communications unless authorized. I acknowledge and consent to the Channahon Park District's monitoring my use of the E-mail system and the Internet at any time at its discretion, including printing and reading all E-mails entering, leaving, or stored in the system.

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

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

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

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## Section 5: Park District Property & Facilities

# 5.5 Internet Use Policy

Introduction.....	1	Games and Entertainment Software.....	3
Disclaimer of Liability for Use of Internet...1		Illegal Copying.....	3
Duty Not to Waste Computer Resources..2		Accessing the Internet.....	3
No Expectation of Privacy.....2		Virus Detection.....	3
Monitoring Computer Usage.....2		Sending Unsolicited E-Mail (Spamming)..3	
Blocking of Inappropriate Content.....2		Amendment and Revisions.....	3
Prohibited Activities.....2			

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### Introduction

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

If you abuse your right to use the Internet, you may be subject to disciplinary action, up to and including termination, and civil and criminal prosecution.

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

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### Disclaimer of Liability for Use of Internet

The park district is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network. Users are cautioned that available information includes offensive and inappropriate material. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive conduct.

---

## **Duty Not to Waste Computer Resources**

Staff Members must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, streaming video or audio, playing games, engaging in non-work related online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic.

Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

---

## **No Expectation of Privacy**

The computers and computer accounts given to Staff Members are to assist them in performance of their jobs. Staff Members should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the park district and is intended and maintained for business purposes.

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## **Monitoring Computer Usage**

The park district has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by Staff Members on the Internet, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.

---

## **Prohibited Activities**

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, sexual orientation, color, national origin, religion, age, disability, or other characteristic protected by law), or violative of the park district's equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in the park district's computers. The park district's equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for discipline up to and including discharge.

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## **Games and Entertainment Software**

Staff Members may not use the park district's Internet connection to download games or other entertainment software, or to play games over the Internet.

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## **Illegal Copying**

Staff Members may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of your department head.

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## **Virus Detection**

Files obtained from sources outside the park district may contain dangerous computer viruses that may damage the park district's computer network. Virus scanning software should, but may not always, identify and quarantine a virus. If you suspect that a virus has been introduced into the park district's network, notify your department head immediately.

---

## **Sending Unsolicited E-Mail (Spamming)**

Without the express permission of their immediate supervisors, Staff Members may not send unsolicited e-mail to persons with whom they do not have a prior relationship.

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## **Amendment and Revisions**

As with all park district policies, this policy may be amended or revised from time to time as the need arises.

Violations of this policy may result in disciplinary action, up to and including termination, and civil and criminal prosecution.

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

## Section 5: Park District Property & Facilities

# 5.6 Telephone Voice Mail Policy

Introduction .....1

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### Introduction

Every Channahon Park District Staff Member is responsible for using the voice mail system properly and in accordance with this policy. Any questions about this policy should be addressed to the Business Office.

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

Staff Members have no right of personal privacy in any matter stored in, created, received, or sent over the Channahon Park District Voice Mail system.

The park district, in its discretion as owner of the voice mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the voice mail system, for any reason, without permission and without notice.

The confidentiality of any message stored in, created, received, or sent from the park district voice mail system cannot be assured. Use of passwords or other security measures does not in any way diminish the park district's rights to access materials on its system, or create any privacy rights of Staff Members in the messages and files on the system. Any password used must be revealed to the park district as voice mail messages may need to be accessed by the park district in a Staff Member's absence.

Even though the park district reserves the right to retrieve and read any voice mail messages, those messages should still be

treated as confidential by other Staff Members and accessed only by the intended recipient. Any exception to this policy must receive prior approval.

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

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

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

Staff Members should also use professional and courteous greetings on their voice mail boxes so as to properly represent the park district to outside callers.

Violations of the park district's voice mail policy will result in disciplinary action, up to and including discharge.

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

## Section 5: Park District Property & Facilities

# 5.7 Security Camera and Video Surveillance Use

Introduction.....1  
Security Camera & Surveillance Policy.....2

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### Introduction

The Channahon Park District prides itself in providing a welcoming, comfortable, and safe environment for use of the parks, facilities, and programs for intended purposes.

Security Cameras & Video Surveillance systems are used where and as needs determine, to provide peace of mind to Park District Users and Staff by discouraging violations of the law and/or Park District Code. These systems are to assist staff in preventing the occurrence of violations and when necessary, to provide law enforcement assistance with security concerns or criminal investigations.

This policy establishes guidelines for placement and use of security cameras, as well as the access and retrieval of recorded videos and images at the Channahon Park District.

Any questions about this policy should be addressed to the Business Office.

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### Security Camera & Surveillance Policy

- Video surveillance must be conducted in accordance with the laws of the State of Illinois including the federal Wiretap Act and Illinois eavesdropping laws.
- Audio is never recorded or captured.
- Security Cameras and equipment is to be installed at Park District Facilities on an as needed basis. The IT Coordinator, Park Safety Coordinator, Superintendent of Finance & Human Resources, Golf Course Manager/Head Golf Professional, Superintendent of Recreation & Facilities, and The Executive Director provide input as needed to determine camera placement.
- Signs will be posted at facility entrances to inform the public of the presence of video surveillance.

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### Security Camera & Surveillance Policy (Cont.)

- Access to live and recorded imagery in pursuit of documented incidents of criminal activity or violation of Park District Code is restricted to designated staff as listed above.
- Creation or generation of copies or footage thereof is limited to the designated staff as listed above.
- Access to footage or copies will be available to law enforcement authorities pursuant to a subpoena, court order, or when otherwise requested to assist with official law enforcement activities.
- Designated staff as listed above may have access to real time monitors.
- Real time monitor may be made accessible to selected staff to monitor current facility conditions.
- Security cameras are typically not monitored, staff and the public should take appropriate precautions to ensure their safety and the security of personal property.
- The Channahon Park District is not responsible for the loss of personal property or personal injury to the full extent as allowed by law.
- Situations involving banned or barred patrons, stored still images may be shared with staff agency wide. Shared images may remain posted in restricted staff areas for the duration of the ban period.
- Video Surveillance may be used in public spaces where individuals lack a reasonable expectation of privacy. Examples include common areas, such as lobbies and gyms, building entrances, public meeting areas and parking lots.
- Video Surveillance will not be installed in Park District areas where individuals have a reasonable expectation of privacy such as in restrooms, locker rooms, and offices.
- Patron and Staff safety are paramount in a threatening situation. The protection of Park District property is of secondary importance.
- Video Surveillance systems vary in the ability and capacity to store footage and images. Systems will record over older footage on an ongoing basis. Video records will not be maintained, provided no criminal activity or agency code violation has been reported.
- Incidents requiring video investigation should be reported in a timely fashion to ensure video footage preserved.
- Recording time will depend on the surveillance system's available storage.
- Images will be stored for a length of time based on available storage but for no longer than 45 days.
- Video footage is to be destroyed in accordance with the Illinois Local Records Act.
- All non-agency or non-law enforcement requests for video footage will be directed to the staff listed above.
- Video and recorded imagery collected may be subject to the State of Illinois Freedom of Information Act (FOIA).



## Section 5: Park District Property & Facilities

# 5.8 Travel & Vehicle Use

Introduction.....	1	Park District-Owned Vehicles.....	2
Applicable to All Vehicles Operated on Park District Business.....	1	Personal Vehicles.....	3

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### Introduction

You must obtain the prior approval of your immediate supervisor in order to operate a motor vehicle on Channahon Park District business, whether owned by the park district or your own personal vehicle. 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. Staff Members 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 notify your immediate supervisor if the status of your drivers license changes.
3. Staff Members 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. Under Illinois Law:
  - a. Staff Members are prohibited from composing, sending or receiving e mail, a text message, an instant message, or a command or request to access an Internet site while driving a vehicle.
  - b. Staff members are prohibited from cell phone use in construction and school speed zones.

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- c. Staff members under the age of 19 are prohibited from using a cell phone while driving.
  5. All accidents must be immediately reported to your immediate supervisor. A copy of the police report must also be included.
  6. No Staff Member 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 Staff Member 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 opinion, or the statement of a witness.
  7. Staff Members will periodically undergo a 'check ride' to test and confirm their ability to properly and safely operate motor vehicles.

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## **Park District-Owned Vehicles**

In addition to the regulations listed above, the following apply to any Staff Member who has been granted authorization by the park district to operate a vehicle.

1. park district owned vehicles may be taken home only when authorized by the Executive Director.
2. Staff Members operating Park District vehicles must be legally licensed drivers. Under State Law, drivers under age 18 are limited in the type of driving they can perform using park district vehicles.
3. park district vehicles will not be used to transport park district patrons unless the vehicle and Staff Member are authorized to do so.
4. Staff Members are responsible for the care and conservation of park district vehicles, and must promptly report any accident, breakdown or malfunction of any unit so that necessary repairs may be made.
5. The park district has the right to search any park district vehicle at any time, with or without notice. Therefore, Staff Members have no reasonable expectation of privacy with respect to park district vehicles.
6. No Staff Member may be under the influence of alcohol, illegal substances or legal drugs while operating any park district-owned vehicle. "Under the influence" means that the Staff Member is affected by alcohol or drugs in any determinable manner. For purposes of this policy, a determination of being under the influence can be established by a professional opinion,

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a scientifically valid test, a lay person's opinion, or the statement of a witness.

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## Personal Vehicles

In addition to the general regulations listed above, the following applies to any staff member who operates his personal vehicle for park district business.

1. Staff Members 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 Staff member's own coverage.
2. Use of personal vehicles 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 full 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 5: Park District Property & Facilities

# 5.9 Agency Drone Use

Introduction.....	1	Park District-Owned Unmanned Vehicles ..	2
Unmanned Aerial Vehicles.....	1	Personal Unmanned Vehicles .....	3
Unmanned Vehicles Operated for Park District Business.....	2		

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### Introduction

The Park District understands the Federal Aviation Administration (FAA) is solely responsible for regulating the airspace from the surface level and up. Drone activities however are still subject to state and local regulations such as public safety and privacy laws.

This policy is applicable to staff using agency and personal unmanned vehicles for agency operations and is not intended to regulate public use or authorize staff unmanned vehicle use outside of FAA regulations.

Current FAA regulations for Unmanned Aircraft Systems (UAS) can be found at:

<https://www.faa.gov/uas/>

You must obtain the prior approval of your immediate supervisor in order to operate an Unmanned Vehicle (UV) for Channahon Park District business, whether owned by the park district or your own personal unmanned vehicle. The following general rules apply to the use of unmanned vehicles for park district business. Please see your immediate supervisor for further details.

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### Unmanned Aerial Vehicles

Unmanned Aerial Vehicles are defined by the FAA's 14 CFR 1.1 as an aircraft weighing less than 55 lbs. and which is operated without the possibility of direct human intervention from within or on the aircraft

UAVs, flown for Park District Business, are subject to FAA 14 CFR 107 regulations which include but are not limited to:

- The aircraft must be registered and properly marked;
- Must fly only in uncontrolled airspace or under Waiver;
- Must keep the aircraft in sight (visual line-of-sight);
- Must fly under 400 feet;
- Must fly during the day (as defined by the FAA, unless under Waiver);
- Must fly at or below 87 knots (100 mph);
- Must yield right of way to manned aircraft;

- Must NOT fly over people who are not involved directly with the operation (unless under Waiver);

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## **Unmanned Vehicles Operated for Park District Business**

1. Use of Unmanned Aerial or Ground Vehicles (UAV/UGV) must always be conducted in accordance with Federal, State, Local, and Agency laws, guidelines, and regulations.
2. Use of any UV for park district business must be authorized by your immediate supervisor.
3. Staff Members operating any UV for park district business must have, or be under direct supervision of a person with a current license (where applicable) with the proper classification for the type of vehicle being operated and must show proof of such license upon request. You must notify your immediate supervisor if the status of your license changes.
4. UV operators are responsible for being knowledgeable and exercising all current safety and use policies, procedures and laws.
5. Off-site (property not wholly owned by the park district) drone use is subject to prior written approval from your supervisor and the property owner of the location (when used as operations control center).
6. The park district Photo Policy applies to all images captured by a drone mounted camera. The Photo Policy is available in the Program & Service Guide in the General Information section.
7. UAVs flown for park district business will be flown in such a manner that is not disruptive to residents, businesses, events, or etc.
8. Operations must be halted at the request of any park district staff, law enforcement/public safety official, the reasonable request of a non-participant, land owner (when used for takeoff, control system, or landing), the FAA or ATC operations.
9. Per PDRMA insurance requirements:
  - A UAV cannot have a wingspan or rotor diameter greater than 3 feet.
  - A UAV must not have gross take-off weight that exceeds twenty-five pounds.

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## **Park District-Owned Unmanned Vehicles**

In addition to the items listed above, the following apply to any Staff Member who has been granted authorization by the park district to operate an unmanned vehicle.

1. Where required by law, or best practice, UVs will be registered with the appropriate governing body.

2. Park District owned unmanned vehicles may be taken home only when authorized by the Executive Director, and may only be used for operations sanctioned by the Park District.
3. Staff Members are responsible for the care and conservation of park district unmanned vehicles, and must promptly document any accident, breakdown or malfunction, (and resultant effect of the occurrence) of any UV. Incidents resulting in any damage (property or bodily) must be promptly reported to your immediate supervisor and FAA if applicable or upon request.
4. No Staff Member may be under the influence of alcohol, illegal substances, legal drugs, or in an impaired state while operating any unmanned vehicle for agency business. "Under the influence" means that the Staff Member is affected by alcohol or drugs in any determinable manner. For purposes of this policy, a determination of being under the influence can be established by a professional opinion, a scientifically valid test, a lay person's opinion, or the statement of a witness.
5. Staff must only fly when it is safe to do so as identified by FAA regulations and manufacturer guidelines.
6. Staff are responsible for maintaining a flight operations log.

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## **Personal Unmanned Vehicles**

In addition to the general regulations listed above, the following applies to any staff member who operates their personal unmanned vehicle for park district business.

1. Loss or damage/repair to a personal unmanned vehicle is the responsibility of the owner. Incidents resulting in any damage (property or bodily) must be promptly reported to your immediate supervisor and FAA if applicable or upon request.
2. Personal use of drones not for official agency business are subject to the agencies' Drone Use in Parks policy found in the Park Use Ordinance.

## Section 6: Employee Conduct

# 6.1 Introduction

Staff Members of the Channahon Park District work together as a team to develop, promote and maintain our quality recreational programs and facilities for the community. Each Staff Member is expected to work toward meeting our goal of providing services in a friendly, efficient and professional manner. Staff Members 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 Staff Member, you are expected to demonstrate the highest standards of personal and professional integrity, honesty, responsibility, and fortitude in the performance of your duties. Staff Members are expected to treat Park District patrons and their fellow Staff Members honestly, fairly and courteously. The rules identified below have been prepared to serve as a guide for staff member 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 Staff Members are required to carefully read these rules and to conduct themselves accordingly.

## Section 6: Employee Conduct

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

All Staff Members are required to comply with all policies, procedures and directives established by the Board of Park Commissioners, immediate supervisors, and administrative staff of the Channahon Park District.



## Section 6: Employee Conduct

# 6.4 Smoking and Tobacco Use

The link between the use of smoking materials or chewing tobacco and serious negative health issues has been well documented. Additionally, the use of these products can have a highly negative perception from the public regarding our staff and operations, and careless use of smoking materials could cause a fire hazard.

Staff Members are required to comply with the following policies regarding the use of smoking materials and chewing tobacco. Failure to do so will result in disciplinary action, up to and including dismissal.

Smoking means inhaling or exhaling smoke, fumes or vapor from any lighted cigar, cigarette, pipe, electronic cigarette, or any lighted tobacco product, and that the use of electronic cigarettes are prohibited anywhere smoking cigarettes are prohibited.

In accordance with Illinois Law, smoking is prohibited in all buildings regardless of size or use, and within 15 feet of doorways, windows, and air intakes at buildings. Smoking is also prohibited in park district vehicles by Illinois Law.

Smoking is also prohibited by Illinois Law on school district properties. Staff Members need to exercise awareness when working or traveling on school district properties within the District. The Channahon Park District also places the following restrictions on the use of smoking materials and chewing tobacco:

Designated smoking areas for staff adjacent to park district facilities are established as follows, beyond the 15 foot setbacks.

Arrowhead Community Center  
- outside the NW doors.

Tomahawk Aquatic Center  
- no smoking is allowed.

Skateland Recreation Center  
- outside the west doors.

Heritage Crossing Field House  
- south of the South Gym overhead door.

Heritage Bluffs Public Golf Club clubhouse

- west of the west kitchen entrance door

Heritage Bluffs Public Golf Club maintenance facility

- west of the NW overhead door

Community Park maintenance facility

- east of the NE service door

Staff Members are required to only use smoking materials and chewing tobacco:

- before and after work;
- during meal periods;
- during break times.

Staff Members are further required to use smoking materials and chewing tobacco only in the areas noted above when working in or in the vicinity of a park district facility. Staff Members in a park or golf area setting should make an attempt to first remove themselves from the public eye.

Use of smoking materials and chewing tobacco is not permitted when operating or upon tractors, mowers, other machinery, or power equipment.

Staff should never use smoking materials or chewing tobacco when performing the following tasks:

- food preparation
- using chemicals or fertilizers
- using petroleum products
- conducting, supervising, or managing recreation programs

Staff Members who use smoking materials and chewing tobacco are strongly encouraged to take steps reduce or stop their use. Consult the Business Office for available resources to help.

## Section 6: Employee Conduct

# **6.5      Expeditious & Diligent Performance of Duties; Best Interests of the Park District**

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

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

Channahon Park District Staff Members provide a service to the community, and each Staff Member 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 Staff Member to disciplinary action, up to and including dismissal. The Staff Members of the park district must function as a team, and each Staff Member 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.

## Section 6: Employee Conduct

# 6.7 Reports and Records

Any reports you produce, or records you maintain, are important. They are to be accurate and complete. Such work products, whether created by you or maintained by you, are and remain the property of the Park District.

## Section 6: Employee Conduct

# 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 Channahon Park District. Absenteeism and tardiness are expensive, disruptive, and place an unfair burden on your fellow Staff Members 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. Unduly excessive absenteeism and lateness reflect poorly on a Staff Member, and will result in disciplinary action up to and including dismissal.

If you are going to be late or absent for any reason, you or someone else for you must telephone your immediate supervisor prior to your scheduled starting time. If your immediate supervisor is not available, leave a voice mail. It is your 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.

Leaving a voice mail is acceptable for a one day absence, if your supervisor is not available when you call. For absences or more than one day, it is your responsibility to get the message directly to your supervisor.

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.

## Section 6: Employee Conduct

# 6.9 Proper Dress & Appearance

The personal appearance of Staff Members conveys to the public a general impression of the Channahon Park District. Staff Members should dress and have an appearance appropriate at all times based on their duties.

Your attire and accessories 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 and use appropriate judgement in choosing the clothing, hairstyle, accessories, shoes, and make-up that you wear while working.

Safety equipment and attire may be required for certain jobs. Staff Members holding these positions are expected to wear the assigned apparel when on the job. For specific details, refer to department work rules.

Exposed body piercing jewelry is limited, and the style of earring or jewelry may not present a safety hazard to you, your coworkers, or the public, all as determined solely by the park district.

Visible tattoos cannot be offensive in nature (*i.e.*, words including profanity and/or symbols). Any visible tattoo design deemed to be inappropriate by management will not be allowed, and you may be directed to cover it up.

Clothing and shoes that are in poor condition and/or visibly dirty are considered unacceptable attire.

### **Note**

Any staff Member 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.

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. Staff Members may be held liable for the cost of replacing any damaged or lost Park District property.

## Section 6: Employee Conduct

# 6.10 Work Areas

1. Work areas will be kept clean and orderly at all times.
2. Prior to the end of the workday, all tools and equipment will be secured and properly stored. All items, papers, or information of value must be properly secured.
3. 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. Should an issue arise, the Executive Director is the final authority when deciding whether or not a non-work item is permissible.



# 6.11 Sobriety & Substance Abuse

Introduction..... 1      Procedure for Reporting Possession of Use of Alcohol or Illegal Drugs .....2

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## Introduction

Staff Members are expected and required to report to work on time and in an appropriate mental and physical condition for work. To do so, Staff Members must not have alcohol or illegal drugs in their system. Violators may be subject to disciplinary action, up to and including dismissal.

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

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

Staff Members are forbidden to sell or make transactions involving illegal drugs during work or at park district facilities, properties, or in its vehicles. Violators may be subject to immediate disciplinary action, including, but not limited to, termination. Any sale of illegal drugs during work or on park district premises, facilities, or in park district vehicles will be treated as gross misconduct, punishable by immediate discharge for the first offense.

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## **Procedure for Reporting Possession or Use of Alcohol or Illegal Drugs**

If you know of possession or use of alcohol or illegal drugs by Staff Members, you are encouraged to discuss your knowledge with 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 Executive Director.

If neither of these alternatives is satisfactory to you, then you can direct your communication to the President of the Board of Commissioners.

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## Section 6: Employee Conduct

# 6.12 Weapons Policy

Introduction.....	1	Procedure For Reporting Possession Of A Weapon.....	1
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### Introduction

The Channahon 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. Firearms are not allowed in park district vehicles, or while engaged in any business on behalf of the agency.

Weapons include visible and concealed weapons, including those for which the owner has necessary permits. Weapons can include firearms, knives other than those issued for legitimate work purposes, explosive materials or any other objects that could be used to harass, intimidate, or injure anyone.

Staff Members 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 a Staff Member possessing a weapon, you are encouraged to discuss your knowledge with 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 Executive Director.

If neither of these alternatives is satisfactory to you, then you can direct your knowledge to the President of the Board of Commissioners.

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## Section 6: Employee Conduct

# 6.14 Carelessness Policy

Introduction.....	1	Procedure for Reporting Careless, Hazardous or Substandard Work Practices.....	1
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### Introduction

The Channahon 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 that its Staff Members perform their employment duties with care and attention to our patrons' needs, the safety and welfare of fellow Staff Members, and to park district quality standards and requirements. Staff Members 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. Staff Members 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 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 Executive 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 of Commissioners. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of these individuals.

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Section 6: Employee Conduct

# 6.15 Workplace Wrongdoing Policy

Introduction..... 1      Procedure for Reporting Workplace Wrongdoing.....2

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## Introduction

The Channahon Park District does not tolerate workplace wrongdoing on park district premises, property, park district-sponsored events or programs, 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. Staff Members are to seek permission from their supervisor before removing park district material, tools, or other items, including damaged goods, scrap material, or any other material.

The park district prohibits false information on any financial document or on any insurance claim submitted under the park district's health care benefits or workers' compensation benefits program.

The park district prohibits fighting, physical violence or a threat of physical violence. All members of the public and all Staff Members should be treated with dignity and respect at all time. Acts of violence will not be tolerated.

The park district prohibits embezzlement or stealing of park district funds.

Any Staff Member who violates any provisions contained herein may be subject to disciplinary action, up to and including discharge.

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## **Procedure for Reporting Workplace Wrongdoing**

If you are aware of any workplace wrongdoing, you must report the act or behavior 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 Executive 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 of 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.

## Section 6: Employee Conduct

# 6.16 Telephone and Cellular Telephone Usage

Because of the large volume of agency business transacted by telephone, personal use of Channahon Park District telephone systems should be limited and any personal calls should be brief. Personal long distance calls must be billed to the Staff Member's home phone or credit card or placed collect.

Cellular telephones may be furnished to certain Staff Members in connection with their job duties. Staff Members who have excessive cellular usage for personal calls will be subject to disciplinary action up to and including dismissal.

Staff Members need to limit personal use of their cellular telephone in the same way they need to limit personal use of their office telephone. During work time, Staff Members are permitted to use personal cellular telephones for non-work purposes only upon exercising their best judgement that is appropriate to do so.

Staff Members who are authorized to use their personal cell phones for park district business will be compensated by the park district for such use with a monthly stipend.

The park district requires the safe use of cellular telephones by Staff Members while conducting business.

Restrictions apply by State Law to cell phone and PDA use while driving a vehicle. Refer to Section 5.8. Staff Members should exercise extreme caution when using the cellular telephone while driving.

## Section 6: Employee Conduct

# 6.17 Security & Keys

In the interest of safety and protection of property, strict control over access to Channahon Park District property, work locations, records, computer information, cash and other items of value or confidential nature must be maintained.

Staff Members who are assigned keys, alarm codes, 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. Staff Members 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 Staff Member to another without the prior authorization by the Staff Member's department head. Under no circumstances should copies of keys issued to a Staff Member be made without prior approval by a department head.



## Section 6: Employee Conduct

# 6.18 Romantic or Sexual Relationships

Consenting “romantic” or sexual relationships between a supervisor/manager and a Staff Member may at some point lead to unhappy complications and significant difficulties for all concerned – the Staff Member, the supervisor/manager and the park district. Any such relationship may, therefore, be contrary to the best interests of the Channahon Park District.

Accordingly, the park district strongly discourages such relationships and any conduct (such as dating between a supervisor/manager and a Staff Member) 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 that is an important part of the working environment.

If a romantic or sexual relationship between a supervisor/manager and a Staff Member should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager promptly to disclose the existence of the relationship to the Executive Director. The Staff Member 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 presumed 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.

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 Staff Member and supervisor/manager will not thereafter be permitted to work together, 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 Staff Member 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 or the Executive 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.

## Section 6: Employee Conduct

# 6.21 Political Activity

Channahon Park District Staff Members are 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 a Staff Member from becoming a political candidate or from taking part in election campaigns and other lawful political activities. However, Staff Members may not engage in political activities at any time while on duty or when they may be identified as a staff member of the park district by any means such as a 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, candidate for public office, or referendum question, soliciting votes for such party, candidate, or cause, attending political rallies, circulating petitions, 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 meal breaks or other duty-free periods of time.

Staff Members are also prohibited from interrupting or disturbing other Staff Members while they are on duty.

Political affiliation, preference or opinion will not influence an individual's employment, retention or promotion as a park district Staff Member. Staff members 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.

## Section 6: Employee Conduct

# 6.22 Solicitation, Distribution & Use of Bulletin Boards

Introduction.....	1	Bulletin Boards .....	1
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### Introduction

Staff Members may not solicit any other Staff Member during working time, nor may Staff Members distribute literature on Channahon Park District premises. Under no circumstances may a Staff Member 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-Staff Member while on duty. For the purposes of this policy “while on duty” does not include meal periods or other duty-free periods of time.

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### Bulletin Boards

Internal 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 Staff Members.
3. Notices for community not for profit and government agency events and programs.
4. All posted material must have authorization from administrative staff. All Staff Members 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. Staff members are not to remove material from the bulletin boards.

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

## Section 6: Employee Conduct

# 6.23 Gifts

Channahon Park District Staff members are required to comply with the State Gift Ban Act.

Staff Members are to deal with suppliers, contractors, and others on the sole basis of what is in the park district's best interest. In compliance with the Illinois State Gift Ban Act (5 Illinois Compiled Statutes 425), Staff Members may not accept any gifts, payments, loan, or excessive entertainment from any source or person doing or seeking to do business with the park district except as provided for under the above-described State Statute. This ban applies to and includes the spouse of and any immediate family member living with the Staff Member.

Exceptions to the gift ban are as follows:

- Opportunities, benefits, and services that are available under the same conditions as for the general public.
- Anything for which the employee pays the market value.
- Educational materials and missions.
- Travel expenses for a meeting to discuss business.
- A gift from a relative, meaning those people related to the Staff member.
- Anything provided by an individual on the basis of a personal friendship unless the Staff Member has reason to believe that, under the circumstances, the gift was provided because of the position or employment of the Staff Member and not because of the personal friendship.
- Food or refreshments not exceeding \$75 per person in value on a single calendar day, provided that the food or refreshments are consumed on the premises from which they were purchased or prepared, or catered for the purpose of this section.
- Food, refreshments, lodging, transportation, and other benefits resulting from the outside business or employment activities (or outside activities that are not connected to the duties of the Staff member if the benefits have not been offered or enhanced because of the position or employment of the employee and are customarily provided to others in similar circumstances.

- Gifts from other park district Staff Members or employees from other municipal, State, or Federal agencies and entities.
- Bequests, inheritances, and other transfers at death.
- Any item or items from any one prohibited source during any calendar year having a cumulative total value of more than \$100.

A Staff Member does not violate this section if the Staff Member promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c) (3) of the Internal Revenue Code of 1986, as now or hereafter amended.

If you are in doubt about any provisions of this section, contact your department head or the Executive Director.

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

## Section 6: Employee Conduct

# 6.24 Conflict of Interest

The Channahon Park District expects our Staff Members to conduct business according to the highest ethical standards of conduct. Staff Members 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 a Staff Member are unacceptable.

The park district recognizes the right of Staff Members to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the Staff member 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 a Staff Member is in a position to influence a decision that may result in a personal gain for the staff member or an immediate family member (*i.e.*, spouse or significant other, children, parents, siblings) as a result of the park district's business dealings.

It is the responsibility of every park district Staff Member 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 Staff Member and forwarded to the Executive Director for review of a potential conflict of interest.

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

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

Violations of this policy may result in immediate and appropriate discipline up to and including dismissal.

## Section 6: Employee Conduct

# 6.25 Outside Activities

Outside work activities are not allowed when they:

- Prevent the Staff Member from fully performing work for which s/he is employed at the Channahon 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 Staff Members may be required to work beyond their normally scheduled hours. Staff Members must perform this work when requested. In cases of conflict with any outside activity, the Staff Member's obligations to the park district must be given priority. Staff members 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, Staff Members 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.



## Section 6: Employee Conduct

# 6.26 Blogging Policy

In general, the Channahon Park District views personal websites and weblogs positively, and it respects the right of Staff Members to use them as a medium of self-expression. If you choose to identify yourself as a park district Staff Member or to discuss matters related to our agency, other Staff Members or patrons on your website or weblog, please remember that, although you and we view your website or weblog as a personal project and a medium of personal expression, some readers may nonetheless view you as a de facto spokesperson for the park district. In light of this possibility, we ask that you observe the following guidelines:

1. Please make it clear to your readers that the views you express are yours alone and that they do not necessarily reflect the views of the park district. To help reduce the potential for confusion, we suggest you put the following notice – or something similar – in a reasonably prominent place on your site (e.g., at the bottom of your “about me” page):

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

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

2. Be careful to avoid disclosing any information that is confidential or proprietary to the agency or to any third party that has disclosed information to us.
3. Since your site or blog is a public space, we hope you will be respectful to the park district, our Staff Members, our patrons, our partners and affiliates, and others.
4. You will require permission to use the park district logo or reproduce any park district material on your site.
5. When using park district computers, you are subject to both the agency’s Internet Use Policy and Computer Use Policy.
6. Please recognize that both during working hours and non-working hours you are an ambassador of the park district. You

are expected to act and conduct yourself at all times in the best interest of the Park District. Further, all Staff Members are expected to promote teamwork and inspire trust and confidence. For example, if your views negatively impact the reputation or integrity of the park district, Staff Member morale, and/or create divisiveness or friction among staff, you may be disciplined, up to and including termination.

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

## Section 7: Safety in the Workplace

# 7.1 Introduction

It is the Channahon Park District's intention to provide a safe environment for Staff Members and the public who use our programs, facilities and parks. Staff Members are expected to perform their assignments in a manner that will avoid injury. Supervisory personnel and the staff Safety Committee are available for assistance in safety-related matters.

In keeping with this objective, the following safety rules have been developed. Staff Members are required to read and follow these rules and the rules, policies and procedures of their respective facilities or departments, and any communications from the park district's Staff Safety Committee.

## Section 7: Safety in the Workplace

# 7.2 General Safety Policy and Rules

Safety while on the job is the responsibility of every Channahon Park District Staff Member.

With proper precautions, most accidents on the job can be prevented. It is every Staff Member'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 Staff Members. 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 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 department head 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. Please refer to Section 6.11 and review the comprehensive Alcohol and Drug Abuse Policy in Appendix A.
4. Your department head 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 staff members must follow recommended work procedures outlined for their job, department and/or facility.
13. Staff Members 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 should immediately result in a call to 911 and must be immediately investigated. Contact the appropriate department head as well.

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. Staff Members who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals and markers and all applicable laws.
18. Staff Members 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 department head.
19. All staff Members 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 staff member in the department.
21. Staff Members must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as required.

## Section 7: Safety in the Workplace

# 7.3 Safety Committee

The Channahon Park District Staff Safety Committee is intended to assist Park District Staff members in providing safe and efficient operations and services for employees and patrons.

The Safety Committee is comprised of one or more Staff members from each department. The Safety Committee directs safety inspections of Park District facilities, organizes Staff member training sessions, manages safety awareness campaigns, reviews patron and staff member accidents, manages Park District Risk Management Agency (PDRMA) communications, recommendations, and the Loss Control process, and makes recommendations where safety can be improved.

Meetings are held monthly, and Staff members not on the committee are encouraged to attend any meeting.

## Section 7: Safety in the Workplace

# 7.4 Your Right to Know

Working With Hazardous Substances .....	1	What Information is on MSDS Sheets? .....	2
What Information is on the Label? .....	2		

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### Working With Hazardous Substances

The Channahon 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 Staff Members 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.

#### Note

**Staff Members are required to read labels and MSDS sheets, and to follow 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. These sheets provides information on everything that is known about the substance, including chemical and physical dangers, safety procedures, and emergency response techniques.

The park district maintains MSDS sheets at each facility location where hazardous substances are stored for use.

Specifically, MSDS sheets cover:

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

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

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

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

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

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

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

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

OSHA's Right-to-Know regulation was developed to protect you on the job.

**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. MSDS sheets are located in binders in the general office areas at all facilities.
- Follow warning and instructions
- Use the correct personal protective equipment when handling hazardous substances
- Know in advance what could go wrong and what to do about it
- Practice sensible, safe work habits
- Ask your supervisor, when in doubt

**Note**

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

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## Section 7: Safety in the Workplace

# **7.5 Park District Risk Management Agency (PDRMA)**

The Channahon Park District is a member of the Park District Risk Management Agency (PDRMA). PDRMA is an organization of Illinois public park and recreation agencies.

PDRMA administers a program of self-funding and commercial insurance in the areas of property, pollution, liability, employment practices, unemployment insurance, 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.

## Section 8: Disciplinary Action

# 8.1 Disciplinary Actions

Introduction.....	1	Suspension .....	2
Oral Warning .....	2	Dismissal.....	3
Written Warnings .....	2		

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### Introduction

All Staff Members are expected to meet the Channahon 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 a Staff Member 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 Staff Member with a reasonable time within which to improve performance. The process is designed to encourage development by providing Staff Members 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, 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.

#### **Note**

**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.**

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 a staff member from duties. Depending on the circumstances, a suspension may be with or without pay, in the sole discretion of the Executive Director. The supervisor(s) imposing the suspension 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 Executive Director.

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 Staff Members serve at the will of the park district.

Generally, if you are dismissed you will receive written notice of the reasons for your dismissal including effective date and time of dismissal. Under ordinary circumstances, your supervisor and department head 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 in Section 8.4.

## Section 8: Disciplinary Action

# 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 department head within three (3) working days from the date the action was taken. Your immediate supervisor may meet with you and should issue a written determination within five (5) working days of receipt of your written request for review.

If you are not satisfied with this determination, you may continue this process with the Executive Director. Any decision of the Executive Director shall be final.

### *Note*

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

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

## Section 8: Disciplinary Action

# 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 Executive Director within three (3) working days from the date the action was taken. The Executive Director may meet with you and investigate the circumstances surrounding your dismissal. The Executive Director should issue a written determination within ten (10) working days of receipt of your written request. The Executive Director's decision shall be final.

### *Note*

**Nothing in this section 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 shall not affect the resolution of any disciplinary action.**

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



## Section 8: Disciplinary Action

# 8.5 Staff Member'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 verify that your written response is placed in your personnel file.

### **Note**

**Nothing in this Section shall limit or restrict the Channahon Park District's right to dismiss you at any time, with or without cause or notice. As an at-will Staff member 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 Staff member who has a grievance arising from his employment with the Channahon 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. If you are not satisfied with the resolution at Step 1, you may present a written grievance to your department head. The department head 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.
3. If you are not satisfied with the resolution at Step 2, you may continue this process with the Executive Director. In the event it is necessary for you to process your grievance up to the Executive Director, the Executive 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. 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.

### Note

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

This grievance procedure does not apply to performance evaluations, suspensions, dismissals or other disciplinary actions

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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 a staff member when the Staff member, 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 Staff member's personnel file.

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## Section 10: Separation of Employment

# 10.1 Separation of Employment

Employment at-Will.....	1	Return of Park District Property.....	2
Lay-Offs .....	1	Upon Separation of Service.....	2
Resignations .....	2	References.....	2
Retirement.....	2	Exit Interview.....	3

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### Employment at-Will

Employment with the Channahon Park District is on an at-will basis. This means that both Staff Members 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 Staff Members in any given area at any time. Staff Members 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 staff members 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 Staff Members to another department rather than laying them off.

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 Staff Member, 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 department head 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 department head with 20 working days notice preferred. Staff Members will not be in good standing and may not be 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**

Staff Members planning to retire should 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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## **Upon Separation of Service**

Upon separation, your unused earned vacation, holiday and compensatory time leave (if applicable) will be paid to you or your heirs at your rate of pay as of your separation date. Your health insurance may be continued as provided for under applicable law. The Executive 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 Staff Member's immediate supervisor or department head will conduct an exit interview when separating from the park district.