



Hanover Park
Park District

Personnel Policy Manual



hpparks.org
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Personnel Policy Manual

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A. Employment Policies and Procedures (Section 1.0)

Equal Employment Opportunity Policy (Section 1.1)

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the Hanover Park Park District (also referred to in this Handbook as the “District”), which bases employment upon personal capabilities and qualifications without discrimination because of an individual’s actual or perceived race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex, gender (including gender identity and expression), age, national origin, citizenship status, work authorization status, ancestry, marital status, veteran status, disability, sexual orientation, genetic information, unfavorable discharge from military service or military status, civil union partnership, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other protected characteristic as established by law.

In accordance with federal, state and local laws, it is the District’s policy to provide equal employment opportunities to all qualified persons. The District makes and executes all personnel policies, procedures and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, dismissal and other terms and conditions of employment without regard to an individual’s actual or perceived race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex, gender (including gender identity and expression), national origin, citizenship status, work authorization status, ancestry, age, marital status, veteran status, civil union partnership, order of protection status, genetic information, disability, association with a person with a disability, unfavorable discharge from military service or military status, sexual orientation, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other category protected by law.

The District makes reasonable accommodations when necessary for all employees and/or applicants with disabilities, provided the individual is otherwise qualified to perform the essential functions of the job with or without the reasonable accommodations. The District encourages such individuals to discuss their need for a reasonable accommodation with the Human Resources Staff or Executive Director (see the ADA Policy).

The Human Resources Staff has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees should refer their questions or concerns to the Human Resources Staff. If the employee is uncomfortable reporting to the Human Resources Staff, the employee should report to their Department Head, Executive

Director or President of the Board. (For the full complaint reporting procedure, see the District's Nondiscrimination and Antiharassment Policy)

Nondiscrimination and Antiharassment Policy (Section 1.2)

The District commits 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. The District expects all relationships among people in the workplace to be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, intern, officer, official, commissioner or Board member, agent, volunteer and vendor of the District, as well as anyone using the District's facilities, to refrain from sexual and other harassment. The District will not tolerate sexual or any other type of harassment of or by employees, interns, elected officials, or any other person in an employee's work environment. Actions, words, jokes or comments based on an individual's actual or perceived gender (including gender identity or expression), sex, race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, citizenship status, work authorization status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, association with a person with a disability, sexual orientation, civil union partnership, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, 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 because of their actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, citizenship status, work authorization status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, association with a person with a disability, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other legally protected characteristic, from participating in business or work-related social activities or discussions to avoid allegations of harassment.

The law and policies of the District prohibit disparate treatment based on an individual's actual or perceived gender (including gender identity or expression), sex, sexual

orientation, civil union partnership, race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, citizenship status, work authorization status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, association with a person with a disability, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The District intends for the prohibition against harassment, discrimination and retaliation to complement and further these policies, not to form the basis of an exception to them.

In addition to this policy and the District's EEO Policy, the District provides training on discrimination, harassment and retaliation to its employees.

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 any of the following occur:
 - Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment.
 - Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual.
 - The harassment has the purpose or effect of interfering with the individual's work performance or creating an environment that is intimidating, hostile, or offensive to the individual.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender or sex. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendos; 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. The District also strictly prohibits harassment on the basis of any other legally protected characteristic. Under this policy, harassment is unwelcome conduct that denigrates or shows hostility or aversion toward an individual because of an

individual's actual or perceived race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, gender (including gender identity or expression), sex, sexual orientation, civil union partnership, age, national origin, citizenship status, work authorization status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, disability, association with a person with a disability, order of protection status, pregnancy, childbirth or a medical condition related to childbirth or pregnancy, or any other characteristic protected by law, and results in any of the following:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment.
- Has the purpose or effect of unreasonably interfering with an individual's work performance.
- 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 email).

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, business-related social events and any other location where the District has assigned the individual to perform their job duties.

IMPORTANT: Any employee/ intern engaging in practices or conduct constituting sexual harassment, discrimination, harassment or retaliation (as discussed later in this policy) of any kind will be subject to disciplinary action, up to and including dismissal from employment. The District will take appropriate remedial action against any other individual (e.g., board members, independent contractors, patrons, vendors, etc.) engaging in practices or conduct constituting sexual harassment, discrimination, harassment or retaliation.

Retaliation Is Prohibited

The District prohibits retaliation against any individual, because the individual reports discrimination, harassment, or retaliation; participates in an investigation of such reports; and/or files a charge of discrimination, harassment or retaliation. Retaliation against an

individual for reporting harassment, discrimination or retaliation; participating in an investigation of a claim of harassment, discrimination or retaliation; or for filing a charge of discrimination, harassment or retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including dismissal and/or other remedial action as warranted by the circumstances.

In addition to the District's prohibition on retaliation, various state and federal laws prohibit retaliation for reports of discrimination, harassment or retaliation. For instance, protections against retaliation exist under the Illinois Human Rights Act and, depending on the circumstances, and protections against retaliation may exist under the Illinois Whistleblower Act and/or the State Officials and Employee Ethics Act.

Complaint Reporting Procedure

The District strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. This policy applies to all full-time, part-time, temporary and seasonal employees and interns. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination or retaliation. While the District has not established a fixed reporting period, it strongly urges the prompt reporting of complaints or concerns, so the District can take rapid remedial action if warranted.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing, discriminatory or retaliatory conduct from promptly advising the offender that the offender's behavior is unwelcome and requesting it be discontinued. However, nothing in this policy will require individuals who believe they are being subjected to harassing, discriminatory or retaliatory behavior to inform the offender.

If an employee experiences or witnesses harassment, discrimination or retaliation of any kind, the employee should deal with the incident(s) as directly and firmly as possible by clearly communicating their position to Human Resources, their immediate supervisor, Department Head and/or the Executive Director. The employee 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, texts, social media postings, tweets, emails and telephone messages can strengthen documentation. Any employee, even when the discrimination, harassment or retaliation is not directed at them, can and should make a complaint.

- **Direct Communication with Offender:** If there is harassing, discriminatory or retaliatory behavior in the workplace, and if the employee feels comfortable doing

so, they should directly and clearly express the objection to the offending person(s) regardless of whether the behavior is directed at the employee witnessing the behavior. If the employee is the harassed individual, and if the employee feels comfortable doing so, they should also clearly state the conduct is unwelcome and the offending behavior must stop. However, an employee is not required to confront the person directly who is the source of the 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.

- **Promptly Report the Matter:** The employee who is the victim of discrimination, harassment or retaliation, or who witnesses or experiences such conduct, must promptly report the offending behavior to their immediate supervisor or Department Head or Human Resources or Executive Director. If the Executive Director is the source of the problem, condones the problem or ignores the problem, the employee should immediately report the incident or incidents in writing directly to the President of the Board.
- **Complaint Against a Board Member:** If someone makes a complaint about alleged discrimination, harassment or retaliation by an elected official of the District (such as a Board Commissioner), they should also report the allegations to the Human Resources Staff, Executive Director, the President of the Board or any other board member not involved in the alleged discrimination, harassment or retaliation. If someone makes a complaint against an elected official of the District under this section, the District will refer the matter to its legal counsel. The Human Resources Staff/Executive Director (or its designee) or an independent attorney or consultant will document and thoroughly investigate the complaint. A committee made up of other board members who are not subjects of the allegations will review the findings.

When someone reports an allegation of discrimination, harassment or retaliation, the District will conduct an investigation within a prompt period of time and take appropriate remedial action when the investigation determines the allegation is a substantiated violation of policy. At no time will personnel involved in the alleged discrimination, harassment or retaliation conduct the investigation.

Nothing in this policy precludes a report of discrimination, harassment or retaliation to the Illinois Department of Human Rights (IDHR), which is the state agency responsible for enforcing the Illinois Human Rights Act, as described in the Conclusion section below.

The IDHR maintains a hotline for confidential reports of sexual harassment at 877.236.7703.

Harassment Allegations Against Nonemployees/Third Parties

If an employee makes a complaint alleging harassment, discrimination or retaliation against an agent, vendor, supplier, contractor, volunteer or person using District programs or facilities, the Executive Director (or designee) will promptly investigate the incident(s) and determine the appropriate remedial action, if any. The District will take reasonable efforts to protect the reporting/impacted employee(s) from further contact with such persons when warranted or will take other reasonable steps to remediate the situation, including (but not limited to) evaluating interim steps warranted while the District investigates the allegations.

IMPORTANT: Individuals who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of the complaint reporting procedure.

Harassment Allegations by Elected Officials Against Other Elected Officials

Elected officials can report alleged harassment by one elected official against another to the District's President of the Board. If the President of the Board reports the harassment or the allegation implicates the President of the Board, elected officials should report the allegation to any other District board member. If a complaint is made against an elected official of the District by another elected official of the District under this section, the District will refer the matter to the District's legal counsel. An independent review will thoroughly investigate the allegations of the complaint, which may include referring the matter to a qualified, independent attorney or consultant to review and investigate the allegations. If warranted (as determined, where possible, by a committee of the other commissioners who are not the reporting official or the official who is the subject of the complaint), the District will take reasonable remedial measures.

Harassment of Nonemployees

The District strictly forbids harassment of nonemployees by employees and will discipline employees, up to and including dismissal for engaging in harassment. If a nonemployee has a complaint of harassment, they should notify the District's Human Resources Staff. If the complaint implicates the Human Resources Staff, nonemployees can report the allegation to the Executive Director. If the allegation implicates both the Human Resources Staff and the Executive Director, the nonemployee can make the report to the President of the Board. The Human Resources Staff, Executive Director or President of

the Board (or designee) as appropriate will thoroughly investigate the allegations of the complaint and, if warranted, take reasonable remedial measures. For the purposes of this section, “nonemployee” means a person who is not otherwise an employee of the District and is directly performing services for the employer pursuant to a contract with the employer; it includes independent contractors and consultants.

Responsibility of Supervisors and Witnesses

Any supervisory or managerial employee who becomes aware of any possible sexual or other harassment, discrimination and/or retaliation of or by any individual must immediately advise the Executive Director, and the Executive Director (or designee) will investigate the conduct promptly and take prompt remedial action, if the investigation substantiates the allegations. In the event the allegations implicate the Executive Director, the supervisory or managerial employee who becomes aware of any possible sexual or other harassment, discrimination and/or retaliation of or by any individual should immediately advise the President of the Board, and the District will investigate the conduct promptly and take prompt remedial action, if the investigation substantiates the allegations.

The District encourages all individuals to report incidents of harassment, discrimination and retaliation regardless of who the offender may be or whether the reporting employee is the intended victim.

The Investigation

The District will investigate any reported allegations of harassment, discrimination or retaliation promptly. The District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality, as the District must be able to investigate fully and take prompt remedial action when necessary. 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 knowledge relevant to the allegations. The District reserves the right and hereby provides notice that it may use third parties to investigate claims of harassment, discrimination or retaliation. Employees must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including dismissal from employment.

Responsive Action

After investigation, the District will determine whether the investigation substantiates a complaint of harassment, discrimination or retaliation after reviewing the facts and circumstances of each situation. The District will deal with misconduct constituting a

violation of this policy (such as engaging in harassment, discrimination or retaliation) appropriately. Appropriate remedial action for a substantiated complaint may include, by way of example only: 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 dismissal from employment), as the District believes appropriate under the circumstances.

Conclusion

In summary, employees have a right to: be free from unlawful discrimination, harassment or retaliation in the workplace (see this policy and the District's EEO Policy); file a charge of discrimination, harassment or retaliation (see this policy); and obtain reasonable accommodations, such as those based on pregnancy, childbirth or medical conditions related to pregnancy or childbirth (see the District's ADA Policy and Pregnancy Discrimination Policy).

While the District hopes to be able to resolve any complaints of discrimination, harassment or retaliation within the District, it acknowledges each employee's right to contact the IDHR at 555 West Monroe Street, Suite 700, Chicago, IL 60661, about filing a formal complaint. The IDHR also has a reporting hotline that includes a method for the intake of anonymous phone calls regarding allegations of sexual harassment: (866) 740-3953. If the IDHR determines there is sufficient evidence of harassment to proceed further, it could file a complaint with the Illinois Human Rights Commission (IHRC). If the IDHR does not complete its investigation within 365 days, an employee may file a complaint directly with the IHRC between the 365th and the 395th day.

Americans with Disabilities Act Policy (Section 1.3)

The District commits to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and related laws. It is the District's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's actual or perceived disability (or association with a person with a disability) so long as the employee can perform the essential functions of the job with or without reasonable accommodations. Consistent with this policy of nondiscrimination, the District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the District aware of their disability, provided such accommodation does not constitute an undue hardship on the District or create a direct threat to the safety of the employee or the safety of others.

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

Requests for Reasonable Accommodations – Interactive Process

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Staff, their Department Head or the Executive Director. The District encourages individuals with disabilities to come forward and request reasonable accommodation when needed.

On receipt of an accommodation request, the District will meet with the requesting employee as part of an interactive process. During this interactive process, the employee and the District will discuss and identify the precise limitations or restrictions resulting from the disability and the potential accommodation(s) the District might make to help overcome those limitations/restrictions and allow the employee to perform the essential job functions of the employee's position. The District may request that employees obtain medical documentation supporting their reported need for reasonable accommodations in compliance with applicable laws.

The District will determine the feasibility and reasonableness of the requested accommodation considering various factors, including but not limited to, the nature and cost of the accommodation, the District's overall financial and other resources, the accommodation's impact on the operation of the department, including the ability of other employees to perform their duties, and the District's ability to provide its services to the public.

Questions on Policy – Reporting Disability Discrimination/Harassment

An employee or job applicant who has questions regarding this policy or believes they have been discriminated against or harassed based on an actual or perceived disability (or based on an association with a person with a disability) should immediately follow the Complaint Reporting Procedure outlined in the District's Nondiscrimination and Antiharassment Policy. The District will treat all such inquiries or complaints as confidentially as possible. However, the District cannot guarantee absolute confidentiality, as it must share information as needed to investigate complaints promptly and take remedial action when warranted.

No Retaliation

The antiretaliation provisions in the District's Nondiscrimination and Antiharassment Policy apply to this ADA Policy in equal force.

Pregnancy Discrimination Policy (Section 1.4)

The District prohibits and does not tolerate discrimination against anyone on the basis of pregnancy, childbirth or medical or common conditions related to pregnancy or childbirth. The District commits to making reasonable accommodations related to pregnancy, childbirth and medical or common conditions related to pregnancy or childbirth. It treats all applicants and employees who are pregnant in the same manner as any other applicant or employee with regard to job-related functions, benefits and opportunities. No person or employee, no matter their title or position, has the authority, whether express, actual, apparent or implied, to discriminate against a pregnant employee or applicant.

The District will not deny or remove an employee from a position, because the employee is pregnant, considering pregnancy or experiencing any pregnancy-related problems. It will base all decisions regarding a pregnant employee's placement in, or continuation in, a job on the same considerations that govern all employment decisions – the employee's ability to perform the essential functions of the job in question satisfactorily, with or without reasonable accommodation.

Requests for Reasonable Accommodations – Interactive Process

Employees who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Staff, their Department Head or the Executive Director. The District encourages employees to come forward and request reasonable accommodation when needed for pregnancy, childbirth or medical or common conditions related to pregnancy or childbirth.

On receipt of an accommodation request, the District (usually the Human Resources Staff or designee) will meet with the requesting employee to begin an interactive process. During this interactive process, the employee and the District will discuss and identify the precise limitations or restrictions resulting from the pregnancy, childbirth or a related medical or common condition, and the potential accommodation(s) the District might make to help overcome those limitations/restrictions and allow the employee to perform the essential job functions of the position. The District may request employees obtain medical documentation supporting their reported need for reasonable accommodations in compliance with applicable laws.

The District will determine the feasibility and reasonableness of the requested accommodation, considering various factors, including, but not limited to, the nature and cost of the accommodation, the District's overall financial and other resources, the accommodation's impact on the operation of the department, including the ability of other employees to perform their duties and the District's ability to provide its services to the public.

Questions on Policy – Reporting Disability Discrimination/Harassment

An employee or job applicant who has questions regarding this policy or believes they have been discriminated against or harassed based on their pregnancy, childbirth or medical or common conditions related to pregnancy or childbirth should immediately follow the Complaint Reporting Procedure outlined in the District's Nondiscrimination and Antiharassment Policy. The District will treat all such inquiries or complaints as confidentially as possible. However, the District cannot guarantee absolute confidentiality, as it must share information as needed to investigate complaints promptly and take remedial action when warranted.

No Retaliation

The antiretaliation provisions in the District's Nondiscrimination and Antiharassment Policy apply to this Pregnancy Discrimination Policy in equal force.

Open Door Policy (Section 1.5)

The District promotes an atmosphere whereby employees can talk freely with members of management. It encourages employees to discuss openly with their immediate supervisor any problems, so the District may take appropriate action. If the immediate supervisor cannot help, the Department Head and Executive Director are available for consultation and guidance. The District is interested in all of its employees' success and happiness with their employment and welcomes the opportunity to help employees whenever feasible.

Anti-Nepotism Policy (Section 1.6)

The District will consider members of an employee's immediate family for employment on the basis of their qualifications only but may not hire immediate family if employment would create any of the following circumstances:

1. Supervisor/subordinate relationship with a family member.
2. Potential for an adverse impact on work performance.
3. Actual conflict of interest or the appearance of a conflict of interest.

This District also considers this policy when assigning, transferring or promoting employees. For the purpose of this policy, immediate family includes: spouse; civil union or domestic 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 District's policy on Romantic or Sexual Relationships).

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

Introductory Employment Period (Section 1.7)

New employees go through an initial period of adjustment to learn about the District and their jobs. During this time, employees have an opportunity to find out if they are suited to, and like, their new position(s).

The initial employment period also gives employees' supervisors a reasonable period of time to evaluate performance, including determining if the employee appears to possess the aptitude and attitude necessary to meet the required standards and expectations of the position. The introductory employment period is six months for full-time and part-time employees and three months for seasonal employees.

Employees' immediate supervisors will use the introductory period to help employees adjust to their new positions and for orientation and training, if any. The District may dismiss from employment employees at any time during this period, if the supervisor concludes employees are not progressing or performing satisfactorily. Under appropriate circumstances, the introductory period may be extended. **Additionally, as is true at all times during employment with the District, employees' employment is not for any specific time, and the District may terminate it at will, with or without cause and without prior notice.**

At the end of the introductory employment period, the employee and immediate supervisor may discuss the employee's performance and/or the immediate supervisor may provide a written evaluation for the employee (in consultation with Human Resources). Provided the employee's job performance meets the expectations of the

District at the end of the introductory employment period, the employee will continue in employment as an at-will employee. **Successful completion of the introductory period does not guarantee continued employment for any specific period of time or otherwise create an employment contract between the employee and the District, and employees remain at-will at all times.**

Classification, Definitions, and Status of Employees (Section 1.8)

Introductory Employees

The District classifies all full-time and part-time employees as Introductory Employees during the first six months of employment with the District (also known as the Introductory Period) for purposes of orientation, evaluation and training, if any. The Introductory Period for seasonal employees is three months. Introductory Employees also include employees who have previously served with the District and are beginning a new position.

During their Introductory Period, the District will pay newly hired employees for holidays recognized by the District that are applicable to their employment classification. However, the District does not allow them other time off such as vacation, personal, illness or floating holidays. Other employee benefits (such as insurance) will be applicable as required or mandated by the District's agreement with the group insurance providers or by District policy and depends upon the employee's classification. Transferred or promoted employees will continue the same benefits, if any, they had previously, unless the employee's new position provides for different or no benefits.

Full-time Employees

The District considers employees designated as full-time by the Executive Director or the board and who have completed their introductory period as full-time employees. The District classifies full-time employees as exempt or nonexempt (depending on their job duties and pay status). The District generally schedules full-time employees to work at least 40 hours per workweek for four consecutive calendar quarters during a calendar year. The District may require full-time employees to work additional hours as necessary to complete all assigned tasks and as-needed during busy periods. The District excludes short-term and part-time employees from the full-time employee classification regardless of the number of hours worked.

Part-time Employees

The District classifies employees designated as part-time by the Executive Director or the board under one of the following three categories depending on work schedule: part-time 3 employees, part-time 2 employees.

The District classifies part-time employees as exempt or nonexempt (depending on their job duties and pay status) and may require them to work more than their generally scheduled hours during busy periods. The number of hours that a part-time employee actually works will not change the employee's status or classification as a part-time employee. Unless specifically stated otherwise in writing by the Executive Director or the board, part-time employees are not eligible to receive benefits, except as required by law (e.g., some part-time classification I employees will be eligible to participate in the Illinois Municipal Retirement Fund (IMRF), healthcare insurance and other benefits provided by the District, as described in the relevant summary plan descriptions and this handbook). The District excludes short-term (or seasonal) employees from the part-time employees classification regardless of the number of hours worked.

Short-term (or Seasonal) Employees

Regardless of hours worked in a workweek or period, the District considers employees designated short-term (or seasonal) by the Executive Director or the board and who work in a specific function or project for a temporary and limited period of time (generally less than three quarters during a calendar year) as short-term employees. The District pays a short-term employee in a nonexempt position by the hour but a short-term employee in an exempt position according to the terms of hire for that individual. The District will not consider any short-term employee working during three quarters or more of a calendar year a full-time or part-time employee unless designated in writing by the Executive Director or the board. The District does not guarantee it will rehire short-term employees in a subsequent season or, if rehired, that it will rehire them for the same position. Short-term employees are ineligible to receive benefits.

Exempt and Nonexempt Employees

Exempt employees are those employees classified by the District as exempt, who are paid on a salary basis, and whose 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, regardless of how many hours they work. The District calculates their salaries on a weekly basis, but exempt employees must still track and submit documentation of hours worked per workweek for record-keeping purposes.

Nonexempt employees receive overtime pay or compensatory time in accordance with our overtime and compensatory time policies and applicable laws. Nonexempt employees must use a time clock and/or time sheets to track and document all hours worked per workweek.

Definitions/Employment Status

Executive Director – Executive Director for the District.

Department Heads – Employees who direct and are in charge of a particular department within the District’s organization structure. Department Heads may include without limitation Superintendent of Parks and Planning and Superintendent of Recreation.

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

Supervisor – An employee’s immediate supervisor and each supervisor at succeeding levels of authority within the department, up to and including the Executive Director.

Employee Classification Review

Employees may at any time submit a written request to the Human Resources Staff for a review of the classification or status of their position. The request must state the employee’s reasons justifying a review. The Human Resources Staff will investigate the position with a view toward determining its classification and will discuss its findings and recommendations with the appropriate Department Head and/or the Executive Director. The Executive Director has final approval over any change in the classification or status of a position pursuant to this policy, and their decision is final. The Human Resources Staff will notify the requesting employee of the decision and the reasons for the decision.

Hiring Procedures (Section 1.9)

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

Position Vacancies

The District will attempt to communicate full-time position vacancies to its employees, typically via email. If available, employees can obtain a list of these positions from the

Human Resources Staff or external websites. The District may also recruit applicants for position vacancies from outside of the organization.

Transfer and Promotion

Employees interested in a particular opening should apply, in writing, to the position's hiring supervisor or notify their immediate supervisor. The District will make all transfers and advancements on the basis of past performance, ability, attitude, aptitude and other relevant job-related criteria as determined by the District in its sole discretion. Please note that employees requesting a transfer or promotion are subject to the same selection process and employment test requirements as outside applicants.

Application and Selection Process

1. Individuals interested in a particular position opening must complete an application for employment. The initial application may consist of a District application form or a letter and/or resume. The District requires applicants, including current employees, to furnish information and complete any and all forms deemed necessary, in the District's sole discretion, to inform the District satisfactorily of an applicant's qualifications and suitability for the position. Providing false, incomplete or misleading information in the employment application or other materials submitted on an application or in response to any questions, no matter when discovered, may result in a nonhire decision, rescission of an offer of employment or dismissal of an employee.
2. The selection process involves an evaluation of the applicant's apparent qualifications for the position sought. This includes, but is not limited to, a review of the application materials, one or more interviews by phone or in person, verification of information obtained from the application or interview, checking of references, testing (when applicable for a position) and/or any other means required to evaluate adequately an applicant's qualifications and suitability to perform properly the necessary and essential functions of the particular position. The District attempts to base employment, advancement and promotion decisions on a person's apparent suitability for the position including, without limitation, past performance, future potential and aptitude and attitude.
3. The District may give the selected applicant a formal, written offer of employment that 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. The District will send a copy of the offer letter, signed by the applicant's hiring supervisor, to the Human

Resources Staff for inclusion in the employee's personnel file. This employment offer does not constitute an actual or implied employment contract and will not change or modify the at-will employment relationship between employees and the District.

Proof Of Right To Work

Within three business days of the date employment begins, District employees must provide adequate documentation of their eligibility to work in the United States. The District requires all new employees to furnish 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.

Proof Of Birth Date

The District requires all employees to furnish certified proof of date of birth at the time of hire.

Pre-employment Tests (Section 1.10)

The District may require one or more tests of employees hired for certain positions, including without limitation, transferred and promoted employees.

The District requires certain job positions (e.g., maintenance staff, trades, security staff, drivers of District vehicles and other safety-sensitive positions deemed appropriate), to complete a medical examination successfully after offering a position to the employee but prior to starting employment. This medical examination is necessary to determine if the employee can perform the essential functions of the job offered with or without reasonable accommodations. The District will also require preemployment drug testing, in accordance with the District's Alcohol and Drug Abuse Policy, for all applicants offered a full-time position with the District and for all other applicants based upon the position offered.

A healthcare provider of the District's choice and at the District's expense will perform the examination. Employees must consent to the disclosure of the findings, conclusions and opinions to the District. The District will maintain employee medical records, including pre-employment medical examinations and drug tests, in a separate confidential file and will not release or disclose information in an employee's medical file without the impacted employee's written consent, pursuant to court order, or except to persons with a lawful right or need to know.

The District may require employees to undergo subsequent medical examinations when such examinations are job-related and consistent with business necessity. The District will conduct such examinations under the same procedures and guidelines outlined above for pre-employment medical examinations.

State Criminal Conviction Background Check

State statute (70 ILCS 1205/8-23) requires park districts to obtain criminal conviction information concerning all applicants, and the District will initiate a criminal background check for applicants (including volunteers) for all positions prior to the applicant starting work. Pursuant to the statute, any conviction of offenses enumerated in subsection (c) of said statute (regardless of when the conviction sentenced ended) will automatically disqualify the applicant from consideration for working for the District, and any conviction of offenses enumerated in subsection (d) of said statute where the conviction sentence ended within the seven years prior to employment will automatically disqualify the applicant from consideration for working for the District. Any other conviction(s) will not automatically disqualify the applicant from consideration, but rather, the District will consider such conviction(s) pursuant to its Criminal Convictions Policy. The District does not require applicants to disclose sealed or expunged records of corrections. The District may require applicants to submit fingerprints and/or other identification information to facilitate such an investigation. All information concerning the record of convictions will be confidential and only transmitted to those persons who are necessary to the decision process.

Preemployment Drug Test

The District will require drug testing, in accordance with its Alcohol and Drug Abuse Policy, for all applicants offered a full-time position with the District and other applicants based upon the position offered.

The District will test employees required to have a commercial drivers license (CDL) for their position in accordance with the District's CDL Controlled Substance and Alcohol Testing Policy.

Drivers License Abstract

Although the District does not generally require all employees to have a valid drivers license as a condition of their employment, any employee expected to drive either their personal vehicle or a District vehicle in the course of their job duties must have a valid drivers license with the proper classification for the vehicle(s) the employee will operate.

Before such an employee has started work, and generally on an annual basis thereafter, the District will request a drivers license abstract review from the Illinois Secretary of State's office.

A history of severe and/or excessive driving violations may result in an applicant/employee being unable to drive as part of their work duties, and if driving is an essential function of their position, may result in rescission of an offer or discipline up to and including dismissal from employment. Similarly, a drivers license being placed on suspended or restricted status may result in an applicant/employee being unable to drive as part of their work duties, and if driving is an essential function of their position, may result in rescission of an offer or discipline up to and including dismissal from employment. However, if a restriction or suspension is a result of an applicant's/employee's disability or pregnancy, the applicant/employee will have all rights available under the District's ADA and Pregnancy Discrimination Policies, and the District will engage in the interactive process to determine what reasonable accommodations, if any, are available to the employee pursuant to the relevant policy.

Orientation (Section 1.11)

Newly hired employees or employees who, because of a transfer, promotion or reclassification, are in a different employment classification or qualify for different benefits must report to the Human Resources Staff on or before the first day in that position to complete the necessary paperwork.

The District may require each new employee, including transferred or promoted employees, to complete a job training and orientation session within the first two weeks of their employment in their new position. The orientation process may include training required by both governmental regulations and compliance with the regulations and guidance promulgated by the Park District Risk Management District. The District requires employees to sign an Employee Orientation Checklist or Acknowledgement to confirm they received and understand the necessary material.

Employment in More Than One Department (Section 1.12)

The District usually hires employees for a specific position in a department. Provided it does not compromise in any manner the employee's primary job with the District, and the employee receives written, advance permission from the Executive Director (which may be withheld for any lawful reason in the District's sole discretion), an employee may work an additional part-time or short-term job with the District. Employees may not have more than one full-time job with the District. The District may subsequently revoke permission,

however, if it determines in its sole discretion that such an additional job adversely interferes with an employee's primary job or for any other lawful business reason.

Outside Employment (Section 1.13)

If full-time employees secure employment outside of their job with the District, they must inform their Department Head and the Executive Director. If it appears, in the sole discretion of a Department Head or Executive Director, that the outside employment presents a possible conflict of interest or interferes with fulfilling job responsibilities at the District, the Department Head and/or Executive Director can require employees to quit their outside employment to resign from the District if unwilling to quit their outside employment.

To avoid potential conflicts of interest, full-time, part-time and short-term (or seasonal) employees may not accept work from or work for persons or companies with whom the District conducts any form of business.

No employee may work for another employer when they are scheduled or requested to work for the District.

Failure to terminate outside employment when so directed by a Department Head and/or Executive Director may be cause for disciplinary action, up to and including dismissal from employment.

Performance Evaluations (Section 1.14)

The District has a formal performance evaluation system for employees to provide a means of attempting to evaluate an employee's performance and progress. The performance evaluation process assists the District in making personnel decisions related to promotions, transfers, demotions, dismissals from employment and salary adjustments. Performance evaluations are an essential part of an employee's personnel records.

Frequency

Under usual and appropriate circumstances, full-time and part-time employees should receive a performance review annually. If an employee's job responsibilities change substantially at any time after the annual review, however, the District may perform another before the next annual review, after the new assignment has begun. Immediate supervisors generally will conduct formal evaluations on a predetermined schedule as set forth by the Executive Director.

Under usual and appropriate circumstances, short-term (or seasonal) employees should receive a performance review at the end of the season or their project. Immediate supervisors generally will conduct these evaluations on a predetermined schedule as set forth by the department in consultation with the Executive Director. While the District endeavors to provide short-term (or seasonal) employees notification of such evaluations, given the short/seasonal nature of the work, notification may or may not occur at the end of the season/project. In addition, immediate supervisors may give, or employees may request, an informal review at any time.

Informal Review of Employee Performance

Immediate supervisors, Department Heads and/or the Executive Director generally observe and informally evaluate employees' performance on a regular basis. They will attempt to notify employees of observed deficiencies in work performance or inappropriate conduct.

Unsatisfactory Review

If an employee receives an unsatisfactory formal performance evaluation, they may be ineligible for a merit pay increase and may be subject to disciplinary action up to and including dismissal from employment. In the case of a short-term (or seasonal) employee, an unsatisfactory performance evaluation may render the employee ineligible to return for a subsequent season and/or project.

Appeal

If an employee disagrees with a formal performance evaluation, they may request another interview with their immediate supervisor to discuss the evaluation. If they do not reach an agreement as to the evaluation, an employee may:

1. Request in writing, within five (5) working days of receipt of the performance evaluation, a meeting with the supervisor at the succeeding level of authority in the department. The request must include an explanation as to why the employee believes a change to the formal performance evaluation is necessary. The employee must attach to the request any supporting documentation. If the employee does not timely request a meeting, the evaluation of the immediate supervisor will be final, and the supervisor will place a copy of the evaluation in the employee's personnel file. If the employee timely requests a meeting, the supervisor will meet with the employee and investigate the circumstances surrounding the evaluation. The supervisor will generally issue a written determination within ten (10) working days of receipt of the written request. If the determination does not satisfy the employee, they may continue this process

through each succeeding supervisory level up to the Executive Director. Any decision of the Executive Director is final.

2. In addition or in the alternative, an employee may also prepare a written response stating their position or objection to the evaluation and request to include the written response in the employee's personnel file.

Personnel Files (Section 1.15)

The District will create a personnel file for each employee that contains all pertinent employment information and forms, including without limitation, employment application, references, evaluations, commendations, disciplinary actions and other employment records. The District will maintain a separate, confidential file for employees' medical and benefit records, as well as any other confidential personnel records.

The District will not release or disclose any information contained in personnel (and confidential medical or benefit) files without an employee's written consent, except to persons with a lawful right or need to know, including without limitation, pursuant to a court order.

The District will not disclose an employee's disciplinary report, letter of reprimand or other disciplinary action to a third party or to a party outside of the District's organization (except in the event of union representation) without first providing written notice to the employee on or before the day the information is divulged. (When the request for such a record is made pursuant to IL FOIA, the District may send the written notice to the employee via first-class mail or through electronic mail). This paragraph is inapplicable, however, if (1) the employee specifically waived written notice as part of a written, signed employment application with another employer; (2) the disclosure is ordered in a legal action or arbitration; or (3) a government District requested the information as a result of a claim or complaint by the employee or as a result of a criminal investigation by such District.

Employees may review their personnel files in accordance with applicable law and established District procedures. If employees wish to review their personnel files, they should contact the Human Resources Staff to complete the appropriate forms.

It is to an employee's advantage to ensure all personnel records are accurate and up-to-date. Employees are responsible for and must promptly advise the District of any changes in their:

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

IMPORTANT: Employees should immediately notify the Human Resources Staff of any changes in pertinent information.

Child Labor Laws: Employment of Minors (Section 1.16)

The District complies with all applicable federal, state and local child labor laws regarding employment of minors. This policy does not seek to list all of those laws but to highlight key provisions generally.

All minors under age 16 must have an employment certificate before the District will allow them to work. The Regional or District Superintendent of Schools or a duly authorized agent issues employment certificates and must give the certificate to the District for employment purposes, so the District can produce the certificate upon request to the Illinois Department of Labor.

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.

Federal and Illinois child labor laws mandate a minor under the age of 16 cannot work the following hours:

- During school hours when school is in session.
- More than six consecutive days in a calendar week.
- More than 40 hours in a calendar week and more than eight hours a day when school is out.
- Earlier than 7 a.m. and later than 7 p.m., except from June 1 to Labor Day, when the minor may work up to 9 p.m.
- More than three hours a day when school is in session.

- More than eight hours a day combining school and work hours when school is in session.
- More than 18 hours in a calendar week when school is in session.

The District will provide an unpaid meal period of at least 30 minutes to minors under the age of 16 no later than the fifth consecutive hour of work.

Employees under age 16 cannot supervise any part of the transportation of camp, field trips or other District-sponsored program participants to or from District-sponsored activities, including loading participants or materials onto a bus prior to departure, supervising the participants (or performing any other work) during the ride to and from the activity and unloading participants or materials upon arrival at the activity or back at the point of departure. Employees under age of 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.

Under applicable federal, state and local laws, certain duties or positions may be prohibited for certain age groups, such as those under the age of 16 or under the age of 18. The District complies with all such limitations and may put relevant age restrictions in applicable job descriptions and/or postings for clarity.

Search of Lockers, Desks, and Other Park District Property (Section 1.17)

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

IMPORTANT: Whenever necessary, and at the District's sole discretion, District property and employees' work areas (i.e., desks, file cabinets, lockers, vehicles, etc.) may be subject to a search without notice. Employees are required to cooperate.

The District will generally try to obtain an employee's consent before conducting a search of District property or work areas, but this is not required.

Workplace Inspections

To safeguard the property and personal safety of its employees and the District, the District reserves the right to inspect any packages, parcels, purses, handbags, gym bags,

briefcases, lunch boxes or any other possessions or articles carried to and from District property by employees and all other persons on the District's premises.

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

The District may conduct inspections at any time at its sole discretion and is not responsible for the loss of personal property.

Employees who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of unauthorized District property, confidential material, stolen property, weapons, alcohol or cannabis, or illicit drugs, will be subject to disciplinary action, up to and including dismissal.

Alcohol and Drug Abuse (Section 1.18)

Purpose

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

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

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

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

District employees who operate District commercial motor vehicles and possess a CDL have special responsibilities because of operating vehicles that require additional skill and attentiveness. As part of its continuing commitment to safety and to comply with federal law, the District has established a controlled substance and alcohol testing policy for District positions that require a CDL. (See the District's Alcohol and Drug Procedures For CDL Employees.) Both the District 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 District policies, rules, procedures, and practices including without limitation this Alcohol and Drug Abuse Policy. However, for persons to whom the Alcohol and Drug Procedures for CDL Employees 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 District policy, rule, procedure or practice, the provisions of the Alcohol and Drug Procedures for CDL Employees will control.

Acts Prohibited

The District prohibits unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, medical marijuana and alcohol, on its property or while acting on behalf of the District.

Definitions

For purposes of this policy, the following definitions apply:

- "Alcohol" means any substance containing any form of alcohol, including but not limited to: ethanol, methanol, propanol and isopropanol.
- "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.
- "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.

- "Criminal Drug Statute" means a criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance or cannabis.
- "District 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 District. District Property also includes property used by District patrons while on District sponsored events or field trips or property of others when presence thereon by the District employee is related to employment with the District.
- "Drugs" mean Legal Drugs and controlled substances, including cannabis and medical marijuana.
- "Legal Drugs" mean prescription drugs, including medical marijuana and over-the-counter drugs which have been obtained legally and are being used in the manner and for the purpose for which they were prescribed or manufactured.
- "Medical Facility" means any physician, laboratory, clinic, hospital, or other similar entity.
- "Policy" means this Alcohol and Drug Abuse Policy of the District.
- "Possess" means to have either in or on an employee's person, personal effects, desk, files, or other similar area.
- "Public Safety Responsibility" means a position in which the nature of an employee's duties is such that impaired perception, reaction time, or judgment may place the employee, a member or members of the public or other employees at risk of serious bodily harm, or is responsible for the administration or enforcement of alcohol/drug policies. Sworn peace or law enforcement officers have Public Safety Responsibility regardless of their duties.
- "Under the Influence" means that the employee is affected by alcohol or drugs in any determinable manner. A determination of being under the influence can be established by a professional opinion, a scientifically valid test, a layperson's opinion, or the statement of a witness.

Voluntary Treatment

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. The District will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of the District's drug and alcohol policies or other policies, rules of conduct and employment standards. Seeking such assistance will not be a defense for violating the District's drug and alcohol policies, nor will it excuse or limit the employee's obligation to meet the District's policies, rules of conduct, and employment standards including, but

not limited to, those regarding attendance, job performance, and safe and sober behavior on the job. Employees who suffer from alcohol or drug abuse are encouraged to consult voluntarily with District management and/or the Employee Assistance Program (EAP) and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although an employee's benefits may cover some of these expenses, as determined by the plan documents. Please see the Human Resources Staff for details. District management will keep such voluntary discussions and medical treatment confidential in accordance with this policy.

Screening and Testing

The District may require employees to complete an alcohol and/or drug screen: (1) on a preemployment basis for positions whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind, or have a Public Safety Responsibility; (2) on a random basis for positions whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind or have a Public Safety Responsibility; (3) for all employees following a work place accident or injury (particularly those involving injury to a third party, damage to property and/or a possible violation of safety rules); (4) during and after an employee's participation in an alcohol or drug counseling or rehabilitation program; or (5) upon reasonable suspicion that the employee is under the influence of alcohol or drugs while working. The screening or testing will be conducted by a medical facility selected by the District at the District's expense. The screening or testing may require an analysis of the employee's breath, urine and/or blood or such similar substance as the medical facility may recommend. Employees who undergo alcohol or drug screening or testing will be given the opportunity, prior to the collection of a specimen or other testing, to disclose the use of legal drugs, including medical marijuana, and to explain the circumstance of their use. If an initial test is positive, a second test will be conducted from the same sample. A confirmed positive drug and/or alcohol test may result in disciplinary action, up to and including dismissal.

The District requires each employee and prospective employee who must screen/test to sign a consent form, a copy of which is included at **Appendix B**, at the time it is distributed to the employee. Employees in positions that require a CDL (or who are otherwise covered by the DOT) will be required to sign a separate consent form prior to testing/screening.

The District may also require each employee and prospective employee to sign a separate consent form requested specifically by the medical facility conducting the

screening/testing. Refusal to sign any requested consent form will result in nonhire or disciplinary action up to and including dismissal from employment, as deemed appropriate by the District, in its sole discretion, under the circumstances.

Treatment

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

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

Use of Legal Drugs

Any employee who operates or maintains a vehicle or machinery, handles hazardous materials or substances of any kind, or has a Public Safety Responsibility and who has taken a legal drug (including medical marijuana) must report the use of such legal drug to their immediate supervisor if the legal drug may cause drowsiness or if it may alter judgment, perception or reaction time.

While the District will not penalize an employee solely for their status as a registered qualifying patient under the Compassionate Use of Medical Cannabis Program Act, any employee who is a registered qualifying patient is nevertheless required to comply with this policy. Similarly, while the District will not penalize an employee for off-duty use of a lawful product, employees must comply with this policy. (The District prohibits sworn peace/law enforcement officers employed by the District from using cannabis while on-duty and off-duty.)

The burden is on the employee to ascertain from the employee's doctor or pharmacist whether or not the legal drug may have such a potential side effect. The information will be retained by the District in a confidential manner and will be disclosed only to persons who need to know. The employee's immediate supervisor, after conferring with the Department Head or Executive Director, will decide whether or not the employee may

safely continue to perform the job while using the legal drug. Failure to declare the use of such legal drugs may be cause for discipline up to and including dismissal from employment.

Notice of Convictions

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

Discipline/Penalties for Violation

The District will discipline in accordance with the Disciplinary Action section of this handbook any employee who: reports to work or is found to be or to have been under the influence of alcohol, controlled substances, or cannabis during working hours; manufactures, possesses, uses, sells or dispenses alcohol, controlled substances, or cannabis while on District property or while acting on behalf of the District; is convicted of a drug related crime that precludes employment under the District's Criminal Convictions Policy; causes financial or physical damage to the District property, its employees or patrons as the result of alcohol or drug abuse; or fails to report the use of legal drugs in accordance with this policy. The District prohibits sworn peace/law enforcement officers employed by the District from using cannabis while on-duty and off-duty.

In addition to or in the alternative, depending on the circumstances as determined by the District in its sole discretion, the District may require an employee to successfully complete an alcohol and/or drug abuse assistance or rehabilitation program approved for such purposes by the District and by a federal, state or local health law enforcement or other appropriate District. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the District. Participation in a treatment program will not, in itself, protect the employee from disciplinary actions should job performance remain unsatisfactory.

In addition to the examples of misconduct that may subject an employee to disciplinary action contained in this policy and the handbook, the District will discipline an employee up to and including dismissal for the following: (1) the employee refuses to submit to testing or screening upon request of the District; (2) the employee tampers in any way

with the specimen given to the medical facility for purposes of alcohol or drug screening or testing; (3) the medical facility recommends treatment and the employee refuses to undergo such treatment; (4) while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) the employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this policy; or, (6) if the employee fails to notify the Executive Director of a conviction for violating any federal or state Criminal Drug Statute in accordance with the "Notice of Conviction" section of this policy.

Inspections

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

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

Records

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

Modified Duty Program (Section 1.19)

The District commits to providing employees with available and reasonable opportunities to maintain career and employment status and benefits, and to maximize the District's ability to provide its services to the public. It has a Modified Duty Program for employees who have sustained injuries or illnesses arising out of and in the course of their employment with the District (i.e., a work-related injury or illness).

The purpose of the Modified Duty Program is to provide a temporary modified work assignment when feasible, available and applicable. The District will determine feasibility of modified duty on a case-by-case basis, considering several factors, at the sole discretion of the District. These factors include, but are not limited to, the aptitude of the employee, the specific physical or mental limitations, the essential functions of the temporary job assignment, the work environment and the ability of the District to provide an accommodation. Modified duty may not be available for certain positions and/or at certain times, depending on the business needs of the District. Noncompliance or failure to cooperate with the Modified Duty Program may affect workers' compensation benefits, and the District may consider it job abandonment.

Definitions

For purposes of this policy, the following definitions apply:

- Employee – Any individual employed by the District in a valid, authorized position.
- Modified Duty Program – Temporary assignment of duties to an employee with an occupational injury or illness whose treating healthcare provider indicates the employee may return to work subject to specified restrictions and who has not yet reached a level of maximum recovery enabling the employee to return to regularly assigned duties. Modified duty may only be applicable to those employees eligible for temporary total disability benefits under the Illinois Workers' Compensation or Occupational Disease Acts (hereafter acts) or whose injury or illness is compensable under the acts. However, nothing in this policy shall prohibit or limit employees from requesting, or the District from granting, reasonable accommodations to individuals with non-work-related injuries or illnesses, such as those under the ADA and/or because of pregnancy, childbirth or conditions related to pregnancy or childbirth.
- Occupational injury or illness – Injury or illness arising out of, and in the course of, the employee's employment and compensable under the Illinois Workers' Compensation Act or Occupational Disease Act. All claims for workers' compensation benefits are subject to initial and continuing investigation.

Objectives

- To return occupationally injured or ill employees to work as soon as possible provided there is not a probability of reinjury or aggravation of an injury/illness, and the return to work does not directly or indirectly adversely jeopardize the safety of others or is potentially detrimental to the District.
- To minimize financial hardship and emotional stress to the employee who sustained an occupational injury.

- To assist employees in returning to work at a level close to their preinjury earnings and productivity.
- To retain qualified and experienced employees.
- To further the District's commitment and obligation to provide recreational programs, services and facilities to the public.

Basic Program Requirements

- The District may provide employees a modified duty assignment when employees are temporarily unable to perform the essential functions of their regular position due to occupational injury or illness, provided the modified duty assignment fulfills a job function(s) useful to the District and is within limitations set by treating and/or evaluating healthcare providers. Modified duty assignments will not create a new job but rather incorporate or modify an existing position on a temporary basis. The assignment may include duties anywhere within the District.
- The District will establish a time limit on a case-by-case basis for the length of time it offers modified duty. The time limit is subject to review and revision at the sole discretion of the District.
- The District will compensate an employee on modified duty at the employee's regular pay rate if possible. If this is not possible, and if the injury/illness is compensable under the relevant occupational injury/illness laws, the employee will receive no less than 2/3 of what their average weekly regular wage (excluding overtime) was prior to the accident, injury or illness. The District or the District's workers' compensation provider (PDRMA) may compensate the employee.
- There should be regular communication among the Safety Coordinator, Human Resources Staff, Facility Manager, the employee's immediate supervisor, the treating healthcare provider and PDRMA throughout the course of treatment and recovery.
- Employee responsibilities: Participate in the Modified Duty Program as assigned; report any problems with modified duty assignment to immediate supervisor or Human Resources Staff/Safety Coordinator; notify the immediate supervisor or Human Resources/Safety Coordinator promptly of any and all changes or modifications to the work restrictions; provide all medical releases and reports and all medical records and forms to the Human Resources Staff/Safety Coordinator promptly when received; notify the person who assigned the task immediately, if an employee cannot complete a task or if it in any way adversely affects the injury/illness. In addition, if an employee's injury/illness requires them to see a healthcare provider for subsequent visits, they must inform their immediate supervisor prior to any and all appointments (except in emergencies), so their

immediate supervisor can complete the necessary forms and arrangements for the absence, if the employee must visit a medical provider during working hours. If the immediate supervisor is unavailable, employees must contact the supervisor at the succeeding level of authority in the department. To avoid disruption of District operations, employees should schedule appointments during nonwork hours when at all possible.

- Please note, under the Illinois Workers' Compensation Act (820 ILCS 305/12), the District may ask an employee entitled to receive disability payments under the act to undergo an examination by a duly qualified medical practitioner or surgeon selected by the District at any time and place reasonably convenient to the employee to determine the nature, extent and probable duration of the injury received by the employee and to ascertain the amount of compensation due to the employee from time to time for disability according to the provisions of the act.
- The District may consider an employee who declines modified duty work within the limitations as determined by the treating or evaluating healthcare provider (and provided there is no conflicting medical opinion), to have abandoned their job. The employee may also lose eligibility for workers' compensation benefits.
- The District may conduct a review at any time while an employee is on modified duty status to determine the appropriateness and reasonableness of continuing the assignment.

Procedure

- The immediate supervisor, Safety Coordinator and Human Resources Staff are typically responsible for the management of employees on modified duty status. They may also coordinate modified duty assignments with other departments and/or PDRMA. Each department is responsible for maintaining an updated list of modified duty assignments and advising the Safety Coordinator/Human Resources Staff of any changes to modified duty lists.
- When an employee is injured, the attending healthcare provider must complete a Modified Duties Physician Form. This form, sent to the treating healthcare provider by the Human Resources Staff or Safety Coordinator, requests a list of the duties the employee can perform and any physical limitations they may have.
- The employee must return the Modified Duties Physician Form to the Human Resources Staff or Safety Coordinator, who will contact the employee's immediate supervisor. The immediate supervisor will work with the Department Head or Facility Manager to assign modified duty to the employee, if possible or applicable.

- If a department does not have any available modified duty tasks, the Safety Coordinator/Human Resources Staff will work with other departments to explore such assignments.
- All modified duty assignments are subject to continuing review of the employee's existing medical restrictions, and departments will continue to develop and coordinate appropriate duty assignments with the Safety Coordinator, Human Resources Staff and PDRMA, and monitor ongoing medical status and work adjustment.
- The District will compensate employees at the predetermined rate of pay while performing modified duty assignments, including time necessary to report to a medical office for further review. The District will charge time above and beyond what is necessary for medical visits, including reasonable transportation time, against the employee's available paid sick, personal or other time off. If the employee does not have any available time, they will receive compensation only to the extent required by law.

Children in the Workplace (Section 1.20)

The presence of children in the workplace with the employee parent during the employee's workday is inappropriate, and the District requires employees to avoid this situation except in extraordinary emergency situations. This policy exists to avoid disruptions and distractions in job duties of the employee and coworkers, reduce property and general liability, increase safety and help maintain the District's professional work environment.

Childcare is the personal responsibility of the employee, and it is the further responsibility of the employee to prearrange for childcare in the event of an emergency. Bringing a child to work is only an option when the employee has exhausted all other emergency alternatives.

If bringing a child to work is unavoidable, employees must contact their immediate supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany them while working. Factors the supervisors will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area and any possible disruption to the employee's and coworkers' work. The District will not allow a child with an illness to come to work with the employee.

A child brought to the workplace in unavoidable situations will be the responsibility of the employee parent, and the employee must accompany and supervise the child at all times.

Excessive need to bring a child to the workplace and/or unauthorized bringing of a child to the workplace may result in discipline, up to and including dismissal from employment.

Telecommuting Policy (Section 1.21)

To accommodate our employees' needs, the District may permit some employees in specific positions to telecommute and work at home for temporary periods of time as long as telecommuting does not impact the employee's productivity or adversely affect the efficient operation or business needs of the District. Some positions within the District, by their very nature, do not lend themselves to telecommuting. For example, positions that require frequent supervision of other employees do not lend themselves to telecommuting, since it is an integral part of those positions for the supervisors to be available on-site to answer questions and coach employees in their growth and development. Similarly, positions that require manual work (such as maintenance or parks labor) also do not lend themselves to telecommuting, since it is an integral part of those positions to be on-site to complete the work. The District will determine whether employees can perform a specific job effectively off site and whether an individual is effective working without direct supervision at home. Employees should understand the ability to telecommute may vary based on business needs that change over time depending on the circumstances.

If an employee wishes the District to consider telecommuting, they must submit their request in writing to their immediate supervisor, including the proposed dates/times for the arrangement and all the reasons for the arrangement. The immediate supervisor may then meet with the employee to discuss the request prior to the District making a decision.

When considering a telecommuting request, the immediate supervisor and employee are responsible for ensuring they meet the following conditions:

- Telecommuting does not adversely affect the District, departmental assignments/projects, customer relations or other departments.
- There is adequate and suitable work available for the employee to perform at home with no direct supervision.
- The position is appropriate for a telecommuting arrangement.
- Adequate equipment is in place, or reasonably could be put into place, to facilitate the telecommuting arrangement.

- The employee has maintained a good work record prior to making their request to telecommute (for example, no excessive or unexcused absences and no corrective action within the last six months of employment).

Employees interested in telecommuting should discuss with their immediate supervisor whether telecommuting is an option in their current position. If the immediate supervisor agrees, the employee and immediate supervisor should meet with the Executive Director to draft any relevant paperwork that permits the employee to telecommute. The Executive Director must approve a telecommuting arrangement prior to it beginning. The employee must sign the paperwork. The terms of the arrangement can include the following, among any other relevant information:

- Hours and days the employee must be present in the workplace. Acknowledgement that the employee has a suitable home office environment with the necessary equipment to perform the duties of the position.
- Performance criteria used to determine whether the telecommuting arrangement is effective.
- Reporting and/or responsiveness requirements for the telecommuting employee, such as frequency of check-ins, availability for phone calls, etc.
- Acknowledgement that the District does not intend the telecommuting arrangement to be permanent, will review it on an as-needed basis and may revise or discontinue it at any time, with or without advance notice.
- Acknowledgement that the employee remains employed at-will and the telecommuting agreement does not constitute a contract of employment.
- The employee must be available for in-person, one-on-one and group consultations, discussions with other employees, and meetings, onsite at the District. Further, regardless of the employee's telecommuting schedule, the employee is responsible for attending all scheduled meetings, in person, even if those meetings do not take place on that employee's scheduled days in the office.
- Acknowledgement that violation of the telecommuting arrangement will result in discipline, up to and including dismissal from employment (for example, engaging in personal activities when scheduled to work from home, lack of responsiveness during work hours, etc.).
- Employee fully understands the District may revise or rescind the arrangement at any time for any reason or no reason at all. When telecommuting, an employee must adhere to all other policies and procedures.

Criminal Convictions (Section 1.22)

Park Districts

State statute (70 ILCS 1205/8-23) requires park districts to obtain criminal conviction information concerning all applicants, and the District will initiate a criminal background check on applicants for all positions prior to the applicant starting work. Pursuant to the statute, any conviction of offenses enumerated in subsection (c) of said statute (regardless of when the conviction sentenced ended) will automatically disqualify the applicant from consideration for working for the District, and any conviction of offenses enumerated in subsection (d) of said statute, where the conviction sentence ended within the seven years prior to employment, will automatically disqualify the applicant from consideration for working for the District. Any other conviction(s) will not automatically disqualify the applicant from consideration (or employee from continued employment), but the District will consider whether the convictions are substantially related to the employment sought or held or whether granting or continuing employment would involve an unreasonable risk to property or to the safety and welfare of specific individuals or the general public, as discussed below.

Sealed or Expunged Records

The District does not require applicants to disclose sealed or expunged records of corrections, nor will the District take adverse employment action based on same.

Consent

The District may require applicants to submit fingerprints and/or other identification information to facilitate a criminal conviction background check. All information concerning the record of convictions will be confidential and only transmitted to those persons necessary to the decision process, or as required by law.

Disqualifying Convictions

In some circumstances, the law may require the District to disqualify an applicant (or dismiss an employee) with certain criminal convictions automatically. In all other instances, the District will not consider conviction records in making adverse employment decisions regarding applicants and employees unless: (1) there is a substantial relationship between one or more of the previous criminal offenses and the employment sought or held; or (2) the granting or continuation of the employment would involve an unreasonable risk to property or to the safety and welfare of specific individuals or the general public.

- “Substantial relationship” means a consideration of whether the employment position offers the opportunity for the same or a similar offense to occur and whether the circumstances leading to the conduct for which the person was convicted will recur in the employment position.
- Showing that a conviction record poses an “unreasonable risk” means that before making a decision to bar employment, the District will assess the risk the employee poses to the workplace in the particular position and determine whether the risk is unreasonable under the circumstances.
- The District will consider the following factors in determining whether a substantial relationship or unreasonable risk exists: (1) length of time since the conviction(s); (2) number of convictions; (3) nature and severity of the conviction(s) and its relationship to the safety and security of others; (4) facts or circumstances surrounding the conviction; (5) age of the applicant/employee at the time of conviction; and (6) evidence of rehabilitation efforts.

Notice of Pending Adverse Action and Interactive Process

The District gives notice to, and has an interactive process with, applicants/employees prior to making a final adverse employment decision based on any conviction record. In particular:

- If, after considering the listed factors, the District makes a preliminary decision the applicant’s/ employee’s conviction record may result in an adverse employment action, the District will notify the employee of the preliminary decision in writing that contains: (1) the potentially disqualifying conviction(s); (2) a copy of the conviction history report; and (3) an explanation of the employee’s right to respond to the notice before that decision becomes final, including (but not limited to) submission of evidence challenging the accuracy of the conviction record or evidence of mitigation.
- The employee/applicant then receives at least five business days to respond before the District will make a final decision.
- The District will consider any documentation or information submitted by the applicant/employee.

Notice of Adverse Action or Hiring/Continued Employment

After engaging in this interactive process, the District will either notify the applicant/employee they can continue with hiring/employment or will give written notice to applicant/employee of a final adverse employment decision based on any conviction record. Any written notice of a final adverse employment decision based on a conviction

record will contain: (1) notice of the disqualifying conviction(s) that is the basis for the final decision and the District's reasoning for the disqualification; (2) any existing procedure the District has for the applicant/employee to challenge the decision or request reconsideration (if any); and (3) the right to file a Charge of Discrimination with the IDHR.

B. Payroll Policies and Procedures (Section 2.0)

Compensation Program (Section 2.1)

The board generally reviews the District's compensation program annually and establishes any changes made in the compensation program by official action.

Under usual and appropriate circumstances, the District considers full-time employees for pay adjustments on an annual basis, based on several factors, including without limitation, performance. In general, the Executive Director predetermines the schedule when any adjustments become effective. The District considers part-time and short-term (or seasonal) for pay adjustments based on several factors, including without limitation, performance, business needs, changes in law, etc., on either their anniversary date or a schedule predetermined by their Department Head or the Executive Director. Employees receiving an unsatisfactory performance evaluation may not be eligible for any wage increase and may be subject to disciplinary action, up to and including dismissal.

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

Overtime and Compensatory Time (Section 2.2)

The District compensates all employees in accordance with the Fair Labor Standards Act (FLSA), the Illinois Minimum Wage Law (IMWL) and any other applicable wage-hour laws.

Definitions

- **Exempt Employee** – Employee to whom the overtime provisions of the FLSA and IMWL do not apply, and who is not eligible to receive overtime pay, regardless of the amount of hours worked.
- **Nonexempt Employee** – Employee subject to the overtime provisions of the FLSA and IMWL.
- **Workweek** – the District workweek begins on Saturday and ends the following Friday.

Eligibility

The District considers nonexempt employees entitled to overtime compensation or compensatory time off for all hours worked in excess of 40 in a single workweek. For purposes of overtime calculation, "hours worked" will not include any form of leave or

other nonworking time, whether paid or unpaid. Salaried exempt employees are not eligible for overtime pay.

Overtime Obligations and Approval

Because of the nature of the park and recreation field and the public services rendered, the District may require employees to work more than their standard hours per workweek. Depending on the District's business needs, employees may need to work overtime, including weekends and at events. The District requires employees to work overtime when necessary and may invoke disciplinary action, up to and including dismissal, on any employee unwilling or refusing to work overtime.

IMPORTANT: The District requires all nonexempt employees to obtain their immediate supervisor's approval before working overtime. The District may invoke disciplinary action, up to and including dismissal, if an employee works overtime without such approval.

Compensation

The District will compensate all nonexempt employees for overtime hours through overtime pay or compensatory time off. The employee may request to be either:

- Compensated with pay at the rate of 1½ times their regular rate of pay for all hours worked in excess of 40 in a single workweek.
- Compensated through compensatory time off at the rate of 1½ hour for each hour worked in excess of 40 hours in a single workweek, if agreed to in writing by the employee prior to completing the work. The maximum accrued compensatory time by an employee is 240 hours (160 hours of actual overtime hours worked).

The District permits employees to use compensatory time within a reasonable period after making the request, if use of the time does not unduly disrupt the operations of the District. An employee's immediate supervisor, based upon whether granting such requests results in short staffing or other disruption of the District's operations, will generally determine whether to approve an employee's request for use of compensatory time. However, the District, may, in its sole discretion, elect to pay cash wages for overtime rather than permitting additional accruals of compensatory time. Nonexempt employees may take no more than 20 hours of compensatory time consecutively and must schedule it with the approval of their immediate supervisor.

Separation of Employment

Upon separation of employment, the District will calculate payment for accrued compensatory time at the average regular rate of pay for the last three years of employment or the final regular rate received by the employee at the time of separation, whichever is higher.

Payroll Periods and Payday (Section 2.3)

The District pays employees biweekly (every other) on Friday; employees receive their pay every other Friday for the two-week (14 day) period that ends the preceding Friday. If the payday is a District-recognized holiday, employees receive their pay the preceding working day.

The District will deliver employees' paychecks to their immediate supervisor, who will attempt to give them to employees no later than the end of the workday. The supervisor may not give the paycheck to anyone other than the employee without the employee's written consent. Employees should make arrangements with their immediate supervisor to collect their paycheck, if they are not working on a payday. If an employee separates employment in the middle of a pay period, the District will pay the employee for the actual hours worked (or the prorated portion of the pay period in the case of a salaried exempt employee).

The District may pay employees by check or through direct deposit of funds to either a savings or checking account at their bank of choice (providing the bank has direct deposit capability). To activate direct deposit, employees must obtain a Direct Deposit Authorization form from the Human Resources Staff. Employees must then return the completed form, with a voided personal check or a letter provided by their bank, to the Human Resources Staff. Due to banking requirements, the timing for activation of the direct deposit may vary.

In the event of a lost paycheck, employees must notify the Business Services Department in writing as soon as possible before the District can issue a replacement check.

Payroll Deductions (Section 2.4)

The District will make automatic payroll deductions for federal and state income tax purposes, pension contributions and Social Security tax and any other item ordered by a court or applicable law. It may also make voluntary deductions for elective programs such as health insurance, tax-deferred retirement plans, credit union accounts and supplemental life insurance. Please contact the Human Resources Staff for information on payroll deductions.

Except as required by law or court order, the District will not make deductions without an employee's written authorization. Deductions required by law include Social Security, Medicare and federal and state income taxes; federal or state law determines these deductions. The District will make other involuntary deductions as required by law or court order, such as child support payments and wage garnishments. Also, the District will withhold Illinois Municipal Retirement Fund (IMRF) pension contributions from employees who meet certain hourly requirements.

Work Schedules (Section 2.5)

Immediate supervisors or Department Heads establish department work schedules based on the business needs of the District. The number of working hours scheduled for employees is subject to the financial and staffing requirements of the District, and the District does not guarantee employees any specific number of hours per day or week. The responsibilities of certain positions may require an employee to be on call on a 24-hour basis. At the District's discretion, the District may change the work schedules.

Employees may not make any change in their assigned work schedules or exchange work periods with coworkers without the advance, written approval of each employee's immediate supervisor(s). Violation of this policy may result in disciplinary action, up to and including dismissal.

Recording of Hours Worked (Section 2.6)

The District requires all employees to maintain an accurate and legible record of the hours worked by using a time clock. These time records, which employees' immediate supervisors must review and either approve or correct with documented explanation, are the basis for paycheck calculations (particularly for nonexempt employees) and serve as time worked records for the District for all employees.

The District gives employees unpaid meal periods under the Meal and Rest Period Policy at Section 2.7. During unpaid meal periods, or any period where an employee has permission to leave during working hours for nonwork purposes, the employee must clock out/sign out when leaving and clock in/sign in upon returning. Employees are responsible for clocking in/out accurately so that they can be properly paid for their time worked. Violation of this policy may result in appropriate disciplinary action, up to and including dismissal.

IMPORTANT: Employees are not to clock or sign in or out for other employees. Recording another employee's time record or falsification of any employee's time

record is against the District's policies and rules and is grounds for disciplinary action, up to and including dismissal.

Once employees clock or sign in, they should immediately begin work. The District considers failure to do so falsification of timekeeping records, and it may result in appropriate disciplinary action, up to and including dismissal.

If employees forget to clock or sign in or out, they must notify their immediate supervisors immediately, so they can accurately record the time for payroll. Immediate supervisors must timely document the reason(s) for adjusting employees' time records, including but not limited to if the employee indicated a failure to clock or sign in or out, and submit them to the Human Resources Staff for the purposes of payroll documentation.

Meal and Rest Periods (Section 2.7)

The District authorizes Department Heads to establish and arrange meal periods and reasonable rest periods during each workday that are most consistent with departmental operation. For employees who work in excess of 7.5 hours in a day, they must take at least a 30-minute meal break (which is unpaid), and the meal break must take place within the first five (5) hours of the employee's shift. (Consistent with the District's Child Labor Policy, the District must provide an unpaid meal period of at least thirty (30) minutes to minors under the age of 16 no later than the fifth consecutive hour of work.) An employee who works in excess of 7.5 continuous hours must take an additional meal break of at least 30 minutes (which is unpaid) for every additional 4.5 continuous hours worked. A meal period does not include reasonable time spent using the restroom facilities.

Employees must take authorized rest breaks away from the designated work area, but the District does not permit employees to leave District premises during this period. The District compensates rest or break time as work time but not unpaid meal periods.

Employees who choose to remain at work during a rest or meal break cannot leave work early. The District will compensate employees asked to work through their meal hours and perform job tasks during this time for the time worked, and their immediate supervisor or Department Head will provide them a meal break at another time during their shift.

Employees on rest or meal breaks cannot interfere with employees who are working.

Nursing mothers will also receive reasonable paid breaks to express milk in a private location for one year after the child's birth. Mothers requiring a break to express milk

should discuss with their immediate supervisor or the Human Resources Staff the appropriate location.

Emergency Closings (Section 2.8)

On occasion, due to inclement weather, national crisis or other emergency, the District may close for all or part of a normally scheduled workday. The District will attempt to notify employees of its closure through announcements on predetermined local area radio stations and/or via email, text and/or social media. The District encourages employees to stay apprised of emergency closings prior to leaving for work when possible. The District considers emergency closings as unpaid leave. In the event of weather that hinders employees from attending work when there is not an emergency closing, the District requires employees to request time off (and use applicable paid time off, if applicable and available) under the policies of the District.

C. Time Off Benefits (Section 3.0)

Holidays (Section 3.1)

The District observes the following holidays:

- New Year's Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving
- Thanksgiving Friday
- Christmas Eve
- Christmas Day
- New Year's Eve

Where a holiday falls on a weekend, the District will observe it on either the preceding Friday or the following Monday, depending on which day the holiday falls and other business reasons.

Full-time Employees

The District provides the above holidays as a paid day off for full-time employees. If a full-time employee has work hours on one of these holidays, the District will provide them with an alternative paid holiday date, such as the day after the actual or observed holiday. If an employee is 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 an employee takes as vacation leave Monday through Friday and a holiday falls on that particular Friday, the District will consider the employee to have used only four (4) days of vacation.

Vacation Leave (Section 3.2)

Amount of Vacation

The basis for administering the vacation policy is the calendar year, January 1 through December 31. The District determines the number of eligible vacation days by an employee's total calendar years of service while employed by the District on a continuous full-time basis. It bases a vacation day on the employee's regular work schedule (i.e., if a participating employee's regular work schedule is 40 hours per week at eight hours per

work day, then one vacation day would be eight hours of pay). The year of hire counts as one calendar year of service.

First Calendar Year of Employment

Full-time employees hired between January 1 and June 30 are eligible to earn five (5) vacation days after six months of continuous employment. The month of hire counts as one full month of employment. Employees must use these vacation days by December 31.

Full-time employees hired between July 1 and December 31 earn vacation days on a pro-rata basis and can take earned vacation time after six months of continuous employment. The month of hire counts as one full month of employment. For the limited purpose of employees who accrue paid vacation time in their first calendar year of employment under this sub-section, they may carry over vacation time earned but unused to the following year, since employees are not eligible to use the time for six months.

After the First Calendar Year of Employment

On January 1, full-time employees will be eligible for vacation days as specified in the schedule below.

1 through 12 months employment	.83 days per month (10 annually)
1 through 3 years employment	1.00 day per month (12 annually)
4 through 7 years employment	1.25 days per month (15 annually)
8 or more years employment	1.66 days per month (20 annually)

For new full-time employees, the Executive Director, in writing and with prior board approval, may give vacation credit for past experience.

Vacation as Sick Leave or Other Leave

Employees may use eligible vacation days in lieu of paid sick leave when and if they exhaust all accrued sick leave. At the discretion of the District, it may require employees to use vacation days for other types of leave, providing the employee exhausts the benefits associated with those leaves.

Scheduling Vacation

The minimum vacation increment is ½ day. Employees must have their immediate supervisor's approval in advance of vacation leave. Employees must make written vacation requests at least thirty (30) days prior to the planned leave. An employee's immediate supervisor will make every effort to comply with requests for vacation time.

However, in all cases, immediate supervisors will schedule employees' vacation leave when the District can best afford to be without a specific employee's services. An employee's immediate supervisor will approve or reject the dates requested depending on the workload during the particular time requested. When two or more employees in the same department request the same days off (and it is not possible to let both have it), the Department Head will decide based on factors such as seniority, timeliness of vacation request, job duties, disciplinary histories, reasons for the request and emergencies. An employee's immediate supervisor may require employees to reschedule their vacation if the District determines an employee's presence is necessary for the efficient or safe operation of the District.

No Carryover of Vacation (Use It or Lose It) To Begin At End of 2024

The District's existing practice for vacation time "carryover" has been that employees are able to carryover into the following calendar year up to half of their annual allotment of unused vacation time. That time carried over must be used by the following April 30, and if the carried over vacation time is not used, it expires and becomes exhausted as of April 30. The District will continue this practice at the end of 2023, and employees will have until April 30, 2024 to use unused vacation time carried over. However, as of May 1, 2024, the District will discontinue its practice of allowing the carryover of earned vacation time. Specifically, as of that date and on a going forward basis, employees cannot carry forward earned but unused vacation days to the next calendar year and will lose (and not be paid for) any vacation days not used by December 31, 2024 (and subsequent December 31 dates). The District will not pay earned but unused vacation days.

Vacation Pay Upon Separation

If an employee's employment ends for any reason, they will receive pay for any earned but unused vacation days during the calendar year of their separation of employment. The District bases payment for accrued but unused vacation leave at separation upon an employee's regular hourly rate of pay or rate of salary at the time of separation.

Reporting Vacation to Payroll

Employees wanting to take vacation time must complete a Time Off Request Form and submit it to their supervisor, who will approve or deny the request. If the supervisor approves the request, the employee should submit the form to the Business Services Office for processing.

Failure to Return from Vacation

If an employee fails to return to work following the end of an approved vacation leave, the District may consider them to have voluntarily resigned their position with the District effective immediately and/or discipline them pursuant to the District's Attendance, Punctuality and Dependability Policy.

Personal Days (Section 3.3)

The District grants three paid personal days per calendar year to full-time employees and part-time classification 3 employees (part-time classification 1 and 2 employees do not receive any paid personal days). The District issues the personal days on the first of January. Except for emergencies, employees must request personal days at least fourteen (14) days in advance of the desired date for the immediate supervisor to approve the request. The District grants personal days to employees to allow paid time off for personal reasons of any nature, including holidays not recognized by the District.

Personal days are not cumulative, and employees must take them during the calendar year granted, or they forfeit them without compensation. The District will pay an employee for any personal days earned but not yet used upon separation.

Sick Days (Section 3.5)

Full-time employees receive 12 paid sick days per calendar year based on their regular work schedule, at the accrual rate of one per month.

Sick days will not accrue while an employee is on an unpaid leave of absence. An employee may use sick days for:

- Absences from work because of an employee's nonwork-related illness or injury.
- Although the District encourages employees to make medical and dentist appointments during nonworking hours, employees may use paid sick days for their medical/dentist appointments.
- Injuries and illnesses of, or medical and dentist appointments for, an employee's covered family member.
- Their covered family member's "personal care." Personal care includes activities to ensure meeting the covered family member's basic medical, hygiene, nutritional or safety needs or to provide transportation to medical appointments for a family member unable to meet their own needs. Personal care also means being physically present to provide emotional support to a family member with a serious health condition who is receiving inpatient or home care.

For purposes of this policy, "covered family member" means an employee's spouse, civil union or domestic partner, child, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or step-parent.

Whenever an employee will be absent or late to work (or must leave early from work), the employee or someone on their behalf must notify their immediate supervisor directly, or the supervisor at the succeeding level of authority in their department if they are unable to reach their immediate supervisor, at least 30 minutes before their scheduled starting time. If an employee is unable to make the call personally, a family member or a friend should contact the supervisor. The employee must contact their immediate supervisor, or the supervisor at the succeeding level of authority in their department if their immediate supervisor cannot be reached, each day of absence. If an employee fails to notify a supervisor, the District may consider the absence/tardiness as an absence without leave, which may result in loss of pay and/or disciplinary action, up to and including dismissal. The employee must later confirm notice of sick leave in writing as soon as practicable after the leave or when requested by an immediate supervisor.

If an employee is away from work for three or more consecutive days because of illness or injury, or if their immediate supervisor becomes aware they have incurred an illness or injury likely to last more than three consecutive days, their immediate supervisor may require the employee to provide documentation from their treating health care provider confirming the illness or injury, the employee's fitness to return to work and/or their ability or inability to perform the essential functions of their position. If the District has reason to suspect abuse of this sick day policy, the District may require the employee to provide such documentation for time away from work of less than three consecutive days.

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

Sick leave may not be used as vacation time.

Upon an employee's separation from the District, it will not pay an employee for any accrued but unused sick days. However, upon retirement from the District, an employee may be eligible to receive one month of additional service credit for each 20 days of accrued but unused sick leave, not to exceed one year of additional service credit. Please go to www.imrf.org for more information.

Family Bereavement Leave (Section 3.6)

All employees eligible for leave under the federal Family and Medical Leave Act (FMLA) are also eligible for bereavement leave in accordance with the Illinois Family Bereavement Leave Act (the Act).

Amount of Leave

The Act provides up to a maximum of two weeks (10 work days) of unpaid bereavement leave.

In the event of the death of more than one covered family member in a 12-month period, an employee may take up to a total of six weeks of bereavement leave during the 12-month period. The Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to, the unpaid leave time permitted by, the FMLA.

Reasons for Leave

Bereavement leave is available under the Act for the following reasons: (1) attend the funeral or alternative to a funeral of a covered family member; (2) make arrangements necessitated by the death of a covered family member; (3) grieve the death of a covered family member; or (4) be absent from work due to (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption match or an adoption that is not finalized because another party contests it; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.

"Covered family member" means an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent.

"Domestic partner," used with respect to an unmarried employee under this policy, includes: (1) the person recognized as the domestic partner of the employee under any domestic partnership or civil union law of a state or political subdivision of a state; or (2) an unmarried adult person who is in a committed, personal relationship with the employee, who is not a domestic partner as described under subsection (1) to or in such a relationship with any other person, and who is designated to the employee's employer by such employee as that employee's domestic partner. "Child" means an employee's son or daughter who is a biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing in loco parentis.

Substitution of Paid Leave

Bereavement leave under the Act and this policy is unpaid, except as noted below in this section. Eligible employees may elect, but will not be required, to substitute accrued and unused paid leave for unpaid bereavement leave under the Act. However, for full-time employees, three days of the bereavement leave will be paid (this is bereavement leave pay provided by the District), and five of the days will be paid if the employee needs to travel more than 300 miles, one way, to participate in the events listed above. The issue of bereavement pay does not impact the total amount of bereavement leave available. For example, if a full-time employee is eligible for 10 days of bereavement leave and receives three days of paid bereavement leave from the District, the employee is entitled to 10 days of leave total, not 13 days. In this example, if the employee needs all 10 days of bereavement leave, the employee can choose to be paid for seven of those days by using earned, unused paid time off (or five days if the employee has to travel 300 or more miles one way, as noted above).

Use Within a Reasonable Time

Employees must take leave under this policy consecutively within a reasonable time after the death of the covered family member or other triggering event (typically 60 days) and generally cannot postpone it.

Notification

The employee must notify their immediate supervisor and the Human Resources Staff of the reason and length of the employee's absence. An employee must provide notice at least 48 hours in advance, unless providing such notice is not reasonable and practicable.

Reasonable Documentation

The District may require reasonable documentation. Documentation may include a death certificate, a published obituary or written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution or government District. For leave resulting from an event listed under reason (4) above, reasonable documentation is a form provided by the Illinois Department of Labor, filled out by a health care practitioner who has treated the employee or the employee's spouse or domestic partner or surrogate for an event listed under reason (4) above, or documentation from the adoption or surrogacy organization the employee worked with related to an event listed under reason (4) above certifying the employee, spouse or domestic partner has experienced an event listed under reason (4) above. The District does not require the employee identify which subcategory of event the leave pertains under reason (4) above as a condition of exercising rights under this Act.

Jury Duty (Section 3.7)

The District grants all employees selected for jury duty time off for the duration of their jury service. Full-time and classification I and II part-time employees on jury duty will receive an amount equal to the difference between their regular base pay (if exempt) or the number of hours for which the employee was scheduled to work on those days and their jury duty pay, up to a maximum of 10 working days. To receive pay from the District, eligible employees must submit a copy of the check received for jury duty to the Human Resources Staff before the District will pay the difference. Any additional time spent serving on a jury will be unpaid, unless an employee elects to use accrued but unused paid vacation or personal time off.

All other employees will receive jury duty leave without pay from the District. All employees must provide written notice, supported with appropriate documentation of jury duty (e.g., the jury duty summons), to their immediate supervisor as promptly as possible, before reporting for jury duty. During jury duty, and as promptly as possible, employees must inform their immediate supervisor as to the expected duration of the jury duty. Following jury duty, all employees must provide the District with appropriate documentation evidencing the length of their jury duty.

Family and Medical Leave (Section 3.8)

This policy summarizes the District's policies and procedures under the FMLA, and the District provides it for informational purposes. The FMLA statute and regulations contain more detailed rules about FMLA leave, requirements, limits and definitions that control to the extent this policy may not address a particular issue.

Leave Entitlements

Eligible employees can take up to 12 weeks of unpaid, job-protected leave in a rolling 12-month period for any one of the following reasons:

- Bonding leave for the birth of a child or placement of a child for adoption or foster care (leave must be taken within one year of the child's birth or placement).
- Care for the employee's spouse, child or parent who has a qualifying serious health condition.
- Employee's own qualifying serious health condition that makes the employee unable to perform their job.
- Qualifying exigencies related to the deployment of a military member who is the employee's spouse, child or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. Employees must use available accrued paid time off benefits concurrently while taking FMLA leave (unless the employee is receiving paid workers' compensation benefits, paid IMRF benefits or other paid short-term disability benefits).

Benefits and Protections

While on FMLA leave, the District will continue health insurance coverage as if the employee was not on leave. Prior to taking leave, employees must arrange with the Human Resources Staff to pay their share of the health insurance premiums during the leave. The District reserves the right that, if an employee's health insurance premium payments are more than 30 days late, the District will provide written notice to the employee that it has not received the payments and health insurance coverage will terminate in 15 days, if the employee does not pay the premiums.

Upon return from FMLA leave, the District must restore most employees to the same job or one nearly identical to it with equivalent pay, benefits and other employment terms and conditions. There are exceptions to this general rule, including, for example, where the District would have eliminated the employee's position or shift irrespective of the leave, the employee fraudulently obtained leave or the employee is unable to perform essential job functions, with or without an accommodation.

Employees do not ordinarily accrue paid time off or other benefits while on unpaid FMLA leave.

The District will not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA or being involved in any proceeding under or related to the FMLA.

Eligibility Requirements

An employee who works for the District must meet three criteria to be eligible for FMLA leave. They:

- Have worked for the District for at least 12 months.
- Have worked at least 1,250 hours in the 12 months before taking leave.
- Currently work at a location where the District has at least 50 employees within 75 miles of the employee's worksite.

Requesting and Returning from FMLA Leave

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, they must notify the Human Resources Staff as soon as practicable.

Employees do not have to share a medical diagnosis but must provide enough information to the District, so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing the District the employee is or will be unable to perform their job functions, that a family member cannot perform daily activities or needs hospitalization or continuing medical treatment. Employees must inform the District if the need for leave is for a reason for which FMLA leave was previously taken or certified.

The District ordinarily requires an initial medical certification and/or periodic recertifications supporting the need for leave. If the District determines the certification is incomplete, it will provide a written notice indicating what additional information or clarification it requires. The District also reserves the right to seek second and third medical opinions.

If continuous leave was due to an employee's own serious health condition, they must submit a fitness-for-duty certification from their health care provider in accordance with the District's normal policies and practices applicable to other leaves of absence, certifying the employee is able to resume work and perform the essential functions of the job (either with or without a reasonable accommodation). The District will give a list of the essential job functions or a job description with the medical certification form for compliance with this requirement prior to the District designating leave as FMLA leave. The District will require a fitness-for-duty certification following intermittent leave only where reasonably safety concerns exist about an employee' ability to perform their essential job duties.

Even when the District approves leave, employees must still provide their supervisors with advance notice of foreseeable absences (e.g., appointments) and comply with the District's call-off procedure for unforeseen absences, which requires them to make every reasonable effort to contact their immediate supervisor, Department Head or other supervisor personally and as soon as practicable. Employees calling off for intermittent leave must specifically tell the supervisor they are taking FMLA leave.

The District may consider an employee's failure either to return to work on the scheduled date of return or to apply in writing for an extension as soon practicable after they know they need additional leave as a voluntary resignation of employment effective as of the last date of the approved leave.

An employee who fraudulently obtains FMLA from the District is not protected by the FMLA's job restoration or maintenance of health benefits provisions. The District prohibits employees from working a second job while on leave. In addition, the District will take all available appropriate disciplinary action against such employee due to such fraud, up to and including dismissal.

District Responsibilities

Once the District becomes aware an employee's need for leave is for a reason that may qualify under the FMLA, the District will notify the employee if they are eligible for FMLA leave and, if eligible, will also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the District will provide a reason for ineligibility.

The District will notify its employees if it will designate the leave as FMLA and, if so, how much leave it will designate as FMLA.

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against the District.

Compliance with Other Laws

The FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. Depending on the circumstances, the District may grant additional leave or other accommodations to employees under the Americans with Disabilities Act or Illinois Human Rights Act on a case-by-case basis.

The Genetic Information Nondiscrimination Act (GINA) prohibits employers from requesting or requiring genetic information of an employee or family member of the employee, except as specifically allowed by this law. To comply with this law, the District asks employees not provide any genetic information when responding to a request for medical certification regarding their own serious health conditions under this FMLA Policy. "Genetic information" as defined by GINA includes an individual's family medical history, results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Non-FMLA Medical Leave of Absence (Section 3.9)

An unpaid medical leave of absence for your own temporary medical condition not covered under the Family and Medical Leave Act may be granted to employees who have not been employed by the District for at least twelve (12) months or who have not worked for at least 1,250 hours during the twelve (12) month period preceding the start of the leave, or to employees whose FMLA leave has become exhausted. In order to be eligible for such a leave, you must have the intention of returning to work at the District at the end of the leave.

Your leave must be approved in writing by the District prior to the start of your leave. Ordinarily, the maximum length of a non-FMLA medical leave is thirty (30) days within any twelve (12) consecutive month period, although exceptions may be made within the discretion of management to accommodate individuals with disabilities or as otherwise required by law. In administering this Non-FMLA Medical Leave of Absence Policy, the District complies with the ADA and any other applicable law, and the District may approve leave under this Policy to accommodate a qualified employee with a disability, or may approve a reasonable request for an extension of a leave of absence beyond the amount of leave generally provided by this policy or otherwise modify this policy.

In order to be eligible for non-FMLA medical leave, you will be required to submit documentation from your healthcare provider verifying, among other things, your medical condition, the length of time you will be unable to work, whether you can perform the essential functions of your job with or without a reasonable accommodation, or whether there are any reasonable accommodations in lieu of a leave of absence. In addition, as a condition of your non-FMLA medical leave of absence, you agree that the District shall

have the right to verify your medical condition on a periodic basis during the leave of absence.

You must substitute any accrued, unused, paid time off for Non-FMLA Medical Leave of Absence under this Policy in accordance with the law, and any such paid time off must be taken concurrently with your Non-FMLA Medical Leave of Absence leave, with sick leave required to be taken before vacation time.

Extensions of non-FMLA medical leaves are within the sole discretion of management. Requests for extensions of medical leave must be presented in writing to Human Resources before expiration of the original leave, and must set forth the reasons for and expected duration of the extension.

A failure to return to work following the expiration of a non-FMLA medical leave of absence, or refusal to accept an offered position (including, for example, a light duty position), will constitute a voluntary resignation of employment.

For the protection of all concerned, we may require an employee returning from a non-FMLA medical leave of absence to provide proof that he/she is able to perform the essential functions of the position for which he/she is qualified, with or without reasonable accommodation, before he/she is permitted to return to work.

If you have any questions about the Firm's Non-FMLA Medical Leave of Absence Policy, please contact Human Resources.

School Visitation Rights Act (Section 3.10)

If employees have worked for the District at least six (6) months and for an average of at least one-half the full-time equivalent position in the District's job classifications during those six (6) months, they may be eligible to take up to eight (8) hours of unpaid school visitation leave per school year to attend school conferences, behavioral meetings or academic meetings related to their child(ren) if the school cannot schedule those conferences or meetings during nonwork 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.

Employees may take no more than four hours of leave in any one day. The District will not grant leave until the employee has used all available paid vacation leave, personal days, compensatory time and floating holidays.

Before arranging attendance at the school conference, behavioral meeting or academic meeting, employees must provide the District with a written request for leave at least seven days in advance of the requested time off. In an emergency situation, employees may give 24 hours' notice. In addition, employees must consult with their immediate supervisors to schedule the leave so as not to disrupt operations unduly.

School visitation leave is unpaid. Employees may choose, however, to make up the time taken for school visitation leave on a different day or shift if the District may reasonably provide such arrangement. The District will make a good faith effort to permit an employee to make up the time taken for the purposes of this Act. If no reasonable opportunity exists for the employee to make up the time taken or the employee opts not to make up the time taken, the District will not pay the employee for the time (but the District may require a salaried exempt employee to make up the leave hours within the same pay period). Upon completion of a school visitation, the District may require employees to produce and submit documentation of their visit from the school administrator.

IMPORTANT: Failure to submit the documentation upon request to the District within two working days of the school visit may subject an employee to disciplinary action, up to and including dismissal.

The District will not dismiss an employee for an absence from work, if the absence is due solely to the employee's attendance at a school conference, behavioral meeting or academic meeting, as provided in this policy. Please contact the Human Resources Staff for further information regarding school visitation leave.

Military Leave (Section 3.11)

Employees who have need for leave due to voluntary or involuntary service in the military should contact the District's Human Resources Staff and their immediate supervisor as soon as they receive military orders, as the laws surrounding military leave are complex and, in support of its members of the uniformed services, the District wants to ensure full compliance with the laws discussed below. While this policy attempts to summarize the applicable laws, Illinois and federal law control in the event of any conflict between the law and this policy.

General Information

The District grants employees military leave as required by applicable state and federal law. Unless the law requires differential or concurrent pay, military leave from the District is unpaid. In accordance with the Uniformed Services Employment and Reemployment

Rights Act (USERRA) and the Illinois Service Member Employment and Reemployment Rights Act (ISERRA), reemployment rights generally extend to employees who have been absent from a position of employment because of service in the uniformed services. The District will not discriminate or retaliate against employees for their status as being in the uniformed service.

Who Is Protected

- All members of the Armed Forces of the United States whether active duty or reserve, including the National Guard when performing state duty.
- All members of Military Auxiliary Radio System, United States Coast Guard Reserve, Civil Air Patrol and the Merchant Marines when performing official duties in support of an emergency.
- Members who are released from military duty with follow-on care by the Department of Defense.

Service in the uniformed services means the performance of duty on a voluntary or involuntary basis in a uniformed service including, but not limited to:

- Active duty and active service.
- Active duty training.
- Inactive duty training.
- Funeral honors duty.
- Reserve component active service.

Notification

As soon as an employee is aware they will be absent because of service in the military, they must notify their immediate supervisor and the Human Resources Staff. The District prefers notification in writing but also accepts verbal notification for this policy. This is only for purposes of notice and not to seek permission. The law does not require permission to take military leave, but the employee must provide advance notice to secure their rights under this policy and the related laws.

The District requires employees to inform the District regarding any changes to their military orders as soon as practicable.

Concurrent Compensation

During periods for annual training for the military, full-time employees only will continue to receive full compensation for up to thirty (30) days per calendar year, which may be nonconsecutive days.

Differential Compensation

Full-time employees only may be eligible for differential compensation during periods of leave for active and inactive service. They will receive the difference between the employee's average daily rate of military pay and the average daily rate of pay the employee would have received had the employee remained working.

Typically, an employee qualifying for differential pay for voluntary service will only be eligible for it for a period of 60 work days in a calendar year. Depending on the type of military service the employee is performing, the District may extend this period of differential pay in accordance with applicable law. If an eligible full-time employee exceeds the 30-day limit for concurrent compensation, they may receive differential pay up to the 60-day calendar limit for periods of annual training. In general, for periods of involuntary active service, the District relies on the then-current caps (if any) regarding the amount of differential compensation to which an employee is entitled, as determined by USERRA, ISERRA and any other applicable laws.

Employees may elect the use of (but may not be required to use) accrued but unused vacation, personal or similar leave with pay in lieu of differential compensation (or to pay otherwise unpaid military leave) during any period of military leave.

Performance Evaluations

During the period of military leave, the District will credit the employee with the average of performance evaluations they received for the three (3) years immediately before the military leave. Additionally, the employee will not receive a lower rating than they received for the period immediately prior to the commencement of the military leave. This subsection does not apply to probationary (i.e., introductory) periods.

Maintenance of Health Benefits

The District's health plan benefits will continue during military leave, except the District will pay the full premium and administrative costs, while an employee is on active duty, not to exceed the length of time determined by USERRA, ISERRA and any other applicable laws.

Return to Work/Reemployment

Employees returning from military leave service are eligible for reemployment in the job they would have attained had they not been absent for military service, with the same seniority status and pay, as well as other rights and benefits determined by seniority. In general, to be eligible for reemployment: (1) the District must have notice of the employee's service; (2) the employee must timely return to work or apply for reemployment; and (3) the employee must not be separated from service with a disqualifying discharge or under other than honorable conditions.

The period an employee has to apply for reemployment or report back to work after military service is based on time spent on military duty. For service of less than 31 days, the service member must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight-hour rest period. For service of more than 30 days to 180 days, the service member must submit an application for reemployment within 14 days of release from service. For absences of more than 180 days, the service member has 90 days to contact the District and request reemployment.

More Information

For more information, employees with questions about military leave should consult the Human Resources Staff. However, both Illinois and the federal government have additional resources, as well. Employees can find that information, as well as additional information on employees' rights and responsibilities regarding military leave, on the [Illinois Department of Labor poster for ISERRA](#) and the [U.S. Department of Labor poster for USERRA](#).

Absence Without Leave (Section 3.12)

Absence without leave is any absence from work, including a single day or portion of a day, which the District has not granted or approved in accordance with established policy and procedure. In such cases, the District may deny the employee pay, and the employee may be subject to disciplinary action, up to and including dismissal.

If employees are absent without leave for three consecutive working days, the District considers them to have voluntarily resigned their position. Where the District determines an absence excusable on conditions that rendered prior approval impossible, it may change the charge of absence without leave to vacation leave, sick leave or leave without pay, in its sole discretion.

Victims' Economic Security and Safety Act (Section 3.13)

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

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

Basis of Leave

The District will provide up to 12 weeks of unpaid leave from work on an intermittent, reduced or continuous work-schedule basis to an employee who is a victim of actual or threatened domestic, gender, sexual violence, or any other crimes of violence, (or who has a family or household member who is a victim of such violence) to address the violence if the employee is pursuing any of the following actions:

- **Seeking medical attention** for, or recovering from, physical or psychological injuries caused by actual or threatened domestic, gender or sexual violence, or by any other crimes of violence, to the employee or the employee's family or household member.
- **Obtaining services from a victim services organization** for the employee or the employee's family or household member.
- **Obtaining psychological or other counseling** for the employee or the employee's family or household member.
- **Participating in safety planning, temporarily or permanently relocating**, or taking other actions to increase the safety of the employee or the employee's family or household member from future actual or threatened domestic, gender, sexual violence, or any other crimes of violence, or ensure economic security.
- **Seeking legal assistance or remedies** to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from actual or threatened domestic, gender, or sexual violence, or from any other crimes of violence.

“Family or household member” means a spouse, civil union partner, grandparent, child, grandchild, sibling, any other person related by blood or by present or prior marriage or civil union, any other person who shares a relationship through a child or any other individual whose close association with the employee is the equivalent of a family

relationship as determined by the employee and persons jointly residing in the same household.

"Crime of violence" means any conduct proscribed by Articles 9, 11, 12, 26.5, 29D, and 33A of the Criminal Code of 2012 or a similar provision of the Criminal Code of 1961, in addition to conduct proscribed by Articles of the Criminal Code of 2012 referenced in other definitions in the Illinois Victims' Economic Security and Safety Act.

Period of Leave

The District allows employees a total of 12 workweeks of unpaid leave during any 12-month period. (This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under the unpaid leave time permitted by the federal FMLA.)

Existing Leave

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

Notice

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

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

Certification

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

- Employee or the employee's family or household member is a victim of actual or threatened domestic, gender or sexual violence or any other crimes of violence.
- Leave is for one of the purposes enumerated in the above "Basis of Leave" paragraph.

The employee shall provide such certification to the District's Human Resources Staff within a reasonable period after the District requests certification.

An employee may satisfy the above certification requirement by providing the District a signed and dated statement of the employee and, upon obtaining such documents, the employee will (if the employee has possession of such document) provide one of the following to the District:

- Documentation from an employee, agent or volunteer of a victim services organization, an attorney, a member of the clergy or a medical/professional from whom the employee or the employee's family or household member has sought assistance in addressing actual or threatened domestic, gender or sexual violence, or any other crimes of violence, and the effects of the violence.
- Police or court record.
- Other corroborating evidence.

The employee will choose which document to submit, and the District will not request or require more than one document. The District will not request or require more than one certifying document during the same 12-month period that the employee requests or takes leave if the reason for leave is related to the same incident or incidents of violence or the same perpetrator or perpetrators of the violence.

Confidentiality

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

- Requested or consented to in writing by the employee.
- Otherwise required by applicable federal or state law.

Restoration to Position

In general, VESSA entitles an employee who takes leave under this policy to one of the following upon returning from such leave:

- Restoration to the position of employment held when the leave commenced.
- Restoration to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.

Loss of Benefits

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

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

Reporting to the District

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

Maintenance of Health Benefits

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

Failure to Return from Leave

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

- Employee fails to return from leave under this policy after the period of leave to which the employee is entitled has expired.
- Employee fails to return to work for a reason other than: (a) the continuation, recurrence or onset of actual or threatened domestic, gender or sexual violence that entitles the employee to leave; (b) the need for other job-protected leave under an applicable law; or (c) other circumstances beyond the control of the employee.

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

An employee may satisfy the certification requirement in this sub-section by providing the District any one of the following (at the employee's sole election):

- Sworn statement of the employee.
- Documentation from an employee, agent or volunteer of a victim services organization, an attorney, a member of the clergy or a medical/professional from whom the employee has sought assistance in addressing actual or threatened domestic, gender, sexual violence, or any other crimes of violence, and the effects of that violence.
- Police or court record.
- Other corroborating evidence.

The District will not:

- Fail to hire, refuse to hire, dismiss from employment or harass any individual for exercising their rights under this policy.
- 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.
- Retaliate against an individual in any form or manner for exercising their rights under this policy.

Reasonable Accommodations

In response to an actual or perceived threat of domestic, sexual or gender violence, or any other crimes of violence, an employee may qualify for a reasonable accommodation, which may include adjustment to a job structure, workplace facility, modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure and/or assistance in documenting actual or threatened domestic, sexual or gender violence (or any other crimes of violence) that occur at the workplace or in a work-related setting, unless the accommodation would create an undue hardship for the District.

Employee Blood Donation Leave Act (Section 3.14)

Any full-time employee employed by the District for at least six months is entitled to up to one hour of blood donation leave, with pay, every 56 days.

Notice

The employee must submit a written request for leave before donating or attempting to donate blood and provide medical documentation of the appointment to donate blood at the time of this written request.

Verification

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

Family Military Leave Act (Section 3.15)

The Family Military Leave Act (the Act) applies to both eligible employees and independent contractors.

The District grants 30 days of unpaid family military leave to eligible employees who are either the spouses, civil union partner, parents, grandparents or children of soldiers called into active military duty. The leave must be taken during the period the military deployment orders are in effect.

Employees can take unpaid leave under this Act only after they exhaust all accrued vacation, personal days, floating holidays, compensatory time and other relevant paid time off available to the employee, except sick leave and disability leave.

Eligibility

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

Notice

If the leave under this Act is for five consecutive work days or more, the employee must provide the District with at least 14 days’ notice in advance of the leave date. For leave of less than five consecutive work days, the employee should provide as much advance notice as possible.

Benefits

The District will maintain benefits at the employee’s expense for the duration of the leave. “Employee benefits” means all the benefits, other than salary and wages, provided or made available to employees by the District and includes group life insurance, health insurance, disability insurance and pensions, regardless of whether the District provides those benefits by a policy or practice.

Upon expiration of the leave, the District will restore any employee who exercises their right to family military leave to the position held by the employee when the leave commenced or to a position with equivalent seniority status, employee benefits, pay and other terms and conditions of employment.

Verification

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

D. Employee Benefits (Section 4)

Disclaimer (Section 4.1)

The District has established a variety of employee benefit programs to assist full-time (and, in some cases, qualifying part-time) employees and their eligible dependents in meeting the financial burdens that can result from illness and disability, and to help them plan for retirement. This portion of the handbook contains a general description of the benefits to which employees may be entitled through the District. Please understand this general explanation is not intended to, and does not provide, all details of these benefits. This handbook does not change or otherwise interpret the terms of the official plan documents. Employees can only determine their rights by referring to the full text of the official plan documents, which are available for examination from the Human Resources Staff. To the extent that any of the information in this handbook is inconsistent with official plan documents, the provisions of the official documents govern in all cases.

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

As in the past, the District reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that maybe extended to retirees and their dependents. The District also 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 here will be paid only if the plan administrator decides in its discretion that the applicant is entitled to the benefits.

For more information regarding any of our benefit programs, please refer to the summary plan descriptions, which employees received separately, or contact the Human Resources Staff. If an employee lost or misplaced those descriptions, they can contact the Human Resources Staff for another copy.

Insurance Plans (Section 4.2)

Introduction

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

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

Newly hired employees do not have to complete their Introductory Period before being eligible to participate in the plan; they are eligible to participate on their 31st day of employment provided they meet all plan requirements.

The Human Resources Staff will assist employees in making the necessary arrangements for enrollment in any of the above plans if they are eligible. A complete description of the plans is provided to each employee in the form of a summary plan description and appropriate supplements.

Full-time Employee Insurance Plans

The following group insurance plans are limited to full-time employees and their dependents (as defined by the insurance/coverage providers). Part-time employees are not eligible to participate in the health insurance plans.

- **Medical and Dental Insurance.** Group medical, hospitalization and dental insurance are available to all eligible full-time employees; employees are expected to pay a portion of the cost. A summary plan description (or its equivalent) is available from the Human Resources Staff.
- **Life and Accidental Death and Dismemberment (AD&D) Insurance.** The District provides all eligible full-time employees with basic life and AD&D insurance based on the employee's annual base salary and at no cost to the employee. A summary plan description (or its equivalent) is available from the Human Resources Staff.

- **Supplemental Life Insurance.** The District offers supplemental life and AD&D policies to eligible full-time employees and their dependents; the employee must pay the entire premium, which they can do through payroll deduction. Details on these plans are available from the Human Resources Staff.

COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) and 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 Human Resources Staff for detailed information on COBRA or other healthcare continuation.

Early Retirement Under the IMRF Pension Plan

Eligible full-time and part-time classification I employees electing to retire early under the IMRF Pension Plan may purchase continuous health insurance coverage under the District's existing plan until age 65.

IMRF Pension Plan (Section 4.3)

Employees who work in District positions that meet certain hour standards must participate in the Illinois Municipal Retirement Fund (IMRF). The District will notify employees who are eligible for IMRF benefits upon hire or upon transfer/promotion into an IMRF-qualifying position. IMRF provides retirement, disability and death benefits to eligible participants. These benefits are in addition to those provided by Social Security. Details are available from the Human Resources Staff or Business Services or at <https://www.imrf.org>.

Contribution

Participating employees contribute a certain percentage of their gross pay as determined by IMRF through payroll deduction. These tax-deferred contributions are not subject to federal or Illinois income tax but are subject to federal income tax when refunded or withdrawn as a pension or death benefit. The District also contributes to IMRF as a percentage of total contributions, which funds survivor's pensions, disability benefits, death benefits and the retirement costs of its employees.

Return of Contributions for Regular Plan Tier 1 (i.e., employees enrolled before Jan. 1, 2011)

Employees may receive a separation refund of IMRF contributions when they cease working in an IMRF-qualified position if they meet any of the following requirements:

- They are under age 55, regardless of length of service.
- They have less than eight years of service, regardless of age.
- They are age 55 or over, but their pension would be less than \$30 per month.

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

Pension

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

Disability Benefits

IMRF provides monthly disability payments if eligible members are unable to perform the duties of their position reasonably assigned by the District. Employees 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 may not be receiving any earnings from any employer.

Death Benefits

Under certain conditions, IMRF provides a lump-sum payment or surviving spouse pension upon an employee's death.

Return of Contributions for Regular Plan Tier 2 (i.e., employees enrolled on or after Jan. 1, 2011)

Employees may receive a separation refund of IMRF contributions when they cease working in an IMRF-qualified position if they meet any of the following requirements:

- They are under age 62, regardless of length of service.
- They have less than 10 years of service, regardless of age.
- They are age 62 or over, but their pension would be less than \$30 per month.

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

Pension

If employees are at least 62 years of age and have 10 or more years of service credit, they may be entitled to a reduced retirement benefit. To receive full retirement benefits, employees must be 67 years of age or older and have at least 10 years of service credit.

Disability Benefits

IMRF provides monthly disability payments if eligible members are unable to perform the duties of their position reasonably assigned by the District. Employees 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 may not be receiving any earnings from any employer.

Death Benefits

Under certain conditions, IMRF provides a lump-sum payment or surviving spouse pension upon an employee's death.

Deferred Compensation Plan (Section 4.4)

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

Social Security and Medicare (Section 4.5)

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

The Social Security Administration recommends employees periodically verify their personal earnings and benefits. Information on requesting an account balance is available from employees' local Social Security Administration offices.

Unemployment Compensation (Section 4.6)

The District provides employees Unemployment Compensation coverage in accordance with Illinois law at no cost to employees. Should employees become unemployed, they may be entitled to receive unemployment benefits provided they meet certain eligibility requirements. Information about eligibility requirements is available from an employee's local Unemployment Insurance office.

Indemnification and Liability Insurance (Section 4.7)

The law requires the District to indemnify and protect employees against civil rights, damage claims and suits, constitutional rights damage claims and suits, death and bodily injury damage claims and suits, and property damage claims and suits, including defense thereof, when damages are sought for negligent or wrongful acts or omissions alleged to have been committed within the scope of employment or under the direction of the board. Such indemnification and protection extends to District employees at the time of the incident from which a claim arises. However, statutes prohibit the District from indemnifying employees for "punitive" or "exemplary" damages.

The District's liability insurance/coverage may extend to employees to defend any civil action that may be brought against employees or the District, its agents or any other employee for damages arising out of the lawful performance of their duties.

Workers' Compensation (Section 4.8)

The Illinois Workers' Compensation Act (WCA) covers all District employees. The act provides for medical care and replacement of wages if employees sustain an injury or illness arising out of and occurring in the course and scope of their employment with the District. The act does not cover non-job-related illnesses or injuries, or illnesses or injuries not related to the performance of assigned job duties. For questions regarding workers' compensation, please see the District's Safety Coordinator or contact the District's Workers' Compensation coverage provider, PDRMA, at 630-769-0332.

The District strictly prohibits retaliation against any employee who, in good faith, reports a work-related injury or illness, regardless of whether the employee fails to comply with the reporting procedures under this policy. However, the District reserves the right to discipline any employee for engaging in unsafe, careless or reckless conduct contributing to an avoidable workplace injury or illness, or for filing a fraudulent workers' compensation claim.

All employees must adhere to the following conditions:

- Employees must immediately report any work-related injury or illness (even if the employee is uncertain if the injury or illness is work-related but suspects it might be work-related) upon discovery or onset directly to the employee's immediate supervisor or Department Head, if they cannot reach their immediate supervisor directly.
- **IMPORTANT: The prompt reporting of any work-related injury or illness maximizes the District's ability to evaluate the claim, confirm compensability under the WCA, and assist employees in fully understanding their rights under the WCA. The late reporting of claims will not impact employees' rights under the WCA (except as specifically provided in the act) but may result in a delay in receipt of benefits.**
- Upon notification, the District shall instruct the employee to report to a designated hospital or physician for an examination or treatment. In the case of an emergency, the employee should go to the nearest hospital emergency room for treatment and then use the District's Physician Network Referral Service if additional treatment is necessary.
- Employees must submit all medical evaluations by any licensed physician to the Human Resources Staff/~~Safety Coordinator~~ for the duration of their leave.
- The District reserves the right to have the employee examined by a licensed physician of its own choice at any time during the period of leave. This examination is at the District's expense, and the physician will submit the results to the District; the employee is entitled to a copy of this report.
- The District may assign an injured employee to a modified duty assignment in accordance with the District's Modified Duty Policy. An employee can only return to work with a statement from a physician approving the employee's return to work without restrictions or with restrictions acceptable to the District.
- Depending on the circumstances, the District reserves the right to explore all reasonable accommodations that may be available including, but not limited to, temporary modified duty, temporary or permanent reassignment to a position in which the employee can perform the essential functions of the job with or without an accommodation, etc.

Education, Training and Professional Participation (Section 4.9)

The District requires all employees to attend orientation meetings, staff meetings and in-service training sessions designed to improve the overall job performance, communication and efficiency of the District.

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

The District encourages employees to discuss advancement and professional development opportunities with their immediate supervisor. When possible, supervisors may authorize attendance at conferences, seminars, workshops, conventions and technical meetings and participation in professional organizations related to an employee's position with the District.

The District must approve in writing and in advance employees' attendance at conferences, seminars, workshops, conventions and technical meetings. Employees should check with their immediate supervisor for applicable policies, procedures and approvals.

Conference Attendance

The District considers attendance at and participation in professional seminars, conferences, conventions, workshops and technical meetings part of the administrative and supervisory staff's normal duties. Reimbursement for attendance expenses is 100 percent of approved expenses. Please see the District's Expense Reimbursement Policy for more details.

If employees attend professional seminars, conferences, conventions, workshops and technical meetings outside the District, they may need to submit a written report to their immediate supervisor within five days of attendance, summarizing the ideas or methods discussed at the meeting.

Education

At the discretion of the District, employees may have the opportunity to take educational courses related to their positions with the District. Interested employees should consult with their immediate supervisor. District resources are limited, and the employee's

immediate supervisor and the Executive Director will evaluate individual requests. Please see the Tuition Reimbursement Policy for details.

Professional Organizations

The District encourages employees to join and participate in professional associations that promote District goals, individual skill development in employees' positions, professional recognition or relate to their job responsibilities. However, employee participation in such associations must not conflict with the District's interests. Depending upon the benefits the District derives from membership, it may pay all or part of the membership fees.

Employees must obtain written approval from their immediate supervisor in advance of an event to participate in it during normal working hours. Approval is contingent upon the employee's ability to meet their work responsibilities.

Tuition Reimbursement (Section 4.10)

If an employee is a full-time employee and has worked for the District at least one year, they may be eligible to participate in the District's tuition reimbursement program. The District's ability to provide tuition reimbursement to any employee depends on the District's approved budget and available funds, if any. Tuition reimbursement is in no way guaranteed. Interested employees should contact the Human Resources staff.

If approved, the District will partially reimburse the employee for tuition for certain courses it believes are job-related. Eligible courses must be directly and substantially related to an employee's improving productivity in their current job. The amount an employee receives, if approved, will depend on the District's approval and the grade received.

To receive tuition reimbursement, an employee must apply and be approved before the course begins.

Within thirty (30) days, the employee will receive a reimbursement. For 100 percent reimbursement (only if 100% is approved before the course begins), the employee must receive a grade of "C" or above (above 2.5 or pass in a pass/fail). No reimbursement is provided for a grade below C or 2.5. In courses where the employee only receives a "Pass/Fail" grade, reimbursement of 50 percent of the costs of the tuition is offered (only if 50% is approved before the course begins).

Unless specifically approved in writing by the employee's Department Head or Executive Director in advance, employees may not perform course work during District work hours.

If an employee resigns, or the District dismisses them for cause before receiving a grade, the District will not reimburse the employee for tuition expenses. If an employee resigns, or the District dismisses them for cause within 12 months after receiving reimbursement, the employee must repay the District in full, per the applicable Tuition Reimbursement Agreement.

Employee Assistance Program (Section 4.11)

The District realizes personal and work-related problems can affect an employee's job performance, health, family and emotions. To help with these pressures, the District contracts with an independent firm to provide Employee Assistance Program (EAP) services on a confidential basis. The services are available to all full-time employees and their families. Please contact the Human Resources Staff for further information on the EAP.

Employee Reimbursement (Section 4.12)

This policy assists employees in reporting and receiving reimbursement for reasonable expenses incurred while conducting business for or on behalf of the District.

The District expects employees to act responsibly and professionally when incurring business expenses. It will reimburse employees for reasonable expenses incurred on behalf of the District and preapproved in writing by the immediate supervisor, Department Head or Executive Director. This includes, for example, travel, mileage, tools, uniforms, airfare, accommodations, meals, use of mobile devices for work and purchases made on behalf of the District. Employees must exercise care to avoid impropriety or the appearance of impropriety. The District allows reimbursement only when employees have not, and will not, receive reimbursement from other sources.

Employees must adhere to the following general guidelines to qualify for reimbursement for any expenses:

- Submit original receipts, mobile telephone bills and/or other documents evidencing charges. If the employee cannot provide original documents, they must submit a signed statement explaining the missing receipts.

- Submit all requests for reimbursements and supporting documentation to the Human Resources Staff within 30 days of incurring the expense. The District may not reimburse expenses submitted beyond the 30 days.
- The District must preapprove all reimbursable expenses.
- Employees must return any reimbursement that exceeds the actual cost incurred to the District within 30 days.

When submitting business meal expenses for reimbursement, please include the following:

- Business purpose.
- Names and affiliations of participants or other information establishing a business relationship with the individual(s) incurring the expense.

If an employee does not comply with the above guidelines, or the District has not preapproved an expense in writing, it may deny the employee reimbursement. If an employee incurs an expense due to their own negligence or misconduct, the District may not reimburse such an expense. Falsification of any expense reimbursement, supporting documentation or other misrepresentations in connection with a request for expense reimbursement is subject to discipline up to and including dismissal, no matter when the District discovers it. The District requires employees to repay the District for reimbursements improperly obtained by the employee and reserves the right to pursue any additional avenues of applicable relief (e.g., civil proceedings, criminal charges, etc.).

It is the intention of the District for this policy to serve as an “accountable plan” (as described by the Internal Revenue Service) to allow employees to exclude such reimbursements from taxable income; employees should consult their own tax advisor to determine how any such reimbursements will affect them personally in that regard.

Credit Union (Section 4.13)

The District established a voluntary credit union program that allows employees to become a member of the Corporate America Family Credit Union. All funds contributed, and the income earnings on those funds, are available for distribution to the employee at any time according to credit union rules. The District offers this plan as a voluntary service; employees should consider their financial needs to determine if this plan is in their best interest.

Employee Awards (Section 4.14)

LENGTH OF SERVICE AWARD PROGRAM (AT ANNIVERSARY DATE)

The Park District recognizes the value of employees who have continued their full-time employment with the District. This Length of Service Award program is designed to improve morale and recognize the contributions of those internal customers (employees) who have achieved longevity while with the District.

Full-time employees are eligible for longevity awards and can be recognized (based on the below listed criteria) upon retirement or leaving their full-time position. The length of service and outstanding performance awards are not a guarantee of employment for any specified length of time.

5 Years: \$250 Bonus and one (1) extra day off during that calendar year.

10 Years: \$500 Bonus, one (1) extra day off during that calendar year, a plaque and recognition by the Park Board.

15 Years: \$1,000 Bonus and one (1) extra day off during that calendar year.

20 Years: \$1,500 Bonus, two (2) extra days off during that calendar year, a plaque and recognition by the Park Board.

25 Years: \$2,000 Bonus, two (2) extra days off during that calendar year, a plaque and recognition by the Park Board.

30 Years: \$2,500 Bonus, two (2) extra days off during that calendar year and recognition by the Park Board.

Suggestion System (Section 4.15)

The District encourages employees who have suggestions for the improvement of services, reduction of costs, improvement of safety or training, or other related programs or plans to discuss their suggestions with their immediate supervisor who may submit a written report to the Department Head. The District considers all suggestions and, when warranted, implements them. Generally, the District will attempt to notify employees of the dispositions of their suggestions. When practical, if the District implements an employee's suggestion, it will place a copy of the written report, including action taken, in

the employee's personnel file. The District may recognize particularly meritorious suggestions with special awards as recommended by the Department Head or Executive Director.

E. Internal Benefits Program for Employees (Section 5.0)

All Staff

ALL Part-Time Employees

- Direct deposit;
- Credit Union available;
- Non-Resident Employees allowed to register at resident rates;
- Employee pays direct cost for contractual programs, trips and special events. This excludes private lessons and birthday party packages;
- Employees and their guests (who are not participants or members of the club) can utilize free **walk-on** courts. No court fees or guest fees would be charged for the employee or their guests. **All courts reserved in advance are to be paid in full regardless of employee status.** Employees would not be charged a guest fee but would pay their share of the court fee. Discounts are given off of the full price of courts, lessons, etc. An employee discount cannot be combined with other special offers such a reduced court rates, monthly lesson or court specials etc.
- Tennis group lessons can be registered for free after a class has begun if there are still open spots. This is valid for the employee only. Employees must set this up with CCAC management to ensure spots are still open.
- All employees may purchase items in the pro-shop at cost + 10% + tax. If items are special ordered, the employee will have to pay all shipping fees. There are no discounts for stringing services.
- Holiday pay (1 ½ hourly wage) on three (3) holidays for scheduled hourly staff for hours these employees actually work on these holidays (Fourth of July, Christmas Eve and New Years Eve);
- Invitations to employee wellness events;

Part-Time One (formerly Seasonal)

Part-Time Employees who work 12 weeks or less AND at least 100 hours:

- Employee only Seafari Aquatic Center Pass;
- Employee only Centre Court Athletic Club Membership.

Part-Time Two

Part-Time Employees who work more than 12 weeks AND between 100-999 hours:
Same as above AND:

- 25% Discount for employee and immediate family for programs (see below for definition of employee's family) *(excludes weekly non-NITTTL tennis drills, non-NITTTL tennis drop-in drills (if you sign up in advance), contractual programs, trips, private or semi-private lessons, paid at the door, daily fees and birthday party packages)*. If there are open spots available in non-NITTTL drills, the employee only may participate at no cost but may not sign up before the drill begins.

Part-Time Three

Part-Time Employees who work more than 1000 hours:
Same as above AND:

- 50% Discount for employee and immediate family for programs (see below for definition of employee's family) *(excludes weekly non-NITTTL tennis drills, non-NITTTL tennis drop-in drills (if you sign up in advance), contractual programs, trips, private or semi-private lessons, paid at the door, daily fees and birthday party packages)*. If there are open spots available in non-NITTTL drills, the employee only may participate at no cost but may not sign up before the drill begins.
- 15% Discount for facility rentals;
- 3 Personal Days (within the normal working day for individual involved);
- Employee and Family Seafari Aquatic Center Pass
- Employee and Family Centre Court Athletic Club Membership
- Participation in IMRF

Full Time Staff

- 100% Discount for employee and immediate family for programs (see below for definition of employee's family) *(excludes weekly non-NITTTL tennis drills, non-NITTTL tennis drop-in drills (if you sign up in advance), contractual programs, trips, private or semi-private lessons, paid at*

the door, daily fees and birthday party packages). If there are open spots available in non-NITTTL drills, the employee only may participate at no cost but may not sign up before the drill begins.

- *30% Discount for facility rentals;*
- *3 Personal Days (within the normal working day for individual involved);*
- *Employee and Family Seafari Aquatic Center Pass*
- *Employee and Family Centre Court Athletic Club Membership*
- *Participation in IMRF*

Program Guidelines

*AN EMPLOYEE'S FAMILY includes the employee, the employee's spouse and any unmarried children between the ages of 3 and 23 who are living at home (employee must be the parent and/or legal guardian). Children who are 24 and older or any other relatives/individuals in the same household are not included. Parents and/or siblings residing with an employee are not eligible for program benefits.

No Full-Paying Resident/Participant will be displaced because of these benefits. Benefits on programs begin once the minimum number of full-paying participants has been met. Employees must register on the dates listed in the seasonal brochures. No prior registration is allowed.

Procedure – Applying for Program Benefits

1. Program benefits are available to employees immediately upon hire.
2. Employees applying for program benefits are to complete the appropriate registration form in full and forward it to their immediate supervisor for approval.
3. Supervisors receiving a request from a staff member will initial their approval on the form. Approved requests by supervisors will be forwarded to their Department Head.
4. Department Heads will verify PT status of the requesting employee with the Business Services Office.

For part-time employees, status may fluctuate due to possible schedule changes, seasonally or otherwise. Current PT status for any specific employee will be determined at the time a request for program benefits is submitted by calculating an average of the number of hours that employee has worked weekly over the immediate past year, or if employed less than a year, over the number of months worked to date. PT status

determination will be made by payroll reports generated by the Business Services Office. Program benefits will apply accordingly.

5. Requests approved by Department Heads will be forwarded to the Business Services Manager for processing.

6. Program benefits, including but not limited to any memberships and/or season passes previously granted, will cease immediately upon an employee's termination from the Park District. Department Heads are responsible for communicating employee terminations to the Operations/Aquatic Supervisor who will be responsible for cancelling the terminated employee's program benefits.

7. Any questions or discrepancies in the employee benefits program will have final approval/denial by the Executive Director.

Level 3 Category Employees

Level 3 category employees, who are needed to work on New Year's Eve, President's Day, Good Friday, July 4th, Labor Day, Columbus Day, Thanksgiving Friday or Christmas Eve, will be compensated at the rate of 1 1/2 times the regular rate of pay for hours actually worked on these days. If that employee does not work the day before or the day after the holiday, and he was scheduled to do so, he shall not receive holiday pay until proof of sickness or excusable absence is established to the satisfaction of the department head. Part-time 3 category employees, following a six-month introductory period, will be entitled to take up to three normal working days, calculated as Personal Days off over the course of a calendar year. Days off are not cumulative and must be taken during the year granted or they will be forfeited without compensation. Personal days must be requested and approved by the Department Head in advance.

Use of District Information, Property and Equipment (Section 5.2)

The protection of the District's business information, property and all other District assets are vital to the interests and success of the District. Except in the ordinary course of performing duties for the District, or otherwise permitted, no employee may remove any District property from the District's premises. Accordingly, when an employee separates employment, or at any time the employee's immediate supervisor, Department Head, the Human Resources Staff or the Executive Director asks for the return of District property, the employee must return all District information and property that the employee possesses, including without limitation, keys, phones, laptops or computers, documents,

files, records, manuals, information stored on a personal computer or on a computer disc, supplies, equipment and office supplies.

No employee, elected official or member of the public may use District property for personal use without proper authorization. No District property may be released for personal use without the prior written approval of the Facility Manager and/or Department Head responsible for the property or the Executive Director. Only the Executive Director can approve personal use of District vehicles, and only in advance and in writing.

For the purpose of this section, "District property" is defined as buildings, vehicles, facilities, grounds, tools, implements, building materials, electronic equipment, keys, phones, laptops or computers, documents, files, records, manuals, information stored on a personal computer or on a computer disc, equipment, office supplies and all other property owned, leased or in the possession of the District. Because safety and liability is of chief concern, the District expects that District property it assigns, authorizes or permits employees to use will be operated in a fashion consistent with the District's established safety rules and regulations, as well as all other applicable policies. The District will provide instructions on safe and proper use as needed, as well as upon request. In addition, the use of some District property may require licenses, certifications, permits, waivers and/or releases.

To the extent allowed by applicable law, the employee will be responsible for the full cost of repair or replacement of District property damaged or lost while in the employee's possession, custody or control. The District will comply with all applicable laws to recover any such costs. Employees should report any loss, damage or theft of District property immediately. The District may consider negligence in the care and use of District property as grounds for discipline, up to and including dismissal.

The District's equipment (which also constitutes "District property"), such as telephones, postage, facsimile and copier machines, is intended for business purposes. An employee may only use this equipment for nonbusiness purposes in an emergency and only with the permission of their immediate supervisor, Department Head or Executive Director. Employees should immediately report to their immediate supervisor or the Human Resources Staff any personal usage, in an emergency, that results in a charge to the District so reimbursement can be made to the extent allowed by applicable law.

Upon separation of employment, employees must return all District property to the Human Resources Staff or their immediate supervisor.

Violation of this policy is a serious offense and may result in appropriate disciplinary action, up to and including dismissal, as well as the District pursuing all available and lawful legal channels to recoup unreturned or repair/replace damaged District property.

Use of District Computer Systems (Section 5.3)

Use of the District's computers and software is limited solely to appropriate business use. Except as otherwise provided below, employees cannot use the computer system for their personal benefit. The District strictly forbids employees from installing software on the system. Further, this policy reaffirms District employees have no reasonable expectation of privacy with respect to any computer hardware, software, electronic mail or other computer or electronic means of communication or storage, whether or not the employees have private access or an entry code into the computer system. The District reserves the right to monitor the use of its computer system at any and all times.

Subject to approval from the employee's immediate supervisor or Department Head, an employee's occasional use of District computers for personal use and outside projects may be acceptable during nonwork times (e.g., breaks, meal periods, etc.). However, to keep such use to a reasonable level, the employee's immediate supervisor or Department Head must give advance approval to use the system in such a manner. Moreover, the District may purge files on its computer at any time, with or without notice, and is not responsible for any personal files or outside project files it may purge or lose.

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

Email Policy (Section 5.4)

Every employee is responsible for using the District's email system properly and in accordance with this policy. Employees should address any questions about this policy to the Human Resources Staff.

The email system is the property of the District. The District provides it to conduct District business. All communications and information transmitted by, received from or stored in this system are District records and property of the District. Employees should use the email system only for District business purposes. The District prohibits use of the email system for personal purposes.

Employees have no right to personal privacy in any matter stored in, created, received or sent over the District's email system. Further, the District reminds employees that emails are subject to the Illinois Freedom of Information Act (IL FOIA) and may turn them over to third parties in compliance with applicable laws or policies.

The District, in its sole discretion as owner of the email system, reserves and may exercise the right to monitor, access, retrieve and delete any matter stored in, created, received or sent over the email system, for any reason and without the permission of any employee.

Even if employees use a password to access the email system, the District cannot assure the confidentiality of any message stored in, created, received or sent from or to the District email system. Use of passwords or other security measures does not in any way diminish the District's rights to access materials on its system, nor does it create any privacy rights of employees in the messages and files on the system. Employees must reveal any password used for District email to authorized (and only authorized) personnel at the District (such as an IT Manager), as the District may need to access email files in an employee's absence, emergency or for other business purposes.

Employees should be aware that deletion of any E-mail messages or files will not truly eliminate the messages from the system. All E-mail messages are stored on a central back-up system in the normal course of data management and as part of the District's compliance with applicable record-keeping laws.

Even though the District has the right to retrieve and read any email messages, employees still should treat email messages as confidential, with only the intended recipient accessing them. The District does not authorize employees to retrieve or read any email messages not sent to them. Any exception to this policy must receive the prior approval of the Executive Director or Department Head.

Policies against sexual or other harassment, as well as all other District policies (e.g., workplace violence, etc.) apply fully to the email system, and any violation of those policies is grounds for discipline, up to and including dismissal. Therefore, employees should not create, send or receive any email messages that contain threatening, intimidating, hostile or offensive material based on an individual's actual or perceived race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex, age, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside

the U.S., who not a U.S. citizen but who is authorized by the federal government to work in the United States), ancestry, marital status, civil union partnership, veteran status, disability, association with a person with a disability, sexual orientation, gender (including gender identity or expression), genetic information, unfavorable discharge from military service or military status, order of protection status, pregnancy, childbirth or a medical condition related to childbirth or pregnancy or any other classification protected by law. Employees encountering or receiving this kind of email should immediately report the incident using the Complaint Reporting Procedure in the District's Nondiscrimination and Antiharassment Policy.

Employees must not use the email system to solicit for religious or political causes, commercial enterprises, outside organizations or other nonjob-related solicitations.

Employees must not use the email system to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials without prior authorization from District management. Employees, if uncertain about whether certain information is copyrighted, proprietary or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult their Department Head or the Executive Director.

The District reminds employees to be courteous to other users of the system and always to conduct themselves in a professional manner at all times. Emails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write email communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on District letterhead.

Any employee who discovers misuse of the email system should immediately contact their Department Head, the Human Resources Staff or the Executive Director.

Violations of this email policy will result in disciplinary action, up to and including dismissal.

As with all District policies, the District may amend or revise this policy from time to time as the need arises.

The District requires employees to sign an Email, Voice Mail and Internet Use Policies Acknowledgment Form as a condition of employment.

IMPORTANT: Please review and sign the Email, Voice Mail and Internet Use Policies Acknowledgment Form in Appendix C.

Internet Use Policy (Section 5.5)

Employees may not access the Internet using the District's computer systems unless their job duties require such use. Absent such need, employees may not access the Internet using the District's computer systems at any time or for any reason without prior written approval of their Department Head or the Executive Director.

The District prohibits use of the Internet for more than occasional personal purposes and limits such occasional personal use to nonworking time (e.g., meal breaks, breaks, etc.) with permission from an employee's immediate supervisor or Department Head, and in compliance with all other policies and applicable laws.

Employees must receive management before posting any information on commercial on-line systems or the Internet on behalf of the District. Any approved posted material should have all proper copyright and trademark notices. Absent prior approval from the District to act as an official representative of the District, employees posting information must include a disclaimer in that information stating: "Views expressed by the author do not necessarily represent those of the Hanover Park Park District."

The District may provide certain employees with access to the Internet to perform their job duties. The Internet can be a valuable source of information and research. In addition, email can provide excellent means of communicating with other employees, our patrons, outside vendors and other business entities. Employees must temper use of the Internet with common sense and good professional judgment.

If employees abuse their right to use the Internet, the District will revoke its permission. In addition, employees who abuse the Internet may be subject to disciplinary action, including possible dismissal from employment and civil and criminal liability.

Employees' use of the Internet is governed by this policy and the Email Policy.

Disclaimer of Liability for Use of Internet

The District is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. The District cautions users that many of these pages include offensive, sexually explicit, violent and other inappropriate material. In general, it is difficult to avoid

at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an email address on the Internet may lead to receipt of unsolicited emails containing offensive conduct. Users accessing the Internet do so at their own risk.

Duty Not to Waste Computer Resources

Employees 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, downloading large files, spending excessive amounts of time on the Internet, playing games, streaming videos or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, employees may not download files of this or any other sort unless they are business-related.

No Expectation of Privacy

The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not and do not have an expectation of privacy in anything they create, store, send or receive on the District's computer system, including but not limited to their browsing history. The computer system belongs to the District and may only be used for business purposes.

Monitoring Computer Usage

The District has the right, but not the duty, to monitor any and all of the aspects of its computer system including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet and reviewing email or voice mail sent and received by users.

Blocking of Inappropriate Content

The District may use software to identify and/or block from District networks inappropriate or sexually explicit or violent Internet sites. In the event an employee nonetheless encounters inappropriate or sexually explicit or violent material while browsing on the Internet, they must immediately navigate away from the site, regardless of whether the site was subject to blocking software from the District.

Prohibited Activities

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful, inappropriate, offensive (including

offensive material based on an individual's actual or perceived race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex, age, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who not a U.S. citizen but who is authorized by the federal government to work in the United States), ancestry, marital status, civil union partnership, veteran status, disability, association with a person with a disability, sexual orientation, gender (including gender identity or expression), genetic information, unfavorable discharge from military service or military status, order of protection status, pregnancy, childbirth or a medical condition related to childbirth or pregnancy or other characteristic protected by law), or violative of the District's EEO Policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in the District's computers. Employees encountering or receiving this kind of material should immediately report the incident using the Complaint Reporting Procedure in the District's Nondiscrimination and Antiharassment Policy. The District's EEO Policy and its Nondiscrimination and Antiharassment Policy apply fully to the use of the Internet and any violation of those policies is grounds for discipline, up to and including dismissal from employment.

Games and Entertainment Software

Employees may not use the District's Internet connection to download games, gamble, set fantasy online teams, other entertainment software or to play games over the Internet.

Illegal Copying

Employees may not illegally copy material protected under copyright law or make that material available to others for copying. Employees are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages and other material they wish to download or copy. Employees 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 the employee's Department Head or the Executive Director.

Accessing the Internet

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to the District's network must do so through an approved Internet firewall. The District strictly forbids accessing the Internet directly by modem unless the computer the employee is using is not connected to the District's network.

Virus Detection

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

Sending Unsolicited Email (Spamming)

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

Amendment and Revisions

As with all District policies, the District may amend or revise this policy from time to time as the need arises.

The District takes violations of this policy seriously and may result in disciplinary action, including possible dismissal and civil and criminal liability.

Employees must sign an Email, Voice Mail and Internet Use Policies Acknowledgment Form as a condition of employment.

IMPORTANT: Please review and sign the Email, Voice Mail and Internet Use Policies Acknowledgment Form in Appendix C.

Voice Mail Policy (Section 5.6)

Every employee is responsible for using the voice mail system properly and in accordance with this policy. Employees should address any questions about this policy to the Human Resources Staff.

The voice mail system is the property of the District. The District provides it for use in conducting District business. All communications and information transmitted by, received from or stored in this system are District records and property of the District. Use of the voice mail system for more than occasional personal purposes is prohibited and limits such occasional personal use to nonworking time, with the advance permission of

an employee's immediate supervisor or Department Head and in compliance with all other policies.

Employees have no right to personal privacy in any matter stored in, created, received or sent over the District's voice mail system. Further, the District reminds employees that voice mails are subject to the Illinois Freedom of Information Act (IL FOIA), and it may turn them over to third parties in compliance with applicable laws or policies.

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

Even if employees use a password to access the voice mail system, the District cannot assure the confidentiality of any message stored in, created, received or sent from or to the District voice mail system. Use of passwords or other security measures does not in any way diminish the District's rights to access materials on its system, nor does it create any privacy rights of employees in the messages and files on the system. Employees must reveal any password used to the authorized (and only authorized) personnel at the District (such as the IT Manager), as the District may need to access voice mail messages in an employee's absence, an emergency or for other business purposes.

Employees should be aware that deletion of any Voice Mail messages or files will not truly eliminate the messages from the system. All Voice Mail messages are stored on a central back-up system in the normal course of data management and as part of the District's compliance with applicable record keeping laws.

Even though the District reserves the right to retrieve and read or listen to any voice mail messages, employees should treat those messages as confidential, with only the intended recipient should access them. The District does not authorize employees to retrieve or listen to any voice mail messages not sent to them. Any exception to this policy must receive the prior approval of the Executive Director or Department Head.

Policies against sexual or other harassment, as well as all other District policies, (e.g., workplace violence, etc.) apply fully to the voice mail system, and any violation of those policies is grounds for discipline, up to and including dismissal. Employees should not create, send or receive any voice mail messages if they contain threatening, intimidating, hostile or offensive material based on an individual's actual or perceived race (including

but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex, age, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who not a U.S. citizen but who is authorized by the federal government to work in the United States), ancestry, marital status, civil union partnership, veteran status, disability, association with a person with a disability, sexual orientation, gender (including gender identity or expression), genetic information, unfavorable discharge from military service or military status, order of protection status, pregnancy, childbirth or medical condition related to childbirth or pregnancy or any other classification protected by law. Employees encountering or receiving this kind of voice mail should immediately report the incident using the Complaint Reporting Procedure in the District's Nondiscrimination and Antiharassment Policy.

Employees will not use voice mail to solicit for religious or political causes, commercial enterprises, outside organizations or other nonjob-related solicitations.

Because of the storage space required for voice mail messages, employees should not send a voice mail message to a large number of recipients without prior approval from their Department Head or the Executive Director.

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

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

To avoid accidentally disclosing message contents to unauthorized listeners, employees should not listen to voice mail messages while using the speakerphone feature or at a volume where unauthorized listeners can hear.

Any employee who discovers misuse of the voice mail system should immediately contact their Department Head, the Human Resources Staff or the Executive Director.

Violations of this voice mail policy will result in disciplinary action, up to and including dismissal.

As with all District policies, the District may amend or revise this policy from time to time as the need arises.

Employees are required to sign an Email, Voice Mail and Internet Use Policies Acknowledgment Form as a condition of employment.

IMPORTANT: Please review and sign the Email, Voice Mail and Internet Use Policies Acknowledgment Form in Appendix C.

Tape Recording Policy (Section 5.7)

It is a violation of District policy to record conversations with a tape recorder, cell phone or other recording device unless the employee receives prior written approval from the Department Head or the Executive Director or all parties to the conversation give their clear and documented consent.

The purpose of this policy is to eliminate a chilling effect on the expression of views that may exist when people have concerns about the secret recording of their conversations. This concern can inhibit spontaneous and honest dialogue especially when discussing sensitive or confidential matters. Further, such surreptitious recording may lead to civil or criminal liability, depending on the applicable laws.

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

Travel and Vehicle Use (Section 5.8)

Employees must obtain the prior written approval of their immediate supervisor or Department Head to operate a motor vehicle, whether owned by the District or their own personal vehicle, on District business. (For District vehicles, employees must also obtain the prior written approval of their Executive Director.) The following general rules apply to the use of motor vehicles on District business. Employees should see their immediate supervisor for further details.

Applicable to All Vehicles Operated on District Business

- The employee's immediate supervisor must authorize the use of any vehicle for District business prior to using it for such business.

- Employees operating any vehicle for 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. Employees must notify their immediate supervisor or Department Head immediately if the status of their drivers license changes (e.g., suspension, revocation, placed on restricted status, etc.).
- The District requires employees to obey all traffic regulations and laws applicable to the use of motor vehicles. This includes without limitation the use of seat belts, the "headlight law" (where vehicles must have their headlights on when their windshield wipers are on) and prohibitions or limitations on the use of electronic communication devices including cell phones, personal digital assistants and mobile/portable computers while driving.
- Employees must report all accidents to their immediate supervisor or Department Head immediately and must include a copy of the police report.
- No employee may be under the influence of alcohol, illegal substances or legal drugs while operating any vehicle for District business. "Under the influence" means the employee is affected by alcohol, illegal substances or legal drugs in any determinable manner. For purposes of this policy, a professional opinion, scientifically valid test, lay person's opinion or the statement of a witness can establish the determination of being under the influence. (See the District's Alcohol and Drug Abuse Policy for more information.)
- The District specifically prohibits employees from using any electronic communication device while driving. This includes composing, sending or reading electronic messages while operating a vehicle on a roadway. However, this prohibition does not apply to employees engaging in electronic communications via their cellular telephones in hands-free or voice-activated mode only (which may include use of a headset); while parked on the shoulder of a roadway; or when the vehicle is stopped due to normal traffic being obstructed, and the driver has the motor vehicle transmission in neutral or park. This section does not apply to any of the following:
 - Law enforcement employees while performing their official duties.
 - Driver using two-way or citizens band radio services.
 - Driver using an electronic communication device by pressing a single button to initiate or terminate a voice communication.
 - Driver using an electronic communication device capable of performing multiple functions, other than a hand-held wireless telephone or hand-held personal digital assistant (for example, a fleet management system, dispatching device, citizens band radio or music player) for purpose that is not otherwise prohibited by law.

- Employees under the age of 19 are specifically prohibited from using a wireless phone at any time while driving, except for emergency purposes.
- Employees, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school zone or on a highway in a construction or maintenance speed zone, except for emergency purposes.
- Employees who receive a citation for any Illinois Traffic Offense while operating a District vehicle, or operating a personal vehicle in the course of their employment with the District, must report the citation to their immediate supervisor and provide a copy of the citation as soon as possible. Additionally, employees who receive an immediate action offense or points assigned offense, whether on-duty or off-duty, must report the citation to their immediate supervisor and provide a copy of the citation as soon as possible. Failure to report a citation or to provide a copy of the citation may be grounds for discipline, up to and including dismissal from employment.
- The District will conduct a pre-employment and annual State Motor Vehicle Record review for employees who drive as part of their job duties to determine if the employee has been found liable for any Immediate Action Offenses or Point-Assigned Offenses (or equivalent offenses in other states), a list of which can be found [here](#). The District may engage in any of the following steps if it determines, in its sole discretion, that an employee's drivers' record is deficient: engage in periodic checks or other driver monitoring; require attendance and completion of driver safety training; enact temporary or permanent suspension from driving District-owned vehicles and/or from driving as part of an employee's job duties for the District; and/or issue discipline, up to and including dismissal from employment.

District-owned Vehicles

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

- District-owned vehicles may be taken home only when authorized in writing and in advance by the Executive Director and only in cases where the employee is subject to emergency calls during off-duty hours or has another business need for the vehicle.
- Vehicles may not be taken out of state without the advanced written authorization of the Executive Director.
- Employees operating District vehicles must be 18 years or older. Further, the Illinois Vehicle Code requires a driver of at least 21 years of age with one year of driving experience when transporting school age children or senior citizens.

- District vehicles will not be used to transport District patrons unless the vehicle and employee are authorized to do so or in case of emergency.
- Any employee required to have a Commercial Drivers License (CDL) as a condition of employment with the District is subject to random drug and alcohol testing in accordance with Department of Transportation regulations. Please see the District's Drug and Alcohol Policy and Procedures for CDL Employees for more information.
- Employees are responsible for the care and conservation of District vehicles and must promptly report any accident, breakdown or malfunction of any unit to their immediate supervisor, so the District can make any necessary repairs.
- The District has the right to search any District vehicle at any time, with or without notice. Therefore, employees have no reasonable expectation of privacy with respect to District vehicles.
- No employee may be under the influence of alcohol, illegal substances or legal drugs while operating any District-owned vehicle at any time, irrespective as to whether the use is for personal or District business. "Under the influence" means that the employee is affected by alcohol, illegal substances or legal drugs in any determinable manner. For purposes of this policy, a professional opinion, scientifically valid test, lay person's opinion or the statement of a witness can establish determination of being under the influence.
- Certain District vehicles have global positioning systems (GPS). The District reserves the right to use GPS technology at any time and for any District-related purpose including, but not limited to, determining unauthorized use of the vehicle; misuse of the vehicle; unsafe use of the vehicle; unauthorized or misuse of work time; and emergency assistance. Employees using any District vehicle for District purposes at any time (including conferences) should have no expectation of privacy regarding their whereabouts during working hours, when acting on behalf of the District at any time or otherwise when on District business.
- The District specifically prohibits employees from using an electronic device while driving including, but not limited to, accessing electronic mail or the Internet, text messaging or instant messaging while driving. This includes composing, sending or reading an electronic message while operating a vehicle on a roadway. However, this prohibition does not apply to employees engaging in electronic communications via their cellular telephones in hands-free or voice-activated mode (which may include the use of a headset); while parked on the shoulder of a roadway; or when the vehicle is stopped due to normal traffic being obstructed, and the driver has the motor vehicle transmission in neutral or park. This section does not apply to any of the following:

- Law enforcement employees while performing their official duties.
- Driver using two-way or citizens band radio services.
- Driver using an electronic communication device by pressing a single button to initiate or terminate a voice communication.
- Driver using an electronic communication device capable of performing multiple functions, other than a hand-held wireless telephone or hand-held personal digital assistant (for example, a fleet management system, dispatching device, citizens band radio, or music player) for a purpose not otherwise prohibited by law.

Personal Vehicles

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

- The District requires employees using their personal vehicle for District business to carry liability insurance on their vehicle in accordance with applicable law and may need to provide proof of this insurance. The District's liability insurance is secondary to the employee's own coverage.
- The District strictly prohibits using an employee's personal vehicle to transport participants in any District programs.
- The District will predetermine reimbursement for authorized use of personal vehicles by a monthly car allowance or at the standard mileage rate established by the Internal Revenue Service and considers it payment for the use of the vehicle, insurance and all other transportation costs. The District does not reimburse employees for regular commutes between home and work.

To qualify for reimbursement, employees must secure prior written approval from their immediate supervisor or Department Head, provide proof of the mileage used for District business and provide proof they used the vehicle on District business (i.e., submission of an approved mileage reimbursement form and other appropriate documentation such as receipts as required by the District). Please see the District's Expense Reimbursement Policy for more details.

F. Employee Conduct (Section 6.0)

Introduction (6.1)

District employees work together as a team to develop, promote and maintain quality recreational programs and facilities for the community. The District expects each employee to work toward meeting the goal of providing services in a friendly, efficient and professional manner and urges employees to make any suggestions they feel will benefit the District and its patrons by saving time, reducing waste, promoting safety, increasing efficiency and making the working and recreational experience for all persons more enjoyable.

The District expects employees to demonstrate the highest standards of personal and professional integrity, honesty, responsibility and fortitude in the performance of their duties and to treat District patrons, their fellow employees and members of the general public honestly, fairly and courteously. The rules identified below are a guide for employee conduct while acting on behalf of the District. These rules promote orderly, safe and efficient operations. The District developed them using common sense and years of experience and requires all employees to read these rules carefully and conduct themselves accordingly.

Compliance with District Policies and Procedures (Section 6.2)

Employees must comply with all policies and procedures established by the District's board or management.

Compliance with Supervisory Directive (Section 6.3)

Employees must comply with the directives of their immediate supervisors, the board, management and supervisory staff in the performance of their duties.

Smoking (Section 6.4)

The District prohibits smoking in or on any District building, facility, equipment or vehicle or while working directly with the public, except in specifically designated areas.

Expeditious and Diligent Performance of Duties (Section 6.5)

The District expects employees to perform their job duties expeditiously and diligently to the best of their ability.

Acting in the District's Interests (Section 6.6)

Employees must act and conduct themselves at all times in the best interest of the District.

Accurate Records (Section 6.7)

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

Attendance, Punctuality and Dependability (Section 6.8)

Attendance is an essential part of each job position and an employee's overall job performance, and is critical to the smooth and efficient operation of the District. Absenteeism and tardiness are expensive, disruptive and place an unfair burden on fellow employees and immediate supervisors. It is imperative that employees report to work regularly, promptly and be ready to perform their assigned duties at the beginning of the workday. To the extent permitted by law, excessive absenteeism and tardiness lessen an employee's chances for advancement and may result in discipline, up to and including dismissal.

If employees are going to be late or absent for any reason (whether for all or part of the workday), they or someone else on their behalf must telephone the employee's immediate supervisor at least thirty (30) minutes prior to the employee's scheduled starting time. If the immediate supervisor is not available, employees must contact the supervisor at the succeeding level of authority in their department. If employees are unable to contact supervisors directly, they may leave a voice mail. It is each employee's personal responsibility to ensure that they give proper notification.

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

An employee's notice must include a reasonable explanation for the absence or tardiness (or need to leave early) and a statement as to when the employee expects to arrive at or return to work. The District may require an employee to present a note from their treating healthcare provider or other documentation substantiating the length of, and reasons for, the absence or tardiness (or need to leave early).

The foregoing notice requirements apply to each day of absence or tardiness (or need to leave early), including without limitation consecutive days. Failure to satisfy these requirements may result in loss of pay for the time in question and/or disciplinary action, up to and including dismissal. Moreover, if employees fail to report to work on three consecutive working days without notifying their supervisor(s), the District will consider them to have abandoned their employment with the District voluntarily, resulting in dismissal. The District will require employees who are absent for three or more consecutive shifts for the employee's own medical condition (and notify their supervisor such that they have not voluntarily abandoned their employment) to submit a note from a treating healthcare provider indicating the employee is fit to return to work with or without a reasonable accommodation.

Attendance is an essential function of every job at the District. On-site attendance is an essential function of all or most jobs at the District. Even if employees provide proper notice of their absences or tardiness (or need to leave early), continued irregular attendance or excessive absenteeism or tardiness, as determined in the sole discretion of the District, constitutes unsatisfactory performance and will subject employees to disciplinary action, up to and including dismissal.

In calculating an employee's attendance record, all absences, whether paid or unpaid, approved or without approval, or with or without notice, will be counted except for absence due to the following: approved leave under the FMLA, approved military leave, ADA or pregnancy accommodations and other legally protected leaves.

Dress and Appearance Policy (Section 6.9)

The Park District will maintain a professional and positive image with our patrons and taxpayers through our dress and appearance of the Park District's employees. This policy will promote a productive work environment and comply with applicable health and safety standards. The enforcement of this policy should be the responsibility of your direct supervisor.

Guidelines

- An appropriate, well-groomed and neat appearance such as the proper maintenance of work areas, is an on-going requirement of employment with the Park District.
- Employees must follow their department's or work area's dress code.

- Specific job tasks will require safety equipment and attire. Employees must wear the assigned equipment and attire during these specific tasks. If not, the task cannot be performed and the employee may be disciplined.
- Employees' clothing should be neat, clean, stain-free and orderly at all times while on duty. Clothing and shoes that are torn, frayed, deteriorated, have holes and/or are visibly dirty are considered unacceptable attire. Shoes must be worn at all times. No flip-flop style sandals with the exception of lifeguard staff.
- Necklines should be appropriate and no clothing should be inappropriately tight, provocative or revealing. When arms are extended over the head, no skin should be visible. Sheer, tube, tank, cropped, midriff, halter or spaghetti strap tops are not permitted.
- Hemlines on pants and skirts should not be a tripping hazard.
- Proper undergarments should be worn and should not be inappropriately exposed or noticeable under fabric.
- Any clothing supplied by the Park District shall not be worn while not working, except when traveling to/from work.
- Jewelry must not present a safety hazard or interfere with customer/participant care or machinery and equipment operation. Exposed body piercing or jewelry plus the style of earring or jewelry may not present a hazard to you, your co-workers, or the public, as determined by the Park District.
- Tattoos that are offensive in nature (i.e., words including profanity and/or symbols) or tattoos deemed inappropriate by the Park District must be covered.
- All employees shall wear a nametag while on duty when working with patrons.
- Any employee who cannot comply with the dress and appearance policy based upon disability, religion, national origin, or other legally recognized basis, must forward a written request to the Safety Coordinator for an accommodation or exemption from this policy. Said request shall include the policy exception requested and include the basis for said request.
- Any employee who cannot comply with this policy based upon a specific work assignment may seek an exemption during the assignment by the employee's direct supervisor.
- When employment ends, all Park District-issued clothing must be returned to the employee's direct supervisor.
- Any employee who does not meet standards of this policy will be required to take corrective action that may include leaving the premises.
- There will be no compensation for time not worked by a non-exempt employee for violating this policy. Repeated violations of this policy may result in disciplinary action, up to and including termination.

- Enforcement of this dress and appearance policy shall be the responsibility of the specific supervisor. If an employee reports to work improperly dressed or groomed, the supervisor should instruct the employee to return home to change clothes. Non-exempt employees will be required to sign out and will not be compensated for time away from work.
- These are general guidelines for all staff please see below for your specific job dress code.

DEPARTMENTAL DRESS CODES

Administration Staff

Director and Department Heads

- Clothing with the Park District logo is encouraged.
- Any clothing that has words, terms or logos (other than HPPD) are generally not acceptable.
- Loafers, boots, flats, dress heels or sandals and leather deck shoes are acceptable.
- Flip flops and slippers are not acceptable.
- Dark jeans and sneakers are acceptable.

Business Office and Secretarial Staff

- Business casual attire should be worn including dress jeans. Clothing with the Park District logo is encouraged.
- Any clothing that has words, terms or logos (other than HPPD) are generally not acceptable (designer logos are generally acceptable).
- Loafers, boots, flats, sneakers, conservative athletic shoes, dress heels or sandals and leather deck shoes are acceptable.
- Wearing no stocking is acceptable if the look is appropriate to the outfit.
- Flip flops and slippers are not acceptable.

RECREATION DEPARTMENT

Administrative Customer Service Staff

- Business casual attire should be worn including dress jeans.
- Clothing with the Park District logo is encouraged.
- Any clothing that has words, terms or logos (other than HPPD) is not acceptable.

- Loafers, boots, flats, sneakers, conservative athletic shoes, dress heels or sandals and leather deck shoes are acceptable.
- Flip flops and slippers are not acceptable.

Program Supervisors

- Business casual attire should be worn including dress jeans. Clothing with the Park District logo is encouraged.
- Any clothing that has words, terms or logos (other than HPPD) are generally not acceptable (designer logos are generally acceptable).
- Loafers, boots, flats, sneakers, conservative athletic shoes, dress heels or sandals and leather deck shoes are acceptable.
- Wearing no stocking is acceptable if the look is appropriate to the outfit.
- Flip flops and slippers are not acceptable.

Concessions and Seafari Cashiers

- Assigned staff shirts, sweatshirts or jackets with HPPD logo are required.
- Must wear jeans, athletic pants or shorts of an appropriate length (longer than fingertips).
- No opened-toe shoes are allowed.

Lifeguards

- Must wear the Park District's issued/authorized swim suit.
- Lifeguards may also wear Park District-issued shorts and shirt.
- May wear non-slip flip-flops or sandals.

Program Staff

- Assigned staff shirts, sweatshirts or jackets with HPPD logo are required.
- Required to dress in a manner as established by the Park District to be appropriate to the activity.
- Flip flops and slippers are not acceptable.

Group-Care Program Staff

- Assigned staff shirts, sweatshirts or jackets with HPPD logo are required.
- Must wear jeans, athletic pants or shorts of an appropriate length (longer than fingertips).
- Must wear gym shoes except at aquatic facilities.
- Name tag

PARKS DEPARTMENT

Maintenance Workers/Grounds Workers

- Assigned shirts, sweatshirts or jackets with the HPPD logo are required.
- Must wear jeans or dickies. Cargo-style shorts are permitted.
- The PPE for the task being performed must be considered in making the decision for your attire for the day.
- Hats must be worn correctly and only while performing work outdoors.

Custodial Staff

- Assigned shirts, sweatshirts or jackets with the HPPD logo are required.
- Must wear jeans or dickies. Cargo-style shorts are permitted.
- Footwear should be comfortable and conservative.

Park Service Patrol (PSP)

- Staff must wear the provided uniform.

Building Supervisors

- Assigned staff shirts, sweatshirts or jackets are required.
- The supplied long pants are required at all times.
- No opened-toe shoes are allowed.
- Name tag

Community Service Workers

- C.S. workers should wear an HPPD volunteer vest provided.
- Blue jeans are permitted.

CENTRE COURT ATHLETIC CLUB

Customer Service

- Staff should wear a CCAC/HPPD staff shirt, sweatshirt or jacket while on duty.
- Staff should wear pants, skirts or tailored shorts of khaki, black or navy.
- Business casual attire is allowed provided it is worn with a nametag.

Tennis Professionals

- Collared tennis shirts are preferred. Since most tennis attire manufacturers make non-collared tennis shirts, these will also be allowed.
- Tennis t-shirts will not be allowed.

- Shorts made for tennis are the only allowable shorts.
- No basketball or other sport shorts may be worn.
- Warm-up suits should be tennis warm-ups and not merely sweat suits.
- Tennis shoes should be clean and worn with white socks.
- Tennis caps, visors and brimmed tennis hats (outdoor use only) are the only allowable headwear. Caps that are not facility/tennis related are not allowed. Caps should be worn correctly and not backwards or sideways. Winter hats are not allowed.

Fitness Professionals

- A CCAC staff shirt/sweatshirt/jacket must be worn while on duty.

Staff should wear athletic pants, shorts, or khaki or white pants.

Facility/fitness caps may be worn. Caps should be worn correctly and not backwards or sideways.

Work Areas (Section 6.10)

- Keep work areas clean and orderly at all times.
- Store apparel such as boots, coats and umbrellas in designated areas.
- Clean and store all tools and equipment prior to the end of the workday and properly secure all items, papers or information of value.
- The District allows nonwork materials, such as posters, signs, pictures and calendars to the extent they do not interfere with the performance of work and are not in violation of District policies. Employees should use common sense when determining what items are appropriate to bring to work. The Executive Director is the final authority when deciding whether or not a non-work item is permissible.

Reporting Employees Who Possess, Use or Are Under the Influence of Alcohol or Drugs (Section 6.11)

The District expects and requires employees to report to work on time and able to work, both physically and mentally. To do so, employees must not have alcohol or illegal drugs in their system, or legal drugs in their system that interfere with their ability to work safely. Employees in certain Public Safety Responsibility roles must self-report the use of legal drugs in certain situations. Please see the District's Alcohol and Drug Abuse Policy for more information.

It is the responsibility of every District employee to ensure their coworkers and patrons in District programs are safe. To that end, the District requires all employees to report

violations of the District's Alcohol and Drug Abuse Policy to management, as outlined below.

If an employee knows of another employee possessing, using or being under the influence of drugs or alcohol while at work, or otherwise violating the District's Alcohol and Drug Use Policy, they must immediately report the situation to their immediate supervisor, Department Head and/or the Executive Director. If the situation involves the Executive Director, or the Executive Director condones or does not address the problem, employees may take the complaint to the President of the Board. The District will investigate all complaints. Employees violating this policy may be subject to immediate disciplinary action, up to and including dismissal from employment.

Weapons Policy (Section 6.12)

The District strictly prohibits and does not tolerate weapons at any District facility, on any District property or at any District-sponsored event, except as required by, and in strict accordance with, applicable federal and state laws.

Weapons include visible and concealed weapons, as well as those for which the owner has necessary permits. Weapons can include firearms, knives with a blade longer than three inches, explosive materials or any other objects that could be used to harass, intimidate or injure another individual, employee, manager or supervisor. The District prohibits employees from displaying, brandishing, discharging or otherwise using any and all weapons, including concealed firearms, on District property, within the workplace, during work functions or while engaged in any business on behalf of the District. The District also prohibits employees from making threats or engaging in acts of violence or bullying, especially if they involve a weapon. Employees who violate this policy may be subject to disciplinary action, up to and including dismissal from employment.

Procedure for Reporting Possession of a Weapon

If an employee knows of another employee possessing a weapon, they must report the situation to the Facility Manager, as well as their immediate supervisor, Department Head and/or the Executive Director. If the situation involves the Executive Director, or the Executive Director condones or does not address the problem, employees may take the complaint to the President of the Board. The District will investigate all complaints.

Nothing in this policy shall prevent any employee from contacting 911 any time they believe there is an emergency in the workplace. An employee contacting 911 during work time should take all reasonable steps to secure their immediate safety and/or the

immediate safety of others and then notify the Facility Manager, as well as their immediate supervisor, Department Head and/or the Executive Director of the 911 call.

Employee Cooperation (Section 6.13)

District employees provide a service to the community, and each employee must cooperate with fellow workers and the public to set a high standard of work performance. Unwillingness or failure to cooperate will subject the employee to disciplinary action, up to and including dismissal. The employees of the District must function as a team, and each employee must make a positive contribution in the interest of effective and efficient public service.

The District will not condone wrongful conduct, including without limitation insubordination, which engenders employee divisiveness, loss of morale or workplace disruption and such conduct may lead to disciplinary action, up to and including dismissal.

Carelessness Policy (Section 6.14)

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

The District expects and demands that employees perform their employment duties with care and attention to our patrons' needs, the safety and welfare of fellow employees and patrons, and to the District's quality standards and requirements. Employees who are careless or negligent in performing their job duties will be subject to disciplinary action, up to and including dismissal.

Procedure for Reporting Careless, Hazardous or Substandard Work Practices

If employees are aware of a careless or negligent act or behavior by another, they must report the act or behavior to their immediate supervisor. If employees feel uncomfortable doing so, or if an employee's supervisor is the source of the problem, condones or ignores the problem, employees must report it to the Department Head or the Executive Director.

If neither of these alternatives is satisfactory, then employees must direct their questions, problems, complaint or reports to the President of the Board. The District does not require employees to confront the person who is the source of their report, question or complaint directly to notify any of those individuals listed.

Whistleblower Protection (SAFE-T Act) Sample Policy and Procedures (Section 6.15)

Pursuant to § 4.1 of the Public Officer Activities Act, 50 ILCS 105/4.1 (the “Act”), the District protects the confidentiality of and prohibits retaliation against any full-time, part-time, or temporary employee or contractor who reports improper governmental action under the Act and this Policy. Confidentiality will be protected to the extent permissible by law unless waived by the employee. The District’s Auditing Official will manage and investigate complaints filed under the Act and this Policy in accordance with the following processes and procedures. For purposes of this policy, the District’s Auditing Official means its Executive Director. Upon hire and then annually thereafter, employees must review this policy and procedures carefully and sign an Acknowledgment. (See **Appendix D.**)

Improper Governmental Action

For purposes of this Policy, “improper governmental action” means any action by an employee of the District, an appointed member of a board, commission or committee, or an elected official of the District that:

- Is undertaken in violation of a federal or state law or local ordinance;
- Is an abuse of authority;
- Violates the public's trust or expectation of their conduct;
- Is of substantial and specific danger to the public's health or safety; or,
- Is a gross waste of public funds.

The action need not be within the scope of the official duties of the employee, elected official, board member, or commission member to be subject to a claim of improper governmental action.

Improper governmental action does not include the District’s personnel actions, including but not limited to: (1) employee grievances or complaints; (2) appointments, promotions, transfers, reassignments, or reinstatements; (3) restorations or reemployment; (4) performance evaluations; (5) reductions in compensation; (6) dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation.

Confidentiality

The identity of an employee will be kept confidential to the extent allowable by law unless waived in writing by the employee.

The Auditing Officials may take reasonable measures to protect employees who reasonably believe they may be subject to bodily harm for reporting improper government action.

No Retaliation

The District will not retaliate against an employee or contractor who:

- Reports an improper governmental action under this Policy or the Act;
- Cooperates with an investigation by the Auditing Official related to a report of improper governmental action; or
- Testifies in a proceeding or prosecution arising out of an improper governmental action.

Prohibited retaliation means any adverse change in an employee's employment status or terms and conditions of employment. Retaliatory action includes, but is not limited to,: (1) denial of adequate staff to perform duties; (2) frequent staff changes; (3) frequent and undesirable office changes; (4) refusal to assign meaningful work; (5) unsubstantiated letters of reprimand or unsatisfactory performance evaluations; (6) demotion; (7) reduction in pay; (8) denial of promotion; (9) transfer or reassignment; (10) suspension or dismissal; or (11) other disciplinary action made because of an employee's protected activity under the Act.

Reporting Procedures

To invoke the protections of the Act and this policy, any employee who is aware of an improper governmental action (as defined above) is required to make a **written** report of it to the District's Executive Director, who serves as our Auditing Official.

Further, any employee who believes that he or she is being retaliated in violation of the Act and this Policy must submit a **written** report regarding the retaliation to the District's Auditing Official, within 60 days of learning of the retaliatory conduct.

If the Auditing Official is the individual doing the improper governmental action, then a report may be submitted to any State's Attorney.

Investigation Procedures

Upon receiving a report of alleged improper governmental action, the Auditing Official shall conduct a confidential investigation of the report.

The Auditing Official will also notify the employee and all witnesses of the District's policy against retaliation for reporting alleged improper government action or participating in a related investigation or proceeding.

The Auditing Official shall notify the District's corporate counsel and/or the General Counsel of the PDRMA of the report and seek legal advice regarding the report, investigation, and potential findings and remedies.

The Auditing Official may transfer a report of improper governmental action to another auditing official designee (including, but not limited to, the appropriate State's Attorney) for investigation if the Auditing Official deems it appropriate.

If the Auditing Official (or their designee) concludes an improper governmental action has taken place or concludes that any person has hindered the investigation, the Auditing Official shall notify in writing the District's Executive Director and any other individual or entity the Auditing Official deems necessary in the circumstances, including, for example, the President of the Board or other board members.

If the Auditing Official determines that an employee has been subjected to retaliation in violation of the Act or this Policy, the Auditing Official may also reinstate, reimburse for lost wages or expenses incurred, promote, or provide some other form of restitution. In instances where the Auditing Official determines that restitution will not suffice, the Auditing Official may make their investigation findings available for the purposes of aiding in that employee or the employee's attorney's effort to make the employee whole.

The Auditing Official shall maintain records relating to the report, investigation, and findings confidential to the extent allowed by law and shall consult with the District's corporate counsel and/or PDRMA's General Counsel before disclosing such records to any third parties, including, but not limited to, pursuant to a request under the Illinois Freedom of Information Act (IL FOIA).

Other Duties of the Auditing Official

The Auditing Official shall also:

- Ensure that each employee receives a written summary or a complete copy of § 4.1 of the Act upon hire and at least once each year of employment.
- Ensure that all employees receive a copy of this Policy upon hire and at least once each year of employment, as well as any updates to it, and sign a form acknowledging receipt.

- Be familiar with § 4.1 of the Act and any amendments thereto and shall comply with all requirements of the Act.
- Respond to questions from employees about this policy.

Telephone and Cell Phone Usage (Section 6.16)

Office telephones are a vital part of District operations. Because of the large volume of District business transacted by telephone, employees should limit personal use of the telephone and make personal calls brief and during nonworking time (e.g., breaks, meal periods, etc.).

The District provides cellular telephones to certain employees in connection with their job duties. Employees issued cellular telephones by the District should use those phones to make all long distance telephone calls while traveling. Employees must limit personal use of their cellular telephone in the same way they limit personal use of their office telephone. The District will subject employees who have excessive cellular usage for personal calls to corrective action, up to and including dismissal.

The District requires the safe use of its cellular telephones by employees while conducting business. The District may also give employees with cellular telephones an earphone/microphone adapter for increased safety and convenience. Employees must fully comply with all traffic laws and laws related to cellular phone use.

The District specifically prohibits employees from accessing email, text messaging, typing or instant messaging while driving. This includes composing, sending or reading an electronic message while operating a vehicle on a roadway. However, this prohibition does not apply to either: (1) law enforcement employees while performing their official duties; (2) employees engaging in electronic communications via their cellular telephones in hands-free or voice-activated mode; or (3) while parked on the shoulder of a roadway.

The District specifically prohibits employees under the age of 19 from using a cell phone (including hands-free or voice-activated) at any time while driving, except for emergency purposes.

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

During work time, the District does not permit employees to use personal cellular telephones; they can use them only during breaks and meal times.

The District provides a \$25 monthly stipend to certain employees who use their personal phones for work purposes.

Security and Keys (Section 6.17)

In the interest of safety and protection of property, the District maintains strict control over access to District property, work locations, records, computer information, cash and other items of value or a confidential nature. Employees assigned keys, safe combinations or other secure access to District property in connection with their job responsibilities must exercise sound judgment and discretion to protect against theft, loss or negligence. Employees must immediately report any loss of keys or other secure access to their immediate supervisor; similarly, employees must immediately report any unapproved disclosure of security codes/information about which they learn. Failure to do so may result in disciplinary action, up to and including dismissal. Employees may not transfer keys and other security access items, codes and information from one employee to another without prior written authorization by the appropriate Facility Manager, Department Head or Executive Director.

Romantic or Sexual Relationships (Section 6.18)

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

Accordingly, the District strongly discourages such relationships and any conduct (such as dating between a supervisor/manager and a nonsupervisory/nonmanagerial employee) designed or reasonably expected to lead to the formation of a “romantic” or sexual relationship.

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

If a romantic or sexual relationship between a supervisor/manager and an employee develops, it is the responsibility and mandatory obligation of the supervisor/manager promptly to disclose the existence of the relationship to the supervisor's/manager's Department Head. The employee may make the disclosure as well, but the burden of doing so belongs to the supervisor/manager.

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

The Department Head will inform the Executive Director, the Human Resources Manager and others with a need-to-know of the existence of the relationship, including in all cases the person responsible for the employee's work assignments.

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

In addition, and for the District to deal effectively with any potentially adverse consequences such a relationship may create, the District encourages any person who believes they have been adversely affected by such a relationship, notwithstanding its disclosure, to make their views about the matter known to the Department Head, the Human Resources Manager 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.

Violence in the Workplace (Section 6.19)

The District strongly believes all employees should treat each other with dignity and respect and will not tolerate acts or threats of violence. Employees must report any instances of acts or threats of violence to the Facility Manager as well as the employee's immediate supervisor, the Department Head and/or the Executive Director. If the situation

involves the Executive Director or the Executive Director condones or does not address the problem, employees may take the complaint to the President of the Board. The District will investigate all complaints.

This list of behaviors provides examples of prohibited conduct:

- Causing physical injury to another person.
- Making threatening remarks.
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging employer property or property of another employee.
- Possessing a weapon while on District property or while on District business.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.
- Discussing weapons or bringing them to the workplace.
- Displaying overt signs of extreme stress, resentment, hostility or anger.
- Displaying irrational or explosive behavior.

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

Nothing in this policy shall prevent any employee from contacting 911 any time the employee believes there is an emergency in the workplace. An employee contacting 911 during work time should take all reasonable steps to secure their immediate safety and/or the immediate safety of others and then notify the Facility Manager, as well as their immediate supervisor, Department Head and/or the Executive Director of the 911 call.

Reporting Unsafe Activity (Section 6.20)

Employees must act and conduct themselves at all times in the best interests of the District. If an employee reasonably suspects or knows another District employee is engaging or has engaged in unsafe conduct while on duty, they must report such misconduct together with any supporting information to their immediate supervisor, Department Head and/or the Executive Director. If the situation involves the Executive Director or the Executive Director condones or does not address the problem, employees may take the complaint to the President of the Board. The District will investigate all complaints.

Political Activity (Section 6.21)

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

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

The District also prohibits employees from interrupting or disturbing other employees while they are on duty.

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

Solicitation, Distribution and Use of Bulletin Boards and District Websites (Section 6.22)

Employees may not solicit any other employee during work time, nor may employees distribute literature on District premises, which includes all areas where employees perform their assigned work tasks, during work time. Under no circumstances may an employee disturb or interrupt the work of others to solicit or distribute literature to them during their work time. For the purposes of this policy “while on duty” or “work time” does not include breaks, meal periods or other duty-free periods of time.

Bulletin Boards and District Websites

Employees should only use bulletin boards and websites maintained by the District for posting or distributing material of the following nature:

- Notices containing matters directly concerning District business.

- Announcements of a business nature that are equally applicable and of interest to employees.
- All posted material must have authorization from the Department Head or the Executive Director. The District expects all employees to check these bulletin boards and websites periodically for new and/or updated information and to follow the rules set forth in all posted notices. Employees must not remove material from the bulletin boards or websites (unless approved in advance and in writing by the Executive Director as part of their job duties).

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

Gifts (Section 6.23)

Employees must not intentionally solicit or accept any gift, gratuity or other reward from any person, business or entity doing business with the District, attempting to secure business from the District or from any other "prohibited source." "Prohibited source" means any person or entity who: (1) is seeking official action by the employee or District; (2) does business or seeks to do business with the District; (3) conducts activities regulated by the District; (4) has interests that may be substantially affected by the performance or nonperformance of the official duties of employee/District; (5) is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act; or (6) is an agent of, a spouse of or an immediate family member living with a "prohibited source."

Employees also must not intentionally solicit or accept, nor should they expect people who use District programs or facilities, to give them gifts, gratuities or other rewards, or other remunerative devices or favors for performing their job, except as otherwise provided in this policy.

If someone offers or gives an employee a gift as a result of their position as a District employee, they must report it to the Executive Director. The Executive Director must report any offers or gifts made to the President of the Board.

This policy does not apply to nominal noncash matters (if under \$75 on a single calendar day and under \$100 cumulative from one prohibited source in any calendar year) such as a cup of coffee, a soft drink, a sandwich or other similar items. However, employees must report such noncash matters to their Department Head for tracking and compliance purposes.

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

Conflict of Interest and Statement of Economic Interest (Section 6.24)

The District expects its employees to conduct business according to the highest ethical standards of conduct and expects employees to devote their best efforts to the interests of the District. Business dealings that appear to create a conflict between the interests of the District and an employee are unacceptable.

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

It is the responsibility of every District employee to disclose any personal or financial interest in any person, firm, company or any business entity doing business with the District. The District requires this information to determine whether there is or may be any undue or special influence involved in sales to or purchases from the District. The employee must make such disclosure in writing and forward it 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 that most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, they should immediately contact the Human Resources Staff or Executive Director to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

Certain employees are required to file a Statement of Economic Interest as required by Illinois law. Please see the Executive Director for additional details. As a general matter, the following groups of employees (in addition to the District's elected officials) must file a Statement of Economic Interest at the time of initial hire/appointment and annually by May 1 thereafter pursuant to the Illinois Governmental Ethics Act, 5 ILCS 420/4A-101, et seq.:

- Those who serve as head of a department or other administrative unit or who exercise similar authority.
- Those who have direct responsibility over the formulation, negotiation, issuance or execution of contracts in the amount of \$1,000 or more.
- Those who have nonministerial authority to approve licenses and permits.
- Those who adjudicate, arbitrate, decide or review any judicial or administrative proceeding.
- Those who issue or promulgate rules and regulations.
- Those who have supervisory authority for 20 or more employees.

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

Outside Activities (Section 6.25)

The District does not allow employees to pursue outside work activities when one or more of the following occurs; they:

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

From time to time, the District may require employees to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to the District have priority. In the case of full-time employees, the District hires them to continue in the District's employ with the understanding the District is their primary employer. In all cases, other employment or commercial involvement in conflict with the business interests of the District is strictly prohibited.

Employees also must not perform work on behalf of outside entities or enter into any contracts with an individual or company to perform services on behalf of outside entities while on duty with the District or while using the District's vehicles, equipment or other property. No employee shall receive pay other than District pay for performing services while on duty.

Social Media Policy (Section 6.26)

In general, the District respects the right of employees to use social networking, personal websites and weblogs as a medium of self-expression. If employees choose to identify themselves as District employees and discuss matters related to the District, staff or patrons on a website, blog or other online social network (i.e., Facebook, LinkedIn, YouTube, Twitter, Instagram), they should proceed with caution and discretion. Although employees' posts may be a personal project conveying individual expression, some people may nonetheless view an employee as a de facto spokesperson for the District.

Such activities at or outside of work may affect an employee's job performance, the performance of others, staff morale, teamwork and/or the reputation or business interests of the District. In light of these possibilities, the District asks employees to observe the following guidelines:

- Employees must make it clear the views they express are the employee's alone and they do not necessarily reflect the views of the District. Only those employees officially designated by the District have the authorization to speak on behalf of the District.
- Employees should be careful to avoid disclosing any confidential or proprietary District information (including our patrons, staff, partner agencies/affiliates or vendors), to any third party that disclosed information to the District.
- Since employees' postings are in a public space, employees should be respectful of the District, its employees, patrons, partners and affiliates, and others. For example, employees should refrain from posting personal insults or obscenity, or engaging in any conduct that would not be acceptable in the workplace. Employees should show proper consideration for others' privacy and for topics potentially considered objectionable, inflammatory or counterproductive to morale or teamwork.
- Employees may provide a link from their site(s) to the District website. However, employees require advance written permission from the Executive Director to use the District logo or reproduce any District material on their site(s).

- When using District computers, employees are subject to both the District's Internet Use Policy and Computer Use Policy.
- One of the District's core values is "trust and personal responsibility in all relationships." As a public entity, the District trusts – and expects – staff to exercise personal responsibility whenever they participate in social media. Employees must remember that what they publish will be around for a long time, so they should consider the content carefully and be judicious in disclosing personal details.
- Employees should not use social media sites and other websites such as Slack, Facebook Messenger, Snapchat, GChat, WhatsApp or other tools hosted outside of the District's protected intranet environment for internal business communications among fellow employees.
- Employees must recognize that both during working hours and nonworking hours, they are ambassadors of the District. The District expects employees to conduct themselves at all times in the best interest of the District and to promote teamwork and inspire trust and confidence. For example, if an employee's views negatively impact the reputation or integrity of the District, hurt staff morale and/or create friction among staff, the District may discipline them, up to and including dismissal.
- Lastly, ***use good judgment***. An employee's actions both in and outside the workplace reflect on their judgment, decision-making, professionalism, maturity and commitment to the District. If employees are about to publish something that makes them even the slightest bit uncomfortable, they should review the guidelines above and consider the potential consequences of their actions. Ultimately, employees have sole responsibility for what they post to their blogs or publish in any form of online social media.

If employees have any questions about these guidelines or any matter related to social media sites that these guidelines do not address, please direct them to the Human Resources Staff.

Identity Protection (Section 6.27)

The District adopted this Identity Protection Policy pursuant to the Illinois Identity Protection Act (the Act). The Act requires local and state government agencies to draft, approve and implement an Identity Protection Policy to ensure the confidentiality and integrity of social security numbers (SSNs) that these agencies collect, maintain and use. It is important to safeguard SSNs against unauthorized access to protect against identity theft.

Definitions

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

- Act – Illinois Identity Protection Act.
- Board – Board of the District.
- District – Hanover Park Park District
- Person – Any individual in the employ of the District.
- Policy – This Identity Protection Policy.
- Publicly post or publicly display – To communicate intentionally or otherwise intentionally make available to the general public.
- Redact – To alter or truncate data so none of the digits of a SSN are accessible as part of personal information.
- SSN(s) – Any Social Security Number provided to an individual by the Social Security Administration.
- Statement of Purpose – Statement of the purpose or purposes for which the District is collecting and using an individual's SSN that the Act requires the District to provide when collecting a SSN or upon request by an individual. When necessary, the District will provide all persons with a Statement of Purpose for the District.

Statement of Purpose

The District will provide an individual with a Statement of Purpose anytime it asks an individual to provide the District with their SSN or if an individual requests it.

Prohibited Activities

Neither the District nor any person may:

- Publicly post or publicly display in any manner an individual's SSN.
- Print an individual's SSN on any card required for the individual to access products or services provided by the District.
- Require an individual to transmit a SSN over the Internet unless the connection is secure or the SSN is encrypted.
- Print an individual's SSN on any materials they mail to the individual through the U.S. Postal Service, any private mail service, electronic mail or any similar method of delivery unless state or federal law requires the SSN to be on those documents. Notwithstanding the foregoing, SSNs may be on applications and forms sent by mail including, but not limited to: (i) any material mailed in connection with the administration of the Unemployment Insurance Act; (ii) any material mailed in connection with any tax administered by the Department of Revenue; and (iii) documents sent as part of an application or enrollment process or to establish, amend or terminate an account, contract, or policy or to confirm the accuracy of

the SSN. A SSN permissibly mailed pursuant to this paragraph will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without opening the envelope.

Except as otherwise provided in this policy (as described below) or as otherwise provided in the Act, neither the District nor any person may:

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

The prohibitions identified immediately above do not apply in the following circumstances:

- Disclosure of SSNs to agents, employees, contractors or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors or subcontractors if disclosure is necessary for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity first receives from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the contractor or subcontractor will meet the requirements imposed under this Act on a governmental entity to protect an individual's SSN.
- Disclosure of SSNs pursuant to a court order, warrant or subpoena.
- Collection, use or disclosure of SSNs to ensure the safety of: state and local government employees; wards of the state; and all persons working in or visiting a state or local government District facility.
- Collection, use or disclosure of SSNs for internal verification or administrative purposes.
- Disclosure of SSNs by a state District to the District for the collection of delinquent child support or of any state debt or to the District to assist with an investigation or the prevention of fraud.
- Collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting District

under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act or to locate a missing person, lost relative or a person due a benefit, such as a pension benefit or an unclaimed property benefit.

Coordination with the Freedom of Information Act and Other Laws

The District will comply with the provisions of the Illinois Freedom of Information Act and any other applicable law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. However, the District will redact SSNs from the information or documents before allowing public inspection or copying of the information or documents.

When collecting SSNs, the District will request each SSN in a manner that makes the SSN easy to redact if the District must release it as part of a public records request.

Limited Employee Access to Social Security Numbers

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

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

Applicability

If any provision of this policy conflicts with any provision of the Act, the stricter of the two (2) provisions shall prevail.

This policy does not apply to either of the following:

- Collection, use or disclosure of a SSN as required by state or federal law, rule or regulation.
- Documents recorded with a county recorder or required to be open to the public under a state or federal law, rule or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois; however, the District shall redact the SSN from such documents if such law, rule or regulation permits.

Availability of Policy

The District has provided a copy of this policy to any employees required to use or handle information or documents that contain SSNs and each employee shall maintain it at all times. A copy of the policy is available to all other employees and any member of the public by requesting a copy from the Human Resources Staff or pursuant to IL FOIA.

Amendments

The District may amend this policy at any time. If it amends the policy, the District will file a written copy of the policy, as amended, with the board and also advise all District employees of the existence of the amended policy. It will make available a copy of the amended policy to District employees and the public as set forth here.

Violation

Violation of this policy, intentionally or otherwise, shall be grounds for disciplinary action, up to and including dismissal from employment, and they may be found guilty of a Class B misdemeanor and/or such other penalties as now or hereafter provided for under the Act.

G. Safety in the Workplace (Section 7.0)

Intent of the Safety Policies (Section 7.1)

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

In keeping with this objective, the District has developed the following safety rules and requires employees to read and follow these rules and the rules, policies and procedures of their respective facilities or departments.

General Safety Policy and Rules (Section 7.2)

Safety while on the job is the responsibility of every District employee. With proper precautions, employees can prevent most on-the-job accidents. It is every employee's responsibility to know and comply with all health and safety policies, rules and regulations and to act in a safe manner. Carelessness, inattention, neglect and disregard for safety rules can cause accidents. Employees must, at all times, be careful, attentive, alert and follow proper safety procedures. The District will not condone any breach of safety rules or regulations by employees and expects employees to be alert for safety hazards that could affect the general public or employees of the District. Employees are also responsible for reporting any unsafe equipment or condition to their immediate supervisor immediately upon discovery of such a condition.

Employees must all work together to achieve a safe and healthy working environment. Every employee should make certain that they do not create safety hazards and that they eliminate safety hazards.

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

The District directs employees to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Employees should use their best efforts to ensure they do work in a safe manner, conduct inspections on a regular

basis, confront and remove hazards and investigate accidents as appropriate. The District is confident that with each employee's help, this program will be successful, and we expect each employee's cooperation and support.

Accordingly, all employees shall adhere to the following rules:

- No horseplay and/or fighting in the workplace.
- No possession of unauthorized firearms or weapons, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs in the work place.
- Inform their immediate supervisor if they take legal drugs during work hours that may cause drowsiness, alter judgment, perception or reaction time. They may need to provide written medical evidence that their legal drugs will not adversely affect their decision-making or physical ability. Please refer to the Alcohol and Drug Abuse Policy.
- Notify their immediate supervisor of any permanent or temporary impairment that reduces their ability to perform in a safe manner or prevents or hinders their performance of the essential functions of their position.
- Use personal protective equipment when they cannot eliminate potential hazards, as well as when required by applicable laws, policies or directives of the District.
- Operate equipment only if they are either trained and authorized to use the equipment.
- Conduct periodic inspections of workstations to identify potential hazards and ensure equipment or vehicles are in safe operating condition.
- Report any potentially unsafe conditions or acts immediately to their immediate supervisor.
- Consult with their immediate supervisor before beginning work, if there is any doubt about the safety of a work method.
- Report all accidents, near misses, injuries and property damage to their immediate supervisor, regardless of the severity of the injury or damage.
- Report any known hazardous condition.
- Follow recommended work procedures outlined for their job, department and/or facility.
- Maintain an orderly environment. Store all tools and equipment in a designated place. Discard scrap and waste material in a designated refuse container.
- Report any smoke, fire or unusual odors promptly to their immediate supervisor (and call 911 in the case of a suspected emergency).

- Correct any potential slip or trip hazard immediately, or mark the area clearly before leaving it unattended and make arrangements for someone else to correct it.
- Fasten safety and restraint belts before operating any motorized vehicle.
- Obey all driver safety instructions and comply with traffic signs, signals and markers and all applicable laws and District policies.
- Maintain a valid driver's license for the class of vehicle they operate as part of their job responsibilities for the District. Report revocation, suspension or restricted status designations of their driver's license as required by this handbook's policies.
- Know departmental rules regarding accident reporting, evacuation routes and fire department notification.
- Follow departmental and facility rules and procedures specific to departmental operations.
- Assist and cooperate with all safety investigations and inspections, and assist in implementing safety procedures as required.

Failure to abide by these important safety rules may lead to disciplinary action, up to and including dismissal from employment.

Safety Committee (Section 7.3)

The District Safety Committee assists employees by providing safe and efficient operations and services. The Safety Committee has one or more full-time employees from each facility. The committee makes safety inspections of District facilities, organizes employee-training sessions, manages Safety Awareness campaigns, reviews patron and employee accidents and makes recommendations to improve safety. The District encourages employees to attend the monthly Safety Committee meetings. Employees should speak with their immediate supervisor or the Safety Coordinator/Safety Coordinator to attend a meeting.

Your Right to Know (Section 7.4)

The District commits to protecting employees 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 the District does to keep employees safe. In addition, the Illinois Occupational Safety and Health Administration (IL OSHA) states that employees have a right to know what hazards they face on the job and how they can protect themselves against them. This is an employee's **Right to Know**.

Chemical manufacturers must determine the physical and health hazards of each product they make and let users know about those hazards by providing information on the container label and on a Safety Data Sheet (SDS) for every product.

The District must develop a written hazard communication program that:

- Tells employees about the Hazard Communication Standard.
- Explains how the standard is in effect in the workplace.
- Creates an inventory of hazardous chemical products and collects SDS in the workplace.
- Labels hazardous material containers.
- Provides information and training on hazardous chemicals in the workplace, which includes how to recognize, understand and use labels and SDS sheets and the correct safety procedures for working with hazardous substances.

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

What Information Is on the Label?

Although labels differ from employer to employer, all labels must contain an appropriate group of written, printed or graphic information elements (pictogram, hazard statement, signal word and precautionary statement) concerning a hazardous chemical affixed to, printed on or attached to the container that holds the hazardous chemical or to the outside packaging.

What Labels Tell Employees

The District's policy is not to release any container of hazardous chemicals for use without its label containing the following information:

- **Product identifier** – Name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the employee can identify the chemical.
- **Signal word** – Word used to indicate the relative level of severity of hazard and alert the employee to a potential hazard on the label. The signal words used in this section are "danger" and "warning." "Danger" designates more severe hazards, while "warning" indicates less severe hazards.

- **Pictogram** – Composition that may include a symbol plus other graphic elements, such as a border, background pattern or color intended to convey specific information about the hazards of a chemical. The Hazcom standard designates eight pictograms for application to a hazard category.
- **Hazard statement** – Statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical including, where appropriate, the degree of hazard.
- **Precautionary statement(s)** – Phrase that describes recommended measures to take to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling.
- **Contact information** – Name, address and phone number of the chemical manufacturer, distributor or importer.

While employees can find a lot of valuable information on the label, they should refer to the SDS if they do not find all the information needed. Employees also should review the SDS prior to using hazardous chemicals.

The SDS is the primary document by which the manufacturer provides health and safety information to the distributor and, ultimately, to the employee using the product. The SDS may be in any format and may vary greatly in length but will contain the following information:

Section 1: Identification

Identifies the chemical on the SDS as well as the recommended uses. It also provides the essential contact information of the supplier. The required information consists of the product identifier used on the label and any other common names or synonyms by which the substance is known; name, address, phone number of the manufacturer, importer, or other responsible party and an emergency phone number; recommended use of the chemical (e.g., a brief description of what it actually does, such as flame retardant); and any restrictions on use (including recommendations given by the supplier).

Section 2: Hazard(s) Identification

Identifies the hazards of the chemical presented on the SDS and the appropriate warning information associated with those hazards.

Section 3: Composition/Information on Ingredients

Identifies the ingredient(s) contained in the product indicated on the SDS including impurities and stabilizing additives. It also includes information on substances, mixtures and all chemicals where a trade secret is claimed.

Section 4: First-aid Measures

Describes the initial care for untrained responders to give to an individual who exposed to the chemical.

Section 5: Fire-fighting Measures

Provides recommendations for fighting a fire caused by the chemical.

Section 6: Accidental Release Measures

Provides recommendations on the appropriate response to spills, leaks or releases, including containment and cleanup practices to prevent or minimize exposure to people, properties or the environment. It may also include recommendations distinguishing between responses for large and small spills where the spill volume has a significant impact on the hazard.

Section 7: Handling and Storage

Provides guidance on the safe handling practices and conditions for safe storage of chemicals.

Section 8: Exposure Controls/Personal Protection

Indicates the exposure limits, engineering controls and personal protective measures to minimize employee exposure.

Section 9: Physical and Chemical Properties

Identifies physical and chemical properties associated with the substance or mixture.

Section 10: Stability and Reactivity

Describes the reactivity hazards and chemical stability information. This section contains three parts: reactivity, chemical stability and other.

Section 11: Toxicological Information

Identifies toxicological and health effects information or indicates such data is not available.

Section 12: Ecological Information (nonmandatory)

Provides information to evaluate the environmental impact of the chemical(s) if released in the environment.

Section 13: Disposal Considerations (nonmandatory)

Provides guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container and safe handling practices. To minimize exposure, this section should also refer the reader to **Section 8 – Exposure Controls/Personal Protection** of the SDS.

Section 14: Transport Information (nonmandatory)

Provides guidance on classification information for shipping and transporting hazardous chemical(s) by road, air, rail or sea.

Section 15: Regulatory Information (nonmandatory)

Identifies the specific safety, health and environmental regulations for the product not indicated anywhere else on the SDS.

Section 16: Other Information

Indicates when the SDS was prepared or when the last known revision was made.

For the Hazard Communication Standard to be effective, employees must:

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

IMPORTANT: When employees work safely and smart, they make the workplace safer for everyone.

Park District Risk Management District (PDRMA) (Section 7.5)

The District is a member of the Park District Risk Management District (PDRMA). PDRMA is a self-insured risk pool organization of Illinois public park and recreation agencies formed as a contractual organization under the Illinois Intergovernmental Cooperation Act to administer a program of coverage in the areas of property, liability, workers' compensation and specialty lines. PDRMA also provides support services such as claims and litigation administration and management, loss control services and training, legal advice and services, risk management and financial reporting services. The District expects all employees to cooperate fully with PDRMA staff.

Disciplinary Policies and Procedures (Section 8.0)

Disciplinary Actions (Section 8.1)

The District expects all employees to meet the District's standards of work performance, engage in acceptable conduct and satisfactorily perform their duties under the policies, procedures, guidelines and rules contained in this handbook. In addition, the District expects all employees to follow any other District policies, procedures, rules and guidelines, performance standards, directions from their supervisors and to act in accordance with federal, state and local law. Work performance encompasses many factors, including (but not limited to) attendance, punctuality, personal conduct, job proficiency and general compliance with policies and procedures.

If an employee does not meet these standards, the District may, under appropriate circumstances, take corrective action, other than immediate dismissal. The intent of corrective action is to document problems formally while providing the employee with a reasonable time within which to improve their performance. The process encourages development by providing employees with guidance in areas that need improvement such as (but not limited to) work performance, attendance problems, attitude, personal conduct, general compliance with policies and procedures and/or other disciplinary problems.

Although not required or guaranteed, the District may use some form of progressive discipline if it deems it appropriate. The District may dismiss employees from employment if their performance or conduct does not improve after it issues a progressive disciplinary action.

IMPORTANT: Notwithstanding the District's option to use progressive discipline, the District is not required to do so and may, in its sole discretion, forego lesser forms of discipline at any time and proceed immediately with dismissal.

While the District hopes and expects the need for disciplinary action will be rare, when employees' job performance, attitude or conduct falls short of established standards, the District will not hesitate to take appropriate action. Such actions will range from oral warnings to dismissal from employment. This means that, as a general rule, the District will give employees an increasingly severe penalty each time they commit an offense. Some types of misconduct, however, are so intolerable that the District may impose dismissal from employment for the first offense, taking all relevant factors into consideration.

Oral Warning

A supervisor(s) may issue an oral warning to express disapproval of conduct or poor work performance and/or attendance, clarify applicable procedures or guidelines and warn employees that repetition of the conduct or failure to improve work performance and/or attendance may result in more severe discipline, up to and including dismissal. The supervisor imposing the oral warning will discuss the warning with the employee and suggest how to correct the offending conduct. The District will place documentation of an oral warning in the employee's personnel file.

Written Warnings

A supervisor(s) may issue a written warning, which consists of a conference between employee and the supervisor imposing the warning and a written memorandum expressing disapproval of conduct or poor work performance and/or attendance along with a warning that repetition of the conduct or failure to improve may result in more severe discipline, up to and including dismissal. Supervisors typically will use written warnings for poor work performance and/or attendance, repeated misconduct of a minor nature or for more serious misconduct that, in the District's opinion, does not warrant suspension or dismissal.

Employees must sign the written warning, indicating receipt of it and an understanding of the reason for the warning. Employees also have an opportunity to provide written comments on the form or in another format. If an employee refuses to sign, another supervisory or management employee, or a Human Resources staff, will witness the refusal. The District will place a copy of the written warning in the employee's personnel file.

Suspension

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

Unpaid suspensions of nonexempt employees typically will be in daily increments. To the extent permitted by law, the District will base unpaid suspensions of exempt employees on full workweek increments, except in instances of serious infractions of workplace conduct rules, in which case the unpaid suspension of exempt employees may use daily

increments but only with the express written approval of the Executive Director in advance of issuing the suspension.

The District requires employees to sign the written notice of suspension indicating receipt and understanding of the reason(s) provided in the suspension memorandum. Employees also will have an opportunity to provide written comments on the notice or in another format. If an employee refuses to sign, another supervisory or management employee, or a Human Resources staff, will witness the refusal. The District will place a copy of the suspension notice in the employee's personnel file.

Dismissal

A dismissal is a separation of employment initiated by the District. The District may dismiss employees for any lawful reason at any time, with or without notice; all employees serve at the will of the District.

Generally, if the District dismisses an employee, they will receive written notice of the reasons for the dismissal, including the effective date of and the reason or reasons for dismissal. Under ordinary circumstances, the employee's immediate supervisor or designee will meet with the employee, explain the reasons for the dismissal and offer them the opportunity to respond. Employees must sign the written notice of dismissal indicating their receipt of the notice and understanding of the reasons for the dismissal. If an employee refuses to sign, another supervisory or management employee, or a Human Resources staff, will witness the refusal. The District will place a copy of the notice in the employee's personnel file. Employees may further respond to dismissal, if they desire, through the formal review procedure outlined in the Review of Dismissal Policy.

Examples of Reasons for Disciplinary Action (Section 8.2)

The District may warn, suspend and/or dismiss employees in the District's sole discretion. Nevertheless, listed below are some examples of reasons for disciplinary action. This list, however, does not constitute an exhaustive list of all of the acts that may subject employees to disciplinary action including dismissal from employment and does not change the employment-at-will relationship between employees and the District. Instead, this list sets forth some of the more typical cases that arise in the course of an employment relationship. They include but are not limited to:

- Failure to adhere to District policies and/or procedures including, without limitation, safety policies, ordinances and procedures.
- Absence from duty without permission, habitual tardiness, excessive absenteeism or misrepresentation of material facts relating to the use of leave.

- Extending breaks or meal periods and/or not taking breaks or meal periods at scheduled times.
- Leaving job during working hours without permission.
- Failure to obey any lawful official rule, policy, procedures or order, or failure to obey any proper direction made or given by an employee's supervisor(s).
- Inability or unwillingness to take orders from supervisor(s).
- Uncooperative, hostile or discourteous attitude or conduct toward supervisor(s), the board, coworkers or members of the public or threatening or striking any person who is in or on District property or participating in District activities.
- Being wasteful of, or the willful destruction of, District supplies, materials, vehicles, equipment, tools, working time or other District property.
- Failure to wear uniforms, safety equipment (e.g., safety shoes, glasses, goggles and/or face shield) or appropriate clothing for duties as required by this handbook and/or department manuals, rules and/or procedures.
- Endangering one's safety and/or the safety of others because of a failure to act properly and safely in the performance of job duties.
- Failure to follow any federal, state, local or District law, rule or regulation while on duty or while in or on District property or engaging in criminal activity while on duty or while in or on District property.
- Failure to report an accident or known hazardous conditions to the District.
- Gambling or fighting while on duty.
- Violating the Alcohol and Drug Abuse Policy.
- Violating the Boundary Violations Policy or other policies, rules or regulations regarding sexual abuse prevention.
- Violating codes of conduct or expectations regarding working with, transporting and traveling with minor and/or vulnerable adult patrons.
- Theft or misappropriation or the careless, negligent or improper use of funds or property belonging to the District, fellow employees or the public.
- Possession of weapons in or on District property or while on duty.
- Criminal conviction that is substantially related to job duties and/or that creates an unreasonable risk to the safety or welfare of others or property.
- Incompetent, inefficient or negligent performance of duties; inability or failure to perform duties properly.
- Failure to maintain valid drivers license or other license or certification which may be required for a job position or as provided in this handbook.
- Smoking in restricted areas.

- Discrimination/retaliation toward or harassment of other employees or members of the public.
- Dishonesty: Lying to District personnel or falsifying or providing misleading information on forms, records or reports provided to or on behalf of the District, including without limitation accident reports, employment applications/resumes, financial reports, expense reimbursement reports and departmental reports.
- Tampering or falsifying time records.
- Unauthorized possession, use or copying of any records that are the property of the District.
- Sleeping on duty.
- Violating employee policies, rules or guidelines or engaging in any conduct determined by the District, in its sole discretion, not to be in its best interests.
- Violating policies or procedures regarding the privacy of individually identifiable health information (or protected health information) or disclosing without written authorization health or other confidential information of employees, patrons or members of the public.

Review of Disciplinary Action Other Than Dismissal (Section 8.3)

In the case of disciplinary action other than dismissal, an employee may request a review of the action by submitting a request in writing to their immediate supervisor within five working days from the date the action was taken. The employee's immediate supervisor may meet with the employee and should issue a written determination within 10 working days of receipt of the written request for review. If the employee is not satisfied with this determination, they may seek review by submitting a written request with a copy of the initial determination to the supervisor at the succeeding level of authority in the employee's department within five working days after the date of the initial determination. This supervisor may meet with the employee and should issue a written determination within 10 working days of receipt of the written request for review. If the employee is not satisfied with the determination at this stage, they may continue this process through each succeeding supervisory level in the department up to the Executive Director. Any decision of the Executive Director is final.

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

The District should follow this procedure to the extent that it is, in the District's sole discretion, practicable under the circumstances.

Review of Dismissal (Section 8.4)

The decision to dismiss an employee is final unless the employee requests a review of the dismissal by submitting a written request to the Executive Director within five working days from the date the action was taken. The Executive Director, or a designee, may meet with the employee and investigate the circumstances surrounding the dismissal. The Executive Director or the designee(s) should issue a written determination within 10 working days of receipt of the written request for review. The Executive Director's decision is final.

If the employee is a Department Head who reports directly to the Executive Director and has been dismissed, the employee may make a request to the President of the Board to have the board review the employee's dismissal. The Executive Director's decision to dismiss an employee is final unless the employee submits a written request for review of dismissal to the President of the Board within five working days from the date the action was taken. The President of the Board and the board (or designee, such as the Human Resources Staff) may meet with the employee and investigate the circumstances surrounding the dismissal. The President of the Board on behalf of the board (or designee, such as Human Resources) should issue a written determination within 10 working days of receipt of the written request to review the dismissal. The board's decision is final.

IMPORTANT: Nothing in this section limits or restricts the District's right to dismiss an employee at any time, with or without cause. The District's failure to adhere strictly to the time limits or the procedure in this section will not affect the resolution of any disciplinary action.

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

Employee's Response (Section 8.5)

Employees may respond to any disciplinary action taken against them (including dismissal) by preparing a written response stating their position or objection to the disciplinary action and requesting the District place it in their personnel file, which the District will do.

IMPORTANT: Nothing in this section limits or restricts the District's right to dismiss employees at any time, with or without cause or notice. As an at-will employee of the District, employees may end their employment at any time, with or without cause or notice, and the District retains a similar right.

H. Complaint Process and Procedures (Section 9.0)

Complaint Reporting Procedure (Section 9.1)

The District encourages employees who have complaints arising from their employment with the District to attempt to resolve problems with the person(s) involved. If that is unsuccessful or if, for any reason, employees feel uncomfortable discussing the problem with the person(s) involved, they may use the following procedure:

- Employees may present a complaint to their immediate supervisor. The immediate supervisor will meet with the employee and give a response within five working days of discussing the complaint with the employee. In most cases, the problem can, and should, be resolved with a frank and open discussion between employees and their immediate supervisors. However, if a satisfactory resolution is not reached at this level, employees may proceed to the next step.
- Employees may present a written complaint to the supervisor at the succeeding level of authority in their department. The supervisor will investigate the matter, discuss the matter with the employee and immediate supervisor and should give a written response within five working days of discussing the complaint with the employee. If employees are not satisfied with the resolution at this stage, they may continue this process through each succeeding level of authority in the department. If they do not reach a satisfactory resolution at this level, they may proceed to the next step.
- Employees may present a written complaint to the Human Resources Staff. The Human Resources Staff will investigate the matter, discuss it with the employee and immediate supervisor and should give a written response within five working days of discussing the complaint with the employee. If employees are not satisfied with resolution at this stage, they may proceed to the next step.
- In the event it is necessary for employees to process their complaint up to the Executive Director after going through the steps above, the Executive Director (or designee) should issue a written decision within 10 working days of discussing the complaint with the employee unless an investigation requires a longer period of time. Any decision of the Executive Director is final and not subject to further review.

If employees feel uncomfortable discussing their complaints with their immediate supervisor, they may immediately proceed to a report to the Department Head or the Executive Director. In all cases, the Executive Director's decision shall be final.

IMPORTANT: The District's failure to strictly adhere to the timeframes or specific steps suggested above will not affect the resolution of the complaint.

This complaint procedure does not apply to requests to review performance evaluations, disciplinary actions or dismissals that it may review in accordance with Sections 1.14, 8.3, and 8.4 respectively. Further, this complaint procedure does not apply to complaints of discrimination, harassment or retaliation, which are governed in accordance with Sections 1.1 through 1.4.

The District will not discriminate or retaliate against an employee, if the employee, in good faith, processes a complaint through this procedure or, in good faith, participates in an investigation. The District will place a copy of all correspondence relating to the complaint in the employee's personnel file or an investigation file, as deemed appropriate by the District.

I. Separation of Employment (Section 10.0)

Events Triggering Separation of Employment (Section 10.1)

Employment with the District is on an at-will basis. This means both employees and the District have the right to end employment at any time with or without cause or notice. Generally, an employee's employment with the District will end if the District dismisses the employee or for one of the reasons below.

Lay-offs

The District may, in its sole discretion, reduce the number of employees in any given area at any time. It may lay off employees whenever there is a lack of work or funds, or a change in functions directly or indirectly creates a surplus of employees for the workload of the District. Although there is no obligation to do so, the District will make reasonable efforts to transfer 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.

Resignations

At-will employees may resign their position at any time, with or without notice or cause. However, the District requests employees give their immediate supervisor and the Human Resources Staff sufficient notice of their intention to resign to enable the District to minimize departmental hardship and make proper provisions for filling the position. The District requests employees give written notice to their immediate supervisor and the Human Resources Staff at least 10 working days prior to their last workday. However, the District prefers 20-working-days notice.

Employees may leave anytime during the 10 days with their immediate supervisor's consent and remain in good standing. If employees fail to resign in good standing, they may not be eligible for rehire unless they demonstrate good cause for leaving early, in the District's sole discretion. Short-term employees will not be in good standing or eligible for rehire, if they leave their employment before the end of their assignment without good cause for leaving early.

Retirement

Employees who want to retire should contact the Human Resource Department so they can complete the appropriate paperwork in a timely manner.

Procedures for Separation (Section 10.2)

Return of District Property

Before officially separating from employment for any reason, employees must return all District property including without limitation vehicles, tools, keys, uniforms, equipment and identification, credit and insurance cards, nametags, cell phones and computers, security cards and fobs, etc.

Employment References

Information provided by the District in response to requests for employment references will generally be limited to “neutral” information, such as employees’ starting date, ending date, job title and job description. Employees should complete and deliver a written release to the District, in the form required by the District, before it will provide any additional information.

Exit Interview

Generally, the District conducts exit interviews with departing full-time employees, though nothing precludes the District from conducting an exit interview with part-time or seasonal separating employees when warranted. If possible, the departing full-time employee's immediate supervisor or Department Head will conduct the exit interview. At or before this meeting, the District requires employees to return all District property not previously returned. Additionally, employees should speak with the Human Resources Staff as part of the exit interview about required completion of forms for insurance continuation, IMRF and other separation-of-employment-related matters.

Appendix A – Drug and Alcohol Policy and Procedures for CDL Employees

Introduction

To promote public safety and to 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 the DOT regulations are: Marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP). The following procedures have been developed to implement the DOT regulations, which can be found in 49 CFR Parts 40 and 382. The numbers inside the parentheses appearing in many of the sections refer to 49 CFR Part 40 or 382 sections relevant to the procedure. Employees who violate this policy are subject to disciplinary action, up to and including dismissal from employment.

Adverse Effects of Alcohol and Drug Use

Unlawful use of drugs and alcohol poses several risks. Alcohol and drug abuse can lead to several health problems, such as lung cancer, obstructive pulmonary disease, chronic respiratory infections, liver disease, high blood pressure, cardiac disease and seizures. Drug abusers are at an increased risk for 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 their ability to reach short- and long-term goals, to deal constructively with stress and anxiety or to have successful and satisfying friendships and family relationships. Because drug use is unlawful, user can ruin lives when they are arrested, jailed or injured by drug-related violence.

The District has gathered a variety of pamphlets and other materials about alcohol and drug use and abuse. These materials are available from the Human Resources Staff (as applicable). 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 District's EAP through the employees' immediate supervisor or Human Resources Staff (as applicable).

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 District. This includes full-time, part-time and seasonal employees.

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

Employee Requirements (382.201 to .215):

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

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 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 District and to the substance abuse professional (SAP) and to release the substance abuse professional's report to the District.

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 the operation of a commercial class vehicle that 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 any required testing forms.

Employee blows into alcohol testing device. If employee cannot exhale enough quantity 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 Executive 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 Executive Director as negative.

If retest results are positive, the test results are immediately reported to the Executive Director.

Controlled Substances Test

Testing will be performed for the five controlled substances prohibited by DOT regulations – marijuana, cocaine, opiates, amphetamines and PCP.

Employee immediately reports to the designated testing facility, shows a photo identification card and signs any required testing forms.

Employee provides a urine sample. If unable to provide enough quantity for testing, the employee will be asked to 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 a 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 Executive 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 Executive Director.

If the results are positive, confirming the presence of one of the five controlled substances, the MRO contacts the employee to discuss the results of the test to determine if there is a legitimate clinical reason for the presence of the drug and then will decide if test results are negative or positive. If the employee cannot be reached by the MRO, the Executive Director will be contacted to tell the employee to contact the MRO. If contact is not made in 72 hours, the MRO will determine the test results as positive. The MRO reports test results to the Executive Director 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 to perform testing

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 SAP 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 District with the names of all firms for which they have been employed in the previous two years operating or maintaining commercial class vehicles. Additionally, the District will conduct a pre-employment full query of the DOT's database containing records of drug and alcohol program violations (referred to as the Clearinghouse) about whether the prospective employee has: (1) a verified positive, adulterated or substituted controlled substances test result; (2) an alcohol confirmation test of 0.04 or higher; (3) refused to submit to a test in violation of 382.211; (4) an employer has reported actual knowledge the prospective employee used alcohol on duty or before duty or following an accident; or (5) used a controlled substance. (Notably, through Jan. 6, 2023, the District will also continue to contact these employers manually for this same information regarding prospective employees, as required by law.) The District will report these categories of information to the Clearinghouse when it collects it. In addition, the District will report to the Clearinghouse a SAP's report of the successful completion of the return-to-duty process, a negative return-to-duty test and reports of completing follow-up testing in accordance with FMCSA requirements. Thereafter, the District will conduct an annual limited query of the Clearinghouse.

The prospective employee must cooperate fully with the District in obtaining from each previous employer the results of any positive test, SAP's reports and any refusals to test. The District will retain records of queries, consents and results for at least three years.

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. 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 another selection may be made in place of an employee who is temporarily on leave.

The District will report, or cause to be reported, positive test results based on random testing to the Clearinghouse when required by law. Refusals to test or failure to cooperate with testing may be subject to reporting to the Clearinghouse, as required by law.

3. Reasonable Suspicion Testing (382.307)

When a supervisor has reason to believe an employee has alcohol or controlled substances in their system, the supervisor 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 (or the testing facility will come to the employee, if available).

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 enough cause to require the employee to submit to testing, though may be independent grounds for discipline up to and including dismissal from employment under the District's policies.

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 their 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 be reporting for the 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, they will be required to call someone to drive them home. If unable to find someone, a cab will be called. The District will pay for the cab with reimbursement by the employee if/when they return to work. If the employee insists on driving, the District will immediately call to notify the local police department.

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 Executive 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 that led to the reasonable suspicion testing. The written description should be submitted before the test results have been received.

The District will report, or cause to be reported, positive test results based on reasonable suspicion testing to the Clearinghouse when required by law. Refusals to test or failure to cooperate with testing may be subject to reporting to the Clearinghouse, as required by law.

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.

The District will report, or cause to be reported, positive test results based on post-accident testing to the Clearinghouse when required by law. Refusals to test or failure to cooperate with testing may be subject to reporting to the Clearinghouse, as required by law.

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 either:

- 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.
- 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 SAP to require help in dealing with their substance abuser's problem will be subject to follow up testing.

The Executive Director will order the affected employee to report immediately for surprise alcohol or controlled substance (or both) testing at the frequency prescribed by the SAP. The Executive Director will advise the SAP of the test results. The duration of surprise testing will continue, if required by the SAP, for 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.

The District will report negative test results to the Clearinghouse, when required by law. (The MRO reports positive drug tests, and the District reports positive alcohol tests).

Consequences of failed or refused tests (382.605)

The District will immediately remove an employee from duty upon the employee's refusal to cooperate with testing procedures or upon receipt of positive test results. The District will report such information to the Clearinghouse, as required by law. Employees who refuse to submit to testing or fail an alcohol or drug test are subject to disciplinary action, up to and including dismissal from employment.

The employee selects a SAP. The employee is responsible for payment to the SAP 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 District to release the test results to the SAP and signs a release for the SAP to report back to the Executive Director. The District will report an employee's completion of the SAP return-to-duty process to the Clearinghouse, when required by law.

SAP reports to Executive Director regarding information for return-to-duty

The SAP reports to the Executive Director certain information for the purposes of when an employee may return to duty. In particular, the SAP must report either:

- Employee does not require any help in dealing with a substance abuse problem – in which case the employee may be (but is not required by the District to be) returned to full duty.
- Employee requires and is cooperating with continued counseling and rehabilitation and may return to full duty (but is not required by the District to be returned to full duty) or may not return to full duty yet.
- Employee requires but is not cooperating with counseling and rehabilitation and may not return to duty.
- 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 DOT regulations require the additional counseling and rehabilitation not be performed by any business entity in which the SAP has a financial interest.

To return to duty and operate commercial class vehicles:

- Employees must test negative in return-to-duty alcohol or controlled substances testing (or both tests, if so indicated by the SAP).
- Employees must continue with any rehabilitation therapy if so, prescribed by the SAP.
- Employees must 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 Executive Director.

Information regarding the employee's completion of the SAP's return-to-duty steps may be reported to the Clearinghouse, as may be required by law.

Required training

All affected employees will be informed of any new DOT regulations and these policies and procedures to implement the regulations.

All supervisory personnel of covered employees 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. 60 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 requiring any employee to submit to reasonable suspicion testing. All employees will sign a receipt confirming they attended the training. The receipt will be kept in District records.

Additionally, all new employees, and newly transferred employees to affected positions, will receive training prior to operating or maintaining a commercial class vehicle regarding the requirements of the FMCSA Clearinghouse. All employees will sign a certification that they attended the training. The receipt will be kept in District records.

Appendix A – Drug and Alcohol Policy and Procedures for CDL Employees

NEITHER THIS POLICY NOR ANY OF ITS TERMS ARE INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OR CONTAIN THE TERMS OF ANY CONTRACT OF EMPLOYMENT. THE DISTRICT RETAINS THE SOLE RIGHT TO CHANGE, AMEND OR MODIFY ANY TERM OR PROVISION OF THIS POLICY AND WILL PROVIDE NOTICE WHEN IT DOES SO.

PLEASE BE ADVISED THE FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA) SETS THE MINIMUM REQUIREMENTS FOR TESTING OF SAFETY SENSITIVE EMPLOYEES. THE DISTRICT'S POLICY IN CERTAIN INSTANCES MAY BE MORE OR LESS STRINGENT FOR OTHER EMPLOYEES. IN THE EVENT OF CONFLICT BETWEEN THIS POLICY AND THE LAW, THE DISTRICT SHALL ABIDE BY THE LAWS.

I have received a copy of the District's DOT Drug and Alcohol Policy Procedures for CDL Employees.

Date:

Driver's Signature:

Driver's Name (Printed):

Driver's License Number:

Date:

Appendix B – 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 Hanover Park Park District (the "District") at the District'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 their findings, conclusions, and opinions regarding the drug and/or alcohol screening or testing to a District official or a designated representative, but to no other person without my written consent. If the results of such testing indicate that I have violated the District's Alcohol and Drug Abuse Policy, I understand that I will be subject to non-hire, or disciplinary action up to and including immediate dismissal from employment.

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

I also confirm that I will cooperate with any disclosure authorization requirements that 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)), which 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 a District official or a designated representative. I hereby further confirm that I will cooperate with any disclosure authorization requirements that my physician or pharmacist has implemented pursuant to applicable law (including HIPAA) so as to allow it to share information with the medical facility or District regarding my reported use of legal drugs in accordance with the District's Alcohol and Drug Abuse Policy.

Appendix B – Consent to Drug and/or Alcohol Screening or Testing

In consideration of my employment or continued employment, I hereby release and agree to hold the District and its elected officials, Board members, 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 which may arise from this drug/alcohol policy or screening/testing or from any investigation or personnel action related to or arising out of any such testing/screening.

I also acknowledge receiving, reading and understanding the District's Alcohol and Drug Abuse Policy. I understand that, in accordance with this policy, failure to execute this document and submit to drug and/or alcohol screening or testing, or failure to report to the District the use of legal drugs as required by the policy, may result in non-hire or disciplinary action, up to and including dismissal from employment. I further acknowledge that I have read this consent form carefully and that I am signing of my own free will.

Date:

Employee Name (Printed):

Employee Signature:

Employee Department/Position:

Parent/Guardian Name (Printed if a minor):

Employee Signature (if a minor):

Date:

Witness Signature:

I agree to the test **I will not agree to the test**

Appendix C – Email, Voice Mail and Internet Use Policies Acknowledgment Form

I acknowledge that I have received a copy of the District’s E Mail, Voice Mail and Internet Use Policies. I agree to read them thoroughly, and agree that if there is any policy or provision in the policies I do not understand, I will seek clarification from the Human Resources Staff.

I understand that my use of the District’s Email, Voice Mail and/or internet constitutes my consent to all the terms and conditions of those policies.

In particular, I understand that (1) the Email, Voice Mail and internet systems and all information transmitted by, received from, or stored in that system are the property of the District, (2) the systems are to be used only for business purposes and not for personal purposes (except for authorized occasional personal use of Voice Mail and internet during non-working times), and (3) I have no expectation of privacy in connection with the use of the E mail and Voice Mail systems or the Internet, or with the transmission, receipt, or storage of information in those systems.

I agree not to use a code, access a file, or retrieve stored communications unless authorized. I acknowledge and consent to the District monitoring my use of the Email and Voice Mail systems and my Internet usage at any time at its sole discretion, including printing and reading all Emails entering, leaving, or stored in the system, listening to all Voice Mails entering, leaving or stored in the system, and monitoring my search history of internet use.

Date:

Employee Signature:

Employee Name (Printed):

Employee Department/Position:

Appendix D - Employee Acknowledgement of Whistleblower Protection (SAFE-T Act) Policy and Procedures

By signing below, I confirm I have received, read and understand the “Whistleblower Protection (Safe T Act) Policy and Procedures for Hanover Park Park District. I also understand that as an employee, it is my responsibility to abide by this Policy.

Date:

Employee Signature:

Employee Name (Printed):

Employee Department/Position:

Appendix E - Employee Acknowledgement of Employee Policy Handbook

By signing below, I confirm I have received, read and understand the Personnel Policy Manual for Hanover Park Pak District (the District), which was revised in January 2024. I agree that if there is any policy or provision in the handbook that I do not understand, I will seek clarification from my immediate supervisor, Department Head, the Human Resources Staff or the Executive Director. I also understand that as an employee, it is my responsibility to abide by all policies, procedures, and expectations set forth in the handbook, and that failure to do so will result in disciplinary action, up to and including dismissal from employment.

I understand and acknowledge that my employment with the District is at-will, which means that my employment with the District is not for a definite or guaranteed period of time; as such, I have the right to end my employment with the District at any time, without notice or reason, and the District retains the same right. I also understand and acknowledge that this handbook has been created as a general guide for the District and is not intended to create nor shall it create an employment contract, either express or implied, between the District and myself. I understand and acknowledge that the District can change or discontinue the policies, benefits and rules contained in this handbook at any time, with or without advance notice. I understand that nothing contained in this handbook may be construed as creating a promise of future benefits or a binding contract with the District for benefits or for any other purpose.

Date:

Employee Signature:

Employee Name (Printed):

Employee Department/Position:

Hanover Park Park District *Employee Code of Conduct*

- I will refrain from gossiping.
- I will not blame, scapegoat, or point fingers.
- I will catch and reframe negative thoughts about others.
- I will ask for help and offer support confidently and positively.
- I will avoid jumping to conclusions and will listen to understand before seeking to be understood.
- I will stay focused on my responsibilities and duties.
- I will take the initiative to communicate and keep others informed.
- I will offer constructive feedback.
- I will practice empathy.
- I will lead with confidence and positivity.
- I will adhere to our Employee Code of Conduct.

Date:

Employee Signature:

Employee Name (Printed):

Employee Department/Position:



Hanover Park *Park District*

About Us

With 21 parks and facilities, the Hanover Park Park District brings the community together through shared green space, seasonal events, and outdoor activities. Each park offers something slightly different; guests can game it up at Edgebrook Park's playground and basketball court, or explore nature with Heritage Park's fishing, biking trails, picnic area. During the warmer months, the Seafari Springs Aquatic Center creates watery wonderland with water slides and pools, while local garden plots encourage community members to plant fruits and vegetables. In addition to these facilities, the park district hosts a variety of special events for kids and adults of all ages.

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