



## HANOVER PARK PARK DISTRICT

Board of Commissioners

Community Center

1919 Walnut Ave, Hanover Park, IL 60133

Telephone: (630)837-2468 or info@hpparks.org

# FINANCE & MAINTENANCE COMMITTEE AGENDA

BOARD OF COMMISSIONERS FINANCE AND MAINTENANCE COMMITTEE MEETING AGENDA, COMMUNITY CENTER BOARD ROOM, 1919 WALNUT AVE, HANOVER PARK, IL, 60133. THURSDAY, FEBRUARY 13, 2025, 6:00 P.M.

1. **CALL MEETING TO ORDER**
2. **ROLL CALL**
3. **OLD BUSINESS**
  - A. **DISCUSSION** – Statement of Cash Receipts and Disbursements for month ending January 31, 2025
  - B. **DISCUSSION** – Treasurer’s Report for month ending January 31, 2025
  - C. **DISCUSSION** – Warrant #24-25-10 covering check numbers 81700-83253 from the Payroll Checking account in the amount of \$228,139.50 and check numbers 67639-67713 and EFT check numbers 892-940 from the General Corporate Checking account in the amount of \$194,285.90 for a Grand Total Warrant of \$422,425.40
  - D. **REPORT** – Parks, Planning, Maintenance
4. **NEW BUSINESS**
  - A. **DISCUSSION** – Maintenance Policy Manual
  - B. **DISCUSSION** – Employee Policy Manual update
5. **ADJOURNMENT OF COMMITTEE MEETING**

HANOVER PARK PARK DISTRICT

STATEMENT OF CASH RECEIPTS & CASH DISBURSEMENTS

For the Month of: 1/2025

<u>CORPORATE</u>	*** Current Year ***		*** Previous Year ***		<u>Total</u>	<u>Budget</u>	
	<u>Monthly</u>	<u>YTD</u>	<u>Monthly</u>	<u>YTD</u>	<u>Budget</u>	<u>Balance</u>	
<b>REVENUE</b>							
10-300.00	DUPAGE COUNTY TAXES	0	432,118	0	414,610	431,841	-277
10-301.00	COOK COUNTY TAXES	20	171,124	0	136,431	330,812	159,688
10-302.00	CORP REPLACEMENT TAX	7,540	44,057	10,465	74,568	70,470	26,414
10-305.00	INTEREST EARNED	8,207	100,599	8,622	62,170	60,000	-40,599
10-310.00	EQUIPMENT/AUTO SALE	0	0	0	0	500	500
10-330.00	RENTAL FEES	-45	680	0	560	0	-680
10-357.00	IMPACT FEES	0	0	0	0	0	0
10-385.00	SPONSORSHIP	0	2,025	0	0	0	-2,025
10-398.00	RECOVERY OF COSTS	0	-606	0	0	0	606
10-399.00	MISCELLANEOUS INCOME	3,888	35,345	3,810	34,506	61,028	25,683
	<b>REVENUE SUB-TOTAL:</b>	<u>19,610</u>	<u>785,342</u>	<u>22,897</u>	<u>722,845</u>	<u>954,651</u>	<u>169,309</u>
	<b>TOTAL REVENUES:</b>	<u>19,610</u>	<u>785,342</u>	<u>22,897</u>	<u>722,845</u>	<u>954,651</u>	<u>169,309</u>
<b>EXPENSE</b>							
10-400.00	ADMINISTRATIVE	7,950	42,616	5,858	51,098	56,679	14,063
10-403.00	ASST MGR/CUST RELAT SUPER	0	666	1,332	12,642	18,827	18,161
10-404.00	SECRETARIAL	2,792	18,262	1,728	18,368	32,309	14,047
10-406.00	ACCOUNTING	4,615	30,769	3,457	29,746	40,000	9,231
10-408.00	MAINTENENCE FULL TIME	20,953	137,254	12,651	121,272	181,501	44,247
10-409.00	MAINTENENCE - PART TIME	1,333	14,959	77	2,852	25,048	10,089
10-412.00	CUSTOMER SERVICE STAFF	0	5,254	1,474	12,038	22,620	17,366
10-415.00	ADMINISTRATIVE PART TIME	6,047	43,156	2,451	27,638	65,984	22,828
10-419.00	HUMAN RESOURCES	944	7,551	525	6,440	11,158	3,607
10-427.00	COMPUTER SUPPORT	0	0	0	0	0	0
10-429.00	MARKET/SALES/PUBLIC INFO	1,724	9,196	0	0	14,943	5,747
10-437.00	COMMISSION	0	338	0	0	0	-338
10-496.00	WEBSITE TECHNICIAN	0	1,314	707	6,173	0	-1,314
	<b>WAGES SUB-TOTAL:</b>	<u>46,359</u>	<u>311,335</u>	<u>30,261</u>	<u>288,267</u>	<u>469,069</u>	<u>157,734</u>
10-500.00	CONTRACTUAL	0	12,670	135	1,815	12,295	-375
10-502.00	TELEPHONE	802	8,368	608	5,722	8,552	184
10-504.00	NATURAL GAS	1,788	6,268	1,386	4,416	20,000	13,732
10-505.00	WATER & SEWER	395	5,048	360	3,930	11,016	5,968
10-506.00	ELECTRICITY	7,350	34,637	8,468	43,849	73,137	38,500
10-508.00	PRINTING	0	1,015	0	0	4,000	2,985
10-510.00	POSTAGE	9	251	16	77	1,200	949
10-512.00	HEALTH INSURANCE	10,922	91,482	10,250	99,483	150,287	58,805
10-514.00	MEMBERSHIP DUES	286	2,053	361	15,343	8,545	6,492
10-516.00	CONFERENCES & WORKSHOPS	5,390	7,972	5,419	10,633	15,260	7,289
10-518.00	CONTINUING EDUCATION	500	1,725	0	205	1,000	-725
10-520.00	BANK CHARGES	0	9	0	1	200	191
10-534.00	MILEAGE	0	80	40	124	250	170
10-552.00	EMPLOYEE INCENT PROGRAM	418	2,227	1,322	4,728	2,032	-195
10-590.00	COMPUTER SERVICES	1,531	10,609	788	13,310	19,712	9,103
10-591.00	PROFESSIONAL SERVICES	0	740	1,454	21,804	10,000	9,260
10-592.00	LEGAL FEES	4	58,732	6,980	45,131	62,000	3,268
10-593.00	LEGAL ADS	340	340	864	2,111	4,500	4,160
10-594.00	PROMOTIONAL ADVERTISING	0	6,490	0	0	8,000	1,510
10-599.00	MISC. SERVICES	0	2,499	338	1,365	3,315	1,188

STATEMENT OF CASH RECEIPTS & CASH DISBURSEMENTS

For the Month of: 1/2025

<u>CORPORATE</u>	*** Current Year ***		*** Previous Year ***		<u>Total</u>	<u>Budget</u>
	<u>Monthly</u>	<u>YTD</u>	<u>Monthly</u>	<u>YTD</u>	<u>Budget</u>	<u>Balance</u>
SERVICES SUB-TOTAL:	29,737	253,217	38,789	274,047	415,301	162,456
10-600.00 BUILDINGS	0	0	0	0	0	0
10-605.00 GROUNDS	0	0	0	0	0	0
10-610.00 EQUIPMENT REPAIRS	0	0	0	0	0	0
10-612.00 VEHICLE REPAIR	0	0	0	0	0	0
REPAIRS SUB-TOTAL:	0	0	0	0	0	0
10-700.00 UNIFORMS	0	3,662	0	1,210	2,300	-1,362
10-705.00 OFFICE SUPPLIES	2,615	8,710	276	3,783	6,586	-2,124
10-706.00 COMPUTER SUPPLIES	10	171	26	385	1,100	929
10-710.00 GASOLINE	265	8,221	372	8,832	18,900	10,679
10-711.00 OIL	108	1,147	0	517	1,100	-47
10-715.00 CUSTODIAL SUPPLIES	658	6,112	182	5,583	7,867	1,523
10-740.00 MARKETING SUPPLIES	0	810	0	2,045	5,800	4,990
10-761.00 SAFETY SUPPLIES	215	4,805	540	5,867	8,400	2,648
10-765.00 EXPENDABLE EQUIPMENT	71	261	290	466	400	139
10-770.00 TOOLS	0	2,038	44	1,885	2,000	-38
10-772.00 HARDWARE	0	18	0	1,773	2,000	1,982
10-775.00 GRASS SEED	0	0	0	166	1,000	1,000
10-776.00 FERTILIZER	0	0	0	4,618	0	0
10-777.00 TURF CHEMICALS	0	4,319	0	3,843	4,000	-319
10-778.00 LANDSCAPE MATERIALS	226	5,396	0	4,874	7,000	1,510
10-798.00 COSTS TO BE REIMBURSED	0	0	0	1,784	0	0
10-799.00 MISC. SUPPLIES	0	0	0	248	500	500
SUPPLIES SUB-TOTAL:	4,168	45,671	1,731	47,878	68,953	22,010
TOTAL EXPENSES:	80,264	610,223	70,781	610,192	953,323	342,201

STATEMENT OF CASH RECEIPTS & CASH DISBURSEMENTS

For the Month of: 1/2025

<u>RECREATION</u>	*** Current Year ***		*** Previous Year ***		<u>Total</u>	<u>Budget</u>	
	<u>Monthly</u>	<u>YTD</u>	<u>Monthly</u>	<u>YTD</u>	<u>Budget</u>	<u>Balance</u>	
<b>REVENUE</b>							
20-300.00	DUPAGE COUNTY TAXES	0	520,432	0	506,338	534,128	13,696
20-301.00	COOK COUNTY TAXES	24	206,546	0	167,127	385,362	178,816
20-320.00	PROGRAM REVENUE	40,095	418,212	24,201	318,343	474,121	55,909
20-324.00	SUMMER ENRICHMNT PRG-U46	0	0	0	229,452	0	0
20-330.00	RENTAL FEES	4,226	111,667	2,694	54,896	83,652	-28,015
20-331.00	FIELD RENTALS	611	70,068	150	27,948	85,500	15,432
20-341.00	ADVERTISING	0	0	0	0	0	0
20-345.00	VENDING SALES	0	0	0	97	600	600
20-385.00	SPONSORSHIP	0	5,292	0	0	0	-5,292
20-397.00	DONATIONS	430	5,736	10,060	46,448	0	-5,736
20-398.00	RECOVERY OF COSTS	168	351	185	185	0	-351
20-399.00	MISCELLANEOUS INCOME	0	100	0	188	0	-100
	<b>REVENUE SUB-TOTAL:</b>	<u>45,554</u>	<u>1,338,405</u>	<u>37,290</u>	<u>1,351,021</u>	<u>1,563,363</u>	<u>224,958</u>
	<b>TOTAL REVENUES:</b>	<u>45,554</u>	<u>1,338,405</u>	<u>37,290</u>	<u>1,351,021</u>	<u>1,563,363</u>	<u>224,958</u>
<b>EXPENSE</b>							
20-400.00	ADMINISTRATIVE	17,647	101,898	11,654	109,514	204,006	102,108
20-402.00	RECREATION SUPERVISORS	9,950	59,288	5,491	52,177	77,154	17,866
20-403.00	ASST MGR/CUST RELAT SUPER	5,350	32,982	2,368	22,474	33,469	487
20-404.00	SECRETARIAL	0	0	0	0	0	0
20-406.00	ACCOUNTING	4,615	30,769	3,457	29,746	40,000	9,231
20-408.00	MAINTENENCE FULL TIME	10,055	68,910	7,268	69,618	87,121	18,211
20-409.00	MAINTENENCE - PART TIME	738	13,667	393	14,461	13,855	188
20-410.00	PROGRAM LEADERS	17,647	209,144	9,087	220,694	242,433	33,289
20-412.00	CUSTOMER SERVICE STAFF	3,648	20,876	1,256	16,199	27,300	6,424
20-419.00	HUMAN RESOURCES	944	7,477	510	6,248	11,158	3,681
20-420.00	LIFEGUARDS	0	0	0	0	0	0
20-427.00	COMPUTER SUPPORT	0	0	0	0	0	0
20-429.00	MARKET/SALES/PUBLIC INFO	3,448	22,332	2,220	19,042	29,886	7,554
20-437.00	COMMISSION	0	1,257	93	682	0	-1,257
20-440.00	RECREATION COORDINATORS	4,677	29,501	4,514	44,946	64,155	34,654
	<b>WAGES SUB-TOTAL:</b>	<u>78,721</u>	<u>598,100</u>	<u>48,311</u>	<u>605,802</u>	<u>830,537</u>	<u>232,437</u>
20-500.00	CONTRACTUAL	614	54,790	2,077	55,644	72,462	17,672
20-502.00	TELEPHONE	1,039	11,407	1,029	7,936	16,136	4,729
20-504.00	NATURAL GAS	4,233	15,928	3,739	11,984	29,000	13,072
20-506.00	ELECTRICITY	7,428	35,407	8,634	44,858	68,761	33,354
20-508.00	PRINTING	0	1,396	0	2,829	9,790	8,394
20-510.00	POSTAGE	0	61	0	0	600	539
20-511.00	BROCHURE POSTAGE	0	7,171	2,790	5,777	15,700	8,529
20-512.00	HEALTH INSURANCE	17,688	148,157	16,600	140,737	204,676	56,519
20-513.00	TRANSPORTATION RENTAL	29	17,544	419	15,028	15,000	-2,916
20-514.00	MEMBERSHIP DUES	96	620	21	412	2,002	1,382
20-515.00	VENDING MACHINE LEASE	0	0	0	0	0	0
20-516.00	CONFERENCES & WORKSHOPS	3,214	3,490	4,289	4,489	4,045	555
20-517.00	SCHOOL RENTALS	0	630	0	0	1,000	370
20-518.00	CONTINUING EDUCATION	0	0	0	0	1,000	1,000
20-520.00	BANK CHARGES	1,137	12,676	728	9,619	16,500	3,824
20-540.00	MARKETING	0	0	0	0	0	0

STATEMENT OF CASH RECEIPTS & CASH DISBURSEMENTS

For the Month of: 1/2025

<u>RECREATION</u>		*** Current Year ***		*** Previous Year ***		<u>Total</u>	<u>Budget</u>
		<u>Monthly</u>	<u>YTD</u>	<u>Monthly</u>	<u>YTD</u>	<u>Budget</u>	<u>Balance</u>
20-552.00	EMPLOYEE INCENT PROGRAM	139	875	330	1,521	1,333	458
20-572.00	UNEMPLOYMENT INS PREMIUMS	0	0	0	0	0	0
20-590.00	COMPUTER SERVICES	2,970	17,452	788	13,310	19,712	2,260
20-594.00	PROMOTIONAL ADVERTISING	3,569	11,601	3,328	27,630	23,350	11,749
20-599.00	MISC. SERVICES	51	3,602	250	6,613	5,450	1,848
	SERVICES SUB-TOTAL:	<u>42,208</u>	<u>342,807</u>	<u>45,023</u>	<u>348,386</u>	<u>506,517</u>	<u>163,338</u>
20-600.00	BUILDINGS	0	0	0	0	0	0
20-610.00	EQUIPMENT REPAIRS	0	0	0	0	0	0
20-616.00	OFFICE EQUIPMENT REPAIRS	0	0	0	0	0	0
20-699.00	MISC. EQUIPMENT REPAIR	0	0	0	0	0	0
	REPAIRS SUB-TOTAL:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
20-700.00	UNIFORMS	0	6,115	10,284	20,016	18,400	4,035
20-705.00	OFFICE SUPPLIES	94	1,598	126	1,949	2,908	1,310
20-706.00	COMPUTER SUPPLIES	29	449	0	1,464	1,670	1,221
20-710.00	GASOLINE	399	4,046	175	4,137	11,472	7,426
20-711.00	OIL	0	228	0	0	0	-228
20-715.00	CUSTODIAL SUPPLIES	11	3,173	317	3,851	4,580	1,510
20-740.00	MARKETING SUPPLIES	0	1,320	49	2,908	9,940	8,620
20-745.00	VENDING GOODS	0	0	0	0	0	0
20-750.00	AWARDS	-72	6,675	0	1,511	4,000	-2,675
20-752.00	VOLUNTEER RECOGNITION	86	440	0	313	600	160
20-760.00	PROGRAM SUPPLIES	4,435	30,725	3,383	43,523	27,299	-3,541
20-761.00	SAFETY SUPPLIES	0	3,218	407	6,710	3,360	-728
20-762.00	FIELD SUPPLIES	0	2,406	0	2,542	3,100	694
20-765.00	EXPENDABLE EQUIPMENT	0	0	0	110	600	600
20-786.00	VENDING GOODS & SUPPLIES	0	0	0	0	0	0
20-790.00	SALES TAX	0	0	0	0	0	0
20-798.00	COSTS TO BE REIMBURSED	0	0	0	0	0	0
20-799.00	MISC. SUPPLIES	0	2,026	15	4,040	2,500	474
	SUPPLIES SUB-TOTAL:	<u>4,982</u>	<u>62,418</u>	<u>14,756</u>	<u>93,074</u>	<u>90,429</u>	<u>18,879</u>
	TOTAL EXPENSES:	<u>125,912</u>	<u>1,003,326</u>	<u>108,089</u>	<u>1,047,261</u>	<u>1,427,483</u>	<u>414,653</u>

STATEMENT OF CASH RECEIPTS & CASH DISBURSEMENTS

For the Month of: 1/2025

<u>SEAFARI SPRINGS</u>		*** Current Year ***		*** Previous Year ***		<u>Total</u>	<u>Budget</u>
		<u>Monthly</u>	<u>YTD</u>	<u>Monthly</u>	<u>YTD</u>	<u>Budget</u>	<u>Balance</u>
REVENUE							
25-320.00	PROGRAM REVENUE	0	0	0	0	0	0
25-360.00	SEASON PASSES	0	4,867	0	6,556	7,200	2,333
25-361.00	DAILY FEES	0	55,772	23,181	73,836	76,251	20,479
25-362.00	INSTRUCTIONAL FEES	0	9,827	0	7,414	7,450	-2,377
25-363.00	GROUP ADMISSIONS	708	19,250	0	18,926	31,100	11,850
25-364.00	SPECIAL EVENTS	0	0	0	0	0	0
25-365.00	POOL RENTALS	0	5,330	0	0	0	-5,330
25-367.00	CONCESSION SALES	6	32,653	0	33,917	35,000	2,347
25-368.00	MERCHANDISE- FOR- RESALE	0	1,414	0	411	500	-914
25-373.00	SWIM TEAM FEES	0	5,655	290	5,470	5,220	-435
25-375.00	BIRTHDAY FEES	0	3,890	0	2,958	3,150	-740
25-396.00	GRANT - VILLAGE HP	0	30,697	614	54,130	60,000	29,303
25-398.00	RECOVERY OF COSTS	0	0	0	0	0	0
25-399.00	MISCELLANEOUS INCOME	0	0	0	0	0	0
REVENUE SUB-TOTAL:		714	169,355	24,084	203,619	225,871	56,516
TOTAL REVENUES:		714	169,355	24,084	203,619	225,871	56,516
EXPENSE							
25-409.00	MAINTENENCE - PART TIME	0	5,274	0	0	8,820	3,546
25-411.00	MANAGER	0	37,486	0	42,662	29,195	-8,291
25-413.00	HEAD GUARDS	0	4,957	0	0	5,581	624
25-420.00	LIFEGUARDS	0	138,815	0	127,319	121,038	-17,777
25-422.00	INSTRUCTORS	0	2,574	0	835	3,446	872
25-424.00	SWIM TEAM COACHES	0	1,537	0	1,574	5,035	3,498
25-425.00	CASHIERS	0	8,734	0	7,670	7,389	-1,345
25-426.00	CONCESSIONAIRES	0	12,094	0	14,148	12,485	391
WAGES SUB-TOTAL:		0	211,471	0	194,207	192,989	-18,482
25-500.00	CONTRACTUAL	0	0	0	0	0	0
25-502.00	TELEPHONE	276	3,559	202	1,853	2,500	-1,059
25-504.00	NATURAL GAS	333	19,085	584	18,685	30,515	11,430
25-505.00	WATER & SEWER	1,036	40,787	959	65,411	26,871	-13,916
25-506.00	ELECTRICITY	1,108	23,339	1,370	25,030	28,500	5,161
25-507.00	SPECIAL EVENTS	0	0	0	0	0	0
25-510.00	POSTAGE	0	0	0	0	0	0
25-512.00	HEALTH INSURANCE	0	0	0	0	0	0
25-519.00	POOL RENTAL	0	0	0	0	0	0
25-520.00	BANK CHARGES	25	3,255	0	2,574	3,000	-255
25-552.00	EMPLOYEE INCENT PROGRAM	0	0	0	317	250	250
25-576.00	EMPLOYEE SAFETY TRAINING	0	0	0	0	0	0
25-592.00	LEGAL FEES	0	0	0	0	0	0
25-599.00	MISC. SERVICES	0	3,405	0	3,270	4,740	1,335
SERVICES SUB-TOTAL:		2,778	93,431	3,115	117,141	96,376	2,945
25-602.00	PLUMBING	0	0	0	0	0	0
REPAIRS SUB-TOTAL:		0	0	0	0	0	0

STATEMENT OF CASH RECEIPTS & CASH DISBURSEMENTS

For the Month of: 1/2025

<u>SEAFARI SPRINGS</u>	*** Current Year ***		*** Previous Year ***		<u>Total</u>	<u>Budget</u>
	<u>Monthly</u>	<u>YTD</u>	<u>Monthly</u>	<u>YTD</u>	<u>Budget</u>	<u>Balance</u>
25-700.00 UNIFORMS	0	5,020	0	5,652	6,000	980
25-705.00 OFFICE SUPPLIES	0	202	0	47	200	-2
25-706.00 COMPUTER SUPPLIES	0	258	0	372	422	164
25-711.00 OIL	0	65	0	0	0	-65
25-712.00 POOL CHEMICALS	0	39,237	0	33,171	35,461	-3,865
25-715.00 CUSTODIAL SUPPLIES	0	1,123	0	2,405	1,051	-72
25-740.00 MARKETING SUPPLIES	0	0	0	0	0	0
25-747.00 MERCHANDISE FOR RESALE	0	473	0	147	200	-273
25-760.00 PROGRAM SUPPLIES	0	278	0	1,440	1,000	722
25-761.00 SAFETY SUPPLIES	0	4,555	1,221	5,971	6,040	-192
25-764.00 B-DAY PARTY SUPPLIES & FOOD	0	1,574	0	1,299	1,500	-74
25-765.00 EXPENDABLE EQUIPMENT	0	0	0	0	0	0
25-785.00 CONCESSION GOODS	0	16,677	0	19,877	15,000	-1,677
25-790.00 SALES TAX	0	3,696	3,840	3,840	20	-3,676
25-798.00 COSTS TO BE REIMBURSED	0	0	0	0	0	0
25-799.00 MISC. SUPPLIES	0	648	0	521	2,630	1,983
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
SUPPLIES SUB-TOTAL:	0	73,807	5,061	74,742	69,524	-6,049
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL EXPENSES:	2,778	378,709	8,176	386,090	358,889	-21,586

STATEMENT OF CASH RECEIPTS & CASH DISBURSEMENTS

For the Month of: 1/2025

<u>ATHLETIC CLUB</u>	*** Current Year ***		*** Previous Year ***		<u>Total</u>	<u>Budget</u>	
	<u>Monthly</u>	<u>YTD</u>	<u>Monthly</u>	<u>YTD</u>	<u>Budget</u>	<u>Balance</u>	
<b>REVENUE</b>							
35-321.00	MEMBERSHIPS- NON RESIDENT	12,336	179,758	14,166	179,277	167,875	-11,883
35-322.00	MEMBERSHIPS - RESIDENT	6,882	56,731	10,426	42,231	55,625	-1,106
35-323.00	MEMBERSHIPS - CORPORATE	65	631	37	742	4,500	3,870
35-325.00	TENNIS COURT TIME	15,794	116,779	17,765	118,461	146,856	30,077
35-326.00	PICKLEBALL COURT TIME	145	2,044	662	1,354	16,800	14,756
35-327.00	RACQUETBALL COURT TIME	459	573	90	296	500	-73
35-328.00	GUEST FEES	3,695	18,695	4,624	20,283	24,000	5,305
35-330.00	RENTAL FEES	2,843	14,477	1,545	13,299	17,316	2,839
35-332.00	INDOOR TENNIS LESSONS	46,314	290,367	38,617	289,230	443,200	152,833
35-334.00	OUTDOOR TENNIS LESSONS	0	0	0	0	27,000	27,000
35-336.00	PICKLEBALL LESSONS	758	8,923	1,736	11,100	39,180	30,257
35-339.00	TOURNAMENTS- COURT RENTAL	11,542	29,795	2,484	22,203	20,000	-9,795
35-340.00	FITNESS PROGRAMS	667	3,387	246	2,858	7,825	4,438
35-343.00	PICKLEBALL LEAGUES	1,260	9,808	1,596	7,410	18,000	8,192
35-345.00	VENDING SALES	204	452	0	42	50	-402
35-346.00	PRO SHOP- SALES	269	2,947	1,138	5,429	4,240	1,293
35-349.00	RACQUET -RESTRINGING	112	1,049	111	1,576	4,000	2,951
35-351.00	NURSERY	0	12	0	300	360	348
35-352.00	EQUIPMENT RENTAL	25	823	169	1,065	1,540	717
35-353.00	TOURNAMENTS - IN HOUSE	0	0	0	0	0	0
35-397.00	DONATIONS	0	0	0	0	0	0
35-398.00	RECOVERY OF COSTS	168	351	185	185	0	-351
35-399.00	MISCELLANEOUS INCOME	0	481	24	1,075	250	-231
	<b>REVENUE SUB-TOTAL:</b>	<u>103,537</u>	<u>738,084</u>	<u>95,619</u>	<u>718,415</u>	<u>999,117</u>	<u>261,033</u>
	<b>TOTAL REVENUES:</b>	<u>103,537</u>	<u>738,084</u>	<u>95,619</u>	<u>718,415</u>	<u>999,117</u>	<u>261,033</u>
<b>EXPENSE</b>							
35-403.00	ASST MGR/CUST RELAT SUPER	4,375	28,851	2,464	20,393	28,652	-199
35-407.00	DIRECTOR OF RACQUET SPORTS	0	5,660	969	9,969	13,000	7,340
35-408.00	MAINTENENCE FULL TIME	6,703	44,570	4,306	41,244	58,080	13,510
35-409.00	MAINTENENCE - PART TIME	629	11,652	335	12,332	11,808	156
35-410.00	PROGRAM LEADERS	0	0	0	0	0	0
35-411.00	MANAGER	8,315	54,771	5,279	48,358	70,000	15,229
35-412.00	CUSTOMER SERVICE STAFF	13,629	86,620	8,732	80,994	86,509	-111
35-415.00	ADMINISTRATIVE PART TIME	2,017	14,392	817	8,197	21,995	7,603
35-419.00	HUMAN RESOURCES	944	7,477	510	6,248	11,158	3,681
35-421.00	INSTRUCTOR PRO	2,000	32,610	8,009	76,364	96,200	63,590
35-422.00	INSTRUCTORS	18,236	99,352	7,847	64,826	64,060	-35,292
35-427.00	COMPUTER SUPPORT	0	0	0	0	0	0
35-429.00	MARKET/SALES/PUBLIC INFO	1,724	12,261	1,658	14,447	14,943	2,682
35-433.00	FITNESS INSTRUCTORS	358	2,954	270	3,325	4,200	1,246
35-434.00	AEROBICS INSTRUCTORS	0	0	0	0	0	0
35-435.00	NURSERY ATTENDANTS	0	84	0	848	650	566
35-436.00	RACQUET RESTRINGING	0	0	0	0	0	0
35-437.00	COMMISSION	0	0	0	0	0	0
35-439.00	TENNIS SUPPORT	0	0	154	6,547	0	0
35-442.00	HEAD TENNIS PRO	0	0	0	0	0	0
35-443.00	FITNESS CENTER TECHNICIAN	0	0	0	0	0	0
35-498.00	UNEMPLOYMENT	0	0	0	0	0	0



STATEMENT OF CASH RECEIPTS & CASH DISBURSEMENTS

For the Month of: 1/2025

<u>ATHLETIC CLUB</u>	*** Current Year ***		*** Previous Year ***		<u>Total</u>	<u>Budget</u>
	<u>Monthly</u>	<u>YTD</u>	<u>Monthly</u>	<u>YTD</u>	<u>Budget</u>	<u>Balance</u>
WAGES SUB-TOTAL:	58,931	401,253	41,348	394,092	481,255	80,002
35-500.00 CONTRACTUAL	0	0	0	0	2,400	2,400
35-502.00 TELEPHONE	426	4,287	744	5,522	5,340	1,053
35-503.00 CONTRACTUAL TENNIS INST	4,954	58,779	2,474	32,390	87,280	28,501
35-504.00 NATURAL GAS	8,273	28,894	7,287	22,964	61,400	32,506
35-505.00 WATER & SEWER	747	6,629	768	6,919	12,741	6,112
35-506.00 ELECTRICITY	11,673	54,738	13,476	66,758	110,400	55,662
35-508.00 PRINTING	0	1,396	0	1,507	8,250	6,854
35-510.00 POSTAGE	0	0	10	10	500	500
35-512.00 HEALTH INSURANCE	1,818	15,224	1,706	26,558	63,478	48,254
35-514.00 MEMBERSHIP DUES	21	1,727	183	1,721	2,715	988
35-516.00 CONFERENCES & WORKSHOPS	395	437	892	892	2,960	2,523
35-520.00 BANK CHARGES	3,160	25,633	2,088	21,485	28,800	3,167
35-552.00 EMPLOYEE INCENT PROGRAM	829	2,818	131	1,743	2,767	-51
35-587.00 A.D.A. COMPLIANCE	0	0	0	0	0	0
35-589.00 CONTRACTUAL TENNIS ADMIN	0	0	0	0	0	0
35-590.00 COMPUTER SERVICES	2,750	17,886	788	14,067	19,712	1,826
35-591.00 PROFESSIONAL SERVICES	0	0	485	6,185	0	0
35-594.00 PROMOTIONAL ADVERTISING	0	27,115	0	1,131	20,000	-7,115
35-599.00 MISC. SERVICES	0	1,822	0	3,350	2,735	913
SERVICES SUB-TOTAL:	35,046	247,384	31,030	213,202	431,478	184,094
35-600.00 BUILDINGS	0	0	0	0	0	0
35-610.00 EQUIPMENT REPAIRS	0	0	0	0	0	0
REPAIRS SUB-TOTAL:	0	0	0	0	0	0
35-700.00 UNIFORMS	0	740	0	1,360	2,250	1,510
35-705.00 OFFICE SUPPLIES	0	2,858	61	794	3,093	235
35-706.00 COMPUTER SUPPLIES	0	253	0	0	355	102
35-711.00 OIL	0	130	0	0	0	-130
35-713.00 PAINT	0	0	0	0	0	0
35-714.00 WHIRLPOOL SUPPLIES	0	0	0	299	2,150	2,150
35-715.00 CUSTODIAL SUPPLIES	0	2,673	45	4,158	2,616	-57
35-716.00 LAUNDRY SUPPLIES	0	0	0	0	0	0
35-745.00 VENDING GOODS	0	36	0	0	0	-36
35-746.00 PRO SHOP SUPPLIES	158	2,438	1,382	3,536	5,160	2,722
35-750.00 AWARDS	0	306	0	0	750	444
35-760.00 PROGRAM SUPPLIES	1,055	4,557	2,569	11,222	15,000	10,443
35-761.00 SAFETY SUPPLIES	0	1,968	960	3,731	6,480	2,400
35-763.00 RESTRINGING SUPPLIES	0	840	0	0	2,000	1,160
35-765.00 EXPENDABLE EQUIPMENT	0	1,919	0	1,286	7,150	5,231
35-790.00 SALES TAX	7	225	498	498	900	675
35-799.00 MISC. SUPPLIES	0	80	206	206	500	420
SUPPLIES SUB-TOTAL:	1,220	19,024	5,721	27,091	48,404	27,268
TOTAL EXPENSES:	95,197	667,661	78,099	634,384	961,137	291,364

STATEMENT OF CASH RECEIPTS & CASH DISBURSEMENTS

For the Month of: 1/2025

<u>MUSEUM</u>	*** Current Year ***		*** Previous Year ***		<u>Total</u>	<u>Budget</u>	
	<u>Monthly</u>	<u>YTD</u>	<u>Monthly</u>	<u>YTD</u>	<u>Budget</u>	<u>Balance</u>	
REVENUE							
36-300.00	DUPAGE COUNTY TAXES	0	20,108	0	17,123	19,949	-159
36-301.00	COOK COUNTY TAXES	1	7,708	0	5,704	14,592	6,884
36-399.00	MISCELLANEOUS INCOME	0	0	0	0	0	0
	REVENUE SUB-TOTAL:	<u>1</u>	<u>27,817</u>	<u>0</u>	<u>22,827</u>	<u>34,541</u>	<u>6,724</u>
	TOTAL REVENUES:	<u>1</u>	<u>27,817</u>	<u>0</u>	<u>22,827</u>	<u>34,541</u>	<u>6,724</u>
EXPENSE							
36-400.00	ADMINISTRATIVE	0	0	0	355	0	0
36-402.00	RECREATION SUPERVISORS	2,385	14,904	1,538	14,611	18,796	3,892
36-403.00	ASST MGR/CUST RELAT SUPER	0	0	0	0	0	0
36-409.00	MAINTENANCE - PART TIME	0	9,789	632	23,325	0	-9,789
36-429.00	MARKET/SALES/PUBLIC INFO	0	438	294	2,363	0	-438
	WAGES SUB-TOTAL:	<u>2,385</u>	<u>25,132</u>	<u>2,464</u>	<u>40,654</u>	<u>18,796</u>	<u>-6,336</u>
36-500.00	CONTRACTUAL	0	0	0	0	0	0
36-502.00	TELEPHONE	0	0	0	0	0	0
36-506.00	ELECTRICITY	0	0	0	0	0	0
36-512.00	HEALTH INSURANCE	1,194	10,001	1,121	9,385	12,430	2,429
36-516.00	CONFERENCES & WORKSHOPS	0	0	0	0	0	0
36-599.00	MISC. SERVICES	0	0	0	0	0	0
	SERVICES SUB-TOTAL:	<u>1,194</u>	<u>10,001</u>	<u>1,121</u>	<u>9,385</u>	<u>12,430</u>	<u>2,429</u>
36-760.00	PROGRAM SUPPLIES	0	0	0	0	0	0
36-799.00	MISC. SUPPLIES	0	0	0	0	0	0
	SUPPLIES SUB-TOTAL:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENSES:	<u>3,579</u>	<u>35,133</u>	<u>3,585</u>	<u>50,039</u>	<u>31,226</u>	<u>-3,907</u>

STATEMENT OF CASH RECEIPTS & CASH DISBURSEMENTS

For the Month of: 1/2025

<u>AUDIT</u>	*** Current Year ***		*** Previous Year ***		<u>Total</u> <u>Budget</u>	<u>Budget</u> <u>Balance</u>
	<u>Monthly</u>	<u>YTD</u>	<u>Monthly</u>	<u>YTD</u>		
REVENUE						
40-300.00	DUPAGE COUNTY TAXES	0	9,928	0	9,784	35
40-301.00	COOK COUNTY TAXES	0	3,766	0	3,056	3,034
	REVENUE SUB-TOTAL:	<u>0</u>	<u>13,694</u>	<u>0</u>	<u>12,840</u>	<u>3,069</u>
	TOTAL REVENUES:	<u>0</u>	<u>13,694</u>	<u>0</u>	<u>12,840</u>	<u>3,069</u>
EXPENSE						
40-560.00	AUDIT EXPENSE	0	15,100	17,250	18,850	6,150
	SERVICES SUB-TOTAL:	<u>0</u>	<u>15,100</u>	<u>17,250</u>	<u>18,850</u>	<u>6,150</u>
	TOTAL EXPENSES:	<u>0</u>	<u>15,100</u>	<u>17,250</u>	<u>18,850</u>	<u>6,150</u>

STATEMENT OF CASH RECEIPTS & CASH DISBURSEMENTS

For the Month of: 1/2025

<u>FICA</u>	*** Current Year ***		*** Previous Year ***		<u>Total</u> <u>Budget</u>	<u>Budget</u> <u>Balance</u>	
	<u>Monthly</u>	<u>YTD</u>	<u>Monthly</u>	<u>YTD</u>			
REVENUE							
41-300.00	DUPAGE COUNTY TAXES	0	109,065	0	94,174	112,486	3,421
41-301.00	COOK COUNTY TAXES	5	43,008	0	30,831	80,641	37,633
	REVENUE SUB-TOTAL:	<u>5</u>	<u>152,073</u>	<u>0</u>	<u>125,005</u>	<u>193,127</u>	<u>41,054</u>
	TOTAL REVENUES:	<u>5</u>	<u>152,073</u>	<u>0</u>	<u>125,005</u>	<u>193,127</u>	<u>41,054</u>
EXPENSE							
41-563.00	FICA EXPENSE	15,073	125,217	9,938	122,709	148,000	22,783
	SERVICES SUB-TOTAL:	<u>15,073</u>	<u>125,217</u>	<u>9,938</u>	<u>122,709</u>	<u>148,000</u>	<u>22,783</u>
	TOTAL EXPENSES:	<u>15,073</u>	<u>125,217</u>	<u>9,938</u>	<u>122,709</u>	<u>148,000</u>	<u>22,783</u>

STATEMENT OF CASH RECEIPTS & CASH DISBURSEMENTS

For the Month of: 1/2025

<u>IMRF</u>	*** Current Year ***		*** Previous Year ***		<u>Total</u> <u>Budget</u>	<u>Budget</u> <u>Balance</u>	
	<u>Monthly</u>	<u>YTD</u>	<u>Monthly</u>	<u>YTD</u>			
REVENUE							
42-300.00	DUPAGE COUNTY TAXES	0	81,650	0	96,212	81,285	-365
42-301.00	COOK COUNTY TAXES	4	32,023	0	31,850	58,781	26,758
	REVENUE SUB-TOTAL:	<u>4</u>	<u>113,673</u>	<u>0</u>	<u>128,062</u>	<u>140,066</u>	<u>26,393</u>
	TOTAL REVENUES:	<u>4</u>	<u>113,673</u>	<u>0</u>	<u>128,062</u>	<u>140,066</u>	<u>26,393</u>
EXPENSE							
42-566.00	IMRF EXPENSE	10,931	76,782	8,660	99,131	128,022	51,240
	SERVICES SUB-TOTAL:	<u>10,931</u>	<u>76,782</u>	<u>8,660</u>	<u>99,131</u>	<u>128,022</u>	<u>51,240</u>
	TOTAL EXPENSES:	<u>10,931</u>	<u>76,782</u>	<u>8,660</u>	<u>99,131</u>	<u>128,022</u>	<u>51,240</u>

STATEMENT OF CASH RECEIPTS & CASH DISBURSEMENTS

For the Month of: 1/2025

<u>LIABILITY</u>	*** Current Year ***		*** Previous Year ***		<u>Total</u>	<u>Budget</u>	
	<u>Monthly</u>	<u>YTD</u>	<u>Monthly</u>	<u>YTD</u>	<u>Budget</u>	<u>Balance</u>	
REVENUE							
43-300.00	DUPAGE COUNTY TAXES	0	99,792	0	98,862	101,716	1,925
43-301.00	COOK COUNTY TAXES	5	39,437	0	32,665	73,531	34,094
43-303.00	PDRMA RECOVERY	1,000	1,104	500	1,000	1,500	396
43-378.00	AQUATIC AUDIT REIMBURSEMENT	0	1,840	0	1,800	1,380	-460
43-398.00	RECOVERY OF COSTS	0	0	0	0	0	0
	REVENUE SUB-TOTAL:	<u>1,005</u>	<u>142,172</u>	<u>500</u>	<u>134,327</u>	<u>178,127</u>	<u>35,955</u>
	TOTAL REVENUES:	<u>1,005</u>	<u>142,172</u>	<u>500</u>	<u>134,327</u>	<u>178,127</u>	<u>35,955</u>
EXPENSE							
43-400.00	ADMINISTRATIVE	2,412	12,932	845	7,201	16,652	3,720
43-414.00	RISK MANAGEMENT (FULL TIME)	4,195	27,884	2,693	25,715	36,300	8,416
43-416.00	RISK MANAGEMENT (PART TIME)	231	4,309	124	4,563	4,368	59
	WAGES SUB-TOTAL:	<u>6,838</u>	<u>45,124</u>	<u>3,662</u>	<u>37,479</u>	<u>57,320</u>	<u>12,196</u>
43-501.00	PROPERTY INSURANCE	0	13,411	6,593	19,780	28,039	14,628
43-512.00	HEALTH INSURANCE	2,262	18,947	2,123	17,402	27,486	8,539
43-552.00	EMPLOYEE INCENT PROGRAM	0	0	0	240	0	0
43-570.00	LIABILITY INSURANCE	0	9,334	2,413	8,407	10,263	929
43-571.00	WORKERS COMPENSATION	0	15,853	6,753	20,258	29,070	13,217
43-572.00	UNEMPLOYMENT INS PREMIUMS	0	0	0	0	8,000	8,000
43-573.00	APPRAISAL	0	0	0	0	0	0
43-574.00	EMPLOYMENT PRACTICES	0	3,369	1,167	2,333	5,023	1,654
43-575.00	HAZARDOUS WASTE DISPOSAL	0	0	0	0	200	200
43-576.00	EMPLOYEE SAFETY TRAINING	0	3,274	0	3,956	6,660	3,386
43-577.00	LIFE SAFETY SERVICES	803	15,669	0	11,943	15,430	-1,845
43-578.00	PRE-PLACEMENT PHYSICALS	0	825	0	1,035	900	75
43-579.00	BACKGROUND & TESTING	30	1,570	45	1,768	2,490	920
43-583.00	POLLUTION LIABILITY	0	417	146	438	661	244
43-591.00	PROFESSIONAL SERVICES	0	0	0	0	0	0
43-592.00	LEGAL FEES	0	0	0	0	0	0
43-599.00	MISC. SERVICES	0	0	0	350	900	900
	SERVICES SUB-TOTAL:	<u>3,095</u>	<u>82,669</u>	<u>19,240</u>	<u>87,910</u>	<u>135,122</u>	<u>50,847</u>
43-600.00	BUILDINGS	0	0	0	2,000	0	0
43-608.00	VEHICLE DAMAGE REPAIR	0	0	1,000	1,000	0	0
	REPAIRS SUB-TOTAL:	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>3,000</u>	<u>0</u>	<u>0</u>
43-761.00	SAFETY SUPPLIES	0	0	0	0	0	0
43-768.00	SAFETY SIGNAGE	0	0	0	0	0	0
	SUPPLIES SUB-TOTAL:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENSES:	<u>9,933</u>	<u>127,793</u>	<u>23,902</u>	<u>128,389</u>	<u>192,442</u>	<u>63,043</u>

STATEMENT OF CASH RECEIPTS & CASH DISBURSEMENTS

For the Month of: 1/2025

<u>PAVING &amp; LIGHTING</u>	*** Current Year ***		*** Previous Year ***		<u>Total</u>	<u>Budget</u>	
	<u>Monthly</u>	<u>YTD</u>	<u>Monthly</u>	<u>YTD</u>			
REVENUE							
44-300.00	DUPAGE COUNTY TAXES	0	22,013	0	19,161	21,577	-436
44-301.00	COOK COUNTY TAXES	1	8,264	0	6,248	15,398	7,134
	REVENUE SUB-TOTAL:	<u>1</u>	<u>30,277</u>	<u>0</u>	<u>25,409</u>	<u>36,975</u>	<u>6,698</u>
	TOTAL REVENUES:	<u>1</u>	<u>30,277</u>	<u>0</u>	<u>25,409</u>	<u>36,975</u>	<u>6,698</u>
EXPENSE							
44-400.00	ADMINISTRATIVE	2,192	10,835	307	2,548	9,911	-924
	WAGES SUB-TOTAL:	<u>2,192</u>	<u>10,835</u>	<u>307</u>	<u>2,548</u>	<u>9,911</u>	<u>-924</u>
44-500.00	CONTRACTUAL	0	0	0	80,700	8,000	8,000
44-512.00	HEALTH INSURANCE	108	920	102	922	3,290	2,370
	SERVICES SUB-TOTAL:	<u>108</u>	<u>920</u>	<u>102</u>	<u>81,622</u>	<u>11,290</u>	<u>10,370</u>
44-620.00	PAVING & LIGHTING REPAIRS	0	0	0	0	0	0
	REPAIRS SUB-TOTAL:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
44-760.00	PROGRAM SUPPLIES	0	2,568	130	16,011	10,000	7,433
	SUPPLIES SUB-TOTAL:	<u>0</u>	<u>2,568</u>	<u>130</u>	<u>16,011</u>	<u>10,000</u>	<u>7,433</u>
	TOTAL EXPENSES:	<u>2,301</u>	<u>14,322</u>	<u>538</u>	<u>100,181</u>	<u>31,201</u>	<u>16,879</u>

## STATEMENT OF CASH RECEIPTS &amp; CASH DISBURSEMENTS

For the Month of: 1/2025

<u>POLICE</u>	*** Current Year ***		*** Previous Year ***		<u>Total</u>	<u>Budget</u>	
	<u>Monthly</u>	<u>YTD</u>	<u>Monthly</u>	<u>YTD</u>	<u>Budget</u>	<u>Balance</u>	
REVENUE							
45-300.00	DUPAGE COUNTY TAXES	0	43,473	0	42,603	44,043	570
45-301.00	COOK COUNTY TAXES	2	17,049	0	14,057	31,745	14,696
	REVENUE SUB-TOTAL:	<u>2</u>	<u>60,522</u>	<u>0</u>	<u>56,660</u>	<u>75,788</u>	<u>15,266</u>
	TOTAL REVENUES:	<u>2</u>	<u>60,522</u>	<u>0</u>	<u>56,660</u>	<u>75,788</u>	<u>15,266</u>
EXPENSE							
45-400.00	ADMINISTRATIVE	0	3,992	1,996	16,209	0	-3,992
45-417.00	BUILDING & PARK SECURITY	5,584	42,400	3,366	27,338	42,120	2,555
45-418.00	EVENT STAFF	0	1,730	105	4,465	6,300	4,571
	WAGES SUB-TOTAL:	<u>5,584</u>	<u>48,121</u>	<u>5,467</u>	<u>48,012</u>	<u>48,420</u>	<u>3,133</u>
45-502.00	TELEPHONE	31	283	78	850	1,800	1,517
45-512.00	HEALTH INSURANCE	704	5,887	661	5,037	8,554	2,667
45-516.00	CONFERENCES & WORKSHOPS	0	0	0	0	0	0
45-599.00	MISC. SERVICES	0	0	0	211	0	0
	SERVICES SUB-TOTAL:	<u>735</u>	<u>6,171</u>	<u>739</u>	<u>6,097</u>	<u>10,354</u>	<u>4,183</u>
45-612.00	VEHICLE REPAIR	0	0	0	0	0	0
	REPAIRS SUB-TOTAL:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
45-700.00	UNIFORMS	0	324	0	594	1,250	926
45-710.00	GASOLINE	501	6,494	366	5,956	9,400	2,906
45-760.00	PROGRAM SUPPLIES	0	0	0	31	500	500
45-765.00	EXPENDABLE EQUIPMENT	0	0	0	0	100	100
	SUPPLIES SUB-TOTAL:	<u>501</u>	<u>6,818</u>	<u>366</u>	<u>6,581</u>	<u>11,250</u>	<u>4,432</u>
	TOTAL EXPENSES:	<u>6,819</u>	<u>61,110</u>	<u>6,572</u>	<u>60,691</u>	<u>70,024</u>	<u>11,749</u>



STATEMENT OF CASH RECEIPTS & CASH DISBURSEMENTS

For the Month of: 1/2025

<u>SPECIAL RECREATION</u>	*** Current Year ***		*** Previous Year ***		<u>Total</u> <u>Budget</u>	<u>Budget</u> <u>Balance</u>	
	<u>Monthly</u>	<u>YTD</u>	<u>Monthly</u>	<u>YTD</u>			
REVENUE							
46-300.00	DUPAGE COUNTY TAXES	0	163,035	0	154,103	167,332	4,297
46-301.00	COOK COUNTY TAXES	8	65,090	0	50,797	120,562	55,472
	REVENUE SUB-TOTAL:	<u>8</u>	<u>228,125</u>	<u>0</u>	<u>204,900</u>	<u>287,894</u>	<u>59,769</u>
	TOTAL REVENUES:	<u>8</u>	<u>228,125</u>	<u>0</u>	<u>204,900</u>	<u>287,894</u>	<u>59,769</u>
EXPENSE							
46-409.00	MAINTENENCE - PART TIME	702	13,002	373	13,753	13,173	171
46-419.00	HUMAN RESOURCES	424	2,253	0	0	5,002	2,749
	WAGES SUB-TOTAL:	<u>1,126</u>	<u>15,255</u>	<u>373</u>	<u>13,753</u>	<u>18,175</u>	<u>2,920</u>
46-500.00	CONTRACTUAL	0	0	0	0	0	0
46-504.00	NATURAL GAS	709	2,485	549	1,751	5,782	3,297
46-505.00	WATER & SEWER	187	1,657	192	1,730	3,187	1,530
46-586.00	NWSRA	0	224,578	0	152,188	181,682	-42,896
46-587.00	A.D.A. COMPLIANCE	0	83,873	0	16,505	74,069	-9,804
46-599.00	MISC. SERVICES	0	0	0	0	0	0
	SERVICES SUB-TOTAL:	<u>896</u>	<u>312,593</u>	<u>741</u>	<u>172,173</u>	<u>264,720</u>	<u>-47,873</u>
	TOTAL EXPENSES:	<u>2,022</u>	<u>327,848</u>	<u>1,115</u>	<u>185,926</u>	<u>282,895</u>	<u>-44,953</u>

STATEMENT OF CASH RECEIPTS & CASH DISBURSEMENTS

For the Month of: 1/2025

<u>BOND &amp; INTEREST II</u>	*** Current Year ***		*** Previous Year ***		<u>Total</u>	<u>Budget</u>	
	<u>Monthly</u>	<u>YTD</u>	<u>Monthly</u>	<u>YTD</u>	<u>Budget</u>	<u>Balance</u>	
REVENUE							
52-300.00	DUPAGE COUNTY TAXES	0	608,667	0	585,428	616,675	8,008
52-301.00	COOK COUNTY TAXES	28	247,307	0	200,335	461,098	213,791
52-305.00	INTEREST EARNED	0	0	0	0	0	0
52-381.00	2021 BOND PROCEEDS	0	0	0	0	0	0
52-382.00	2024BOND PROCEEDS	0	637,837	0	0	637,837	0
52-383.00	2022B BOND PROCEEDS	0	0	0	0	0	0
52-386.00	2020B BOND PROCEEDS	0	0	0	0	0	0
52-390.00	2019B BOND PROCEEDS	0	0	0	0	0	0
52-392.00	2023 BOND PROCEEDS	0	0	0	531,426	0	0
REVENUE SUB-TOTAL:		28	1,493,811	0	1,317,188	1,715,610	221,799
TOTAL REVENUES:		28	1,493,811	0	1,317,188	1,715,610	221,799
EXPENSE							
52-561.00	PRINCIPAL PAYMENTS	0	1,532,813	0	1,321,265	1,459,670	-73,143
52-562.00	INTEREST PAYMENTS	0	140,052	0	209,231	213,197	73,145
52-591.00	PROFESSIONAL SERVICES	0	0	0	0	3,850	3,850
52-595.00	BOND ISSUANCE COSTS	0	4,900	0	10,000	10,110	5,210
52-599.00	MISC. SERVICES	0	0	0	0	2,650	2,650
SERVICES SUB-TOTAL:		0	1,677,765	0	1,540,496	1,689,477	11,712
52-911.00	INTEREST TRANSFER TO CORP	0	0	0	0	0	0
TRANSFERS SUB-TOTAL:		0	0	0	0	0	0
TOTAL EXPENSES:		0	1,677,765	0	1,540,496	1,689,477	11,712

STATEMENT OF CASH RECEIPTS & CASH DISBURSEMENTS

For the Month of: 1/2025

<u>CAPITAL PROJECTS FUND 19</u>		*** Current Year ***		*** Previous Year ***		<u>Total</u> <u>Budget</u>	<u>Budget</u> <u>Balance</u>
		<u>Monthly</u>	<u>YTD</u>	<u>Monthly</u>	<u>YTD</u>		
REVENUE							
19-305.00	INTEREST EARNED	684	6,687	1,988	25,221	0	-6,687
19-379.00	GRANT - IDNR	0	0	0	0	0	0
19-390.00	2019B BOND PROCEEDS	0	0	0	0	0	0
19-391.00	INSURANCE PROCEEDS	0	55,375	0	3,538	0	-55,375
REVENUE SUB-TOTAL:		<u>684</u>	<u>62,062</u>	<u>1,988</u>	<u>28,759</u>	<u>0</u>	<u>-62,062</u>
TOTAL REVENUES:		<u>684</u>	<u>62,062</u>	<u>1,988</u>	<u>28,759</u>	<u>0</u>	<u>-62,062</u>
EXPENSE							
19-520.00	BANK CHARGES	0	0	0	0	0	0
19-595.00	BOND ISSUANCE COSTS	0	0	0	0	0	0
SERVICES SUB-TOTAL:		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
19-600.00	BUILDINGS	0	0	0	0	0	0
REPAIRS SUB-TOTAL:		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
19-800.00	VEHICLE PURCHASE	0	0	0	0	0	0
19-801.00	MAINTENANCE EQUIPMENT	0	0	0	0	0	0
19-802.00	PLAYGROUND IMPROVEMENTS	0	0	0	2,825	0	0
19-803.00	PARK IMPROVEMENTS	0	158,324	60,445	388,576	185,355	400,842
19-811.00	RECREATION EQUIPMENT	0	0	0	0	0	0
19-812.00	FITNESS EQUIPMENT	0	0	0	0	0	0
19-821.00	PAVING PROJECTS	0	0	0	14,577	0	0
19-825.00	SS RENOVATIONS	0	0	0	0	0	0
19-835.00	DOMES REPLACEMENT	0	0	0	0	0	0
19-836.00	DEMOLITION/ABATEMENT	0	0	0	0	0	0
19-837.00	CC ELECTRICAL	0	0	0	50,565	0	0
19-851.00	HVAC	0	0	0	0	0	0
19-855.00	AHLSTRAND RENOVATIONS	0	2,617	0	0	10,591	7,974
19-880.00	UNCOMMITTED PROJECTS	0	0	0	0	0	0
19-881.00	CCAC RENOVATIONS	3,934	21,895	0	0	18,000	2,272
19-882.00	COMM CENTER RENOVATIONS	0	0	0	2,068	0	0
CAPITAL SUB-TOTAL:		<u>3,934</u>	<u>182,835</u>	<u>60,445</u>	<u>458,611</u>	<u>213,946</u>	<u>411,088</u>
TOTAL EXPENSES:		<u>3,934</u>	<u>182,835</u>	<u>60,445</u>	<u>458,611</u>	<u>213,946</u>	<u>411,088</u>

STATEMENT OF CASH RECEIPTS & CASH DISBURSEMENTS

For the Month of: 1/2025

<u>CAPITAL PROJECTS FUND 22</u>	*** Current Year ***		*** Previous Year ***		<u>Total</u>	<u>Budget</u>	
	<u>Monthly</u>	<u>YTD</u>	<u>Monthly</u>	<u>YTD</u>	<u>Budget</u>	<u>Balance</u>	
<b>REVENUE</b>							
22-305.00	INTEREST EARNED	2,629	68,249	13,041	111,631	0	-68,249
22-379.00	GRANT - IDNR	0	0	0	300,000	300,000	300,000
22-380.00	2022 BOND PROCEEDS	0	0	0	0	0	0
22-398.00	RECOVERY OF COSTS	0	0	0	0	417,000	417,000
	REVENUE SUB-TOTAL:	<u>2,629</u>	<u>68,249</u>	<u>13,041</u>	<u>411,631</u>	<u>717,000</u>	<u>648,751</u>
	TOTAL REVENUES:	<u>2,629</u>	<u>68,249</u>	<u>13,041</u>	<u>411,631</u>	<u>717,000</u>	<u>648,751</u>
<b>EXPENSE</b>							
22-520.00	BANK CHARGES	0	0	0	0	0	0
22-595.00	BOND ISSUANCE COSTS	0	0	0	0	0	0
	SERVICES SUB-TOTAL:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
22-800.00	VEHICLE PURCHASE	0	0	65,934	65,934	0	0
22-801.00	MAINTENANCE EQUIPMENT	0	0	0	0	0	0
22-802.00	PLAYGROUND IMPROVEMENTS	0	0	0	0	0	0
22-808.00	COMPUTER RELATED EXPENSES	0	0	0	17,200	0	0
22-812.00	FITNESS EQUIPMENT	0	85	3,847	4,236	658	573
22-820.00	DIST WIDE IMPROVEMENTS	18,535	45,334	0	0	100,000	54,666
22-825.00	SS RENOVATIONS	685	685	0	21,035	25,000	11,078
22-860.00	DISCOVERY PARK	10,300	1,415,781	280	56,639	1,079,878	-120,299
22-862.00	ANNE FOX PARK	-218,128	392,838	0	0	778,000	272,726
22-863.00	HARBORS PARK EAST	0	0	0	0	0	0
22-866.00	HIDDEN POND PARK	0	0	0	0	0	0
22-867.00	HOLLYWOOD PARK	0	0	0	0	225,000	225,000
22-874.00	RANGER PARK	0	7,500	0	0	300,000	292,500
22-880.00	UNCOMMITTED PROJECTS	0	0	0	0	0	0
22-881.00	CCAC RENOVATIONS	0	1,199	0	43,714	0	-1,199
22-882.00	COMM CENTER RENOVATIONS	0	38,796	0	32,746	61,257	22,461
22-884.00	MAINTENANCE GARAGE RENOVATION	0	63,900	0	0	63,900	0
	CAPITAL SUB-TOTAL:	<u>-188,609</u>	<u>1,966,117</u>	<u>70,061</u>	<u>241,504</u>	<u>2,633,694</u>	<u>757,508</u>
	TOTAL EXPENSES:	<u>-188,609</u>	<u>1,966,117</u>	<u>70,061</u>	<u>241,504</u>	<u>2,633,694</u>	<u>757,508</u>

STATEMENT OF CASH RECEIPTS & CASH DISBURSEMENTS

For the Month of: 1/2025

<u>CAPITAL FUND 23</u>	*** Current Year ***		*** Previous Year ***		<u>Total</u>	<u>Budget</u>	
	<u>Monthly</u>	<u>YTD</u>	<u>Monthly</u>	<u>YTD</u>			
REVENUE							
23-305.00	INTEREST EARNED	0	2,584	1,040	1,922	0	-2,584
23-392.00	2023 BOND PROCEEDS	0	0	0	293,575	0	0
23-398.00	RECOVERY OF COSTS	0	0	0	0	0	0
	REVENUE SUB-TOTAL:	<u>0</u>	<u>2,584</u>	<u>1,040</u>	<u>295,496</u>	<u>0</u>	<u>-2,584</u>
	TOTAL REVENUES:	<u>0</u>	<u>2,584</u>	<u>1,040</u>	<u>295,496</u>	<u>0</u>	<u>-2,584</u>
EXPENSE							
23-520.00	BANK CHARGES	0	0	0	0	0	0
23-595.00	BOND ISSUANCE COSTS	0	0	0	5,200	0	0
	SERVICES SUB-TOTAL:	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,200</u>	<u>0</u>	<u>0</u>
23-600.00	BUILDINGS	3,833	18,766	1,664	19,143	17,713	-305
23-605.00	GROUNDS	1,918	21,065	60	8,206	22,946	1,448
23-610.00	EQUIPMENT REPAIRS	0	16,408	713	1,880	16,408	0
23-612.00	VEHICLE REPAIR	0	12,091	1,404	8,518	12,060	-5
23-616.00	OFFICE EQUIPMENT REPAIRS	1,101	8,934	0	0	15,000	3,173
23-625.00	AQUATIC REPAIRS	0	29,674	0	6,602	29,833	160
23-635.00	ATHLETIC CLUB REPAIRS	0	0	150	150	0	0
23-651.00	HVAC REPAIRS	0	5,179	200	1,411	5,179	0
	REPAIRS SUB-TOTAL:	<u>6,851</u>	<u>112,117</u>	<u>4,190</u>	<u>45,910</u>	<u>119,140</u>	<u>4,471</u>
23-801.00	MAINTENANCE EQUIPMENT	0	0	9,974	9,974	0	0
23-808.00	COMPUTER RELATED EXPENSES	0	23,388	798	798	21,737	-1,651
23-809.00	MARKETING RELATED EXPENSES	0	0	0	0	69	69
23-880.00	UNCOMMITTED PROJECTS	0	-195	0	0	2,573	2,767
23-881.00	CCAC RENOVATIONS	0	0	0	0	0	0
	CAPITAL SUB-TOTAL:	<u>0</u>	<u>23,193</u>	<u>10,772</u>	<u>10,772</u>	<u>24,379</u>	<u>1,185</u>
	TOTAL EXPENSES:	<u>6,851</u>	<u>135,310</u>	<u>14,962</u>	<u>61,882</u>	<u>143,519</u>	<u>5,656</u>

STATEMENT OF CASH RECEIPTS & CASH DISBURSEMENTS

For the Month of: 1/2025

<u>CAPITAL PROJECTS FUND 24</u>	*** Current Year ***		*** Previous Year ***		<u>Total</u>	<u>Budget</u>
	<u>Monthly</u>	<u>YTD</u>	<u>Monthly</u>	<u>YTD</u>	<u>Budget</u>	<u>Balance</u>
REVENUE						
24-305.00	INTEREST EARNED	1,123	2,017	0	0	-2,017
24-382.00	2024BOND PROCEEDS	0	268,898	0	0	0
24-398.00	RECOVERY OF COSTS	0	0	0	0	0
	REVENUE SUB-TOTAL:	<u>1,123</u>	<u>270,915</u>	<u>0</u>	<u>0</u>	<u>-2,017</u>
	TOTAL REVENUES:	<u>1,123</u>	<u>270,915</u>	<u>0</u>	<u>0</u>	<u>-2,017</u>
EXPENSE						
24-595.00	BOND ISSUANCE COSTS	0	2,100	0	0	-2,100
	SERVICES SUB-TOTAL:	<u>0</u>	<u>2,100</u>	<u>0</u>	<u>0</u>	<u>-2,100</u>
24-600.00	BUILDINGS	37	37	0	0	51,418
24-605.00	GROUNDS	26	26	0	0	33,585
24-610.00	EQUIPMENT REPAIRS	588	588	0	0	11,384
24-612.00	VEHICLE REPAIR	86	86	0	0	14,892
24-616.00	OFFICE EQUIPMENT REPAIRS	0	0	0	0	15,000
24-625.00	AQUATIC REPAIRS	0	0	0	0	17,000
24-651.00	HVAC REPAIRS	0	0	0	0	7,000
	REPAIRS SUB-TOTAL:	<u>736</u>	<u>736</u>	<u>0</u>	<u>0</u>	<u>150,279</u>
24-808.00	COMPUTER RELATED EXPENSES	0	0	0	0	50,000
24-880.00	UNCOMMITTED PROJECTS	0	0	0	0	62,898
	CAPITAL SUB-TOTAL:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>112,898</u>
	TOTAL EXPENSES:	<u>736</u>	<u>2,836</u>	<u>0</u>	<u>0</u>	<u>261,077</u>

STATEMENT OF CASH RECEIPTS & CASH DISBURSEMENTS

For the Month of: 1/2025

<u>NON BOND CAPITAL FUND</u>	*** Current Year ***		*** Previous Year ***		<u>Total</u>	<u>Budget</u>	
	<u>Monthly</u>	<u>YTD</u>	<u>Monthly</u>	<u>YTD</u>	<u>Budget</u>	<u>Balance</u>	
REVENUE							
15-305.00	INTEREST EARNED	325	2,675	352	3,682	0	-2,675
15-310.00	EQUIPMENT/AUTO SALE	0	0	0	997	0	0
15-356.00	Cambridge Home Donations	0	0	0	0	0	0
15-357.00	IMPACT FEES	0	0	0	0	0	0
15-385.00	SPONSORSHIP	0	3,852	0	0	0	-3,852
15-387.00	GRANTS-DCEO SS IMPRV	0	0	0	0	0	0
15-388.00	GRANTS-OSLAD SS IMPRV	0	0	0	0	0	0
15-395.00	GRANTS/COMED/NICOR	0	0	0	0	0	0
15-396.00	GRANT - VILLAGE HP	0	0	0	0	0	0
15-398.00	RECOVERY OF COSTS	0	0	0	1,147	0	0
15-399.00	MISCELLANEOUS INCOME	0	0	0	0	0	0
	REVENUE SUB-TOTAL:	<u>325</u>	<u>6,526</u>	<u>352</u>	<u>5,825</u>	<u>0</u>	<u>-6,526</u>
	TOTAL REVENUES:	<u>325</u>	<u>6,526</u>	<u>352</u>	<u>5,825</u>	<u>0</u>	<u>-6,526</u>
EXPENSE							
15-500.00	CONTRACTUAL	0	0	0	0	0	0
15-591.00	PROFESSIONAL SERVICES	0	0	0	1,635	30,000	30,000
15-599.00	MISC. SERVICES	0	0	0	0	0	0
	SERVICES SUB-TOTAL:	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,635</u>	<u>30,000</u>	<u>30,000</u>
15-778.00	LANDSCAPE MATERIALS	0	0	0	0	0	0
15-798.00	COSTS TO BE REIMBURSED	0	0	0	0	0	0
	SUPPLIES SUB-TOTAL:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
15-800.00	VEHICLE PURCHASE	0	0	0	0	0	0
15-801.00	MAINTENANCE EQUIPMENT	0	0	0	0	0	0
15-808.00	COMPUTER RELATED EXPENSES	0	0	0	13,440	0	0
15-810.00	CAPITAL EQUIPMENT	0	0	0	0	0	0
15-825.00	SS RENOVATIONS	0	0	0	0	0	0
15-880.00	UNCOMMITTED PROJECTS	0	0	0	0	0	0
15-881.00	CCAC RENOVATIONS	0	0	0	0	0	0
15-882.00	COMM CENTER RENOVATIONS	0	0	0	0	0	0
	CAPITAL SUB-TOTAL:	<u>0</u>	<u>0</u>	<u>0</u>	<u>13,440</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENSES:	<u>0</u>	<u>0</u>	<u>0</u>	<u>15,075</u>	<u>30,000</u>	<u>30,000</u>

STATEMENT OF CASH RECEIPTS & CASH DISBURSEMENTS

For the Month of: 1/2025

<u>CAPITAL PROJECTS FUNDS 2R</u>	*** Current Year ***		*** Previous Year ***		<u>Total</u>	<u>Budget</u>
	<u>Monthly</u>	<u>YTD</u>	<u>Monthly</u>	<u>YTD</u>	<u>Budget</u>	<u>Balance</u>
REVENUE						
2R-305.00	INTEREST EARNED	0	0	0	730	0
2R-383.00	2022B BOND PROCEEDS	0	0	0	0	0
	REVENUE SUB-TOTAL:	<u>0</u>	<u>0</u>	<u>0</u>	<u>730</u>	<u>0</u>
	TOTAL REVENUES:	<u>0</u>	<u>0</u>	<u>0</u>	<u>730</u>	<u>0</u>
EXPENSE						
2R-595.00	BOND ISSUANCE COSTS	0	0	0	0	0
	SERVICES SUB-TOTAL:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
2R-600.00	BUILDINGS	0	1,085	0	23,475	1,085
2R-605.00	GROUNDS	0	3,578	0	23,068	3,578
2R-610.00	EQUIPMENT REPAIRS	0	705	0	12,167	705
2R-612.00	VEHICLE REPAIR	0	3,873	0	13,830	3,873
2R-616.00	OFFICE EQUIPMENT REPAIRS	0	859	801	10,331	859
2R-625.00	AQUATIC REPAIRS	0	2,903	0	17,273	2,903
2R-635.00	ATHLETIC CLUB REPAIRS	0	0	0	0	0
2R-651.00	HVAC REPAIRS	0	880	0	0	880
	REPAIRS SUB-TOTAL:	<u>0</u>	<u>13,883</u>	<u>801</u>	<u>100,145</u>	<u>13,883</u>
2R-808.00	COMPUTER RELATED EXPENSES	0	0	579	22,583	0
2R-880.00	UNCOMMITTED PROJECTS	0	0	0	0	0
	CAPITAL SUB-TOTAL:	<u>0</u>	<u>0</u>	<u>579</u>	<u>22,583</u>	<u>0</u>
	TOTAL EXPENSES:	<u>0</u>	<u>13,883</u>	<u>1,380</u>	<u>122,728</u>	<u>13,883</u>



**HANOVER PARK DISTRICT**  
**STATEMENT OF CASH RECEIPTS & CASH DISBURSEMENTS**  
**For the Month of: 1/2025**

	*** CURRENT YEAR ***		*** LAST YEAR ***		TOTAL BUDGET	BUDGET BALANCE
	MONTHLY	Y. T. D.	MONTHLY	Y. T. D.		
REVENUE TOTALS CORPORATE	19,610	785,342	22,897	722,845	954,651	169,309
REVENUE TOTALS NON BOND CAPITAL FUND	325	6,526	352	5,825	0	-6,526
REVENUE TOTALS CAPITAL PROJECTS FUND 17	0	0	0	0	0	0
REVENUE TOTALS CAPITAL PROJECTS FUND 18	0	0	0	0	0	0
REVENUE TOTALS CAPITAL PROJECTS FUND 19	684	62,062	1,988	28,759	0	-62,062
REVENUE TOTALS RECREATION	45,554	1,338,405	37,290	1,351,021	1,563,363	224,958
REVENUE TOTALS CAPITAL PROJECTS FUND 21	0	0	0	0	0	0
REVENUE TOTALS CAPITAL PROJECTS FUND 22	2,629	68,249	13,041	411,631	717,000	648,751
REVENUE TOTALS CAPITAL FUND 23	0	2,584	1,040	295,496	0	-2,584
REVENUE TOTALS CAPITAL PROJECTS FUND 24	1,123	270,915	0	0	268,898	-2,017
REVENUE TOTALS SEAFARI SPRINGS	714	169,355	24,084	203,619	225,871	56,516
REVENUE TOTALS CAPITAL PROJECTS FUND 2A	0	0	0	0	0	0
REVENUE TOTALS CAPITAL PROJECTS FUND 2C	0	0	0	0	0	0
REVENUE TOTALS CAPITAL PROJECTS FUNDS 2R	0	0	0	730	0	0
REVENUE TOTALS ATHLETIC CLUB	103,537	738,084	95,619	718,415	999,117	261,033
REVENUE TOTALS MUSEUM	1	27,817	0	22,827	34,541	6,724
REVENUE TOTALS AUDIT	0	13,694	0	12,840	16,763	3,069
REVENUE TOTALS FICA	5	152,073	0	125,005	193,127	41,054
REVENUE TOTALS IMRF	4	113,673	0	128,062	140,066	26,393
REVENUE TOTALS LIABILITY	1,005	142,172	500	134,327	178,127	35,955
REVENUE TOTALS PAVING & LIGHTING	1	30,277	0	25,409	36,975	6,698
REVENUE TOTALS POLICE	2	60,522	0	56,660	75,788	15,266
REVENUE TOTALS SPECIAL RECREATION	8	228,125	0	204,900	287,894	59,769
REVENUE TOTALS BOND & INTEREST II	28	1,493,811	0	1,317,188	1,715,610	221,799
REVENUE TOTALS CAPITAL PROJECTS FUND 9A	0	0	0	0	0	0
REVENUE TOTALS CAPITAL PROJECTS FUND 9C	0	0	0	0	0	0
REVENUE TOTALS SEAFARI SPRINGS	0	0	0	0	0	0
<b>GRAND TOTALS OPERATING REVENUES ***</b>	<b>175,229</b>	<b>5,703,686</b>	<b>196,811</b>	<b>5,765,560</b>	<b>7,407,791</b>	<b>1,704,105</b>

**HANOVER PARK DISTRICT**  
**STATEMENT OF CASH RECEIPTS & CASH DISBURSEMENTS**  
**For the Month of: 1/2025**

	*** CURRENT YEAR ***		*** LAST YEAR ***		TOTAL BUDGET	BUDGET BALANCE
	MONTHLY	Y. T. D.	MONTHLY	Y. T. D.		
	0	0	0	0	0	0
EXPENSE TOTALS CORPORATE	80,264	610,223	70,781	610,192	953,323	343,101
	0	0	0	0	0	0
	0	0	0	0	0	0
EXPENSE TOTALS NON BOND CAPITAL FUND	0	0	0	15,075	30,000	30,000
	0	0	0	0	0	0
EXPENSE TOTALS CAPITAL PROJECTS FUND 17	0	0	0	0	0	0
EXPENSE TOTALS CAPITAL PROJECTS FUND 18	0	0	0	0	0	0
EXPENSE TOTALS CAPITAL PROJECTS FUND 19	3,934	182,835	60,445	458,611	213,946	31,111
	0	0	0	0	0	0
EXPENSE TOTALS RECREATION	125,912	1,003,326	108,089	1,047,261	1,427,483	424,157
EXPENSE TOTALS CAPITAL PROJECTS FUND 21	0	0	0	0	0	0
EXPENSE TOTALS CAPITAL PROJECTS FUND 22	-188,609	1,966,117	70,061	241,504	2,633,694	667,576
EXPENSE TOTALS CAPITAL FUND 23	6,851	135,310	14,962	61,882	143,519	8,208
EXPENSE TOTALS CAPITAL PROJECTS FUND 24	736	2,836	0	0	268,898	266,062
EXPENSE TOTALS SEAFARI SPRINGS	2,778	378,709	8,176	386,090	358,889	-19,820
EXPENSE TOTALS CAPITAL PROJECTS FUND 2A	0	0	0	0	0	0
EXPENSE TOTALS CAPITAL PROJECTS FUND 2B	0	0	0	0	0	0
EXPENSE TOTALS CAPITAL PROJECTS FUND 2C	0	0	0	0	0	0
EXPENSE TOTALS CAPITAL PROJECTS FUNDS 2R	0	13,883	1,380	122,728	13,883	0
EXPENSE TOTALS ATHLETIC CLUB	95,197	667,661	78,099	634,384	961,137	293,476
EXPENSE TOTALS MUSEUM	3,579	35,133	3,585	50,039	31,226	-3,907
EXPENSE TOTALS AUDIT	0	15,100	17,250	18,850	21,250	6,150
EXPENSE TOTALS FICA	15,073	125,217	9,938	122,709	148,000	22,783
EXPENSE TOTALS IMRF	10,931	76,782	8,660	99,131	128,022	51,240
EXPENSE TOTALS LIABILITY	9,933	127,793	23,902	128,389	192,442	64,649
EXPENSE TOTALS PAVING & LIGHTING	2,301	14,322	538	100,181	31,201	16,879
EXPENSE TOTALS POLICE	6,819	61,110	6,572	60,691	70,024	8,914
EXPENSE TOTALS SPECIAL RECREATION	2,022	327,848	1,115	185,926	282,895	-44,953
EXPENSE TOTALS BOND & INTEREST II	0	1,677,765	0	1,540,496	1,689,477	11,712
	0	0	0	0	0	0
EXPENSE TOTALS CAPITAL PROJECTS FUND 9A	0	0	0	0	0	0
EXPENSE TOTALS CAPITAL PROJECTS FUND 9C	0	0	0	0	0	0

**HANOVER PARK DISTRICT**  
**STATEMENT OF CASH RECEIPTS & CASH DISBURSEMENTS**  
**For the Month of: 1/2025**

	*** CURRENT YEAR ***		*** LAST YEAR ***		TOTAL BUDGET	BUDGET BALANCE
	MONTHLY	Y. T. D.	MONTHLY	Y. T. D.		
GRAND TOTALS OPERATING EXPENDITURES ***	177,722	7,421,971	483,552	5,884,139	9,599,308	2,177,338

Warrant No. 24-25-10  
HANOVER PARK PARK DISTRICT  
CASH EXPENDITURES TRANSACTIONS  
AS OF JANUARY 31, 2025

Check #	Check Date	Total Amount of Check	Check Payable To	Reason for Payment	Account Number	Dollars
892	01-20-25	\$41.23	ADOBE CREATIVE	ADOBE CREATIVE	10-9801-599-900	\$0.00
893-902	- void					\$41.23
903	01-20-25	\$2,948.18	AMAZON	PUTTY,FRAMES	10-9803-599-900	\$0.00
				PUTTY,FRAMES	20-1020-760-000	\$12.14
				PUTTY,FRAMES	20-1000-760-000	\$12.13
				GRINCHMAS EVENT	10-9805-599-900	\$0.00
				GRINCHMAS EVENT	20-1520-760-000	\$68.48
				BATTERIES	10-9805-599-900	\$0.00
				BATTERIES	10-0000-765-500	\$11.57
				BATTERIES	10-9805-599-900	\$0.00
				BATTERIES	10-0000-765-500	\$59.84
				OFFICE TAPE	10-9805-599-900	\$0.00
				OFFICE TAPE	10-0000-705-500	\$58.95
				StandDsk Cart & Rfnd (-49.87)	10-9804-599-900	\$0.00
				StandDsk Cart & Rfnd (-49.87)	10-0000-705-500	\$100.12
				OFFICE SUPPLIES	10-9805-599-900	\$0.00
				OFFICE SUPPLIES	10-0000-705-500	\$31.90
				PLANNER	10-9805-599-900	\$0.00
				PLANNER	10-0000-705-500	\$26.19
				Custodial Supplies	10-9804-599-900	\$0.00
				Custodial Supplies	20-0000-715-500	\$11.34
				PARTY FAVORS	10-9805-599-900	\$0.00
				PARTY FAVORS	20-1000-760-000	\$14.99
				PARTY FAVORS	20-1010-760-000	\$14.99
				PARTY FAVORS	20-1020-760-000	\$14.99
				OFFICE SUPLIES	10-9805-599-900	\$0.00
				OFFICE SUPLIES	20-0000-705-500	\$79.80
				EMPLOYEE GIFT BAGS	10-9805-599-900	\$0.00
				EMPLOYEE GIFT BAGS	35-0000-552-200	\$186.97
				GOLF SIMULATOR PROJECTC	10-9804-599-900	\$0.00
				GOLF SIMULATOR PROJECTC	19-0801-881-100	\$338.98
				CALENDARS	10-9805-599-900	\$0.00
				CALENDARS	10-0000-705-500	\$42.58
				FITNESS SUPPLIES	10-9805-599-900	\$0.00
				FITNESS SUPPLIES	35-0000-746-600	\$33.96
				SPORTS DRINKS - PRO-SHO	10-9805-599-900	\$0.00
				SPORTS DRINKS - PRO-SHO	35-0000-746-600	\$29.36
				ICC PACKS SAFETY SUPPLIE	10-9804-599-900	\$0.00
				ICC PACKS SAFETY SUPPLIE	10-0000-761-100	\$36.08
				GOLF SIM FURNITURE	10-9805-599-900	\$0.00
				GOLF SIM FURNITURE	19-0801-881-100	\$634.60
				WATER FOR PRO-SHOP	10-9805-599-900	\$0.00
				WATER FOR PRO-SHOP	35-0000-746-600	\$30.38
				SPORTS DRINKS - PRO-SHOF	10-9805-599-900	\$0.00
				SPORTS DRINKS - PRO-SHOF	35-0000-746-600	\$15.24
				POPCORN FOR THEATRE	10-9802-599-900	\$0.00
				POPCORN FOR THEATRE	20-5200-760-000	\$51.26
				CARD STOCK PAPER	10-9802-599-900	\$0.00
				CARD STOCK PAPER	10-0000-705-500	\$6.99
				GLUE STICKS	10-9802-599-900	\$0.00

Check #	Check Date	Total Amount of Check	Check Payable To	Reason for Payment	Account Number	Dollars
903	01-20-25	\$2,948.18	AMAZON	GLUE STICKS	20-2200-760-000	\$9.27
				FAKE CANDLES	10-9802-599-900	\$0.00
				FAKE CANDLES	20-4590-760-000	\$33.79
				CARD STOCK	10-9802-599-900	\$0.00
				CARD STOCK	20-2425-760-000	\$16.88
				EXTENSIONS	10-9802-599-900	\$0.00
				EXTENSIONS	20-5200-760-000	\$20.97
				FACE PAINT	10-9802-599-900	\$0.00
				FACE PAINT	20-5200-760-000	\$26.10
				EXTENSIONS	10-9802-599-900	\$0.00
				EXTENSIONS	20-5200-760-000	\$9.49
				BEADS FOR CRAFTS	10-9802-599-900	\$0.00
				BEADS FOR CRAFTS	20-4590-760-000	\$32.91
				POCKET PRINTER	10-9802-599-900	\$0.00
				POCKET PRINTER	20-5200-760-000	\$15.00
				POCKET PRINTER	20-2200-760-000	\$14.99
				CRAFT SUPPLIES	10-9802-599-900	\$0.00
				CRAFT SUPPLIES	20-1520-760-000	\$31.25
				DECORATIONS, CRAFTS	10-9802-599-900	\$0.00
				DECORATIONS, CRAFTS	10-0000-706-600	\$9.99
				DECORATIONS, CRAFTS	20-1520-760-000	\$13.98
				DECORATIONS, CRAFTS	20-4590-760-000	\$3.99
				DECORATIONS	10-9802-599-900	\$0.00
				DECORATIONS	20-4590-760-000	\$75.97
				DECORATIONS	20-1520-760-000	\$25.18
				WRITING TABLET	10-9802-599-900	\$0.00
				WRITING TABLET	20-1000-760-000	\$29.15
				WRITING TABLET	20-1010-760-000	\$29.15
				WRITING TABLET	20-1020-760-000	\$29.15
				WINTER CRAFT EVENT	10-9802-599-900	\$0.00
				WINTER CRAFT EVENT	20-1520-760-000	\$64.97
				CRAFT SUPPLIES	10-9802-599-900	\$0.00
				CRAFT SUPPLIES	20-1520-760-000	\$45.96
				SCISSORS	10-9802-599-900	\$0.00
				SCISSORS	20-0000-760-000	\$19.99
				SPRAY NOZZLE	10-9801-599-900	\$0.00
				SPRAY NOZZLE	24-0000-605-500	\$5.82
				PROJECTOR MOUNT	10-9801-599-900	\$0.00
				PROJECTOR MOUNT	19-0000-881-100	\$117.25
				DISPENSER W/ LID & CAP	10-9801-599-900	\$0.00
				DISPENSER W/ LID & CAP	23-0000-605-500	\$29.65
				DESK CALENDAR	10-9801-599-900	\$0.00
				DESK CALENDAR	10-0000-705-500	\$19.99
				CALENDARS	10-9801-599-900	\$0.00
				CALENDARS	10-0000-705-500	\$46.96
				CALENDAR	10-9801-599-900	\$0.00
				CALENDAR	10-0000-705-500	\$25.17
				CALENDAR	10-9801-599-900	\$0.00
				CALENDAR	20-0000-705-500	\$13.98
				BOOT ALLOWNACE	10-9801-599-900	\$0.00
				BOOT ALLOWNACE	10-0000-761-100	\$143.67
				ALEVE, EXEDRIN	10-9801-599-900	\$0.00
				ALEVE, EXEDRIN	10-0000-761-100	\$34.85
				BACK DROP	10-9801-599-900	\$0.00
				BACK DROP	20-0000-706-600	\$28.88
904	01-20-25	\$26.93	AMOCO GAS	AUTO FUEL	10-9804-599-900	\$0.00

Check #	Check Date	Total Amount of Check	Check Payable To	Reason for Payment	Account Number	Dollars
904	01-20-25	\$26.93	AMOCO GAS	AUTO FUEL	10-0000-710-000	\$26.93
905	01-20-25	\$9.99	APPLE.COM	APPLE STORE APPLE STORE	10-9801-599-900 10-0000-705-500	\$0.00 \$9.99
906	01-20-25	\$75.00	BARTLETT AREA	CHAMBER LUNCHEON CHAMBER LUNCHEON	10-9801-599-900 20-0000-514-400	\$0.00 \$75.00
907	01-20-25	\$25.00	CLUB AUTOMATION	SERVICES SERVICES	10-9801-599-900 25-0000-520-000	\$0.00 \$25.00
908	01-20-25	\$87.28	DOLLAR TREE	PROGRAM SUPPLIES PROGRAM SUPPLIES PROGRAM SUPPLIES PROGRAM SUPPLIES LIGHT UP BULBS LIGHT UP BULBS COTTON BALLS COTTON BALLS HAIR BRUSH, MAKEUP, GLOV HAIR BRUSH, MAKEUP, GLOV	10-9803-599-900 20-2425-760-000 10-9803-599-900 20-0000-760-000 10-9803-599-900 20-2200-760-000 10-9802-599-900 20-5200-760-000 10-9802-599-900 20-5200-760-000	\$0.00 \$38.16 \$0.00 \$12.09 \$0.00 \$5.50 \$0.00 \$8.25 \$0.00 \$23.28
909	01-20-25	\$99.98	EBAY	POOL PUMP POOL PUMP SHOP SUPPLIES SHOP SUPPLIES	10-9801-599-900 22-0802-825-500 10-9801-599-900 23-0000-605-500	\$0.00 \$24.99 \$0.00 \$74.99
910	01-20-25	\$30.00	EXXON BUCKYS STORE	Fuel Fuel	10-9804-599-900 10-0000-710-000	\$0.00 \$30.00
911	01-20-25	\$465.42	FACEBOOK	FACEBOOK FACEBOOK	10-9801-599-900 20-0000-594-400	\$0.00 \$465.42
912	01-20-25	\$548.90	FORESIGHT SPORTS	GOLF SIM EQUIPMENT GOLF SIM EQUIPMENT	10-9803-599-900 19-0801-881-100	\$0.00 \$548.90
913	01-20-25	\$3,103.37	GOOGLE	GOOGLE GOOGLE	10-9801-599-900 20-0000-594-400	\$0.00 \$3,103.37
914	01-20-25	\$100.00	HEALTHTRACK SPORTS	JUNIOR TEAM TENNIS JUNIOR TEAM TENNIS	10-9805-599-900 35-0000-760-000	\$0.00 \$100.00
915	01-20-25	\$22.77	HOME DEPOT	PLASTIC ROLLER PLASTIC ROLLER	10-9802-599-900 20-5200-760-000	\$0.00 \$22.77
916	- void					
917	01-20-25	\$5,365.00	IAPD	IAPD CONFERENCE - STEVE IAPD CONFERENCE - STEVE IAPD CONFERENCE - RICH IAPD CONFERENCE - RICH IAPD CONFERENCE - ROGER IAPD CONFERENCE - ROGER IAPD CONFERENCE - NICOLE IAPD CONFERENCE - NICOLE IAPD CONFERENCE - HECZET IAPD CONFERENCE - HECZET IAPD CONFERENCE - YOL IAPD CONFERENCE - YOL	10-9803-599-900 10-0000-516-600 10-9803-599-900 10-0000-516-600 10-9803-599-900 10-0000-516-600 10-9803-599-900 20-0000-516-600 10-9803-599-900 20-0000-516-600 10-9805-599-900 10-0000-516-600	\$0.00 \$465.00 \$0.00 \$775.00 \$0.00 \$700.00 \$0.00 \$390.00 \$0.00 \$775.00 \$0.00 \$390.00

Check #	Check Date	Total Amount of Check	Check Payable To	Reason for Payment	Account Number	Dollars
917	01-20-25	\$5,365.00	IAPD	IAPD CONFERENCE - FRAN	10-9805-599-900	\$0.00
				IAPD CONFERENCE - FRAN	10-0000-516-600	\$700.00
				IAPD CONFERENCE - MARK	10-9805-599-900	\$0.00
				IAPD CONFERENCE - MARK	10-0000-516-600	\$390.00
				IAPD CEONFERENCE - GRACI	10-9805-599-900	\$0.00
				IAPD CEONFERENCE - GRACI	10-0000-516-600	\$390.00
				IAPD CONFERENCE - MIGUEL	10-9805-599-900	\$0.00
				IAPD CONFERENCE - MIGUEL	20-0000-516-600	\$390.00
918	01-20-25	\$247.00	IN THE GAME HOLLYWOOD	WINTER BREAK FIELDTRIP	10-9803-599-900	\$0.00
				WINTER BREAK FIELDTRIP	20-2200-760-000	\$247.00
919	01-20-25	\$50.75	INDEED JOBS	INDEED JOB ADS	10-9802-599-900	\$0.00
				INDEED JOB ADS	20-0000-599-900	\$50.75
920	01-20-25	\$265.00	IPRA	IPRA MEMBERSHIP Bessette	10-9804-599-900	\$0.00
				IPRA MEMBERSHIP Bessette	10-0000-514-400	\$265.00
921	01-20-25	\$590.00	JASPER.AI	COMPUTER SERVICE	10-9801-599-900	\$0.00
				COMPUTER SERVICE	20-0000-590-000	\$590.00
922	01-20-25	\$19.32	JEWEL FOODS	CUPCAKES	10-9802-599-900	\$0.00
				CUPCAKES	20-5200-760-000	\$19.32
923	01-20-25	\$159.84	JIMMY JOHNS	TEAM X-MAS PARTY	10-9805-599-900	\$0.00
				TEAM X-MAS PARTY	35-0000-552-200	\$159.84
924	01-20-25	\$148.16	MENARDS	THEATRE SUPPLIES	10-9803-599-900	\$0.00
				THEATRE SUPPLIES	20-5200-760-000	\$148.16
925	01-20-25	\$69.96	MICHAELS	BRUSH & PAINT	10-9802-599-900	\$0.00
				BRUSH & PAINT	20-5200-760-000	\$69.96
926	01-20-25	\$320.00	NRPA	CPR APPLICATION FEE	10-9801-599-900	\$0.00
				CPR APPLICATION FEE	10-0000-518-800	\$320.00
927	01-20-25	\$100.51	OTC BRANDS	CRAFTS	10-9803-599-900	\$0.00
				CRAFTS	20-1520-760-000	\$100.51
928	01-20-25	\$139.48	RAISING CANES	STAFF EVENT LUNCH	10-9803-599-900	\$0.00
				STAFF EVENT LUNCH	20-0000-552-200	\$139.48
929	01-20-25	\$182.01	ROCK AUTO MADISON	SPARK PLUGS, OIL FILTER	10-9801-599-900	\$0.00
				SPARK PLUGS, OIL FILTER	23-0000-605-500	\$74.72
				OIL FILTERS	10-9801-599-900	\$0.00
				OIL FILTERS	23-0000-605-500	\$107.29
930	01-20-25	\$209.20	ROSATI'S	VOLUNTEER FOOD	10-9803-599-900	\$0.00
				VOLUNTEER FOOD	20-0000-752-200	\$85.54
				NITTL X-MAS PARTY	10-9805-599-900	\$0.00
				NITTL X-MAS PARTY	35-0000-552-200	\$123.66
931	01-20-25	\$100.00	SCORE TENNIS & FITNESS	JUNIOR TEAM TENNIS	10-9805-599-900	\$0.00
				JUNIOR TEAM TENNIS	35-0000-760-000	\$100.00
932	01-20-25	\$660.03	SP POOLWEB	POOL GRATES	10-9801-599-900	\$0.00
				POOL GRATES	22-0854-825-500	\$660.03

Check #	Check Date	Total Amount of Check	Check Payable To	Reason for Payment	Account Number	Dollars
933	01-20-25	\$8.99	STAMPS.COM	STAMPS	10-9803-599-900	\$0.00
				STAMPS	10-0000-510-000	\$8.99
934	01-20-25	\$73.06	TARGET	OFFICE SUPPLIES	10-9803-599-900	\$0.00
				OFFICE SUPPLIES	10-0000-705-500	\$21.57
				OFFICE SUPPLIES	20-1520-760-000	\$51.49
935	01-20-25	\$20.00	THORNTONS GAS ST CHARLES	FUEL	10-9804-599-900	\$0.00
				FUEL	10-0000-710-000	\$20.00
936	01-20-25	\$48.20	TST BRIANAS	BRIANA'S & AMAZON RFND (-)	10-9804-599-900	\$0.00
				BRIANA'S & AMAZON RFND (-)	10-0000-552-200	\$48.20
937	01-20-25	\$44.56	TST ROOKIES	EMPLOYEE LUNCH	10-9805-599-900	\$0.00
				EMPLOYEE LUNCH	35-0000-552-200	\$44.56
938	01-20-25	\$180.00	U OF I	PESTICIDE CLASS	10-9801-599-900	\$0.00
				PESTICIDE CLASS	10-0000-518-800	\$180.00
939	01-20-25	\$94.86	WALMART - PCARD	NITTL TEAM PARTY	10-9805-599-900	\$0.00
				NITTL TEAM PARTY	35-0000-552-200	\$33.90
				COOKIES FOR EVENT	10-9802-599-900	\$0.00
				COOKIES FOR EVENT	20-1520-760-000	\$60.96
940	01-20-25	\$63.96	ZOOM	ZOOM	10-9801-599-900	\$0.00
				ZOOM	10-0000-514-400	\$21.32
				ZOOM	20-0000-514-400	\$21.32
				ZOOM	35-0000-514-400	\$21.32
67639	01-09-25	\$74.00	AQUA CHILL OF CHICAGO LLC	CC,SHOP DRINKING WATER	10-0000-505-500	\$74.00
67640	01-09-25	\$566.39	CHICAGO OFFICE TECH GROU	MONTHLY COPIER MAINTENAF	23-0000-616-600	\$566.39
67641	01-09-25	\$189.57	COMCAST-LM	MONTHLY SERVICES - LM	20-0000-502-200	\$189.57
67642	01-09-25	\$242.00	COMMEG	TIME PRO MONTHLY MAINTENAI	23-0000-616-600	\$242.00
67643	01-09-25	\$26,192.97	ENGIE RESOURCES LLC	ELECTRIC BILL FOR CC	10-0000-506-600	\$7,260.01
				ELECTRIC BILL FOR CC	20-0000-506-600	\$7,260.01
				ELECTRIC BILL FOR CC	35-0000-506-600	\$11,672.95
67644	01-09-25	\$194.02	FRANCA BYRNE	OFFICE SUPPLIES REIMBURSE	10-0000-705-500	\$194.02
67645	01-09-25	\$1,369.50	IKON SOFTWARE INC.	COMPUTER MONTHLY MAINT	10-0000-590-000	\$456.50
				COMPUTER MONTHLY MAINT	20-0000-590-000	\$456.50
				COMPUTER MONTHLY MAINT	35-0000-590-000	\$456.50
67646	01-09-25	\$25.00	JUAN MEDINA	CELL PHONE REIMBURSEMEI	10-0000-502-200	\$25.00
67647	01-09-25	\$25.00	JUVENAL CARRILLO	CELL PHONE REIMBURSEMEI	35-0000-502-200	\$25.00
67648	01-09-25	\$25.00	LAURA REILLY	CELL PHONE REIBURSEMEN	20-0000-502-200	\$25.00
67649	01-09-25	\$15,337.03	NEXTERA ENERGY SERVICES	GAS SERVICES - ALL LOCATI	10-0000-504-400	\$1,788.43
				GAS SERVICES - ALL LOCATI	20-0000-504-400	\$4,233.31
				GAS SERVICES - ALL LOCATI	25-0000-504-400	\$333.12



Check #	Check Date	Total Amount of Check	Check Payable To	Reason for Payment	Account Number	Dollars
67649	01-09-25	\$15,337.03	NEXTERA ENERGY SERVICES	GAS SERVICES - ALL LOCATI GAS SERVICES - ALL LOCATI	35-0000-504-400 46-0000-504-400	\$8,273.14 \$709.03
67650	01-09-25	\$45.00	PATRICIA EVANS	RENTAL DEPOSIT REFUND	10-0000-330-000	\$45.00
67651	01-09-25	\$34,696.87	PDRMA	EMPLOYEE INSURANCE PREI EMPLOYEE INSURANCE PREI EMPLOYEE INSURANCE PREI EMPLOYEE INSURANCE PREI EMPLOYEE INSURANCE PREI EMPLOYEE INSURANCE PREI EMPLOYEE INSURANCE PREI	10-0000-512-200 20-0000-512-200 35-0000-512-200 36-0000-512-200 43-0000-512-200 44-0000-512-200 45-0000-512-200	\$10,922.02 \$17,688.38 \$1,817.63 \$1,194.01 \$2,262.10 \$108.36 \$704.37
67652	01-09-25	\$25.00	PHILLIP MONTEZ	CELL PHONE REIMBURSEMEI	20-0000-502-200	\$25.00
67653	01-09-25	\$969.70	RING CENTRAL	PHONES MONTHLY SERVICE PHONES MONTHLY SERVICE PHONES MONTHLY SERVICE PHONES MONTHLY SERVICE	10-0000-502-200 20-0000-502-200 25-0000-502-200 35-0000-502-200	\$290.91 \$387.88 \$96.97 \$193.94
67654	01-09-25	\$369.49	ROGER EMIG	STAFF LUNCH INCENTIVE	10-0000-552-200	\$369.49
67655	01-09-25	\$25.00	ROGER EMIG	CELL PHONE REIMBURSEMEI	10-0000-502-200	\$25.00
67656	01-09-25	\$25.00	SAM ROMERO	CELL PHONE REIMBURSEMEI	10-0000-502-200	\$25.00
67657	01-09-25	\$50.00	SAMUEL CONJARDI	PRESCHOOL SANTA	20-0000-500-000	\$50.00
67658	01-09-25	\$25.00	SOFIA CASTANEDA	CELL PHONE REIMBURSEMEI	20-0000-502-200	\$25.00
67659	01-09-25	\$380.63	VERIZON WIRELESS	MONTHLY CELL SERVICE MONTHLY CELL SERVICE MONTHLY CELL SERVICE MONTHLY CELL SERVICE	10-0000-502-200 20-0000-502-200 45-0000-502-200 35-0000-502-200	\$150.00 \$100.00 \$30.63 \$100.00
67660	01-09-25	\$1,627.90	VILLAGE OF HANOVER PARK	MONTHLY WATER CHARGE MONTHLY WATER CHARGE MONTHLY WATER CHARGE MONTHLY WATER CHARGE	10-0000-505-500 25-0000-505-500 35-0000-505-500 46-0000-505-500	\$321.31 \$372.87 \$746.98 \$186.74
67661	01-09-25	\$292.11	XEROX FINANCIAL SERVICES I	MONTHLY COPIER LEASE	23-0000-616-600	\$292.11
67662	01-14-25	\$57.50	ACTION LOCK & KEY	GOLF SIM KEYS TENNIS & DOME KEYS	19-0000-881-100 24-0000-600-000	\$21.00 \$36.50
67663	01-14-25	\$59.99	AUTOZONE, INC.	HEATER BLOWER MOTOR	24-0000-612-200	\$59.99
67664	01-14-25	\$3,800.00	BENSON QUALITY	POOL HEATER	23-0000-600-000	\$3,800.00
67665	01-14-25	\$81.50	CAROL STREAM PARK DISTRIC	SOCCER OFFICIALS	20-2400-760-000	\$81.50
67666	01-14-25	\$321.40	COMCAST - CC	MONTHLY SERVICES - CC MONTHLY SERVICES - CC MONTHLY SERVICES - CC	10-0000-502-200 20-0000-502-200 35-0000-502-200	\$107.13 \$107.13 \$107.14
67667	01-14-25	\$179.29	COMCAST - S	COMCAST - S	10-0000-502-200	\$179.29

Check #	Check Date	Total Amount of Check	Check Payable To	Reason for Payment	Account Number	Dollars
67668	01-14-25	\$179.29	COMCAST - SS	MONTHLY SERVICE - SS	25-0000-502-200	\$179.29
67669	01-14-25	\$179.79	COMCAST-A	MONTHLY SERVICE - A	20-0000-502-200	\$179.79
67670	01-14-25	\$25.79	COMMONWEALTH EDISON	ELECTRIC CHARGE - RANGEI	10-0000-506-600	\$25.79
67671	01-14-25	\$2,192.19	CONCORD THEATRICAL CORP	ANASTASIA THEATRE RIGHT	20-5200-760-000	\$2,192.19
67672	01-14-25	\$855.36	DUNLOP SPORTS GROUP	TENNIS BALLS	35-0000-760-000	\$855.36
67673	01-14-25	\$1,341.04	ENGIE RESOURCES LLC	ELECTRIC - ALL LOCATIONS	10-0000-506-600	\$64.57
				ELECTRIC - ALL LOCATIONS	20-0000-506-600	\$168.08
				ELECTRIC - ALL LOCATIONS	25-0000-506-600	\$1,108.39
67674	01-14-25	\$316.00	FRANCA BYRNE	IAPD CONFERENCE PER DIEI	10-0000-516-600	\$316.00
67675	01-14-25	\$316.00	GRACE KAHN	IAPD CONFERENCE PER DIEI	10-0000-516-600	\$316.00
67676	01-14-25	\$395.00	HECZEN GOMEZ	IAPD CONFERENCE PER DIEI	20-0000-516-600	\$395.00
67677	01-14-25	\$280.00	HEIDI DINEEN	PERSONALIZED TUMBLER	35-0000-552-200	\$280.00
67678	01-14-25	\$529.13	JOHNSON CONTROLS SECURI	FIRE ALARM MONIT SS & AHL	43-0000-577-700	\$529.13
67679	01-14-25	\$316.00	JOSH JUNGER	IAPD CONFERENCE PER DIEI	10-0000-516-600	\$316.00
67680	01-14-25	\$316.00	MARK ELKINS	IAPD CONFERENCE PER DIEI	20-0000-516-600	\$316.00
67681	01-14-25	\$13,300.00	MCH SPORTS SURFACES INC.	DISCOVERY - BASKETBALL H	22-0000-860-000	\$10,300.00
				ANN FOX - BASKETBALL HOO	22-0000-862-200	\$3,000.00
67682	- void					
67683	01-14-25	\$840.83	MENARDS	LUMBER, LIGHT, SCREWS, TC	10-0000-778-800	\$225.92
				LUMBER, LIGHT, SCREWS, TC	23-0000-605-500	\$98.08
				SPA SUPPLIES	23-0000-600-000	\$32.93
				SHOVEL	23-0000-605-500	\$32.97
				SHOP SUPPLIES	23-0000-605-500	\$29.38
				SHOP SUPPLIES	19-0000-881-100	\$78.62
				SHOP SUPPLIES	23-0000-605-500	\$342.93
67684	01-14-25	\$316.00	MIGUEL FUENTEZ	IAPD CONFERENCE PER DIEI	20-0000-516-600	\$316.00
67685	01-14-25	\$293.00	MING CHAI	CONTRACTUAL TENNIS - 12/2	35-8827-503-300	\$293.00
67686	01-14-25	\$89.50	NAPA AUTO PARTS	MOTOR OIL, DE-ICER	10-0000-711-100	\$53.97
				MOTOR OIL, DE-ICER	24-0000-605-500	\$20.29
				MOTOR OIL, DE-ICER	23-0000-605-500	\$15.24
67687	01-14-25	\$316.00	NICOLE COX	IAPD CONFERENCE PER DIEI	20-0000-516-600	\$316.00
67688	01-14-25	\$827.98	RALPH HELM INC	BACKPACK BLOWER,TRIMME	23-0000-605-500	\$827.98
67689	01-14-25	\$395.00	RICHARD LEE SNODGRASS	IAPD CONFERENCE PER DIEI	35-0000-516-600	\$395.00
67690	01-14-25	\$4.42	ROBBINS SCHWARTZ	PROFESSIONAL SERVICES	10-0000-592-200	\$4.42
67691	01-14-25	\$316.00	ROGER EMIG	IAPD CONFERENCE PER DIEI	10-0000-516-600	\$316.00
67692	01-14-25	\$905.50	SETH HANFORD	CONTRACTUAL TENNIS 12/30	35-8820-503-300	\$905.50

CHECKS ISSUED FROM  
PAYROLL ACCOUNT  
as of January 2025

<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>	<u>Payable to</u>	<u>Reason for Payment</u>	<u>Account #</u>	<u>Dollars</u>
83211	01/03/25	\$ 2,977.01	IL Dept. of Revenue	State withholding taxes	10-0000-211.00	\$ 2,977.01
83213	01/03/25	\$ 75.00	Nationwide Retirement	Employee Deferred Comp.	10-0000-216.00	\$ 75.00
ACHA	01/03/25	\$ 47,025.58	Various Banks	Direct Deposit	10-0000-223.00	\$ 47,025.58
83212	01/03/25	\$ 13,407.14	IRS	Social Security withholding	10-0000-209.00	\$ 4,886.02
				Employer Social Security Costs	41-0000-563.00	\$ 4,886.02
				Federal withholding taxes	10-0000-210.00	\$ 3,635.10
83227	01/17/25	\$ 2,933.49	IL Dept. of Revenue	State withholding taxes	10-0000-211.00	\$ 2,933.49
83229	01/17/25	\$ 75.00	Nationwide Retirement	Employee Deferred Comp.	10-0000-216.00	\$ 75.00
ACHA	01/17/25	\$ 46,903.30	Various Banks	Direct Deposit	10-0000-223.00	\$ 46,903.30
83228	01/17/25	\$ 13,206.87	IRS	Social Security withholding	10-0000-209.00	\$ 4,856.05
				Employer Social Security Costs	41-0000-563.00	\$ 4,856.05
				Federal withholding taxes	10-0000-210.00	\$ 3,494.77
83245	03/31/25	\$ 3,125.72	IL Dept. of Revenue	State withholding taxes	10-0000-211.00	\$ 3,125.72
83247	03/31/25	\$ 10,930.65	IMRF	Employer Costs	42-0000-566.00	\$ 10,930.65
83248	03/31/25	\$ 761.92	AFLAC	Additional insurance	10-0000-215.00	\$ 761.92
83429	03/31/25	\$ 5,976.65	IMRF	Employee withholding	10-0000-212.00	\$ 5,976.65
83250	03/31/25	\$ 3,081.22	IMRF	Voluntary contributions	10-0000-224.00	\$ 3,081.22
83251	03/31/25	\$ 4,615.65	PDRMA	Employee health insurance	10-0000-215.00	\$ 4,615.65
83252	03/31/25	\$ 75.00	Nationwide Retirement	Employee Deferred Comp.	10-0000-216.00	\$ 75.00
83253	03/31/25	\$ 9.95	Legal Shield	Employee Contributions	10-0000-217.00	\$ 9.95
ACHA	03/31/25	\$ 46,513.67	Various Banks	Direct Deposit	10-0000-223.00	\$ 46,513.67
81763	03/31/25	\$ 14,521.26	IRS	Social Security withholding	10-0000-209.00	\$ 5,331.34
				Employer Social Security Costs	41-0000-563.00	\$ 5,331.34
				Federal withholding taxes	10-0000-210.00	\$ 3,858.58

Motion to approve Warrant 24-25-10 covering check numbers 81700-83253 from the Payroll Checking account in the amount of \$228,139.50 and ck #'s 67639-67713 and EFT #'s 892-940 from the General Corporate Checking acct in the amount of \$194,285.90 for a Grand Total Warrant of \$422,425.40

HANOVER PARK DISTRICT  
1919 WALNUT AVENUE  
HANOVER PARK, ILLINOIS 60133

BOARD OF COMMISSIONERS REGULAR MEETING  
THURSDAY, JANUARY 16, 2025

MINUTES  
7:21 P.M.

**CALL TO ORDER**

The Regular Board Meeting of Park Commissioners was called to order on Thursday, January 16, 2025, by President Elkins at 7:21pm.

**ROLL CALL**

Upon the roll being called, the following answered:

Commissioners Present:	4	Commissioners Fuentez, Parlanti (Zoom), Khan and President Elkins
Commissioners Absent:	0	None
Staff Present:	4	Executive Assistant Quigley, Business Services Manager Emig, Executive Director Besette, Jessica Lewis (Zoom)
Staff Absent:	0	None
Guests Present:	3	Mark Haddad, Kathy Prebis, Laura Cubin

**APPROVAL THE AGENDA AS PRESENTED**

A motion was made by Commissioner Parlanti and seconded by Commissioner Khan to approve of the agenda, as presented.

With no further discussion and upon the roll being called, the following answered:

Ayes:	4	Commissioners Fuentez, Khan, Parlanti, and President Elkins
Nays:	0	None
Abstain:	0	None

Motion carried.

**COMMITTEE REPORTS**

The Finance and Maintenance Committee recommended that the Statement of Cash Receipts and Disbursements for the month ending December 31, 2024, the Treasurer’s Report for the month ending December 31, 2024, Warrant #24-25-09 covering check numbers 883160-83199 from the Payroll Checking account in the amount of \$161,853.61 and check numbers 67565-67638 and EFT check numbers 829-891 from the General Corporate Checking of \$2,160,432.76 for a Grand Total Warrant of \$2,322,286.37, and the Annual Audit Report as curated by Seldon Fox be brought before the Board for approval.

The Recreation and Center Court Athletic Club Committee recommended that Resolution #24-25-28- A Resolution Approving of the Agreement between All Ages Chess Enrichment and the Hanover Park Park District and Resolution #24-25-27 – A Resolution Approving of the Lease between the Hanover Park Park District and Illinois Family Health and Wellness be brought before the Board for Approval.

**CONSENT AGENDA**

A motion was made by President Elkins and seconded by Commissioner Fuentez to approve the Consent agenda, representing the 12-19-24 Regular Board Meeting Minutes, the Statement of Cash Receipts & Disbursements (May 1, 2024 through December 31, 2024), the Treasurer’s Report for the month ending December 31, 2024, Warrant #24-25-09 covering check numbers 883160-83199 from the Payroll Checking account in the amount of \$161,853.61 and check numbers 67565-67638 and EFT check numbers 829-891 from the General Corporate Checking of \$2,160,432.76 for a Grand Total Warrant of \$2,322,286.37, The Annual Audit as curated by Seldon Fox, Resolution #24-25-28- A Resolution Approving of the Agreement between All Ages Chess Enrichment and the Hanover Park Park District, and Resolution #24-25-27 – A Resolution Approving of the Lease between the Hanover Park Park District and Illinois Family Health and Wellness be brought before the Board for Approval, as presented.

Mr. Mark Haddad, owner and operator of Illinois Family Health and Wellness was on hand to speak about his business and the results of the current symbiotic relationship with the CCAC and the Park District. He explained what his PEMF service is and does, presenting the procedure to the Board.

Ms. Kathy Prebis was on hand to discuss what the PEMF service had done for her, explaining that due to a health issue, she’d lost her sense of taste and smell for a substantial amount of time, and through the PEMF treatments offered by Illinois Family Health and Wellness, her sense of taste and smell had returned.

Ms. Laura Cubin described similar results as a result of her PEMF treatments to the Board, highlighting a noted improvement in her long standing conditions.

With no further discussion and upon the roll being called, the following answered:

Ayes:	4	Commissioners Fuentez, Khan, Parlanti, and President Elkins
Nays:	0	None
Abstain:	0	None

Motion carried.

**MATTERS FROM THE PUBLIC**

No members of the public were present at the meeting, nor on Zoom to offer comment.

**NEW BUSINESS**

**ORDINANCE 24-25-04 – AN ORDINANCE PROVIDING FOR THE ISSUE OF NOT TO EXCEED \$8,000,000 GENERAL OBLIGATION PARK BONDS, SERIES 2025A, OF THE HANOVER PARK DISTRICT, DUPAGE AND COOK COUNTIES, ILLINOIS, FOR THE PURPOSE OF PAYING THE COSTS OF THOSE CAPITAL PROJECTS SET FORTH IN THE BALLOT PROPOSITION APPROVED BY THE VOTERS OF THE DISTRICT AT THE MARCH 19,2024, GENERAL PRIMARY ELECTION, PROVIDING THE LEVY OF A DIRECT ANNUAL TAX SUFFICIENT TO PAY THE PRINCIPAL AND INTEREST ON SAID BONDS, AND AUTHORIZING THE SALE OF SAID BONDS TO THE PUCHASER THEREOF**

A motion was made by President Elkins and seconded by Commissioner Fuentez to approve of Ordinance 24-25-04 - An Ordinance providing for the issue of not to exceed \$8,000,000 General Obligation Park Bonds, Series 2025A, of the Hanover Park Park District, DuPage and Cook Counties, Illinois, for the purpose of paying the costs of those capital projects set forth in the ballot proposition approved by the voters of the District at the March 19,2024, general primary election, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof, as presented.

With no further discussion and upon the roll being called, the following answered:

Ayes: 4 Commissioners Fuentez, Khan, Parlanti, and President Elkins  
Nays: 0 None  
Abstain: 0 None

Motion carried.

**EMPLOYEE OF THE MONTH**

**Jessica Lewis**

Executive Director Bessette stated he was pleased to present the Employee of the Month for the Month of December, awarding the honor to Ms. Jessica Lewis. She had been nominated by her supervisor, Ms Sofia Casteneda, by merit of her work with the children who attended Preschool over Ms. Lewis' time at the Park District, highlighting her caring nature and kind disposition, as well as her extraordinary volunteer efforts with the Athletic Programs offered by the Park District. The Park District Board of Commissioners offered Ms. Lewis, who had attended the meeting via zoom, their heartfelt congratulations on an award well earned.

**ADJOURNMENT OF THE REGULAR MEETING**

A motion was made by Commissioner Khan and seconded by Commissioner Parlanti to adjourn the 1/16/2025 Regular Board Meeting at 8:05 pm, as presented.

With no further discussion and upon the roll being called, the following answered:

Ayes: 4 Commissioners Fuentez, Khan, Parlanti, and President Elkins  
Nays: 0 None  
Abstain: 0 None

Motion carried.

Respectfully submitted,

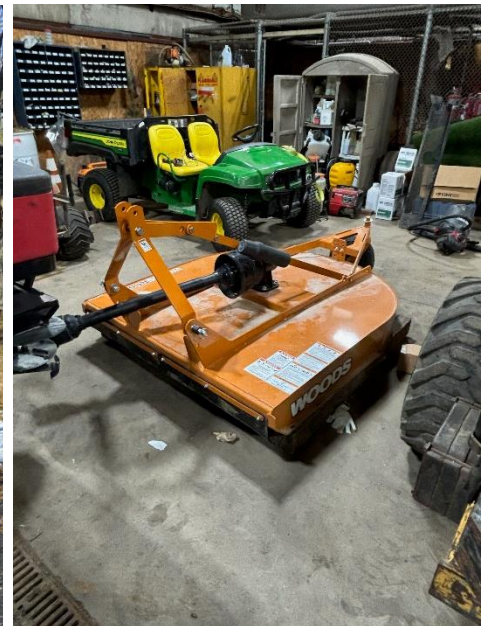
Steve Bessette  
Board Secretary  
SB:JQ

During the cold snap, the parks crew has been working indoors to complete the annual winter maintenance of our equipment and vehicles. We are currently about 95% complete. Additionally, we have started documenting our services in an Excel workbook and are in the process of creating a master inventory, numbering vehicles and equipment. This master inventory will allow us to develop a 10-year replacement plan for vehicles and an equipment replacement schedule.

Over the next few months, I will be compiling information and finalizing these documents to assist in planning a future budget that will help get us back on track. While inventorying items, we identified several that are no longer needed and could potentially be sold to further fund the parks equipment budget.

The district recently decided to purchase a Woods Mower, a tractor PTO-driven mower designed for cutting thick brush. Previously, we were renting similar equipment from Sunbelt at a cost of \$2,100 per week. However, we were able to source a brand-new, old-stock mower from a dealer's lot for just \$2,495. This mower will be used to maintain pond shorelines and other areas with dense vegetation. We have already begun mowing at Ranger and West Harbor Park.

Attached are a few pictures of the work we have completed, as well as a photo of the new mower.







# Maintenance Manual

## Parks Department

*REVISED DATE: October 8, 2024*

**SAFETY TODAY – AT WORK & PLAY**

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*Approved by Executive Director: 10/8/2024*

*Executive Director's Signature:*

*Reviewed/Revised by Superintendent: October 2024*

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## EMPLOYEE ACKNOWLEDGMENT FORM

I acknowledge having received a copy of the Hanover Park Park District's Parks Department Manual and agree to read and become familiar with its contents. **I UNDERSTAND THAT THIS MANUAL IS NOT AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT, NOR DOES IT CREATE ANY RIGHTS IN THE NATURE OF AN EMPLOYMENT CONTRACT.** Rather, this Manual is an overview of personnel policies related to my employment. Nothing shall restrict my right to terminate my employment at any time, and nothing shall restrict the right of the District to terminate my employment at any time.

I also understand that all policies, rules, and regulations in the Manual may be changed at any time and from time to time. I further understand that I may ask my Manager for an explanation or for further information on any subject contained in this Manual.

Employee Name Printed \_\_\_\_\_

\_\_\_\_\_  
Date

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

(Please retain this half of the Employee Acknowledgment Form for your files.)

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Employee Name Printed \_\_\_\_\_

\_\_\_\_\_  
Date

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

(Please sign and return this half of the Acknowledgment Form to Human Resources for your Personnel File)

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## **INTRODUCTION**

The Hanover Park District is comprised of a variety of park areas, recreation facilities, and program services, which contribute to the well-being of individuals and families, the attractiveness of neighborhoods, and the social and economic health of the community. It is the goal of the Hanover Park District to develop and maintain a creative, efficient, responsive, and balanced leisure delivery system for all its citizens.

## **PURPOSE**

This Parks Department Manual is intended to describe the existing personnel policies and procedures of the Hanover Park District as they apply to all parks.

## **POLICY ADMINISTRATION**

### A. **Administration**

The Director's Office shall be responsible for the administration of the policies and procedures contained within this Manual. A copy of this Manual shall be on file at all times and shall be made available to all current parks employees.

### B. **Interpretation / Definitions**

1. For the purposes of this Manual, Parks employees shall be defined as those employees who have successfully completed their probationary period and who work within the Parks department as either are full-time employee or a part-time employee. Unless otherwise specified, the term "**employees**" as used throughout this Manual shall mean Parks employees as defined above.
2. For the purposes of this Manual, words in the masculine gender shall include the feminine gender and words in the singular number shall include the plural number and vice-versa.
3. The Hanover Park District shall be implied with the word "**District.**"
4. The Parks Policy Manual shall be implied with the word "**Manual.**"
5. The term "**Director**" shall be considered synonymous with "Executive Director."
6. The term "**department head**" shall be considered to be those individuals in charge of a certain department of the District (i.e. Superintendent of Recreation, Superintendent of Special Facilities, Superintendent of Business Services, or Superintendent of Parks and Planning).

## **Employee General Safety Rules**

All employees must adhere to the following general safety rules; Managers are responsible for the enforcement of these rules.

- Smoking is allowed only in approved areas.
- Horseplay and fighting will not be tolerated in the work place.
- Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs will not be tolerated in the work place.
- Your immediate Manager must be informed if you are required to take medication during work hours. Written medical evidence stating that the medication will not adversely affect your decision-making or physical ability may be required.
- Your Manager must be notified of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
- Personal protective equipment must be used when potential hazards cannot be eliminated.
- Equipment is to be operated only by trained and authorized personnel.
- Periodic inspections of work stations will be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.
- Any potentially unsafe conditions or acts are to be reported immediately to your Manager.
- If there is any doubt about the safety of a work method, your Manager should be consulted before beginning work.
- All accidents, near misses, injuries and property damage must be reported to a Manager, regardless of the severity of the injury or damage. Failure to report an accident or known hazardous condition may be cause for disciplinary action.
- All employees must follow recommended work procedures outlined for their job, including safe work methods described in a job analysis.
- Employees are responsible for maintaining an orderly environment. All tools and equipment must be stored in a designated place. Scrap and waste material are to be discarded in a designated refuse container.
- Any smoke, fire or unusual odors must be reported to your Manager immediately.
- Employees who perform physical labor must use proper lifting techniques. For objects heavier



than 50 pounds, specific methods for safe lifting must be determined by the immediate Manager.

- Employees should never attempt to catch a falling object.
- If your work creates a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended.
- Safety and restraint belts must be fastened before operating any motorized vehicle.
- Employees who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals and markers.
- Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate. Employees must report revocation of driver's license and must notify their Manager of any driving citations received.
- All employees must know departmental rules regarding first aid, evacuation routes and fire department notification.
- Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures are requested.
- Departmental rules and procedures specific to departmental operations must be followed by each employee in the department.
- Use of headset radios & audio devices are prohibited. Headset units provide mental distraction from the concentration required to perform most jobs.

### **Alcohol and Drug Use**

- a. Under no circumstances shall an employee report to work at the beginning of a shift, or after lunch or coffee break, under the influence of alcohol or drugs. Failure to observe this rule will result in immediate suspension and/or dismissal.
- b. Your Manager must be informed if you are required to take medication during work hours. Written medical evidence stating that medication will not adversely affect your decision-making or physical ability may be required.

## **SPECIFIC SAFETY RULES**

Specific safety rules are presented in this document for use of the following:

- Compressed Gas
- Fire Prevention
- Flammable and Combustible Liquids
- Hand Tools
- Housekeeping
- Ladders
- Material Storage
- Office Safety
- Power Tools
- Scaffolding
- Solvents

### **Compressed Gas**

Compressed gas is used quite often in park and recreation settings. Oxygen and acetylene are commonly used for torch cutting. Chlorine gas is used at aquatics facilities. Helium is used during special events and festivals.

#### Safety Rules

- Cylinders should be moved by hand truck or other mechanical means and never by magnetic crane. If they must be moved by hand, roll them on the bottom edge - never drag them.
- Cylinders should always be stored securely in an upright position and chained to a wall.
- When empty cylinders are to be returned to the vendor, mark them “empty” or “MT”; close the valve and replace the valve protection cap.
- When in doubt, always consider cylinders to be full and handle them accordingly. Accidents occur when containers under partial pressure are thought to be empty.
- Don't try to carry a cylinder - not even with two men. Use a truck, or a special carrying device.
- Don't ever hoist a cylinder with a sling.
- Treat the cylinders gently. They may seem solid and strong - but a dropped cylinder, if not ruptured and turned into a wild missile, may develop a weak spot that will let the gas escape. Don't bang them together.
- Try to move them and handle them so as to avoid all unnecessary jolting and jarring.
- Do not use a cylinder as a roller or to support something.
- Some cylinders have what are called fusible plugs - that is, openings closed with a bit of metal with a low melting point. In acetylene cylinders, the melting point is just about the boiling point of water. So, if you ever have to thaw out a frozen valve on one of these, use warm, not boiling, water, and never, under any circumstances, use flame to warm the valve or cylinder.
- Never handle oxygen cylinders with oily hands, gloves or clothing. Never use oil or grease to lubricate valves or attachments on these cylinders. Keep the cylinders away from oil and grease.
- Never store oxygen cylinders near those of flammable gases, and never try to use the oxygen for compressed air.

## **Fire Prevention**

What causes fires?

- Electrical causes - lax maintenance of wiring, motors, switches, lamps, and heating elements.
- Matches and smoking - near flammable liquids, stored combustibles, and other sources of ignition.
- Friction - hot bearings, misaligned or broken machine parts, choking or jamming materials, poor adjustment of moving parts.
- Hot surfaces - exposure of combustibles to furnaces, hot ducts or flues, electric lamps or heating elements, and hot metal.
- Overheated materials - abnormal process temperatures, materials in dryers, overheating of flammable liquids.
- Open flames - gasoline or other torches, gas or oil burners.
- Foreign substances - foreign materials in stock.
- Spontaneous heating - deposits in ducts and flues, low-grade storage, scrap waste, oily waste and rubbish.
- Cutting and welding - highly dangerous in areas where sparks can ignite combustibles.
- Combustion sparks - burning rubbish; foundry cupolas, furnaces, and fireboxes.
- Miscellaneous - including incendiary cases, fires spreading from near-by buildings, molten metal or glass, static electricity near flammable liquids, chemical action, and lighting.

### **A. Smoking**

1. Smoking is prohibited in or on any Park District building, facility, equipment, or vehicle
2. Smoking is also prohibited fifteen (15) feet from any entrance, exit, or window that opens in any Park District owned, leased, or licensed building or facility.

### **B. Flammable and combustible liquids**

1. Keep these liquids away from open flames and motors that might spark.
2. When you transfer them, bond the container to each other and ground the one being dispensed from, to prevent sparks from static electricity.
3. Clean up spills right away, and put oily rags in a tightly covered metal container.
4. Change clothes immediately if you get oil or solvents on them.
5. Watch out for empty containers that held flammable or combustible liquids; vapors might still be present.
6. Store these liquids in approved containers in well-ventilated areas away from heat and sparks.
7. Be sure all containers for flammable and combustible liquids are clearly - and correctly - labeled.

### **C. Electricity**

1. Check for frayed insulation and damaged plugs on power cords or extension cords; damp or wet wires; oil and grease on wires.
2. A cord that's warm to the touch when current is passing through should warn you of a possible overload - or hidden damage.
3. Don't overload motors; watch for broken or oil-soaked insulation, excessive vibration or sparks; keep motors lubricated to prevent overheating.
4. Defective wiring, switches and batteries on plant vehicles should be replaced immediately
5. Electric lamps need bulb guards to prevent contact with combustibles and to help protect the bulbs from breakage.
6. Don't try to fix electrical equipment yourself if you're not a qualified electrician.

**D. Housekeeping**

1. Keep your work area clean.
2. Passageways and fire doors should be kept clear and unobstructed.
3. Material must not obstruct sprinkler heads or be piled around fire extinguisher locations or sprinkler controls.
4. Combustible materials should be present in work areas only in quantities required for the job, and should be removed to a designated storage area at the end of each workday.

**E. Hot work**

1. Never do cutting or welding without supervision or a hot work permit.
2. Watch out for molten metal; it can ignite combustibles or fall into cracks and start a fire that might not erupt until hours after the work is done.
3. Portable cutting and welding equipment is often used where it's unsafe; keep combustibles at least 35 feet from a hot work area.
4. Be sure tanks and other containers that have held flammable or combustible liquids are completely neutralized and purged before you do any hot work on them.
5. Have another employee on hand to put out a fire before it can get out of control.

## **Flammable and Combustible Liquids**

The lowest temperature at which a liquid releases enough vapor to start burning is called the flash point.

Flammable liquids have flash points below 100° Fahrenheit (i.e., they will release enough vapor to form burnable mixtures with air at temperatures below 100° Fahrenheit). Examples include carbon disulfide, ether, acetone, benzene, gasoline, lacquer thinner, alcohol, toluene, turpentine, etc.

Combustible liquids have flash points above 100° Fahrenheit (i.e., they must be heated to temperatures greater than 100° F before they will release enough vapor to form burnable mixtures).

1. This can happen when a combustible liquid comes in contact with a hot surface.
2. Examples include fuel oils, kerosene, ethylene glycol, creosote oil, formaldehyde (37% solution), mineral oil, solvent, phenol, hydraulic fluid, transformer oil, linseed oil.

### **A. Fire prevention steps**

1. Keep liquid vapors confined so they can't mix with air; or ventilate the area with fresh air. When liquids are sprayed indoors (e.g., spray painting), ventilated booths or room must be used.
2. Remove all possible ignition sources (prohibit smoking, etc.)
3. Remove the air (oxygen) necessary for fire to burn.

### **B. Safe handling and storage**

1. Use the proper equipment in handling hazardous liquids (safety cans with spring-loaded closures, covered bench cans, safety disposal cans, etc.) so that vapors can't escape. Never use open containers, buckets, cans, tanks, and drums for flammable and combustible liquids.
2. Use personal protective equipment (gloves, glasses, etc.) when handling.
3. Isolate flammable and combustible liquids (if possible) in a special room with fire-resistant walls, doors, ceiling, and floors.
4. Enforce the NO SMOKING rules in work and adjacent areas.
5. Know the location and operation of the appropriate fire extinguishing equipment.
6. Make sure that all flammable and combustible liquids are properly labeled.
7. Try to keep only one day's supply of flammable and combustible liquids at the worksite; the reserve should be kept in a fireproof cabinet or room.
8. Use only approved explosion-proof equipment in hazardous locations.

## **Hand Tools**

Each year, unsafe hand tool use is responsible for high percentage of all compensable injuries.

These injuries often involve severe disabilities:

- Loss of eyes/vision, e.g., using striking tools without eye protection.
- Puncture wounds, e.g., using a screwdriver with a loose handle which causes the hand to slip.
- Severed fingers, tendons, and arteries, e.g., using a dull knife; requires so much force that your hand may slip down the blade.
- Broken bones, e.g., using the wrong hammer for the job and smashing a finger.
- Contusions, e.g., using a small wrench for a big job; bruising a knuckle.
- Infections, e.g., ignoring a cut in the skin made by a dirty chisel.

Perhaps the major reason for such accidents is that most people take hand tools for granted; they use them at home and are not accustomed to following regular inspection and maintenance procedures. In general:

- Select the right tool for the job.
- Keep tools in good condition.
- Use tools properly.
- Keep tools in a safe place

### **A. Use and Handling**

1. Metal-cutting tools (chisels, hacksaws, files, cutters, etc.): Never strike a file against metal vises or other objects.
2. Wood-cutting tools (wood chisels, saws, hatchets, etc.): Never use axes or hatchets on metal, stone, or concrete.
3. Miscellaneous cutting tools (planes, scrapers, bits, knives, etc.): Never carry a scraper around in your pocket.
4. Torsion tools (wrenches, tongs, screwdrivers, etc.): Never hold small work in your hand when using a screwdriver.
5. Shock tools (hammers, etc.): Never use a hammer with a chipped face.

### **B. Carrying Tools**

1. Carrying tools while climbing; e.g., should be properly secured.
2. Avoiding loose and mislaid tools
3. Chisels, screwdrivers, and pointed tools; e.g., should never be struck into pockets.
4. Handling tools from one worker to another; e.g., always offer the handle of the tool.

## **Power Tools**

The safety hazards posed by portable power tools:

- Portable power tools are difficult to guard completely.
- Because of their mobility, there is the added hazard of coming in contact with the operator's body.
- Because the tool may have been dropped or mishandled, there is the possibility of breakage or damage that is not readily apparent.
- The source of power (electrical, hydraulic, etc.) comes in close contact with the operator.

Portable power tools are divided into five groups according to the power source; each group presents its own special kind of hazard.

1. Electric tools (electric shock hazard).
2. Pneumatic tools (noise, flying chips, etc.).
3. Gasoline-powered tools (fuel hazards).
4. Hydraulic tools (leaks and pressure hazards).
5. Explosive-actuated tools (accidental discharge, ricochets, ignition of explosive, flying particles).

### Basic Safety Rules

- A. Know your tools - read the owner/operator's manual carefully.
- B. Ground all tools, unless double-insulated.
- C. Keep guards in place and in working order.
- D. Keep the work area clean.
- E. Avoid dangerous environments (especially dark or wet locations).
- F. Use the right tool for the job; never use an undersized tool.
- G. Never leave tool in an overhead place where it might fall.
- H. Suspend cords and hoses over aisles where they won't pose tripping hazards; if laid across floor, protect them with wooden strips or special raceways.
  1. Don't hang cords or hoses over nails, bolts, or sharp edges.
  2. Keep them away from oil, chemicals, and hot surfaces.
- I. Use the proper protective equipment - goggles, earplugs, respirators, rubber gloves, safety shoes, etc.
- J. Don't overreach - keep proper footing and balance.
- K. Disconnect tools when not in use.
- L. Remove adjusting keys and wrenches before turning tool on.
- M. Avoid accidental starting - don't carry plugged-in tool with finger on switch.
- N. Use clamps or a vice, not your hands, to secure your work.

## **Housekeeping**

Why is housekeeping so important? Consider the following reasons:

- Tripping over loose objects on floors, stairs, and platforms
- Slipping on wet, greasy, or dirty floors
- Bumping against projecting or misplaced materials
- Puncturing or scratching hands or other parts of the body on protruding nails, hooks, or rods
- Injuries from falling objects

Concentrate your housekeeping efforts in the following areas:

- Work areas: Avoid unnecessary clutter
- Machines and equipment: Avoid crowding; provide racks or containers for tools, jigs, and fixtures
- Aisles: Keep free of material, finished parts and scrap
- Floors: Make sure they are vacuumed and scrubbed regularly; spills should be cleaned up immediately
- Walls and ceilings: See to it that they are scrubbed and painted when necessary; clothing and supplies should be hung on racks; clutter should be confined to bulletin board
- Storage facilities: Follow appropriate storage procedures
- Employee facilities: Keep personal belongings in lockers; washrooms should be cleaned regularly

### Good Housekeeping Tips

1. Give your immediate work area a good cleaning at the end of each day- sweep up rubbish and put tools away.
2. Dispose of combustible rubbish in fire-resistant receptacles.
3. Dispose of oily rags in closed metal containers. Maintain regular disposal.
4. Clean oily deposits from walls, ceilings, exhaust ducts and mechanical equipment periodically.
5. Remove combustible lint and dust from ledges, beams and equipment as it accumulates.
6. Remove oily metal chips and rubbish to outside storage locations on schedule.
7. Keep aisles and passageways clear of stock and other obstructions at all times.
8. Don't block valves, hose stations, fire extinguishers or fire exits.
9. Keep packing material in metal-lined bins with self-closing covers.
10. Follow the clean-out schedules for electric motors, switch enclosures, contractors, etc.
11. Keep solvents, thinners, etc., in approved safety containers.
12. Avoid drippings - clean up spills promptly.
13. Keep spray residues in covered containers and remove at the end of each day.
14. Limit flammable liquids, cement, paint, etc., to only one day's supply at the working area.
15. Empty drip pans and replace absorbent compounds frequently.
16. Avoid over-lubrication.
17. Keep a minimum supply of lubricants in the work area.
18. Clean up oily lint conditions continuously.



## **Ladders**

### **A. Placement**

1. Use the four-to-one ratio; that is, place the ladder so its feet are one foot away from what it leans against for every four feet in height to the point where the ladder rests. Example: If the top of a 16 foot ladder leans against a wall, its feet should be placed four feet from the wall.
2. Never use a ladder in a horizontal position as a runway or scaffold.
3. Never place a ladder in front of a door that opens toward it unless the door is locked, blocked, or guarded by someone. Set up warning sign to prevent accidental contact.
4. Place a portable ladder so that both side rails have secure footing. Provide solid footing on soft ground to prevent the ladder from sinking.
5. Place the ladder's feet on a substantial and level base, not on movable objects.
6. Non-skid feet should be used on all straight and extension ladders.
7. Never lean a ladder against unsafe backing, such as loose boxes, barrels, or window sashes.
8. When you use a ladder for access to high places, securely lash or otherwise fasten the ladder to prevent its slipping.
9. Extend the ladder's side rail at least three feet above the top landing.

### **B. Ascending or descending a ladder**

1. Hold on with both hands when going up or down. If material must be handled, raise or lower it with a rope. Never carry articles in hand while climbing.
2. Always face the ladder when ascending or descending.
3. Never slide down a ladder.
4. Be sure that your shoes are not greasy, muddy, or slippery before you climb.
5. Do not climb higher than the third rung from the top on straight or extension ladders, or the second tread from the top of stepladders.

### **C. Electrical Hazards**

1. Since metal ladders are electrical conductors, they should never be used around electrical circuits or in places where they may come in contact with such circuits.
2. Metal ladders should be marked with signs or decals reading "Caution: Do not use near electrical equipment."

### **D. Other safety precautions**

1. Never use makeshift ladders, such as cleats fastened across a single rail.
2. Be sure that a stepladder is fully open and the divider locked before you start to climb it.
3. Before using a ladder, inspect it for defects. Wooden ladders shrink over a period of time. In a stepladder, this may cause steps or back bar members to become loose. Hold the rods beneath the step with a plier and tighten the nut at the end with a wrench to maintain strength and keep the ladder steady.
4. Never use a defective ladder. Tag or mark it so that it will be repaired or destroyed.
5. Don't splice short ladders together - they won't be strong enough.
6. Keep ladders clean and free from dirt and grease, which might conceal defects.
7. Don't use ladders during a strong wind except in an emergency, and then only when they are securely tied.
8. Do not leave placed ladders unattended, especially outdoors, unless they are anchored at top and bottom.
9. A stepladder must not be used in lieu of a straight ladder.
10. Only one person shall be on a ladder at a time.

## **Lifts and Material Handling**

### Hazards

- Lack of proper employee lifting instruction, lack of floor lift safety procedures, not using blocks or stands, no maintenance schedule on lifts, lack of hoists or jib cranes, sudden movement of a vehicle, oil pans, tool boxes, and related equipment not on wheels.

### Solutions

- Review safe lifting practices regularly.
- Establish standard safety use procedures for your lift equipment.
- Always use lift safety pins, latches, and blocks.
- Never trust a floor jack or lift.
- Establish a regular maintenance schedule with the lift manufacturer.
- Always engage parking brake and chock wheels.
- Install overhead hoists and electrical lifts when possible.
- Place tool boxes, oil pans, and all related equipment on wheels

## **Material Storage**

Materials storage may not seem like a particularly hazardous area, but it can pose unexpected dangers that result in serious injuries. These include the following:

- Toppling over of heavy materials that have been improperly stacked.
- Collisions between improperly stored materials and vehicles or pedestrians.
- Breakage of containers with hazardous or toxic substances.
- Obstruction of fire-fighting equipment, first-aid equipment, fuse boxes, etc., that are needed in an emergency.
- Fire hazards posed by improper storage of flammable and combustible materials.

### **A. Follow the storage plan for your area**

1. Planned storage minimizes the handling necessary to bring materials into production and move them out for transporting.
2. A good storage plan avoids obscuring emergency equipment, sprinkler systems, lights, etc.

### **B. Observe proper clearances**

1. At least 18 inches clearance below sprinkler heads should be allowed to reduce interference with water distribution (36 inches if material being stored is flammable).
2. Aisles carrying one-way traffic should not be less than three feet wider than the widest vehicle is when loaded.
3. Keep materials out of aisles and out of loading and unloading areas.

### **C. Use racks, pallets, or skids whenever possible**

1. Material stored in this way can be moved easily and quickly with less material damage and few injuries. When possible, material piled on skids or pallets should be cross-tied.

### **D. Maximum heights**

1. Know the maximum height limits for piling or stacking materials and observe maximum height lines.

## **E. Consider the shape of the container**

1. Cartons
  - a. Sheets of heavy wrapping paper placed between layers of cartons will help prevent shifting.
  - b. Cross-tying will prevent shifting and sagging and permit higher stacking.
  - c. Remember that increased humidity may cause corrugated paper cartons to slump.
  
2. Bags
  - a. Bagged materials should be cross-tied with the mouths of the bags toward the inside of the pile.
  - b. Piles over five feet high should be stepped back one row. Step back an additional row for each additional three feet of height.
  - c. Sacks should be removed from the top of the pile, not halfway up or from a corner.
  
3. Bar stock and pipes
  - a. Don't let material protrude into aisles.
  - b. Larger diameter bars and pipes should be piled in layers separated by strips of wood or iron bars.
  - c. When making a pyramid pile, set the pieces down rather than drop them, and never use hands or feet to stop rolling or sliding materials.
  
4. Sheet metal
  - a. Handle with hand leathers or leather gloves, or gloves with metal inserts.
  - b. Large amounts should be handled in bundles by power equipment.
  
5. Barrels or kegs
  - a. If stored on their sides, barrels should be pyramided with the bottom rows securely blocked.
  - b. If piled on end, the layers should be separated by planks.

## **F. Consider the contents**

1. Hazardous liquids (acids, etc.)
2. Gas cylinders
3. Combustible solids

## Solvents

Why are organic solvents so hazardous?

- Some solvents can break down into acids, poisonous gases, or corrosive components if exposed to hot surfaces.
- Some solvents can react chemically with other substances.
- All solvents produce vapors that can cause problems if the concentration gets too high. Exposure to too much solvent vapor can cause irritation of the eyes, dizziness, nausea, rashes and other skin disorders.

### **A. Reading the labels**

1. Name of product.
2. Signal word designating degree of hazard (Danger, Warning, or Caution).
3. Statement of hazards (extremely hazardous, flammable, etc.).
4. Precautionary measures to be taken or action to be avoided (e.g., avoid breathing vapor, keep away from heat or open flame).
5. Instruction in case of contact or exposure (e.g., flush eyes or skin with plenty of water for at least 15 minute).
6. Poison sign (skull-and-crossbones), followed by first-aid instructions or antidote.

### **B. Handling solvents**

1. While using solvents, wear splash-proof chemical goggles and know where the nearest eye-wash fountain is.
2. To protect your skin, wear suitable gloves and protective garments where required.
3. If your clothes become soaked with solvent, remove them and take a shower; don't put them back on until they're thoroughly dry.
4. Take precautions in cold-cleaning operations.
  - Keep your head back so you won't be in the direct line of escaping vapor.
  - Wear suitable gloves when using solvents for wiping, dipping, spraying, or flushing.
5. Use soap or mild detergent and water rather than solvents to clean grease, oil, dirt, or anything else off your skin.
6. Place all rags, waste, paper towels, etc., soaked with solvent in airtight, all-metal safety containers.
7. Store and transport small quantities of solvent only in approved safety containers, properly marked.
8. Ground and bond all metal containers when transferring a flammable solvent from one container to another.
9. Make sure you have adequate ventilation when you use cold-cleaning solvents in a small room.
10. Use respiratory equipment when you enter areas where the solvent vapor levels are - or might be - high. Don't rely on your nose to warn you of excessive concentrations - some dangerous vapors have no odor warning at all.
11. Don't do any welding (or let anyone else weld) close to areas where solvents are being used. The heat of welding can cause dangerous solvent breakdown conditions, as well as fire or explosion.

**C. In case of emergency**

1. If someone is overcome by solvent vapors
  - Get medical help immediately.
  - Remove the person to fresh air.
  - Loosen clothing.
  - Give artificial respiration if breathing has stopped.
  - Keep patient quiet and warm (but not hot).
  - Don't give anything by mouth to an unconscious person.

**D. When a spill occurs**

- Evacuate the area (if it's a big spill).
- Clean it up as soon as possible, wearing proper protective equipment.
- If the solvent can't be reclaimed for future use, put it in a galvanized or stainless steel pail with a tight lid.
- Later on, dispose of the solvent safely - don't pour it down a sewer or drain.

**F. In case of fire**

- Evacuate the area.
- Trained personnel should extinguish the fire with carbon dioxide, dry chemical, foam, or a water fog.
- Handle the burned solvent as though it were an acid.

## **Office Safety**

Office work is more dangerous than is commonly supposed and many accidents occur during ordinary office routine.

1. Every employee shall be responsible to see that his own desk and work area is clean and orderly. Pick up items such as pencils or paper clips that are strewn around. Good housekeeping is the key to a safe office environment.
2. Keep an eye open for loose or threadbare floor coverings.
3. Be extra cautious when you come up to a door that can be opened in your direction. Take it easy when pushing open such a door and slow down when coming to a "blind" corner.
4. Haste when walking between desks can result in bruises and falls. Keep electrical cords out of aisle ways.
5. All file, desk and table drawers shall be kept closed when not in use. As soon as you leave them, close them. Never open more than one file drawer at a time.
6. Overloading the top drawer of unsecured file cabinets has caused many an injury. If unfamiliar with file cabinets, test the drawers and be careful not to pull them out to full extension. There may be no locking device on inexpensive or older models.
7. Office tables, desks and chairs must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, etc.
8. Tilting chairs can be hazardous when improperly used and care should be taken to assure that they are in good working condition.
9. Never use chairs, desks or other office furniture as a makeshift ladder. Always use a step ladder. Don't overreach and lose your balance.
10. Ensure all electrical equipment is grounded and the cord is in good condition. If a machine gives you a shock or starts smoking, unplug it and report the defective device immediately.

## **MAINTENANCE SAFETY**

### **A. Personal Protective Equipment**

You must use Personal Protective Equipment (PPE) to guard against injuries. Before using any PPE, always refer to the manufacturer's operating manual to learn safety precautions and potential dangers of that piece of equipment.

1. Examples of PPE and when to use them include:
  - a. Eye protection when operating powered tools, string trimmers, power tilling, and mowing;
  - b. Sunglasses when working in direct sunlight;
  - c. Sunscreen with a high SPF factor, even when it's cloudy;
  - d. Face shields when using chainsaws and chippers;
  - e. Hearing protection when operating gas powered equipment such as mowers, string trimmers and blowers;
  - f. Respirators when applying pesticides, painting or welding;
  - g. Work-boots, not gym shoes;
  - h. Hardhats whenever on the golf course and play is underway;
  - i. Nitrile gloves, eye and face protection, rubber boots, coveralls, and respirators when handling certain fertilizers and pesticides. Always refer to the Safety Data Sheets when handling any of the above

### **B. Mowers**

1. Always refer to the manufacturer's operating manual for safety precautions and potential dangers of a specific piece of mowing machinery.
2. Always wear hearing protection, safety glasses and hardhat.
3. Inspect the mower prior to starting. Ensure the reels and blades are sharp and secure.
4. Use "3 points of contact" when mounting and dismounting mowers.
5. Clear the work area of debris and objects that might be ejected by the reels and blades.
6. Mow slopes and hills diagonally rather than sideways for greater stability.
7. Reduce speed on slopes and when making sharp turns to prevent tipping or loss of control.
8. Check the area for rocks, holes and other physical hazards.
9. Inspect the blades and shaft if the mower runs into a rock or stump. Damaged blades can cause vibration, which can loosen the reels.
10. Disengage power to attachments and stop the motor before leaving the operator's position by putting the transmission in park, setting the brake and removing the ignition key.
11. Do not suddenly stop or start the mower when going up or down steep hills.
12. Do not mount or dismount while the mower is running, because your toes can slip under a running mower's housing and be struck by the blades.
13. Never leave a running mower unattended.
14. Never transport passengers.
15. Wear seat belt.

### **C. Utility Vehicle Safety**

1. Limit capacity of utility vehicle to specified design and restrictions (i.e., two passenger, payload limits, etc).
2. Operate from driver side only.
3. Keep hands and feet within utility vehicle at all times.
4. Remain seated at all times when driving and make sure passengers stay seated at all times.

5. Lock brake before exiting.
6. Ensure that utility vehicle is at a complete stop before getting in and out.
7. Operate in designated areas only.
8. Drive over steep or uneven terrain with caution.
9. Approach steep or uneven terrain perpendicular to the slope (i.e. not sideways on the slope) to avoid tipping over and sliding.
10. Avoid driving over wet or muddy surfaces.
11. Slow down when driving on hills.
12. Always turn to see behind utility vehicle while reversing and never try to go in reverse downhill.
13. Drive defensively! Always be aware of your surroundings and keep your eyes on the path ahead of you.
14. Following these operating rules will help you avoid or minimize utility vehicle accidents.
15. Wear seat belt.



## **BACK SAFETY**

Back disorders are listed in the "top ten" leading workplace injuries published by the National Institute of Occupational Safety and Health. They account for 27 percent of all nonfatal injuries and illnesses involving days away from work. It's no wonder. Your back is a sophisticated piece of machinery made up of numerous muscles, bones, nerves, and supporting tissues. It's a machine you use every day, probably in ways you don't even notice.

Just like the finest machinery, your back requires proper care to keep it working. If it's not working right, you'll suffer. An injured back affects your ability to move your limbs, your hips, your neck, and your head. Injuries to the back can be very debilitating, causing a lot of pain, time away from work, and often requiring physical therapy or even surgery. Everyone whose job involves stressful lifting or awkward postures is at risk for a back injury. Here are some tips to keep your back in optimum condition:

While lifting:

- Don't bend over an object you are lifting. Bend your knees, squatting in front of the object to reach it.
- Lift the object slowly and carefully, using your leg and arm muscles to lift, not pulling with your back.
- Keep your head up and look straight ahead while making the lift.
- While lifting, keep the object as close to your body as possible.
- Keep abdominal muscles tight while making the lift.
- Use the same techniques when you put the object down.
- If the object is too big or too heavy to lift using these techniques, use mechanical assistance or get someone else to help.

When reaching for objects:

- Do not reach for an object unless you're sure you're strong enough to lift it.
- Use a step ladder to reach objects above shoulder height.
- Avoid awkward stretches while reaching. These stress your back and could cause you to lose your balance.
- Don't depend on structures to support you (e.g., a shelf support, a storage rack, etc.). These could easily give way if you pull or tug on them.

Exercise also plays an important role in keeping your back strong, healthy, and flexible. A properly exercised back is less likely to be injured. Your physician, company medical personnel, or other health-care provider can recommend the best exercises for you, taking into account your physical condition and the type of work you do.

Back belts should never be a substitute for a comprehensive back injury prevention program. Taking this into consideration, many companies have developed a back belt policy. If you do use a back belt, be aware that you may experience a false sense of security by wearing the belt. You may be tempted to lift loads you wouldn't otherwise lift. Remember, it's your back doing the work--not the belt!

Always be alert for situations that could cause a back injury. Be kind to your back. Don't take unnecessary chances. By following proper lifting and reaching techniques and exercising properly, you'll help keep back problems behind you!

## **SNOW REMOVAL PROCEDURES**

The roads leading into all open Hanover Park Park District facilities will be kept clear from snow and ice during the winter months, as well as all Park District stairs, walkways, and parking lots at open parks and facilities.

1. The Superintendent of Parks shall designate the Managers to be in charge of snow removal during regular business hours. The Managers will make sure that parking lots and sidewalks are kept clear of snow and ice and that they are salted for the safety of individuals using the facilities.
2. The Superintendent of Parks shall make an on-call schedule for after-hours snow removal from mid-November through mid-April.
3. If programs are taking place in facilities during inclement weather, on-call Parks Department personnel will remove snow and ice and salt driveways and walks so that people may safely get into and out of the facility.
4. The order of snow removal may vary but will generally follow this schedule: Community Center, Community Park, Ahlstrand, Maintenance shop, Heritage Park, Ranger Path, and East Harbor.
5. The Scheduling Manager will keep the Parks Department informed of all programs and rentals which occur during winter months in order to schedule snow removal.
6. The use of Park District equipment for the purpose of snow removal from private property without the approval of the Executive Director is strictly prohibited. Severe disciplinary action will be taken if individuals are found to be ignoring this directive.

9120

## **DRIVING STANDARDS FOR EMPLOYEES**

The following standards pertain to current employees who have been driving for the Hanover Park District (the District) and employees who have successfully completed the probationary period of their employment and who are eligible to operate District vehicles or personal vehicles on behalf of the District.

These minimum standards are based on a rolling 24-month driving record prior to the review date.

Driver's Abstract reviews of employee driving records for those who drive on District business will take place on an annual basis, or more often if warranted.

Each person driving on District business will submit a copy of their proof of automobile insurance to the Human Resources Manager and update it whenever their automobile insurance is renewed.

### **A. Persons Not Eligible to Drive**

1. No person may operate any vehicle on District business unless they possess and continue to maintain a valid Illinois Driver's License, including any required endorsements.
2. No person may operate a vehicle on District business while under State of Illinois or District suspension.
3. An employee with a misdemeanor/felony driving offense conviction, such as Driving While Impaired, is not eligible to drive on District business for a minimum of one (1) year from the date of the conviction or during State of Illinois suspension, whichever is greater.
4. An employee who incurs one (1) moving violation or preventable accident during the District probationary driving period is suspended from driving on District business for the balance of their current probationary driving period, but not less than one (1) month. The employee will then be subject to an additional one (1) year probationary driving period starting when they return to their driving assignment. Loss of driving authorization may result in disciplinary action up to and including discharge for those employees where driving is primary to their job function.
5. An employee who drives on District business in violation of a State of Illinois or District driving suspension or who fails to notify the Executive Director in writing of a driving accident while on District business within three (3) days of said accident, may be subject to disciplinary action.

**B. Warning Letter**

Any combination of two of the following infractions will result in a warning letter to the employee with a copy placed in the employee’s personnel file, and they will be required to take remedial driver training and additional road checks:

1. **Moving Violation (1 or 2):** Not limited to District business.
2. **Preventable Accidents (1 or 2):** While on District business as determined by the District’s Safety Committee.

**C. Probation Letter**

Any combination of three (3) of the following infractions will result in a one (1) year driving probation from the date of the last violation and/or preventable accident. Employee will be issued a “Notice of Driving Probation” with a copy placed in the employee’s personnel file. The employee will be required to participate in a Driver Improvement Training Course and will be subject to frequent road checks.

1. **Moving Violations (1, 2, or 3):** Not limited to District business.
2. **Preventable Accidents (1, 2, or 3):** While on District business as determined by the District’s Accident Review Committee.

**D. Applicable Forms**

- |   |                 |
|---|-----------------|
| 1. <b>Notice of Driving Policy Violation</b>    | <b>DPV-98-1</b> |
| 2. <b>Notice of Driving Eligibility Warning</b> | <b>DPV-98-2</b> |
| 3. <b>Notice of Driving Probation</b>           | <b>DPV-98-3</b> |
| 4. <b>Notice of Driving Suspension</b>          | <b>DPV-98-4</b> |



Date Approved by Executive Director: 10/8/2024

Executive Director's Signature: \_\_\_\_\_

Revised/Reviewed Date: 10/08/2024

9344

## **POWERED INDUSTRIAL TRUCK COMPLIANCE PROGRAM**

### **I. Introduction**

To be in compliance with OSHA's Powered Industrial Trucks Standard (PIT) the following program has been developed.

Several different pieces of equipment are considered Powered Industrial Trucks including: fork lifts, tractors, platform lift trucks, and motorized hand trucks. Also included is equipment with detachable forks such as: end loaders, bobcats, and backhoes. The main aspect of the Powered Industrial Truck Standard is properly training employees in the use of the equipment. Training will include inspection and operation of the PIT.

In a park and recreation setting, uses of a PIT could include unloading shipment of grass seed, fertilizer, pool chemicals, or any other large items. Other uses include lifting equipment and excess stock for storage on elevated storage racks. For handling large or bulky items, a PIT is essential for preventing overexertion or back injuries to employees.

### **II. General**

Hanover Park Park District will ensure that the requirements of the standard for Powered Industrial Trucks will be adhered to. This standard practice instruction is intended to address comprehensively the issues of: employee training, authorization, safety requirements, fire protection, maintenance, and general operation of fork lifts, tractors, platforms lift trucks, motorized hand trucks, and other specialized industrial trucks used within the Hanover Park Park District including end loaders and bobcats equipped with forks.

The Superintendent of Parks and/or other designated trained personnel will be responsible for all facets of this program and have full authority to make necessary decisions to ensure success of the program.

### **III. Powered Industrial Truck Program**

#### **A. Written Program**

This compliance program will be maintained in accordance with OSHA requirements and updated as required. This program will be communicated to all personnel that are affected by it.

#### **B. Training Program**

Only trained and authorized operators shall be permitted to operate a Powered Industrial Truck. Employees will be trained in accordance with the following guidelines.

1. The Superintendent of Parks and Planning, individual managers, or select trainers will have the authority to provide training on the operation of Powered Industrial Trucks.

2. Employees of the Hanover Park District will not operate a Powered Industrial Truck (PIT) unless they have received training in accordance with this program.
3. Employee training records will be kept with the date, title and topic of training.
4. Any employee who refuses such training will not be permitted to operate a PIT.

## **C. Operational Safety Issues**

### **1. General Requirements**

- a. Trucks shall not be driven up to anyone standing in front of a fixed object.
- b. No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
- c. Unauthorized personnel shall not be permitted to ride on Powered Industrial Trucks. A safe place to ride shall be provided where riding of trucks is authorized.
- d. Arms or legs are prohibited from being placed between the uprights of the mast or outside the running lines of the truck.
- e. When a Powered Industrial Truck is left unattended, forks or platform lift shall be fully lowered, controls will be neutralized, power shut off, and brakes set. Wheels will be blocked if the truck is parked on an incline.
  - i. A Powered Industrial Truck is unattended when the operator is 25 feet or more away from the vehicle which remains in his view or whenever the operator leaves the vehicle and it is not in his view.
  - ii. When the operator is dismounted and within 25 feet of the truck still in his view, the load engaging means will be fully lowered, controls neutralized and the brakes set to prevent movement.
- f. A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, platform, or freight car. Trucks will not be used for opening or closing freight doors.
- g. Brakes will be set and wheel blocks in place to prevent movement of trucks or trailers while loading or unloading. Fixed jacks may be necessary to support a semi trailer during loading when the trailer is not coupled to a tractor. The flooring of trucks or trailers will be checked for breaks and weakness before they are driven onto.
- h. The operator will ensure sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc. before operating the vehicle in these areas.
- i. An overhead guard will be used as protection against falling objects. It should be noted that an overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc., representative of the job application, but not to withstand the impact of a heavy falling load.

- j. A load backrest extension will be used whenever necessary to minimize the possibility of the load or part of it from falling rearward.
- k. Only approved Powered Industrial Trucks will be used in hazardous locations. The Superintendent of Parks or designate will be responsible for determining if the PIT is appropriate for the location.
- l. Employees are to be elevated only with the following precautions:
  - i. Use of a safety platform with guardrails and midrails firmly secured to the lifting carriage and/or forks.
  - ii. Means shall be provided so employee on the platform can shut off power to the truck.
  - iii. Such protection from falling objects, as indicated necessary by the operating conditions would be provided.
- 2. Fire aisles, access to stairways, and fire equipment will not be obstructed at any time.

## 2. Operator Requirements

Operators:

- a. Will obey park district speed limits and other traffic regulations at all times.
- b. Will operate loaded trucks with forks no more than 6–8 inches above the ground, with the load carried low and tilted back.
- c. Will not raise or lower loads while moving.
- d. Will not carry anything on the overhead guard.
- e. Will use all sit observation mirrors.
- f. Will ensure that all vehicle sound/illuminated warning devices are operational.
- g. Will yield right of way to pedestrians, emergency vehicles, and avoid pedestrian lanes.
- h. Will drive cautiously on uneven or slippery surfaces.
- i. Will ensure the load is pointed uphill where the gradient is greater than 10 percent.
- j. Will ensure a fire extinguisher is carried within the vehicle and is in proper working order.

## 3. Pre-start Requirements

Operators:

- a. Will verify that all brakes, controls, gauges, lights seat belts, and routine operational features are in proper working order. They shall be examined before and after each use. Defects when found shall be immediately reported and corrected.
- b. Will remove truck from service any time it is found to be in need of repair, is defective, or is in any way unsafe.
- c. Will check for leaks and perform necessary operator maintenance before starting vehicle.
- d. Will report deficiencies to maintenance.
- e. Will ensure they know the load capacity and stay within it.



- f. Will be cognizant of the planned route and aware of areas with inadequate headroom, lighting, obstructions, and floor surface problems.
- g. Will wear the same level of Personal Protective Equipment as the personnel they are directly working with.
- h. Will not engage in stunt driving or horseplay.
- i. Will slow down for wet and slippery floors.
- j. Will properly secure dockboard or bridge plates before they are driven over. Dockboard or bridge plates will be driven over carefully and slowly and their rated capacity never exceed.
- k. Will approach any elevators slowly, and then enter squarely after the elevator car is properly leveled. Once on the elevator, the controls shall be neutralized, power shut off, and the brakes set until the desired level is reached.
- l. Motorized hand trucks must enter elevators or other confined areas with load end forward.
- m. Running over loose objects on the roadway surface shall be avoided.
- n. While negotiating turns, speed shall be reduced to a safe level.
- o. Except when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate, even rate.
- p. Will use extreme care tilting the load forward or backward, particularly when high tiering. Tilting forward with load engaging means elevated shall be prohibited except to pick up a load. An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load shall be used.

#### **4. Loading/unloading requirements**

Operators:

- a. Will ensure load is within the truck's rated capacity.
- b. Will place load squarely on forks until load touches carriage.
- c. Will ensure load is stable and centered on forks, and stack or tie loose or uneven loads (or ensure proper personnel accomplish this prior to loading).
- d. Will secure the vehicle when not in use to prevent unauthorized personnel from operating the vehicle.
- e. Will tilt the mast back to lift load.
- f. Will proceed straight into trailers to load/unload.
- g. Will ensure if loading/unloading onto trucks that the truck's wheels are chocked, brakes are engaged, and loading platform is positioned properly.
- h. Will ensure if loading/unloading onto or from racks or stacked materials the proper safe weight or height-to-load ratio is maintained.

## 5. Parking Requirements

Operators:

- a. Must select flat parking surfaces, away from traffic where the vehicle does not block doors, pedestrian routes, aisles, exits, etc.
- b. Must not leave a truck unattended or be more than 25 feet from the vehicle without following procedures for unattended trucks.

## 6. Refueling requirements

Operators:

- a. Refuel only in assigned, ventilated areas containing no ignition sources.
- b. Turn off engine.
- c. Have fire suppression and cleanup equipment available.
- d. Extinguish smoking materials.
- e. Use acid-resistant material-handling equipment and wear corrosion resistant PPE during battery charging/changing.
- f. Remove battery cap slowly and leave open.
- g. Pour acid into water, not water into acid.
- h. Follow the vehicle manufacture's instructions for gas or propane fueling.
- i. Never use open flame to check fuel level.
- j. Try to prevent spills, clean any spills promptly, replace fuel cap before starting or moving vehicle.

## D. Selection Program

1. The atmosphere or location where the PIT will be used will have to be classified as to whether it is hazardous or nonhazardous prior to using the truck in that location. An example of a hazardous location may be a paint/flammable storage room.
2. No modifications or additions, which affect capacity and safe operation, shall be performed without the manufactures prior written approval.
3. If the truck is equipped with front-end attachments other than factory installed attachments, the truck will be marked to identify the attachment and show the approximate weight of the truck an attachment combination at maximum elevation with load laterally centered.
4. All nameplates and markings will be maintained in a legible condition.



Date Approved by Executive Director: 10/08/2024

Executive Director's Signature: \_\_\_\_\_

Revised/Reviewed Date: 10/08/2024

## ACCIDENT / INCIDENT REPORTING

### I. Purpose

Prompt and thorough reporting of claims is vital in controlling claim costs. Claim costs include not only the direct expense of replacing destroyed property for example, but also expenses incurred for claims adjustment.

The Hanover Park Park District desires to have a safe environment for its users at all facilities owned and operated by the District, both indoors and outdoors. The Safety Committee routinely reviews Accident/Incident Reports so that any foreseen or unforeseen problems can immediately be corrected or processes revised so that further incidents would not recur.

### II. Claims Philosophy

The effective management of claims depends upon a close partnership between PDRMA, park district staff, and contracted parties.

Cooperation amongst all parties is essential to a successful claims process in which claimants are treated fairly, payments or denials are made promptly, communication is ongoing, and the interests of the Hanover Park Park District are held in the highest regard.

To this end, policy and procedures have been established which promotes these principles in order to obtain quality claim services while protecting the assets of the Hanover Park Park District.

### III. Claims Administration

The Hanover Park Park District will be proactive and do its part in the administration of claims by:

- A. Reporting claims promptly and thoroughly,
- B. Conducting prompt and thorough claim investigations,
- C. Submitting information requested by the agency's claim administrator, defense counsel, and other appropriate parties on a timely basis,
- D. Not to report minor incidents that inflates claim administration costs and claim frequency.

### IV. What is an Accident/Incident/Complaint?

Not all accident/incidents result in a claim. The Hanover Park Park District Safety Committee will use common-sense judgment to weed out non-serious accident/incident/complaints. Accident/Incidents and complaints shall be recorded on the Accident/Incident Form so a permanent record is made of the occurrence.

- A. **Accident:** Almost all minor accidents requiring first aid only, such as a Band-Aid or ice pack, or simple lifeguard save. These need *not* be reported as a claim to PDRMA. Just complete the Accident/Incident Form and forward to the Safety Coordinator for review.

- B. Incident:** Other items such as property damage, vandalism, alarms sounding, etc. are listed as an incident. Not all incidents would be filed as a claim to PDRMA. Only those incidents in excess of the annual deductible amount, those with bodily injury included, or if a lawsuit were implied or imminent would be filed with PDRMA. All incidents over \$25.00 damage would be filed with the police department. All incidents should have an Accident/Incident Form completed and sent to the Safety Coordinator for review.
- C. Complaint:** Complaints are not necessarily a claim and generally would not be reported to PDRMA. For example, a parent calling to report that their child hurt their hand on a slide and requesting that the slide be fixed immediately is a complaint. However, this call should be recorded on an Accident/Incident Form and corrective action immediately initiated.

#### **V. What is a Claim? When should it be reported?**

The definition of a claim may vary by the type of coverage.

- A. General Liability
- B. Auto Liability
- C. Property
- D. Worker's Compensation
- E. Employment Practices Liability

#### **A. General Liability Claim Reporting**

An incident/complaint may become a claim if payment or reimbursement is requested due to injury to a person or damage to their property. In the previous example, a request made by the parent for the District to pay for their child's \$30.00 doctor bill should be resisted by stating that the District has no medical accident insurance.

However, if the parent is persistent and/or contact is received from an attorney, a claim form should be completed and submitted to PDRMA.

Under all circumstances, **a claim should be reported if an accident occurs resulting in any of the following:**

1. Head injury (lacerations, concussions)
2. Any treatment by paramedics or similar emergency service
3. Hospitalization
4. Fractures
5. Severe lacerations
6. Death
7. Request for reimbursement of medical expenses and/or settlement for injuries made by injured party or parent
8. Any contact made by an attorney or if an Attorney's Lien is received
9. A Summons and Complaint (lawsuit) is received

One exception to the above is if hospitalization is non-related to an accident. For example, if a program participant or spectator doubles over in pain and is taken to the

hospital and treated for appendicitis, a claim would *not* be submitted. However, it is suggested that the Accident/Incident Report be completed and submitted to the Safety Coordinator for review.

## **B. Auto Liability**

This applies to vehicle accidents involving damage to another person's property and/or bodily injury to another person caused by the driver of a Hanover Park District vehicle.

**A claim should be submitted to PDRMA if:** An accident occurs damaging another person's vehicle, property, or causing bodily injury.

## **C. Employment Practices**

This coverage is for claims brought by employees that arise out of their employment such as discrimination, harassment, and retaliatory discharge.

**A claim should be submitted to PDRMA if:** A demand is made by an employee against the Hanover Park District that arises out of their employment.

## **D. Property**

This applies to damage or destruction of Hanover Park District-owned or leased property. Types of property covered include:

### **1. General**

- a. Buildings/contents
- b. Vehicles/equipment
- c. Plate glass
- d. Boilers & Machinery
- e. Backstops, picnic tables, fencing, lighting equipment, and other property located in the open
- f. Trees and shrubs
- g. Electronic Data Processing equipment/media
- h. Golf course tees and greens
- i. Fine arts
- j. Valuable papers
- k. Money and securities
- l. Animals

**A claim should be submitted to PDRMA if:** damage occurs in excess of the current year deductible. Losses totaling less than the current year deductible should *not* be submitted to PDRMA.

### **2. Builder's Risk**

This is coverage for new buildings under construction.

**A claim should be submitted to PDRMA if:** Damage/destruction occurs to structures under construction in excess of the current year deductible. Losses totaling less than the current year deductible should *not* be submitted to PDRMA.

### 3. **Business and Service Interruption**

This is coverage for loss of revenue due to a covered property loss or loss of utility service to a revenue-producing facility.

**A claim should be submitted to PDRMA if:** A net income loss results from a covered property loss or utility service is interrupted and results in a net loss.

#### E. **Worker’s Compensation**

Coverage applies to Hanover Park Park District employees for work-related injuries and illnesses.

**A claim must be submitted to PDRMA if:** Work accidents result in medical expenses and/or potential lost time from work. If clearly work related, medical expenses resulting from a work-related accident would be submitted only to PDRMA and *not sent* to the employee’s health insurance carrier. Lost time from work *would not* be charged to sick time if the employee has been off work for more than three days due to a work-related injury. The Work-Comp benefits would take effect on the fourth day off work.

#### F. **Employment Practices Liability**

Potential claims and/or lawsuits should be reported to PDRMA as soon as practicable if the allegations state that it is the intention of the parties to hold the Hanover Park Park District responsible for damages in connection with any of the following:

1. Wrongful dismissal
2. Discharge or termination of employment
3. Violation of employment discrimination laws, including workplace harassment
4. Wrongful failure to employ or promote
5. Invasion of privacy
6. Employment-related defamation
7. Employment-related wrongful infliction of emotional distress, mental anguish or humiliation.

Coverage for the Hanover Park Park District by PDRMA will be determined based upon investigation and of the terms and allegations made in the lawsuit or claim.

## VI. **What is the Timeline for Reporting Claims?**

It shall be the Hanover Park Park District’s policy to report claims per the following:

- A. Auto / Property Damage:** Report the claim the same day or the next working day after its occurrence either in writing with the claim form or by telephone, fax, or email if information is incomplete. *Do not* wait until all police reports, etc. are in hand before notifying PDRMA claims adjusters of the claim.

***In general terms, a property damage claim must be reported with 45 days after its occurrence in order to be considered for coverage.***

- B. General Liability:** Report should be sent the same day or the next working day after notification of a claim has been received.
- C. Worker's Compensation:** Report accidents involving employees within 24 hours or as established by regulation.

## VII. How is a Claim Reported?

- A. General Liability:** Complete the Accident Report and attach the following if possible:
  1. Photographs
  2. Written statements of staff or witnesses
  3. Other Investigative Reports (i.e. police reports, OSHA reports, etc.)
  4. Any other information relevant to the accident/incident

Accident/Incident forms must be completed in the case of a bodily injury to park users, program participants, bystanders, volunteers, or employees, or when there is property damage, theft, vandalism, disorderly conduct, alarms sounding, etc. The form should be filled out as completely and accurately as possible, signed and dated by the staff member completing the form.

- B. Auto Liability:** Complete the Accident Report, Auto and Truck, and attach the following if possible:
  1. Photographs
  2. Written statements of staff or witnesses
  3. Police report
  4. Estimates
- C. Property:** Complete the Loss Report, Property and attach the following if possible:
  1. Photographs
  2. Written statements of staff or witnesses
  3. Police report (if applicable)
  4. Estimates
- D. Worker's Compensation:** When an employee is injured on the job (Worker's Compensation), the employee's Supervisor and *not the injured employee* must complete an Accident/Incident Form. These forms must be received by the Safety Coordinator *within 24-hours* of the accident so that a claim can be completed and sent to PDRMA. If the Safety Coordinator is out of the office, the information should be sent directly to the Executive Assistant, or in their absence, the Executive Director.

## VIII. STAFF CLAIM REPORTING PROCEDURES

- A. Recreation, Special Facilities, Business Services and Parks & Planning Staff** will give any Accident/Incident Reports to the Safety Coordinator



*within 24 hours* of the date of occurrence. If the accident or incident occurs after hours Friday through Sunday, the reports must be given to the Safety Coordinator first thing on Monday morning. The Safety Coordinator shall forward the reports to the Executive Assistant that same day in a red folder for review by the Executive Director. If the Safety Coordinator is out of the office, the Department Head or their designate shall forward the Accident/Incident Reports to the Executive Assistant.

- B. Safety Coordinator** will review Accident/Incident Reports generated from all departments and will inform the Executive Assistant which reports should be sent to PDRMA, if any. The Safety Coordinator will work closely with the Executive Director when any safety questions arise. When the Safety Coordinator shall be out of the office, they shall let the Department Head or their designate know in order to have them forward the Accident/Incident forms to the Executive Assistant in a timely manner.
- C. Executive Director** shall review all Accident-Incident reports and identify which, if any, should be sent on to PDRMA. Staff shall promptly notify the Executive Director of any property damage and employee injuries. For any property damage exceeding \$500, life-threatening injury, or if the police, paramedics, or fire department is summoned, the Executive Director must be called immediately.
- D. Executive Assistant** shall date-stamp all Accident/Incident Reports on the day they were received in their office, and then will pass them on to the Executive Director for review. When directed to send reports to PDRMA, the Safety Coordinator will send those reports to PDRMA *within 24 hours*. The Human Resource Manager will send all Workers' Compensation cases to PDRMA *within 24 hours*. If the Executive Assistant will be out of the office, they will notify the Safety Coordinator and they will send any Accident/Incident forms directly to the Executive Director for review.
- E. Notifying Police Department:** In the case of any damaged property that *exceeds \$25.00*, in addition to notifying the Executive Director, the police must be notified as well as the department superintendent. If the event occurs after work hours on Friday through Sunday, the report should be completed and turned in first thing on Monday morning. The employee who discovered the damage must complete an Accident/Incident Report right away, listing the Police Report Number on the form. If at all possible, **photographs** should be taken of any property damage prior to clean up or repairs taking place for District staff to use in follow-up investigations and in case PDRMA needs further information.
- F. Calling Paramedics:** If paramedics are called for a life-threatening injury or damage to property **exceeds \$500.00**, the Executive Director must be notified immediately.
- G. Work Orders:** As a follow-up to any damage to property, the person completing the Accident/Incident Report must develop a Work Order within the 24-hour period to initiate repairs. All Recreation-related Work Orders must be transmitted to the Superintendent of Recreation for their review. All Special Facilities-related Work Orders must be transmitted to the Superintendent of Special Facilities for their review. Those Work Orders will be forwarded to the Parks and Planning Department

so the work can be scheduled. General park-related matters or Administration Building matters would be transmitted to the Parks Department with a copy given to the Superintendent of Parks and Planning. (See Work Order Procedures for additional information.)

- H. Hazardous Conditions:** If damage to property has resulted in a hazardous condition (i.e. broken glass, poking or tripping hazards, etc.), the Parks and Planning Department must be notified immediately so that the condition may be either cleaned up and repaired right away, or barricaded, roped or fenced off.
- I. Worker's Compensation:** The Human Resource Manager, or in her absence, the Executive Assistant shall compile all necessary information due to a worker's compensation claim and submit this information online to PDRMA. If the online form cannot be entirely completed with all of the necessary information, it should still be inputted to PDRMA with a note that the rest of the information will be forthcoming as soon as possible. The main point is to notify PDRMA as quickly as possible so that the reporting lag time will not be extended. Any medical bills relating to the worker's compensation claim shall be sent to PDRMA for review and payment. A Handbook on Worker's Compensation & Occupational Diseases shall be given to the injured worker.
- J. Recordkeeping:** The Executive Assistant shall keep a numerical log of all Accident/Incident Reports, noting the status (new, open, closed), type of report (accident, incident, property damage, other, or worker's comp), the date of the occurrence, the name of the injured party or type of incident, the program name, location of occurrence, a description of the accident/incident, any staff or safety personnel recommendations or remedies, and when the report was reviewed.
- K. OSHA Compliance:** At the completion of the calendar year, the Human Resource Manager shall generate an OSHA 300 Log Form from the Accident/Incident Reports, listing all pertinent workers' compensation cases, and causing the OSHA 300A Log to be posted according to regulations.



Date Approved by Executive Director: 10/08/2024.....  
Director's Signature: \_\_\_\_\_  
Revised/Reviewed Date: 10/08/2024.....

# 9307                      HAZARDOUS COMMUNICATION PROGRAM

## I.        Introduction

Hanover Park Park District has developed a comprehensive Hazard Communication (Hazcom) Program to ensure that information on the hazards of chemicals used in its operations is communicated to the employees.

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

The Hanover Park Park District Hazcom Program applies to all work areas where employees have the potential to be exposed to chemicals during routine operations, non-routine tasks, and chemical spill emergencies. The Hazcom Program consists of five (5) basic elements as listed below:

- A written Hazcom Program
- An inventory of hazardous chemical products
- An inventory of Safety Data Sheets
- A labeling procedure for hazardous material containers
- A Hazcom employee-training program

The Hanover Park Park District strives to provide employees with a safe and healthy work environment. It is also a management objective to maintain an effective Hazcom Program consistent with federal, state, and local health and safety regulations. To attain this objective, all Hanover Park Park District employees must include Hazcom compliance as an essential consideration in all phases of their work. The Hanover Park Park District Hazcom Program is a cooperative effort between management and employees.

## II. Definitions

**A. Health Hazard** – A chemical classified as posing one of the following hazardous effects:

- Acute toxicity (any route of exposure)
- Skin corrosion or irritation
- Serious eye damage or eye irritation
- Respiratory or skin sensitization
- Germ cell mutagenicity
- Carcinogenicity
- Reproductive toxicity
- Specific-target organ toxicity (single or repeated exposure)
- Aspiration hazard

*The criteria for determining whether a chemical is classified as a health hazard are listed*

*in Appendix 1 of this document and in OSHA standard §1910.1200, Appendix A – Health Hazard Criteria.*

**B. Label** – An appropriate group of written, printed or graphic information elements (pictogram, hazard statement, signal word and precautionary statement) concerning a hazardous chemical that is affixed to, printed on, or attached to the container that holds the hazardous chemical or to the outside packaging.

**C. Safety Data Sheet (SDS)** – Written or printed material concerning a hazardous chemical prepared in accordance with OSHA 1900.1200(g).

**D. Physical Hazard** – A chemical classified as posing one of the following hazardous effects:

- Explosive
- Flammable (gases, aerosols, liquids, or solids)
- Oxidizer (liquid, solid or gas)
- Self-reactive
- Pyrophoric (liquid or solid)
- Self-heating
- Organic peroxide
- Corrosive to metal
- Gas under pressure
- In contact with water, emits flammable gas

*The criteria for determining whether a chemical is classified as a physical hazard are listed in Appendix 1 of this document and in OSHA standard §1910.1200, Appendix B—Physical Hazard Criteria.*

**E. Substance** – Chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent that may be separated without affecting the stability of the substance or changing its composition.

### **III. Written Hazcom Program**

#### **A. Executive Director:**

- Designates a Hazcom Program Coordinator for Hanover Park Park District operations;
- Approves the written Hazcom Program;
- Ensures workplace compliance with the written Hazcom Program.

#### **B. Safety Coordinator:**

- Works with the Hazcom Program Coordinator to maintain an inventory of all hazardous substances used or stored in the workplace;
- Maintains an SDS file/binder for inventoried hazardous substances;

- Works with the Hazcom Program Coordinator to ensure all new employees are trained on specific hazards and safety precautions for hazardous substances. Oversees that all employees are trained on hazards of newly introduced chemical products. Examples of this specific training include:
  1. Personal protective equipment to be worn.
  2. Health and physical hazards of each chemical product.
  3. Review of the Hanover Park Park District written Hazcom Program.
  
- Maintains Hazcom Program training documentation.
- Ensures that all chemical containers have proper labeling.

#### **C. Employees:**

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

#### **D. Hazcom Program Coordinator:**

- Coordinates Hazcom Standard compliance activities;
- Maintains an up-to-date hazardous substance inventory for all departments;
- Requests current SDS directly from chemical manufacturers and suppliers;
- Posts in a conspicuous place a list of all hazardous substances present at that location and a notice of where additional information concerning those substances is available;
- Ensures that area managers and supervisors are aware of their Hazcom Program functional responsibilities;
- Ensures that managers and supervisors are aware of hazardous chemical container labeling requirements;
- Maintains a copy of the OSHA Hazard Communication Standard;
- Works with the Safety Coordinator on training new employees on specific hazards and safety precautions for hazardous substances. Conducts training for all employees on hazards of newly introduced chemical products. Examples of this specific training include:
  1. Personal protective equipment to be worn.
  2. Health and physical hazards of each chemical product.
  3. Review of the Hanover Park Park District written Hazcom Program.

#### **IV. Hanover Park Park District Programs Concerning Hazardous Chemicals**

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

**A. Labeling: Hanover Park Park District is responsible for maintaining the labels on the containers, including, but not limited to, tanks, totes, and drums. Each container of hazardous material in the work place must be labeled with the identity of the product and the appropriate hazard warnings. This means labels must be maintained on chemicals in a manner that continues to be legible and the pertinent information (such as the hazards and directions for use) does not get defaced (i.e., fade, get washed off) or removed in any way. The Hanover Park Park District will re-label containers if labels are removed or defaced. As a general rule, the label provided by the supplier of the product is sufficient. Re-labeling becomes necessary if a product is transferred to an unlabeled container for intermediate or long-term storage. Containers holding 10 gallons or less, intended for the immediate use of the employee filling the container, are exempt from the labeling requirements.**

Pipes, vats and other fixed containers must also have their contents identified. Batch tickets, tags, placards, or other equally effective means of labeling maybe used.

**B. Safety Data Sheets (SDS):** SDS should be obtained from suppliers for all chemicals used within the operations. All employees should be trained on what an SDS is and where they are located. The SDS binder should be placed at locations for specific chemical use: i.e., pool chemicals are found at the pool facility; custodial supplies in or near the custodian's office; automotive products in the shop office, etc.

Employees have the right to obtain SDS for each hazardous material in the work place. SDS must be available to employees and former employees for at least 30 years after the material is no longer used, produced, or stored on the work site. Please see Appendix 2 for further information on how to read and understand a SDS.

**C. Chemical Inventories:** An inventory of chemical products used or stored is maintained by each area manager and supervisor and posted in each work area. The Hazcom Program Coordinator maintains a master inventory of all chemical products used or stored within the facility. All inventories are updated as new chemicals are introduced or old chemicals phased out. Updated inventories are posted and copies are provided to the Hazcom Program Coordinator noting new chemical additions.

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

- Details of the written Hazard Communication program, including how employees can obtain copies of the plan and use detailed information on chemical hazards (physical and health effects of the substances, signs and symptoms of overexposure).
- Methods used to identify locations of hazardous chemicals in the workplace and how to detect their presence. Also, how to lessen or prevent overexposure to these hazardous substances.
- Steps employees should take to protect themselves from chemical hazards, including appropriate work practices, personal protective equipment, and emergency procedures for spills and leaks and possible exposures.
- Explanations of the labeling system and Safety Data Sheets.



**E. Documentation:** Training records for all employees trained will be retained for review by outside regulatory agencies. The training records should be kept on file following the annual training and whenever a new chemical is introduced in the workplace. All training records should be retained for the length of employment. If an employee is exposed to a toxic chemical and receives medical treatment, the medical records should be kept on file for 30 years past employment.

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

## **V. Notification and Information**

**A. On-Site Contractors:** On-site contractors shall be informed of chemical hazards to which their employees could possibly be exposed while working at the Hanover Park Park District. The Hazcom Program Coordinator has the responsibility for making available to contractors and their subcontractors information normally available only to Hanover Park Park District employees. Contractors and subcontractors are responsible for training their own employees on Hazcom.

**B. Hanover Park Park District Employee Information:** All employees, or their designated representatives, may obtain further information on the Hazcom Program, chemical inventory lists, SDS, and the OSHA Hazard Communication Standard by contacting the Hanover Park Park District Hazcom Program Coordinator.

Date Approved by Executive Director: 10/8/2024  
 Executive Director's Signature: \_\_\_\_\_  
 Revised/Reviewed Date: 10/08/2024



## 9307.1

## APPENDIX 1

## LABELING REQUIREMENTS

It is the policy of Hanover Park District that no container of hazardous chemicals be released for use without the following label 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 is used for the more severe hazards, while warning is used for the less severe.
- **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. Eight pictograms are designated under the Hazcom Program standard 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 that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling.
- **Name, address and phone number of the chemical manufacturer, distributor or importer.**


I

## Hazard Communication Standard Pictogram

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

## HCS Pictograms and Hazards

<p><b>Health Hazard</b></p>  <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Aspiration Toxicity</li> </ul>	<p><b>Flame</b></p>  <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-Heating</li> <li>• Emits Flammable Gas</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>	<p><b>Exclamation Mark</b></p>  <ul style="list-style-type: none"> <li>• Irritant (skin and eye)</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity</li> <li>• Narcotic Effects</li> <li>• Respiratory Tract Irritant</li> <li>• Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<p><b>Gas Cylinder</b></p>  <ul style="list-style-type: none"> <li>• Gases Under Pressure</li> </ul>	<p><b>Corrosion</b></p>  <ul style="list-style-type: none"> <li>• Skin Corrosion/Burns</li> <li>• Eye Damage</li> <li>• Corrosive to Metals</li> </ul>	<p><b>Exploding Bomb</b></p>  <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>
<p><b>Flame Over Circle</b></p>  <ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>	<p><b>Environment (Non-Mandatory)</b></p>  <ul style="list-style-type: none"> <li>• Aquatic Toxicity</li> </ul>	<p><b>Skull and Crossbones</b></p>  <ul style="list-style-type: none"> <li>• Acute Toxicity (fatal or toxic)</li> </ul>

SAMPLE LABEL	
<p style="text-align: center; color: #0070C0; font-weight: bold;">PRODUCT IDENTIFIER</p> <p><b>CODE</b> _____</p> <p><b>Product Name</b> _____</p> <p style="text-align: center; color: #0070C0; font-weight: bold;">SUPPLIER IDENTIFICATION</p> <p><b>Company Name</b> _____</p> <p>Street Address _____</p> <p>City _____ State _____</p> <p>Postal Code _____ Country _____</p> <p>Emergency Phone Number _____</p> <p style="text-align: center; color: #0070C0; font-weight: bold;">PRECAUTIONARY STATEMENTS</p> <p>Keep container tightly closed. Store in cool, well ventilated place that is locked.                      Keep away from heat/sparks/open flame. No smoking.                      Only use non-sparking tools.                      Use explosion-proof electrical equipment.                      Take precautionary measure against static discharge.                      Ground and bond container and receiving equipment.                      Do not breathe vapors.                      Wear Protective gloves.                      Do not eat, drink or smoke when using this product.                      Wash hands thoroughly after handling.                      Dispose of in accordance with local, regional, national, international regulations as specified.</p> <p><b>In Case of Fire:</b> use dry chemical (BC) or Carbon dioxide (CO<sub>2</sub>) fire extinguisher to extinguish.</p> <p><b>First Aid</b>                      If exposed call Poison Center.                      If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.</p>	<p style="text-align: center; color: #0070C0; font-weight: bold;">HAZARD PICTOGRAMS</p> <div style="text-align: center;">  </div> <p style="text-align: center; color: #0070C0; font-weight: bold;">SIGNAL WORD</p> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">Danger</p> <p style="text-align: center; color: #0070C0; font-weight: bold;">HAZARD STATEMENT</p> <p style="text-align: center; font-weight: bold;">Highly flammable liquid and vapor.                      May cause liver and kidney damage.</p> <p style="text-align: center; color: #0070C0; font-weight: bold;">SUPPLEMENTAL INFORMATION</p> <p><b>Directions for use</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Fill weight: _____ Lot Number _____</p> <p>Gross weight: _____ Fill Date: _____</p> <p>Expiration Date: _____</p>

The Hazcom Program Coordinator has this responsibility. If at any time the hazardous material was not received with the above information, or the hazardous material is transferred to another carton/container/drum, the hazardous material will receive a warning label.

The warning label should be an extra copy of the original manufacturer’s label or a generic label. If you use a generic label, the label should contain all graphic and information elements required by the Hazcom Program standard.

All agency employees need to be aware of the hazard classifications as defined by OSHA. The classifications are divided into Health and Physical Hazards. **§1910.1200 (Appendix A & B)**

## **Health Hazards:**

*Acute toxicity* refers to those adverse effects that occur following oral or dermal administration of a single dose of a substance, or multiple doses given within 24 hours, or an inhalation exposure of four hours.

*Skin corrosion/irritation* is the production of irreversible damage to the skin; namely, visible necrosis through the epidermis and into the dermis. Corrosive reactions are typified by ulcers, bleeding, bloody scabs, discoloration due to blanching of the skin, complete areas of alopecia, and scars. *Skin irritation* is the production of reversible damage to the skin following contact with a substance.

*Serious eye damage/irritation* is the production of tissue damage in the eye, or serious physical decay of vision, following exposure to a substance to the anterior surface of the eye. *Eye irritation* is the production of changes in the eye following exposure to a substance to the anterior surface of the eye.

*Respiratory sensitizer/Skin sensitizer* means a chemical leads to hypersensitivity of the airways following inhalation of the chemical. *Skin sensitizer* means a chemical leads to an allergic response following skin contact.

*Mutation/Genotoxic/Genotoxicity* is a permanent change in the amount or structure of the genetic material in a cell. This hazard class is primarily concerned with chemicals that may cause mutations in the germ cells of humans that can be transmitted to the progeny.

*Carcinogen* means a substance or a mixture of substances that induce cancer or increase its incidence.

*Reproductive toxicity* includes *adverse effects on sexual function and fertility* in adult males and females, as well as *adverse effects on development of the offspring*. *Adverse effects on sexual function and fertility* means any effect of chemicals that interferes with reproductive ability or sexual capacity.

*Specific target organ toxicity – single exposure, (STOT-SE)* means specific, non-lethal target organ toxicity arising from a single exposure to a chemical. Specific target organ toxicity can occur by any route relevant for humans, i.e., principally oral, dermal or inhalation.

*Specific target organ toxicity – repeated exposure (STOT-RE)* means specific target organ toxicity arising from repeated exposure to a substance or mixture.

Specific target organ toxicity can occur by any route relevant for humans, e.g., principally oral, dermal or inhalation.

*Aspiration* means the entry of a liquid or solid chemical directly through the oral or nasal cavity, or indirectly from vomiting, into the trachea and lower respiratory system. Aspiration toxicity includes severe acute effects such as chemical pneumonia, varying degrees of pulmonary injury or death following aspiration.

**Physical Hazards:**

*Explosive/pyrotechnic chemicals* is a solid or liquid chemical that is, in itself, capable by chemical reaction of producing gas at such a temperature and pressure and at such a speed as to cause damage to the surroundings.

*Flammable gas* means a gas having a flammable range with air at 20°C (68°F) and a standard pressure of 101.3 kPa (14.7 psi).

*Flammable aerosol* means any non-refillable receptacle containing a gas compressed, liquefied or dissolved under pressure, and fitted with a release device allowing the contents to be ejected as particles in suspension in a gas, or as a foam, paste, powder, liquid or gas.

*Oxidizing gas* means any gas which may, generally by providing oxygen, cause or contribute to the combustion of other material more than air does.

*Gases under pressure* are gases which are contained in a receptacle at a pressure of 200 kPa (29 psi) (gauge) or more, or which are liquefied, or liquefied and refrigerated. They comprise compressed gases, liquefied gases, dissolved gases and refrigerated liquefied gases.

*Flammable liquid* means a liquid having a flash point of not more than 93°C (199.4°F).

*Flash point* means the minimum temperature at which a liquid gives off vapor in sufficient concentration to form an ignitable mixture with air near the surface of the liquid.

*Flammable solid* means a solid that is a readily combustible solid or that may cause or contribute to fire through friction.

*Readily combustible solids* are powdered, granular, or pasty chemicals that are dangerous if they can be easily ignited by brief contact with an ignition source, such as a burning match, and if the flame spreads rapidly.

*Self-reactive chemicals* are thermally unstable liquid or solid chemicals liable to undergo a strongly exothermic decomposition even without participation of oxygen (air). This definition excludes chemicals classified under this section as explosives, organic peroxides, oxidizing liquids or oxidizing solids. A self-reactive chemical possesses explosive properties when in laboratory testing the formulation is liable to detonate, to deflagrate rapidly or to show a violent effect when heated under confinement.

*Pyrophoric liquid/solid* means a liquid, which even in small quantities, is liable to ignite within five minutes after coming into contact with air. *Pyrophoric solid* means a solid, which even in small quantities, is liable to ignite within five minutes after coming into contact with air.

A *self-heating chemical* is a solid or liquid chemical, other than a pyrophoric liquid or solid, which, by reaction with air and without energy supply, is liable to self-heat; this chemical differs from a pyrophoric liquid or solid in that it will ignite only when in large amounts (kilograms) and after long periods of time (hours or days). Self-heating of a substance or mixture is a process where the gradual reaction of that substance or mixture with oxygen (in air) generates heat. If the rate of heat production exceeds the rate of heat loss, then the temperature of the

substance or mixture will rise and which, after an induction time, may lead to self-ignition and combustion.

*Chemicals, which in contact with water, emit flammable gases*, are solid or liquid chemicals, which by interaction with water, are liable to become spontaneously flammable or to give off flammable gases in dangerous quantities.

*Oxidizing liquid/solid* means a liquid, which in itself is not necessarily combustible, can, generally by yielding oxygen, cause, or contribute to, the combustion of other material. *Oxidizing solid* means a solid, which in itself is not necessarily combustible, can, generally by yielding oxygen, cause, or contribute to, the combustion of other material.

*Organic peroxides* are thermally unstable chemicals, which may undergo exothermic self-accelerating decomposition and may have one or more of the following properties: be liable to explosive decomposition; burn rapidly; be sensitive to impact or friction; or react dangerously with other substances.

*A chemical that is corrosive to metals* means a chemical that by chemical action materially damages, or even destroys, metals.

## 9307.2

## Appendix 2

### How to Read a Safety Data Sheet

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

#### **Section 1: Identification**

This section 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**

This section identifies the hazards of the chemical presented on the SDS and the appropriate warning information associated with those hazards. The required information consists of:

- The hazard classification of the chemical (e.g., flammable liquid)
- Signal word
- Hazard statement(s)
- Pictograms (the pictograms or hazard symbols may be presented as graphical reproductions of the symbols in black and white or be a description of the name of the symbol (e.g., skull and crossbones, flame))
- Precautionary statement(s)
- Description of any hazards not otherwise classified
- For a mixture that contains an ingredient(s) with unknown toxicity, a statement describing how much (percentage) of the mixture consists of ingredient(s) with unknown acute toxicity. Please note this is a total percentage of the mixture and not tied to the individual ingredient(s)

#### **Section 3: Composition/Information on Ingredients**

This section 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. The required information consists of:

#### **Substances:**

- Chemical name
- Common name and synonyms
- Chemical Abstracts Service (CAS) number and other unique identifiers
- Impurities and stabilizing additives, which are classified and contribute to the classification of the chemical

### **Mixtures:**

Same information required for substances.

- The chemical name and concentration (i.e., exact percentage) of all ingredients classified as health hazards and that are:
  - Present above their cut-off/concentration limits
  - Present a health risk below the cut-off/concentration limits
- The concentration (exact percentages) of each ingredient must be specified except concentration ranges may be used in the following situations:
  - Trade secret claim is made
  - There is batch-to-batch variation
  - SDS used for a group of substantially similar mixtures

Chemicals where a trade secret is claimed: A statement that the specific chemical identity and/or exact percentage (concentration) of composition has been withheld as a trade secret is required.

### **Section 4: First-Aid Measures**

This section describes the initial care to be given by untrained responders to an individual who has been exposed to the chemical. The required information consists of:

- Necessary first-aid instructions by relevant routes of exposure (inhalation, skin and eye contact, and ingestion);
- Description of the most important symptoms, or effects, and any acute or delayed symptoms;
- Recommendations for immediate medical care and special treatment needed, when necessary.

### **Section 5: Fire-Fighting Measures**

This section provides recommendations for fighting a fire caused by the chemical. The required information consists of:

- Recommendations of suitable extinguishing equipment and information about extinguishing equipment that is not appropriate for a particular situation;
- Advice on specific hazards that develop from the chemical during the fire, such as any hazardous combustion products created when the chemical burns;
- Recommendations on special protective equipment or precautions for firefighters.

### **Section 6: Accidental Release Measures**



This section 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. The required information may consist of recommendations for:

- Use of personal precautions (such as removal of ignition sources or providing sufficient ventilation) and protective equipment to prevent the contamination of skin, eyes and clothing;
- Emergency procedures, including instructions for evacuations, consulting experts when needed, and appropriate protective clothing;
- Methods and materials used for containment (e.g., covering the drains and capping procedures);
- Cleanup procedures (e.g., appropriate techniques for neutralization, decontamination, cleaning or vacuuming; adsorbent materials; and/or equipment required for containment/clean up).

### **Section 7: Handling and Storage**

This section provides guidance on the safe handling practices and conditions for safe storage of chemicals. The required information consists of:

- Precautions for safe handling, including recommendations for handling incompatible chemicals, minimizing the release of the chemical into the environment, and providing advice on general hygiene practices (e.g., eating, drinking, and smoking in work areas is prohibited);
- Recommendations on the conditions for safe storage, including any incompatibilities. Provide advice on specific storage requirements (e.g., ventilation requirements).

### **Section 8: Exposure Controls/Personal Protection**

This section indicates the exposure limits, engineering controls, and personal protective measures to us to minimize worker exposure. The required information consists of:

- OSHA Permissible Exposure Limits (PELs), American Conference of Governmental Industrial Hygienists (ACGIH), Threshold Limit Values (TLVs), and any other exposure limit used or recommended by the chemical manufacturer, importer or employer preparing the safety data sheet, where available;
- Appropriate engineering controls (e.g., use local exhaust ventilation, or use only in an enclosed system);
- Recommendations for personal protective measures to prevent illness or injury from exposure to chemicals, such as personal protective equipment (PPE) (e.g., appropriate types of eye, face, skin or respiratory protection needed based on hazards and potential exposure);
- Any special requirements for PPE, protective clothing or respirators (e.g., type of glove material, such as PVC or nitrile rubber gloves, and breakthrough time of the glove material).

### **Section 9: Physical and Chemical Properties**

This section identifies physical and chemical properties associated with the substance or mixture. The minimum required information consists of:

- Appearance (physical state, color, etc.)
- Upper/lower flammability or explosive limits
- Odor
- Vapor pressure
- Odor threshold
- Vapor density
- pH
- Relative density
- Melting point/freezing point
- Solubility(ies)
- Initial boiling point and boiling range
- Flash point
- Evaporation rate
- Flammability (solid, gas)
- Upper/lower flammability or explosive limits
- Vapor pressure
- Vapor density
- Relative density
- Solubility(ies)
- Partition coefficient: n-octanol/water
- Auto-ignition temperature
- Decomposition temperature
- Viscosity

The SDS may not contain every item on the above list because information may not be relevant or is not available. When this occurs, a notation to that effect must be made for that chemical property. Manufacturers may also add other relevant properties, such as the dust deflagration index (K<sub>st</sub>) for combustible dust, used to evaluate a dust's explosive potential.

### **Section 10: Stability and Reactivity**

This section describes the reactivity hazards of the chemical and the chemical stability information. This section is broken into three parts: reactivity, chemical stability, and other. The required information consists of:

#### **Reactivity:**

- Description of the specific test data for the chemical(s). This data can be for a class or family of the chemical if such data adequately represent the anticipated hazard of the chemical(s), where available.

#### **Chemical Stability:**

- Indication of whether the chemical is stable or unstable under normal ambient temperature and conditions while in storage and being handled;
- Description of any stabilizers needed to maintain chemical stability;
- Indication of any safety issues that may arise should the product change in physical appearance.

### **Other:**

- Indication of the possibility of hazardous reactions, including a statement about whether the chemical will react or polymerize, which could release excess pressure or heat, or create other hazardous conditions. Also, a description of the conditions under which hazardous reactions may occur.
- List of all conditions to avoid (e.g., static discharge, shock, vibrations, or environmental conditions that may lead to hazardous conditions).
- List of all classes of incompatible materials (e.g., classes of chemicals or specific substances) with which the chemical could react to produce a hazardous situation.
- List of any known or anticipated hazardous decomposition products produced because of use, storage or heating. (Include hazardous combustion products in Section 5 (Fire-Fighting Measures) of the SDS.)

### **Section 11: Toxicological Information**

This section identifies toxicological and health effects information or indicates such data is not available. The required information consists of:

- Information on likely routes of exposure (inhalation, ingestion, skin and eye contact). The SDS should indicate if the information is unknown.
- Description of the delayed, immediate or chronic effects from short- and long-term exposure.
- Numerical measures of toxicity (e.g., acute toxicity estimates such as the LD50 (median lethal dose). Estimated amount [of a substance] expected to kill 50 percent of test animals in a single dose.
- Description of the symptoms. This description includes the symptoms associated with exposure to the chemical from the least to the most severe exposure.
- Indication of whether the chemical is listed in the National Toxicology Program (NTP) Report on Carcinogens (latest edition) or has been found to be a potential carcinogen in the International Agency for Research on Cancer (IARC) Monographs (latest editions) or found to be a potential carcinogen by OSHA.

### **Section 12: Ecological Information (non-mandatory)**

This section provides information to evaluate the environmental impact of the chemical(s) if released in the environment. The information may include:

- Data from toxicity tests performed on aquatic and/or terrestrial organisms, where available (e.g., acute or chronic aquatic toxicity data for fish, algae, crustaceans, and other plants; toxicity data on birds, bees, plants).
- Whether there is a potential for the chemical to persist and degrade in the environment either through biodegradation or other processes, such as oxidation or hydrolysis.

- Results of tests of bioaccumulation potential, making reference to the octanol-water partition coefficient (K<sub>ow</sub>) and the bioconcentration factor (BCF), where available.
- The potential for a substance to move from the soil to the groundwater (indicate results from adsorption studies or leaching studies).
- Other adverse effects (e.g., environmental fate, ozone layer depletion potential, photochemical ozone creation potential, endocrine disrupting potential, and/or global warming potential).

### **Section 13: Disposal Considerations (non-mandatory)**

This section 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. The information may include:

- Description of appropriate disposal containers to use;
- Recommendations of appropriate disposal methods to employ;
- Description of the physical and chemical properties that may affect disposal activities.
- Language discouraging sewage disposal;
- Any special precautions for landfills or incineration activities.

### **Section 14: Transport Information (non-mandatory)**

This section provides guidance on classification information for shipping and transporting of hazardous chemical(s) by road, air, rail or sea. The information may include:

- UN number (i.e., four-figure identification number of the substance)
- UN proper shipping name
- Transport hazard class(es)
- Packing group number, if applicable, based on the degree of hazard
- Environmental hazards (e.g., identify if it is a marine pollutant according to the International Maritime Dangerous Goods Code (IMDG Code))
- Guidance on transport in bulk (according to Annex II of MARPOL 73/783 and the International Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk (International Bulk Chemical Code (IBC Code))).

Any special precautions that employees should be aware of or need to comply with, in connection with transport or conveyance either within or outside their premises (indicate when information is not available).

### **Section 15: Regulatory Information (non-mandatory)**

This section identifies the safety, health and environmental regulations specific for the product that are not indicated anywhere else on the SDS. The information may include:

- Any national and/or regional regulatory information of the chemical or mixtures (including any OSHA, Department of Transportation, Environmental Protection Agency, or Consumer Product Safety Commission regulations).

**Section 16: Other Information**

This section indicates when the SDS was prepared or when the last known revision was made. The SDS may also state what changes were made to the previous version. You may wish to contact the supplier for an explanation of the changes. Other useful information also may be included here.

**9110**

## **BLOODBORNE PATHOGENS GUIDELINES & PROCEDURES**

The possibility of infection from exposure to human blood or other infectious material is a risk that individuals face on a daily basis, whether at work or at play. It is the Hanover Park Park District's desire to exercise appropriate measure to assist in the prevention of the spread of communicable diseases and to minimize the exposure to such communicable diseases whether it is in a work or play environment. The existence of AIDS and other communicable diseases should not warrant panic, hysteria or unreasonable measures which could have the effect of unnecessarily diminishing the quality of the services provided by the Park District to the public or the dignity of the people it serves. As public employees, we must be aware of the risks, equip ourselves with knowledge as well as protective materials, react when an exposure occurs, and follow up through the appropriate channels.

Guidelines are established for the safety of staff members, volunteers, participants and the general public to help prevent the spread of communicable diseases. Staff shall adhere to the guidelines and procedures as outlined herein.

### **I. COMMUNICABLE DISEASES**

#### **A. Hepatitis A**

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

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

In the United States, most people become infected with HAV when they come in contact with stool (such as when changing a diaper) or having sex with someone who has the virus. Sometimes large groups of people become infected after eating in a restaurant.

You can only be infected with HAV once. You then have developed immunity to the virus which keeps you from ever becoming infected again.

#### **B. Hepatitis B**

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

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

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

### **C. Hepatitis C**

Hepatitis C can be diagnosed with a blood test.

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

### **D. Human Immunodeficiency Virus (HIV)**

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

HIV is spread from one person to another through contact with blood, semen, or vaginal fluids. Exams and tests play an important role in the diagnosis and treatment of HIV infection. Early diagnosis and an understanding of HIV will help you get the treatment and support you need and improve your chances of staying healthy longer.

### **E. Acquired Immunodeficiency Syndrome (AIDS)**

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

### **F. Impetigo**

“Impetigo is a skin infection caused by bacteria. It may affect skin anywhere on the body but usually attacks the area around the nose and mouth”.<sup>1</sup>

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

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

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<sup>1</sup> AMA Health Insight, Kids Health at the AMA—Infections & Immunizations, November 21, 2000.

## **II. PARTICIPATION IN PROGRAMS BY PERSONS WHO ARE INFECTED**

Persons shall not be asked whether they are infected with the HIV or HBV viruses or AIDS in registering for a program. In view of current evidence, infected persons should not be routinely excluded or restricted from program participation. When it is otherwise known that a participant is infected, decisions regarding participation shall be considered on a case-by-case basis and be individualized to the person and setting as would be done with any participant with a special health problem. In making such determination, the following factors should be considered:

- The nature of the risk (how the diseases are transmitted)
- The duration of the risk (how long the carrier is infectious)
- The severity of the risk; what is the potential harm to others; what is the affected person's physical condition, behavior, and ability to control the means by which the disease may be transmitted. The probability that the disease will be transmitted and will cause varying degrees of harm. This is particularly relevant in cases involving children or individuals who are mentally challenged and who may bite or have lack of control of their body functions/secretions. There may be a need for extra measures to accommodate these individuals or a more restricted level of participation granted until these behaviors can be more effectively monitored/controlled.
- The possibility of increased risk to the infected person of contraction of an opportunistic infection that could further complicate his/her health situation.

A team approach should be used to make participation decisions. The team may include the infected participant's doctor, other public health personnel, Hanover Park Park District staff, the parent/guardian, and when applicable, the participant. Additional resources could include Northwest Special Recreation Association staff, the District's attorney and the participant's attorney. This "review team" is charged with considering all of the information specific to the situation and formulating a recommendation for the Executive Director, who will then make a final determination regarding participation.

## **III. EMPLOYEES WHO ARE INFECTED PERSONS**

The Hanover Park Park District will treat all prospective employees and current employees with fairness and will abide by all state and federal regulations with respect to employment. Neither prospective nor current employees will be asked whether they are infected with a communicable disease.

The Hanover Park Park District may uniformly ask whether a candidate can perform the essential functions of the job for which he/she is applying.

Testing for HIV, HBV or AIDS shall not be routinely conducted or required.

The employee who is an infected person shall be treated as any other employee, as long as he/she is able to perform the essential functions of the job and does not pose a demonstrable risk of transmitting the disease. If the infected employee is unable to perform the essential functions or is at risk of transmitting the disease, District staff and the review team should consider whether any "reasonable accommodation" can be made.



Recommendations regarding employment or continued employment shall, to the extent practical, be made by the review team, using the same factors with respect to program participation. The team's decision will be reviewed and the Executive Director will make a final decision.

Any employee who poses a significant risk of transmitting the disease to others will not be considered otherwise qualified to continue on the job if reasonable accommodation(s) will not eliminate the risk.

#### **IV. RECORD KEEPING**

The Human Resource Manager is responsible for maintaining medical records. These records will be kept at the Administration Building.

Medical records will be maintained in accordance with OSHA Standard 29 CFR 1910.20. These records are confidential and must be maintained for at least the duration of employment plus 30 years. The records will include:

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

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

#### **V. PRIVACY CONSIDERATIONS**

The infected person's right to privacy shall be respected, including maintaining confidential records. These records are not subject to disclosure under the Freedom of Information Act. The number of people who are informed of the situation will be kept to a minimum, and will be comprised of the review team and any others the review team determines have a need to know based upon assuring proper care and precaution regarding the infected person.

District staff will be made aware of the legal ramifications to themselves and the District regarding a breach of confidentiality. No information regarding the identity of the infected person should be discussed with anyone, including and without limitation, spouses, family members or other staff.

Unless the infected participant gives written permission, the District may not inform the public, program participants, or their parents/guardians of the infected participant's affiliation with the District (as a participant or employee). However, if permission is granted, the District may

consider advising the public of the situation involving the infected participant (no name, gender, or other specific identifying information should be included). The message should communicate current medical information and invite questions or comments.

All inquiries from the public should be directed to the Executive Director (or the administrative head in the Executive Director's absence). No other person should divulge information regarding an infected person who is a participant or an employee, other than to state that the District is maintaining confidentiality for the infected person and is receiving medical and legal advice on the matter.

## **VI. GUIDELINES**

These procedures should be followed regardless of the presence or absence of a participant, staff or volunteer known to have a communicable disease. Care should be taken by staff and volunteers involved in the clean-up of participants' body fluids and/or excrements. All staff and volunteers should be provided with training to include information on the hygienic procedures that will be utilized by all volunteers and staff involved in Hanover Park District programs.

All personal protective equipment used at the facilities will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials.

- Hand washing should be done frequently by both staff and participants (i.e. before and after food preparation, after toileting, after contact with any body fluids, etc.). The best method of hand washing involves the use of soap and water; if not available, use hand wipes.
- Disposable gloves should be worn if the staff member has a cut or lesion on his/her hands, when providing direct care for a participant where there may be contact with body fluids. Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials or contaminated items or surfaces. Disposable gloves used at the facility are not to be washed or decontaminated for reuse. Contaminated gloves must be properly disposed of in leak-proof containers.
- All cuts and open wounds should be covered following basic first-aid procedures.
- Bloodborne Pathogen Spill Kits shall be utilized to clean up any blood spills.
- Participants kissing staff, other volunteers or participants should be discouraged.
- Sharing of personal items, such as combs, brushes, toothbrushes, lipstick, etc. should be avoided. Whenever possible, disposable items such as cups and utensils should be provided.
- Disinfectants should be stored in a safe area that is inaccessible to participants.

- Documentation of incidences of contact with body fluid should be made when a person is known to have a communicable disease.
- Hand soap and disposable towels and gloves should be provided by the agency.
- Agency vehicles should be wiped with a disinfectant after use, if seats are soiled by a participant.
- Employees should avoid placing their hands in trash or waste containers in order to “pack down” the trash; and should otherwise handle trash with care. Puncture-proof or puncture-resistant gloves should be worn when emptying trash or garbage receptacles.

#### **A. PROCEDURES FOR CLEANING UP BODY FLUID SPILLS**

- Wear disposable gloves which should be discarded following clean up. When disposable gloves are not available, hands and other affected areas should be washed immediately after contact with soap and water.
- Clean and disinfect soiled area immediately using paper towels, soap and water.
- Disinfect the area with 70-90% isopropyl alcohol solution or 1-part bleach: 10-parts water.
- Clothing soaked with body fluids should be rinsed and placed in plastic bags(s) to be sent home.
- Paper towels and disposable gloves should be placed in plastic bag(s), secured and disposed of.
- Wash hands.

#### **B. PROCEDURES FOR CLEANING OF EQUIPMENT**

- Wash all toys with soap and water and rinse thoroughly as needed. Toys that participants put into their mouths should be washed after each use and should not be shared.
- Clean all equipment such as mats, wedges, feeding chairs, etc. with soap and water as needed.
- Use disinfectant solution to clean equipment when there is contact with body fluids.
- Cooking equipment should be cleaned thoroughly using soap and water.

#### **C. PROCEDURES FOR THE USE OF MICROSHIELD OR RESPIRATORS FOR CPR**

- The microshield or respirator is designed to prevent direct physical contact between the rescuer and the victim. This equipment shall be provided by the Park District under

conditions where staff may be required to administer CPR or artificial respiration.

- Follow instructions that are provided with the mouthpiece.
- If using a disposable mouthpiece, discard after use in appropriate receptacle.
- If using a reusable mouthpiece, clean in disinfectant solution of 70-90% isopropyl alcohol or 1-part bleach: 10-parts water, then rinse with water.
- Wash hands.

## **VII. POST EXPOSURE**

If any individual actually comes into blood-to-blood contact or other potentially infectious materials, the District shall provide a confidential medical evaluation and follow-up, at no cost to the individual.

If exposure is suspected:

1. If you are a witness to a suspected exposure, contact your manager immediately. If after hours or on the weekend, contact your supervisor at home. If there is no answer, utilize the emergency phone list to contact a higher-level staff person.

Because time is crucial in these types of incidents, it is imperative that you contact your manager as quickly as possible.

Seek medical attention/opinion within 24 hours.

The post-exposure evaluation and follow-up will be provided at a reasonable time and place, by or under the supervision of a licensed physician. Follow-up may include:

- Documentation of the incident;
- Identification of the source of the material and the individuals involved;
- Prompt testing of the source of the material or individual's blood, if consent is given to check for HIV or HBV with the results being communicated in confidence to the exposed employee;
- Prompt testing of the employee/volunteer's blood with his/her consent;
- Any post-exposure measure recommended by medical personnel;
- Counseling;
- Provision of any District information and medical information on the earner and employee/volunteer to the medical personnel;

- Provision of a written opinion from the medical personnel to the District and to the employee/volunteer;
- Evaluation of reported illnesses;
- Confidentiality is expected from all parties involved

Date Approved by Executive Director: 10/8/2024  
Executive Director's Signature: \_\_\_\_\_  
Revised/Reviewed Date: 10/08/2024



## 9330 PERSONAL PROTECTIVE EQUIPMENT PROGRAM

### I. Introduction

OSHA's Personal Protective Equipment Standard (PPE) is referenced in the Code of Federal Regulations. In essence, the PPE Standard requires that park and recreation agencies conduct a hazard assessment of their workplace to determine if any hazards exist that would require the use of personal protective equipment (PPE). Employers must select and have affected employees use PPE suitable for protection from existing hazards to the head, eyes, hands, feet, etc. Hanover Park Park District must certify in writing that a workplace hazard assessment has been performed

Another important aspect of the PPE compliance program is the training of employees. Employees must be trained to know when personal protective equipment is necessary; what type is necessary; how it is to be worn; and what its limitations are; as well as proper care, maintenance, useful life and disposal. Employees are required to certify in writing that they have received training.

It is important to note that the Illinois Department of Labor (IDOL) who has jurisdiction in Illinois in the enforcement of safety and health regulations directly adopts OSHA Standards. IDOL conducts periodic scheduled inspections of park and recreation agencies to determine compliance with safety and health issues that affect employees.

### II. Mandatory Written Requirements of the PPE Standard

#### A. **Written Hazard Assessment**

Employers are required to assess the workplace to determine if hazards that require the use of head, eye, face, hand, or foot protection are present or are likely to be present. If hazards are identified that may cause injury to employees, employers must select and have affected employees use properly fitted personal protective equipment suitable for protection from these hazards. For example, when using almost any type of power equipment, all manufacturers will strongly recommend the use of eye protection due to the potential for flying materials that can cause serious injury to the eye.

Employers must certify in writing that a workplace hazard assessment has been performed. This written hazard assessment must contain the following:

1. The specific workplace for which the hazard assessment was performed.
2. The name and function of the person certifying that the assessment has been performed.
3. The date of the hazard assessment.
4. The identification of the document as a certification of hazard assessment.

#### B. **Training Requirements**

Before performing work requiring the use of personal protective equipment, employees must be trained in the following:

1. When PPE is necessary
2. What kind of PPE is necessary
3. How to properly use and adjust PPE
4. Limitations of PPE
5. The proper care, maintenance, useful life and disposal of PPE

Employers are required to certify in writing that training has been carried out and that employees understand it. Each certification of training shall contain the name of the employee trained, the dates of this training, and identify the subject of the training.

### **III. Specific PPE Considerations**

#### **A. Head Protection**

A survey of the Bureau of Labor Statistics (BLS) of accident injuries noted that most workers who suffered impact injuries to the head were not wearing head protection. Head protection should be required whenever there is the potential to be struck by overhead hazards or flying objects.

For example, at park and recreation agencies employees should be required to wear hard hats whenever working in or around backhoes, tractors, trenching, overhead loading, or when working on a golf course. Head protection resists the penetration of flying objects and also can absorb the shock of a blow.

##### **1. Selection of Hard Hats**

Each type and class of head protector is intended to provide protection against specific hazardous conditions. Employers need to assess the conditions employees will be working under and select the proper hard hat for the particular situation.

For industrial purposes, three classes of hard hats are recognized:

- Class A – General service; limited voltage protection.
- Class B – Utility service; high voltage protection
- Class C – Special service; no voltage protection.

##### **2. Inspection And Maintenance Of Hard Hats**

The common method for cleaning hard hat shells is dipping them in a hot water solution that contains a good detergent. Shells should be scrubbed and rinsed in a clear, hot water solution and inspected for damage. Any hard hats that show signs of dents, cracks or penetration should be discarded.

Hard hats or helmets should not be stored or carried in the rear window shelf of an automobile, since sunlight and extreme heat may adversely affect their degree of protection.

#### **B. Eye and Face Protection**

Eye and face protection is required when there is a reasonable probability of preventing eye injury when working. Employers are responsible for providing eye protection suitable for the work being performed, and employees must be responsible for using eye and face protection. The use of eye protection pertains to supervisors and management personnel as well, and should apply to all visitors while they are in the hazardous areas.

Suitable eye protection must be provided where there is a potential for injury to the eyes or face from flying particles, molten metal, liquid chemicals, acids, caustic

acids, caustic liquids, chemical sprays, chemical gases or vapors, potentially injurious light radiation, or any combination of these hazards. Eye protection must meet the following minimum requirements:

- a. Provide adequate protection against the particular hazards for which they are designed.
- b. Be reasonably comfortable when worn.
- c. Fit snugly without interfering with the movements or vision of the wearer.
- d. Be durable and capable of being disinfected.
- e. Be kept clean and in good repair.

## **1. Selection of eye protection**

Each eye, face, or combination face and eye protector is designed for a particular hazard. In selecting the proper protector, the Hanover Park Park District should consider the type of hazard and degree of hazard and select the protector accordingly. When a variety of choices are available for a particular hazard, worker comfort and styling should be the deciding factor. Employees that feel comfortable with their eye protection through comfort and styling are more apt to wear their eye protection when needed. Agencies should also consider providing tinted safety eyeglasses when employees will be working and driving outside in the sunlight.

Employees who use corrective eyewear and are required to wear eye protection must wear face shields, goggles or safety spectacles of one of the following types:

- a. Eyeglasses with protective lenses providing optical correction.
- b. Goggles or face shield worn over corrective spectacles that do not disturb the adjustment of the spectacles.
- c. Goggles that incorporate corrective lenses mounted behind the protective lenses.

There are vast varieties and types of eye protection that come in many different styles. There are many types of goggles manufactured in different styles for specific uses such as protecting against dusts and splashes, when chipping, welding, and when utilizing chemicals. In addition, some hard hats are designed with face and eye protection incorporated into the helmet.

## **2. Inspection and maintenance of eye protection**

The inspection and disinfection of eye protection is essential since it is often used as an excuse by employees not to wear eye protection. Eye protection that has pitted lenses, dirty lenses, scratches, is slack, worn out, sweat-soaked, or in general disrepair should be discarded. It is very important to keep personal protective eyewear equipment in eyeglass cases or other containers to keep them clean and to minimize damage.



### C. Ear Protection

It is very important to note that employees exposed to high levels of noise in excess of 90dba for extended periods of time can cause permanent hearing damage that is not medically repairable.

Employees that are exposed to noise levels in excess of 85dba are required under IDOL regulations to provide a comprehensive hearing conservation program, which includes the use of baseline audiograms, annual hearing testing, and other related requirements to protect specific employees who perform tasks that expose them to these high noise levels.

#### 1. Selection of hearing protection

The two most common types of ear protection are moldable earplugs and earmuffs. It is important to work with safety equipment vendors to determine which types of hearing protection are most suitable for the noisy work tasks performed. (See Also Procedure No. 9133, Hearing Conservation Program)

- a. **Earplugs:** Waxed cotton, foam, or fiber glass wool earplugs are all self-forming and when properly inserted work well to protect employees. Some earplugs are disposable to be used one time and then be thrown away. Other non-disposable type earplugs should be cleaned after each use for proper sanitation and protection.
- b. **Earmuffs:** Earmuffs are an alternative to provide hearing protection to employees. It is important that earmuffs make a perfect seal around the ear to be effective. The use of glasses, long side burns, long hair or facial movement such as chewing can reduce protection.

### D. Respiratory Protection

The employer shall provide respirators when such equipment is necessary in order to protect the health of the employee. Respirators provided by the agency should be suitable for the hazards identified in the work assessment. An excellent resource to determine the proper type of respirator needed when working around various chemicals, dusts, etc. are Safety Data (SDS) sheets.

The following is a listing of general circumstances that would require respiratory protection:

1. When exposure levels exceed the permissible exposure limit (PEL) of a particular chemical (can be found on SDS sheets).
2. When the employer has implemented all feasible engineering and work practice controls and they are sufficient to reduce exposure to or below the PEL.
3. During emergencies such as in a confined space rescue, chlorine leaks, or other emergency response. It is important to note that such emergency response action should only be undertaken by an employee that has been trained to perform rescues in hazardous environments and would require the use of respiratory protection. Employees that have not received specific

training in emergency procedures that require respiratory protection should contact the Hanover Park Fire Department in such emergencies.

4. When regulated by other state or federal agencies as when district employees are using restricted pesticides and related chemicals.

#### **E. Torso Protection**

Park and recreation employees become involved in a variety of work tasks that may expose their torso to harm. These include working with various pool chemicals, the use of winter clothing to reduce the potential for hypothermia, welding aprons; special protective coveralls to be used when applying pesticides, and other related work activities.

Selection of torso protection should be made after reviewing SDS sheets when chemicals are used or when employees are exposed to extreme temperatures of heat or cold.

#### **F. Arm and Hand Protection**

There are numerous types of injuries that can occur to arms and hands, which include burns, cuts, electrical shock, amputation, and the absorption of chemicals. Many of these types of accidents can be prevented by maintaining machine guards and through the proper selection of various gloves and sleeves. Hand and arm PPE is available to protect employees when performing specific hazardous activities that would expose them to hand or arm injuries.

During the hazard assessment, it should be determined what type of hand protection is needed for various activities. In addition, an analysis should be made as to the degree of dexterity that is required for specific jobs, frequency, and degree of exposure.

Performance-oriented criteria should be used when selecting various gloves and related hand protection, which should include a determination as to how long the glove can be worn and whether or not it should be re-used. Characteristics to be considered include chemical use, puncture potential, tear and abrasion resistance.

#### **G. Foot and Leg Protection**

The type of job being undertaken by the employee will determine the use of foot and leg protection. For example when conducting forestry-type work, vehicle maintenance, mowing and related activities, or when there is the potential for heavy objects to fall upon the foot, heavy work boots or safety shoes should be considered. Foot protection should also be considered when working with falling or heavy rolling objects, objects that could pierce the sole of the shoe, and when there is an exposure to electrical hazards.

#### **H. Personal Protective Equipment for Working Near Water**

A Coast Guard approved life jacket should be worn if there is any danger of falling into water while working. Employees who may be working on ponds, installing buoys, setting aerators, and conducting maintenance near pool areas should all wear Coast Guard approved life jackets to help minimize their potential to be injured and drowned.

**I. Traffic Control and Night Maintenance**

Employees who direct traffic or work in a roadway must be fitted with a reflective vest or suit, which will reflect light so that they are visible to moving vehicles.

**IV. Conclusion**

For this personal protective equipment program to be effective, the Superintendent of Parks and Planning should coordinate it with help from the Safety Coordinator.

First line supervisors and employees must be educated about when personal protective equipment is necessary, how it should be worn, what its limitations are, as well as its proper care, maintenance, useful life and disposal. In addition, supervisors need to be held responsible for ensuring that their employees wear personal protective equipment when necessary.

Remember that personal protective equipment is the last line of defense in preventing employee injuries. Whenever possible, look to implement engineering controls to reduce hazards resulting in less dependence on personal protective equipment.



**9320****LOCK-OUT / TAG-OUT**

This procedure is implemented for all Hanover Park Park District personnel in an effort to safeguard personnel from injury or death while working on various equipment, as well as limiting liability and conforming to State and Federal regulations.

The purpose of this procedure is to comply with the OSHA Control of Hazardous Energy Sources Standards. Each employee of the District, who performs maintenance or servicing activities where the unexpected energization, start-up or release of stored energy could cause injury, will be trained in the recognition of hazardous energy sources, energy isolation and control. It will be used to ensure that the machine or piece of equipment is isolated from all potentially hazardous energy and locked out or tagged out before employees perform any servicing or maintenance activities.

**General Lock-Out / Tag-Out Procedures****I. Responsibility**

- A.** The Superintendent of Parks and Planning shall determine and designate which employees are authorized to perform repair/maintenance of machines and equipment and shall provide training to designated repair/maintenance employees and to any affected employees who normally operate or work around equipment or machinery, which may be locked and/or tagged out.
- B.** The Superintendent of Parks and Planning shall ensure that the following activities occur:
  - 1.** Keep and maintain a list of equipment and machines requiring lock-out and/or tag-out prior to maintenance, and the locations of all energy sources and the procedure required for lock-out and/or tag out.
  - 2.** Provide retraining for all authorized and affected employees at least annually, or whenever there is a change in their job assignments or equipment or energy control procedures.
  - 3.** Ensure that sufficient lock-out and tag out devices are available for designated repairman's use.
  - 4.** Provide periodic inspections conducted at times when lock-out/tag-out procedures are required and prior to actual scheduled repairs/maintenance being performed for the purpose of reviewing the procedures being followed and assuring that authorized and affected employees know and understand the lock-out/tag-out procedures.
  - 5.** Certify that these periodic inspections have been done, identifying the machine/equipment, the date, employees consulted, and the person conducting the inspection.

## **II. Sequence of Lock-Out or Tag-Out System Procedures**

### **A. Procedure for Locking Out Machinery/Equipment**

1. Review the manufacturer's manual for the particular machine/equipment and make a survey to locate and identify all isolating devices to be sure which switches, valves or other energy isolating devices apply to the equipment to be locked and/or tagged-out.
2. Notify all affected employees that a lock-out or tag-out system is going to be utilized and the reason. The authorized employees shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards.
3. If the machine or equipment is operating, shut it down, following normal stopping procedures.
4. Operate the switch, valve or other energy isolating devices so that the equipment is isolated from its energy source. Stored energy must be dissipated or restrained by methods such as blocking, repositioning, bleeding down, etc.
5. Lock-out and/or tag-out the energy-isolating device with assigned individual lock(s) and/or tag(s).
6. After ensuring that no personnel are exposed, check to ensure that energy sources are disconnected by operating the push-button or other normal controls to make sure that the equipment will not operate. Return operating control to "neutral" or "off" position after the test.
7. The equipment is now locked out or tagged out.

### **B. Restoring Machines or Equipment to Normal Operation**

1. Ensure that all tools and blocks have been removed and that guards have been restrained.
2. Check the area around the equipment to ensure that no one is exposed.
3. Remove all lock-out and/or tag-out devices.
4. Operate the energy isolating devices to restore energy to the machine or equipment.
5. Test-run machine or equipment.

**C. More than One Lock-Out / Tag-Out User**

If more than one individual is involved in the required lock-out/tag-out procedure, each shall place their own personal lock-out or tag-out device on the energy-isolating device. When an energy-isolating device cannot accept multiple locks or tags, a multiple lock-out or tag-out device may be used. As each person no longer needs to maintain their lock-out protection, that person will remove their lock from the isolating device.

**D. Lock-Out / Tag-Out Devices Left on Equipment**

In the case where a lock-out or tag-out device is left on the equipment and the authorized person is not available, employees shall notify their supervisor. The supervisor will be responsible for verifying that the equipment can be safely restarted and then remove the device.

**E. Emergency Situations**

In emergency situations, if an authorized person is not available, an employee can install a lock-out device and then contact his supervisor immediately.



**9333****HEARING CONSERVATION PROGRAM****I. Introduction**

Noise induced hearing loss is totally preventable. However, this will not hold true if employees are allowed continuous noise exposure to levels in excess of 85dBA time weighted average (TWA). If the park district has employees that operate mowers, string trimmers, chain saws or portable power tools most of the entire 8-hour work shift, it is very likely that the TWA is greater than 85dBA. Other indicators that the TWA exceeds 85dBA include: employees report ringing in their ears after a work shift; employees cannot communicate with each other without screaming; and employees have difficulty distinguishing between words like pit, kit, fit and sit.

In order to minimize the potential for hearing loss, the District and the employee should investigate ways of reducing the noise generated by operations and equipment. Engineering and administrative controls should be considered. Engineering controls can reduce the amount of noise and administrative controls can keep employees away from the source of the noise. Realizing that engineering and administrative controls are sometimes not economically feasible or practical, another choice may be to provide employees with appropriate hearing protective devices. (See also Procedure No. 9330, Personal Protective Equipment Program)

**A. Hazards of Noise**

How many times have you heard employees in high noise areas state, “This noise doesn’t bother me any more because I am used to it.” In all likelihood, employees who make this statement may have already begun to suffer a degree of hearing loss. Just because an employee has suffered some hearing loss does not mean the hearing loss is a result of noise exposure while working at your agency. The hearing loss could be due to previous employment exposure or exposure outside the workplace. Continued high noise exposure throughout employment will cause permanent, irreversible hearing loss by damaging tiny hair-like cells within the inner ear.

**B. Engineering Controls**

Before resorting to mandating the use of hearing protective devices, engineering controls should be evaluated.

**1. Changes in machinery and equipment.**

- a. Enclosing cabs of exceptionally noisy equipment.
- b. Providing improved exhaust mufflers for equipment.
- c. Changing to more quiet fans and placing mufflers in the ducts of ventilation systems.
- d. Purchasing new equipment (mowers, tractors, etc.) that operates at less than 85dBA.

**2. Maintenance of equipment**

- a. Lubricating equipment (Ex: mower decks, tractors, chippers) at regular intervals as recommended by the manufacturer.
- b. Replacing defective (Ex: worn out, broken or excessively noisy) equipment.
- c. Repairing loose and vibrating parts.

### **C. Administrative Controls**

Another control measure available is the use of administrative controls. Administrative controls are not as satisfactory as engineering controls but are more easily enforced than the use of hearing protective devices.

Some examples of administrative controls are:

1. Rearranging work schedules to minimize employee exposure. For example, do not have employees operate the mower or string trimmer all day, or have the staff rotate between jobs that have an excessive noise exposure with those that do not have a noise exposure.
2. Noisy equipment that is used less than full time could be arranged to run only portions of a day, rather than all day. If the chipper is currently used one day per week, to reduce the noise exposure, the chipper could be used four hours a day for two days.

### **D. Hearing Protective Devices**

When engineering and administrative controls have been evaluated and determined to be impractical, employees should be provided with hearing protective devices. Properly fitted protectors can be worn continuously by most people and will provide adequate protection for most industrial noise exposure. The four common types of protectors are:

#### **1. Muff-type protectors**

These cover the external ear to provide an acoustic barrier. The effectiveness of each varies depending on size, shape, seal material, shell mass, and type of suspension. Muffs are not a good choice for employees wearing glasses.

#### **2. Preformed insert-type protectors**

Preformed inserts are available in different sizes and must be fitted to each individual wearer. These are reusable, and have to be cleaned frequently.

#### **3. Formable insert-type protectors**

These come in one size and when inserted in the ear, conform to the shape of the wearer's ear; thereby, creating an effective noise barrier. These types are commonly used and are usually disposable.

#### **4. Semi-aural protectors**

These consist of plug-type devices on the tips of a flexible headband. They typically provide less protection than other plugs. They are better suited for intermittent exposures because when used over longer time periods, they can become uncomfortable.

Each type of protector has a rating call NRR (noise reduction rating). This is a number that indicates how many decibels the noise will be reduced when the protector is worn properly.



## **II. Written Program**

### **A. Monitoring**

Noise monitoring should be conducted at least biannually to determine if changes in the noise levels of the workplace have taken place. Examples of effective change might be:

1. Installation of engineering controls.
2. Institution of administrative controls.
3. Equipment changes.

### **B. Audiometric Testing**

1. All employees required to wear hearing protection must have a baseline audiogram and a follow-up audiogram every year thereafter. The annual audiogram will be compared to the baseline to determine if any hearing shift is occurring. The audiogram is to be provided at no cost to the employee. The American Speech-Language-Hearing Association at 1-800 638-8255 can provide a list of certified audiologists in specific geographical areas.
2. Prior to the baseline audiogram, the employees should be notified that they should not be exposed to any high noise levels (greater than or equal to 85dBA) during the 14-hour period before the test. This also applies to the annual audiogram, but the employee may use the hearing protection as a means for maintaining the level required.
3. When the audiogram is obtained, an audiologist or physician that has experience interpreting audiograms and evaluating noise induced hearing loss should evaluate it. After the audiogram is evaluated, the audiologist/ physician will report the results to the Park District. Since the audiogram is a graphic picture of an individual's hearing, the report will address whether any loss has occurred in specific frequencies. Although the human ear can respond to frequencies from 20 – 20,000 Hz, the audiogram will test 500 Hz, 1000Hz, 3000Hz, 4000Hz and 6000Hz.
4. If a shift in the audiogram has occurred, the employee should be notified in writing within 21 days. A new audiogram can be obtained after 30 days and the results can be made into the new baseline. Since the audiogram reports a shift in the employee's hearing, an investigation should be started to find out why the shift occurred. It may be that the employee is not wearing the protective device properly and needs to be re-educated. It may also be an issue of enforcing the use of personal protective equipment. It might also be due to noise exposure outside the workplace. The point is; any shift from the baseline should be investigated since the audiogram is a measure of the effectiveness of the program.

### **C. Hearing Protection**

The use of hearing protective devices should be mandatory for employees exposed to noise levels greater than or equal to 85dBA TWA. Employees may balk at wearing plugs or muffs because of concerns of discomfort, ear infections or not

being able to hear their equipment operating. Proper education of employees and providing them a selection of several types of protective devices will help gain acceptance of their use. Most vendors of hearing protection devices will be able to provide a wide selection suitable for various situations. However, because the use of hearing protective devices is so important, supervisors will need to enforce the use of them as they would any other work rules.

#### **D. Training**

Employees in the Hearing Conservation Program should attend an initial training session when they first enter the program, and annually thereafter. To facilitate training, PDRMA has videos concerning hearing protection that are available for use. The content of the training program must include the following:

1. The effects of noise.
2. Purpose, advantages, disadvantages and noise reduction properties of the different types of hearing protectors to be used.
3. Selection, fitting and care of hearing protectors.
4. Purpose of a procedures relating to audiometric testing.

A written roster of those attending the training sessions must be kept on file.

#### **E. Record Keeping**

Records regarding individual's noise exposure and any audiogram results should be kept indefinitely. Since noise exposure and audiogram results must be provided to employees and former employees at their request, it is suggested that these records remain separate from employee personnel records. Audiometric test records should also be kept in the same fashion. They must include the following:

1. Employee's name.
2. Job Classification.
3. Examiners name.
4. Date of test.
5. Date of last audiometer calibration.
6. Employee's workplace.
7. Employee's workplace noise exposure.



## 9355            **RESPIRATORY PROTECTION PROGRAM**

### **I.    Purpose**

The purpose of this procedure is to identify job tasks/classifications and work areas that require respiratory protection and to establish procedures for the determination of need, medical monitoring, issuance, maintenance, use and training to help reduce the likelihood of employee exposure to airborne contaminants.

### **II.   Scope**

This procedure applies to park district employees who carry out job tasks where respiratory protection is required.

### **III. Responsibility**

It will be the responsibility of the Superintendent of Parks & Planning to disseminate this procedure to all employees. Any exceptions to this procedure shall be in writing and approved by the Superintendent of Parks & Planning.

### **IV.   Application**

Based upon work tasks/job descriptions and potential hazards identified in the District's evaluation of potential respiratory hazards, the following job titles may become exposed to airborne contaminants or oxygen deficiency and find it necessary to wear respiratory protection: (refer to SDS sheets)

1. Parks Forman
2. Parks Technicians
3. Buildings Forman
4. Buildings Technician
5. Custodians

### **V.    Procedures of Areas with IDLH Atmosphere**

Areas that may be considered Immediately Dangerous to Life and Health (IDLH) must have special precautions followed. Areas or job tasks in the park district that should be considered IDLH are as follows:

1. Designated Confined Spaces

### **VI.   Compliance with this Program**

All employees are required to follow the restrictions and limitations imposed upon them during the use of the provided respirators. Employees who are trained to wear respirators are required to follow all aspects of this written program and manufacturer instruction.

### **VII. Medical Evaluation**

All employees who use a respirator will undergo a medical evaluation to verify their ability to use a respirator safely. The information obtained in this evaluation will be in compliance with applicable OSHA standards. Employees shall not be assigned to tasks that require the use of respirators unless it has been determined that they are physically capable of using such equipment. If any employee is experiencing difficulty during use, they should discontinue using the respirator until they are able to see a physician trained in occupational medicine or pulmonary

medicine. The physician will determine whether the employee may wear the respirator while at work.

The medical status of employees who wear respirators shall be reviewed on an ongoing basis. Follow-up medical information will be obtained as prescribed by the physician for any employee who gives a positive response to any question among questions 1-8 in Section 2, Part A of Appendix C of the OSHA standards, or whose medical examination demonstrates such a need. Such information will be kept confidential and in the employee's medical file.

Follow-up medical evaluations that comply with OSHA standards shall be conducted when:

1. An employee reports a medical sign or symptom that may be related to respirator use.
2. The physician or Superintendent of Parks & Planning observes a need for reevaluation.
3. Observations from fit tests or program evaluation note a reevaluation.
4. A change occurs in workplace conditions, equipment or process that may result in a substantial increase to the physiological burden on the employee.

#### **VIII. Engineering Controls**

Preventing atmospheric contamination by engineering controls is the goal of this program. When feasible, ventilation, substitution of less toxic chemicals, and change of operation will be conducted to minimize the need for respiratory protection. Work in a confined space shall be halted until the proper respiratory procedures can be followed, certified District staff is provided, and/or the job is contracted to an independent firm.

#### **IX. Respirators**

In the event that engineering controls are not feasible, respirators shall be used. The District will provide respirators at no cost to those workers whose duties require such equipment. Such respirators will be of the suitable type for the contaminant involved.

Employees shall use the respirator in accordance with the training and instructions received. The training will include the proper use of the respirators and the limitations of various types of equipment.

There will be a regular inspection and evaluation of this program to ensure effectiveness.

##### **1. Approved Respirators**

The appropriate type of respirator for each job task will be selected in cooperation with the vendor from whom such equipment is to be purchased. Each type of respirator protects against different contaminants. Therefore, only the type of respirator for the specific job should be used. Based on the potential hazards, a variety of respirator styles will be available to assure a proper fit.

## 2. Fit Testing

Proper fit is essential to the effectiveness of a respirator. The following procedures shall be implemented:

Prior to the issuance of a respirator, the employee shall be fit-tested to ensure the proper wearing of the equipment. A trained individual will conduct these fit tests and follow applicable OSHA standards.

- a. Employees must pass a quantitative or qualitative fit test prior to use. Such test shall be in a mask of the same type as will be worn in their work setting. Such test will be conducted annually, and if the physician or Superintendent of Parks & Planning feels necessary, on a more routine basis.
- b. Managers will conduct periodic checks to ensure that the proper fit is maintained
- c. Every employee that is required to wear a respirator will be instructed on how to adjust it and determine if it fits properly. They will also be instructed on conditions that may prevent a good seal or fit. Such conditions may include, but are not limited to: growth of a beard, sideburns, eyeglasses, facial hair or face deformity, facial body piercing adornments, missing dentures, jewelry, articles of clothing or hats. In some situations, action must be taken to ensure an adequate fit/seal or the employee cannot be exposed to the potential hazard.
- d. The fit testing of the respirator shall be checked each time an employee puts on the equipment. This will be conducted per the manufacturer's guidelines.

## 3. Sequence of Use

This procedure should be referenced before and after respirator use. The following steps provide a general summary of respirator procedures:

- a. Inspection of the respirator will always be the first step in the procedure. Inspections should check for defects in the face piece, inhalation valve, headbands, cartridge and its holder, filters, harness, and other straps.
- b. Ensure that the cartridge type is correct for the hazard being protected against.
- c. The respirator should be placed on the head of the wearer and cleared according to the manufacturer's guidelines.
- d. If the respirator makes a complete seal on the face, it may be used. If a complete seal is not made, check to see that there are no facial hairs, eyeglasses, missing dentures, or other articles that could be blocking the seal.
- e. Before work requiring the respirator be started, the employee should wear the respirator approximately five (5) minutes to get used to breathing with the respirator.
- f. When finished with the task, the respirator should be taken apart and cleaned with an alcohol wipe or the equivalent, per manufacturer's guidelines.

- g.** Store the respirator in a location where it will not get damaged or dirty and can stay dry.
- h.** If the employee has difficulty breathing, replace the filter first. If this does not resolve the issue, the employee may need to seek a medical evaluation to verify their ability to continue use of the respirator.

**X. Respirator Maintenance and Inspection**

Respirators shall be cleaned and inspected before each use. They shall be stored in a clean and sanitary location. During cleaning, respirators should be inspected for worn or damaged parts. Such parts should be replaced or the equipment removed from service.

**XI. Training**

The Superintendent of Parks & Planning will schedule training, and a qualified person will conduct such training. All persons who may wear respirators will be trained prior to the employee using the equipment, when duties change, when operations change, and for annual re-training programs.



9305

## FALL PROTECTION PROGRAM

**I. General:**

The Hanover Park Park District will ensure that the hazards of all elevated falls over 4 feet, within our facilities are evaluated, and that information concerning their hazard is transmitted to all employees. This policy is intended to address the issues of: evaluating potential fall hazards, communicating information concerning these hazards, and establishing appropriate protective measures for employees.

**II. Responsibility:**

The Safety Coordinator, and/or Superintendent of Parks will be the park district's designated trained fall protection personnel. They are responsible for the administration of this program and have full authority to make necessary decisions to ensure success of the program. All park district employees are responsible for safety at all times. The park district has expressly authorized these individuals to halt any park district operation where there is danger of serious personal injury due to falls.

**III. Written Program:**

The park district will review and evaluate the Fall Protection Program:

- A. When facility operational changes occur that require a revision of this document.
- B. When changes occur to the OSHA fall protection standards.
- C. When there is an accident or close call that relates to this area of safety.
- D. When fall protection procedures fail.

Effective implantation of this program requires support from all levels of management within the district. This written program will be communicated to all personnel that are affected by it. It encompasses the total workplace, regardless of the number of workers employed or the number of work shifts. It is designed to establish clear goals and objectives.

**IV. Fall Protection Assessment:**

The workplace will be assessed before each assigned job for potential fall hazards. Proper fall arrest equipment will be used for jobs requiring fall protection when elimination of the fall hazard is not possible.

**V. Training:**

**1. Training Program**

A training program will be provided for all employees who will be exposed to fall hazards in the work area, and will be conducted by competent personnel. The program will include but will not be limited to:

- a. A description of fall hazards in the work area.
- b. Procedures for using fall prevention and protection systems.
- c. Equipment limitations.
- d. The elements encompassed in total fall distance.
- e. Prevention, control and fall arrest systems.
- f. Inspection and storage procedures for the equipment.

Generally, workers will be trained to recognize the hazards of falling down from elevations and to avoid falls from grade level to lower levels through holes or openings in walking/working surfaces. Training programs will include prevention, control and fall arrest systems. It is required that appropriate fall arrest systems are installed, and that employees know how to use them before beginning any work that requires fall protection.

## **2. Initial Training**

Training will be conducted prior to job assignment. The park district will provide training to ensure that the purpose, function, and proper use of fall protection is understood by employees and that the knowledge and skills required for the safe application, and usage is acquired by employees. This policy will be provided to, and read by all employees receiving training. The training will include, as a minimum the following:

- a. Types of fall protection equipment appropriate for use.
- b. Recognition of applicable fall hazards associated with the work to be completed and the locations of such.
- c. Load determination and balancing requirements.
- d. Procedures for removal of protection devices from service for repair or replacement.
- e. All other employees, whose work operations are or may be in an area where fall protection devices may be utilized, will be instructed to an awareness level concerning hazards associated with fall protection operations.
- f. Fall protection equipment identification. Fall protection equipment having identification numbers will be checked for legibility. Fall protection equipment having illegible identification markings will be turned into the supervisor for inspection.
- g. Equipment maintenance and inspection requirements. Equipment donning and doffing procedures.
- h. Equipment strengths and limitations.

## **3. Certification**

The park district will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and the date of training.

## **4. Refresher Training**

This policy will be provided to, and read by all employees receiving refresher training. Refresher training will be conducted on an annual basis or when the following conditions are met, whichever event occurs sooner:



- a. Retraining will be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in the type of fall protection equipment used, or when a known hazard is added to the work environment, which affects the fall protection program.
- b. Additional retraining will also be conducted whenever a periodic inspection reveals, or whenever the district has reason to believe, that there are deviations from or inadequacies in the employees' knowledge or use of fall protection equipment or procedures.
- c. Whenever a fall protection procedure fails.
- d. The retraining will reestablish employee proficiency and introduce new or revised methods and procedures, as necessary.

**VI. Fall Protection Procedures:**

Once a facility or specific job task evaluation has been accomplished, procedures will be developed, documented and utilized for the control of potential fall hazards. Park district individuals or other competent personnel will design fall prevention plans. Park district personnel will be provided with any required specialized training to recognize fall hazards, to understand and address fall prevention technique, and to become familiar with fall arrest equipment and procedures. It is critical that they consider fall protection design for the safety of operations where employees must work at elevated heights. Safety during access and egress from elevated work sites will also be considered. The following guidelines will be used when planning work at elevated heights:

- A. Involve the safety coordinator and other staff familiar with fall protection early in the project planning so that they can recommend appropriate fall protection measures and equipment.
- B. Involve qualified engineers when load rating of anchorage points must be determined or is doubtful.
- C. Involve maintenance staff when anchorage points must be installed.
- D. The district will be specific in dealing with fall hazards when developing contracts or bid specifications. Contractors will be required to provide a written fall protection program which describes the contractors fall protection policies and procedures when they will be working at elevated heights
- E. Include your fall protection equipment vendor during training programs and during the fall protection selection process prior to a job task.

**VII. Protective Materials and Hardware:**

Appropriate fall protection devices will be provided for potential fall hazards. Selection of the equipment will be based on the fall protection evaluation. Evaluations will be conducted by the safety coordinator and/or other designated fall protection personnel.

**1. Selection Criteria**

Fall protection devices will be singularly identified; will be the only devices used for controlling falls; will not be used for other purposes; and will meet the following requirements:

- a. Capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.
- b. Anchor points will not deteriorate when located in corrosive environments such as areas where acid and alkali chemicals are handled and stored.
- c. Capable of withstanding the ultimate load of 5,000 pounds for the maximum period of time that exposure is expected.

**2. Standardization within Park District Facilities.**

Fall protection devices will be standardized whenever possible.

**VIII. Fall Protection Systems:**

When fall hazards cannot be eliminated through any other means, fall arrest systems will be used to control falls. Proper training on the use of fall arrest equipment is essential and will be provided prior to use. These systems and procedures are intended to prevent employees from falling off, onto or through working levels and to protect employees from falling objects. The district may utilize, but not limited to the following fall protection systems:

- A. Safety net systems.
- B. Guard rail systems.
- C. Handrail and stair systems.
- D. Fall arrest systems.
- E. Scaffolding.

**IX. Inspection and Maintenance:**

To ensure that fall protection systems are ready and able to perform they're requested tasks, an inspection and maintenance program will be implemented and maintained. The following as a minimum, will comprise the basic requirements of the inspection and maintenance program:

- A. Equipment manufacture's instruction will be incorporated into the inspection and preventive maintenance procedures.
- B. All fall protection equipment will be inspected prior to each use, and at documented inspection intervals not to exceed one year, in accordance with the manufactures guidelines.
- C. The user will inspect equipment prior to each use and check the inspection date.
- D. Any fall protection equipment subjected to a fall or impact load will be removed from service immediately and inspected by a qualified person.
- E. Check all equipment for mold, damage, wear, mildew, or distortion.
- F. Hardware should be free of cracks, sharp edges, or burns.
- G. Ensure that no straps are cut, broken, torn or scraped.
- H. Special situations such as radiation, electrical conductivity, and chemical effects will be considered.
- I. Equipment that is damaged or in need of maintenance will be tagged as unusable, and will not be stored in the same area as serviceable equipment.
- J. Anchors and mountings will be inspected before each use by the user and supervisor for signs of damage.

**X. Contractor Responsibilities:**

In addition to complying with the fall protection requirements that apply to all park district employees, each contractor who is retained to perform operations that involve fall protection will:

- A. Obtain any available information regarding fall hazards and protective measures from the district.
- B. Coordinate fall protection operations with the district, when both the park district personnel and contractor personnel will be working in or near recognized fall hazard locations.
- C. Inform the district of the fall protection program that the contractor will follow and of any hazards confronted or created in conducting operations involving fall protection within park district owned facilities through a debriefing immediately prior to the operation.



## 9303

# CONFINED SPACE PROGRAM

The following guidelines have been set by the Hanover Park Park District and are based on the requirements established by OSHA Standard 1910.146. These guidelines maybe revised from time to time, if deemed appropriate by the Safety Committee as additional information becomes available.

### I. CONFINED SPACE

**A Confined Space is an area that:**

- A. Is large enough and so configured that an employee can bodily enter and perform assigned work; and
- B. Has limited or restricted means for entry or exit; and
- C. Is not designed for continuous human occupancy.

The Hanover Park Park District recognizes that confined space poses significant risks and that development of the confined space program is reasonably necessary to protect affected employees from those risks.

The following guidelines are intended to assist the Hanover Park Park District in maintaining a safe working environment for those employees whose job tasks require working in or around confined spaces.

### II. DEFINITIONS

- A. ***Acceptable Entry Conditions*** means the conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.
- B. ***Attendant*** means a trained individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.
- C. ***Authorized Entrant*** means a trained employee who is authorized by the employer to enter a permit space.
- D. ***Blanking or Blinding*** means the absolute closure of a pipe, line, or duct by the fastening of a solid plate that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.

- E. *Confined Space Survey Sheet*** means the form that is completed for each work area for the purpose of identifying confined spaces.
- F. *Emergency*** means any occurrence (including any failure or hazard control or monitoring equipment) or event internal or external to the permit space that could endanger entrants.
- G. *Engulfment*** means the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated or cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction or crushing.
- H. *Entry*** means the action by which a person passes through an opening into a permit required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.
- I. *Entry Permit Form*** means the written or printed document that is provided by the employer and to allow and control entry into a permit space and contains the information specified by OSHA.
- J. *Entry Supervisor*** means the trained person responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry if required.
- K. *Gas Detector*** means a monitoring device that will sound an alarm when it detects unsafe gases.
- L. *Hazardous Atmosphere*** means an atmosphere that may expose employees to the risk of death, incapacitation, impairment or ability to self-rescue, injury or acute illness from one or more of the following causes:
1. Flammable gas, vapor or mist in excess of 10% of its lower flammable limit.
  2. Airborne combustible dust at a concentration that meets or exceeds LFL.
  3. Atmospheric oxygen concentration below 19.5% or above 23.5%.
  4. Atmospheric concentration of any substance for which a dose of permissible exposure limit is published in subpart G, Occupation Health and Environmental Control, or in Subpart Z. Toxic and Hazardous Substances, of this part and which could result in employee exposure in excess of its dose of permissible exposure limit.
  5. Any other atmospheric condition that is immediately dangerous to life or health.
- M. *Hot Work Permit*** means the employers written authorization to perform operations capable of providing a source of ignition.
- N. *Immediately Dangerous to Life or Health (IDLH)*** means any condition that poses an immediate or delayed threat to life, or that would cause irreversible adverse health effects, or that would interfere with an individual's ability to escape unaided from a permit space.

- O. *Isolation*** means the process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout and/or tag out of all sources of energy; or blocking or disconnecting all mechanical linkages.
- P. *Line Breaking*** means the intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.
- Q. *Non-Permit Confined Space*** means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.
- R. *Oxygen Deficient Atmosphere*** means an atmosphere containing less than 19.5% oxygen by volume.
- S. *Oxygen Enriched Atmosphere*** means an atmosphere containing more than 23.5% oxygen by volume.
- T. *Permit Required Confined Space*** means a confined space that has one or more of the following characteristics:
1. Contains or has the potential to contain a hazardous atmosphere.
  2. Contains a material that has the potential for engulfing an entrant.
  3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging wall or by a floor, which slope downward, or tapers to a smaller cross section.
  4. Contains any other recognized serious safety or health hazard.
- U. *Permit Required Confined Space Program*** means the employers overall program for controlling, and where appropriate, for protecting employees from permit space hazards and for regulating employee entry into permit spaces.
- V. *Permit System*** means the employers written procedure for preparing and issuing permits for entry and returning the permit space to service following termination of entry.
- W. *Prohibited Condition*** means any condition in a permit space that is not allowed by the permit during the period when entry is authorized.
- X. *Rescue Service*** means the personnel designated to rescue employees from permit spaces.
- Y. *Retrieval System*** means the equipment used for non-entry rescue of persons from permit space.

- Z.** *Testing* means the process, which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.
  
- AA.** *Work Space Profile Form* means the written or printed document that is provided by the employer, which is completed by department employees who would enter, confined space as part of their normal work.

### **III. CONFINED SPACE IDENTIFICATION INFORMATION**

The Hanover Park District performed a confined space identification inventory for the purpose of identifying all confined spaces with the Park District.

### **IV. HAZARD CONTROL**

- A.** The Hanover Park District shall inform employees, by posting danger signs or by any other equally effective means, of existence, location of, and the danger posed by their permit spaces.
  
- B.** Determine if confined space entry is necessary.
  
- C.** The entry supervisor should complete the Entry Permit form authorized by the Superintendent of Parks or designee and should review the past profile forms prior to the beginning of work in the confined space.
  
- D.** Training will be provided so that all employees associated with working in or around permit required spaces acquire the understanding, knowledge, and skills necessary to maintain a safe work environment and meet all compliance regulations.
  
- E.** The Hanover Park District will provide all personal protective equipment at no cost to the employees, maintain that equipment properly, and ensure that employees use the equipment properly. The equipment may include:
  - 1. Testing and monitoring equipment needed to comply with the standard.
  - 2. Ventilating equipment needed to obtain acceptable entry conditions.
  - 3. Communication equipment necessary for compliance.
  - 4. Personal protective equipment insofar as feasible.
  - 5. Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency.
  - 6. Barriers and shields needed to protect the entrants from overhead hazards.
  - 7. Equipment for safe ingress and egress by authorized entrants.
  - 8. Rescue and emergency equipment needed to comply with the standard.
  - 9. Any other equipment necessary for safe entry into and rescue from permit spaces.

## V. **COMPLIANCE OPTIONS**

After reviewing the profile forms and survey sheets for a particular confined space to be entered, a determination will be made to use one of the following options:

### A. **Option One – No Entry**

No one will enter the confined space and the site will be secured to prevent unauthorized entry. Employees and patrons will be warned off of the site by appropriate signage.

### B. **Option Two – Use of Outside Contractor**

The Hanover Park District will use an outside contractor to conduct the confined space work. The designated supervisor will apprise the contractor of the hazards and precautions of the confined space as identified by the profile forms and survey sheets. In addition, the supervisor will coordinate the action of the District employees, prevent unauthorized entry, and will debrief the contractor at the work conclusion.

### C. **Option Three – Forced Air Ventilator**

1. If the confined space has a “Hazardous Atmosphere Only” or potential hazardous atmosphere as determined by the Confined Space Profile, the space may be entered without the need for a written permit, provided that the space can be maintained in a safe condition by mechanical ventilation only.
2. The spaces shall be considered as a permit-required space until a “Non-Permit Entry Checklist” demonstrates otherwise. The Non-Permit Entry Checklist shall be completed prior to entry and without having to enter the space. The atmosphere in the confined space shall be tested, using a properly calibrated gas detector, and the results recorded on the Non Permit Entry Checklist. The atmosphere shall be tested at four-foot intervals in the direction of the entrant travel and the side-to-side for a minimum response time as specified by the manufacturer of the test instrument being used, down to the level where work is being performed.
3. Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed.
4. When entrance covers are removed, the opening shall be promptly guarded by a temporary barrier that will prevent an accidental fall through the opening and will protect each employee working in the space from foreign objects entering the space.
5. The supervisor shall be notified prior to entry and immediately upon completion of entry.
6. Before an employee enters the space, the internal atmosphere shall be tested and ventilation of the space shall be continuous until all employees have left the space.
7. If a hazardous atmosphere is detected during entry:
  - a. Each employee shall leave the space immediately.
  - b. The Safety Coordinator and Superintendent of Parks shall be contacted immediately.
  - c. The space shall be evaluated to determine how the hazardous atmosphere developed.



- d. Measures shall be implemented to protect employees from the hazardous atmosphere before any subsequent entry takes place.
8. Smoking in or around the confined space is prohibited.
9. The atmosphere within the space shall be periodically tested as necessary to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere.

#### **D. Option Four – Permit – Required Confined Space**

1. Implement the measures necessary to prevent unauthorized entry. If entry is to be performed where pedestrian or vehicle traffic poses a danger, appropriate traffic control measures shall be used.
2. The Entry Supervisor should complete the Entry Permit form issued by their supervisor or designee, as well as reviewing the past profile forms, prior to work beginning in the confined space.
3. Identify and evaluate any hazards existing in the space to assure acceptable entry conditions are met prior to entry into the space. Where possible, hazards should be minimized or eliminated by blanking or blinding, isolation, line breaking, lockout/tagout, purging, inserting, flushing, ventilating, or other appropriate methods.
4. Initially, the atmosphere outside of the confined space shall be tested to determine if any hazards are present. The atmosphere within the confined space shall then be tested, using a properly calibrated gas detector, and the results recorded on the confined space entry permit. The atmosphere shall be tested at four foot intervals in the direction of the entrant travel and side to side, for a minimum response time as specified by the manufacturer of the test equipment being used, down to the level where work is to be performed. The confined space atmosphere shall be also tested on a continuous basis while workers are in the space.
5. The confined space entry permit must be completed by the Entry Supervisor and reviewed in detail by the authorized entrants and attendants, prior to entry into the confined space.
6. If the atmosphere inside the space is within acceptable limits, authorized employees may enter the space using the equipment listed on the entry permit form and profile form for the space. If the atmosphere inside the space is not within acceptable limits, the space shall be ventilated until testing indicates that an acceptable atmosphere exists. Ventilation shall continue while there are employees inside the space.
7. Where applicable, a retrieval system shall be used by each employee who enters the space, such as a safety harness worn by the employee, connected to a winch and tripod by means of a tagline and yoke, where a retrieval system is impractical, employees shall carry five-minute escape packs for the purpose of safe egress only.
8. An attendant shall be stationed outside the space while there are workers inside the space. The ratio of three entrants to one attendant shall not be exceeded. The permit will include the means and procedure to enable the attendant to respond to an emergency.
9. When employees of more than one employer may be working simultaneously as authorized entrants in a permit space, the supervisor will be notified prior to their entry.

10. Constant communication shall be maintained between the entrants inside the space and the attendant.
11. All appropriate personal protective equipment shall be worn while entry is in progress.
12. Smoking in and around a confined space is prohibited.
13. If the gas detector sounds an alarm, workers shall exit the space immediately and may not re-enter until the atmosphere has been determined as safe, using methods as described in step 4 and 5 of this section.
14. All entry permits are to be canceled by the entry supervisor upon completion of assigned duties. The confined space shall then be returned to its working condition and secured to prohibit unauthorized entry.

## **VI. PERMIT SYSTEM**

- A.** Before entry begins, the entry supervisor identified on the permit shall sign the entry permit to authorize entry.
- B.** The completed permit shall be made available at the time of entry to all authorized entrants by posting it at the entry, so that entrants can confirm that pre-entry preparations have been completed.
- C.** The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit.
- D.** The entry supervisor shall terminate entry and cancel the entry permit when:
  1. The entry operations covered by the entry permit have completed; or
  2. A condition that is not allowed under the entry permit arises in or near the permit space.
- E.** The Hanover Park District shall retain each canceled entry permit for at least one (1) year to facilitate the review of the permit-required confined space program requirements.

## **VII. ENTRY PERMIT**

The entry permit shall identify:

- A.** The permit space to be entered.
- B.** The purpose of the entry.
- C.** The date and the authorized duration of the entry permit.
- D.** The authorized entrants within the permit space, by name, to enable the attendant to determine quickly and accurately, for the duration of the permit, which authorized entrants, are inside the permit space.
- E.** The personnel, by name, currently serving as attendants.

- F. The individuals, by name, currently serving as entry supervisor, with a space for the signature or initial of the entry supervisor who originally authorizes entry.
- G. The hazards of the permit space to be entered.
- H. The measures used to isolate the permit space and to eliminate or control permit space hazards before entry.
- I. The acceptable entry conditions.
- J. The results of initial and periodic tests, accompanied by the names or initials of the testers and by an indication of when tests were performed.
- K. The rescue and emergency services that can be summoned and the means for summoning those services.
- L. The communication procedures used by the authorized entrants and attendants to maintain contact during the entry.
- M. Equipment, such as personal protective equipment, communications equipment, alarm systems, and rescue equipment, to be provided for compliance.
- N. Any other information whose inclusion is necessary, given the circumstance of the particular confined space, in order to ensure employee safety.

## **VIII. EMERGENCY PROCEDURES**

If an emergency condition is perceived:

- A. **Do not** enter the space. You are not a trained rescuer.
- B. If the worker is attached to a rescue/retrieval system, begin retrieval process.
- C. Notify the Hanover Park Fire Department immediately by calling 911.
- D. Contact the Superintendent of Parks and the Safety Coordinator about the situation.
- E. The attendant is to monitor the situation until the Fire Department arrives.

## **IX. CONFINED SPACE TRAINING**

- A. Employees may not participate as a confined space supervisor, attendant, or entrant until they have completed formal confined space training.
- B. The District shall provide training so that all employees associated with working in or around permit-required confined spaces acquire the understanding, knowledge, and skills necessary to maintain a safe work environment and meet all compliance regulations.
- C. Training shall be provided to each affected employee:
  - 1. Before their first assignment;

2. Before any change in duties;
3. Whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained;
4. Whenever any deviations in permit space procedures have been noted or if there are inadequacies in employee's knowledge of procedures.
5. The District shall document all training including names and dates. This documentation should be available for review by employees and authorized personnel.

## **X. ENTRY SUPERVISOR TRAINING**

Under the OSHA Act, employers bear the primary responsibility for their workers safety. In Permit Space Operations, this means that employers must take responsibility for ensuring acceptable entry conditions before and during entry operations, and for enforcing safe work practices.

To make sure that employers take this responsibility, each permit space entry must have an entry supervisor who has the overall accountability for safe entry operations. The final rule requires the entry supervisor to:

- A. Verify the existence of acceptable entry conditions.
- B. Verify the presence of rescue and emergency services.
- C. Authorize the entry with signature on entry permit.
- D. Remove unauthorized persons from the space.
- E. Terminate the entry operation when necessary.

Therefore, Entry Supervisor training is intended to assure that employers assume responsibility for safety during permit space entry operation.

## **XI. ENTRY SUPERVISOR JOB DUTIES AS DEFINED BY OSHA**

- A. Know the hazards, which may be faced during entry of a permit space, including how exposure occurs, and the signs, symptoms and consequences of exposure.
- B. Before the entry permit can be endorsed, and prior to entry you must verify that:
  1. All tests specified by the permit have been considered.
  2. All procedures and equipment specified by the permit are in place.
- C. Terminate entry and cancel the permit as required by this standard.
- D. Verify that rescue services are available and that a procedure exists for summoning them when necessary.
- E. Remove unauthorized individuals who enter or attempt to enter the permit space during entry operations.
- F. Determine whenever responsibility for a permit space entry operation is transferred

and at intervals dictated by the hazards and operations performed within the permit space that entry proceedings remain consistent with the terms of the entry permit and that acceptable entry conditions are maintained.

## **XII. ATTENDANT DUTIES**

A major problem in permit space operations is that an injured or incapacitated entrant within the permit space cannot normally be seen from the outside. Stationing an attendant outside a permit space is widely accepted method of:

- A. Monitoring the status of authorized entrants within the permit space.
- B. Monitoring the safety conditions within the permit space.
- C. Summoning rescue assistance.

Therefore, attendant training is intended to teach the skills necessary to monitor and protect authorized entrants in permit-required confined spaces.

## **XIII. ATTENDANT JOB DUTIES AS DEFINED BY OSHA**

- A. Know the hazards that may be faced during entry of a permit space, including how exposure occurs, and the signs, symptoms, and consequences of exposure.
- B. Be aware of possible behavioral effects of hazard exposure in authorized entrants.
- C. Continuously maintain an accurate count of authorized entrants in the permit space and ensure that the means used to identify authorized entrants accurately identifies who is in the permit space.
- D. Remain outside the permit space during entry operations until relieved by another attendant.
- E. Communicate with authorized entrants as necessary to their status and to alert them to the need to evacuate the permit space.
- F. Monitor activities inside and outside the permit space to determine if it is safe for authorized entrants to remain in the space, and order the authorized entrants to evacuate the permit space immediately under any of the following conditions:
  - 1. If you detect a prohibited condition.
  - 2. If you detect the behavioral effects of hazard exposure in an authorized entrant.
  - 3. If you detect a situation outside the space which could endanger the authorized entrants.
  - 4. If you cannot effectively and safely perform all of your duties.
- G. Summon rescue and other emergency services as soon as you determine that authorized entrants any need assistance to escape from permit space hazards.
- H. Take the following actions when unauthorized persons approach or enter a permit space while entry is underway:

- 1. Warn the unauthorized persons to stay away from the permit space.
- 2. Advise the unauthorized persons to stay away from the permit space.
- 3. Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space.

- I. Perform non-entry rescues as specified by employers rescue procedure.
- J. Perform no duties, which might interfere with your primary duty to monitor and protect authorized entrants.

**XIV. AUTHORIZED ENTRANT TRAINING**

Training for authorized entrants is intended to teach the skills needed for safe entry into permit required confined spaces.

**XV. AUTHORIZED ENTRANT JOB DUTIES AS DEFINED BY OSHA**

- A. Know the hazards you may face during entry of a permit space, including how exposure occurs, as well as signs, symptoms and consequences of exposure.
- B. Properly use equipment as required by the standard.
- C. Communicate with the attendant as needed so that the attendant can:
  - 1. Monitor your status.
  - 2. Alert you of the need to evacuate the permit space.
- D. Alert the attendant whenever you recognize:
  - 1. Any warning sign or symptom of exposure to a dangerous situation.
  - 2. A prohibited condition.
- E. Exit a permit space as quickly as possible whenever:
  - 1. An order to evacuate is given by the attendant or the entry supervisor.
  - 2. You recognize any warning sign or symptom of exposure to a dangerous situation.
  - 3. You detect a prohibited condition.
  - 4. An evacuation alarm is activated.

Date Approved by Executive Director: <u>10/8/2024</u>
Executive Director’s Signature: _____
Revised/Reviewed Date: <u>10/08/2024</u>



9308

# HOT WORK / WELDING PROCEDURE

## Purpose

From time to time it may be necessary for heating, cutting, or welding to be performed in areas of buildings in which such work would normally not occur. To decrease the possibility for such events, a Hot Work Procedure has been developed.

## Training

All employees who are required to perform heating, cutting, or welding shall be properly trained on how to perform the work and the proper Hot Work Procedures to follow when engaging in this work. The training shall be documented.

## Procedures

Before work may begin, the Manager shall fill out a Hot Work Permit and check to ensure that:

1. All welding equipment is in proper working order.
2. The operator is wearing proper Personal Protective Equipment:
  - a. Face shield or goggles with proper lens.
  - b. Leather or welding type heat-resistant gauntlet gloves.
  - c. Leather or welding type apron or jacket.
  - d. Long-sleeved shirt, long pants without cuffs, leather shoes or boots, etc.
3. The sprinkler system is in service, if applicable.
4. An operational fire extinguisher is provided and nearby.

## Precautions within 35 feet of the work area

1. Floors are swept clean of combustibles.
2. Combustible floors are wet down, covered with damp sand and/or fire-resistive sheets.
3. Flammable and combustible liquids are removed.
4. Explosive atmosphere in the area is eliminated.

## If working on walls or ceilings

1. Construction is noncombustible and without combustible covering or insulation.
2. Combustible materials are moved away from the other side of the wall.

## Work on enclosed equipment

Enclosed equipment shall be cleaned of all combustible or flammable liquids.

## Fire Watch

A fire watch shall be performed for at least 30 minutes after welding or cutting work. One fire watch person shall look for signs of heat, smoke, etc., which may occur around the hot work area. This fire watch person should look for signs above or below ceilings and on both sides of walls.

A fire extinguisher shall be made available to the fire watch person. If a fire is found, the fire watch person shall activate the fire alarm. All employees and patrons shall follow the emergency procedures for fire.

Date Approved by Executive Director: 10/8/2024  
Executive Director's Signature: \_\_\_\_\_  
Revised/Reviewed Date: 10/08/2024



1128

## ILLINOIS DEPARTMENT OF LABOR INSPECTIONS

Under the requirements of the State of Illinois Safety Inspection and Education Act – 1983 job safety and health, protection is provided “for public workers through the promotion of safety and healthful working conditions.”

Specifically, each public employer shall provide a workplace free from recognized hazards. Likewise, each employee shall comply with rules and regulations that apply to their own actions and conduct on the job.

The Illinois Department of Labor is charged with enforcing the Act. This is accomplished through on-site inspections which are conducted by IDOL inspectors.

The Act requires that a representative of the employer and representative authorized by the employees be given an opportunity to accompany the inspector for the purpose of aiding the inspection.

### IDOL Inspection

In the event of an Illinois Department of Labor (IDOL) inspection, the following procedures should be followed:

1. The IDOL inspector may or may not call to schedule an appointment. They may likely arrive unannounced.
2. Designate a specific staff person to meet with the IDOL inspector. This should be the Director of the agency or another high-ranking administrative staff person.
3. The designate(s) shall be in the following order:
  - a. Executive Director
  - b. Superintendent of Business Services
  - c. Superintendent of Recreation
  - d. Superintendent of Parks and Planning
  - e. Superintendent of Villa Olivia
  - f. Superintendent of Special Facilities
  - g. Human Resources Manager
  - h. Executive Assistant
4. In all probability the inspector will not reschedule the visit and has the complete authority to conduct the inspection regardless if the agency staff is available or not.
5. Establish a chain of personnel in the event that the first agency designee is not at the workplace when the inspector arrives.



6. Upon entering the workplace, the IDOL inspector will present their credentials and ask to meet with management to discuss the purpose of the visit and scope of the inspection.
7. Instruct office personnel as to whom the inspector is to meet with.
8. The opening conference will then most probably include a checklist and the inspector will outline what records they wish to review.
9. Establish a listing of where the records are kept, and these must be made available to the inspector. Such records may include:
  - a. Safety training/program hazard communication program (Employee Right-to-Know)
  - b. Current OSHA 200 Log
  - c. Any prior IDOL inspection reports
10. It is advisable that the agency personnel create a cooperative environment, and not one that is adversarial.
11. Once the inspection has begun, have the agency representative accompany the inspector. The inspector may take photographs/material samples, and the employer should do the same for agency records.
12. The inspector may solicit employee input at any time during the inspection, and this will be done in private. Make space available for this purpose and allow employees to participate when requested.
13. During the course of the inspection, correct minor violations (i.e. housekeeping, etc.).
14. A closing conference will then be held to review any violations noted by the inspector. This is an opportunity for the employer to bring those minor violations that were corrected during the inspection to the inspector's attention and reduce the list of violations.
15. Present the agency's view of the situation and discuss an abatement period.
16. Violations must be corrected within 30 days of the closing conference date. Citations for violations will be issued in writing by the IDOL within 30 days.
17. Establish a procedure and timeline to correct noted violations.

Date Approved by Executive Director: 10/8/2024  
Executive Director's Signature: \_\_\_\_\_  
Revised/Reviewed Date: 10/08/2024





**Hanover Park**  
*Park District*

# Personnel Policy Manual



[hpparks.org](http://hpparks.org)  
630.837.2468

# 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 and Requests for Personnel Records (Section 1.15) Revised: 1/25**

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 as required by law and/or 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 mailed first-class mail to the employee's last known address 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 agency requested the information as a result of a claim or complaint by the employee or as a result of a criminal investigation by such agency.

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, email 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 Department of any changes in pertinent information.**

Upon written request (including via electronic communications, like email, text, etc.), employees (and former employees separated from the District within the last 12 months) have a right to inspect, copy and/or receive their personnel records pursuant to the Illinois Personnel Records Review Act (IPRRA). An employee may only make two requests per calendar year, spaced at reasonable intervals. They must make the request in writing to the District's Human Resources Department, as well as (1) identify what personnel records the employee is requesting (or identify if the employee is requesting all records allowed under the IPRRA), (2) specify whether they want to inspect, receive or copy the records, (3) specify whether the records should be in hard copy or a reasonable and commercially available electronic format, (4) specify whether inspection, copying or receipt of copies will be performed by that employee's representative and (5) if the records being requested include medical information and medical records, include a signed waiver to release medical information and medical records to that employee's specific representative.

Personnel records employees may request include:

- Any personnel documents that are, have been or are intended to be used in determining that employee's qualifications for employment, promotion, transfer, additional compensation, benefits, discharge or other disciplinary action, except as exempted by Section 10 of the IPRRA.
- Any employment-related contracts or agreements the District maintains and are legally binding on the employee.
- Any employee handbooks the District made available to the employee or the employee acknowledged receiving.
- Any written employer policies or procedures the District contends the employee was subject to and concern qualifications for employment, promotion, transfer, compensation, benefits, discharge or other disciplinary action.

The District shall comply with the request within seven working days of its receipt; if the District can reasonably show such a deadline cannot be met, the District shall have an additional seven calendar days to comply. If the District does not maintain records in one or more of the categories requested, the District may respond in writing to that effect but will still permit inspection, copying or receipt of records that the District does maintain. If the District maintains the records requested in a manner and fashion already accessible by the employee, the District will provide the employee with instructions on how to access the records. The District reserves the right to charge an employee for the actual costs of duplication of records.

**Child Labor Laws: Employment of Minors & Child Labor Law of 2024 (Section 1.16) Revised: 1/25**

The District complies with all applicable federal, state and local child labor laws regarding employment of minors including, but not limited to, the Fair Labor Standards Act (FLSA) (which applies to minors under the age of 18 years old) and the Illinois Child Labor Act of 2024 (which applies to minors under the age of 16 years old). This policy does not seek to list all those laws but to highlight key provisions generally.

All minors under age 16 must have an employment certificate before the District allows 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 when school is not in session.
- More than eight hours in any 24-hour period.
- Over three hours a day when school is in session.
- Over eight hours a day combining school and work hours when school is in session.
- Over 18 hours in a calendar week when school is in session.
- Earlier than 7 a.m. and later than 7 p.m., except:
  - From Labor Day to June 1, the minor may work up to 9 p.m. if the minor works no more than 3 hours per day, no more than 2 school days in the week, and no more than 24 hours total in the week outside school time.
  - From June 1 to Labor Day, when the minor may work up to 10 p.m.

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. The District will provide an adult 21 years of age or older, on-site, to supervise minors under the age of 16 at all times while the minors are working.

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 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.

### **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.

**Pay Transparency (Section 1.23) New: 1/25**

In compliance with amendments to the Illinois Equal Pay Act, the Agency will provide the pay scale and benefits in any job posting, as well as to any applicant for employment, prior to any offer being made or discussion of compensation. In addition, the Agency will announce, post or otherwise make known all opportunities for promotion to all current employees no later than 14 calendar days after the Agency makes an external job posting for the position. "Pay scale and benefits" means the wage or salary, or the wage or salary range, and a general description of the benefits and other compensation including, but not limited to, bonuses, stock options or other incentives the employer reasonably expects in good faith to offer for the position, set by reference to any applicable pay scale, the previously determined range for the position, the actual range of others currently holding equivalent positions or the budgeted amount for the position, as applicable. Nothing in this policy shall require the Agency to use job postings, however.

**Captive Audience Meetings and Communications (Section 1.24) New: 1/25**

In compliance with the amendments to the Illinois Worker Freedom of Speech Act, as well as other laws applicable to public employers, the District will not discharge, discipline or otherwise penalize an employee or threaten to do so: (1) for declining to attend or participate in an employer-sponsored meeting or declining to receive or listen to communications from the employer or the agent, representative or designee of the employer, if the meeting or communication is to communicate the opinion of the employer about religious matters or political matters; (2) as a means of inducing employees to participate in such meetings or receive/listen to such communications; or (3) for their good-faith report of such a violation.

For the purposes of this policy and the Act, "political matters" means "matters relating to elections for political office, political parties, proposals to change legislation, proposals to change regulations, proposals to change public policy and the decision to join or support any political party or political, civic, community, fraternal or labor organization." "Religious matters" means "matters relating to religious belief, affiliation and practice, and the decision to join or support any religious organization or association."

Nothing in this policy or the Act limits the District's ability to:

- Communicate information required to be communicated to employees by law.
- Conduct voluntary meetings on religious or political matters, or communicate on the same, so long as receipt of and listening to the communication is voluntary.

“Voluntary” means the action is not (1) incentivized by a positive change in any employment condition including, but not limited to, any form of compensation or any other benefit of employment; and (2) taken under threat of a negative change in any employment condition for nonattendance, including but not limited to, any negative performance evaluation or any other adverse change in any form of compensation or any other benefit of employment.

- Communicate information necessary for employees to do their job.
- Train employees on topics intended to foster a civil and collaborative workplace or reduce workplace harassment or discrimination.
- Any other exemptions listed under the Act.

## **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.

**Paystubs (Section 2.9) New: 1/25**

The District will provide employees with a paystub each pay period. "Paystub" means an itemized statement or statements reflecting an employee's hours worked, rate of pay, overtime pay, and overtime hours worked, gross wages earned, deductions made from the employee's wages and the total of wages and deductions year to date. Employees will have the right to inspect (or request in physical or electronic form, at their election) their paystubs within 21 days of a request twice per 12-month period but must complete a District-provided written request form. Similarly, former employees will have a right to inspect (or request in physical or electronic form, at their election) their paystubs within 21 days of a request twice in the 12-month period following separation of employment. Requests for paystubs should be to the Business Services Department, which maintains the employer's payroll information. The District will retain the paystubs for at least three years from the date of payment.

## **C. Time Off Benefits (Section 3.0)**

### **Holidays (Section 3.1) Revised 1/2025**

The District observes the following holidays:

- New Year's Day
- Presidents' Day
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Indigenous Peoples 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 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)**

#### **Vacation Amount**

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

workday, 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 4 hours. 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)**

Employees must use their earned vacation days within the calendar year, as unused vacation days cannot be carried over to the following year. Any vacation days not used by December 31 will be forfeited without compensation. The District does not provide payment for 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 effective immediately and/or discipline them pursuant to the District's Attendance, Punctuality and Dependability Policy.

### **Personal Days (Section 3.3)**

The District provides paid personal time off to eligible employees, accrued throughout the calendar year. Full-time employees and part-time classification 3 employees accrue personal time at a rate of 0.923 hours per biweekly pay period, up to 3 personal days.

Part-time classification 1 and 2 employees do not receive paid personal days.

Employees may use personal time only after it has been accrued. Personal time off may be used for any personal reason, including holidays not recognized by the District.

### **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](http://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 reasonable safety concerns exist about an employee's 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.

## **Cook County Paid Leave Ordinance (Section 3.16) New: 1/25**

### **Eligibility**

All employees, including but not limited to all full-time, part-time and seasonal employees, are eligible to earn up to forty (40) hours of paid leave per year under the Cook County Paid Leave Ordinance.

### **12-month Period**

This Policy is administered on a calendar year basis from Jan. 1 to Dec. 31.

### **Accrual and Carryover**

Employees accrue one (1) hour of paid leave for every forty (40) hours worked. For the purposes of this Policy, salaried exempt employees are assumed to work forty (40) hours per workweek. Accrual begins the first day of employment. Employees may accrue up to forty (40) hours of paid leave per year. Employees may carry over all earned but unused hours of paid leave up to forty (40) hours into the subsequent year.

Paid leave continues to accrue while using accrued paid leave.

### **Usage and Notice**

Employees may use paid leave after completing ninety (90) days of employment. Employees must use paid leave in increments of at least two (2) hours. Employees may use paid leave for any reason under this Policy.

When use of paid leave under this Policy is foreseeable, the employee must notify their supervisor at least seven (7) calendar days before the date the leave is to begin. If leave taken under this Policy is not foreseeable, the employee (or someone calling off on behalf of the employee) shall notify the employee's supervisor as soon as is practicable after the employee is aware of the necessity of the leave.

Generally, an employee (or someone calling off on behalf of the employee) is expected to notify their supervisor of the need for unforeseeable leave at least one (1) hour before the employee's scheduled starting time. Employees are not required to find a substitute or replacement worker to cover the hours during which they use paid leave under this Policy.

Use of paid leave may be denied to meet core operational needs.

Paid leave under this Policy does not count as hours worked for overtime purposes.

### **FMLA Regulations Supersede Ordinance Rules**

Family and Medical Leave Act (FMLA) rules and regulations, including notification requirements, take precedence over the Ordinance.

FMLA-eligible employees must exhaust all accrued paid leave entitlements before taking unpaid FMLA leave.

### **No Payout Upon Termination of Employment**

If an employee's employment is terminated for any reason, the employer does not pay the employee for any earned but unused paid leave under this Policy.

If the employee is rehired within twelve (12) months of termination, previously accrued paid leave not used by the employee shall be reinstated, and the 90-day usage waiting period shall not apply.

### **No Retaliation**

Retaliation of any kind is prohibited because an employee (1) exercises rights or attempts to exercise rights under this Policy or the Cook County Paid Leave Ordinance, (2) opposes practices the employee believes to be in violation of the Act or (3) supports the exercise of rights of another under the Act.

Employees may raise any concerns about retaliation by following the complaint reporting procedure set forth in the Nondiscrimination and Anti-Harassment Policy.

Toni Preckwinkle, President  
Cook County Board of Commissioners  
Jennifer King, Director



69 W. Washington, Suite 1130  
Chicago, IL 60602

P: (312) 603-1100  
F: (312) 603-9988

human.rights@cookcountyil.gov

## Cook County Commission on Human Rights

### Cook County Paid Leave Ordinance NOTICE TO EMPLOYEES

**You are covered by the Cook County Paid Leave Ordinance (PLO) if:**

1. You work for an employer in Cook County; and/or
2. Your employer has a place of business in Cook County.

**You are entitled to:**

- Earn at least one (1) hour of paid leave for every 40 hours worked;
- Use paid leave for any reason; and
- Be paid for leave at your usual rate of pay.

**If you believe your employer has not issued the paid leave you are entitled to, or, has violated the Ordinance in another way, you can file a complaint with the Cook County Commission on Human Rights:**

- You may begin the complaint process by contacting a Human Rights Investigator for an intake interview.
- Investigators can be reached Monday through Friday, 9 a.m. to 4 p.m., by telephone or email.
- More information and forms for filing a Paid Leave complaint are available at [www.cookcountyil.gov/PaidLeave](http://www.cookcountyil.gov/PaidLeave)



Effective Date 12/31/2023

Visit [www.cookcountyil.gov/PaidLeave](http://www.cookcountyil.gov/PaidLeave) for more information.

## **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:

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.

### 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.
- 50% Discount for facility rentals. Excluding Seafari Springs.
- 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-NITTL drills, the employee only may participate at no cost but may not sign up before the drill begins.

- *100% Discount for facility rentals; Excluding Seafari Springs.*
- *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 4<sup>th</sup>, 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 the 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:**

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**Driver's Signature:**

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**Driver's Name (Printed):**

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**Driver's License Number:**

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**Date:**

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## **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:

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Employee Name (Printed):

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Employee Signature:

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Employee Department/Position:

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Parent/Guardian Name (Printed if a minor):

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Employee Signature (if a minor):

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Date:

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Witness Signature:

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- 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 Mali 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:**

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**Employee Signature:**

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**Employee Name (Printed):**

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**Employee Department/Position:**

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## **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:**

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**Employee Signature:**

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**Employee Name (Printed):**

---

**Employee Department/Position:**

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## **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:**

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**Employee Signature:**

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**Employee Name (Printed):**

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**Employee Department/Position:**

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## **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:**

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**Employee Signature:**

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**Employee Name (Printed):**

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**Employee Department/Position:**

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