

## I. INTRODUCTION

This Full-Time Personnel Policy Manual ("Manual") has been prepared for you as a reference guide. It includes a summary of the basic policies and rules that will be applicable to you, as well as the benefits available to you as an employee of the District. Guidelines for the employment of Park District staff are summarized in this Manual.

This Manual does not purport to be an all-encompassing statement of the District's policies, rules and benefits. The personnel policies within this Manual are compiled in accordance with the policies and guidelines adopted from time to time by the Board. Once adopted, the personnel policies prescribed herein supersede and cancel any prior inconsistent written or oral policies, practices and agreements. The District and the Board reserve the right to unilaterally revise, supplement or discontinue any of the policies, guidelines or benefits described in this Manual. You will be duly notified of any such revisions, supplements or other changes.

Where the context of this Manual permits words in the masculine gender shall include the feminine and neuter genders and words in the singular number shall include the plural number. The descriptive headings of the various sections or parts of this Manual are for convenience only and shall not affect the meaning or construction, nor be used in the interpretation of any of the provisions of this Manual.

The guidelines, policies, benefits and privileges summarized in this Manual are extended by the District to its employees in good faith. As an employee you are expected to fulfill your job responsibilities professionally and in good faith.

Each employee should review this Manual and become familiar with its contents. If you have any comments, suggestions or questions about any aspect of your employment, you are encouraged to discuss them with your Immediate Supervisor or Division Head. He will listen to your concerns, take appropriate action if necessary, and/or provide you with the information you need or direct you to someone who can provide you with that information.

The Executive Director is responsible for overseeing the enforcement of the policies contained within this Manual, and for the direction of the activities of all employees, except those whose appointment is otherwise prescribed. Should any question arise as to the proper interpretation of any provision of this Manual, or any other personnel policy, the decision of the Executive Director will be final.

Please note, that neither the existence of this Manual, nor anything contained in this Manual or any written or oral statement interpreting, explaining or clarifying the policies contained in this Manual, is intended to create or shall create an employment contract or contractual commitment, either expressed or implied. An employee of the District is an at will employee and has the right to terminate his employment at any time with or without notice or cause and the District retains a similar right.

## **II. EQUAL EMPLOYMENT OPPORTUNITY**

The District is firmly committed to providing equal employment opportunities to all qualified persons. Therefore, it is the responsibility of the Director and/or his designees to insure that the District provides employment, training, compensation, promotion, discipline, discharge and other terms and conditions of employment without regard to race, color, religion, sex, sexual orientation, national origin, citizenship status, ancestry, age, marital status, military status, mental or physical disability unrelated to the persons ability to perform the essential functions of his job, association with a person with a disability, or unfavorable discharge from military service.

The District is firmly committed to providing equal access to employment opportunities and will make all reasonable accommodations for handicapped individuals in accordance with state and federal law.

## **III. EMPLOYMENT STATUS/DEFINITIONS**

District: The Hoffman Estates Park District, Cook County, Illinois.

Board: Park Board of Commissioners of the Hoffman Estates Park District.

Director: Executive Director of the Hoffman Estates Park District.

Division Director: The positions of Deputy Director/Director of Administration & Finance, Director of Recreation & Facilities, Director of Park Services/Development & Risk Management, Director of Planning & Development.

Administrative Staff: Administrative Staff means the Division Directors of each Division within the District, the Executive Assistant and the Executive Director.

Business Services Office: The Business Services Division of the District includes operations governing cash receipts, accounts receivable, accounts payable and payroll processing; as well as, the human resources management of the District and the administrative, registration, and secretarial functions of the District. In addition, it also encompasses the District's information systems management and all computer-related and the other functions.

Immediate Supervisor: The person responsible for directing the activities of individuals under his charge; the person to whom an employee reports on a daily basis.

Regular Full-Time Employee: A regular full-time employee is one who is regularly scheduled to work a minimum of forty (40) hours per week, year-round on a continuous basis, and has completed a minimum of six (6) months of continuous service. All regular full-time employees are expected to work additional hours as necessary to complete properly all assigned tasks and as needed during busy periods. Short-term and part-time employees are excluded from the regular full-time classification regardless of the number of hours worked.

Regular Part-Time Employee: See Definitions provided in Section XII. No person may become a regular full-time or part-time employee unless so designated in writing by a division director of the District. The District does not guarantee that part-time employees will be rehired in a subsequent calendar year or, if rehired, for the same position.

Exempt Employee: An employee determined as exempt under the guidelines of the Fair Labor Standards Act (FLSA) is not eligible for overtime pay or compensatory time.

Non-exempt Employee: An employee determined as non-exempt under the guidelines of FLSA is eligible for overtime pay or compensatory time. A non-exempt employee must utilize a time clock and/or time sheet to document hours worked.

Immediate Family: Immediate family includes all dependent children of the employee. Dependent spouses and parents (by blood or marriage) who live in the same household are also included.

Dependent Child(ren): Dependent children are defined as an unmarried from birth through age 25 if the child is principally dependent on the employee for support (i.e. IRS exemption status). Children of any age who are mentally or physically challenged and are dependent on the employee also qualify.

#### **IV. WAGE AND CLASSIFICATION PLAN**

Contents: The full-time and part-time wage and classification plans consist of groupings of the classes of all those positions in the District which are sufficiently alike in duties and responsibilities to be categorized under the same general descriptive title, to be afforded a similar pay scale, and to have similar employment status, specifications, job descriptions and job responsibilities. Job responsibilities, specifications and descriptions listed in the Wage and Classification Plans are not restrictive in the sense that they do not exclude other duties or responsibilities not mentioned. All employees must complete all reasonably assigned tasks regardless of job description.

Employee Classification Review: You may at any time submit a written request to your Immediate Supervisor for a review of the classification or status of your position. Your request must state your reasons justifying a review. Your Immediate Supervisor will make an investigation of the position with a view towards determining its correct classification and will report his/her findings in writing to the appropriate Division Director. Requests that receive Division Director approval will be forwarded to the Director. The determination of the Director will be in writing and will be final. If a request is not approved by the Division Director, such decision shall be final.

#### **V. APPOINTMENTS**

Selection and Hiring: Employment will generally be based upon the selection or recommendations of the supervisory personnel under whose direction the employee will

work as well as input from administrative or other staff interviewing the applicants. All positions will have a job description prepared prior to hire. Applicants may be required to complete psychological tests and may be required to complete aptitude tests depending upon the nature of the position.

Applicants are required to furnish information and complete any and all forms and tests deemed necessary, in the District's sole discretion, to satisfactorily inform the District of an applicant's qualifications and suitability for a prospective position with the District. The provision for false, incomplete or misleading information in the employment application or other materials submitted or completed in connection with an application or in response to any question, may result in a non-hire decision, rescission of an offer of employment or dismissal of an employee.

The District will attempt to employ the best available qualified applicant for the position, based on application materials, personal interviews, reference checks, tests and any other means available to evaluate an applicant's apparent qualifications and suitability for a particular position. Salary determination will generally be made based on experience and other appropriate factors, within guidelines of the Wage and Classification Plan. All employment, advancement and promotion decisions will be based upon the District's needs and the requirements and qualifications required for specific positions. We attempt to base employment, advancement and promotion decisions on a person's apparent suitability for the position including, without limitation, his/her past performance, future potential, and his/her aptitude and attitude.

The Director shall have full responsibility for all hiring and firing decisions. The Director shall have the direct responsibility of hiring all Division Directors and Administrative Staff (except the Director) and may delegate certain hiring and firing responsibilities to Division Directors or Administrative Staff for hiring decisions within their divisions.

**Medical Examinations:** The District requires full-time employees to successfully complete a medical examination after a position has been offered to the employee but prior to starting employment. Employment shall be conditioned on the results of such examination. This medical examination is necessary to determine if the employee can perform the essential functions of the job offered to him with or without reasonable accommodations on the part of the District. The District will also require alcohol and/or drug testing for all applicants offered a full-time position with the District.

The medical examination will be performed by a physician of the District's choice and at the District's expense. You must consent to the disclosure of the physician's findings, conclusions and opinions to the District. Your medical records will be maintained in a separate file. Information contained in your medical file will not be released or disclosed without your written consent, except to persons with a lawful right or need to know.

Full-time Employees may be required to undergo subsequent medical examinations when such examinations are job-related and consistent with business necessity. Such examinations will be conducted under the same procedures and guidelines as outlined above for pre-employment medical examinations.

**Background Checks:** The Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning all employee applicants, and shall perform such a criminal background check for all employee and volunteer applicants (hereafter “applicants”) for all positions on individuals 16 and older. Pursuant to statute, any conviction of offenses enumerated in subsection (c) as outlined below of said statute shall automatically disqualify the applicant from consideration for working for the Park District. Any other conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the convictions(s) will be considered in relationship to the specific job. Applicants are not required to disclose sealed or expunged records of corrections.

Applicants identified as being a permanent resident outside of the State of Illinois while over the age of 18 years within the past seven years, will be subject to an out of state background check. Applicants may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation. All information concerning the record of convictions shall be confidential and will only be transmitted to those persons who are necessary to the decision process. All current employees, volunteers, and independent contractors whose primary focus of their job is working with children shall be required to submit to criminal background tests. Subsequent background checks may be performed whenever the Park District has reason to suspect a subsequent conviction has not been reported to the District.

When a prior criminal conviction is disclosed, the Park District must be careful to treat similarly situated persons the same. A checklist for convictions, which may disqualify a person from a particular position, should be maintained, although cases will be analyzed on a case-by-case basis.

Many employees and volunteers will be rightfully concerned with their privacy, even though criminal conviction information is public record. The Park District will take reasonable precaution to prevent embarrassment or other damage to the person being checked. The background checks will be reviewed by only the Human Resource Manager if possible, and be kept confidential. The conviction reports will be kept in a secure place, with only limited access.

If the report indicates a conviction was identified, the record will be directed to a review consisting of the applicant’s prospective Division Director, the Human Resource Manager, and the Human Resource Manager’s Division Director. They will:

1. If the conviction is within the last seven years and one that is identified as itemized below, the applicant will be notified that he/she is not qualified for the position.
2. Verify the name, date of birth, social security number, and the description of the individual given on the report to help determine that the conviction report matches the applicant.
3. If the information on the job application matches that in the conviction report, they shall check the employee’s original application to determine whether “yes” or “no”

had been marked for the questions “Have you ever been convicted of a felony or any criminal activity with children”?

4. After completing the above directives, the applicant’s Division Director may request additional information, meet with legal counsel, police authorities, or others to determine if further action is necessary. Again, confidentiality will be a priority.
5. Further information or a meeting may be requested with the perspective employee concerning a conviction record. They will consider the relationship of the conviction to the specific job in determining if the employee will be hired (or retained).
6. A final determination shall then be made based on all available information as to whether the applicant with a criminal conviction should be allowed to fill a position.

If the employee has a conviction on record and is hired, certain safeguards may be instituted. The safeguards may include placing the employee on probation; not allowing the employee to work unsupervised, not allowing the employee to work after hours, etc.

When a person is disqualified from employment or volunteering because of a criminal conviction, the disqualified person will be notified, in a private meeting, by telephone, or by mail.

No applicant will be hired if the applicant has been convicted of any of the following offenses within seven years of the application for employment with the park district:

- Attempted first degree murder
- Committing or attempting to commit first-degree murder
- A Class X felony
- Indecent solicitation of a child
- Public indecency
- Prostitution
- Soliciting for prostitution
- Soliciting for a juvenile prostitute
- Keeping a place of prostitution
- Pandering
- Patronizing a prostitute
- Pimping
- Juvenile pimping
- Exploitation of a child
- Obscenity
- Child pornography
- Harmful material
- Criminal sexual assault
- Predatory criminal sexual assault of a child
- Criminal sexual abuse
- Aggravated criminal sexual abuse
- Violation of the Cannabis Control Act

- Violation of the Illinois Controlled Substances Act
- Stalking
- Aggravated Stalking
- Cyber Stalking
- Any offense committed or attempted in any other state or against the laws of the United States, which, if committed or attempted in Illinois, would have been punishable as one of the above offenses.

A District employee must report to their Division Director if convicted for any of these prohibited offenses.

A Park District is prohibited from knowingly employing a person who has been convicted of committing any of the crimes listed above. Additionally, a park district cannot knowingly employ a person who has been found guilty of sexual or physical abuse of any minor less than eighteen years of age.

All new full-time and part-time employees of the District will receive a mandatory written review by their immediate supervisor within 3 weeks or 15 working days, whichever comes first, after the employee is hired. The purpose of this review is to assess the performance of the employee within his/her new working environment as well as job *attitude and* aptitude. If the immediate supervisor does not feel that the employee has exhibited the skills and abilities necessary to satisfactorily perform the duties and requirements of the position, then employment may be terminated.

**Probationary Period:** Your employment is made on a six-month (6) probationary basis. Your supervisor will utilize your probationary period for your orientation, training, if any, and determining if you appear to possess the aptitude and attitude necessary for you to meet the required standards of the position you have been offered. Your Immediate Supervisor may extend this probationary period to a maximum of an additional three (3) months. If you are reassigned or promoted to another position with the District, you may be required to serve a probationary period not to exceed six (6) months in your new position.

Successful completion of the Introductory Period does not guarantee continued employment for any specific period of time or otherwise create an employment contract between you and the District.

**Orientation:** You will be orientated under District and divisional guidelines. Additionally, your Immediate Supervisor will schedule an orientation meeting for you with the Human Resource Manager so that you can discuss your benefits and other applicable information. The Human Resource Manager will also conduct orientation workshops for all staff to educate them on District wide safety training. The employee's supervisor will conduct job-specific safety training as well as all other job-specific required training.

**Nepotism:** For purposes of interpreting the District's nepotism policy, the term "staff" shall include: all full time Managers, Superintendents/Senior Managers, Division

Directors and the Executive Director. "Relatives" shall be defined as any staff relative by blood or marriage including: parents, children, step children, siblings and spouse.

Relatives of staff and board members are not eligible for full-time or permanent part-time District employment. Additionally, relatives of staff are not eligible for any employment within the District that subjects them to direct supervision of the related District staff member.

**Employee Advancement:** All advancement will be made on the basis of ability and will include consideration of attitude as well as aptitude. Whenever possible, qualified employees will be upgraded to more responsible positions.

If all employment qualifications are equal, employees with longer service ("Seniority") with the District will be given preference for advancement. Seniority is defined as the continuous length of time you have been a regular full-time employee of the District. If your continuous regular employment with the District is interrupted by a period of more than three months, your seniority is lost unless you were on an authorized leave of absence.

The District may also recruit applicants from outside of the organization for any available position either simultaneously with or subsequent to considering applications from current employees. All promotions or upgrading to a higher classification will be made on the basis of past performance, aptitude, attitude and other relevant job related criteria as determined by the District in its sole discretion. Employees may be promoted from within the District rather than hiring from outside the District when it is determined to be in the best interests of the District in the District's sole discretion.

**Proof of Birth Date:** You will be required to furnish the District with certified proof of date of birth at the time of appointment.

**Proof of Right to Work:** You will be required to furnish the District with proof of citizenship or right to work by completing the Federal Form I-9 and providing appropriate supporting documentation.

**Personnel File:** A personnel file will be established for you. All pertinent employment information and forms, including without limitation, employment application, references, evaluations, commendations, disciplinary actions, and other employment records will be contained in this file. Your medical and benefit records will be maintained in a separate file. Information contained in your files will not be released or disclosed without your written consent, except to persons with a lawful right or need to know, including without limitation, pursuant to a court order.

You may review your personnel file in accordance with applicable law and established District procedures. If you wish to review your personnel file, you should contact the Human Resource Manager to complete the appropriate forms.



You are responsible for and must promptly advise the District of changes in your residence address and telephone number and any other pertinent information. It is to your advantage to see that all of your personnel records are accurate and up-to-date. You should immediately inform your Immediate Supervisor and the Human Resource Manager of any changes in pertinent information.

## **IDENTITY-PROTECTION**

The Hoffman Estates Park District adopts this Identity-Protection Policy pursuant to the Identity Protection Act 5 ILCS 179/1 *et seq.* The Identity Protection Act requires each local and State government agency to draft, approve, and implement an Identity-Protection Policy to ensure the confidentiality and integrity of Social Security numbers agencies collect, maintain, and use. It is important to safeguard Social Security numbers (SSNs) against unauthorized access because SSNs can be used to facilitate identity theft. One way to better protect SSNs is to limit the widespread dissemination of those numbers. The Identity Protection Act was passed in part to require local and State government agencies to assess their personal information collection practices, and make necessary changes to those practices to ensure confidentiality.

### **Social Security Number Protections Pursuant to Law**

Whenever an individual is asked to provide this Office with a SSN, Hoffman Estates Park District shall provide that individual with a statement of the purpose or purposes for which the Hoffman Estates Park District is collecting and using the Social Security number. The Hoffman Estates Park District shall also provide the statement of purpose upon request. That Statement of Purpose is attached to this Policy. The Hoffman Estates Park District shall not:

1. Publicly post or publicly display in any manner an individual's Social Security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
2. Print an individual's Social Security number on any card required for the individual to access products or services provided by the person or entity.
3. Require an individual to transmit a Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.
4. Print an individual's Social Security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the Social Security number to be on the document to be mailed. SSNs may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and 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 Social Security

number. A Social Security number that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible without the envelope having been opened.

In addition, the Hoffman Estates Park District shall not:

1. Collect, use, or disclose a Social Security number from an individual, unless:
  - a. Required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the Social Security number is otherwise necessary for the performance of the Hoffman Estates Park District's duties and responsibilities;
  - b. the need and purpose for the Social Security number is documented before collection of the Social Security number; and
  - c. the Social Security number collected is relevant to the documented need and purpose.
2. Require an individual to use his or her Social Security number to access an Internet website.
3. Use the Social Security number for any purpose other than the purpose for which it was collected.

*These prohibitions do not apply in the following circumstances:*

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

*governmental agency to assist with an investigation or the prevention of fraud.*

6. *The collection or use of Social Security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.*

#### Requirement to Redact Social Security Numbers

The Hoffman Estates Park District shall comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's Social Security number. The Hoffman Estates Park District shall redact social security numbers from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting Social Security numbers, the Hoffman Estates Park District shall request each SSN in a manner that makes the SSN easily redacted if required to be released as part of a public records request. "Redact" means to alter or truncate data so that no more than five sequential digits of a Social Security number are accessible as part of personal information.

#### Employee Access to Social Security Numbers

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs are trained to protect and confidentiality of SSNs.

## **VI. PERFORMANCE APPRAISALS**

**Performance Appraisals:** Your immediate supervisor and members of District informally evaluate your performance on a daily basis. They will attempt to notify you of observed deficiencies in your work performance or inappropriate conduct. Your performance will be formally appraised by your Immediate Supervisor at least annually. Written performance appraisals become part your personnel file.

**Salary Reviews:** You may be considered for salary adjustments based on merit. Any salary adjustment will be accompanied by a written review from your Immediate Supervisor, documenting your performance.

## **VII. GUIDELINES FOR EMPLOYEE CONDUCT**

The District is dedicated to providing the public with the best possible facilities, parks and recreation programs. As a District employee, you are expected to demonstrate the highest standards of personal and professional integrity, honesty, responsibility and fortitude in the performance of your duties. You are further expected to serve the public with respect, concern, courtesy, diligence, and responsiveness, and to approach your duties with dedication and a positive, cooperative, and supportive attitude.

**Compliance with District Policies and Procedures:** You are required to comply with all policies and procedures established by the Board, Immediate Supervisors, and Directors of the District.

**Compliance with Supervisory Direction:** You are required to comply with the directives of your Immediate Supervisors, the Board and Directors of District in the performance of your duties.

**Sobriety:** At no time during your service to the District should you be under the influence or in possession of alcohol or illegal drugs during working hours. If you work on or near vehicles or machinery, handle hazardous materials or substances of any kind, or have public safety responsibilities (e.g., transporting District patrons to outings or supervising programs or facilities operations) and you have taken or are under the influence of legal drugs, you must report the use of such legal drugs to your Immediate Supervisor if the legal drug causes drowsiness or if it alters perception or reaction time. Your supervisor will make the determination if while under the influence of any legal drug you have the appropriate capacity to work. Additionally at no time shall an employee be in possession of any illegal drug or any legalized marijuana while on District property.

If at any time a supervisory individual (defined as your immediate supervisor, a superintendent/Senior manager, a Director of the District or a board member) feels that you are under the influence of drugs or alcohol they will have a second supervisory individual confirm their opinion. If the two individuals agree then you will be taken to a medical facility to have an alcohol and drug screening performed at the District's expense.

**Smoking:** Smoking of any type and the use of electronic e-cigarettes or vapor emitters is prohibited in or on any District building, facility, equipment, or vehicle or while working directly with the public. See Policy Manual Chapter 9.3.20.

**Expeditious and Diligent Performance of Duties:** You are expected to expeditiously and diligently perform your duties to the best of your ability.

**Proper Dress and Appearance:** Your personal appearance conveys to the public a general impression of the organization. Your attire while on duty should be in good taste, neat and clean as appropriate for your duties. Safety equipment and attire may be required for certain jobs. For specific details see divisional work rules.

District personnel must be neat, clean and orderly at all times while on duty. Hair must be neat, clean, trimmed and present a groomed appearance. Unless such facial hair would pose a safety or health risk given the nature of the employee's job responsibilities, employees may wear a mustache and/or beard if the mustache and/or beard is neatly trimmed and groomed.

District Personnel are required to wear their employee photo-id name badge while on duty. If wearing the badge poses a safety issue, then the badge must be carried by the employee.

**Cooperation/Courtesy:** As a part of a team providing services for the benefit of the public, you must cooperate with fellow workers and the public in order to achieve a high standard of work performance. You must treat fellow workers and the public with respect and courtesy. Wrongful conduct which engenders employee divisiveness or loss of morale or workplace disruption will not be condoned.

**Punctuality in Reporting for Duty:** In order to provide efficient service to the public, you must report to work on time as scheduled by your Immediate Supervisor.

**Participation in District Activities:** You are encouraged to participate in District activities which would not interfere with the fulfillment of your job duties.

**Accurate Records:** Any reports you produce or records you maintain are important to the administration of the District and they must be accurate and complete.

**After-Hour Use of Facilities:** You are prohibited from any unauthorized use of district facilities at times those facilities are not open to the public.

**Telephone Use:** District telephones are for official District business only and must not be used for personal calls except when absolutely essential. Personal long distance phone calls must be charged to your home phone or credit card. District cell phones may be used for personal use as long as the individual is reimbursing the District for such use. If the district issues a non-receipt reimbursement it will be done as a taxable payroll disbursement.

**Electronic Communication Use Policy:** The Hoffman Estates Park District provides its employees telephone usage, facsimile transmission, computer access, electronic mail and Internet access. The District does so with the understanding that its employees are using these facilities in a manner beneficial to the District and not contrary to District policies and procedures.

It is the policy of the Hoffman Estates Park District that the use of its computers and software is limited solely to appropriate business use. Except as otherwise provided below, employees are not allowed to use the computer system (network or assigned computer) for their personal benefit. Employees are strictly forbidden from installing software on the system or their computer unless approved by the employee's division

director or the executive director. Further, this policy reaffirms that the Hoffman Estates Park District's employees have no reasonable expectation of privacy with respect to any computer hardware, software, electronic mail or other computer or electronic means of communication or storage, whether or not the employees have private access or an entry code into the computer system. The Hoffman Estates Park District reserves the right to monitor the use of its computer system.

Subject to approval from the employee's division director or the executive director, an employee's occasional use of the Hoffman Estates Park District computer facilities for personal use may be acceptable. However, in order to keep these uses to a reasonable level, approval to use the system in such a manner must be given by the employee's division director or executive director. Moreover, please be aware that the Hoffman Estates Park District may purge files on its computer at any time, without notice. The Hoffman Estates Park District is not responsible for any personal files that may be purged or lost.

The use of the system for such personal efforts must be of minimal duration not affecting normal job functions and be of a non-offensive nature and there is no expectation of privacy or backup for any personal files. Also, because of the normal heavy load on the system, personal use will not receive priority over operational requirements, system maintenance, or file back up.

Additionally, any employee's personal Internet or e-mail access or usage shall be governed by the same rules that apply for the aforementioned computer usage.

Laptops that have been issued to staff may be used for personal reasons in addition to District reasons, but utmost care should be used to maintain a safe operating system for the laptop. These laptops shall remain the property of the District.

At any time when District-owned equipment or communication lines are being utilized for any reason under any access (personal or District-provided), the employee is always bound by all other District policies and procedures.

**Use of District Property:** You are prohibited from taking or using any District supplies, materials, equipment, funds, computers, computer programs, computer software, computer language, printers, scanners or facilities for private use except as otherwise specifically provided elsewhere within the District's policy manual.

**Keys:** You will receive keys necessary to carry out your duties. You must guard against loss of keys and report any lost keys immediately. You must not lend your keys to anyone without authorization from your Immediate Supervisor. You may not duplicate keys provided. A listing of all keys issued to you shall be maintained in your personnel file and shall be the employee's responsibility to turn in all keys upon his/her separation from the District.

Bulletin Board: Signs, bulletins and other notices may be placed on District bulletin Board only by authorized personnel. Authorization must be received from District before posting such notices.

Use of District Vehicles: District vehicles may be used by employees for District business and may be allowed for personal use as authorized by the Director and approved by the Board.

1. Use of District vehicles by key personnel is of mutual benefit to the District and the individuals and aids in the recruitment and retention of personnel.
2. District vehicles may be used by employees for District business and may be allowed other personal use as authorized by the Director and approved by the Board of Commissioners.
  - A. Employees assigned District vehicles for personal use are required to keep an accurate record of personal usage in order to provide accurate reporting of this compensation.
  - B. Any fuel required for travel beyond the normal single tank fuel capacity range of the vehicle will not be reimbursed by the District and will be at the sole cost of the employee.
  - C. Only employees assigned District vehicles (or other appropriately authorized individuals) may drive the vehicle. All employees that will drive District vehicles are required to pass an in-house road safety test administered by the authorized district personnel. All employees that drive District vehicles must authorize the District to obtain a current driver's abstract from the state of Illinois. On a minimum, such abstract will be rechecked every three years. Only upon completion of the driving test and verification of an acceptable driver's abstract will the employee be allowed to drive District vehicles.
  - D. Family members, including spouses, or other individuals are not authorized to drive District vehicles, except in extreme emergencies or as approved by the Director.
3. All costs of operating and maintaining District vehicles, including fuel and insurance, will be the District's responsibility (except as noted in 2B above).
4. Additional non-cash compensation will be calculated and added to employee payroll earnings for all personal use of District vehicles.
5. District vehicles must always be operated within all state laws.
6. You must report all accidents involving District vehicles to your Immediate Supervisor by the start of the next business day following the day of the accident.

Reports should include the names and addresses of all persons involved in the accident including, without limitation, available witnesses.

7. It is prohibited to operate a Park District vehicle under the influence of alcoholic beverages, non-prescription narcotics, or prescription drugs that cause physical impairment. All Park District employees who operate a Park District vehicle or a personal or leased vehicle in pursuit of Park District business who is taking a legal drug must comply with Article 16, Alcohol & Drug Abuse Policy, Section 7, Use of Legal Drugs, contained within this policy manual.
8. Employees operating Park District owned, leased or rented vehicles shall not engage in any extraneous activity while operating such vehicle which might distract or divert the employee's attention such as eating, drinking, smoking, reading, or using or viewing any electronic device, etc. Employees who must utilize a cell phone while operating a Park District vehicle shall utilize hands free cell phone communications. Employees are prohibited from utilizing a cell phone in a "hand held" manner in any automobile that they are operating. If the need arises for an employee to utilize a hand held cell phone while operating a vehicle, the employee shall safely bring the vehicle to a stop out of the flow of traffic and turn the car off prior to using the hand held device.
9.
  - a. Any employee while operating a Park District vehicle, who is found to be at fault or the cause of an accident with the vehicle, either as the result of a court determination or an appropriate investigation, may at the discretion of the Park District or the Executive Director, be prohibited from future use of Park District vehicles, either temporarily or permanently, for personal use or all use. Additionally, the employee may be subject to disciplinary action, up to and including discharge.
  - b. Any employee who is required to drive a vehicle as part of his or her employment with the Park District and who is found guilty of any traffic violation or who temporarily suffers the loss of his or her driver's license as a result of a traffic citation must report said conviction or suspension to his or her supervisor within 24 hours of the action.
  - c. In the event that two supervisory individuals (immediate supervisor, Superintendent/Senior Manager, Division Directors, Executive Director or Board Commissioner) establish a reasonable suspicion based on their personal observation that a Park District employee is under the influence of alcohol or other prohibited substance as defined in the District's alcohol and drug abuse policy they may require that the employee relinquish control of any Park District vehicle, or prohibit the employee from operating a personal or a leased vehicle in connection with Park District business. Failure of the employee to comply with this directive will subject the employee to disciplinary action by the District or the Executive Director up to and including



discharge as well as a minimum of three months suspension or permanent loss of use of a Park District vehicle.

10.

- a. Any employee who is operating a Park District vehicle at any time or is operating a personal or leased vehicle in the pursuit of Park District business and is detained by a law enforcement officer for any traffic related offense and refused, upon request by said officer, to submit an onsite drug or alcohol evaluation by said law enforcement agency, shall submit to a drug and alcohol screen at a medical facility designated by the district within two hours of said stop or detention by law enforcement. The District shall pay for any such screening. Failure of the employee to undergo either onsite testing by law enforcement or such an administered drug or alcohol screen shall subject the employee to disciplinary action up to and including termination as well as the temporary or permanent loss of either personal or all use of a Park District vehicle. Personal use shall be defined as any use other than travel directly to and from work or use for Park District business during regular working hours.
- b. If an employee is involved in an at-fault or preventable accident and any two supervisory individuals feel that the employee may be under the influence of drugs or alcohol then they may require that employee to submit to a drug and alcohol screening at the District's expense. Failure of the employee to comply with this directive will subject the employee to disciplinary action by the District or the Executive Director up to and including discharge as well as a minimum of three months suspension or permanent loss of use of a Park District vehicle. If said drug and alcohol test reveals that the employee was under the influence of any prohibited substance as defined in the District's alcohol and drug abuse policy including the use of legal drugs which may alter the employee's perception or reaction time, or a blood alcohol content of .04 or greater, shall be subject to disciplinary action consistent with that described in Paragraph (a) above as well as the temporary or permanent loss of either personal or all use of Park District vehicles.

11. Any Commissioner operating a Park District-owned, leased or rented vehicle shall comply with and be subject to the provisions of all policies which apply to vehicle safety operation, alcohol and drug abuse and use of District vehicles, except that the sanction to be imposed upon any Commissioner found by the District to have violated said policy(ies) shall be limited to the prohibition of using any Park District-owned, leased or rented vehicle for a minimum of three (3) months, as determined by a majority vote of all sitting Commissioners.

12.

- a. Use of Private Vehicles: You are to use District vehicles whenever possible to conduct official District business. However, if you are required to use your personal vehicle for official District business, with approval of the appropriate Division Director, you may receive the standard IRS "per mile" rate reimbursement for actual business miles driven while conducting official District

business, not including normal commuting distance. In order to receive reimbursement, you must properly document (e.g., receipts) and record on appropriate District forms any and all mileage incurred using your personal vehicle for official District business.

- b. No District employee may operate a motor vehicle, whether owned by the District or by the employee personally, in the conduct of District business unless such employee has a valid, current and proper classification license to legally operate motor vehicles and have proper automobile insurance in accordance with applicable law. You are also required to maintain insurance coverage in amounts and types as required from time to time by the Board and/or the Director. You must notify your Immediate Supervisor or the Director if you do not have a valid Illinois driver's license or you do not carry automobile insurance or if your insurance has temporarily lapsed before driving any vehicle for District purposes. You will be required to provide the District with a copy of your driver's license, registration and insurance policy (or certificate of insurance) prior to driving any vehicle for District purposes. You will be subject to all policies and rules to the Use of Park District Vehicles when operating your private vehicle for official district business. You will be subject to all policies and rules relative to the use of park district vehicles when operating your private vehicle for official district business.

**Political Activities:** The District does not prohibit you from taking part in election campaigns and other lawful political activities. However, you may not directly or indirectly demand, solicit, collect or receive any assessment, subscription or contribution for or against or campaign for or against any politician or political cause while on duty. You are also prohibited from any political campaign activities or promotions of any kind while on duty, including without limitation, circulating petitions, making public presentations on behalf of candidates or issues or distributing literature. For purposes of this paragraph "while on duty" includes those hours you are scheduled to work and are working for the District but does not include breaks or lunches. District employees may not wear or use uniforms, equipment, or other property that identifies them as District employees while campaigning.

**Solicitation and Distribution:** You may not make solicitations seeking payments, contributions, memberships, funds or distribute non-work related literature while on duty or to any employee who is on duty. You may not accept the solicitation or the distribution of literature by any non-employee while on duty. For the purposes of this guideline "while on duty" does not include breaks, lunches, or other duty-free periods of time.

District employee is engaged in or has engaged in unlawful conduct while on duty, you must report such misconduct together with supporting information to the Director.

**Acting in District Interest:** You are expected to act and conduct yourself at all times in the best interest of the District.

Lockers, Desks and Other District Property: Lockers, desks, computers, computer programs, computer software, e-mail or other computer-related equipment, vehicles, equipment and other District containers and property that you are permitted to use during your employment are and remain the property of the District. You are not permitted to keep or store any illegal or prohibited items or substances in or on such property. Any such property reasonably suspected of having or holding illegal or prohibited items or substances or missing or stolen District funds or property is subject to search by the District.

## **VIII. DISCIPLINARY ACTIONS AND SEPARATIONS**

Disciplinary Actions: You are expected to engage in acceptable conduct and to satisfactorily perform your duties under the guidelines of conduct contained in this Manual, other District guidelines as distributed periodically, performance standards as determined by the District in its sole discretion, the directions of your Immediate Supervisor and District, and in accordance with federal, state and local law. If you engage in misconduct or do not satisfactorily perform your duties you will be disciplined accordingly.

Your Immediate Supervisor and/or members of District may apply progressive discipline when, in your Immediate Supervisor's and/or member of District's sole discretion, it is appropriate. You may be dismissed after disciplinary action has not changed any substandard performance or misconduct on your part. However, the District in its sole discretion may forego lesser forms of discipline and proceed immediately to your dismissal depending upon the nature of your conduct. Disciplinary actions which may be imposed are oral warnings, written reprimands, disciplinary probation, suspension, demotion and termination.

Nothing in this section shall limit or restrict the District's right to dismiss you at any time, with or without cause or notice. As a District employee, you are an at-will employee with the right to terminate your employment at any time, with or without cause or notice. Likewise the District retains the right to terminate you at any time, with or without cause or notice.

Oral Warnings: Oral warnings may be issued by your Immediate Supervisor or a member of the Administrative Staff if, in your Immediate Supervisor's or member of Administrative Staff's opinion, the nature of your conduct or nonperformance is not sufficient to warrant more severe disciplinary action. Oral warnings will be issued by your Immediate Supervisor or a member of the Administrative Staff for the purpose of expressing disapproval of conduct or poor work performance, clarifying applicable procedures or guidelines, and warning that repetition of the misconduct or failure to improve work performance may result in more severe discipline. Your Immediate Supervisor or member of the Administrative Staff may place documentation of oral warnings in your personnel file.

Written Reprimands: Written reprimands may be issued by your Immediate Supervisor. Written reprimands consist of a conference between you and your Immediate

Supervisor who will issue a written communication expressing disapproval of misconduct or poor work performance and warning you that repetition of the misconduct or failure to improve work performance may result in more severe discipline. Copies of written reprimands will be maintained in your personnel file. Written reprimands may be used for repeated misconduct of a minor nature or for more serious misconduct which in your Immediate Supervisor's opinion does not warrant suspension, discharge or demotion.

You are required when receiving written reprimands to sign the reprimand indicating your receipt of the reprimand and understanding of the reason for the reprimand being issued. If you refuse to sign, a member of District will be brought into the meeting to witness the fact that you were issued the warning but refused to sign it. A copy of the written reprimand will be placed in your personnel file.

**Disciplinary Probation:** Disciplinary Probation may be imposed by your Immediate Supervisor for a period of one to three consecutive working months. This may be done simultaneously with or following the receipt of an oral warning, written reprimand, or demotion. You will be given a written explanation of the reasons for probation and the terms thereof. If you do not improve your work performance or cease committing the conduct that got you placed on probation, you will be dismissed. You do not have a guaranteed term of employment with the District for the length of your disciplinary probation. As an at-will employee, you may be dismissed at any time, with or without cause or notice.

**Suspension:** Suspension may be imposed by your Immediate Supervisor. Suspensions are temporary separations from employment with the District without pay for a period of time your Immediate Supervisor in his sole discretion deems appropriate for disciplinary purposes where the cause, in the sole discretion of your Immediate Supervisor, is not sufficient for termination or until an investigation can be made concerning the nature of your misconduct. Your Immediate Supervisor will meet with you and provide you with a written notice outlining the details of your suspension, including without limitation, the reasons for your suspension, the duration of your suspension, and other pertinent information. During this meeting, the reasons for your suspension will be discussed with you and you will have the opportunity to respond.

You are required to sign the written notice of your suspension indicating your receipt of the notice and understanding of the reason for the suspension. If you refuse to sign, a member of the District will be brought into the meeting to witness the fact that you were issued the notice but refused to sign it. A copy of the notice will be placed in your personnel file.

If after investigation it is determined your suspension without pay was unwarranted, you will be paid for the time lost and restored to duty.

**Demotion:** Demotions are permanent changes in your job classification with a corresponding permanent reduction in your salary. Demotions may be used by your Immediate Supervisor where in your Immediate Supervisor's sole discretion demotion is

the appropriate action for your misconduct or failure to satisfactorily perform your job functions. Demotion may be used in addition to other forms of discipline.

**Dismissal:** A dismissal is a permanent separation from employment with the District. You may be dismissed by your Immediate Supervisor. You may be dismissed for any lawful reason at any time.

The notice of dismissal, including the effective date and time of dismissal will be in writing and will state the specific charges. Your Immediate Supervisor will meet with the employee prior to dismissal to explain the charges contained in the notice and offer the employee the opportunity to answer the charges against him and explain his position. The employee will be able to further respond to those charges through the formal review procedure outlined below.

**Employee Assistance Plan:** The district provides an EAP plan to aid employees when dealing with personal problems. At the discretion of the employee's supervisor with approval from the appropriate division director, an employee may be required to attend an EAP session in the hopes of correcting a situation or action that is viewed as detrimental to the District or in the supervisor's opinion causing detriment to the employee's job performance.

**Causes for Disciplinary Action:** You may be warned, reprimanded, placed on disciplinary probation, suspended, demoted and/or dismissed whenever it is determined in the District's sole discretion to be in its best interests. The causes for disciplinary action listed below do not constitute an exhaustive list of all of the acts which may subject you to disciplinary action. No set of causes can cover all situations. Instead, the following list sets forth some of the more typical cases that arise in the course of an employment relationship. They include:

1. Felony arrest (Suspension only);
2. Felony conviction;
3. Engaging in criminal activities while on District property or while on duty;
4. Failure to obey any lawful rule, regulation or order, or failure to obey any proper direction made or given by your Immediate Supervisor or a member of the administrative staff of the District;
5. Failure to adhere to District policies and/or procedures including without limitation all safety policies and ordinances;
6. Endangering one's safety and/or the safety of others because of failure to act properly and safely in the performance of job duties;

7. Under the influence or possession of intoxicants or illegal drugs while on duty or failing to . notify the District that you are taking legal drugs when such notice is required;
8. Inability to properly perform duties;
9. Incompetent, negligent, or inefficient performance of duties;
10. Careless, negligent, or improper use of District funds or property;
11. Attempting to use, or threatening to use, personal or political influence in securing promotion, leave of absence, transfer, change of pay rate, or nature of work assignment;
12. Receiving from any person for personal use, any fee, gift, or other item of value in the course of performing your duties when the item is given in the hope or expectation of receiving a favor or better treatment than accorded other persons.
13. Absent from duty without permission, habitual tardiness, excessive absenteeism, abandonment of employment, or misrepresentation of material facts relating to use of leave;
14. Inability or unwillingness to work effectively with other District personnel;
15. Inability or unwillingness to take orders from Immediate Supervisors or the District;
16. Uncooperative, hostile or discourteous attitude or conduct toward your Immediate Supervisor, co-workers, District, Board or the public or threatening or striking any person in or on District property or participating in District activities;
17. Failure to maintain valid driver's license or other license or certification which may be required for your position;
18. Smoking in restricted areas;
19. Sexual harassment;
20. 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, reimbursement reports and departmental reports.
21. Violation of employee policies, rules or guidelines or engaging in any conduct determined by the District in its sole discretion not to be in the best interests of the District.

22. Any violation of policies or procedures regarding the privacy of individually identifiable health information (or protected health information), as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPPA) and as defined by the U. S. Department of Health and Human Services.

**Review of Disciplinary Action Other than Dismissal:** In the case of disciplinary action other than dismissal, you may request a review of the action by submitting a written request to your Immediate Supervisor within five (5) working days from the date the action was taken. Your Immediate Supervisor will meet with you and issue a written determination within fifteen (15) working days of his receipt of your written request. This determination shall be final unless you seek review by your Division Director by submitting a written request along with the written determination of the employee who levied the disciplinary action within five (5) working days after the date of the written determination. Your Division Director will meet with you and issue a written determination within ten (10) working days of his receipt of your written request. Should you be dissatisfied with the decision of your Division Director, an appeal may be made by submitting a written request to the Director within five (5) working days from the date a Division Director's decision was issued. The Director shall issue a written determination within ten (10) working days of the Director's receipt of your written appeal. The decision at this level of authority shall be final.

The District's failure to strictly adhere to the time limits or the procedure in this section shall not affect the resolution of any disciplinary action. This procedure will be followed to the extent that it is, in the District's sole discretion, practicable. The District reserves the right to proceed directly to the Division Director's review of a disciplinary action.

Division Directors may request review of disciplinary actions taken with respect to them directly to the Board by submitting a written request to the Board within five (5) working days from the date the action was taken.

The action will be reviewed by the Board or by a person or persons designated by the Board, and a written determination issued within fifteen (15) working days following the Board's receipt of the written request. The determination of the Board or its designee(s) shall be final.

**Review of Dismissal:** If you are a full-time employee and you are dismissed, you will receive written notice of the reasons for your dismissal from your Division Director. Your Division Director will meet with you, explain the reasons for your dismissal, and offer you the opportunity to respond. The decision to dismiss you shall be final unless you request review of the action by submitting a written request to the Director within five (5) working days from the date the action was taken. The Director or a person or persons designated by the Director, will review the action. You may be offered the opportunity to appear before the Director or his designee(s) to answer the charges against you. If you are offered the opportunity to appear before the Director or his designee(s), you may be represented by your own counsel. You may also be permitted to call your own witnesses, question District witnesses, and otherwise present evidence on your behalf. However, the Director or his designee(s), in his sole discretion, will

determine if there will be a review meeting and if a meeting is granted, the date, time, length, and the rules and procedures that will be followed during the meeting. If you are granted a review meeting, the Director or his designee(s) will issue a written determination within fifteen (15) working days after the meeting. If you are not granted a review meeting, you may submit written documentation to support your position prior to the deadline established by the Director or his designee(s) for receipt of such documentation. The Director or his designee(s) will issue a written determination within fifteen (15) working days following such deadline. The Board has final decision in these circumstances. The District's failure to strictly adhere to the time limits or the procedure in this section shall not affect the resolution of any disciplinary action. This procedure will be followed to the extent that it is, in the District's sole discretion, practicable. The District reserves the right to proceed directly to a subsequent level of review of a disciplinary action.

Nothing in this section shall limit or restrict the District's right to dismiss an employee at any time, with or without cause.

**Employee's Response:** You may respond to any disciplinary action taken against you by preparing a written response stating your position or objection to the disciplinary action and having it placed in your personnel file.

**Layoffs:** The District may, in its sole discretion, reduce the number of employees in any given area at any time. Every reasonable effort will be made to transfer employees to other divisions rather than lay them off. When this is impractical, the Division Director will consider seniority, among other factors, where qualifications, ability, attitude and performance factors are substantially the same in determining who to lay off.

If you are laid off as a result of the necessity to reduce the number of District employees (reduction in force) you may be given preference in filling positions which subsequently open and for which you are qualified without training. Employees laid off for purposes other than reduction in force will not be given similar preference.

**Resignation:** As an at-will employee, you may resign your position with the District at any time, with or without notice or cause. However, the District requests that you give your Immediate Supervisor sufficient written notice of your intention to resign to enable the District to make proper provisions for the filling of your position. The District requests that the minimum sufficient prior notice is two (2) weeks. Written resignations will be placed in your personnel file.

**Separation:** You must return all District keys, uniforms, equipment, identification, credit and insurance cards, tools, vehicles and any other District property before separating from the District.

**Exit Interview:** If possible, your Division Director will give you an exit interview when separating from the District. You will be provided a written questionnaire to respond to at your discretion. Completed exit interview questionnaires along with any interview notes or other exit interview documents will be maintained in your personnel file. Exit



interviews will include an explanation of any benefits that may be continued pursuant to applicable federal and state law.

References: Information provided by the District through requests for employment references will be limited to your starting date, ending date, job title, and job description. You must complete and deliver to Division Director a written release in the form required by the District before any additional information will be provided.

## **IX. COMMUNICATIONS**

Communication Channels: You must have a clear understanding of your duties and to whom you are responsible or accountable. Lines of responsibility will be direct. Supervisory responsibility descends from the top of the organization "through channels" to you. You will generally not direct the work of other employees of equal rank.

Employee Suggestions: You are urged to make any suggestion you feel will benefit the District and which would save time, money, reduce waste, promote safety, improve the District's programs, parks or facilities or increase workplace efficiency.

Grievances: The following grievance procedure has been established to provide you with a review mechanism in connection with terms and conditions of employment except for disciplinary actions which is covered under Section VIII, Disciplinary Actions and Separations. With the exception of complaints and grievances initiated by District, complaints and grievances will receive final determination by the Director.

1. If you have a grievance, discuss the matter with your Immediate Supervisor. Resolution of grievances is strongly encouraged at this level.
2. If your grievance is not resolved by your Immediate Supervisor, you may submit your grievance in writing to your Division Director within five (5) working days after receipt of your Immediate Supervisor's written response. Your Division Director will investigate the matter and respond to you in writing within five (5) working days following his receipt of your written grievance regarding the disposition of your grievance and stating the reasons for such disposition.
3. If your grievance is not resolved by your Division Director, your grievance may be submitted in writing to the Director, within five (5) working days after receipt of the Division Director's written response. The Director will investigate the matter and respond in writing within five (5) working days following his receipt of your written grievance regarding his disposition of the matter and stating the reasons for such disposition. The decision of the Director will be final in all cases.

The District's failure to strictly adhere to the time suggestions stated above will not affect the resolution of the grievance.

There will be no discrimination or retaliation against an employee if he, in good faith, processes a grievance through this procedure or, in good faith, testifies, assists or participates in a grievance procedure investigation.

Any complaint of harassment brought to the attention of a Division Director or the Human Resource Manager will be forwarded to the Executive Director. All such complaints will be taken seriously and investigated. Any employee that is found to have made a frivolous or false complaint shall be subject to disciplinary action up to and including dismissal.

## **X. HOURS OF WORK**

**Work Hours:** Generally, all full-time employees will work forty (40) hours per week. However, due to the nature of the District's business operations, your Division Director may vary your work hours as necessary to meet the District's needs. You must minimally work the standard number of hours set for your division which is at least forty (40). Schedules will be approved at the divisional level to assure that all employees work the minimum hours within the standard workweek. All full-time staff is required to work a minimum of four ten-hour days or five eight hour days or a combination thereof for each pay cycle, with total time always equating to a minimum total of 40 hours worked per week.

**Time Cards:** Whenever possible all full-time non-exempt employees will be required to utilize the District's computerized time management system to track their hours.

All part-time employees will be required to use the District's computerized time management system provided at the facility they work at. If the nature of their job requires them to work away from that facility, thereby prohibiting them from efficiently utilizing the District's time management system, or if it would be overly burdensome and time consuming to have the individual punch in and out at a system terminal due to situations such as additional travel time, then manual adjustments may be made to their time management account as approved by their supervisor and division director.

**Meal Breaks:** All full-time non-exempt employees scheduled to work seven and one-half (7 ½) hours or more on a single day is entitled to and required to take a meal break. Full-time non-exempt employees are entitled to take a required thirty (30) minute meal period after their fifth hour of work. The thirty (30) minutes will automatically be deducted from the employee's time management account after the end of the fifth hour. The employee will not be required to punch in and out for the meal break, since the thirty (30) minute meal period is required to be taken.

All part time employees scheduled to work seven and one-half (7 ½) hours or more on a single day is entitled to and required to take a thirty minute unpaid break after their fifth hour of work. The District provides this meal period to the employee and it is the employee's responsibility to schedule an approved time with their supervisor for scheduling the unpaid meal break. The thirty (30) minutes will automatically be

deducted from the employee's time management account after the end of the fifth hour. Employees do not punch in and out for this meal break since it is required to be taken.

**Overtime/Compensatory Time:** Because of the nature of the Parks and Recreation field and the public services to be rendered, you may be required to work more than your standard forty (40) hours per work week. If you are a nonexempt employee and you are required to work more than forty (40) hours in any work week, overtime pay or compensatory time off will be granted to you by your Immediate Supervisor.

If you are a nonexempt employee, you will be compensated time and one-half for all time worked over forty (40) hours in a particular work week. Time over forty (40) hours may be offset by equal time off for regularly scheduled hours during the same workweek. Compensatory time may be given in lieu of overtime pay if determined by your supervisor to be appropriate. The granting of compensatory time in lieu of payment for overtime is at the sole discretion of your Immediate Supervisor. Compensatory time is given at a rate of time and one-half for every hour worked over forty (40) hours in a particular work week. A non-exempt employee may accumulate no more than eighty (80) hours of compensatory time at any one time. No more than forty (40) hours of compensatory time may be taken consecutively and must be scheduled with the approval of your Immediate Supervisor.

**On Call Hours:** On call hours actually worked for non-exempt employees may be considered part of normal working hours when an employee receives advanced notice that they are on-call for a specific day. Any on-call hours actually worked may be offset by equal time off for regularly scheduled hours during the same workweek. Any on-call time resulting in hours worked greater than 40 in any one week will be compensated by pay or future time off (i.e. comp time) issued at time and one-half for those hours over 40.

Any employee required to come to work at a time other than regularly scheduled work hours or regularly scheduled on-call days will be compensated at time and one-half pay or comp time for those hours.

Any employee required to report for on-call time will be entitled to one hour total commuting time. This will be compensated at time and one-half only if it was an unscheduled on-call day.

No employee will be regularly scheduled for work and on the on-call schedule for any combined period greater than six consecutive days, without at least one unscheduled day (i.e. at least one unscheduled day after every 6 consecutive days).

Any and all overtime hours must be approved by your Immediate Supervisor prior to working the overtime.

You are required to work overtime when necessary and your unwillingness or refusal to do so may be cause for disciplinary action up to and including dismissal.

Address Changes: Emergency conditions may necessitate immediate contact with you. Therefore, you must notify your Immediate Supervisor and the Human Resource Manager office of any change in your name, address, or telephone number.

Dual Employment within District: Providing that your dual employment does not fall under your own supervision or otherwise conflict with your job responsibilities, you may hold an additional part-time or short-term job with the District upon written approval of the appropriate Division Director. If the additional part-time or short-term job with the District is sporadic or occasional and in a different capacity as your regular job, the hours that you work in that part-time or short-term job will not be combined with the hours you work in your regular job in determining whether you are eligible for overtime pay. If the additional part-time or short-term job is not sporadic or occasional or is in the same occupational category as your regular job, the hours that you work in that part-time or short-term job will be combined with the hours you work in your regular job to determine overtime eligibility.

Outside Employment: If you are a full-time employee, you are not allowed to secure employment outside of your job with the District, unless you receive prior written approval from your Division Director. Once approved, permission to secure outside employment can be revoked by your Immediate Supervisor or Division Director if it appears, in the sole discretion of your Immediate Supervisor or Division Director, that the outside employment presents a possible conflict of interest or interferes with you fulfilling your responsibilities at the District. To avoid potential conflicts of interest, you may not accept work from or work for persons or companies with whom the District conducts any form of business. In any event, you may not work for another employer during the times that you are scheduled or requested to work for the District.

Failure to request permission to secure and maintain outside employment or failure to terminate outside employment when so directed by your Immediate Supervisor or Division Director may be cause for disciplinary action up to and including dismissal.

## **XI. EMPLOYEE BENEFITS**

Salary/Hourly Pay: District employees are paid on a bi-weekly basis. Each payroll period starts on Saturday and ends on Friday. You will be paid on Friday for all hours worked through the previous Friday. If you terminate your employment in the middle of a pay period, you will be paid on a pro rata basis for the actual hours you worked.

Payroll Deductions: Automatic payroll deductions will be made for you for federal and state income tax purposes, health insurance deductions, pension contributions and social security tax, and any other item ordered by a court or applicable law. Your written consent for any voluntary payroll deductions will be required.

Holidays:

1. The following are paid holidays for all full-time employees: A holiday equates to eight (8) paid hours.

New Year's Day  
Martin Luther King Holiday  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day

Thanksgiving  
Friday following Thanksgiving  
Christmas Eve Day  
Christmas Day  
New Year's Eve Day

2. Martin Luther King Day and Veteran's Day will be treated as floating holidays. Full time staff will be granted two days off to be used as approved in advance by their supervisor. The two floating holidays are eligible for use at the start of the year, however should an employee leave employment prior to the actual holiday, then reimbursement of that pay will be collected.

3. When one of the following holidays fall on a Saturday or Sunday, the nearest working day will be declared a holiday:

New Year's Day  
Independence Day  
Veteran's Day

Christmas Eve Day  
Christmas Day  
New Year's Eve Day

4. Exempt employees required to work on one of the aforementioned holidays will be granted equal time off on a different work day
5. Non-exempt employees will be paid overtime (1½ times regular rate) plus the eight (8) hours holiday pay for a total of 2½ times their regular pay when required to work eight (8) hours on a Holidays (listed above). Additional hours required to work on Holiday will be paid at 1½ times regular pay.
6. Floating holidays may not be carried forward to the following year. Unused floating holidays past the actual date of the holiday will be paid to employees upon separation.

#### Personal Days:

1. Each employee shall receive three (3) personal days, one day will be earned and issued on each of the first days of January, May and September.
2. Personal days are granted to employees to allow paid time off for personal reasons of any nature, including holidays not recognized by the District.
3. Personal days expire on December 31, and may not be accrued to future years.
4. Employees may not receive pay in lieu of unused personal days.
5. Personal days earned but not yet used will be paid to an employee upon separation.

Vacation:

1. Vacations will be granted to full-time employees at a time convenient to the District. Vacation leave is earned throughout the year on a per pay period basis and is available for use as it is earned.
2. A maximum of five vacation days earned (if unused) during a year may be carried forward to the following year by all employees. Compensation will not be granted for any unused days except for terminated employees, where all accrued vacation time will be paid in full.
3. Vacation leave shall be earned based on continuous full-time employment. For purposes of vacation earning, employees who begin working prior to July 1, the year of hire is year one (1). For employees who begin working July 1 or after, the year of hire is year zero (0). The following table illustrates vacation time earned:

Year	Earned Vacation Hour (per pay period)	Hours (per year)	Maximum Hours Accrued (to the next year)
0-4	3.0779	80	40
5-9	4.6154	120	40
10+	6.1538	160	40

At 20 years of service full time employees will receive eight additional vacation hours per year of service for years 20, 21, 22, 23, 24. The maximum additional hours will be capped at 40 hours. These additional hours will be added to the hours earned and available per pay period (3.077 hours per pay period per year).

Division Directors and Superintendents shall receive an additional 5 days per year and 2.5 days toward accrual.

4. All earned vacation time will be paid in full to an employee upon separation.
5. An employee shall make a written request to their Immediate Supervisor for vacation time off.
6. 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 Division Director will decide based on seniority, personal situations and emergencies.

7. Holidays during vacation periods will be paid as holiday time (regular rate of pay) and not count as vacation days.
8. At the discretion of the Director, vacation days may be required to be used for other types of leave, providing that the benefits associated with those leaves is exhausted or for periods of the Family Medical leave Act.
9. If you are a new employee the Director may give you vacation credit for service years with other park districts or similar industry employers. In order to qualify, the Director may require you to submit written verification of dates of your employment with prior employers.

#### Retirement Plan:

1. IMRF (Illinois Municipal Retirement Fund) provides specific benefits for employee pension, disability and insurance. These benefits are explained in detail upon hiring.
2. The District is governed by the 1000-hour rule, requiring all employees expected to work at least 1000 hours in the year to participate in IMRF.
3. A payroll deduction mandated by the state (currently 4.5% of gross pay) is withheld from the employee's paycheck and deposited in their name with the fund.
4. The District then contributes an additional amount (greater than the employee's contribution) to aid in funding benefits for the employee.
5. A Tier 1 employee is vested after eight years of combined service with IMRF. A Tier 2 employee (those newly participating in IMRF after January 1, 2012 are vested after 10 years. Please note there are different rules governing Tier 1 and Tier 2 IMRF employees. Those details are available through IMRF or the HR department.
6. Employees have the option of receiving their individual contributions returned to them upon separation from the District.
7. A full IMRF orientation is given to all qualifying employees upon hire.

### Deferred Compensation/Section 457:

1. The District has established Section 457 plan in accordance with state and federal guidelines in order to aid employees with their long-term financial planning.
2. The plan currently allows employees to contribute up to the legal limit per year on a tax-deferred basis through payroll deductions.
3. All funds contributed, and the income earnings on the funds, are available for taxable distribution without penalty to the employee upon separation from the District.
4. The District offers this plan as a service; employees should consider their financial needs to determine if this plan is in their best interest.

### Employee Longevity Recognition

1. The following recognition awards will be presented to employees based on continuous full-time years of service from their date of hire.

5 years of service will be awarded \$100.00  
10 years of service will be awarded \$250.00  
15 years of service will be awarded \$400.00  
20 years of service will be awarded \$500.00  
25 years of service will be awarded \$750.00  
30 years of service will be awarded \$1,000.00  
35 years of service will be awarded \$1,250.00  
40 years of service will be awarded \$1,500.00

2. The awards will be processed as payroll checks with net earnings after FICA, Medicare and IMRF (excluding federal and state withholding) equal to the award amount.

### Insurance and Hospitalization

1. Full-time personnel and any employee working at least 1560 hours per year (PPT employees) will be offered the District's group medical and hospitalization insurance or an equivalent self-insurance program. The insurance will partially or totally cover the following items and meet the requirements of the Affordable health Care Act:
  - A. Medical Benefits
  - B. Dental Benefits
  - C. Accidental Death & Dismemberment
  - D. Life Insurance
  - E. Vision



2. Coverage will begin the date of hire for full time employees or the first day following the year that an employee worked 1540 hours for non-full-time employees.
3. Termination of coverage provided by the District is effective the last day of employment. Continuation of health insurance benefits for the employee or their covered dependents is available as provided by the Comprehensive Omnibus Budget Reconciliation Act of 1986 (COBRA).
4. Employees receiving health insurance will be required to pay a portion of the coverage premium. This amount will be calculated each year and charged to the employee through a payroll deduction.

Employees receiving health insurance may request benefits coverage for their eligible dependents as outlined in the District's health insurance plan.

- A. The additional premium cost to the District for the dependent coverage will be shared between the District and the employee.
  - 1) The insurance carrier will provide the difference between the employee's single coverage premium and the employee plus dependent(s) premium.
  - 2) The cost difference between the two premiums will be shared between the District and the employee. The employee's share will be calculated based on various factors including budget considerations, coverage selected, and the amount of annual increase in the insurance premium. The employee's share will be paid through a payroll deduction.
- B. The cost for dependent coverage will be recalculated prior on January 1 of each year to determine the required payroll withholding for that year (through December 31).
- C. The cost of dependent coverage also depends on the type chosen. Dependent coverage can be elected for:
  - 1) Spouse only
  - 2) Child only
  - 3) Family
5. Employees that provide proof of other medical and hospital insurance through sources other than the District (i.e., spouse's plan coverage) are not required to accept the District's insurance plan. These employees may elect to receive 40 hours of paid vacation as a reimbursement to help defray the costs of their other coverage.

- A. Employees desiring to be insured after once declining coverage will be subject to a physical and restrictions as to pre-existing conditions as allowed by law.

Social Security: The District will contribute to your retirement under Social Security as provided by federal law.

#### Workers' Compensation:

1. The basic purpose of the Illinois Worker's Compensation law is to provide compensation for lost wages due to absences caused by injuries arising in the course of employment.
2. Any work-related injury must immediately be reported to an employee's Immediate Supervisor, who must then file an accident report and appropriate forms with the District's Human Resource Manager within twenty-four hours.
  - A. Failure to immediately report an injury may jeopardize the employee's eligibility for worker's compensation benefits.
  - B. Upon notification, the Immediate Supervisor shall instruct the employee to report to a designated hospital or physician for an examination/treatment.
3. No employee shall be allowed to return to work without a statement from a physician approving the employee's return to work without restrictions, or with restrictions acceptable to the District for modified work duty.
4. In no instance will the District supplement workers compensation wage payments beyond the amount prescribed by State statute.

#### Use of District Services

1. For this policy, employee is defined as full-time employees or members of their immediate family. Immediate family includes all dependent children, spouses and parents (by blood or marriage) of the employee.

When requested by an employee, a 20% discount on program registration or facility memberships will be offered to non-dependent members of the employee's family (by blood or marriage) who do not live within the same household, including children, parents, grandparents, grandchildren and siblings (*added 4/2015*).

2. All full-time employees per IRS guidelines shall be allowed to utilize district services that are available at no additional cost to the District.

The employee's enrollment will not be counted towards the minimum number of required participants to have a class run. Therefore, if without the employee's

enrollment, the required minimum is not met to either run a class (or an additional class or session) then the class will not run unless the employee pays for the registration and thereby creates enough paid participants to meet the required minimum.

District seasonal programs may be utilized at no cost to the employee if at the start of the program the employee's registration does not preclude a paying individual from being in the program.

Non-seasonal classes school-year or year-round activities that do not have a specific registration date (i.e. preschool, ELC, STAR) or if the employees registration in any class may prevent a paying customer from registering at any given time shall be offered to the employee at a 20% discount.

If the program is at capacity then the employee has the option of remaining in the program by paying for it and receiving the IRS allowable 20% discount for services.

3. For contractual based programs or any individual direct cost fee based activity or program (i.e. private lessons or services) or facility rentals employees will receive a 20% discount off the cost of the program or activity.
4. Employees will be required to pay any direct costs for their enrollment that is applicable to the program's direct participant's cost (i.e., cost of uniforms, direct supplies, food or meals, trips or special events).
5. Discounted or complimentary registration applies only to the employee participating in a team sport (not to the cost of the whole team).
6. Employee participants must complete the standard registration process to enroll in a class.
7. Complimentary usage (or memberships) of the following facilities is provided to all full-time employees:
  - A. BPC green fees Monday through Friday and after 1:00 p.m. Saturday, Sunday and holidays
  - B. Complimentary use of the driving range
  - C. Willow Racquetball and Fitness Center
  - D. Triphahn Center and Ice Arena
  - E. Seascape Aquatic Center
  - F. Prairie Stone™ Sports & Wellness Center

8. Employees shall be eligible for complimentary post mix soda (a de minimis fringe benefit) and the lesser of the gross profit percentage or a 25% discount on food and other non-alcoholic beverages purchased at Bridges of Poplar Creek Country Club (excluding special events, programs, or parties):

Employees will receive a twenty-five (25%) discount on concession purchases at PSSWC, the Triphahn Center and Seascape.

9. Employees will receive a 10% discount at the district's pro shops or up to the gross profit percentage if coordinated in advance through the District's administrative staff.
10. All employees must meet any requirements and restrictions for facility usage including regular hours of operation, age limitations and waivers.
11. De minimis fringe benefits will be those that due to the nature of accounting, recording and reporting the item or service make it impractical due to the small annual dollar value they represent. Similar to the gift ban dollar limitation of \$100, the District will consider annual cumulative totals for certain non-recurring items (excluding cash type items) to be de minimis if the total cumulative value of these items does not exceed \$100. If the total value of any category of de minimis items does exceed \$100, then that value will be added to the employees year-end W-2. Uniforms or apparel that is issued to employees that is suitable for wear outside of the District that is not de minimis shall be the tax responsibility of that employee and an appropriate W-2 adjustment will be made.
12. Employees requesting complimentary or discounted guest usage for any District facility or program must have it approved by the Executive Director or his designee and utilize an appropriate guest pass.

Employees may extend guest usage on no additional district cost programs and activities to appropriate guests or non-dependent family members with the Executive Director's or his designees approval at the following Employee Guest Rate:

Recreation programs or activities.....	20% discount
Facility daily fee.....	\$3
Bridges of Poplar Creek 9/18 holes w/cart.....	\$9/\$18

#### Education, Training and Professional Participation

1. All employees are required to attend orientation meetings, staff meetings and in-service training sessions.

2. Employees are encouraged to further their education and professional certifications that will enhance the employee's qualifications for their job.
  - A. The District will reimburse expenses associated with continuing education if approved by the Director and budgeted.
  - B. Reimbursement for courses will only be given if completed with a grade of "C", or its equivalent.
3. In the best interest of the District, employees may attend professional conferences and seminars and belong to professional associations as budgeted and approved by the Director. Such activities should further the insight of staff into better ways to operate and provide recreational activities to the community.

#### Allowable Expenses for District Travel

1. In the best interest of the District, employees may need to travel for business related functions. When travel is required, the District shall pay the costs associated with appropriate out-of-pocket expenditures by allocating a per diem amount based on the Internal Revenue Services (IRS) website for city per diem amounts.
  - A. The Director must approve functions qualifying for per-diem allocations.
  - B. Functions not qualifying for per-diem allocations may still qualify for reimbursement for actual costs associated with the function if budgeted and approved by a Division Director. These costs will be paid through petty cash.
2. Per-diem allocations are provided to reimburse the employee for all costs (other than direct costs) associated with the function. These costs included meals, tips, phone calls and all incidental expenses that are incurred by the employee.
3. Direct costs are registration, transportation (airfare, train fare or mileage), lodging, rental car (and fuel), parking and tolls. These costs are paid (or reimbursed) at actual costs through District purchasing procedures.
  - A. Travel should be well planned in order to take advantage of the lowest economy class airfare or train fare and as approved by the Director.
  - B. Accommodations should be made at hotels designated by the functions sponsoring organization at the lowest available rate at an acceptable established provider and as approved by the Director. Double occupancy by staff shall be utilized whenever possible.

- C. Rental cars should be utilized only when other means of transportation would be burdensome and as approved by the Director. Appropriate sized cars should be used based on shared usage.
- 4. When a direct cost such as registration or lodging includes meals or other per-diem costs, the Director will reduce the amount of the per-diem issued by an appropriate amount.
- 5. Per-diem expenditures do not require receipts and the amount issued is for use by the employee for all costs. The per-diem will be the only funds given to an employee for the costs associated with District travel (except as noted in 3 above). Any unused per-diem must be returned to the District. The person receiving the per diem should keep receipts to verify the amount of per diem used.
- 6. The Park Board is governed by the standards outlined in this policy.

Upon Separation of Service: Upon separation, your vacation, compensatory, and personal leave earned, but not used, will be paid to you or your heirs at your rate of pay at your separation date.

Your health and dental insurance can be continued under COBRA and applicable Illinois law for the specified time. The District's health insurance provider will provide you with such information when you separate from the District.

IMRF benefits may continue with another participating governmental agency of the State of Illinois if you leave the District.

## **XII. LEAVES OF ABSENCE**

### Illness and Injury Leave

- 1. This benefit is to compensate full-time employees for absences due to illness or injury (I&I). The time is provided for when it is in the best interest of all concerned that the employee be absent from work due to the illness or injury of themselves or an immediate family member.
- 2. Employees found to be using I&I leave for other purposes will be subject to strict discipline up to and including dismissal. I&I leave may not be used as personal or vacation time.
- 3. All full-time employees will earn .3846 day per pay period (ten days per year) of I&I leave.
- 4. A maximum of 240 I&I days may be accrued for future use. At December 31 of each year, any I&I days earned but unused in that year (up to 240 days total) will be accrued, if not exchanged for pay (see 5 below).

5. Upon separation of any full-time employee hired prior to January 1, 2012 who has accrued a minimum of sixty (60) I&I days, that employee may elect to receive pay in exchange for unused but accrued I&I days at one-hundred percent (100%) of current full-time pay up to a maximum of thirty (30) days. (i.e. pay is for accrued days in excess of the sixty (60); maximum payout is for 1-30 accrued days between earned bank of sixty (60) and (90)).
6. Employees absent for three (3) consecutive days must present a doctor's note upon their supervisor's request, giving evidence for their use of I&I time for their absences and their ability to return to full work duty. The immediate supervisor of any employee absent for three or more days must notify the Human Resource Manager. At the immediate supervisor's or HR Manager's request a work physical may be required to return to work.
7. Any day an employee requests I&I leave, they must notify their Immediate Supervisor within thirty (30) minutes of their regular starting time.

Absences with Compensation: Except as otherwise provided in this manual, personal leaves of absence with compensation will be granted for the following reasons (also refer to Section XIV for information regarding the Family Medical leave Act and Military Family Leave):

1. **Jury Duty:** All full-time employees are eligible for leave in the event that they are called for jury duty. All other employees will receive jury leave without pay from the District. All employees must provide written notice, supported with appropriate documentation of jury service (e.g., the jury duty summons) to their Immediate Supervisor before reporting for jury duty. Following jury duty, all employees must provide the District with appropriate documentation evidencing the length of their jury duty. In order to receive pay from the District, full-time employees must submit a copy of the check received for jury duty to the Business Services Office.
2. **Bereavement Leave:** You may be given time off with compensation and without loss of position upon approval from your Immediate Supervisor and Division Director for reasons of attending a funeral or wake. Bereavement Leave will consist of an appropriate number of days to attend the funeral or wake or for the required planning of the funeral. The time off must be agreed upon and approved by your division director in an amount of one (1) to five (5) days.
3. **Military Leave:** If you are a member of the National Guard or reserve components of the armed forces, you are eligible for leave with pay, for not more than ten (10) working days, to take part in annual training activities. Additional days off for such training shall be without pay. You will be paid the difference between your regular pay for each day that you would ordinarily be scheduled to work for the District and the total amount of compensation received for such military training.

Upon your return, you must furnish official proof of pay during your tour of duty in order to receive pay from the District.

You must provide the District with at least thirty (30) days advance written notice prior to the start of leave for military service. Such notice must include, without limitation, a copy of your orders. Upon return to the District from your military training, you must submit a statement signed by an appropriate military official indicating the time you spent on military leave.

District employees who are members of the United States Armed Services Reserve may be entitled to leave with pay when called into service by the President of the United States as provided by law. If eligible, you will receive the difference between your regular salary and your base military pay.

Employees inducted into the Armed Services of the United States under the Military Selective Service Act (or under any prior or subsequent corresponding law) for training and service shall receive military leave and reemployment benefits in accordance with applicable law. Employees who enlist in the Armed Services of the United States shall also receive military leave and reemployment benefits in accordance with applicable law.

**Absences without Compensation:** You may be granted a leave of absence without pay for a period not to exceed six (6) months. Upon expiration of the leave, you may be reinstated to the position held before your leave was granted or an equivalent position if available. If, upon the expiration of your leave of absence, there is no work available for you, or if, you could have been laid off had you not been on leave, you will go directly on laid off status. Your failure to report promptly to an available position at the expiration of your leave will be cause for dismissal. Such leave may be granted when the Division Director determines, in his sole discretion, that it will not impair the efficiency or work of the District.

Employees may be eligible for a leave of absence without pay for educational travel or study which further prepares you to more efficiently serve the District. Such leave of absence is granted at the discretion of the District.

1. Leaves of absence without pay for periods not to exceed five days may be granted by your Division Director through your Immediate Supervisor without you losing your position with the District. Leaves of absence without pay for more than five days must be approved by the Director before leave is taken.
2. Sick leave, vacation leave, personal leave, and other forms of leave, shall not accrue or be granted when you are on unpaid leave for more than thirty (30) days.
3. **School Visitation Leave:** If you have worked for the District at least six (6) months for an average of at least twenty (20) hours per week, you may be eligible to take up to eight (8) hours of school visitation leave per school year to



attend school conferences or classroom activities related to your child(ren) if the conference or classroom activities cannot be scheduled during non-work hours. You are eligible to take such leave only if you have exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that is granted to you, other than sick or disability leave.

Before arranging attendance at the school conference or activity, you must provide the District with a written request for leave at least seven (7) days in advance of the requested time off. In an emergency situation, you may give twenty-four (24) hours notice. In addition, you must consult with your Immediate Supervisor to schedule the leave so as not to unduly disrupt operations.

School visitation leave shall be unpaid. However, you may choose to make up the time on a different day or shift if such arrangement may reasonably be provided by the District. If you choose not to make up the time taken, or an arrangement to make up such time cannot be made, you will not be compensated for the time taken.

**Absence without Leave:** Absence without leave is defined as any absence from duty including a single day or portion thereof, which has not been granted or approved in accordance with established policy and procedure. In such cases, your pay is denied for the entire period of absence and you will be subject to disciplinary action which may include discharge. If you are absent without leave for two consecutive days, you will be considered to have voluntarily resigned your position. Where your absence is determined excusable on conditions which rendered prior approval impossible, the charge of absence without leave may be changed to vacation leave, sick leave, or leave without pay.

**Reporting Absence:** In case of illness or sudden emergency, you or some member of your family must notify your Immediate Supervisor by telephone or messenger prior to your starting time. Unless notification is given, no sick leave will be approved except in unusual cases and then only after approval of the Director.

### **XIII. PART-TIME EMPLOYEE BENEFITS**

1. Definitions
  - A. Permanent part-time (PPT) classifies an employee who will work at least 48 weeks in the year over 1560 hours.
  - B. Part-time I (PTI) classifies an employee who will work over 1000 hours and less than 1560 hours.
  - C. Part-time II (PTII) classifies an employee who will work less than 1000 hours per year.
  - D. Benefits are only available to employees on current active status.

2. Permanent Part-time (PPT) Benefits

A. Health insurance as required through the Affordable Health Care Act will be offered.

B. IMRF participation is extended to all PPT employees (mandatory).

C. Complimentary usage (or memberships) of the following facilities will be provided to all PPT employees based upon availability:

- 1) Seascope Aquatic Center (employee and immediate family)
- 2) Bridges of Poplar Creek Country Club green fees and driving range usage on weekdays and after 1:00 p.m. on weekends and holidays.
- 3) Community Center and Ice Arena.
- 4) Willow Racquetball and Fitness Center.
- 5) Prairie Stone Sports & Wellness Center

D. Personal time off (PTO) will be extended to all PPT employees based upon the employee's continuous years of service as outlined in the chart below after one full year of employment. PTO may be used for any personal reasons including vacation and illness or injury. PTO should be scheduled in advance whenever possible. PTO will accrue based on hours worked.

Years 2-4	40 hours
Years 5+	80 hours

E. All PPT employees shall receive a 20% discount on program registration.

F. PPT employees are eligible for all District award programs as well as participation in all full-time recognition functions.

G. PPT employees may receive a 10% discount on merchandise purchased at District facilities (PCCC, Community Center & Ice Arena, Willow Racquet, and Prairie Stone Sports & Wellness Center).

H. PPT employees shall be paid 1½ times their regular hourly rate of pay when working on any of the following holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

I. The aggregate value of such additional fringe benefits as apparel and discounted usage that are not de minimis will be included on an

employee's W-2 as non-cash wages to ensure compliance with IRS taxing requirements.

3. Part-time I Benefits (PTI)

- A. IMRF participation is extended to all PTI employees (mandatory).
- B. PTI employees may receive the following discounts for usage (or memberships) of the following facilities based upon availability:
  - 1) Seascap Aquatic Center complimentary membership (employee only).
  - 2) Bridges of Poplar Creek Country Club: 50% off driving range buckets of balls and 50% off resident rate green fees on weekdays and after 1:00 p.m. on weekends and holidays.
  - 3) Community Center and Ice Arena: 50% off individual membership (resident rate) and open skate.
  - 4) Willow Racquetball and Fitness Center: 50% off individual membership (resident rate).
  - 5) Prairie Stone Sports & Wellness Center: 50% off individual membership (resident rate).
- C. A recreation program discount of 10% will be given for PTI employees and their immediate family members. The discount does not apply to programs that utilize independent contractors. After five (5) years of continuous service, the discount will increase to 20%.
- D. PTI employees of a District facility may receive complimentary usage of that facility with the Division Director's approval.
- E. Personal time off (PTO) will be extended to all PTI employees based upon the employee's years of service as outlined in the chart below. PTO may be used for any personal reasons including vacation and illness and injury. PTO should be scheduled in advance whenever possible. Any additional time off taken by an employee will be unpaid. Employees should limit use of unpaid time off to a maximum of 40 hours per calendar year. Failure to do so may jeopardize the possibility of being scheduled for future hours.

Years 2-4	24 hours
Years 5+	40 hours

- F. PTI employees shall be paid 1½ times their regular hourly rate of pay when working on any of the following holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

- G. The aggregate value of such additional fringe benefits as apparel and discounted usage that are not de minimis will be included on an employee's W-2 as non-cash wages to ensure compliance with IRS taxing requirements

4. Part-time (PTII) Benefits

- A. PTII employees may receive the following discounts for usage (or memberships) of the following facilities based upon availability:

- 1) Seascape Aquatic Center: 50% off individual membership (resident rate).
- 2) Bridges of Poplar Creek Country Club: 25% off driving range buckets of balls and 25% off resident rate green fees on weekdays and after 1:00 p.m. on weekends and holidays.
- 3) Community Center and Ice Arena: 50% off individual membership (resident rate) and open skate.
- 4) Willow Racquetball and Fitness Center: 50% off individual membership (resident rate).
- 5) Prairie Stone Sports & Wellness Center: 25% off individual membership (resident rate).

- B. All PTII employees will receive 1½ times their regular rate of pay for hours worked on the following District holidays.

New Year's Day	Independence Day
Memorial Day	Thanksgiving Day
Labor Day	Christmas Day

- C. PTII employees of a District facility may receive complimentary usage of that facility with the Division Director's approval.
- D. The aggregate value of such additional fringe benefits as apparel and discounted usage that are not de minimis will be included on an employee's W-2 as non-cash wages to ensure compliance with IRS taxing requirements

#### **SECTION XIV. FAMILY AND MEDICAL LEAVE**

If you have been employed by the District for at least twelve (12) months and have worked at least 1,250 hours for the District during the previous twelve (12) month period immediately preceding the commencement of leave, you are entitled to a total of twelve (12) weeks of unpaid leave during any twelve (12) month period for (1) the birth and care of your child; (2) the placement of a child in your home for either adoption or foster care; (3) to care for your spouse, child or parent with a serious health condition; and/or, (4) your own serious health condition that makes you unable to perform the functions of

your job. Where leave is foreseeable, you must give at least thirty (30) days prior written notice of your intentions to take such leave to your Immediate Supervisor.

You may elect, or the District may require you, to substitute accrued paid leave for a corresponding portion of Family and Medical Leave. The balance of the twelve (12) weeks of Family and Medical Leave remaining after substituting such paid leave shall be without pay.

Family and Medical Leave taken for the birth or placement of a child may not be taken intermittently or on a leave schedule that reduces the number of hours per week, or hours per day that you work ("Reduced Leave Schedule") unless you and the Director, in his sole discretion, agree on such a schedule. However, you may take leave on a Reduced Leave Schedule for your own serious health condition or to care for your spouse, child or parent with a serious health condition. If you are going to request a Reduced Leave Schedule for foreseeable medical treatment, you must make every reasonable effort to schedule planned medical treatment on off-duty hours. Further, if you will be on a Reduced Leave Schedule, the District reserves the right to temporarily transfer you to an available alternate position for which you are qualified that better accommodates such a schedule.

While on Family and Medical Leave, you will not accrue, earn, or be granted vacation leave, personal leave, sick leave or any other leave or benefit. You will receive health insurance benefits, but you will be required to pay any and all costs, if any, associated with the health insurance as if you were not on leave (e.g., deductibles, dependent's premiums). If you return to work following Family and Medical Leave, as scheduled, the District will return you to your previous position or an equivalent position. However, you will not be restored to your previous position or an equivalent position if you would have been laid off had you not gone on leave; you will be put on the same status you would have been on had you not gone on leave. If you fail to return to work following your leave, you will be considered to have voluntarily abandoned your position and for that reason you will be dismissed. Further, the District may institute legal proceedings to recover the cost of maintaining your health insurance (including dependent coverage as well as your own) during your leave.

The District reserves the right to require you to obtain a second or third medical opinion (at the District's cost), submit all certifications, and maintain periodic contact with the District regarding your status during leave. If you are on leave for your own serious health condition, you must submit a certification from your doctor that you are able to work prior to resuming to work. Further, the District reserves any and all other rights granted to it by such Act.

Employees seeking Family and Medical Leave may receive a detailed statement concerning their rights and privileges under the Family and Medical Leave Act, as well as those of the District, by contacting the Business Services Office.

Employees will be notified of their right to utilize the Family Medical Leave Act if it becomes apparent to the District that the employee may miss more than three days of work for covered reasons.

### Military Family Leave

On January 28, President Bush signed into law the National Defense Authorization Act for FT 2008 (NDAA), Public Law 110-181. Section 585 (a) of the NDAA amended the FMLA to provide eligible employees working for covered employers two important new leave rights related to military service:

1. **New Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining “any qualifying exigency.” In the interim, employers are encouraged to provide this type of leave to qualifying employees.
2. **New Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This provision became effective immediately upon enactment. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

## **SECTION XV. NON-DISCRIMINATION, ANTI-HARASSMENT & ANTI-BULLYING**

The Park District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Park District expects that all relationships among persons in the workplace will be businesslike and free of bias, prejudice and harassment.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the Park District prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against discrimination, harassment, and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

### **PREGNANCY**

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

The Park District will not deny or remove a pregnant employee from a position because the employee is pregnant, considering pregnancy, or experiencing any pregnancy-related problems. All decisions regarding a pregnant employee's placement in or continuation in a job will be based on the same consideration that governs all employment decisions – the employee's ability to satisfactorily preform the essential duties of the job in question, with or without reasonable accommodation.

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

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaints, or reports to the Board of Park Commissioners. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

## REASONABLE ACCOMMODATION

Employees who believe they need a reasonable accommodation to perform the essential functions of their job should contact their department head. The park District encourages employees to come forward and request reasonable accommodation. If you feel uncomfortable making an accommodation request to your department head, or you believe your accommodation request was not properly managed, report the occurrence to the Director.

On receipt of an accommodation request, your department head and your immediate supervisor will meet with you to discuss and identify the precise limitations resulting from the pregnancy and the potential accommodation the Park District might make to help overcome those limitations to allow you to perform the essential job functions of your position.

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

What is considered a reasonable accommodation will be based on a case-by-case analysis. The Park District will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees/unpaid interns will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request.

While we hope to be able to resolve any complaints of discrimination within the Park District, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint, and, if it determines there is sufficient evidence of discrimination to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, you may file a complaint directly with the HRC between the 365<sup>th</sup> and the 395<sup>th</sup> day.

It is the responsibility of each and every employee, officer, official, park commissioner, agent, volunteer, and vendor of the Park District as well as anyone using the Park District's facilities, to refrain from sexual and other harassment. The Park District will not tolerate sexual or any other type of harassment of or by any of its employees and elected officials. Actions, words, jokes, or comments based on an individual's sex, race, national origin, age, religion, or any other legally protected characteristic will not be tolerated.

## DEFINITIONS OF HARASSMENT

1. Sexual harassment may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical or visual conduct of a sexual nature when:
  - a. submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
  - b. submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or,
  - c. the harassment has the purpose or effect of interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee.

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



2. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, age, national origin, disability or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

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

Note: Any employee engaging in practices or conduct constituting sexual harassment, discrimination or harassment of any kind shall be subject to disciplinary action, up to and including discharge.

## RETALIATION IS PROHIBITED

The Park District prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination or harassment. Retaliation against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination, or for filing a charge of discrimination or harassment is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

## REPORTING PROCEDURE

The Park District strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. Therefore, while no fixed reporting period has been established, the Park District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising

the offender that his or her behavior is unwelcome and requesting that it be discontinued.

If you experience or witness harassment or discrimination of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to the offending person, your immediate supervisor, your department head, and/or the Director. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint.

- **Direct Communication with the Offender:** If there is harassing or discriminatory behavior in the workplace, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed employee, you should clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.
- **Report to Supervisory and Administrative Personnel:** At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor, department head or the Director. If you feel uncomfortable doing so, or if your immediate supervisor and/or department head is the source of the problem, condones the problem or ignores the problem, report directly to the Director. If the Director is the source of the problem, condones the problem, or ignores the problem, you should contact the President of the Board of Park Commissioners.
- **Report to Director/President of the Board of Park Commissioners:** An employee may also report incidents of harassment or discrimination directly to the Director. The Director or his designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If your complaint alleges harassment by the Director, or if the Director condones the problem or ignores the problem, you should immediately report the incident(s) in writing directly to the President of the Board of Park Commissioners. An investigation will be conducted and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation.

## HARASSMENT ALLEGATIONS AGAINST NON-EMPLOYEES / THIRD PARTIES

If you make a complaint alleging harassment or discrimination against an agent, vendor, supplier, contractor, volunteer or person using Park District programs or facilities, the

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

Important – Notice to All Employees: Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action.

## RESPONSIBILITY OF SUPERVISORS AND WITNESSES

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

All employees are encouraged to report incidents of harassment, regardless of who the offender may be or whether or not you are the intended victim.

## THE INVESTIGATION

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The Park District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The Park District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination.

## RESPONSIVE ACTION

The Park District will determine what constitutes harassment, discrimination or retaliation based on a review of the facts and circumstances of each situation. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as the Park District believes appropriate under the circumstances.

## FALSE AND FRIVOLOUS COMPLAINTS

Given the possibility of serious consequences for an individual accused of sexual harassment, complaints made in bad faith or otherwise false and frivolous charges, are considered severe misconduct and may result in disciplinary action, up to and including dismissal.

While we hope to be able to resolve any complaints of harassment within the Park District, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago Illinois 60601, about filing a formal complaint, and, if it determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, you may file a complaint directly with the HRC between the 365<sup>th</sup> and the 395<sup>th</sup> day.

## ANTI-BULLYING

The Hoffman Estates Park District (HEPD) recognizes that an agency that is physically and emotionally safe and secure for all participants promotes good citizenship, increases attendance and supports achievement. To protect the rights of all participants and groups for a safe and secure environment, HEPD prohibits acts of bullying, harassment, and other forms of aggression and violence.

Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with a participant's ability to learn and limits involvement. All administrators, staff, parents, volunteers, and participants are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) in order to provide positive examples for participant behavior.

"Bullying" or "harassment" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyber bullying, through the use of internet, cell phone, personal digital assistant (pda), computer, or wireless handheld device, currently in use or later developed and used) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off HEPD property, at any HEPD sponsored function, or in a HEPD vehicle or at any time or place where a staff or participant's imminent safety or over-all well-being may be an issue.

Bullying or harassment is conduct that meets all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;

- is directed at one or more individuals;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more individual;
- adversely affects the ability of an individual to participate in or benefit from HEPD activities by placing the individual in reasonable fear of physical harm or by causing emotional distress; and,
- is based on an individual's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyber bullying/harassment, whether in a park district program room, on school premises where park district programs are held, immediately adjacent to HEPD premises, or at a park district-sponsored event, whether or not held on HEPD premises. Bullying or harassment, including cyber bullying/ harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of HEPD's programs for one or more individuals and/or the orderly day-to-day operations of any HEPD program.

The Hoffman Estates Park District expects all individuals to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other individuals, staff, volunteers, and other district officials.

The Hoffman Estates Park District recognizes that in order to have the maximum impact, it is critical to provide a minimum of annual training for employees and volunteers who have significant contact with participants on district policies and procedures regarding bullying and harassment. Training will provide employees with a clear understanding of their roles and responsibilities and the necessary skills to fulfill them.

The Hoffman Estates Park District believes that standards for individual's behavior must be set through interaction among the participants, parents and guardians, staff, and community members of HEPD, producing an atmosphere that encourages participants to grow in self-discipline and their ability to respect the rights of others. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of individuals, staff, parents, and community members.

The Hoffman Estates Park District believes that the best discipline for inappropriate aggressive behavior is designed to (1) support participants in taking responsibility for their actions, (2) develop empathy, and (3) teach alternative ways to achieve the goals and solve problems that motivated the inappropriate aggressive behavior. Staff members who interact with individuals shall apply best practices designed to *prevent* discipline problems and encourage abilities to develop self-discipline and make better choices in the future.

Since bystander support of bullying and harassment can encourage these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage participants *not* to be part of the problem; *not* to pass on the rumor or derogatory message; to walk away from these acts when they see them; to constructively attempt to stop them; to report them to the designated authority; and to reach out in friendship to the target. Periodic meetings should be conducted to teach bystanders how and when to respond to bullying and harassment incidents. Informal discussions and activities designed to provide awareness and increase connectedness promote a positive shift in peer norms that will support empowered bystanders. When bystanders do report or cooperate in an investigation, they must be protected from retaliation with the same type of procedures used to respond to bullying and harassment.

#### *Factors for Determining Consequences*

- Age, development, and maturity levels of the parties involved
- Degree of harm (physical and/or emotional distress)
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

*Note:* Consequences must be fair and impartial.

Consequences and appropriate remedial actions for a participant or staff member who engages in one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or termination. Employees will also be held accountable for bullying or harassing behavior directed toward employees, volunteers, parents, participants or district officials.

Consequences for a participant who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the individual, and the history of problem behaviors and performance. Remedial measures shall be designed to: *correct the problem behavior*; *prevent another occurrence* of the behavior; and *protect the victim* of the act. Effective discipline should employ a district-wide approach to adopt a rubric of bullying offenses and the associated consequences.

The consequences and remedial measures may include, but are not limited to, the examples listed below:

#### *Examples of Consequences*

- Temporary removal from the program
- Loss of privileges
- Program suspension
- Legal action

All employees are required to report alleged violations of this policy to their supervisor. All other members of the community, including participants, parents, volunteers, and visitors are encouraged to report any act that may be a violation of this policy to: Dean Bostrom, Executive Director, 847-885-7500 or [dbostrom@heparks.org](mailto:dbostrom@heparks.org).

Reports may be made anonymously, but formal disciplinary action *may not* be based solely on the basis of an anonymous report.

The Hoffman Estates Park District prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The Hoffman Estates Park District prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a *person* found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including legal action. Consequences and appropriate remedial action for an *employee* found to have falsely accused another as a means of bullying or harassment shall be in accordance with district policies, procedures, and agreements.

The Hoffman Estates Park District requires district officials to annually disseminate the policy to all staff along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur.

HEPD shall incorporate information regarding the policy against harassment or bullying into each employee training program and handbook.

## **XVI. ALCOHOL AND DRUG ABUSE**

### **1. PURPOSE**

The District ("District") has implemented this Policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on job performance, safety, and efficiency. Since District employees design, prepare, operate, and maintain District facilities, programs, equipment, parks, and services for use by District patrons and are in contact, either directly or indirectly, with District patrons, the District wishes to assure the health, safety, and welfare 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 and alcohol 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. This Policy shall be deemed part of the District's personnel policies. As such, all District employees shall abide by its terms. This Policy is subject to periodic addition, modification, or deletion upon notice to employees.

### **2. ACTS PROHIBITED**

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis (legal/medical or otherwise) and alcohol is prohibited on District Property or while operating a park district vehicle, or any other vehicle in pursuit of Park District business.

### **3. DEFINITIONS**

- a. "Alcohol" means any substance containing any form of alcohol, including but not limited to: ethanol, methanol, propanol and isopropanol.
- b. "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 and attached hereto. Medical cannabis may not be possessed while on or in District property.
- c. "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 and attached hereto.
- d. "Criminal Drug Statute" means a criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance.



- e. "Director" is the Executive Director of the Hoffman Estates Park District.
- f. "District Property" means any building, park, gym, pool, office, common area, open space, vehicle, parking lot, or other area owned, leased, managed, used or controlled by the District. District Property shall include property used by District patrons while on District sponsored events or field trips.
- g. "Drugs" mean Legal Drugs and Controlled Substances, including Cannabis.
- h. "Legal Drugs" mean prescription drugs and over-the-counter drugs which have been obtained legally and are being used in the manner and for the purpose for which they were prescribed or manufactured.
- i. "Medical Facility" means any physician, laboratory, clinic, hospital, or other similar entity.
- j. "Policy" means this Alcohol and Drug Abuse Policy of the District.
- k. "Possess" means to have either in or on an employee's person, personal effects, desk, files, or other similar area.
- l. "Public Safety Responsibility" means jobs in which an employee is entrusted with direct responsibility over the health, safety and welfare of District patrons, either through supervision of programs or operation or maintenance of equipment.
- m. "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 lay person's opinion, or the statement of a witness.

#### 4. VOLUNTARY TREATMENT

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. Employees who suffer from alcohol or drug abuse are encouraged to voluntarily consult with District management and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense. District management will keep such voluntary discussions and medical treatment confidential in accordance with this Policy. The District wishes to assure all employees that there will be no adverse employment consequences as a direct result of an employee voluntarily and successfully completing medical treatment.

## 5. SCREENING AND TESTING

The District may require employees who work on or near vehicles or machinery, handle hazardous materials or substances of any kind, or have Public Safety Responsibility to be screened or tested on a random basis, or may require any employee to be screened or tested upon reasonable suspicion that the employee is Under the Influence of alcohol or drugs. The screening or testing will be conducted by a Medical Facility selected by the District at District's expense. The screening or testing may require an analysis of the employee's breath, urine and/or blood or such similar substance as the Medical Facility may recommend. Employees who undergo alcohol or drug screening or testing will be given the opportunity, prior to the collection of a specimen or other testing, to disclose the use of Legal Drugs and to explain the circumstances of their use.

Each District employee is required to sign a consent form at the time this Policy is distributed to the employee. Prospective employees will be required to sign a consent form prior to taking the pre-employment physical. Each employee and prospective employee may also be required to sign a separate consent form requested by the Medical Facility conducting the screening or testing. Refusal to sign any requested consent form will result in non-hire or disciplinary action. Such disciplinary action may include termination as deemed appropriate by the District, in its sole discretion, under the circumstances.

## 6. TREATMENT

If the Medical Facility recommends treatment, the District will 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 will reinstate the employee provided that the employee submits a statement issued by the Medical Facility certifying that the employee has successfully completed the treatment program and that the employee is released to return to work.

## 7. USE OF LEGAL DRUGS

Any employee who works on or near vehicles or machinery, handles hazardous materials or substances of any kind, or has Public Safety Responsibility and who has taken a Legal Drug must report the use of such Legal Drug to the Director if the Legal Drug causes drowsiness or if it alters perception or reaction time (this includes legal medical cannabis). The burden is on the employee to ascertain from his doctor or pharmacist whether or not the Legal Drug has 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 Director, will decide whether

or not an employee may safely continue to perform his job while using the Legal Drug. Failure to declare the use of such Legal Drugs will be cause for discipline.

## 8. NOTICE OF CONVICTIONS

Any employee who is convicted of violating any federal or state criminal drug statute on District Property must notify the Director within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis.

## 9. DISCIPLINE/PENALTIES FOR VIOLATION

- A. An employee who reports to work Under the Influence of Alcohol, Controlled Substances, or Cannabis or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances, or cannabis while on District Property, is convicted of a drug related crime, causes financial or physical damage to the District, District Property or its employees, or fails to report the use of Legal Drugs in accordance with this Policy, will be disciplined or must successfully complete a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency and by the District. On the first occurrence, discipline may consist of suspension with or without pay, termination, and/or successful completion of a drug assistance or rehabilitation program as deemed appropriate by the District, in its sole discretion, under the circumstances. The employee will be terminated on the second occurrence.
- B. The District will terminate an employee (1) if the employee refuses to submit to diagnosis, testing or screening upon request of the District; (2) if the employee tampers in any way with the specimen given to the Medical Facility for purposes of drug screening or testing; (3) if the Medical Facility recommends treatment and the employee refuses to undergo such treatment; (4) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) if the employee, who undergoes treatment, is again Under the Influence of Alcohol or drugs in violation of this Policy; or, (6) if the employee fails to notify the Director of a conviction for violating any Federal or State Criminal Drug Statute in accordance with Section VIII of this Policy.
- C. 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. The District, however, will not take adverse action against

an employee because he voluntarily and successfully completes medical treatment.

#### 10. PRE-EMPLOYMENT SCREENING

As a final prerequisite in the District's employment selection procedure, persons otherwise offered a position with the District will be required to undertake a physical examination which will include a drug and alcohol screening test.

#### 11. INSPECTIONS

In order to assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances, or cannabis, employees may be subject to inspection as follows:

- A. Lockers, desks, files, vehicles, equipment and other District containers and property that 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 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.
- B. Any refusal to submit to such an inspection will be treated as an act of insubordination and will result in disciplinary action which may include termination.

#### 12. 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 file. 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 consent unless disclosure of the records is necessary for legal or insurance purposes.

#### 13. DISTRIBUTION OF POLICY TO EMPLOYEES - EFFECTIVE DATE

Every District employee, including employees who may be engaged in the performance of any contract for the procurement of any property or services from any federal or state agency, shall be given access to the District's shared drive to view or print a copy of this Policy upon the earlier to occur of such employee's initial employment with the District or the effective date of this Policy. The employee must acknowledge that they have reviewed and understand the personnel policies of the district. This document will be filed in the employees personnel file. The effective date of this Policy is May 27, 2009.

## CONSENT TO DRUG AND/OR ALCOHOL SCREENING OR TESTING

I hereby voluntarily consent to submit to drug and/or alcohol screening or testing by a physician, clinic, laboratory or medical facility chosen by the Hoffman Estates Park District ("District") at the District's expense. I hereby consent to the physician, clinic, laboratory or medical facility taking and analyzing a sample or specimen of my breath, urine, saliva, blood and other similar substance. I also authorize the physician, clinic, laboratory or medical facility to disclose his, her or its findings, conclusions, and opinions regarding the drug and/or alcohol screening or testing to a District official or his designee.

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

I also acknowledge receiving, reading and understanding the 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, will result in non-hire or disciplinary action which may include termination.

Name \_\_\_\_\_

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

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

## XVII. BLOODBORNE PATHOGENS AND INFECTIOUS DISEASES GUIDELINES

The following guidelines have been approved by the Board effective January 1996. These guidelines are based on an extensive review of currently available data, including recommendations from and guidelines published by the Centers for Disease Control, the American Academy of Pediatrics, the U.S. Public Health Service and the office of the Surgeon General, as well as regulations as adopted by the Illinois Department of Labor (IDOL) with respect to blood borne pathogens. These guidelines may be revised as deemed appropriate, as additional information becomes available.

Communicable diseases are a hazard to which all humans are constantly exposed. The existence, transmission, infection and severity of associated illness vary according to the type of disease. In recent years concern has been demonstrated over the "blood borne pathogens." The Hepatitis B Virus ("HBV") has been a concern for many years; however, more recently, the Human Immunodeficiency Virus ("HIV"), which can also cause Acquired Immunodeficiency Syndrome ("AIDS"), has emerged as one of the most serious blood borne pathogens.

The District recognizes that the AIDS epidemic is a genuine health crisis. It is the District's desire to exercise appropriate measures to assist in the prevention of the spread of the disease and to minimize workplace exposure to the disease. The existence of the crisis, however, does not warrant panic, hysteria or unreasonable measures which could have the effect of unnecessarily diminishing the quality of the services provided by the District to the public or the dignity of the people it serves. The Board acknowledges its desire and obligation to respond effectively to the genuine concerns of the public consistent with its obligation to discharge its duties in accordance with applicable laws.

While serving the public, park and recreation agencies and their employees are subject to situations where communicable disease exposure and transmission is possible. The points of exposure involve staff and the public alike.

The District further recognizes that employees with life-threatening illness, or infectious diseases including but not limited to AIDS and Hepatitis B, may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. As long as these employees are able to meet acceptable performance standards, and medical evidence indicates that their condition is not a health threat to others, the District believes it should take affirmative steps to reasonably ensure that they are treated consistently with other employees.

The following guidelines are intended to assist the District in achieving a reasonable balance between individual and societal concerns relating to AIDS, Hepatitis B, and other communicable diseases as they pertain to the operations of the District. They are not intended to create, and shall not be construed as creating contractual or other obligations on the part of the District or rights on the part of employees, program participants or park users, which are not already (and independent of the promulgation of these guidelines) imposed by law.

Where the context of these guidelines permit, words in the masculine gender shall include the feminine and neuter genders and words in the singular number shall include the plural number. The descriptive headings of the various sections or parts of these guidelines are for convenience only. They shall not affect the meaning or construction or be used in the interpretation of these guidelines or any of its provisions.

## I. CURRENT INFORMATION

### A. Human Immunodeficiency Virus (HIV) and AIDS

All current scientific evidence supports the following conclusions:

1. The HIV virus, which can cause AIDS, is fragile outside the body. Soap and water, rubbing alcohol and household bleach will kill the virus.
2. HIV is an infectious disease. It is contagious, but it cannot be spread in the same manner as a common cold or measles or chicken pox. The HIV virus is known to be transmitted through intimate sexual contact, injection or puncture with a contaminated needle, receiving into one's bloodstream infected blood or blood products, from mother to fetus and possibly through breast feeding. It also can be transmitted by infected blood or other body fluids coming into contact with non-intact skin (i.e., cuts, open sores or lesions, skin that is chafed or abraded, and even hang-nails).
3. There is no current evidence that HIV or AIDS is spread by casual social contact such as shaking hands, hugging, social kissing, crying, coughing, sneezing, spitting or runny nose.
4. There is no current evidence that HIV or AIDS has been contracted from swimming in pools or hot tubs, from toilet seats, bathtubs or showers, or from eating in restaurants, or using dishes, glasses, straws, utensils or food handled by a person with HIV or AIDS.
5. There is no current evidence that HIV or AIDS has been contracted from common surfaces, linens, clothing, telephones, office machinery, furniture or other articles touched by a person with HIV or AIDS.
6. Although in an infected person the HIV virus or AIDS may be found in a variety of body fluids and secretions including semen, blood, mucus, saliva, and tears, there is no current evidence that saliva or tears have transmitted the HIV virus or AIDS.
7. Although current evidence indicates that the HIV virus or AIDS may not be transmitted through casual social contact, certain opportunistic infections such as pneumonia, tuberculosis, and salmonellosis, which may be so transmitted, are sometimes also found in persons with HIV or AIDS in the

latter stages of the disease, and may be so transmitted. These other opportunistic infections may be transmitted through social contact.

## B. Hepatitis B Virus (HBV)

The Hepatitis B Virus ("HBV") causes Hepatitis B, a serious liver disease previously known as Serum Hepatitis. Symptoms of Hepatitis B include anorexia, malaise, nausea, vomiting, abdominal pain, jaundice, skin rashes, arthralgia and arthritis. The fatality rate for the disease is less than two percent. Hepatitis B can also cause acute and chronic hepatitis, cirrhosis and cancer of the liver.

Like HIV, HBV is an infectious and contagious disease. HBV also is known to be transmitted through intimate sexual contact, injection or puncture with a contaminated needle or other sharp object, receiving into one's bloodstream infected blood or blood products, and from mother to fetus. Like HIV, HBV also can be transmitted by infected blood or other body fluids coming into contact with a person's mouth, nose, other mucous membrane or non-intact skin (i.e., cuts, open sores or lesions, skin that is chafed or abraded and even hang-nails).

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

There are two types of hepatitis B vaccines currently licensed and available in the United States. Vaccination is recommended for persons who may have occupational exposure to blood or blood-contaminated body fluids and for unvaccinated persons who actually have contacted such fluids.

## C. Other Communicable Diseases

Other common infectious diseases which can pose a threat to children and adults include the following:

Disease	Transmission
Chicken Pox (Varicella) .....	Respiratory Secretions & Lesion Secretions
Meningitis .....	Respiratory Secretions
Mumps.....	Respiratory Secretions
Measles (Rubeola) .....	Respiratory Secretions
Pneumonia .....	Respiratory Secretions
Salmonellosis .....	Food Handling



Tuberculosis ..... Airborne Droplets

Whooping Cough (Pertussis)..... Respiratory Secretions

Although these diseases are not regarded as bloodborne pathogen diseases, they can become serious if unrecognized and untreated. Many are common to children and exhibit signs and symptoms which are identifiable (e.g., measles result in spots). Sound hygienic practices are necessary to prevent the spread of these diseases.

## II. PARTICIPATION IN DISTRICT PROGRAMS BY PERSONS INFECTED WITH THE HIV AND HBV VIRUSES, AND AIDS

### A. In General

1. Persons shall not be asked whether they are infected with the HIV or HBV viruses or AIDS in registering for any program. In view of current evidence regarding HIV, AIDS or HBV transmission, infected persons should not be routinely excluded from or restricted with respect to any program. 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:
  - a. The nature of the risk (how the diseases are transmitted);
  - b. The duration of the risk (how long is the carrier infectious);
  - c. The severity of the risk (what is the potential harm to third parties); what is the affected person's physical condition, behavior and ability to control the means by which the disease may be transmitted;
  - d. The probabilities that the disease(s) will be transmitted and will cause varying degrees of harm;
  - e. The possibility of increased risk to the infected participant of contraction of opportunistic diseases as the result of a compromised immune system or the possibility of other health or safety risks to such person by virtue of diminished physical or mental capacity attributable directly or indirectly to such infection(s).
2. Decisions regarding participation shall, to the extent practicable, be made using the team approach including the infected person (unless a minor), the person's physician, public health personnel, appropriate District personnel

designated by the District's Director, and, in the case of a minor, the minor's parent(s) or legal guardian(s), District legal counsel and, if requested by the infected person (or if same be a minor, by the infected person's parent or legal guardian) the infected person's legal counsel (the "review team"). In each case the stage of infection and condition of the infected person will be assessed and the risks and benefits to both the infected person and to others participating in the particular program should be weighed. The District's Board of Commissioners ("Board") will make the final decision after consideration of the review team's recommendations.

3. Restrictions on or temporary exclusions from participation may be advisable or become necessary in the event the infected person has a condition which increases the risk of discharge of bodily fluids, including blood, or has open or discharging skin wounds or rash that cannot be covered, or is incapable of controlling body functions, or exhibits any other conditions or behaviors which the review team determines may materially increase the health or safety risks for other participants or the infected person.
4. If the Board determines that no change is warranted in the person's participation, he may continue in that program. The review team may recommend that the person's condition and/or behavior be monitored. The review team may re-evaluate the person's participation at any time and confirm or modify its recommendations to the Board.
5. If the Board determines that it is inadvisable for the person to continue participation, he will be removed from the program and return of the program fees handled in compliance with the District's current refund policy and procedure.

#### B. Children/Neurologically Impaired

The participation of infected children and of persons who are neurologically handicapped will be assessed as set forth above, with the following additional considerations. Infected children and neurologically impaired persons who display such behavior as biting or who lack control of their body secretions, which increases the risk of transmission of the virus, or who themselves may be at increased risk of contracting an opportunistic infection due to such behavior or lack of control by other program participants, may require a more restricted level of participation or may need to be excluded from certain programs until more is known about the transmission of the virus or the transmission of opportunistic infections to the HIV or HBV infected child or neurologically impaired person, under these conditions. The ability of children or neurologically impaired persons to protect themselves from a biter or to take other precautions may be inadequate.

The hygienic practices of infected children may improve as the child matures, on the other hand, they may deteriorate if the child's condition worsens. Accordingly,

assessment of a child's as well as a neurologically impaired person's participation should be performed regularly by the review team.

### III. PRIVACY CONSIDERATIONS

- A. 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 persons affiliated with the District who know the identity of the infected person will be kept to a minimum. Only the members of the review team and those personnel who the review team determines have a need to know of the infected person's condition to assure proper care and precaution should be told the identity of the person. Personnel should be reminded that no information regarding the identity or condition of the person is to be discussed with anyone including, without limitation, their spouses, other family members, or District personnel other than personnel specifically designated by the Director. The legal ramifications to both the employee involved and the District of a breach of confidentiality should be clearly explained to employees.
- B. Unless the infected participant (or parent or legal guardian if the infected person is a minor) or District employee gives written permission, the District will not advise the public or program participants or their parents of the participation in its programs or the employment by the District of a person infected with the HIV or HBV virus, or AIDS. However, if the above noted permission is given and depending on the circumstances, the District may consider advising the public in whatever means it deems appropriate of the participation in its program or the employment of a person (no name or sex identification) infected with the HIV or HBV virus, or AIDS. The message should communicate current evidence concerning both the transmission of HIV or HBV and invite questions or comments. Depending on the circumstances the District may determine to hold one or more special meetings to address public concerns. The decision to inform the public or program participants or their parents should be made only after consultation with District legal counsel.
- C. Apart from a public meeting, all inquiries from the public concerning the participation of persons with HIV, HBV or AIDS in District programs should be directed to a single District spokesman - the Director. No other person associated with the District should divulge any information concerning the participation in its programs of persons infected with the HIV or HBV virus, or AIDS, other than to point out that the District believes confidentiality for the person, family and staff directly involved is absolutely essential and that the District has received and is receiving expert medical and legal advice.

### IV. EMPLOYEES

- A. Neither prospective or current employees shall be asked or required to respond to the question of whether they are infected with the HIV or HBV virus, or AIDS,

or with any other specific disability. The District may uniformly ask whether a prospective employee is willing and able to perform without qualification all the essential functions of the job for which he is applying with or without reasonable accommodation.

- B. Testing for HIV, HBV or AIDS should not be routinely conducted or required.
- C. As provided in the District's personnel policies and consistent with the District's uniformly applied practices and procedures for infectious disease control, as a condition of return to work or continued employment the Director or the employee's supervisor may uniformly require an employee who has been absent from work for three or more consecutive days or repeated absences over a limited period of time to provide a statement from his attending physician that such employee's return to or continued presence at work will not pose any substantial threat of transmission of an infectious disease to the employee's co-workers or to users of District property, when such employee is acting in the ordinary course of his duties or in the course of duties which he may reasonably be called upon to perform given the nature of the District's activities.
- D. An employee infected with the HIV or HBV virus, AIDS, or any other disabling disease shall be dealt with as any other employee with a chronic illness or disability. As long as he is able to perform the essential functions of his job and does not pose a demonstrable risk of communicating a contagious disease to other employees or the public, he should be considered otherwise qualified for his job. If the infected person is unable to perform the essential functions of his job or there is a demonstrable risk of communicating a contagious disease to others, the District should also consider whether any "reasonable accommodation" will enable the person to perform those functions. The determination of what constitutes "reasonable accommodation" in the particular instance shall be made by the Board in consultation with the review team.
- E. Recommendations regarding employment or continued employment of an infected person shall, to the extent practicable, be made by the review team. In making such recommendation, the same factors will be considered as set forth in Section II, paragraph A.1., above, with respect to program participants. The Board will make the final decision after consideration of the review team's recommendation.  
  
An employee who poses a significant risk of communication of a disease to others will not be considered otherwise qualified to continue in his position if reasonable accommodation will not eliminate that risk.
- F. As in the case of an infected program participant, an infected employee's right to privacy shall be respected including maintaining confidential records.
- G. The Director shall designate a Health Officer or assume that position himself. Employees should be encouraged to seek information from the District Health

Officer if they have any concerns about the possible contagious nature of another employee's or a program participant's illness.

- H. Employees should be assured that they can work with appropriate District personnel to facilitate benefits and discuss other illness-related concerns.

## V. EDUCATION AND TRAINING

- A. In order to minimize workplace exposure to, and prevent the spread of, infectious diseases while avoiding unnecessary panic, discrimination, or inappropriate reaction to the District's implementation of preventative measures, the District believes education and training of District personnel is essential. Training sessions and materials shall be made available to all employees annually, to new employees as soon as they are hired, and to current employees as soon as a change in job tasks may result in exposure to bloodborne pathogens, at no cost to the employees. The educational sessions and materials should include current information about what the HIV virus, the HBV virus and AIDS are, how they are spread, how to avoid contact with these viruses, and what to do when a possible contact occurs. The materials should also explain and stress the need for confidentiality.

In particular, the District's training program should include:

1. an accessible copy of the text of IDOL's regulations relating to bloodborne pathogens, and an explanation of their contents;
2. a general explanation of the spread, prevention and symptoms of bloodborne diseases;
3. an explanation of the modes of transmission of bloodborne pathogens;
4. an explanation of the District's Exposure Control Plan relating to bloodborne pathogens, and the means by which employees can obtain a copy of the plan;
5. an explanation of the appropriate methods of recognizing the tasks and other activities that may involve employee contact with blood or other potentially infectious materials;
6. an explanation of the use and limitations of methods by the District that will prevent or reduce exposure, including work practices and personal protective equipment;
7. information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;

8. an explanation of the basis for the selection of personal protective equipment;
  9. information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered by the District to its employees free of charge;
  10. information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
  11. an explanation of the procedure to follow if any employee comes into contact with blood or other potentially infectious materials, including the method of reporting the incident and the medical follow-up that will be made available;
  12. information on the post-exposure evaluation and follow-up that the District will provide for the employee if he comes into contact with blood or other possibly infectious materials; and
  13. an opportunity for interactive questions and answers with the person conducting the training session.
- B. The precautionary procedures set forth in Section VII below and their rationale should be explained to employees. Employees should be encouraged to seek further information as desired and be provided with a list of other available sources of information and assistance. The District will maintain a record of all training sessions, including the names of the employees attending. All staff and volunteers should be provided written copy (by posting or otherwise) and service training with respect to the following precautionary procedures and advised that failure to comply with these procedures may subject an employee/volunteer to disciplinary action, including termination of employment/volunteer services. All staff/volunteers should be required to sign the attached compliance statement indicating their understanding of the procedures and agreement to comply with them.
- C. The District recognizes that the use of personal protective equipment ("PPE") helps prevent or reduce occupational exposure to infectious materials. PPE will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach employees' work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions or use and for the duration of time which the PPE will be used.
- D. The District will provide training on, make accessible, and require the use of PPE at no cost to its employees.

- E. The District has identified the following employees/positions which may have a need for PPE:
1. Good Samaritan First Aiders
  2. Park Police/Rangers
  3. Health Club Supervisors
  4. Lifeguards
  5. Recreation Specialists (SRA)
  6. Day Care Workers
  7. Day Camp Program Leaders
  8. Custodians
  9. Coaches for Contact Sports
- F. Personnel Protective Equipment which will be made available and kept in first aid kits include:
1. Disposable Latex Gloves
    - a. Gloves should be worn in any situation in which there is potential hand contact with blood.
    - b. Gloves should be checked for holes, tears, or punctures before wearing.
    - c. Hands should be washed immediately after removing gloves.
    - d. Disposable gloves should never be washed or decontaminated for reuse.
    - e. Hypoallergenic gloves will be made available where needed.
    - f. Utility gloves may be decontaminated and used again. They should not be reused if they are cracked, torn, peeling, or punctured.
  2. Goggles, glasses, or protective shields
  3. CPR Microshields/Respirators
- G. Other PPE such as smocks, coveralls, material removal apparatus, etc. will be purchased for the employee should the need arise (i.e., job description change).

## VI. HOUSEKEEPING

The District shall use its reasonable best efforts to ensure that each worksite is maintained in a clean and sanitary condition and shall develop and implement an appropriate written schedule for cleaning and methods of decontamination based upon the location of the worksite, the type of surface to be cleaned, the type of soil present,

and the tasks or procedures being performed in the area. In particular, all equipment and working surfaces must be cleaned and decontaminated after contact with blood or other potentially infectious materials. An appropriate disinfectant shall be used to decontaminate any work surface immediately or as soon as feasible after any known spill of blood, and at the end of the work shift if the surface may have become contaminated since the last cleaning.

## VII. PRECAUTIONS

Because other infections in addition to the HIV virus, the Hepatitis B virus and AIDS can be present in blood or non-intact skin or exposed body tissue, excrement or other body fluids, the following routine procedures are required when handling blood (e.g., cleansing of and applying first aid to open wounds, stopping a nose bleed), excrement or urine (cleaning up "potty accidents" of young children), or other body fluids. It is to be emphasized that these procedures are required for all persons, not just those who may be infected with the AIDS virus or other infectious diseases. Precautionary procedures for handling blood and body fluids should be predicated on the assumption that all blood/body fluids are infectious. These procedures should be followed and enforced routinely.

### A. General Procedures

1. Hand washing is one of the most important techniques for preventing the spread of disease. Hand washing should be done frequently by staff, volunteers, and participants and is required before and after food preparation, after toileting, after contact with any body fluids, etc. The District will provide single-use towels or hot air drying machines for such hand washing. Where soap and water is not available, antiseptic towlettes or handwipes may be used, followed as soon as possible by washing with soap and water.
2. Non-sterile gloves which are puncture-resistant and impervious to blood must be worn. Such gloves should be immediately available for use in areas where need is most predictable (first aid kits, near changing tables in day-care facilities, etc.). Care should be taken to avoid any bodily contact with blood or other bodily fluids of other persons. In particular, exposure of open skin lesions or weeping dermatitis or mucous membranes to blood or body fluids should be avoided. Even though gloves are used, hands must be washed with soap and water immediately and thoroughly after the gloves are removed.
3. Soiled surfaces and recreational materials of any kind (including e.g., van/bus seats, exercise mats, changing tables, etc.) should be promptly cleaned with disinfectants such as household bleach (diluted one (1) part bleach to ten (10) parts water). Bleach should not be placed directly on large amounts of protein matter (urine, stool, blood, sputum, etc.) in order to protect the employee from noxious fumes. Therefore, large quantities



of bodily waste or fluids should be cleaned up prior to disinfecting. If a mop is used, it should be rinsed in the disinfectant. These surfaces should be routinely cleaned and disinfected at the end of each work shift.

4. Disposable towels or tissues should be used whenever possible. After use they should be saturated with the disinfectant and disposed of in plastic bags rather than unlined containers.
5. When wiping up, emptying regular trash or washroom waste or sanitary napkin containers or cleaning up sharp objects (e.g., broken glass), employees must wear non-sterile, puncture-resistant gloves.
6. Employees should avoid placing their hands in trash or waste containers in order to "pack down" the trash and should otherwise handle trash with care. Puncture-proof or puncture-resistant gloves should be worn when emptying trash or garbage receptacles.
7. All cuts and open wounds should be covered following basic first aid procedures. Protective coverings, Band-Aids, bandage, etc. should be worn by all staff, volunteers or participants and provided by the District. Staff and volunteers are responsible for providing protective coverings to participants who have open lesions.
8. Sharing of personal items, such as combs, brushes, toothbrushes, lipstick, etc., should be avoided. Whenever possible, disposable items (e.g., cups and utensils) should be provided and not be shared by others.
9. Disinfectant should be stored in a safe area that is inaccessible to participants. (Note: Material Safety Data Sheets should be maintained for each disinfectant.)
10. Documentation of an incident of contact with blood or other body fluids should be made whether or not a participant or employee is known to have a communicable disease.
11. Hand soap and disposable towels or tissues and gloves should be available at all facilities.

#### B. Procedures for Cleaning Up Blood or Other Body Fluid Spills

1. Wear disposable gloves which should be discarded following cleanup. When disposable gloves are not available or unanticipated contact occurs, wash hands and other affected areas with soap and water immediately after contact.
2. Clean and disinfect soiled area immediately using paper towels, soap and water.

3. Disinfect area with 70%-90% isopropyl alcohol solution, or one (1) to ten (10) chlorine bleach solution, or quest.
4. Rinse clothing soaked with body fluids and place in a plastic bag to be sent home.
5. Place soiled sanitary napkins in plastic bags, secure and dispose.
6. Place paper towels and disposable gloves in plastic bags and dispose of same.
7. Wash hands and other skin that may have come in contact with bodily fluids thoroughly with soap and water or other antiseptic hand cleanser or flush eyes or other mucous membranes with water, immediately or as soon as feasible following contact of such body areas with blood, body fluids or other potentially infectious materials.
8. In situation where bleeding due to lacerations, cuts, etc. must be immediately controlled, persons administering first aid should provide patients with compress material and encourage them to administer self-help through direct pressure on their wound(s).

C. Procedures for the Cleaning of Equipment

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

D. Procedures for the Use of CPR Mouthpieces

The CPR Mouthpiece is designed to prevent direct physical contact between the user and victim. Mouthpieces will be provided by the District under conditions where staff/volunteers may be required to administer CPR.

1. Follow instructions for use that are provided with the mouthpiece.
2. If using a disposable mouthpiece, discard after use in an appropriate receptacle.

3. If using a reusable mouthpiece, clean in disinfectant solution of 70%-90% isopropyl alcohol, then rinse with water.
4. Wash hands immediately or as soon as feasible after removal and disposal of/disinfective of mouthpiece.

#### E. Food Handling

1. Maintain a clean area in the kitchen for serving food.
2. Utensils should be washed, rinsed and sanitized prior to food preparation.
3. Maintain a separate area of the kitchen for cleanups.
4. All leftover food, dishes, and utensils should be treated as if they were contaminated.
5. Pour liquid into sink drains.
6. Place disposable dishes in plastic-lined, covered receptacles.
7. Rinse dishes and utensils with warm water before placing them into dishwashers.
8. Rinse recyclable materials (e.g., cans, bottles) prior to placing them in recycle bins.
9. Clean sinks, counter tops, tables, chairs, trays, and other areas; follow up by applying an approved disinfectant.
10. Wash hands prior to removing clean dishes from the dishwasher or from cabinets.

#### F. Laundry

1. Use latex gloves when handling soiled items.
2. Launder diapers or other items soaked with body fluids separately.
3. Pre-soak heavily soiled items.
4. Follow manufacturer's directions for detergent use.
5. If the material is bleachable, add ½ cup of household bleach to the wash cycle.

6. If the material is not colorfast, add ½ cup non-chlorine bleach to the wash cycle.
7. Use hot cycle on washer and dryer.
8. Clean laundry carts when soiled linen is washing before using them for clean linen.

G. Diapering

1. Use preferred equipment for diapering such as a changing table, hand washing facility, disposable baby wipes, plastic bags, covered receptacle (especially for cloth diapers), disinfectant, and personal protective equipment.
2. Wash hands in all cases of diapering.
3. Put on latex gloves prior to diapering and remove gloves and dispose of properly after diapering.
4. Remove soiled diaper and place in appropriate receptacle. Disposable plastic bag should be removed at least once a day.
5. If other clothing is soiled, remove, rinse and place it directly in a plastic bag that is marked with the child's name, secure the bag with a fastener, and send the bag home with the child at the end of the day.
6. Cleanse genitals, perineum and buttocks with disposable baby wipes or soap and water.
7. Rinse well and dry skin prior to applying a clean diaper.
8. Wash the child's hands and then wash your own hands.
9. Wear disposable latex gloves to rinse and wring out cloth diapers in the toilet.
10. Report abnormal conditions (e.g., blood) to administration so that parents and health professionals can be properly notified.

## H. Hepatitis B Virus Vaccination and Post Exposure Evaluation and Follow-up

The District shall make available the Hepatitis B vaccine and vaccination series to all employees who may come into contact with blood or other potentially infectious materials or is expected to render first aid on a routine and regular basis in the course of his employment, at no cost to the employees. If an employee declines to be vaccinated, he must sign the attached declination form, which the District will retain as part of that employee's record. In addition, if any employee actually comes into contact with blood or other potentially infectious materials, the District shall provide a confidential medical evaluation and follow-up, again at no cost to the employee. Hepatitis B vaccinations and post-exposure evaluation and follow-up will be provided at a reasonable time and place, by or under the supervision of a licensed physician, and utilizing an accredited laboratory. Evaluation and follow-up will include at least the following elements:

1. documentation of the route(s) of exposure, and the circumstances under which the exposure occurred;
2. identification and documentation of the individual who was the source of the blood or other potentially infectious material with which the employee came into contact;
3. prompt testing of the source individual's blood, with his/her consent, to determine whether he or she is infected with the HIV or HBV virus, with the results being communicated in confidence to the exposed employee;
4. collection and testing of the exposed employee's blood with his/her consent, for HIV and HBV;
5. post-exposure preventive measures, when medically indicated, as recommended by the U.S. Public Health Service;
6. counseling; and,
7. evaluation of reported illnesses.

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

1. a description of the employee's duties as they relate to the exposure incident;

2. documentation of the route(s) of exposure and the circumstances under which exposure occurred;
3. results of the source individual's blood testing, if available; and,
4. all medical records relevant to the appropriate treatment of the employee, including his or her HBV vaccination status, which are the District's responsibility to maintain.

The Director will obtain and provide to the employee a copy of the written opinion of the health care professional who performs a post-exposure evaluation within 15 days of its completion.

## VIII. INCIDENT RECORDS

To the extent practicable, the District will keep records noting incidents of employee contact with blood or other potentially infectious materials, and of non-compliance with these guidelines by employees observed during routine monitoring of the workplace. To the extent monitoring reveals a failure to follow recommended precautions, further education of the employee involved should be provided, and if such non-compliance is of a nature that poses a threat to the health or safety of other employees or the public, disciplinary action up to and including dismissal may be taken.

In particular the District will maintain two categories of records:

1. **Medical records.** The Director will establish and maintain or cause to be established and maintained an accurate record concerning each employee who may come into contact with blood or other possibly infectious materials, including the employee's name and Social Security number, his or her Hepatitis B vaccination record, including any declination form signed by the employee, and 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. These records shall be maintained during the duration of an employee's employment, plus an additional 30 years, and shall be kept confidential, except with the express written consent of the employee or as may be required by law.
2. **Training Records.** The Director will maintain or cause to be maintained a record of the dates of all employee training sessions, the contents or a summary of these sessions, the names and qualifications of the persons conducting the sessions and the names and job titles of all persons attending the sessions. These records shall be maintained for a period of three years after the training occurs.

## IX. STATE REGULATIONS

The Illinois Department of Labor has adopted regulations to protect employees from exposure to bloodborne pathogens, including the Human Immunodeficiency Virus (HIV) and the Hepatitis B Virus (HBV). To the extent that these regulations differ from the foregoing procedures, the District will comply with whatever standard is most strict.

## STAFF/VOLUNTEER COMPLIANCE STATEMENT

I understand the foregoing precautionary procedures relating to AIDS/HIVHBV infectious diseases are a result of concern for my health, safety and physical well being and that of fellow employees/volunteers and participants I am serving. I have read, understand, and agree to follow and comply with all of the procedures and I understand that my failure to do so may subject me to disciplinary action, up to and including termination of my employment/volunteer services.

I further understand that these guidelines are not intended to create and shall not be construed as creating contractual or other obligations on the part of the District or rights on the part of volunteers, employees, program participants, or park users.

Employee's Signature

Date:

(If under the age of 18, parental signature is required.)

Parent's Signature

Date:

This signed statement will become a part of the employee/volunteer personnel/volunteer records.



## HIV/HBV/AIDS/INFECTIOUS DISEASES

### EDUCATION AND AWARENESS PROGRAM IMPLEMENTATION

#### I. OBJECTIVES

The primary objectives in developing an HIV/HBV/AIDS/Infectious Diseases information program are to minimize District employees' exposure to HIV, HBV, AIDS Infectious Diseases, and to educate those employees in order to minimize fear, hysteria and discriminatory behavior among co-workers or discrimination in the treatment of users of District programs and facilities and to prevent spread of the disease. To meet these primary objectives, some secondary objectives must also be met. The information program should:

- A. Explain the Human Immunodeficiency Virus (HIV), the Hepatitis B Virus (HBV), AIDS and other commonly encountered infectious disease risks in the District environment.
- B. Describe how HIV, HBV, AIDS and these other infectious diseases are contracted and spread.
- C. Define what the risks are in the District work environment.
- D. Describe how to minimize these risks.
- E. Describe the appropriate actions to take after contact with another person's blood or other body fluids.
- F. Discuss appropriate actions and concerns in the event an employee discovers he or someone he knows has HIV, HBV or AIDS.
- G. Provide for ongoing monitoring or assessment of the program's effectiveness.
- H. Provide for ongoing monitoring of medical and legal information and provide updating of information as appropriate.

#### II. TRAINING

- A. Required for all full-time, part-time and seasonal employees.
- B. Provided by the District at no cost to the employees, during regular working hours.

- C. Provided at least annually, and immediately to newly hired employees and to any employee whose change in job functions places him at risk of contacting blood or other potentially infectious materials.
- D. Should include but not be limited to, the following:
1. an accessible copy of the text of IDOL's regulations relating to bloodborne pathogens, and an explanation of their contents;
  2. a general explanation of the spread, prevention and symptoms of blood-borne diseases;
  3. an explanation of the modes of transmission of bloodborne pathogens;
  4. an explanation of the District's Exposure Control Plan relating to bloodborne pathogens, and the means by which employees can obtain a copy of the plan;
  5. an explanation of the appropriate methods of recognizing the tasks and other activities that may involve employee contact with blood or other potentially infectious materials;
  6. an explanation of the use and limitations of methods by the District that will prevent or reduce exposure, including work practices and personal protective equipment;
  7. information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;
  8. an explanation of the basis for the selection of personal protective equipment;
  9. information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered by the District to its employees free of charge;
  10. information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
  11. an explanation of the procedure to follow if any employee comes into contact with blood or other potentially infectious materials, including the method of reporting the incident and the medical follow-up that will be made available;

12. information on the post-exposure evaluation and follow-up that the District will provide for the employee if he or she comes into contact with blood or other possibly infectious materials; and
13. an opportunity for interactive questions and answers with the person conducting the training session.

### III. AWARENESS

- A. General information given to staff at the time of hire.
- B. Resource information regarding HIV, HBV, AIDS, infectious diseases, etc., to be kept at all District buildings for employees to read.
- C. Hand washing charts, other reminders at appropriate locations (e.g., on inside cover of first aid kits, etc.)

THE HOFFMAN ESTATES PARK DISTRICT  
HEPATITIS B VACCINATION DECLINATION

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

Employee's Signature

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

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

FORM A

Hoffman Estates Park District

REQUEST TO REVIEW PERSONNEL RECORDS

Employee's name

Name of representative, if any, designated to inspect records on behalf of employee

Records requested to be inspected

A copy of the records inspected will be made available to the employee or his designated representative upon request and payment of duplicating costs of \_\_\_\_\_ per page.

By his signature below, the employee acknowledges and agrees that the District specifically disclaims any liability and has no liability with respect to disclosure of the employee's personnel records as authorized by the employee.

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

Received by \_\_\_\_\_ On \_\_\_\_\_

Date inspection made \_\_\_\_\_

Copies made by employee/designated representative of the following documents:

## FORM B

### AUTHORIZATION TO DISCLOSE INFORMATION

#### IMPORTANT INFORMATION FOR EMPLOYEE

It is the goal of the Hoffman Estates Park District (District) to attempt to protect its employees from unnecessary or unwanted disclosure of information concerning their employment. The disclosure of certain kinds of information concerning employees is required by law. The disclosure of other kinds of information is discretionary with the District. In order to avoid potential lawsuits or claims with respect to disclosure of such information, it is the District's policy not to disclose any information concerning an employee except for an employee's period of employment with the District and his/her title, position, and/or job function, unless disclosure of additional information is required by law or the employee gives prior written consent to such disclosure. The attached form is to be used by an employee for the purpose of giving the District such prior written consent.

Please note that the authorization is broad in scope unless specifically limited by you on the form. It authorizes the District to release all information related to your employment with the District which is contained in your personnel file. Accordingly, if there is any information you do not want disclosed, you should so indicate on the authorization form. Please note that by signing the form you are releasing the District, its Board, officers, employees, and agents from any claims you or any person claiming through you may have by virtue of the disclosure of any such authorized information as authorized by you. No person has the authority to modify or lessen the scope of this release given by you and you may not rely on any implied or actual oral representations to the contrary.

## AUTHORIZATION TO DISCLOSE INFORMATION

I, \_\_\_\_\_, hereby request and authorize the Hoffman Estates Park District through its commissioners, officers, employees, agents or any other authorized person, to answer oral and/or written questions and respond to oral and/or written inquiries concerning my employment with the District from the following person and to release to the following person:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

any and all information (including without limitation personal opinions and observations concerning my job performance or personal character) concerning my employment with the District whether or not currently contained in the personnel files, including without limitation information regarding membership in job-related professional organizations, information regarding enrollment or participation in job-related courses or programs, salary information, attendance record, job function descriptions, information regarding performance, transfers, promotions, demotions and disciplinary actions, without exception, except as expressly stated below:

The authority given by me herein shall expire 60 days from the date hereof.

I understand that it is the District's policy to disclose to third parties only my period of employment with the District, and my title, position and/or job function with the District, unless I consent to the disclosure of additional information. In order to induce the District to release additional information to the party named by me above, I hereby forever release and hold harmless the District, its commissioners, officers, employees and agents from and against any and all claims, suits or proceedings of whatsoever nature which I or anyone claiming through me might otherwise have by virtue of the disclosure of such information, (including but not limited to personal opinions and observations concerning my job performance or personal character) by the District.

I hereby represent and acknowledge that I have thoroughly read the provisions of this authorization form, that I fully understand its contents and its legal significance, and that I have signed it as my free and voluntary act and deed.

\_\_\_\_\_  
Date

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

STATE OF ILLINOIS     )  
                                  ) SS  
COUNTY OF COO K     )

I, \_\_\_\_\_, a Notary Public  
in and for said County and State, do hereby certify that \_\_\_\_\_  
\_\_\_\_\_ is personally known to me to be the same person  
whose name is subscribed to the foregoing instrument as his own free act and deed and  
that the statements contained therein, and each thereof are true.

\_\_\_\_\_  
Notary Public

[NOTARY SEAL]

My commission expires: \_\_\_\_\_



FORM C

EMPLOYEE ACKNOWLEDGMENT

I hereby acknowledge receipt of the Hoffman Estates Park District ("District") Full-time Employee Personnel Policy Manual. I agree and represent that I have read or will read this Manual in its entirety. I understand that this Manual has been developed as a general reference guide for District employees and that neither the Manual nor its individual terms constitute or represent binding contractual commitments, either expressed or implied, on the part of the District. I also understand that the policies, benefits and guidelines contained in this Manual can be changed or discontinued by the District at any time.

I further understand that I am an at-will employee, as provided in the Manual. In addition, I understand that no representative of the District other than the Director, with the Board's approval, has authority to enter into any employment agreement for any specific period of time or to make any binding representation or agreement, whether oral or written, contrary to the foregoing.

I understand and will comply with all policies within the Personnel Policy Manual.

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

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

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

## XVIII. PARK DISTRICT CHILD ABUSE AND NEGLECT POLICY

It shall be the policy of the Park District to fully comply with the State of Illinois Abused and Neglected Child Reporting Act. The Park District will make every reasonable effort and precaution to prevent, detect, handle and report cases of suspected child abuse and neglect for children who come in direct contact with Park District programs, areas, and facilities.

Specific hiring, training, supervision, employee conduct and reporting procedures have been developed for applicants and employees who will supervise children.

Specifically:

1. An Acknowledgement Form will be signed by all full and part-time employees, Recreation Department volunteers and Contractual Service Providers, and retained on file by the District, indicating that they have knowledge and understanding of the Abused and Neglected Child Reporting Act requirements. (See Attachment A)
2. A Prior Conviction and Reference check will be completed by the Park District and is inclusive with the policies set forth by the Board of Commissioners.
3. All prospective staff will be interviewed in person prior to the decision to accept them as an employee for the Park District.
4. All full and part-time staff, Recreation Department volunteers, and Contractual Service Providers will receive in-service training by supervisory administrative staff. This orientation may include audio-visual, verbal and written materials on Park District policies and procedures regarding child abuse and neglect. Specific training guidelines will also include:
  - A. Periodic training programs by the Cook County Health Department to explain what are abuse and neglect indicators and reporting procedures.
  - B. Appropriate discipline and rewarding practices.
  - C. Using expressions of normal affection through physical contact.
  - D. Requiring that one-adult and one-child situations be avoided.
  - E. Respect and protecting the privacy of children, as well as their own.
  - F. Avoiding sexually suggestive discussions in front of children.
  - G. Wearing a means of staff identification at all times.

- H. Being alert to the physical and emotional state of children in their care.
5. Administrative/supervisory staff will make periodic unannounced visits to program sites to observe staff interaction with children and the behavior of individual children. These visits to program sites will be documented noting program, staff, time, location and observation.
  6. Attendance/illness records of children participating in programs will be periodically reviewed by administrative/supervising staff for instances of unusual absenteeism, or reluctance of children to participate in the programs.
  7. All reports of child neglect or abuse will be channeled through the Director of Recreation or the Executive Director in his/her absence. In the event that neither is available, a report will be made directly to the Department of Child and Family Services, and written notice submitted to Director of Recreation and Program Manager within 24 hours. Details of the report shall not be discussed with other staff or participants. Specific procedure for staff to handle allegations of abuse can be found in Attachment B.
  8. The Executive Director will notify the President of the Board of Commissioners of all reports of child abuse/neglect which are suspected and reported to the Department of Child and Family Services.

Attachment A

Hoffman Estates Park District

ILLINOIS ABUSED AND NEGLECTED CHILD ACT

ACKNOWLEDGEMENT FORM

As a recreational supervisor or instructor of children in your program area, you are required by the Illinois Abused and Neglected Child Reporting Act, to report whenever you have reasonable cause to believe a child has been abused or neglected. Legal definitions of this Act are attached.

Reports made in good faith are immune from liability – civil, criminal, or otherwise. Any person who willingly transmits a false report, however, commits the offense of disorderly conduct. Willfully failing to report suspected child abuse or neglect commits the offense of a Class A misdemeanor.

All reports should be channeled through the Director of Recreation (847-310-3605) or the Executive Director (847/310-3604) in his/her absence and should not be discussed with other staff members or participants. In the event that neither is available, the State of Illinois Division of Child and Family Services should be notified directly at 1-800/252-2873.

I hereby acknowledge that I have knowledge and understanding of the reporting requirements of the Illinois Abused and Neglected Child Act. (Please read the attached form before signing.)

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Signature

---

Date

STATE OF ILLINOIS  
ABUSED AND NEGLECTED CHILD REPORTING ACT

"Abused Child" means a child whose parent or immediate family member, or any person responsible for the child's welfare, or any individual residing in the same home as the child, or a paramour of the child's parent:

- a. inflicts, causes to be inflicted, or allows to be inflicted upon such child physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss of impairment of any bodily function;
- b. creates a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss of impairment of any bodily function;
- c. commits or allows to be committed any sex offense against such child, as such sex offenses are defined in the Criminal Code 1961, as amended, and extending those definitions of sex offenses to include children under the age of 18 years of age;
- d. commits or allows to be committed an act or acts of torture upon such a child; or
- e. inflicts excessive corporal punishment.

"Neglected Child" means any child whose parent or other person responsible for the child's welfare withholds or denies nourishment or medically indicated treatment including food or care denied solely on the basis of the present or anticipated mental or physical impairment as determined by a physician acting alone or in consultation with other physicians or otherwise does not provide the proper or necessary support, education as required by law, or medical or other remedial care recognized under State law as necessary for a child's well-being, or other care necessary for his or her well-being, including adequate food, clothing and shelter; or who is abandoned by his or her parents or other person responsible for the child's welfare. A child shall not be considered neglected or abused for the sole reason that such child's parent or other person responsible for his or her welfare depends upon spiritual means through prayer alone for the treatment or cure of the disease or remedial care as provided under Section 4 of this Act.

Any recreational program or facility personnel having reasonable cause to believe a child known to them in their professional or official capacity may be an abused child or a neglected child shall immediately report or cause a report to be made to the Department of Child and Family Services. Whenever such person is required to report under this Act in his capacity as a member of the staff shall make the report immediately to the Department in accordance with the provisions of this Act and may also notify the person in charge of the facility, or agency, or his designated agent that such report has been made. Under no circumstances

shall any person exercise any control, restraint, modification or other change in the report or forwarding of such report to the Department. The privileged quality of communication between any professional person required to report and his client shall not apply to situations involving abused or neglected children, and shall not constitute grounds for failure to report as required by this Act. In addition to the above persons required to report suspected cases of abused or neglected children, any other person may make a report if such person has reasonable cause to believe a child may be an abused or neglected child. Any person who enters employment on or after July 1, 1986 and is mandated by virtue of that employment to report under this Act, shall sign a statement on a form prescribed by the Department, to the effect that the employee has knowledge and understanding of the reporting requirements of this Act. The statement shall be signed prior to commencement of the employment. The signed statement shall be retained by the employer.

## Attachment B

### HANDLING ALLEGATIONS OF ABUSE

1. If a child advises Park District staff that someone has molested or otherwise abused them, staff should be prepared to help the child. It is suggested that District staff be counseled and trained to follow the guidelines below:
  - a. Remain calm and reassuring. If you panic, become angry or overreact to the information disclosed, so will the child. The child needs to feel that the person to whom he is speaking is in control of the situation and will reassure him that everything will be okay.
  - b. Don't criticize the child, question the child's story or imply that the child may have misunderstood what happened. Accept the information openly without indicating value judgement.
  - c. Encourage the child to speak with the Director of Recreation and Program Manager about what happened. Tell him no one should ask to keep a secret about what happened and that it is okay to talk to the administrative personnel about it. Make sure the child feels that he is not to blame for what happened. Try to avoid repeated interviews about the incident and other dealings with the child that may be stressful for the child.
  - d. Respect the child's privacy. Take the child to a location where you cannot be overheard by other children but within view of another adult. It is important that you discuss the matter only with the Director of Recreation and Program Manager, or with the appropriate Department of Child and Family Services and designated law enforcement personnel. It must not become the topic of conversation among other staff members either on or off District premises. The child and his family or other persons involved should not pay the price of your indiscretion. If you disclose the information to such other persons, you are violating the child's right to privacy and the privacy rights of other persons involved, and may be subject to legal liability.
2. The Director of Recreation and appropriate Program Manager should be the contact persons for reporting suspected child abuse. In his/her absence the Executive Director should be notified. The Director of Recreation and Program Managers should become thoroughly familiar with the reporting requirements under the Act as summarized in the following paragraphs. If the report is made directly to the Department of Child and Family Services, the Director of Recreation, or Executive Director shall be notified within 24 hours of contacting the Department of Child and Family Services.
3. The Director of Recreation and staff person reporting the suspected abuse should immediately notify the Department of Child and Family Services as required under the Act by telephone to the DCFS "Central Register" 1-800/252-2873 or in person or by telephone through the nearest DCFS office.

Reports are immediately transmitted to the appropriate DCFS Child Protective Service Unit ("CPS") which will in turn begin to investigate the matter.

4. The report should include, if known, the name and address of child and his parents or other person having his custody; the child's age; the nature of the child's condition, including any evidence of previous injuries or disabilities; and any other information that the reporting staff person believes might be helpful in establishing the cause of such abuse or neglect and the identity of the person believed to have caused such abuse or neglect.
5. The oral report should be confirmed by the reporting staff person in writing to the assigned "CPS" within 48 hours of the initial report.
6. The Director of Recreation will notify the Executive Director of all reported cases to DCFS and keep the Executive Director informed of any further development.
7. The Executive Director will notify the President of the Board of Commissioners of all reports of child abuse or neglect which are suspected and reported to the Department of Child and Family Services.



XIX. VICTIMS' ECONOMIC SECURITY AND SAFETY ACT ("VESSA")  
POLICY

**PURPOSE:** The purpose of this policy is to inform employees of their rights under the Victims' Economic Security and Safety Act (the "Act"), 820 ILCS 180/1.

**INTENT:** To establish guidelines that will set forth an employee's rights under the Act.

**POLICY:** Subject to certification requirements outlined below, an employee shall be entitled to a total of twelve (12) work weeks of unpaid leave during any twelve (12) month period if that employee is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence. The leave may be taken to:

1. Seek medical attention for or recovering from physical or psychological injuries;
2. Obtain services from a victim services organization;
3. Obtain psychological or other counseling;
4. Participate in safety planning, temporarily or permanently relocating, or taking other actions to increase safety from future domestic or sexual violence or ensure economic security; and/or
5. Seek legal assistance or remedies, including preparing for or participating in any civil or criminal proceeding related to or derived from domestic or sexual violence.

At the employee's discretion, the leave may be taken intermittently or on a reduced work schedule.

**NOTICE:** The employee shall provide the Employer with at least forty-eight (48) hours advance notice of the employee's intention to take the leave, unless such notice is not practicable. The Employer shall not take any action against the employee if an unscheduled absence occurs provided the employee provides the proper certification set forth below as soon as is practicable.

**CONFIDENTIALITY:** Upon application for such leave, the employee shall provide to the Employer a sworn statement attached hereto and obtain one of the following documents:

1. Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, member of the clerk, or a medical or other professional from whom assistance has been sought in addressing domestic or sexual violence and the effects of the violence;
2. A police or court record; or

3. Other corroborating evidence as determined sufficient by the Employer.

Nothing in this subsection shall be construed to prohibit an Employer from requiring an employee on leave to report periodically to the Employer regarding the employee's progress or regarding employment matters.

**EMPLOYMENT BENEFITS:** Upon returning to work after taking leave enumerated under this policy, the employee shall be restored to the position held prior to taking leave or to an equivalent position. The employee shall retain any employment benefits accrued prior to the date on which leave commenced. However, nothing in this policy shall be construed to entitle any restored employee to have accrued any seniority or employment that the employee would not have received had they not taken leave. Additionally, the Employer shall maintain coverage for the employee and family or household member under any group plan for the duration of such leave at the leave and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave. In the event that the employee fails to return from leave under this policy and after the period of leave to which the employee is entitled has expired and for reasons other than, the continuation, recurrence or onset of domestic or sexual violence, the Employer may recover from the employee the premium that the Employer paid for maintaining the level of coverage for the employee.

**USE OF EXISTING LEAVE:** An employee who is entitled to take paid or unpaid leave (including family, medical, sick, annual, personal, or similar leave) from employment pursuant to federal, state or local law, the collective bargaining agreement, or the employment benefits program or plan, may elect to substitute any period of leave for an equivalent period of leave provided under this policy. This policy does not provide additional time if the leave is also covered by the Family Medical Leave Act.

**SAMPLE SWORN STATEMENT:**

### SWORN STATEMENT

I, \_\_\_\_\_, swear that I am taking leave under the Victims' Economic Security and Safety Act, and that either I am a victim of domestic or sexual violence or have a family or household member who is a victim of domestic or sexual violence.

Signature

Date

ORDINANCE NO. 2004-03

AN ORDINANCE ADOPTING A POLICY REGARDING  
THE VICTIMS' ECONOMIC SECURITY AND SAFETY ACT ("VESSA")

---

WHEREAS, the Hoffman Estates Park District is an Illinois municipal corporation under the laws of the State of Illinois; and

WHEREAS, the Park District Board seeks to comply with the provisions of the Victims' Economic Security and Safety Act ("VESSA"), 820 ILCS 180/1; and

WHEREAS, the Park District Board of Commissioners deems it in the best interests of the Park District to adopt a policy implementing the provisions of VESSA.

NOW, THEREFORE, BE IT ORDAINED by the Board of Park Commissioners of the Hoffman Estates Park District, Cook County, Illinois, as follows:

SECTION 1: The Park District hereby adopts the Victims' Economic Security and Safety Act ("VESSA") Policy attached hereto as Exhibit A.

SECTION 2: If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance.

SECTION 3: All Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

All Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4: This ordinance shall be in full force and effect from after its passage, approval and publication as provided by law.

APPROVED AND ADOPTED by the Board of Commissioners of the  
Hoffman Estates Park District this            day of            , 2004,  
pursuant to roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED THIS            day of            , 2005.

Board President

ATTEST:

Park District Secretary

Personnel Policy Manual last approved: January 2014