



**CHAMPAIGN  
PARK DISTRICT**

**AGENDA**

**STUDY SESSION  
BRESNAN MEETING CENTER  
706 Kenwood Road  
Champaign, Illinois**

**Monday, January 25, 2016  
5:30 p.m.**

**A. CALL TO ORDER**

**B. COMMENTS FROM THE PUBLIC**

**C. PRESENTATIONS**

1. Natural Areas by Randy Hauser and Mike Davis

**D. DISCUSSION ITEMS**

1. Location of Hessel Park Playground
2. Site Plan for Park North of Abbey Fields
3. Capital Budget
4. Health Insurance for Employees Update
5. Revisions and Amendments to the Employment Policies and Procedures Manual

**E. COMMENTS FROM COMMISSIONERS**

**F. EXECUTIVE SESSION**

The Board will convene into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS Par. 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body; 120/2(c)(2) collective negotiating matters involving the public body; 120/2(c)(5) for the purchase or lease of real property for the use of the public body; and 120/2(c)(6) for the setting of a price for sale or lease of property owned by the public body.

**G. RECONVENE INTO OPEN SESSION**

**H. ADJOURN**



# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** January 20, 2016

**SUBJECT:** Trails of Abbey Fields Property Public Hearing Follow-Up

### Background

At the November 14, 2015, Regular Board meeting staff presented a preliminary plan for developing the 20 acre property north of Trails of Abbey Fields subdivision, and the Board set a hearing date to present the plan publicly. At that January 13, 2016, public hearing two alternate development plans (attached here) were presented.

### Prior Board Action

As the land conversion process comes to a close, the Park District will need to formally submit a development plan to IDNR; it is staff's aim to have a formal vote on the final development plan at the February 10, 2016 Regular Board Meeting. To date, the Trails of Abbey Fields property/IDNR land conversion process hasn't required formal Board action—only consensus and direction as we've moved through the process. While no formal Board action is required at this time, the purpose of this discussion item is to seek additional Commissioner comment on the two development plan alternates presented, and to seek consensus and direction on how to proceed.

### Budget Impact

The development plan alternates each have an accompanying, fairly general, budget. It bears repeating that even though no formal action is required now, once a final development plan is submitted and approved by IDNR the Park District is required to finish those plans within three years—naturally, how that unfolds over time and affects future capital budget is a matter of further discussion.

### Recommended Action

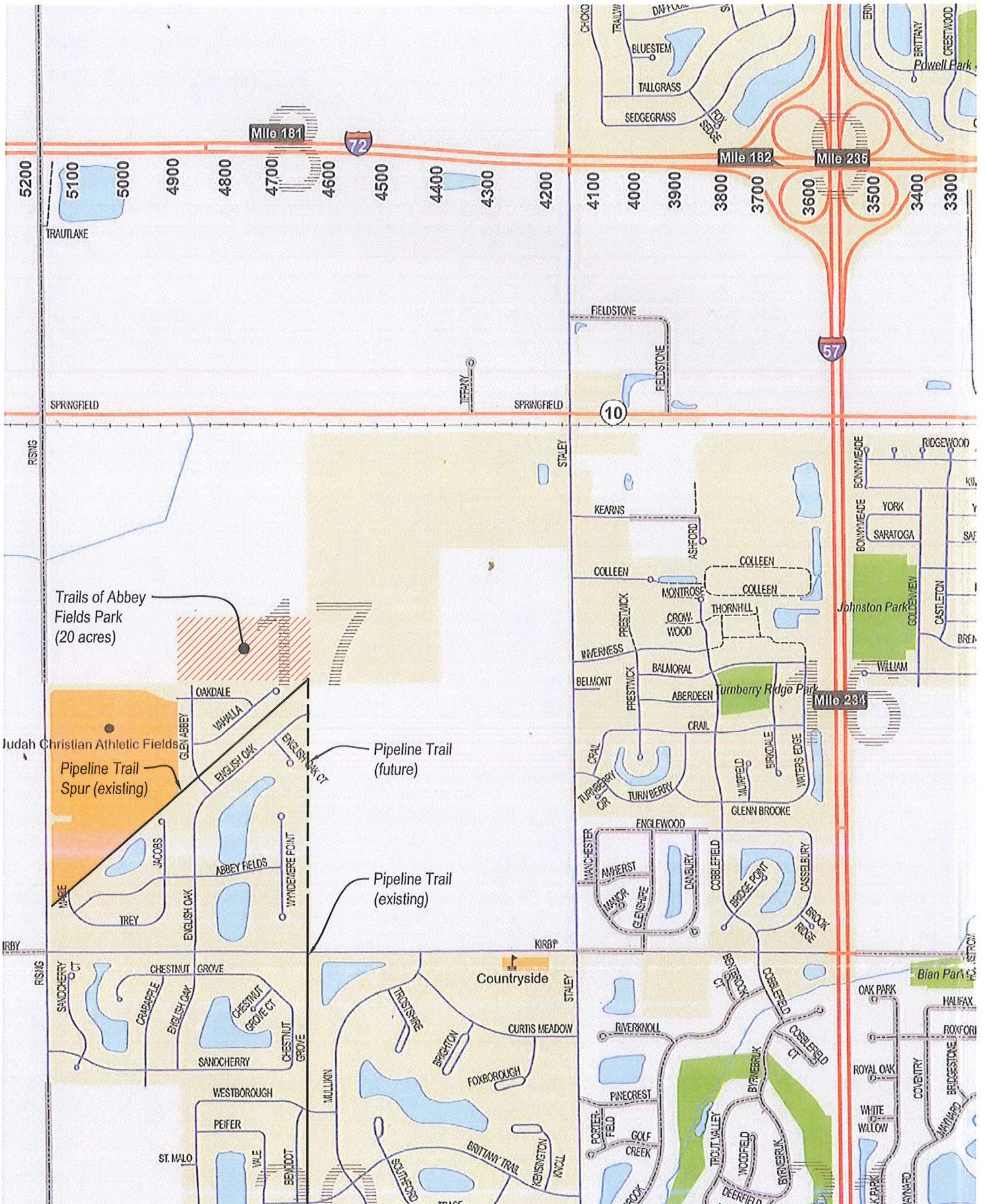
Based on public comment, staff recommends pursuing development at the west side of the Trails of Abbey Fields property. While the minutes of the Hearing are forthcoming, staff has heard overwhelmingly in favor of development toward the west.

Prepared by:

Reviewed by:

Andrew Weiss  
Park Planner and Landscape Architect

Kevin Crump  
Director of Operations and Planning



Not to Scale

Location Plan



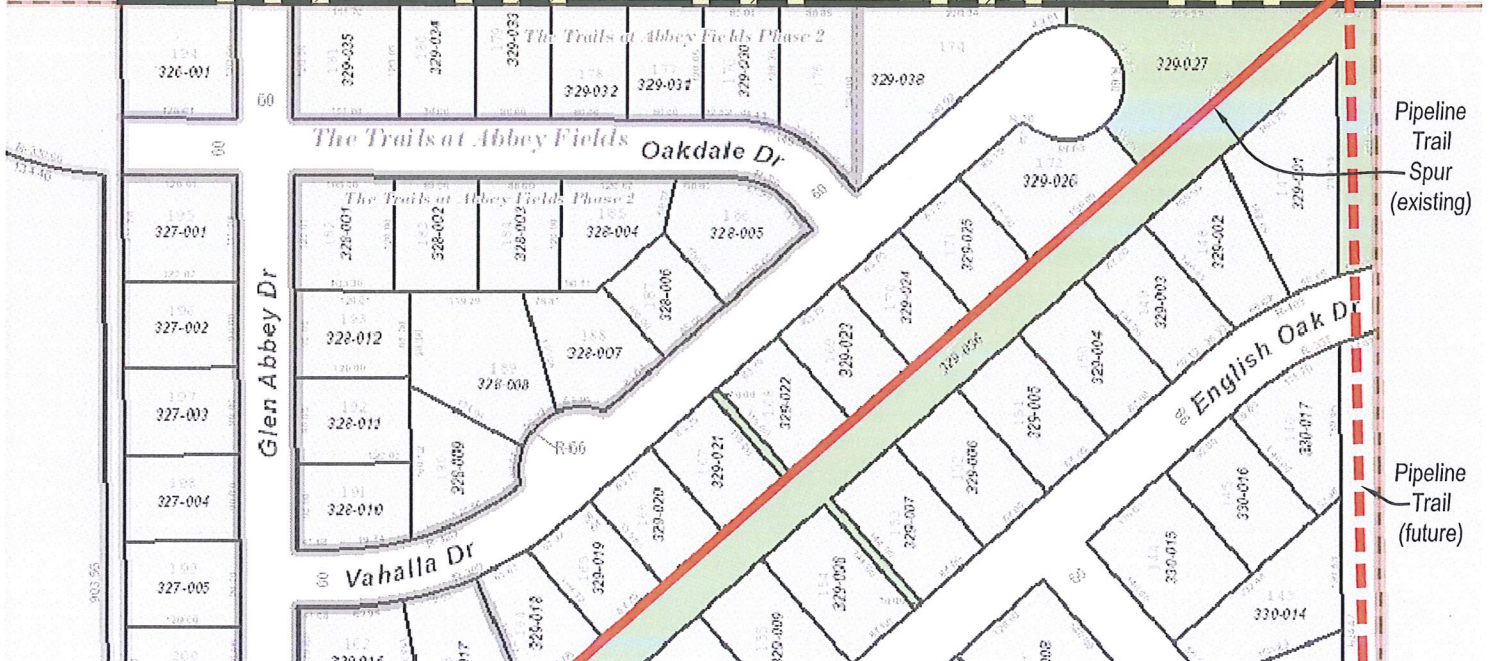
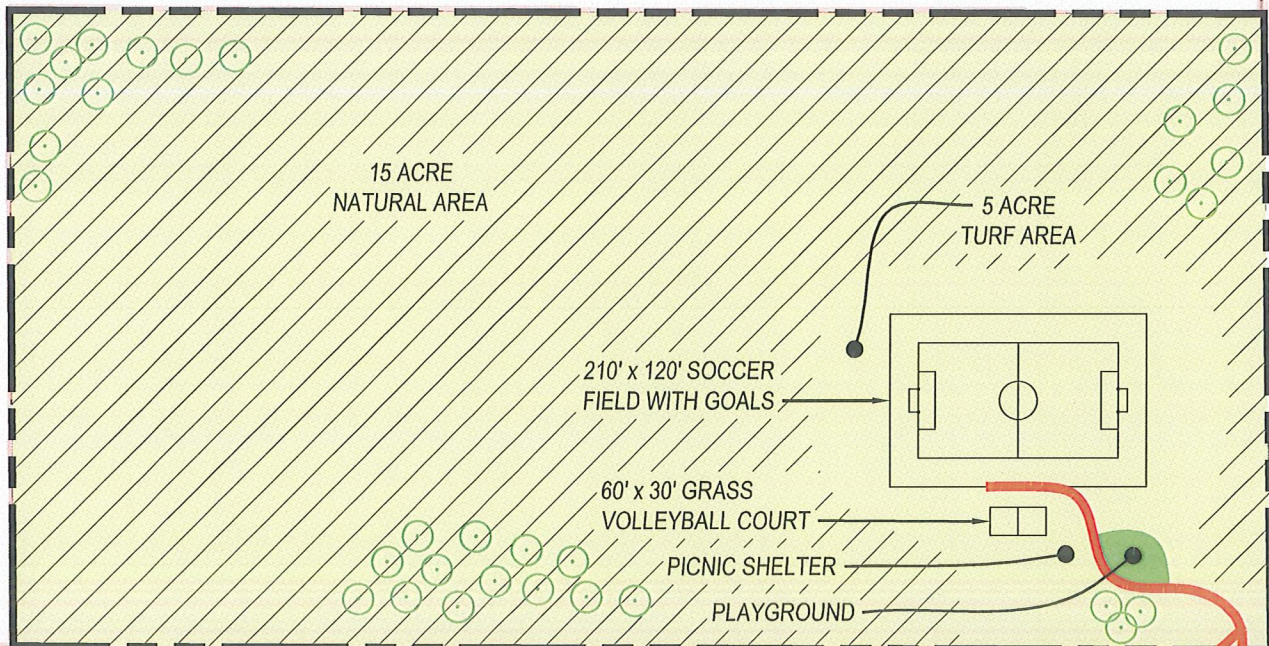
North

January 13, 2016

Prospective Trails of Abbey Fields Park

Sheet 1 of 3

| Item Description                               | Cost                |
|--|---------------------|
| Playground Equipment                           | \$82,000.00         |
| Concrete Walk and Curb                         | 39,000.00           |
| Picnic Shelter with Concrete Pad               | 38,000.00           |
| Amenities (Benches, Trash Cans, Signage, etc.) | 4,500.00            |
| Soccer Goals                                   | 3,000.00            |
| Grass Volleyball                               | 800.00              |
| Turf Seed and Erosion Control                  | 56,000.00           |
| Trees and Shrubs                               | 4,000.00            |
| ~ 10% Construction Contingency                 | 22,700.00           |
| <b>Total</b>                                   | <b>\$250,000.00</b> |



Not to Scale

Development Plan Alternate 1

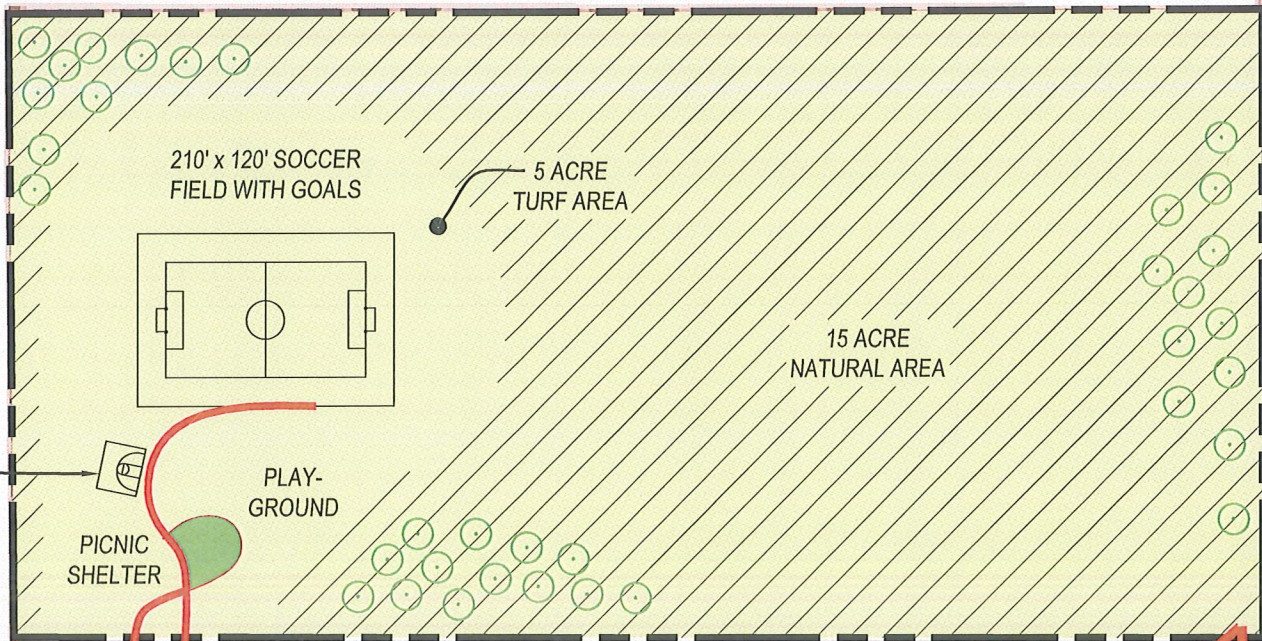


January 13, 2016

Prospective Trails of Abbey Fields Park

Sheet 2 of 3

| Item Description                               | Cost              |
|--|-------------------|
| Playground Equipment                           | \$82,000.00       |
| Concrete Walk and Curb                         | 39,000.00         |
| Picnic Shelter with Concrete Pad               | 38,000.00         |
| Amenities (Benches, Trash Cans, Signage, etc.) | 4,500.00          |
| Soccer Goals                                   | 3,000.00          |
| Half Court Basketball                          | 47,000.00         |
| Turf Seed and Erosion Control                  | 56,000.00         |
| Trees and Shrubs                               | 4,000.00          |
| ~ 10% Construction Contingency                 | 26,500.00         |
| <b>Total</b>                                   | <b>300,000.00</b> |



Not to Scale

Development Plan Alternate 2



January 13, 2016

Prospective Trails of Abbey Fields Park

Sheet 3 of 3



## REPORT TO PARK BOARD

**FROM:** Joe DeLuca, Executive Director

**DATE:** January 18, 2016

**SUBJECT:** Update on Health Insurance Rates for 2016/2017

### Background

The Champaign Park District partners with the City of Champaign to increase bargaining power and risk pool for health insurance rates. The Benefit Advisory Committee (BAC) is comprised of City HR professionals, representatives from bargaining units including, the library, and the Park District and Sanitary District. The group meets to discuss broad perspective expenditures within the plan, possible plan changes or options, member concerns or issues, as well as other relevant topics.

This year the proposal from Health Alliance is to increase the cost by nearly 4.94%. However, using \$366,000 of the risk share account Health Alliance and the BAC were able to negotiate the increase to 0%, which includes the 1.7% administrative fee paid to the City of Champaign.

The BAC negotiated a unique risk share arrangement with Health Alliance, whereby 50% of the profit, if any that Health Alliance receives from the insurance plan is placed into a risk share account, to be used as a credit against premiums in a future year. The balance in the risk share account is after using a portion to buy down the 2016/2017 premiums is \$285,000. The current and proposed rates are:

|                     | Current Plan Rates |          |               | Proposed 2016/2017 Rates |          |               |
|---------------------|--------------------|----------|---------------|--------------------------|----------|---------------|
|                     | Premium            | CPD Cost | Employee Cost | Premium                  | CPD Cost | Employee Cost |
| Employee            | \$622.40           | \$622.40 | \$0.00        | \$622.40                 | \$622.40 | \$0.00        |
| Employee + Spouse   | \$1,472.62         | \$962.49 | \$510.13      | \$1,472.62               | \$962.49 | \$510.13      |
| Employee + Children | \$1,153.28         | \$834.75 | \$318.28      | \$1,153.28               | \$834.75 | \$318.28      |
| Family              | \$1,537.70         | \$988.52 | \$549.18      | \$1,537.70               | \$988.52 | \$549.18      |

The Park District recognizes the importance of offering competitive employee health care benefits to recruit and retain a talented and productive workforce. This plan has been approved by the BAC and the Champaign City Manager. The Champaign City Council will vote on this health insurance plan at their meeting on February 2, 2016. There will be a 0.0% increase to health insurance for 12 months effective March 1, 2016 with no changes to the plan benefits. In addition, the proposed rates include the CPD practice of paying for the employee only coverage and 40% of the dependent coverage. It is the practice of the District to allow full-time I and full-time II employees to waive the health insurance coverage if they can be covered elsewhere on a qualified health insurance plan those employees receive an annual \$2,000 stipend.

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**The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.**

Prior Board Action

History of increases over the last eight years is as follows:

| <b>Plan Year</b> | <b>% Increase</b> | <b>Comments</b>   |
|------------------|-------------------|---|
| 2009             | 12.75%            | Dropped PPO option, increased out of pocket costs to employees and option is now a HMO only plan                  |
| 2010             | 8.95%             | No change to plan   |
| 2011             | 6.48%             | No change to plan   |
| 2012             | 4.4%              | No change to plan   |
| 2013             | 0.0%              | Used revenue share agreement to keep plan the same  |
| 2014             | 4.5%              | No change to plan and used revenue share to drop original proposed increase of 11% proposed increase down to 4.5% |
| 2015             | 0.5%              | Changes to the plan and use of risk share   |
| 2016             | 0.0%              | No change to the plan and use of a portion of the risk share  |

Budget Impact

The proposed rates did not change from the current fiscal year and therefore based on existing personnel eligible for insurance (including vacant and filled position) there will not be an impact to the 2016/2017 proposed budget.

Recommended Action

This item is for discussion only. After discussion, staff is requesting Board consensus to place a contract for health insurance with the City of Champaign on the February 10, 2016 agenda for approval.

Prepared by:

Reviewed by:

Tammy Hoggatt, SPHR, SHRM-SCP  
Director of HR, IT and Risk

Joe DeLuce, CPRP  
Executive Director



# CHAMPAIGN PARK DISTRICT

## REPORT TO PARK BOARD

**FROM:** Joe DeLuce, Executive Director

**DATE:** January 19, 2016

**SUBJECT:** Employment Policy and Procedures Manual Revisions

### Background

As a human resources best practice, the employment manual is reviewed and revised to keep the document current. Below is a list of the changes from the current manual along with explanations of the need for these revisions at this time.

- Page 11, Policy 1-5 – Reasonable accommodation, this policy was added to clarify for staff the steps they can take to request reasonable accommodation. This is a policy recommended by the Equal Employment Opportunity Commission (EEOC) and PDRMA.
- Page 15, Policy 1-7 and 1-8 – The stand alone policy regarding employment introductory period was removed and added into the policy for Employment Classifications.
- Page 19, Policy 1-10 – Pre-Employment Tests, Drug Testing of employees to include Lifeguards and all drivers. Previously only those employees driving participants were given pre-employment drug testing.
- Page 26-27, Policy 2-3 – Payroll Periods and Payday – Pay checks are deposited on Fridays, therefore the date was changed from Thursday to Friday. There are several other changes to reflect the payroll card option. Also, the addition of vision insurance to the list of payroll deductions.
- Page 46, Policy 4-2 – Insurance Plans – Notification to employees added to inform them that group life insurance provided by the District with a value in excess of \$50,000 will be subject to payroll tax. And deletion of “Regular Part Time Employee Insurance Plan”. This is no longer necessary as only FT1 and FT2 employees are covered under health insurance.
- Page 47, Policy 4-3 – IMRF Pension Plan – More detail added to the policy for clarification.
- Page 52, Policy 4-13 – Taxable Benefits – Addition of policy notifying staff of IRS taxable benefits.
- Throughout the document there are changes to the employee classification such as FT1, FT2, PT1 and PT2 referring to full-time and part time staff as approved by the Board in 2015.



- Throughout the document there are corrected title and department name changes as well as a few other minor typo changes that are noted by strike outs in the attached manual.

Prior Board Action

August 13, 2014, the Board approved a resolution adopting amendments to the Park District Personnel Manual. Revisions to the anti-nepotism policy were made along with the addition of a policy regarding taxable fringe benefits pursuant to IRS requirements, and a Code of Ethics policy as outlined at the June study session. Also changes were made to the email, internet use and voicemail policies.

September 9, 2015, the Board approved a revised employment policy regarding hiring of relatives.

Budget Impact

The addition of more positions required to have pre-employment drug testing in Policy 1-10 will increase the cost drug testing by approximately \$5,900 annually.

Recommended Action

This item is for discussion only. After discussion, staff is requesting Board consensus to place a resolution to adopt revisions and amendments to the Champaign Park District Personnel Manual on the February 10, 2016 agenda for approval.

Prepared by:

Reviewed by:

Tammy Hoggatt  
Director of HR, IT and Risk

Joe DeLuce, CPRP  
Executive Director

**RESOLUTION**

A RESOLUTION ADOPTING REVISIONS AND AMENDMENTS TO THE CHAMPAIGN PARK DISTRICT PERSONNEL MANUAL, WHICH SETS FORTH THE POLICIES AND PROCEDURES PERTAINING TO EMPLOYEES OF THE CHAMPAIGN PARK DISTRICT.

**WHEREAS**, the Champaign Park District adopted a Personnel Manual for all employees, effective April 13, 2002, which was approved by the Board of Commissioners on April 10, 2002, and amended September 11, 2002, September 10, 2003, November 9, 2005, November 14, 2007, February 9, 2011, July 13, 2011, March 13, 2013, and August 13, 2014;

**WHEREAS**, the Board of Commissioners has examined and desires to amend various provisions of the Personnel Manual;

**NOW, THEREFORE, BE IT RESOLVED**, that the Champaign Park District Board of Commissioners hereby approves the revisions and amendments to the Personnel Manual, a copy of which is attached.

**APPROVED** by the Board of Commissioners of the Champaign Park District this \_\_\_\_<sup>th</sup> day of February 2016.

APPROVED

\_\_\_\_\_  
Timothy P. McMahon, President

ATTEST:

\_\_\_\_\_  
Cindy Harvey, Secretary

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Adopted by the Champaign Park District Board of Commissioners on April 10, 2002.

Amended on 9/11/02, 9/10/03, 11/9/05, 11/14/07, 02/09/11, ~~02/2013~~07/13/2011, 03/13/2013, 08/13/2014 ~~08/12/2015~~

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Adopted by the Champaign Park District Board of Commissioners on April 10, 2002.

Amended on 9/11/02, 9/10/03, 11/9/05, 11/14/07, 02/09/11, ~~02/2013~~07/13/2011, 03/13/2013, 08/13/2014 ~~08/12/2015~~

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## AT-WILL DISCLAIMER

There are several things that are important to keep in mind about this Manual. First, it contains only general information and guidelines. It is not intended to be comprehensive, all-inclusive, or to address all of the possible applications of, or exceptions to, the general policies and procedures described. Rather, this Manual has been prepared for you as a general reference guide.

Second, this Manual supersedes all previously issued manuals. Your decision to continue employment with the Park District after this revision and any future revision to this Manual shall be deemed to constitute your agreement with all such revisions. **The Park District and the Board of Park Commissioners reserve the right to unilaterally revise, supplement or discontinue any of the policies, guidelines or benefits described in this Manual.** Therefore, the Park District may, from time to time, revise, add to, supplement or discontinue any of the policies, rules or benefits described in this Manual with or without notice. The Park District will try to inform you of any changes as they occur.

Third, *nothing contained in this Manual or any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Manual is intended to create nor shall create an employment contract, either express or implied, to remain in the Park District's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice by the Park District, or you may resign for any reason at any time. No supervisor, Department Head, Executive Director, or other representative of the Park District (except as delegated and approved by the Board of Park Commissioners) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.*

Fourth, each employee is expected to review this Manual and become familiar with its contents. Accordingly, upon receipt of this Manual, you must sign, date and return the Employee Acknowledgement Form found on the last page. This form will be maintained in the Park District's files and your personnel file. 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 Department Head. Your supervisor will listen to your concerns, consider appropriate action to be taken, 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.

**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 this Manual or any of its provisions.**

Finally, if any policy or procedure or part thereof contained in this Manual is determined invalid in a court of law, or by another appropriate judicial body or agency, such determination will not affect the validity of the remaining policies and procedures or parts thereof.

## **INTRODUCTION**

Welcome to the Champaign Park District. The Park District is proud of its record of continuing growth and expansion of services offered to the residents of the Park District. The growth and reputation of the Park District are the direct results of individual efforts and close cooperation by all of our employees. Our future success will depend upon continuation of these efforts, along with good safety habits, and adherence to the highest professional standards and ideals.

The following manual has been designed to give you an overview of our policies and procedures. It is not intended to nor does it create an employment contract between the District and you. Please familiarize yourself with its details as it will answer many employment questions you may have regarding the Champaign Park District.

We are privileged to have you as a member of our staff team and hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Executive Director

## **EMPLOYMENT POLICIES AND PROCEDURES**

### **1-1 EQUAL EMPLOYMENT OPPORTUNITY POLICY**

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

In accordance with federal, state and local laws, it is the policy of the Park District to provide equal employment opportunities to all qualified persons. All of our personnel policies, procedures and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, termination and other terms and conditions of employment are made and executed without regard to race, color, religion, sex, civil union partnership, national origin, citizenship status, ancestry, age, marital status, physical or mental disability unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability, unfavorable termination from

military service or military status, sexual orientation, gender identity, genetic information, or any other category protected by state or federal law.

We make reasonable accommodations when necessary for all employees and/or applicants with disabilities, provided the individual is otherwise qualified to perform the essential functions of the job. Such individuals are encouraged to discuss their need for a reasonable accommodation with the ~~Human Resources Manager~~Director of HR, IT and Risk-(See Section 1-3).

The Human Resources Office has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to the ~~Human Resources Manager~~Director of HR, IT and Risk.—If the employee is uncomfortable reporting to the ~~Human Resources Manager~~Director of HR, IT and Risk,—the employee should report to the Executive Director.

## **1-2 NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY**

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 free of bias, prejudice, harassment, and will maintain a professional atmosphere.

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

There shall be no excluding or separating individuals of a particular gender, sexual orientation, gender identity, civil union partnership or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the Park District prohibit disparate treatment on the basis of sex, sexual orientation, gender identity, genetic information, civil union partnership, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

### **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

Adopted by the Champaign Park District Board of Commissioners on April 10, 2002.

Amended on 9/11/02, 9/10/03, 11/9/05, 11/14/07, 02/09/11, ~~02/2013~~07/13/2011, 03/13/2013, 08/13/2014 ~~08/12/2015~~



- 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 email or texting); and other physical, verbal or visual conduct of a sexual nature.

2. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, age, national origin, disability, gender identity, civil union partnership 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 email or texting). 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.

**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 termination.**

### **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, the [Human Resource Director of HR, IT and Risk-Manager](#), and/or the Executive Director. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint.

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

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## **HARASSMENT ALLEGATIONS AGAINST NON-EMPLOYEES/THIRD PARTIES**

If you make a complaint alleging harassment or discrimination against an agent, vendor, supplier, contractor, volunteer or person using Park District programs or facilities, the Executive 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 in violation of 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 ~~Human Resources Manager~~[Human Resources Department](#) 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 misconduct 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. Responsive action may include 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 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 termination.

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.

### **1-3 AMERICANS WITH DISABILITIES ACT POLICY**

The Park District is committed to complying with all applicable provisions of the Americans with Disabilities Act (“ADA”). It is the Park District’s policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual’s disability or perceived disability so long as the employee can perform the essential functions of the job. The Park District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Park District aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Park District.

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

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their Department Head. The Park District encourages individuals with disabilities to come forward and request reasonable accommodation. If you feel uncomfortable making an accommodation request to your Department Head or you believe your accommodation request was not properly managed, report it to the ~~Human Resources~~ [Human Resources Department](#).

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

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

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

The ADA does not require the Park District to make the *best* possible accommodation, to reallocate essential job functions, to create new positions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.).

An employee or job applicant who has questions regarding this policy or believes that he or she had been discriminated against based on a disability should immediately notify the Executive Director. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

#### **1-4 PREGNANCY DISCRIMINATION POLICY**

The Park District prohibits and does not tolerate discrimination against anyone on the basis of pregnancy. 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 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 perform the essential duties of the job in question.

If you have a question, complaint, or problem related to pregnancy discrimination, you should relay it to your Department Head. If you feel uncomfortable doing so, your Department Head is the source of the problem, condones the problem, or ignores the problem, report to the ~~Human Resources Manager~~ [Human Resources Department](#).

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaints, or reports to the Executive Director. 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.

#### **1-5 REASONABLE ACCOMMODATION**

Employees who believe they need a reasonable accommodation to perform the essential functions of their job should contact their department head. The 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 Executive Director or Human Resources Department.

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 District might make to help overcome those limitations to allow you to perform the essential job functions of your position.

Adopted by the Champaign Park District Board of Commissioners on April 10, 2002.

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The 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 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 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 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 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.

## **1-65 OPEN DOOR POLICY**

The Park District promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their immediate supervisor any problems so appropriate action may be taken. If the supervisor cannot be of assistance, the Department Head and Executive Director are available for consultation and guidance. The Park District is interested in all of our employees' success and happiness with us. We therefore welcome the opportunity to help employees whenever feasible.

## **1-76 HIRING OF RELATIVES**

The employment of relatives can be a positive experience for the Park District and staff if structured in a proper manner. This policy is designed to reasonably assure that the best interests of the taxpayers, Park District, and other employees are well served when relatives of current employees are hired. In addition, the policy is designed to protect individual members of a family from having or being perceived to have a conflict of interest with respect to relatives who may become employed by the Park District. With this understanding, it is also acknowledged that the employment of relatives can cause concern and unease in the workplace, including without limitation, charges or perceptions of favoritism, retaliation, fear of retaliation, conflict of interests, family discord, morale issues, and scheduling conflicts that may result in disadvantages to the Park District and its employees. Recognizing these considerations, the Park District has adopted this policy.

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For the purposes of this policy, Close Relative shall be defined to include the following relationships, whether established by consanguinity (blood relationship), marriage, or legal action: mother, father, spouse, civil union partner, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, step-parent, half-sibling, step-child, grandparent, grandchild, aunt, uncle, niece, or nephew.

This policy shall be considered when hiring, assigning, transferring, or promoting an employee. The Executive Director or his/her designee shall examine all hiring recommendations that involve an employee's Close Relative. Accordingly, the Executive Director shall make the decision whether to hire a particular person when a Close Relative is already employed. In making such a decision, the Executive Director shall be guided by and will not hire Close Relatives, if the employment relationship would result in any of the following Conditions:

1. Creating a supervisor/subordinate relationship with a Close Relative.
2. Resulting in Close Relatives working in the same department.
3. Having more than two Close Relatives working for the Park District simultaneously.
4. Having the potential for creating an adverse impact on work performance, morale or operations of other Park District employees.
5. Creating either an actual or appearance of a conflict of interest.

Employees who become Close Relatives or establish a romantic relationship while employed by the Park District may continue employment as long as the relationship does not result in the development or creation of one of the aforementioned Conditions in the workplace. In the event one of the Conditions does occur, the Executive Director, with the assistance of Director of ~~Human Resources~~ **HR, IT and Risk**, will endeavor to find a suitable position within the Park District to which one of the employees may be transferred; provided that, the creation of a position shall not be required of the Park District or the Executive Director. If other suitable employment within the Park District is not feasible, then the employees in question may be permitted to determine which of them must resign from employment; provided that, the Executive Director determines, in his/her sole discretion, that granting such permission is in the best interests of the Park District. If the employees cannot make a decision, the Park District's Executive Director or designee shall decide in his/her sole discretion who will remain employed.

Close Relatives of the Commissioners, Executive Director, or Department Directors shall not be employed by the Park District; provided that, the Park District may permit Close Relatives of Department Directors to be employed in seasonal positions as long as none of the Conditions identified herein exists. In the event a current employee's Close Relative applies for employment with the Park District, that person shall be required to undergo the standard Park District hiring process, including without limitation, written application, interview, and reference and background checks.

## **1-7 — INTRODUCTORY PERIOD**

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~~Every new employee goes through an initial period of adjustment in order to learn about the Park District and about his job. During this time the employee will have an opportunity to find out if he is suited to, and likes, his new position.~~

~~Additionally, the initial employment period gives the employee's supervisor a reasonable period of time to evaluate his performance, including determining if he appears to meet the required standards and expectations of the position he has been offered. Current employees who accept new positions within the district will also be required to serve an Introductory Period. The introductory period is three months.~~

~~The immediate supervisor will utilize the probationary period to assist the employee in adjusting to his new position and for orientation and training. An employee may be terminated at any time during this period if his supervisor concludes that he is not progressing or performing satisfactorily. Under appropriate circumstances, including the need for more training as the manager sees fit, if time off is appropriate for either the manager or new employee during the initial three month period, or if the new employee is given a larger role, then the introductory period may be extended another three months. An introductory employee may not use vacation time or attend conferences.~~

~~At the end of the Introductory Period, the employee and his supervisor may discuss his performance or provide a work review for him. Provided his job performance meets the expectations of the Park District at the end of the initial employment period, he will continue in our employment as an at-will employee. **Successful completion of the Introductory Period does not guarantee continued employment for any specific period of time or otherwise create an employment contract between the employee and the Park District.**~~

## **1-8 CLASSIFICATION, DEFINITIONS, AND STATUS OF EMPLOYEES**

### **Full-Time Classified Personnel**

Introductory Employees: During the first three months of employment with the Park District (the "Introductory Period"), all employees are classified as introductory employees for purposes of orientation, evaluation, and training. Introductory employees will also include employees who have previously served with the Park District and are beginning a new position.

During their Introductory Period, newly hired employees will be paid for holidays recognized by the Park District that are applicable to their employment classification. They will not be entitled to other time off such as vacation, personal days, or to attend professional conferences (unless determined necessary by the Executive Director). However, this time will accrue. Sick days accrue and may be used but the employees must provide written documentation. The introductory period will be extended accordingly. Other employee benefits such as insurance will be applicable as required or mandated by the Park District's agreement with the group insurance providers or by Park District policy. The health insurance measurement period for all introductory will begin the first of the month following their first day of work. Employees transferred or promoted employees will continue the same benefits, if any, they had previously unless the employee's new position provides for different or no benefits, at the completion of the introductory period.

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**Full-Time Employees I:** Full-Time Employees I are designated by the Executive Director or the Board of Commissioners following their introductory period. The employees are generally scheduled to work a minimum of 37.5 - 40 hours per workweek for four (4) consecutive calendar quarters during a calendar year and are eligible for all employee benefits. Full-time I employees (FT1) may be required to work additional hours as necessary to complete all assigned tasks and as-needed during busy periods. FT1 Employees will be classified as either exempt or non-exempt.

Exempt employees are classified as such if their job duties are exempt from overtime and compensatory provisions of the Federal and State Wage and Hour Laws. Exempt employees are not eligible for overtime pay. Their salaries are calculated on a bi-weekly basis. The Executive Director may, at his or her discretion, grant administrative time off for work in excess of the normal work schedule.

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

**Full-Time Employees II:** **Effective January 31, 2015**, these are employees whose schedules do not justify their classification as Full-Time Employees I but who are nonetheless generally scheduled to work a minimum average of 30 hours per work week for four (4) consecutive calendar quarters during a calendar year. Full-Time II employees are designated by the Executive Director or the Board of Commissioners following their introductory period. The Full-Time Employee II (FT2) are eligible for health benefits single coverage only, any dependent care will be covered at the employee's expense. FT2 employees are also eligible for half the leave time of a Full-Time Employee I but no other employee benefits. FT2 employees who work 31 – 40 hours in a work week will be paid their regular rate of pay. In compliance with FLSA, hours worked over 40 hours will be paid in accordance to the District's overtime compensation policy. The number of hours a FT2 Employees actually works will not change the employee's status or classification as FT2 Employee unless specifically stated otherwise in writing by the Executive Director.

### **Part-Time and Seasonal Employees**

Employees who are designated as part-time or seasonal by the department head in consultation with the Director of ~~Human Resources~~HR, IT and Risk are classified under one of the following two categories depending on work schedule:

Part-Time Employees I Effective January 1, 2015 these are employees who are generally scheduled to work a minimum average of 20 hours per work week or more than 1,000 hours in a year beginning with the employee's anniversary date. The Part-Time Employee I (PT1) is eligible for IMRF Pension and no other benefits. PT1 employees may not be scheduled to work more than 28 hours per week without prior approval from their department head in consultation with the Director of ~~Human Resources~~HR, IT and Risk

Part-Time Employees II Part-time II employees (PT2) shall be defined as those employees who are hired to work less than 20 hours per work week for more than two (2) consecutive calendar quarters per year. PT2 employees are ineligible to receive benefits, unless otherwise required by law.

Seasonal Employees: These are employees who are generally hired around the same time each year for typically not more than six consecutive months each year. The seasonal classification is designated by the Director, a department head or immediate supervisor with review from Human Resources Department. The Park District does not guarantee that seasonal employees will be rehired in a subsequent season or if rehired, for the same position. Seasonal employees are ineligible to receive benefits, unless otherwise required by law.

Part-time and seasonal employees are classified as non-exempt and may be required to work more than their generally scheduled hours during busy periods. If at any time it is determined a seasonal employee is going to exceed 1560 hours in a one year period the employee's status will require a classification change and must be approved by the Board of Commissioners. Unless specifically stated otherwise in writing by the Executive Director or the Board of Park Commissioners, part-time employees are ineligible to receive benefits unless specified in this Manual. Seasonal employees are excluded from the part-time employees' classification regardless of the number of hours worked.

## **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 toward determining its correct classification and will report his findings in writing to the appropriate Department Head. Requests that receive Department Head approval will be forwarded to the Executive Director. The determination of the Executive Director will be in writing and will be final. If the Department Head does not approve a request, such decision shall be final.

## **1-9 HIRING PROCEDURES**

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

## **POSITION VACANCIES**

All position vacancies will be advertised to the general public and internal qualified candidates are encouraged to apply. Whenever possible, jobs will be opened internally first. At a minimum, the Park District will post full-time, part-time, and seasonal position vacancies on the District web site. Job descriptions may be obtained from the ~~Human Resources Manager~~[Human Resources Department](#). Current employees who are interested in vacant positions must submit an application of interest

## **TRANSFER AND PROMOTION**

Employees interested in a particular opening should apply to the ~~Human Resources Manager~~Human Resources Department. All transfers and advancement will be made on the basis of past performance, ability, attitude, aptitude and other relevant job-related criteria as determined by the Park District. Whenever, there are two equally qualified candidates, preference may be given to the Park District employee. Please note that employees requesting a transfer or promotion are subject to the same selection process and employment test requirements as outside applicants.

All job title changes require approval from the Executive Director.

## **APPLICATION AND SELECTION PROCESS**

1. Individuals interested in a particular position opening must complete an application for employment. The initial application may consist of a Park District application form in paper or, online at the CPD website. Applicants, including current employees, are required to furnish information and complete any and all forms deemed necessary, to inform the Park District of an applicant's qualifications and suitability for a position with the Park District. False, incomplete, or misleading information at any point in the application process, no matter when discovered, may result in a non-hire decision, rescission of an offer of employment, or termination of an employee.
2. The selection process involves an evaluation of the applicant's qualifications for the position sought. This includes, but is not limited to, a review of the application materials, one or more interviews by phone or in person, verification of information obtained from the application or interview, checking of references, testing and/or any other means required to adequately evaluate an applicant's apparent qualifications and to perform properly the necessary and essential functions of the particular position. We attempt to base employment, advancement, and promotion decisions on a person's apparent suitability for the position including, without limitation, his past performance, future potential, aptitude, and attitude.
3. The selected applicant may be given a formal, written offer of employment which will include the job title, expected starting date, starting rate of pay, and any other details related to the position. The offer of employment will be contingent upon the individual's successful completion of one or more pre-employment tests and criminal background checks applicable to the position as described in Section 1-10 of this Manual. A copy of the offer letter, signed by the ~~Human Resources Manager~~Director of HR, IT and Risk will be included in the employee's personnel file. This employment offer does not constitute an offer for an actual or implied employment contract and will not change or modify the at-will employment relationship between employees and the Park District.

## **PROOF OF RIGHT TO WORK**

Within three business days of the date employment begins, Park District employees are required to provide adequate documentation of their eligibility to work in the United States. All new employees will be required to furnish the Park District with proof of citizenship or right to work by completing the Federal Form I-9 and providing appropriate supporting documentation within the first three days of employment.

Adopted by the Champaign Park District Board of Commissioners on April 10, 2002.

Amended on 9/11/02, 9/10/03, 11/9/05, 11/14/07, 02/09/11, ~~02/2013~~07/13/2011, 03/13/2013, 08/13/2014 ~~08/12/2015~~

## **1-10 PRE-EMPLOYMENT TESTS**

One or more tests may be required of employees hired for certain positions, **including without limitation**, transferred and promoted employees.

### **PRE-PLACEMENT MEDICAL EXAMINATION**

The Park District requires all full-time employees and other positions deemed appropriate, to successfully complete a medical examination after a position has been offered to the employee, but prior to starting employment. This medical examination is necessary to determine if the employee can perform the essential functions of the job offered to him with or without reasonable accommodations on the part of the Park District. The Park District will also require drug testing for all applicants offered a full-time position with the Park District and other applicants based upon the position offered.

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

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.

### **STATE CRIMINAL CONVICTION BACKGROUND CHECK**

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

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.

### **PRE-EMPLOYMENT DRUG TEST**

Employees who are required to have a commercial driver's license (CDL) for their position with the Park District will be tested in accordance with the Park District's Controlled Substance and Alcohol Testing Policy which is located in the transportation manual. In addition, any employee

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working as a lifeguard or required to drive ~~participants~~ in any District vehicle will be required to pass a drug screen.

## **DRIVERS LICENSE ABSTRACT**

Although employees are not generally required to have a driver's license as a condition of their employment, any employee who may be expected to drive either his personal vehicle or a Park District vehicle in the course of his normal duties will be required to have a valid Illinois driver's license with the proper classification for the vehicle(s) the employee is expected to operate. Before such an employee has started work, and generally on an annual basis thereafter, the Park District will request a driver's license abstract review from the Illinois Secretary of State's office. Furthermore, some job descriptions require a clean driving record. Review section 5 – 8, Travel and Vehicle Usage.

## **1-11 ORIENTATION**

1. Newly hired employees or employees who, because of a transfer, promotion or reclassification, are in a different employment classification, or are entitled to different benefits must report to the ~~Human Resources Manager~~Human Resources Department on or before the first day in that position to complete the necessary paperwork.
2. Each employee, including transferred or promoted employees, may be required to complete a job training and orientation session before the first day of a new position. For returning employees, orientation is only needed one time each year. The orientation process may include training required by both governmental regulations and compliance with the regulations and guidance promulgated by the Park District Risk Management Agency (PDRMA). Employees will be required to sign an Employee Orientation Checklist to confirm that they have received and understand the necessary material.

## **1-12 EMPLOYMENT IN MORE THAN ONE DEPARTMENT**

Provided that your primary job with the Park District is not compromised in any manner and you receive written, advance permission from your Department Head, you may work an additional part-time or short-term job with the Park District. Permission may be subsequently revoked, however, if the Park District determines in its sole discretion that the additional job adversely interferes with your primary job. It is the responsibility of the supervisor(s) to keep track of the amount of hours worked between multiple jobs and ensure they do not exceed the amount allowed for the particular employee. Exempt full-time employees are not eligible to work in a second position at the CPD.

## **1-13 OUTSIDE EMPLOYMENT**

If you are a full-time employee, and you secure employment outside of your job with the Park District, you must have written approval from your Department Head before beginning work at a second job. The approval must identify the employer and expected hours of work. A copy of such approval will be kept in the employee's personnel file.

If it appears, in the sole discretion of your Department Head, that the outside employment presents a possible conflict of interest or interferes with you fulfilling your responsibilities at the Park District, your Department Head can require you to quit your outside employment. To avoid potential conflicts of interest, you may not work for persons or companies with whom the Park District conducts any form of business. In any event, you may not work for another employer during the times that you are scheduled to work for the Park District.

Failure to terminate outside employment when so directed by your Department Head may be cause for disciplinary action, up to and including termination.

## **1-14 PERFORMANCE EVALUATIONS**

### **PURPOSE**

The Park District has a performance appraisal system for full-time and part-time employees to evaluate an employee's performance and progress. The performance appraisal assists the Park District in making personnel decisions related to such matters as promotions, transfers, demotions, terminations and salary adjustments. Performance appraisals are an essential part of an employee's personnel records.

### **FREQUENCY**

Under appropriate circumstances, employees should receive a performance review annually. If an employee's job responsibilities change substantially at any time after the annual work review, however, another may be performed before the next annual review. Formal evaluations generally will be conducted by your immediate supervisor on a pre-determined annual schedule as set forth by the Executive Director. In addition, you or your supervisor may request an informal review at any time.

### **INFORMAL REVIEW OF EMPLOYEE PERFORMANCE**

Your immediate supervisor, Department Head and/or Executive Director generally observe and informally evaluate your performance on a daily basis. They will attempt to notify you of observed deficiencies in your work performance or inappropriate conduct. This may occur through, but is not limited to, verbal and written warnings.

### **UNSATISFACTORY REVIEW**

If you receive an unsatisfactory formal performance evaluation you are ineligible for a *merit* pay increase and may be subject to disciplinary action up to and including termination.

### **APPEAL**

If you disagree with a formal performance evaluation, you may request another interview with your immediate supervisor to discuss the evaluation. If an agreement is not reached as to the evaluation, you may:

1. Request in writing, within five (5) working days of receipt of your performance evaluation, a meeting with the supervisor at the succeeding level of authority in your department. Your request must include an explanation as to why you believe your formal performance evaluation should be changed. You must attach to your request any supporting documentation. If you do not timely

request a meeting, the evaluation by your immediate supervisor will be final and a copy of your evaluation will be placed in your personnel file. If you timely request a meeting, the supervisor will meet with you and investigate the circumstances surrounding your evaluation. The supervisor will generally issue a written determination within ten (10) working days of receipt of your written request. If you are not satisfied with the determination at this stage, you may continue this process through each succeeding supervisory level up to the Executive Director. Any decision of the Executive Director shall be final.

2. You may also prepare a written response stating your position or objection to your evaluation and requesting that your response be placed in your personnel file. It is your responsibility to make certain that your response is placed in your personnel file.

### **1-15 PERSONNEL FILES**

A personnel file will be established for each employee. All pertinent employment information and forms, including, employment application, references, evaluations, commendations, disciplinary actions, payroll changes 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 Park District procedures. If you wish to review your personnel file, you should contact the ~~Human Resources Manager~~[Human Resources Department](#) to set up an appointment to review the file.

It is to your advantage to see that all of your personnel records are accurate and up-to-date. You are responsible for and must promptly advise the Park District of any changes in:

- Name and/or marital status
- Address and/or telephone number
- # of eligible dependents
- W-4 deductions
- Person(s) to contact in case of emergency
- beneficiaries
- Other personal information that the Park District needs to know to contact you or properly administer its benefits programs or general operational concerns
- Your immigration status (if your eligibility for employment in the United States is affected).

*You should immediately notify the ~~Human Resources Manager~~[Human Resources Department](#) of any changes in pertinent information.*

### **1-16 CHILD LABOR LAWS: EMPLOYMENT OF MINORS**

The Park District complies with all Federal and Illinois Child Labor Laws regarding the employment of minors.

Adopted by the Champaign Park District Board of Commissioners on April 10, 2002.

Amended on 9/11/02, 9/10/03, 11/9/05, 11/14/07, 02/09/11, ~~02/2013~~07/13/2011, 03/13/2013, 08/13/2014 ~~08/12/2015~~

1. All minors under age 16 must have an Employment Certificate before they will be allowed to work for the District. The Employment Certificates are issued by the Superintendent of Schools or a duly authorized agent.
2. For purposes of this policy, "School Day" means any day when school is in session and "School Week" means any week where one or more days are school days.
3. Federal and Illinois Child Labor Laws mandate that a minor *cannot* work the following hours:
  - a. During school hours when school is in session;
  - b. More than six (6) consecutive days in a calendar week;
  - c. Over forty (40) hours in a calendar week and over eight (8) hours a day when school is out;
  - d. Earlier than 7 am and later than 7 pm, except from June 1 to Labor Day, when the minor may work up to 9 pm;
  - e. Over three (3) hours a day when school is in session;
  - f. Over eight (8) hours a day combining school and work; and
  - g. Over eighteen (18) hours in a calendar week when school is in session.
4. An unpaid meal period of at least thirty (30) minutes must be provided to minors no later than the fifth consecutive hour of work.
5. Employees under age 16 are not permitted to supervise any part of the transportation of camp, field trips, or other Park District sponsored program participants to or from Park District sponsored activities. Employees under the age of 16 are relieved of all duties during this time and are not to resume their duties until all participants and materials have been unloaded from the bus.

### **1-17 SEARCH OF LOCKERS, DESKS AND OTHER PARK DISTRICT PROPERTY**

Employees are not permitted to store any illegal or prohibited items or substances in or on Park District property **Whenever necessary, and in the Park District's discretion, Park District property and employees' work areas (i.e., desks, file cabinets, lockers, vehicles, computers etc.) may be subject to a search without notice. Employees are required to cooperate.** The Park District will generally try to obtain an employee's consent before conducting a search of Park District property or work areas, but may not always be able to do so.

Any property belonging to the Park District is subject to search if it is reasonably suspected that the property holds or contains any illegal items, prohibited items, substances, missing or stolen Park District property, or Park District patrons' funds or property.

### **WORKPLACE INSPECTIONS**

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



lunch boxes, or any other possessions or articles carried to and from Park District property by employees and patrons.

From time to time, employees in the performance of their duties will experience a situation where damage will be done to their personal property. The District is not responsible for repair or replacement of employees' personal items damaged during work.

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

### **1-18 ALCOHOL AND DRUG ABUSE**

Please refer to Appendix A for a detailed overview of the district's Alcohol and Drug Abuse Policy. This policy also expresses the Park 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 Park District has resolved to maintain a drug free workplace.

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

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

*Please review the comprehensive Alcohol and Drug Abuse Policy in Appendix A.*

## **1-19 MODIFIED DUTY PROGRAM**

The Park District is committed to providing employees with available and reasonable opportunities to maintain career and employment status and benefits, and to maximize the Park District's ability to provide its services offered to the public. To that end, we have developed a Modified Duty Program for employees who have sustained injuries or illnesses arising out of and in the course of their employment with the Park District ("work-related injury").

A doctor's note is required when injury occurs while working. This note must include the type and severity of the injury, when the employee can return to regular duty, and if any other job functions are able to be performed while waiting to return to regular duty.

*Please see the entire Modified Duty Program in Appendix C.*

## **1-20 CHILDREN IN THE WORKPLACE**

The presence of children in the workplace with the employee parent during the employee's workday is inappropriate and is to be avoided. This policy is established to avoid disruptions and distractions in job duties of the employee and co-workers, reduce property and general liability, and help maintain the District's professional work environment.

Childcare is the personal responsibility of the employee and it is the further responsibility of the employee to prearrange for childcare in the event of an emergency. However, the District acknowledges the challenges that arise in childcare situations. Additionally, the District acknowledges that the non-traditional hours that many employees work due to the nature of their job in the parks and recreation industry creates additional challenges for their employees in finding childcare. Therefore the following protocol has been developed for when all other options for childcare have been exhausted.

If bringing a child to work with the employee is unavoidable, the employee must contact his/her supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working. Factors the supervisors will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee's and co-workers' work. Consideration will not be given to allowing a child with an illness to come to work with the employee. The approving supervisor must immediately notify their Department Head that a child is in the workplace.

A child brought to the workplace in unavoidable situations will be the responsibility of the employee parent and must be accompanied and be under the direct supervision of the employee parent at all times. Children in the workplace are not permitted to use any District equipment. Excessive need to bring a child to the workplace may result in discipline, including termination.

## **PAYROLL POLICIES AND PROCEDURES**

Adopted by the Champaign Park District Board of Commissioners on April 10, 2002.

Amended on 9/11/02, 9/10/03, 11/9/05, 11/14/07, 02/09/11, ~~02/2013~~07/13/2011, 03/13/2013, 08/13/2014 ~~08/12/2015~~

## **2-1 COMPENSATION PROGRAM**

The Board of Park Commissioners generally reviews the Park District's compensation program annually and any changes made in the compensation program will be established by official action of the Board.

Under usual and appropriate circumstances, full-time employees will be considered for salary adjustments on an annual basis, which will be based on merit, including, performance. Any adjustments generally will be effective on a schedule pre-determined by the Executive Director. Part-time employees will be considered for salary adjustments based on several factors, including without limitation, performance, on either their anniversary date or on a schedule pre-determined by their Department Head or the Executive Director. Employees receiving an unsatisfactory performance evaluation are not eligible for any wage increase and may be subject to disciplinary action, up to and including termination.

The Department Head may, at any time during the year, recommend an adjustment to an employee's wage, subject to the Executive Director's approval. All salary and wage decisions are the sole discretion of the Park District. The amount of merit-based increases and other adjustments are at the sole discretion of the Executive Director and the ~~Finance~~ Director of HR, IT and Risk.

## **2-2 FAIR LABOR STANDARDS ACT: OVERTIME AND COMPENSATORY TIME**

The Park District compensates all employees in accordance with the Fair Labor Standards Act (FLSA). In calculating overtime, we exceed the FLSA requirements.

### **DEFINITIONS:**

**Exempt Employee** - An employee to whom the overtime provisions of the Fair Labor Standards Act do not apply.

**Non-Exempt Employee** - An employee subject to the overtime provisions of the Fair Labor Standards Act.

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

### **ELIGIBILITY**

Non-exempt employees are entitled to overtime compensation or compensatory time off at the rate of one and one-half times their established pay rate, for excess of 40 hours in a single workweek. The FLSA does not require any leaves of absence such as vacation leave or sick leave to be considered as hours worked for overtime purposes. Exempt employees are not eligible for overtime pay.

### **OVERTIME OBLIGATIONS AND APPROVAL**

Because of the nature of the Parks and Recreation field and the public services to be rendered, you may be required to work more than your standard hours per workweek. Depending on the Park District work needs, employees may be required to work overtime. Employees are required to

work overtime when necessary and any employee's unwillingness or refusal to do so may be cause for disciplinary action, up to and including termination.

**For all non-exempt employees, prior approval of the employee's immediate supervisor is required before any non-exempt employee works overtime. Employees working overtime without approval may be subject to disciplinary action.**

## **COMPENSATION**

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

1. Compensated with pay at the rate of 1½ times the regular hourly rate for all hours worked in excess of forty in a single work week; or
2. Compensated through compensatory time off at the rate of 1½ hour for each hour worked in excess of forty hours in a single workweek. The maximum compensatory time that may be accrued by an employee is 45 hours (30 hours of actual overtime hours worked). Hours over the maximum will be paid in the next paycheck.

Time taken off voluntarily by the employee (vacation, personal day, birthday's and) does not count toward hours worked when calculating overtime. Working emergency call-ins is calculated at the overtime rate

Compensatory time may be taken in lieu of overtime pay if authorized by and arranged in advance with your immediate supervisor. Employees shall be permitted to use (compensatory) time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt the operations of the Park District. Your immediate supervisor, based upon whether the grant of such requests results in short staffing or other disruption of District's operations, will generally determine the grant of an employee's request for use of compensatory time.

Non-exempt employees required to be on call for work that is essential for District operation during off hours will receive a minimum of one hour of pay per day at the employee's regular pay rate. Scheduled time during off hours is not considered on call. If the employee is called in, a minimum of two hours pay will be granted even if the work performed takes less than two hours. Staff required to be on call for snow removal will be notified within a few days before the on call period and will receive the on call pay at their overtime rate.

## **TERMINATION OF EMPLOYMENT**

Upon termination of employment, payment for accrued compensatory time will be calculated at the average regular rate of pay for the final three years of employment or the final regular rate

## **2-3 PAYROLL PERIODS AND PAYDAY**

Park District employees are paid every other ~~Thursday-Friday~~ for the two week (14 day) period which ends at midnight the preceding Sunday. If payday is a Park District-recognized holiday, employees will be paid on the preceding working day. Your paycheck may not be given to anyone other than you without your written consent. If someone else must pick up your paycheck, please

make arrangements with Payroll. If you terminate your employment in the middle of a pay period, you will be paid for the actual hours you worked.

Employees may be paid by check, [payroll card](#) or through direct deposit of funds to either a savings or checking account at their bank of choice (providing the bank has direct deposit capability). To activate direct deposit, a Direct Deposit Authorization form may be obtained from the Human Resources [Manager/Department](#). The completed form must be returned with proof of routing and account numbers to Payroll [such as a voided check](#). Due to banking requirements, it may take several weeks for activation of the Direct Deposit.

~~The Accounting Department will supply information to all employees who choose to be paid by payroll card. The information will include who to call in the event of a lost paycheckpayroll card, any applicable fees and how to withdrawal funds, how to obtain your balance, and how to obtain a transaction request.. the Payroll Office must be notified in writing as soon as possible before a replacement check can be issued. In the event the lost paycheck is recovered and the Park District identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the Park District within 24 hours of the time it is demanded. The employee will be asked to pay a stop payment fee for a lost check. The lost check will be replaced within 14 days.~~

## **2-4 PAYROLL DEDUCTIONS**

Automatic payroll deductions will be made for you for federal and state income tax purposes, IMRF (Illinois Municipal Retirement Fund) contributions and social security tax, and any other item ordered by a court or applicable law. Voluntary deductions may be made for elective programs such as dependent coverage health insurance, flex spending accounts, ~~dependent coverage~~ dental insurance, [vision insurance](#), tax-deferred retirement plans, credit union accounts, and supplemental life insurance. Please contact the [Accounting-Finance](#) Office for information on payroll deductions.

Except when required by law or court order, deductions will not be taken without your written authorization. Deductions required by law include Social Security, Medicare, and federal and state income taxes. Federal or state law determines these deductions. Other involuntary deductions may be made as required by law or court order, such as child support payments and wage garnishments. Also, employees who meet certain hourly requirements will have Illinois Municipal Retirement Fund (IMRF) pension contributions withheld. Please see section 4-3 for more information on IMRF.

## **2-5 WORK SCHEDULES**

Department work schedules are established by your immediate supervisor or Department Head based on the needs of the Park District. The number of working hours that will be scheduled is subject to the financial and staffing requirements of the Park District and employees are not guaranteed any specific number of hours per day or week. The responsibilities of certain positions may require an employee to be on call on a 24-hour basis. At the Park District's discretion, the Park District may change the work schedules.

Any change in work schedules among employees may not be made without the prior approval (written when possible) of your immediate supervisor. Violation of this policy may result in disciplinary action, up to and including termination.

## **2-6 RECORDING OF HOURS WORKED**

All non-exempt employees are required to maintain an accurate record of the hours worked, whether by electronic or paper time card. These time records, which must be approved by your immediate supervisor, are the basis for your paycheck calculation. Time is computed to the nearest quarter of an hour (15 minutes) per week. All employees (16 or over) who work more than seven and a half hours receive an unpaid meal period and must take at least a 20 minute break . Employees under 16 have stricter standards. See section 1 – 16. You are responsible for your own time records. Violation of this policy may result in appropriate disciplinary action, up to and including immediate termination.

**Employees are not to clock or sign in or out for other employees.** Recording another employee's time record or falsification of your own time record is against Park District rules and is grounds for disciplinary action, up to and including termination.

Once an employee clocks or signs in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records.

Employees must clock in to register their attendance. If an employee forgets to clock or sign in or out, he must notify his supervisor immediately so the time may be accurately recorded for payroll.

When an employee has completed work they must clock out immediately. Failure to do so is considered falsification of timekeeping records.

Exempt employees are not required to sign in or out; however, business trips, vacations, sick, and personal days must be recorded with Payroll by using the absence request form, in order to monitor attendance.

## **2-7 LUNCH AND REST PERIODS**

The District will comply with Illinois State Statute 820 ILCS 140/3. An employee who is to work 7 ½ continuous hours or more shall be provided a paid meal period of at least 20 minutes or an unpaid meal period of at least 30 minutes. The meal break must be given to an employee no later than 5 hours after beginning work.

During peak season, non-exempt hourly employees who are asked to work through their meal breaks and who perform job tasks during a rest or meal break and who perform job tasks during this time will be compensated for the time worked. All employees who choose to continue working during a rest or meal break are required to obtain prior approval by their immediate supervisor and will be compensated for the time worked. Employees who choose to continue working during a rest or meal break cannot leave work early in lieu of actually taking the rest or meal break.

Adopted by the Champaign Park District Board of Commissioners on April 10, 2002.

Amended on 9/11/02, 9/10/03, 11/9/05, 11/14/07, 02/09/11, ~~02/2013~~07/13/2011, 03/13/2013, 08/13/2014 ~~08/12/2015~~

Employees who leave the Park District premise must note the absence on their time sheet or clock out and clock in upon return. An unpaid meal break will not be considered time worked.

Employees on rest or lunch break cannot interfere with employees who are working.

Employees under the age of 16 years must refer to policy 1-16 Child Labor Laws: Employment for Minors for the meal break guidelines under that policy.

## **2-7 EMERGENCY CLOSINGS**

On occasion, due to inclement weather, national crisis, or other emergency, the Park District may close for all or part of a normally scheduled workday. The Park District will attempt to notify employees of its closure through announcements on local area radio stations. Emergency closure is considered paid leave for **full-time<sup>FT1</sup>** employees only. ~~Regular part-time<sup>FT2</sup>~~ employees may choose to use vacation or personal leave if they wish to be paid for emergency closings. Part-time employees will not be paid for hours lost during emergency closings

- Hourly staff that are working at the time of the closing will be compensated for a minimum of two hours work. If they have already worked at least two hours, then they will be compensated for the time they were at work.
- Staff working on a “job” basis, such as sports officials and class instructors will be paid for the remainder of a game or a class that is cancelled while they are teaching. Games or classes that continue to be cancelled after that, will not be compensated. If staff member shows up, but the game or class is cancelled before it begins, then there will be no pay or stipend.
- Hourly staff who report to work in questionable conditions and find that the District is closed for an emergency will not be compensated. It is the responsibility of the employee to ascertain whether the District is able to open. Local radio stations, the Leisure Line, and the staff-only web page should all have timely updates.
- **Full-time<sup>FT1</sup>** hourly staff called in for snow removal or other emergency needs will be paid time and a half for the hours they worked and straight time for work hours not worked during the emergency closing.
- If exempt staff worked during the closure, that time will be considered part of their job and they will not receive additional compensation.
- **Full-time<sup>FT1</sup>** employees may choose to use vacation or personal time to cover the hours the District was open but couldn't make it to work because of weather. They also have the option to go unpaid if they don't want to use vacation or personal time. No employee will be disciplined for leaving early or arriving late due to road conditions, as long as their supervisor is notified.

## TIME OFF BENEFITS

### **3-1 HOLIDAYS**

The Park District observes the following holidays:

New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Thanksgiving Friday, Christmas Eve Day, and Christmas Day

When a holiday falls on a weekend, it will be observed on either the preceding Friday or following Monday as determined by the Executive Director.

#### **FULL-TIME 1 EMPLOYEES**

~~Full-time~~FT1 employees are entitled to receive the above holidays with pay. ~~Full-time~~FT1 non-exempt workers scheduled to work one of these holidays are paid their hourly wage, plus 1.5 times their hourly rate (which calculates to a total of 2.5 times their regular hourly rate). ~~Full-time~~FT1 exempt employees required to work on one of the aforementioned holidays will be granted time off for the workday. Time must be used within the pay period. If you are on an approved vacation leave during which a holiday falls, the holiday will not count as a day of used vacation leave. For example, if you take as vacation leave Monday through Friday and a holiday falls on that particular Friday, you will be considered to have used only four (4) days of vacation.

#### **~~PART-TIME~~FULL-TIME 2 REGULAR EMPLOYEES**

~~Part-time regular~~FT2 employees are entitled to receive all holidays with pay. Holiday pay will be four hours regardless of how many hours the employee would normally work. If a non-exempt ~~Part-time regular~~FT2 employee is scheduled to work on Christmas or New Year's Day, the regular rate of pay will be given for hours worked in addition to four hours of regular pay for working on a holiday.

#### **PART-TIME/SEASONAL EMPLOYEES**

~~Part-time and s~~Seasonal employees work on straight time when scheduled to work on a Park District holiday. If they are not scheduled, they do not receive any pay even if it is normally a work day.

### **3-2 VACATION LEAVE**

#### **ELIGIBILITY**

~~Full-time~~ FT1 and ~~regular part-time~~ FT2 employees begin earning paid vacation leave during the first month of employment but may not use any until after the introductory period. Vacation time is accrued (earned) per pay period and reported on paychecks. There are 26 pay periods in a calendar year.

#### **AMOUNT OF VACATION**

Adopted by the Champaign Park District Board of Commissioners on April 10, 2002.

Amended on 9/11/02, 9/10/03, 11/9/05, 11/14/07, 02/09/11, ~~02/2013~~07/13/2011, 03/13/2013, 08/13/2014 ~~08/12/2015~~



The number of eligible vacation days is determined by an employee's total years of service based on their start date and, if employees are considered full-timeFT 1 or not. A vacation day is based on the employee's regular work schedule. The schedule of accrual for full-timeFT 1 employees is as follows:

| <i>Years of Service</i>                                 | <i>Vacation Days/Year</i> | <i>Accrual Rate/Pay Period</i> |
|---|---------------------------|--------------------------------|
| Beginning of 1 <sup>st</sup> to end of 3 <sup>rd</sup>  | 12                        | 3.692 hours                    |
| Beginning of 4 <sup>th</sup> to end of 6 <sup>th</sup>  | 15                        | 4.615 hours                    |
| Beginning of 7 <sup>th</sup> to end of 10 <sup>th</sup> | 18                        | 5.538                          |
| Beginning of 11 <sup>th</sup> year                      | 21                        | 6.462                          |

Regular-part-timeFT2 employees accrue vacation leave at one-half the rates stated above.

### **VACATION AS SICK LEAVE OR OTHER LEAVE**

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

### **SCHEDULING VACATION**

Vacation leave must be approved in advance by your immediate supervisor. Your immediate supervisor will make every effort to comply with your request for vacation time. In all cases, your immediate supervisor will schedule your vacation leave when the Park District can best afford to be without your services. Your immediate supervisor will approve or disapprove the dates requested depending on the workload during the particular time requested. When two or more employees in the same department request the same days off (and it is not possible to let both have it) the Department Head will decide based on factors such as seniority, timeliness of vacation request, personal situations, and emergencies. Your immediate supervisor may require you to reschedule your vacation if it is determined that your presence is necessary for the efficient or safe operation of the Park District.

### **EARLY PAYCHECKS**

Early paychecks are not permitted by the Park District.

### **VACATION ACCUMULATION**

Vacation is an essential function of the job and necessary for recharging. In order to encourage employees to take vacations from work, vacation days in excess of 240 hours (30 days) cannot be accumulated or carried forward to the next fiscal year. Vacation days in excess of 240 hours that are not used by April 30 will be forfeited without compensation.

### **VACATION PAY UPON TERMINATION**

If your employment is terminated for any reason, you will receive pay for any unused vacation leave. Payment for accrued but unused vacation leave at the time your employment with the Park District is terminated is based upon your regular hourly rate of pay or rate of salary at the time of termination.

### **REPORTING VACATION TO PAYROLL**

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Amended on 9/11/02, 9/10/03, 11/9/05, 11/14/07, 02/09/11, ~~02/2013~~07/13/2011, 03/13/2013, 08/13/2014 ~~08/12/2015~~

Vacation leave is to be recorded on the electronic payroll time records by the employee's immediate supervisor. In addition, an "Absence Report Form" completed and signed by the immediate supervisor must be completed.

If you fail to return to work following the end of an approved vacation leave we may consider you to have voluntarily resigned your position with the Park District effective immediately.

### **3-3 OTHER PAID LEAVE**

1. Personal Day: ~~Full-time-FT1~~ employees are granted one (1) paid personal day per fiscal year. ~~Regular part-timeFT2~~ employees are granted one half (1/2) paid personal day per fiscal year. Personal days will be issued on the first of May, and may be used immediately. Personal days are granted to employees to allow paid time off for personal reasons of any nature, including holidays not recognized by the Park District. Personal days are not cumulative and must be taken during the fiscal year granted or they will be forfeited without compensation. Personal days earned but not yet used will not be paid to an employee upon termination..

2. Bonus Personal Days: Additional personal days may be earned as follows:

Two (2) days for using no sick time during the year. (Calculated from Nov 1 to Oct 31)

One (1) day for using only one sick day during the year.

These additional personal days must be used during December and January. Personal days earned but not yet used will not be paid to an employee upon termination..

3. Birthday: ~~Full-time-FT1~~ employees are entitled to their birthday off with pay. Regular part-time~~FT2~~ employees are entitled to one half (1/2) day off with pay for their birthday. The day taken off for a birthday must be observed within thirty (30) calendar days of date-of-birth or lost. An unused birthday day will not be paid to an employee upon termination..

### **3-4 SICK DAYS**

~~Full-timeFT1~~ employees are granted 12 sick days per year based on their regular work schedule, at the rate of 3.69 hours per pay period to equal a total of 12 days per fiscal year. There is no maximum accumulation for sick days.

~~Part-time-RegularFT2~~ Employees are granted sick time days at a rate of one-half of above.

Sick days will not accrue while an employee is on a leave of absence. Sick days are defined to mean the absence from work because of an employee's non-work-related illness or injury. Although employees are encouraged to make doctor and dentist appointments during non-working hours, paid sick days may also be used for doctor/dentist appointments, illness in immediate family or doctor/dentist appointment in immediate family. Sick leave may also be used to attend funerals not covered under bereavement leave. Sick leave used for these purposes may be counted toward

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an employee's family and medical leave entitlement, if applicable, in accordance with Section 3-8 below.

For purposes of this Section 3-4, your "immediate family" includes you, your spouse, civil union partner and minor children or children over the age of 18 incapable of self-care residing with you in your household, and parents or other adults for which you are the primary care-giver.

Whenever you will be absent or late to work, you or someone for you must notify your immediate supervisor directly. If not, the supervisor at the succeeding level of authority in your department should be contacted if you are unable to reach your immediate supervisor, before your scheduled starting time. Your immediate supervisor, or the supervisor at the succeeding level of authority in your department, must be contacted each day of absence. If you fail to notify a supervisor, the absence/tardiness may be considered absence without leave. This may result in loss of pay and/or disciplinary action, up to and including termination.

If you are away from work for three (3) or more consecutive days because of illness or injury, or if your immediate supervisor becomes aware that you have incurred an illness or injury likely to last more than three (3) consecutive days, your immediate supervisor may require you to provide documentation from your physician or other health care provider confirming your illness or injury, and your ability or inability to perform the essential functions of your position. If your immediate supervisor has reason to suspect abuse of this sick day policy, your immediate supervisor may require you to provide such documentation for time away from work *of less than* three (3) consecutive days.

Failure to comply with this policy or abuse of this policy may result in disciplinary measures, up to and including termination. Abuse of sick leave is defined as consistent use of sick days on Monday or Friday, excessive use of sick leave, or using all allocated sick leave so that repeatedly a day without pay must be taken to recover from illness.

Sick leave may not be used as vacation time.

After a ~~full-time-FT1~~ or ~~FT2~~ ~~regular part-time~~ employee has accrued a minimum of 35 sick days, the employee may elect one of two options listed below. The employee will be required to file a written authorization stating his choice of options. Once authorized, the employee may only change options once a year at the beginning of the fiscal year.

Option 1: One-half of the days accumulated after thirty-five days will be credited back to vacation time.

Option 2: The employee may continue accruing sick days at the standard rate.

Upon an employee's separation from the Park District, an employee will not be paid for any accrued or unused sick days. Retiring employees with unused sick time **may** be able to credit some of that time towards retirement. Please review the IMRF plan with the ~~Human Resources Manager~~ Human Resources Department.

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3.4.5 An employee may not take unpaid leave unless approved by their Department Head and all vacation, personal, and sick time has previously been used.

### **3-5 BEREAVEMENT LEAVE**

All ~~full-time~~ **FT1** employees are allowed up to three (3) working days with pay to attend the funeral of a family member. For purposes of this policy, "family member" is defined as the employee's spouse, civil union partner, child, stepchild, parent, stepparent, grandparent, sibling, grandchild, parent-in-law, son-in-law, daughter-in-law, brother-in-law, and sister-in-law.

Up to five (5) days of travel is allowed if more than 300 miles one way is necessary, with the approval of the Department Head. ~~Regular part-time~~ **FT2** employees are allowed half this amount. In turn, the employee's Department Head should notify Payroll of the reason and length of the employee's absence. Days off are to be taken consecutively within a reasonable time of the day of the death or day of the funeral, and may not be split or postponed.

Upon returning to work, the employee must record his absence as a Bereavement Leave on his Absence Report Form. Proof of death and relationship to the deceased may be required.

### **3-6 JURY DUTY**

Employees selected for jury duty will be granted time off for the duration of their jury service. ~~Full-time~~ **FT1** and ~~regular part-time~~ **FT2** employees on jury duty continue to receive full salary, but the the employee *must* endorse the checks for jury duty to the park district. All other employees will receive jury duty leave without pay from the Park District. All employees must provide written notice, supported with appropriate documentation of jury duty (e.g., the jury duty summons), to their immediate supervisor as promptly as possible, before reporting for jury duty. During jury duty, and as promptly as possible, employees must inform their immediate supervisor as to the expected duration of the jury duty. Following jury duty, all employees must provide the Park District with appropriate documentation evidencing the length of their jury duty. Time spent on jury duty will be counted as regular working time for all purposes except overtime. The employee must return to work for any reasonable time the court is closed during normal work hours.

### **3-7 FAMILY AND MEDICAL LEAVE**

This section briefly summarizes rights and regulations under the Family and Medical Leave Act of 1993 ("FMLA").

The FMLA provides eligible employees with up to 12 work weeks of unpaid leave for certain family and medical reasons during a 12-month period. During this leave, an eligible employee is entitled to continued group health plan coverage as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position.

Certain highly compensated key employees may be denied reinstatement when necessary to prevent substantial and grievous economic injury to the Park District's operations. A key employee is a salaried employee who is among the highest paid 10% of employees at that location or any

location within a 75-mile radius. Employees will be notified of their status as a key employee, when applicable, after they request a Family and Medical Leave

## **ELIGIBILITY**

Any full-time or part-time employee who has worked for the Park District for at least 12 months, and for at least 1,250 hours during the 12-month period immediately preceding the start of the leave.

## **REASONS FOR LEAVE**

A leave may be taken for the following reasons: (1) birth and care of a newborn child; (2) placement of a child for adoption or foster care in the employee's home; (3) to care for the employee's parent, spouse, civil union partner or child (but not in-law) with a serious health condition; (4) to attend the employee's own serious health condition which renders the employee unable to perform the functions of the employee's job; or (5) for military leave

For purposes of this policy, "serious health condition" means an injury, illness, impairment, or physical or mental condition that involves one of the following:

- a. Hospital Care. Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity relating to the same condition;
- b. Absence Plus Treatment. A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves either: (1) treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or (2) treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment under the supervision of the health care provider;
- c. Pregnancy. Any period of incapacity due to pregnancy or for prenatal care;
- d. Chronic Conditions Requiring Treatment. A chronic condition that: requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistance under direct supervision of a health care provider; continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity;
- e. Permanent/Long-Term Conditions Requiring Supervision. A period of incapacity that is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider;
- f. Multiple Treatments (non-chronic conditions). Any period of absence to receive multiple treatment (including any period of recovery there from) by a healthcare provider or by a provider of health care services under orders of, or in referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

## **MILITARY LEAVE ENTITLEMENTS**

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Amended on 9/11/02, 9/10/03, 11/9/05, 11/14/07, 02/09/11, ~~02/2013~~07/13/2011, 03/13/2013, 08/13/2014 ~~08/12/2015~~

Military leave is given in accordance with the FMLA in each of the following cases: (1.) a covered military member's active duty status, or notification of an impending call or order to active duty status; (2) Up to 26 weeks of leave in a single 12-month period to care for a covered service member recovering from a serious injury or illness incurred in the line of duty on active duty; and (3) for any qualifying exigency arising out of the fact that the employee's spouse, civil union partner, son, daughter, or parent is on (or has been notified of an impending call to) "covered active duty" in the Armed Forces.

### **LENGTH OF TIME**

Employees qualifying for leave under the FMLA may take up to a maximum of 12 calendar weeks of leave over a rolling 12 month period measured retroactively from the last day of leave. Where both a husband and wife are employed by the Park District, their combined leave under this policy is 12 weeks over the 12 months where the leave involves the birth or adoption of a child or the care of a seriously ill parent.

Leave because of an employee's own serious health condition, or to care for an employee's spouse, civil union partner, child or parent with a serious health condition, may be taken all at once or, where medically necessary, intermittently or on a reduced work schedule.

### **INTERMITTENT OR REDUCED WORK SCHEDULE LEAVE**

Intermittent leave is leave taken in separate blocks of time. A reduced work schedule leave is a leave schedule that reduces an employee's usual number of hours per workweek or hours per workday.

If an employee takes leave intermittently or on a reduced work schedule basis, the employee must, when requested, attempt to schedule the leave so as not to disrupt the Park District's operations. When an employee takes intermittent or reduced work schedule leave for foreseeable medical treatment, the Park District may temporarily transfer the employee to an alternative position with equivalent pay and benefits for which the employee is qualified and which better accommodates recurring periods of leave.

### **SERIOUS HEALTH CONDITIONS & CERTIFICATION ISSUES**

A Park District representative (the HR Manager, manager, or Department Head, but not the employee's direct supervisor) may directly contact the employee's health care provider to obtain information required by the medical certification form. Further, if a medical certification is incomplete or insufficient, the District must notify the employee in writing, specify what information is lacking, and give the employee seven calendar days (unless not practicable under the particular circumstances) to provide the additional information. If the employee does not provide a complete certification after this process, the District may deny FMLA leave.

### **LIMITATIONS ON FMLA LEAVE**

Leave to care for a newborn or for a newly placed child must conclude within 12 months after the birth or placement of the child and may not be taken intermittently or on a reduced work schedule unless the Park District agrees with respect to an individual leave request.

### **COMPENSATION**

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You must substitute any accrued paid vacation days, paid personal days, and paid sick days for unpaid leave under this policy, and any such paid time off must be taken at the same time as your Family and Medical Leave. All time missed from work that qualifies for both Family and Medical Leave and for workers' compensation will be counted toward your twelve weeks of Family and Medical Leave. If you qualify for both Family and Medical Leave and any other leaves, Family and Medical Leave must be taken first.

### **BENEFIT CONTINUATION**

While a full-time employee is on FMLA leave, the Park District will maintain the employee's group health insurance coverage under the same conditions that the employee had at the start of FMLA leave under the FMLA 12-week period. The employee will be responsible for any premium contribution and/or payment to other employee elected benefit programs. To the extent that an employee's FMLA leave is paid, the employee's portion of health insurance premiums will be deducted from the employee's salary. For the portion of FMLA leave that is unpaid, the employee's portion of health insurance premiums may be paid to the Park District under a system that is previously agreed. Other benefits, if any, such as vacation, sick leave, or personal days, shall not accrue while an employee is on FMLA leave. Employees on FMLA leave, however, will not forfeit any benefits that accrued prior to the start of FMLA leave by virtue of taking FMLA leave.

### **REQUESTING LEAVE**

Requests for FMLA leaves must be made in writing. At least 30 days advance notice for the birth or adoption of a child or for planned medical treatment should be given. In cases of emergency, notice should be given as soon as possible (usually within one or two business days). A delay in submitting this request may result in a delay of the start of your leave.

1. The request must specify, in detail, the reasons for requesting the leave and the length of time the employee intends to be away.
2. In cases where an employee requests leave for the employee's own serious health condition or to care for a seriously ill family member, the Park District may require medical certification from a health care provider to support the request. Medical certification forms are available in the [business-Human Resources](#) office.
3. If the Park District has reason to doubt the employee's initial certification, the Park District may: (a) with the employee's permission, have a designated health care provider contact the employee's health care provider in an effort to clarify or authenticate the initial certification; and/or (b) require the employee to obtain a second opinion by an independent Park District-designated provider at the Park District's expense. If the initial and second certifications differ, the Park District may, at its expense, require the employee to obtain a third, final and binding certification from a jointly selected health care provider.

During FMLA leave, the Park District may request that the employee provide recertification of a serious health condition at intervals in accordance with the FMLA. In addition, during FMLA leave, the employee must provide the Park District with periodic reports regarding the employee's status and intent to return to work. If the employee's anticipated return to work date changes and

it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide the Park District with reasonable notice (*i.e.*, within 2 business days). If the employee gives the Park District notice of the employee's intent not to return to work, the employee will be considered to have voluntarily resigned.

1. A request for a leave of absence must be approved by the employee's supervisor(s) and the Executive Director.
2. An approved medical leave of absence will be considered FMLA if it qualifies as such under the FMLA regulations promulgated by the U.S. Department of Labor.
3. If an employee's request does not meet the requirements for FMLA leave of absence, the employee may apply for a personal leave of absence. (See Section 3-9.)

### **RETURN FROM LEAVE**

Upon returning from FMLA leave, the employee will be reinstated to the employee's original or equivalent position with equivalent pay and benefits. In the case of an employee's own serious health condition, a physician's statement certifying the employee's ability to perform the essential functions of the job is required. However, an employee is only entitled to reinstatement if he would have continued to be employed had FMLA leave not been taken. Thus, an employee is not entitled to reinstatement if, because of a layoff, reduction in force or other reason, the employee would not be employed at the time job restoration is sought.

### **FAILURE TO RETURN TO WORK FOLLOWING FMLA LEAVE**

An employee who fails to return to their position on the first day after the leave of absence has expired, will be considered to have voluntarily resigned. However, pursuant to the Park District's American With Disabilities Act Policy, employees may request extended unpaid leave as a "reasonable accommodation" under the ADA (See Section 1-3). The Park District may recover health insurance premiums that the Park District paid on behalf of the employee during any unpaid FMLA leave. An exception is, the Park District's share of such premiums may not be recovered if the employee fails to return to work because of the employee's or a family member's serious health condition or because of other circumstances beyond the employee's control. In such cases, the Park District may require the employee to provide medical certification of the employee's or the family member's serious health condition.

### **ADDITIONAL INFORMATION**

For further information or clarification about FMLA leave, please contact the [Business-Human Resources](#) Office.

### **3-8 PERSONAL LEAVE OF ABSENCE**

Eligible full-time ~~and regular part-time~~ employees may be granted personal leave of absence for less than 90 consecutive calendar days within any 24 consecutive month period. This is an unpaid leave except in the case of a full-time ~~or regular part-time~~ employee who may elect to use accrued benefit time during the leave, such as sick time, personal time, vacation time, or compensatory



time. Normally, a personal leave of absence will not be granted during the first year of employment.

1. All requests for personal leaves should be made in writing and must be approved by the employee's supervisor(s) and the Executive Director. The following considerations will be taken into account when determining whether or not to grant the leave: purpose for which the leave is requested; length of time the employee plans to be away; the employee's job performance, attendance, punctuality record, and the effect the employee's absence will have on the work in the department (*i.e.*, the staffing requirements in the employee's facility or department); the employee's position and length of service; the expectation that the employee will return to work when the leave of absence expires; and, any other factors deemed relevant by the Park District in its sole discretion. Each request will be reviewed on a case-by-case basis.
2. You must provide a written application for a personal leave of absence to your immediate supervisor at least one month in advance of the date you would like the leave to begin. If you request an extension while on FMLA leave, the request, if possible, must be made at least two (2) weeks prior to the end of the original leave. The application must specify the reasons for the extended leave and the length of time the employee intends to be away.
3. Additional leave time may be granted, provided that it does not extend the total leave beyond one year, including any leave granted under the FMLA. Requests for additional leave time must be made in writing at least two weeks prior to the expiration of the initial leave period, and must specify the reason(s) for the request and the amount of additional time sought. This request must be approved by the Executive Director.
4. While a full-time employee is on an approved personal leave, the employee will be eligible to continue the group health insurance coverage in existence for that employee at the start of the leave. Employees are covered under the Park District's group plan for the duration of the leave provided that the employee pays 100% of the premium contribution. Other employment benefits, if any, such as vacation, sick leave, or personal days, shall not accrue during a personal leave of absence. Employees on a personal leave, however, will not forfeit any benefits that accrued prior to the start of the leave.
5. Any planned salary increase for an employee returning from an unpaid leave of absence without pay will be deferred by the length of the leave, and the normal appraisal date will be extended by the length of the leave.
6. In the case of an employee's own illness or injury, a physician's statement certifying the employee's ability to perform the essential functions of his job is required by the Park District before an employee may be permitted to return to work.
7. Although the Park District will attempt to reinstate the employee at the conclusion of the personal leave period to the same or similar position to the one vacated, conditions may arise which require filling the vacated position. Accordingly, reinstatement after a personal leave of absence is not guaranteed by the Park District.

8. Any employee who fails to return to an available position on the first scheduled working day after the leave of absence has expired will be considered to have resigned from the Park District. However, pursuant to the Park District's American With Disabilities Act Policy, employees may request extended unpaid leave as a "reasonable accommodation" under the ADA (See Section 1-3).

### **3-9 Victims' Economic Security and Safety Act of 2003 ("VESSA")**

The VESSA provides employees with up to 12 work weeks of unpaid leave during a 12-month period to address domestic violence or sexual violence for themselves or their family or household member who are victim's.

#### **BASIS OF LEAVE**

The Park District will provide up to **twelve (12) weeks of unpaid leave** from work on an intermittent or reduced work schedule basis, to an employee (or who has a family or household member) who is a victim of domestic or sexual violence to address domestic or sexual violence if the employee is:

- (A) **seeking medical attention** for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
- (B) **obtaining services from a victim services organization** for the employee or the employee's family or household member;
- (C) **obtaining psychological or other counseling** for the employee or the employee's family or household member;
- (D) **participating in safety planning, temporarily or permanently relocating**, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
- (E) **seeking legal assistance or remedies** to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

"Family or household member" means a spouse, civil union partner, parent, son, daughter, and persons jointly residing in the same household whose interests are not adverse to the employee as it relates to the domestic or sexual violence.

"Parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter. "Son or daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. They are under 18 years of age, and are 18 years of age or older and incapable of self-care because of a mental or physical disability.

#### **PERIOD OF LEAVE**

Employee shall be entitled to a total of 12 work weeks of unpaid leave during any 12-month period. (This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed, permitted by, the federal Family and Medical Leave Act.

## EXISTING LEAVE

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

## NOTICE

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

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

## CERTIFICATION

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

- (A) the employee or the employee's family or household member is a victim of domestic or sexual violence; and
- (B) the leave is for one of the purposes enumerated in the above "Basis" paragraph.

The employee shall provide such certification to the Park District within a reasonable period after the Park District requests certification.

An employee may satisfy the above certification requirement by providing to the Park District a **signed and dated statement** of the employee, and after receiving such documents the employee shall provide:

- (A) **documentation** from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence;
- (B) a **police or court record**; or
- (C) other **corroborating evidence**.

## CONFIDENTIALITY

All information provided to the Park District, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained leave pursuant to this policy, shall be **retained in strict confidence by the Park District**, except to the extent that disclosure is: (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable Federal or State law.

## RESTORATION OF POSITION

In general, an employee who takes leave under this policy shall be entitled, on return from such leave:

- (i) to be restored by the Park District to the original employment position held by the employee when the leave commenced; or
- (ii) to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

## **LOSS OF BENEFITS**

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

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

## **REPORTING TO THE PARK DISTRICT**

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

## **MAINTENANCE OF HEALTH BENEFITS**

During any period that an employee takes leave under this policy (except as provided under “Loss of Benefits”), the Park District shall maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave. Employees are covered at the level of coverage they would have been, if the employee had continued in employment continuously for the duration of such leave.

## **FAILURE TO RETURN TO WORK**

The Park District may recover the premium that they paid while maintaining coverage for the employee, the employee's family, or the employee's household member under group health plans during any period of leave under VESSA if: :

- (i) the employee **fails to return** from leave under this policy after the period of leave they are entitled to has expired; and
- (ii) the employee **fails to return** to work for a reason other than:

- (I) the continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave; or
- (II) other circumstances beyond the control of the employee.

The Park District may require an employee who claims him or her is unable to return to work because of a reason described in (I) or (II) above to provide, within a reasonable period after making the claim, certification to the Park District that the employee is unable to return to work because of that reason.

- An employee may satisfy the certification requirement of clause by providing to the Park District:
  - a sworn statement of the employee;
  - documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee has sought assistance in addressing domestic or sexual violence and the effects of that violence;
  - a police or court record; or

other corroborating evidence.

The Park District will not fail to hire, refuse to hire, terminate, or harass any individual exercising their rights under this policy. Nor will The Park District discriminate against any individual

exercising their rights under this policy with respect to the compensation, terms, conditions, or privileges of employment of the individual, or retaliate against an individual in any form or manner for exercising their rights under this policy.

### **3-10 SCHOOL VISITATION RIGHTS ACT**

In accordance with the Illinois School Visitation Rights Act, Park District employees who have worked at least six (6) months on an average of at least twenty (20) hours per week, may be eligible to take up to eight (8) hours of unpaid school visitation leave per school year, to attend school conferences or classroom activities related to your child(ren), if the conference or classroom activities cannot be scheduled during non-work hours. For purposes of this policy, “school” means any public or private primary or secondary school or educational facility located in Illinois, or a state that shares a common boundary with Illinois.

No more than four hours of leave may be taken in any one day. Leave will not be granted until the employee has used all available vacation leave and personal days.

You must provide the Park District with a written request for school visitation leave at least seven (7) days or one (1) week 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.

Upon completion of a school visitation, you may be required to produce documentation of your visit from the school administrator and submit such documentation to the Park District. Failure to submit the documentation upon request to the Park District within 2 working days of your school visit may subject you to disciplinary action.

### **3-11 MILITARY LEAVE**

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, or Reserves will be granted a leave of absence for military service, training or related obligations in accordance with applicable law (See section 3-7, Family and Medical Leave).

~~Full-time~~ FT1 employees may take leave without pay to participate in mandatory military training and duty in the United States Armed Forces for duration of training and duty. Employees on military leave may substitute their accrued paid leave for unpaid leave.

You must provide the Park District with at least thirty (30) days advance written notice prior to the start of military leave service, except in cases of national emergency. Such notice must include, without limitation, a copy of your orders. Upon return to the Park District from your military training, you must submit a statement signed by a military official indicating the time you spent in military training and/or service.

Pursuant to the Local Government Employees Benefits Continuation Act (50 ILCS 140/2), if you are a member of the National Guard or of the United States Armed Services Reserve, you may be

entitled to leave with pay when called into service by the President of the United States, as provided by law. Under this Act, and if eligible, your salary continuation shall include health insurance and any other benefits you were receiving at the time you are called. Your salary will be offset by your military pay.

You are also eligible for leave with pay, for up to ten (10) working days, to take part in annual encampments or training cruises. You will receive the difference between your regular salary and your base military pay. Employees should save their military pay vouchers. Upon your return, you must furnish official proof of pay during your tour of duty, in order to receive pay from the Park District.

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.

During a military leave of less than 31 days, an employee is entitled to continued group health plan coverage as if the employee had continued to work. For military leaves of more than 30 days, an employee may elect to continue his health coverage for up to 18 months of uniformed service, but may be required to pay all or part of the premium for the continuation coverage. [NOTE: Employees and/or dependents who elect to continue their coverage may not be required to pay more than 102% of the full premium for the coverage elected. The premium is to be calculated in the same manner as that required by COBRA.]

Employees of the Champaign Park District participating in IMRF and called to active duty are allowed to credit that time away from work. The hours are put toward IMRF service credit per Park Board of Commissioner resolution.

### **3-12 ABSENCE WITHOUT LEAVE**

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

If you are absent without leave and the absence is not deemed excusable for three consecutive working days, you will be considered to have voluntarily resigned your position.

### **3-13 VOTING LEAVE**

In accordance with State of Illinois Election Code, [10 ILCS 5/17-15](#). Employees will be granted up to 2 hours of paid time to vote under certain circumstances. State of Illinois law grants eligible employees up to two hours of paid time off for the purpose of voting in a general or special election within the State of Illinois if their working hours on the day of the election begin less than 2 hours after the opening of the polls and end less than 2 hours before the closing of the polls. Employees intending to take time off to vote must notify the District prior to the Election Day. The District may specify which hours employees may be absent from work for voting purposes.

Adopted by the Champaign Park District Board of Commissioners on April 10, 2002.

Amended on 9/11/02, 9/10/03, 11/9/05, 11/14/07, 02/09/11, ~~02/2013~~07/13/2011, 03/13/2013, 08/13/2014 ~~08/12/2015~~

### **3-14 BLOOD AND ORGAN DONATION LEAVE**

In accordance with Illinois law (5 ILCS 327 – Organ Donor Leave Act), paid leave is provided for the purpose of organ, bone marrow, blood and blood platelets donation. Employees are not required to use accumulated sick or vacation leave time before being eligible for leave under this policy. The policy is extended to all full-time ~~and regular part-time~~ employees who have completed six months or more of employment. Supervisory approval is required prior to blood or blood platelets donation. Employees must provide documentation to their supervisor from the appropriate medical organization of blood or blood platelets donation. Medical documentation must be provided for bone marrow and organ donation to Human Resources or the employees supervisor prior to approval. Employees are requested to provide as much advance notice as possible. An employee may use up to one hour or more of authorized leave to donate blood every 56 days. An employee may use up to two hours or more of authorized leave to donate blood platelets in accordance with appropriate medical standards established by the American Red Cross, America’s Blood Centers, the American Association of Blood Banks or other nationally recognized standards. Employees may not be granted leave more than 24 times in a 12-month period for blood platelets donation. An employee may use up to 30 (calendar) days of organ donor leave in any 12-month period to serve as a bone marrow donor or organ donor. Holidays do not extend the allowable leave maximum. Employee benefits continue while on blood and organ donor leave.

## **EMPLOYEE BENEFITS**

### **4-1 DISCLAIMER**

This portion of the Employee Manual contains a very general description of the benefits you may be entitled to as an employee of the Park District. Please understand that this general explanation is not intended to, **and does not**, provide you with all the details of these benefits. Your rights can be determined only by referring to the full text of the official plan documents, which are available for your examination in the Human Resources Office. To the extent that any of the information contained in this manual is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed a promise of employment, future benefits, or a binding contract between the Park District and its employees, retirees or their dependents, for benefits or for any other purpose.

As in the past, the Park District reserves the right, in its sole and absolute discretion, to amend, modify, or terminate, any or all of the provisions of the employee benefit plans described herein, including any health benefits that maybe extended to retirees and their dependents. Further, the Park District reserves the exclusive right, power, and authority in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein. The Park District decides all matters arising in connection with the operation or administration of such plans.

Benefits under the plans described herein will be paid only if the plan administrator decides in his/her discretion that the applicant is entitled to them.

For more complete information regarding any of our benefit programs, please refer to the Summary Plan Descriptions or contact the Human Resources office.

#### **4-2 INSURANCE PLANS**

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

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

Newly hired employees are eligible to participate on their first day of employment provided that they meet all plan requirements.

#### **FULL-TIME EMPLOYEE INSURANCE PLAN**

The following group insurance plans are limited to full-time employees and their dependents (as defined by the insurance providers). And the plans are subject to change.

**MEDICAL AND DENTAL:** Group medical, hospitalization and dental insurance are available to all eligible full-time employees. Employees are required to pay a portion of the cost for dependent coverage if they choose that option. A summary plan description is available from the Human Resources Office. Employees who decline health insurance must prove coverage on another qualified group plan. If covered under another qualified plan, employees are eligible for an insurance reimbursement up to a predetermined amount. The amount of reimbursement is determined by the Executive Director.

**LIFE AND AD&D INSURANCE:** The Park District provides all eligible ~~full-time~~**FT1** employees with basic life, accidental death, and dismemberment (AD&D) insurance. This insurance is currently provided at no cost to the employee. A summary plan description is available from the Human Resources Office. Park District provided life insurance in excess of \$50,000 is subject to wage reporting and applicable payroll taxes and reported on the W-2.

**SUPPLEMENTAL LIFE INSURANCE:** The Park District offers supplemental life and AD&D policies to eligible ~~full-time~~**FT1** employees and their dependents. The entire premium must be paid by the employee. Payment may be made through payroll deduction. Details on these plans are available from the Human Resources Office.

#### **PART-TIME REGULAR EMPLOYEE INSURANCE PLAN**

Adopted by the Champaign Park District Board of Commissioners on April 10, 2002.

Amended on 9/11/02, 9/10/03, 11/9/05, 11/14/07, 02/09/11, ~~02/2013~~07/13/2011, 03/13/2013, 08/13/2014 ~~08/12/2015~~



~~Part-time regular employees are limited to participation in the health care plan. Regular part-time employees are responsible for one-half the cost of their coverage. Health care coverage may be extended to dependents of regular part-time employees. The entire premium for dependent coverage must be paid by the employee.~~

The Human Resources Office will assist you in making the necessary arrangements for enrollment in any of the above plans. A complete description of the plans is provided to each employee in the form of a Summary Plan Description and provides appropriate supplements.

### **COBRA**

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) (and under Illinois law) provides employees and their covered dependents the option to extend group health insurance coverage in the event the insurance terminates due to Medicare entitlement, separation of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Under COBRA the beneficiary or employee pays the full coverage cost at the District's group rate. Please contact the ~~Human Resources Manager~~[Human Resources Department](#) for detailed information on COBRA .

### **EARLY RETIREMENT**

Full-time ~~and Regular Part-Time~~ employees electing to retire early under the IMRF Pension Plan may purchase continuous health insurance coverage under the Park District's existing plan for themselves and their dependents, until Medicare eligibility begins. Once Medicare eligible, the retired employee may continue to purchase group health as an additional policy to Medicare.

### **4-3 IMRF PENSION PLAN**

Employees who work in Park District positions that meet certain hour standards are required to participate in the Illinois Municipal Retirement Fund (IMRF). IMRF provides retirement, disability, and death benefits to eligible participants. These benefits are in addition to Social Security's benefits. The following presents a very brief description of IMRF. Complete details are available in the Human Resources Office.

### **CONTRIBUTION**

Participating employees (usually those working at least 1000 hours/year ~~in the same or similar position~~) contribute a ~~certain percentage~~[4.5 percent](#) of their gross pay (as determined by ~~IMRF~~[State Statute](#)) through payroll deduction. Contributions are tax deferred, that is, not subject to either Federal or Illinois income tax. Employees will be subject to federal income tax when refunded or withdrawn as a pension or death benefit. The Park District also contributes ~~to IMRF~~[as a percentage of total contribution earnings to IMRF](#). The Park District's contribution is to fund survivor's pensions, disability benefits, death benefits, and the retirement costs of its employees.

### **RETURN OF CONTRIBUTIONS**

Further information regarding refunds, pension, disability benefits and death benefits is available from the Human Resources office or on the IMRF website at [www.IMRF.org](http://www.IMRF.org).

#### **4-4 DEFERRED COMPENSATION PLAN**

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

#### **4-5 SOCIAL SECURITY AND MEDICARE**

As required by law, a fixed percentage of employees' earnings are deducted from each paycheck and deposited with the Social Security Administration. In addition, the Park District contributes an equal amount of money to the Social Security Administration to help fund benefit programs. Detailed information on benefits, eligibility requirements, and employee's account status are available from the local Social Security Administration office.

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

#### **4-6 UNEMPLOYMENT COMPENSATION**

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

#### **4-7 INDEMNIFICATION AND LIABILITY INSURANCE**

The Park District is required by state statute (70 ILCS 1205/8-20) to indemnify and protect employees against civil rights, damage claims and suits, constitutional rights damage claims and suits, death and bodily injury damage claims and suits, and property damage claims and suits, including defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed within the scope of employment, or under the direction, of the board. Such indemnification and protection shall extend to employees of the Park District at the time of the incident from which a claim arises. However, the Park District is prohibited from indemnifying employees for "punitive" damages.

You may be covered by the Park District's liability insurance to defend any civil action that may be brought against you, the Park District, its agents, or any other employee for damages arising from the lawful performance of your duties.

#### **4-8 WORKERS' COMPENSATION**

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Amended on 9/11/02, 9/10/03, 11/9/05, 11/14/07, 02/09/11, ~~02/2013~~07/13/2011, 03/13/2013, 08/13/2014 ~~08/12/2015~~

As a Park District employee, you are covered under the Illinois Workers' Compensation Act. The Act provides for medical care and replacement of wages if you sustain an injury arising from and occurring in the course of your employment with the Park District. Non-job-related illnesses or injuries, or illnesses or injuries not related to the performance of your assigned duties are **not** covered under the Act. If you have any questions regarding workers' compensation, please see the [Human Resources Risk](#) –Manager, Director of [Finance HR, IT and Risk](#), or contact the Park District's Workers' Compensation Coverage provider, PDRMA at 630/769-0332.

All employees must adhere to the following conditions.

1. Any work-related injury or illness (**even if the employee is uncertain if the injury or illness is work-related, but suspects it might be work-related**) must immediately be reported directly to the employee's immediate supervisor, or Department Head if the immediate supervisor cannot be reached. **Failure to immediately report an injury or illness may jeopardize the employee's eligibility for workers' compensation benefits.**
2. Upon notification, the Park District shall instruct the employee to report to a designated hospital or physician for an examination or treatment. In the case of an emergency, the employee should go to the nearest hospital emergency room for treatment..
3. All medical evaluations by licensed physicians must be submitted to the [Human Resources Risk](#) Manager for the duration of your period of leave.
4. The Park District reserves the right to have the employee examined by a licensed physician of its own choice at any time during the period of leave. This examination will be at the Park District's expense and the physician will submit the results to the Park District. The employee is entitled to a copy of this report.
5. The Park District may assign an injured employee to a modified duty assignment in accordance with the Park District's Modified Duty Program.
6. No employee shall be allowed to return to work without a statement from a physician approving the employee's return to work without restrictions acceptable to the Park District.
7. The Park District reserves the right to re-assign the employee to another position at the same pay and benefits the employee received at the time of the injury.
8. When an employee has been released by a licensed physician to return to work on a modified duty basis, the employee may periodically be requested to return for medical evaluations. For these doctor visits, the employee will be compensated at the employee's current rate of pay **only** for the period of time necessary for the visit, including reasonable transportation time. The Park District reserves the right to verify the time of the visit. Time taken over and above necessary, will be charged to the employee's available sick, personal, or other time off. If the employee does not have any available time, the employee will be compensated only to the extent required by law.

#### **4-9 EDUCATION, TRAINING AND PROFESSIONAL PARTICIPATION**

All employees are required to attend orientation meetings, staff meetings, and in-service training sessions that are designed to improve the overall job performance, communication, and efficiency of the Park District.

Attendance at conferences, seminars, workshops, conventions, technical meetings, and participation in professional organizations related to your position must be approved in advance.

Adopted by the Champaign Park District Board of Commissioners on April 10, 2002.

Amended on 9/11/02, 9/10/03, 11/9/05, 11/14/07, 02/09/11, ~~02/2013~~07/13/2011, 03/13/2013, 08/13/2014 ~~08/12/2015~~

You should check with your immediate supervisor for applicable policies, procedures, and approvals.

### **CONFERENCE ATTENDANCE**

Attendance at and participation in professional seminars, conferences, conventions, workshops and technical meetings is considered part of the administrative and supervisory staff's normal duties.. Please see section 4-12 for details on expense reimbursement. Written approval from the employees Department Head is require to attend professional seminars, conferences, conventions, workshops and technical meetings outside the Park District. Only employees who have successfully completed their introductory period may register to attend a seminar, conference, convention, workshop, or technical meeting.

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

### **PROFESSIONAL ORGANIZATIONS**

Employees are encouraged to join and participate in professional associations that promote Park District goals, individual skill development, professional recognition, or relate to your job responsibilities. However, employee participation in such associations must not conflict with the Park District's interests. Depending upon the benefits derived from membership, the Park District may pay all or part of the membership fees.

### **4-10 TUITION REIMBURSEMENT**

If an employee is a regular, ~~full-time-FT1~~ employee and has worked for the Park District at least one (1) year, he or she may be eligible to participate in the Park District's tuition reimbursement program.

The Park District may partially reimburse the employee for tuition of certain courses that it believes ~~is-are~~ job-related. Eligible courses must be directly and substantially related to an employee's improving productivity in his or her current job. Costs for textbooks and materials will not be reimbursed. The amount an employee receives will depend on the Park District's written approval and upon a passing grade. The amount varies depending on the budget and the ultimate decision of the Executive Director.

To receive tuition reimbursement, an employee must apply and be approved before the course begins. This is how the program works:

1. Complete a Tuition Reimbursement Form. See your Department Head or ~~Human Resources Manager~~Human Resources Department for the form.
2. If the Executive Director approves the form, return the signed form to ~~Accounting~~The Finance Office.
3. The employee pays the initial course fees.

4. Once the employee receives his grade(s), the employee should attach the tuition bill and the final grades to a copy of the initial Tuition Reimbursement Form and send them to the ~~Business-Finance Department~~Office.
5. Within thirty (30) days, the employee will receive a reimbursement for a grade of C or above. No reimbursement is provided for a grade below C.

Unless specifically approved in writing by your Department Head or ~~Human Resources Manager~~Director of HR, IT and Risk, course work or class attendance may not be performed during business hours. Any employee that has been given permission to attend class during work hours must make up any time away from work on an hour per hour basis.

If an employee resigns or is terminated for cause before receiving a grade, the employee will not be reimbursed for tuition expenses. If an employee resigns or is terminated for cause within twelve (12) months after receiving reimbursement, the employee must repay the Park District in full.

#### **4-11 EMPLOYEE ASSISTANCE PROGRAM**

The Park District realizes that personal and work-related problems can affect an employee's job performance, health, family, and emotions. To help with these pressures, the Park District has contracted with an independent firm to provide Employee Assistance Program (EAP) services on a confidential basis. The services are available to all ~~full-time-FT1~~ employees and their families. Please contact the Human Resources Office if you would like further information on the EAP.

#### **4-12 EXPENSE REIMBURSEMENT**

The District has a travel policy for travel outside the Champaign area that is periodically updated. Current per diem allowance amounts are available from accounting. Anyone spending outside their per diem will be personally responsible for the overage. The Park District prefers not to reimburse for purchases made with personal money. Purchase orders and District credit cards are the preferred authorized purchasing method. In order to qualify for reimbursement, provide proof of the expenses incurred on official Park District business (*e.g.*, submission of an approved reimbursement form, such as receipts). Check with your supervisor for specific policies and procedures prior to incurring any expenses.

In order to help reduce costs for employee purchases that are beneficial to the work place, the Champaign Park District agrees to help pay for the expense of some items. A predetermined amount will be set aside each fiscal year for full-time ~~and regular part-time~~ staff for purchases such as steel toe boots, prescription safety glasses, co-pay for one doctor's appointment for an annual physical only – must provide documentation that appointment was for annual physical, individual fitness or recreation activity either at the District or elsewhere, team sport fee proportional to the cost of one team member for Champaign Park District team sports only, and staff garments not including uniforms. See the ~~Human Resources Manager~~Human Resources Department for details.

All expenses must be paid for up front by the employee and receipts submitted to human resources with the appropriate documentation provided. Reimbursement checks will be made at

the board meeting following submission of all paperwork by employee. All unused funds allocated to an employee will revert back to the District at the end of each fiscal year. No payouts of unused funds will occur. No funds may be rolled over into the next fiscal year or transferred to another employee.

If separation of employment occurs within three months of an employee attending a conference, then it is up to the discretion of the Executive Director whether or not that employee should reimburse the Park District for the conference fees.

**Regular part-time FT2 employees will only be eligible for (1/2) half the established reimbursement amount.**

Participation in association and recreational activities during normal working hours must be approved in advance by the employee's Department Head. Approval is contingent upon the employee's ability to meet his work responsibilities.

#### 4-13 TAXABLE BENEFITS

In order to comply with the Internal Revenue Service (IRS) the Park District will tax benefits identified as taxable by the IRS. Currently this includes Pool passes, memberships to the Leonhard Recreation Center, Call allowances and cell phone allowances.

### PARK DISTRICT PROPERTY AND FACILITIES

#### **5-1 USE OF RECREATIONAL FACILITIES**

##### **PROCEDURES**

Unauthorized private uses of facilities, equipment or supplies by District personnel are not allowed. Staff may request and use District facilities as a renter at the government rate. Employees renting Park District facilities must comply with all rental policies.

All complimentary passes given to an employee and/or the employee's immediate family in accordance with this section shall expire immediately upon separation of employment with the Park District. Complimentary passes and discounts cannot be transferred or given to persons other than the employee or members of the employee's immediate family as defined in this section as spouse, civil union partner, child, stepchild, parent, stepparent, and siblings. Unauthorized use of any complimentary pass may result in revocation of all pass privileges and disciplinary action, up to and including termination.

#### **5-2 USE OF PARK DISTRICT INFORMATION, PROPERTY AND EQUIPMENT**

The protection of the Park District's business information, property, and all other Park District assets are vital to the interests and success of the Park District. Except in the course of performing duties for the Park District, or otherwise permitted, no Park District property may be removed from the Park District's premises. Accordingly, when an employee separates from the Park District, the employee must return to the Park District all related Park District information and property that

the employee has in his possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment. Violation of this policy is a serious offense and may result in prosecution.

No employee, elected official, or member of the public may use Park District property for personal use without proper authorization. No Park District property may be released for personal use without the prior written approval of the Department Head that is responsible for the equipment or property. Personal use of Park District vehicles can only be approved by the Executive Director.

For the purpose of this section, Park District property is defined as buildings, vehicles, facilities, grounds, tools, implements, building materials, electronic equipment, recreation, rental equipment, and all other property leased or in the possession of the Park District. Because safety and liability is of primary concern, it is expected that assigned Park District property permitted to be used, will be operated consistently with the Park District's established safety rules and regulations. Instructions on safe and proper use will be provided upon request. In addition, the use of some Park District property may require permits, waivers, and releases. The employee will be responsible for the full cost of repair or replacement of Park District property, if damaged or lost while it is in the employee's custody.

Loss, damages, or theft of Park District property should be reported at once. Negligence in the use of Park District property may be considered grounds for discipline, up to and including termination.

The Park District's equipment such as telephones, postage, facsimile, and copier machines, is intended for business purposes. An employee may only use this equipment for non-business purposes in an emergency and must receive permission from his or her supervisor. Personal usage, in an emergency, that results in a charge to the Park District should be reported immediately to your immediate supervisor or Director of Finance, so reimbursement can be made.

Upon separation of employment, the employee must return all Park District property, uniforms, equipment, work product, and documents in his possession or control.

### **5-3 USE OF PARK DISTRICT COMPUTER SYSTEMS**

Use of the Park Districts computers and software is limited solely to appropriate business use. Except when permitted by a Department Head, employees are not allowed to use the computer system for their personal benefit. Employees are strictly forbidden from installing software on the system. Park District's employees have no reasonable expectation of privacy with respect to any computer. The Park District reserves the right to monitor the use of its computer system. An employee's occasional use of Park District computer equipment for personal use may be acceptable if approved by the employee's Department Head.

Moreover, please be aware that the Park District may purge files on its computer at any time, without notice. The Park District is not responsible for any personal files that may be purged or lost.

## **5-4 EMAIL POLICY**

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

Even though the Park District has the right to retrieve and read any email messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any email messages that are not sent to them. Exception to this policy must receive the prior approval of the Park District Executive Director.

The Park District's policies against sexual or other harassment apply fully to the email system, and any violation of those policies is grounds for discipline up to and including termination. Therefore, no email messages should be created or sent, if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability, civil union partnership or any other classification protected by law.

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

As with all Park District policies, this policy may be amended or revised from time to time as the need arises. Employees will be provided with copies of all amendments and revisions

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

## **5-5 INTERNET USE POLICY (voicemail and email checking by ED and IT, do we need to keep a record of this information will need a check with legal council - Steven))**

Internet access is limited to District business as determined by the employee's Department Head. Unauthorized use of the Web, including connecting, posting or downloading sexually oriented information; engaging in computer hacking and related activities; or attempting to disable or compromise the security of information contained in other networks and computers is strictly prohibited. Unauthorized or inappropriate use will be subject to disciplinary action, up to and including termination of employment.

Approval from the Marketing and ~~Development~~ Communications Director is required before staff can post information on commercial on-line systems, the Internet, or social networking websites. Employees posting information must include a disclaimer stating, "*Views expressed by the author do not necessarily represent those of the Champaign Park District.*"

If you abuse your right to use the Internet, it will be taken away from you. In addition, you may be subject to disciplinary action, including possible termination, and civil and criminal liability.



This policy and the E-mail Policy govern your use of the Internet.

Amendment and revisions: This policy may be amended or revised from time to time as the need arises. Users will be provided with copies of all amendments and revisions.

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

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

## **5-6 VOICE MAIL POLICY**

Every Park District employee is responsible for using the Voice Mail system properly and in accordance with this policy. Any questions about this policy should be addressed to the ~~Systems Administrator or Human Resource Manager~~ Director of HR, IT and Risk.

The Voice Mail system is the property of the Park District, including land lines and District owned cellular phones. The Park District has provided it for conducting Park District business. All communication and information transmitted by, received from, or stored in this system are property of the Park District. The Park District reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the Voice Mail system, for *any* reason without the permission of any employee and without notice.

The Voice Mail system is to be used for Park District purposes only. Use of the Voice Mail system for personal purposes is prohibited.

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

. All Voice Mail messages may be stored on a central back-up system in the normal course of data management.

Even though the Park District reserves the right to retrieve and read any Voice Mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or listen to any Voice Mail messages that are not sent to them. Any exception to this policy must receive the prior approval of the Park District Executive Director.

The Park District's policies against sexual or other harassment apply to the Voice Mail system. Therefore, no Voice Mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability, civil union partnership or any other classification protected by law.

Users should routinely delete outdated or unnecessary Voice Mails. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

Employees should also use professional and courteous greetings on their Voice Mail boxes to properly represent the Park District to outside callers.

Any employee who discovers misuse of the Voice Mail system should immediately contact their Department Head, the Systems Administrator, or Executive Director.

Violations of the Park District's Voice Mail policy will result in disciplinary action, up to and including termination.

As with all Park District policies, this policy may be amended or revised from time to time as the need arises. Users will be provided with copies of all amendments and revisions

Employees are required to sign a Voice Mail Policy Acknowledgement Form as a condition of employment. See Appendix F.

### **5-7 TAPE RECORDING POLICY**

It is a violation of Park District policy and state law to record conversations with a tape recorder or other recording device unless prior approval is received from your Department Head and *all* parties to the conversation.

Tape recordings are covered under the Freedom of Information Act and as such must be handled with due diligence.

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

### **5-8 TRAVEL AND VEHICLE USE**

Please see your immediate supervisor and the Champaign Park District Transportation Manual for details regarding Park District owned vehicles and driving personal vehicles for Park District business. All staff driving District owned vehicles or personal vehicles for District business will be required to submit to an annual drivers abstract check. 4-12 for more information on expense reimbursement. .

#### **PARK DISTRICT-OWNED VEHICLES:**

In addition to the regulations listed above, the following apply to any employee who has been granted authorization by the Executive Director to operate a Park District vehicle.

1. Park District owned vehicles may be taken home when authorized by the Executive Director and only in cases where the employee is subject to emergency calls during off-duty hours.
2. Employees operating Park District vehicles must be 18 years or older.
3. Employees must pass a safe driving check with an appointed instructor.

4. Any employees operating a vehicle must have a valid driver's license with the proper classification for the type of vehicle being operated and must show proof of such license upon request.
5. The District smoking policy does not allow for smoking in District vehicles.
6. Employees are required to obey all traffic regulations. This includes without limitation the use of seat belts..
7. Any employee who is required to have a Commercial Drivers License (CDL) as a condition of employment is subject to random drug and alcohol testing in accordance with Department of Transportation regulations. Please review the Park District's policy in Appendix B.
8. Employees are responsible for the care and conservation of Park District vehicles, and must promptly report any accident, breakdown or malfunction of any unit so that necessary repairs may be made.
9. The Park District has the right to search any Park District vehicle at any time, with or without notice. Therefore, employees have no reasonable expectation of privacy with respect to Park District vehicles.
10. No employee may be under the influence of alcohol, illegal substances or legal drugs while operating any Park District-owned vehicle at any time, irrespective as to whether the use is for personal or Park District business. "Under the influence" means that the employee is affected by alcohol or drugs in any determinable manner. For purposes of this policy, a determination of being under the influence can be established by a professional opinion, a scientifically valid test, a lay person's opinion, or the statement of a witness.
11. Review section 6-16 for telephone use while operating vehicles.

**PERSONAL VEHICLES:**

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

1. Employees using their personal vehicle for Park District business are required to carry liability insurance on their vehicle in accordance with applicable law and may be asked to provide proof of this insurance. The Park District's liability insurance is secondary to the employee's own coverage.

2. Using your personal vehicle to transport participants in any Park District programs is strictly prohibited.

See section

See section 6 – 16 for information on cellular phone use in District vehicles.

**EMPLOYEE CONDUCT**

**6-1 COMPLIANCE WITH PARK DISTRICT POLICIES AND PROCEDURES**

You are required to comply with all policies and procedures established by the Board of Park Commissioners, immediate supervisors, and Executive Director of the Park District.

## **6-2 COMPLIANCE WITH SUPERVISORY DIRECTIVE**

You are required to comply with the directives of your immediate supervisors, the Board, and Executive Director in the performance of your duties.

## **6-3 SMOKING**

Smoking is prohibited in or on any Park District building, facility, equipment, vehicle, or while working directly with the public, except in designated areas. Any new state or federal law regulating smoking to stricter standards will be adopted and enforced by the Champaign Park District at the time it becomes law.

The Smoke Free Illinois Act will be strictly enforced by the District. The Smoke-free Illinois Act prohibits smoking in virtually all public places and workplaces, including offices. This also pertains to theaters, museums, libraries, educational institutions, schools, commercial establishments, and any other district buildings.

## **6-4 EXPEDITIOUS AND DILIGENT PERFORMANCE OF DUTIES**

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

## **6-5 ACTING IN PARK DISTRICT'S INTERESTS**

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

## **6-6 ACCURATE RECORDS**

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

## **6-7 ATTENDANCE, PUNCTUALITY AND DEPENDABILITY**

Attendance is an essential part of your total job performance and is critical to the smooth and efficient operation of the Park District. Absenteeism and tardiness are expensive, disruptive, and place an unfair burden on your fellow employees and your immediate supervisor. Accordingly, it is imperative that you report to work regularly, promptly and be ready to perform your assigned duties at the beginning of your workday. To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in termination.

If you are going to be late or absent for any reason, you or someone else for you must telephone your immediate supervisor at least thirty (30) minutes prior to your scheduled starting time. If your immediate supervisor is not available, contact the supervisor at the succeeding level of authority in your department. It is your personal responsibility to ensure that proper notification is given.

If you must leave work early because of an illness or personal emergency, you must make every reasonable effort to promptly advise your immediate supervisor. If not available, contact the supervisor at the succeeding level of authority in your department.

Your notice must include a reasonable explanation for your absence or tardiness, and a statement regarding when you expect to return to work. You may be required to present a doctor's note or other documentation substantiating the length of and reasons for your absence or tardiness.

The foregoing notice requirements apply to each day of absence or tardiness, including without limitation consecutive days. Failure to satisfy these requirements may result in loss of pay for the time in question and/or subject you to disciplinary action, up to and including termination. Moreover, if you fail to report to work on three (3) consecutive working days without notifying any supervisor, you will be considered to have voluntarily abandoned your employment with the Park District and -you will be dismissed.

Attendance is an essential function of every job. Even though you provide proper notice of your absence or tardiness, continued irregular attendance or excessive absenteeism or tardiness, determined in discretion of the Park District, constitutes unsatisfactory performance and will subject you to disciplinary action up to and including termination.

In calculating an employee's attendance record, all absences, whether paid or unpaid, approved or without approval, or with or without notice, will be counted except for absence due to the following: approved leave under the Family and Medical Leave Act, approved military leave, and other approved paid leaves.

## **6-8 PROPER DRESS AND APPEARANCE**

The District wants each employee identified as a highly professional member of a highly professional organization. The personal appearance of employees conveys to the public a general impression of the Park District. Your attire, including jewelry, on the job should be in good taste, clean, neat, and appropriate for the duties being performed. The Park District expects that you will be mature in choosing the type of hairstyle, accessories, shoes, and make-up that you wear while working. Safety equipment and attire may be required for certain jobs. Employees holding these positions are expected to wear the assigned apparel when on the job. For specific details, see department work rules.

During business hours, employees are expected to present a well-groomed appearance and to dress according to the requirements of their positions. In order to promote safety in certain work areas, the District may impose restrictions on an employee's hair length, jewelry, body piercings, tattoos, and other restrictions as necessary

## **6-9 WORK AREAS**

1. Work areas will be kept clean and orderly at all times.

Adopted by the Champaign Park District Board of Commissioners on April 10, 2002.

Amended on 9/11/02, 9/10/03, 11/9/05, 11/14/07, 02/09/11, ~~02/2013~~07/13/2011, 03/13/2013, 08/13/2014 ~~08/12/2015~~

2. Apparel such as boots, coats and umbrellas will be stored in designated areas.
3. Prior to the end of the workday, all tools and equipment will be cleaned and stored. All items, papers, or information of value must be properly secured.
4. Non-work materials, such as posters, signs, pictures and calendars are permitted to the extent that they do not interfere with the performance of work and they are not offensive. The Executive Director is the final authority when deciding whether or not a non-work item is permissible.

## **6-10 SOBRIETY AND SUBSTANCE ABUSE**

Employees are expected and required to report to work on time and in an appropriate mental and physical condition for work. Employees must not have alcohol or illegal drugs in their system or in their possession while on duty. Violators may be subject to disciplinary action, up to and including termination.

Any employees who are using prescription drugs that may have adverse side effects should inform their supervisor or Department Head as soon as possible that they are taking medication on the advice of a physician. All those working on machinery, handling hazardous materials or substances, or those with public safety responsibilities must report the use of legal drugs to their supervisor. Employees are responsible for disclosing to the supervisor or Department Head the possible side effects of the drug for work safety or performance and the expected duration of its use. Those who are unable to perform a job due to the use of legal drugs may qualify for “modified duty”.

*Please see the entire Modified Duty Program in Appendix C.*

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

### ***PROCEDURE FOR REPORTING POSSESSION OF USE OF ALCOHOL OR ILLEGAL DRUGS***

If you know of possession or use of alcohol or illegal drugs by employees, you are encouraged to discuss your questions, problems, complaints, or reports with your immediate supervisor or ~~Human Resources Manager~~ [Human Resources Department](#). If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the next level of supervisor or the Executive Director.

Please review the comprehensive Alcohol and Drug Abuse Policy in Appendix A.

## **6-11 WEAPONS POLICY**

The Park District strictly prohibits and does not tolerate weapons at any Park District facility, on any Park District property, or at any Park District-sponsored event.

Adopted by the Champaign Park District Board of Commissioners on April 10, 2002.

Amended on 9/11/02, 9/10/03, 11/9/05, 11/14/07, 02/09/11, ~~02/2013~~ 07/13/2011, 03/13/2013, 08/13/2014 ~~08/12/2015~~

Weapons include visible and concealed weapons, including those for which the owner has necessary permits. Weapons can include firearms, knives with a blade longer than three (3) inches, explosive materials or any other objects that could be used to harass, intimidate, or injure another individual, employee, manager, or supervisor.

Employees who violate this policy may be subject to disciplinary action, up to and including termination.

#### **PROCEDURE FOR REPORTING POSSESSION OF A WEAPON**

If you know of an employee possessing a weapon, you are encouraged to discuss your questions, problems, complaints, or reports with your immediate supervisor. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the next level of supervisor or the Executive Director.

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaints, or reports to the President of the Board of Commissioners.

#### **6-12 EMPLOYEE COOPERATION**

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

Wrongful conduct, including without limitation insubordination, which engenders employee divisiveness, loss of morale, or work place disruption will not be condoned and may lead to disciplinary action, up to and including termination.

#### **6-13 CARELESSNESS and NEGLIGENCE POLICY**

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

The Park District expects and demands that its employees perform their employment duties with care and attention to our patrons' needs, the safety and welfare of fellow employees, and to Park District quality standards and requirements. Employees who are careless or negligent in performing their job duties will be subject to disciplinary action. Carelessness or negligent behavior or actions may result in disciplinary action, up to and including immediate termination. Employees who fail to respond to the Park District's efforts to correct carelessness may be subject to disciplinary action, up to and including termination.

## **PROCEDURE FOR REPORTING CARELESS, HAZARDOUS OR SUBSTANDARD WORK PRACTICES**

If you are aware of a careless or negligent act or behavior, you must report the act or behavior to your immediate supervisor. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the next level of supervisor or the Executive Director.

If neither of these alternatives is satisfactory to you, then you can report to the [Director HR, IT and Risk](#) ~~Human Resources Manager~~ or the Executive Director. You are not required to directly confront the person who is acting in a careless or negligent manner before notifying any of those individuals listed.

### **6-14 WORKPLACE WRONGDOING POLICY**

The Park District does not tolerate workplace wrongdoing on Park District premises, property, Park District-sponsored events, or while acting within the scope of employment.

The Park District does not tolerate theft of property, whether from the Park District, patron or from a co-worker. Employees should seek permission before removing Park District material, tools, or other items, including damaged goods, scrap material, or any other material. The District prohibits false information on any expense account sheet or on any insurance claim submitted under the Park District's health care benefits or workers' compensation benefits program. Embezzlement or stealing of Park District funds, including but not limited to, stealing money from a Park District account, stealing postage, or unlawful use of telephone privileges is not permitted. Any employee who violates these policies may be subject to disciplinary action, up to immediate termination. The Park District prohibits fighting on its premises. An employee, who instigates physical violence or threatens physical violence, may be subject to disciplinary action, up to immediate termination.

## **PROCEDURE FOR REPORTING WORKPLACE WRONGDOING**

If you are aware of a careless or negligent act or behavior, you must report the act or behavior to your immediate supervisor. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the supervisor's supervisor or the Executive Director.

### **6-15 TELEPHONE/CELLULAR PHONE USAGE**

Because a large percentage of District business is conducted over the phone, it is essential to project a professional telephone manner at all times.

Although the District realizes that there are times when an employee may need to use the telephone for personal reasons, it is expected that good judgment will be used in limiting the length and frequency of such calls. Additionally, no long distance personal calls may be made on District phones without prior approval from the employee's immediate supervisor.



Cellular telephones are furnished to certain employees in connection with their job duties. Employees who are issued cellular telephones by the Park District should make all long distance telephone calls while traveling from their personal cellular telephone.

In addition, staff needs to be aware of the negative public perception of a District employee using a cell phone during work hours. Employees need to limit personal use of their District cellular telephone in the same way they need to limit personal use of their District office telephone. Employees who have excessive cellular usage for personal calls on District issued cell phones will be subject to corrective action up to, and including, termination. Be aware that the content of a personal cell phone used for business may be discoverable under the Freedom of Information Act.

Cellular phones shall not be used at any time while operating a District vehicle. Texting, talking, reading email, web surfing etc. on a personal or Park District phone is not allowed while operating a District vehicle.

The Park District requires the safe use of its cellular telephones while conducting business. The employee should not use cellular telephones while driving due to safety concerns. When using a hand-held cellular telephone, employees should pull over where it is safe to do so or stop before making a call. Employees are expected to fully comply with all traffic laws and laws related to cellular phone use.

While on duty, an employee's personal cellular phone usage must be limited and used only when necessary. This includes, but is not limited to phone calls, texting, and surfing the internet. A violation of this policy may result in disciplinary action. Excessive use of personal cell phones will be subject to corrective action up to, and including, termination.

This is a privilege and not a right and may be withdrawn by your immediate supervisor if abused.

## **6-16 SECURITY AND KEYS**

In the interest of safety and protection of property, strict control over access to Park District property, work locations, records, computer information, cash and other items of value or confidential nature must be maintained. Employees who are assigned keys, safe combinations or other access to Park District property in connection with their job responsibilities must exercise sound judgment and discretion to protect against theft, loss or negligence. Employees must immediately report any loss of keys to their immediate supervisor. Failure to do so may result in disciplinary action, up to and including termination. Keys may not be transferred from one employee to another without the prior written authorization by the appropriate facility manager.

## **6-17 ROMANTIC OR SEXUAL RELATIONSHIPS**

Consenting "romantic" or sexual relationships between a supervisor/manager and an employee is contrary to the best interests of the Park District. Accordingly, the District strongly discourages such relationships and any conduct that may reasonably be expected to lead to the formation of a "romantic" or sexual relationship.

Adopted by the Champaign Park District Board of Commissioners on April 10, 2002.

Amended on 9/11/02, 9/10/03, 11/9/05, 11/14/07, 02/09/11, ~~02/2013~~07/13/2011, 03/13/2013, 08/13/2014 ~~08/12/2015~~

The Park District does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment; and the policy articulated above is not to be relied upon as justification or excuse for a supervisor's/manager's refusal to engage in such social interaction with employees.

If a romantic or sexual relationship between a supervisor/manager and a subordinate employee should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager promptly to disclose the existence of the relationship to the employee's Department Head. The employee may make the disclosure as well, but the burden of doing so shall be upon the supervisor/manager. The Department Head shall inform the Executive Director and others with a need-to-know of the existence of the relationship, including in all cases the person responsible for the employee's work assignments.

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

In addition, and in order for the Park District to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, any person who believes that he or she has been adversely affected by such a relationship, is encouraged to make his or her views about the matter known to the Department Head, the [Director of Human Resources, HR, IT and Risk Manager](#), or the Executive Director.

This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described.

## **6-18 VIOLENCE IN THE WORKPLACE**

The Park District strongly believes that all employees should be treated with dignity and respect. Acts of violence or bullying will not be tolerated. Workplace violence or bullying is present when the physical or psychological safety and security of organizational employees, customers, clients or guests is intentionally threatened or compromised by an individual or group, and/or when organizational assets, either physical or intangible, are intentionally threatened, damaged or compromised. Such instances of violence must be reported to the employee's immediate supervisor and/or the Department Head. All complaints will be investigated.

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

## **6-19 REPORTING IMPROPER OR UNSAFE ACTIVITY**

You are expected to act and conduct yourself at all times in the best interests of the Park District. If you reasonably suspect or know that another Park District employee is or has engaged in unlawful conduct while on duty, you must report such misconduct together with any supporting information to the Executive Director.

### **ABUSE AND NEGLECTED CHILD REPORTING**

It is the policy of the Champaign Park District that each of its employees serving in the recreation department be responsible for reporting or cause a report to be made to the Child Abuse Hotline number (800-252-2873) whenever he/she has a reasonable cause to believe that a child known to the employee through a Park District activity may be abused or neglected. Each recreation department employee is required to sign the Acknowledgment of Mandated Reporter Status form, and said form is to be filed in each employee's personnel file. Failure to report a suspected abused or neglected child may result in the employee being found guilty of a Class A misdemeanor.

## **6-20 POLITICAL ACTIVITY**

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

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

Employees are also prohibited from interrupting or disturbing other employees while they are on duty.

Political affiliation, preference or opinion will not influence an individual's employment, retention or promotion as a Park District employee. Employees of the Park District will not be required to contribute money to any candidate or political party, but may do so on a strictly voluntary basis.

## **6-21 SOLICITATION, DISTRIBUTION AND USE OF STAFF BULLETIN BOARDS**

Employees may not distribute literature on Park District premises, which includes all areas where employees perform their assigned work tasks during working time. Under no circumstances may an employee disturb the work of others to distribute literature to them during their working time.

You may not accept the solicitation or the distribution of literature by any non-employee while on duty. For the purposes of this policy “while on duty” does not include breaks, lunches, or other duty-free periods of time.

### **STAFF ONLY BULLETIN BOARDS**

Bulletin boards maintained by the Park District are to be used only for posting or distributing material of the following nature:

1. Notices containing matters directly concerning Park District business.
2. Announcements of a business nature which are equally applicable and of interest to employees.
3. All posted material must have authorization from the facility coordinator. All employees are expected to check these bulletin boards periodically for new and/or updated information and to follow the rules set forth in all posted notices. Employees are not to remove material from the bulletin boards.

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

Postings on public bulletin boards must be pre-approved by the Marketing Department.

### **6-22 GIFTS**

You must not solicit or accept any gift, gratuity, or other reward from any person, business or entity that is doing business with the Park District or is attempting to secure business from the Park District. Further, you must not solicit or accept, nor should you expect people who use our programs or facilities to give you gifts, gratuities or other rewards, or other devices or favors for performing your job, except as otherwise provided in this section. If someone offers or gives you a gift as a result of your position as our employee, you must report it to the Executive Director. The Executive Director must report any offers or gifts made to the Executive Director to the Board of Commissioners. This policy does not apply to nominal non-cash matters such as a cup of coffee, a soft drink, a sandwich, or other similar items. However, you must report such non-cash matters to your Department Head. If you are in doubt about any provisions of this section, contact your Department Head; Department Heads may contact the Executive Director and the Executive Director may contact the Board. This policy applies to all employees. Retention of any gift will be conditional upon approval of the Executive Director. Failure to properly report a gift, gratuity or other reward may subject you to disciplinary action up to and including termination.

### **6-23 CONFLICT OF INTEREST**

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

The Park District recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee

must disclose any possible conflicts so that the Park District may assess and prevent potential conflicts of interests from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (*i.e.*, spouse or significant other, children, parents, siblings) as a result of the Park District's business dealings.

It is the responsibility of every Park District employee to disclose any personal or financial interest in any person, firm, company or any business entity doing business with the Park District. This information is required to determine whether any undue or special influence may be involved in sales to or purchases from the Park District. Such disclosure must be made in writing by the employee and forwarded to the Executive Director for review.

An employee with an immediate family member (spouse, civil union partner, parent, or children) in a program should refrain from making decisions that will influence the program. If an employee's family member is injured either while working for the District or participating in a District program, the staff member should not have any part in the reporting or reviewing of the incident. Additionally, employment in outside organizations that creates conflict with the Champaign Park District constitutes a conflict of interest and will be dealt with as discussed in section 1-13.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones which most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he should immediately contact the ~~Human Resources Manager~~[Director of HR IT and Risk](#) or Executive Director to obtain advice. The purpose of this policy is to protect employees from any conflict of interest that might arise.

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

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

## **6-24 OUTSIDE ACTIVITIES**

Outside work activities including volunteering, are not allowed when they:

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

From time to time, Park District employees may be required to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to the Park District must be given priority. Employees

are hired and continue in the Park District's employ with the understanding that the Park District is their primary employer and that other employment or commercial involvement in conflict with the business interests of the Park District is strictly prohibited.

Further, employees shall not enter into any contracts with an individual or company for the performance of services while on duty or while using Park District vehicles, equipment or other Park District property. No employee shall receive pay other than Park District pay, for performing services while on duty. Please reference section 1 – 13, Outside Employment, for more information.

## **SAFETY IN THE WORKPLACE**

### **7-1 INTRODUCTION – SAFETY CULTURE**

The Champaign Park District is dedicated to providing a safe environment for its patrons and its employees. It will provide this level of safety through inspections of facilities, parks, and work areas. The District will enforce a safety culture in an effort to reduce the incidents of accidents and near misses. The District will work in partnership with our patrons and employees to identify ways to make our District as safe as feasible.

Supervisory personnel and the Risk Manager are available for assistance in safety-related matters. Safety rules, policies and procedures are found in the Champaign Park District Safety Manual. Employees who do not follow those rules, policies and procedures can be disciplined up to and including termination. Safety is the responsibility of all staff.

### **7-2 HEPATITIS B VACCINATION**

The Champaign Park District provides, at no cost, vaccination against Hepatitis B to employees who might be expected to have occupational exposure risk. To request this vaccination please see the [Human Resources Manager](#) [Human Resources Department](#) or the Risk Manager. More details are available in the Champaign Park District Safety Manual.

### **7-3 SAFETY COMMITTEE**

The Park District Safety Committee is intended to assist Park District employees in providing safe and efficient operations and services for employees and patrons. The Safety Committee is comprised of one or more employees from each facility. The Safety Committee reviews safety inspections of Park District facilities, organizes employee-training sessions, manages Safety Awareness campaigns, reviews patron and employee accidents and makes recommendations where safety can be improved. Meetings are held monthly, and staff is encouraged to attend. Please speak with your immediate supervisor if you would like to attend a meeting.

### **7-4 PARK DISTRICT RISK MANAGEMENT AGENCY (PDRMA)**

The Park District is a member of the Park District Risk Management Agency (PDRMA). PDRMA is an organization of Illinois public park and recreation agencies. PDRMA was formed as a contractual organization under the Illinois Intergovernmental Cooperation Act to administer a program of self-funding and commercial insurance in property, liability and worker's compensation. In addition, PDRMA provides support services such as claims and litigation administration and management, loss control services and training, legal services, risk management, and financial reporting services.

All employees are expected to cooperate fully with PDRMA staff.

## DISCIPLINARY ACTION

### **8-1 DISCIPLINARY ACTIONS**

All employees are expected to meet the Park District's standards of work performance, engage in acceptable conduct, and to satisfactorily perform duties under the policies, guidelines and rules contained in this Manual. In addition, you are expected to follow any other Park District policies, rules and guidelines, performance standards, the directions of your Supervisors, and to act in accordance with federal, state, and local law. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the Park District's policies and procedures.

If an employee does not meet these standards, the Park District may, under appropriate circumstances, take corrective action. The intent of corrective action is to formally document problems while providing the employee reasonable time to improve performance. The process is designed to encourage development by providing employees with guidance for behavior that needs improvement such as work performance, attendance problems, attitude, personal conduct issues, general compliance with the Park District's policies and procedures and/or other disciplinary problems.

Although not required or guaranteed, some form of progressive discipline may be used if deemed appropriate by the Park District. You may be dismissed, however, after a progressive disciplinary action has not changed substandard performance. **Notwithstanding the Park District's option to use progressive discipline, the Park District is not required to do so and may, in its sole discretion, forego lesser forms of discipline at any time and proceed immediately with your termination.**

While we hope and expect the need for disciplinary action will be rare, when your job performance, attitude, or conduct falls short of our established standards, we will not hesitate to take appropriate action. Such actions will range from oral warnings to termination. This means that, as a general rule, you will be given an increasingly severe penalty each time an offense is committed. Some types of misconduct, however, are so intolerable that termination may be imposed for the first offense.

#### **ORAL WARNING**

Oral warnings may be issued by your supervisor(s). Oral warnings are issued for the purpose of expressing disapproval of conduct or poor work performance and/or attendance, to clarify applicable procedures or guidelines, and to warn you that repetition of the conduct or failure to improve work performance and/or attendance may result in more severe discipline including termination. The supervisor imposing the oral warning will discuss the warning with you and suggest how to correct the offending conduct. Documentation that an oral warning occurred may be placed in your personnel file.

#### **WRITTEN WARNING**

Written warnings may be issued by your supervisor(s). Written warnings consist of a conference between you and the supervisor imposing the warning, and a written memorandum expressing



disapproval of conduct or poor work performance and/or attendance and warning you that repetition of the conduct or failure to improve may result in more severe discipline including termination. Written warnings will be used for poor work performance, poor attendance, or repeated misconduct of a minor nature or for more serious misconduct which in the Park District's opinion does not warrant suspension or termination.

You are required to sign the written warning indicating receipt of the warning and your understanding of the reason for the warning. You will also be given an opportunity to provide written comments. If you refuse to sign, another Supervisor will be asked to witness your refusal. A copy of the written warning will be placed in your personnel file.

## **SUSPENSION**

A suspension is defined as temporarily relieving an employee from duties. Depending on the circumstances, a suspension may be with or without pay, in the sole discretion of the Department Head or Executive Director. The supervisor(s) imposing the suspension will meet with you and give you written memorandum outlining the details of your suspension, including without limitation, the reasons for and duration of your suspension. During this meeting, you will be given an opportunity to respond to the reason(s) for your suspension. The duration of your suspension shall be determined in the sole discretion of the Executive Director. Unpaid suspensions of non-exempt employees will be based on daily increments. To the extent permitted by law, unpaid suspensions of exempt employees will be based on weekly increments. You are required to sign the written notice of your suspension indicating receipt and understanding of the reason(s) provided in the suspension. You will also be given an opportunity to provide written comments on the notice. If you refuse to sign, another Supervisor will be asked to witness your refusal. A copy of the notice will be placed in your personnel file.

## **TERMINATION**

A termination of employment is initiated by the Park District. You may be dismissed for any lawful reason at any time. All Park District employees serve at the will of the Park District.

If you are dismissed you will receive written notice, from the head of your department or the Executive Director, of the reasons for your termination including date and time of termination. Your supervisor or designee will meet with you, explain the reasons for your termination, and offer you the opportunity to respond. You are required to sign the written notice of your termination indicating your receipt of the notice and understanding of the reason for the termination. If you refuse to sign, another supervisor may be asked to witness your refusal. A copy of the notice will be placed in your personnel file. You may further respond to those charges, if any, through the formal review procedure outlined below.

## **8-2 EXAMPLES OF REASONS FOR DISCIPLINARY ACTION**

You may be warned, suspended, and/or dismissed whenever it is determined, in the Park District's sole discretion, to be in its best interests. Nevertheless, listed below are some examples of reasons for disciplinary action. This list, however, does not constitute an exhaustive list of all of the acts that may subject you to disciplinary action including termination and does not change the employment-at-will relationship between the employee and the Park District. Instead, the

following list sets forth some of the more typical cases that arise in the course of an employment relationship. They include but are not limited to:

1. Failure to adhere to Park District policies and/or procedures including without limitation safety policies, ordinances and procedures.
2. Absence from duty without permission, habitual tardiness, excessive absenteeism, or misrepresentation of material facts relating to the use of leave.
3. Extending breaks or lunches and/or not taking breaks or lunches at scheduled times.
4. Leaving job during working hours without permission.
5. Failure to obey any lawful official rule, regulation or order, or failure to obey any proper direction made or given by your supervisor(s).
6. Inability or unwillingness to take orders from supervisor(s).
7. Uncooperative, hostile or discourteous attitude or conduct toward your supervisor(s), the Board, co-workers or members of the public or threatening or striking any person who is in or on Park District property or participating in Park District activities.
8. Being wasteful of or the willful destruction of Park District supplies, materials, vehicles, equipment, tools, working time or other Park District property.
9. Failure to wear uniform or safety equipment (*e.g.*, safety shoes, glasses, goggles and/or face shield) as required by this Manual and/or department manuals, rules and/or procedures or the failure to wear appropriate clothing for duties as required by this Manual or department manual, rules and/or procedures. Failure to wear bloodborne pathogen personal protective equipment.
10. Endangering one's safety and/or the safety of others because of failure to act properly and safely in the performance of job duties.
11. Failure to follow any federal, state, local or Park District law, rule or regulation while on duty or while in or on Park District property or engaging in criminal activity while on duty or while in or on Park District property.
12. Failing to report an accident or known hazardous conditions to your immediate supervisor.
13. Gambling or fighting while on duty.
14. Being under the influence or possession of intoxicants or illegal drugs while on duty or on Park District property or failing to notify the Park District that you are taking legal drugs when such notice is required.
15. Theft or misappropriation or the careless, negligent or improper use of funds or property belonging to the Park District, fellow employees or the public.
16. Possession of weapons in or on Park District property or while on duty.
17. Felony conviction.
18. Incompetent, inefficient or negligent performance of duties; inability or failure to perform duties properly.
19. Failure to maintain valid drivers license or other license or certification which may be required for your position or as provided in this Manual.
20. Smoking in restricted areas.
21. Harassment of other employees or members of the public.
22. Dishonesty; lying to Park District personnel or falsifying or providing misleading information on forms, records or reports provided to or on behalf of the Park District including without limitation accident reports, employment applications/resumes, financial reports, reimbursement reports and departmental reports.

Adopted by the Champaign Park District Board of Commissioners on April 10, 2002.

Amended on 9/11/02, 9/10/03, 11/9/05, 11/14/07, 02/09/11, ~~02/2013~~07/13/2011, 03/13/2013, 08/13/2014 ~~08/12/2015~~

23. Time card or any work record violations.
24. Unauthorized possession, use or copying of any records that are the property of the Park District.
25. Sleeping on duty.
26. Violation of employee policies, rules or guidelines or engaging in any conduct determined by the Park District in its sole discretion not to be in its best interests.
27. 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 (HIPAA) and as defined by the U.S. Department of Health and Human Services, pursuant to regulations there under, as amended from time to time.

### **8-3 REVIEW OF DISCIPLINARY ACTION OTHER THAN TERMINATION**

In the case of disciplinary action other than termination, you may request a review of the action by submitting your request in writing to your immediate supervisor within five (5) working days from the date the action was taken. Your immediate supervisor may meet with you and should issue a written determination within ten (10) working days of receipt of your written request for review. If you are not satisfied with this determination, you may seek review by submitting a written request with a copy of the initial determination to the supervisor at the succeeding level of authority in your department within five (5) working days after the date of the initial determination. This supervisor may meet with you and should issue a written determination within ten (10) working days of receipt of your written request for review. If you are not satisfied with the determination at this stage, you may continue this process through each succeeding supervisory level in your department up to the Executive Director. Any decision of the Executive Director shall be final.

**The Park District's failure to strictly adhere to the time limits or the procedure in this section 8-3 shall not affect the resolution of any disciplinary action.** This procedure should be followed to the extent that it is, in the Park District's sole discretion, practicable under the circumstances.

### **8-4 REVIEW OF TERMINATION**

The decision to dismiss you shall be final unless you request a review of your termination by submitting a written request to the Executive Director within five (5) working days from the date the action was taken. The Executive Director or a designee may meet with you and investigate the circumstances surrounding your termination. The Executive Director or the designee(s) should issue a written determination within ten (10) working days of receipt of your written request. The Executive Director's decision shall be final.

If you are a Department Head who has been dismissed, you may make a request to the President of the Board ("President") to have your termination reviewed by the Board. The Executive Director's decision to dismiss you shall be final unless you submit a written request for review of termination to the President within (5) working days from the date the action was taken. The President and the Board may meet with you and investigate the circumstances surrounding your termination. The President on behalf of the Board should issue a written determination within ten (10) working days of receipt of your written request. The Board's decision shall be final.

Nothing in this section 8-4 shall limit or restrict the Park District's right to dismiss an employee at any time, with or without cause.

**The Park District's failure to strictly adhere to the time limits or the procedure in this section 8-4 shall not affect the resolution of any disciplinary action.** This procedure will be followed to the extent that it is, in the Park District's sole discretion, practicable. The Park District reserves the right to proceed directly to the Executive Director's or the designee's review of an employee's termination.

#### **8-5 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 placing it in your personnel file. It is your responsibility to make certain that your written response is placed in your personnel file.

**Nothing in this Section 8 shall limit or restrict the Park District's right to dismiss you at any time, with or without cause or notice. As an at-will employee of the Park District, you may terminate your employment at any time, with or without cause or notice and the Park District retains a similar right.**

## **GRIEVANCE PROCESS AND PROCEDURE**

### **9-1 GRIEVANCE PROCESS AND PROCEDURE**

Any employee who has a grievance arising from his employment with the Park District is encouraged to attempt to resolve problems with the person(s) involved. If that is unsuccessful or you feel uncomfortable discussing the problem with the person(s) involved, you may use the following procedure:

Step 1: You may present a grievance to your immediate supervisor. Your immediate supervisor will meet with you and give you a response within three (3) working days of discussing the grievance with you. In most cases, the problem can and should be resolved with a frank and open discussion between you and your immediate supervisor. However, if a resolution is not reached at this level, you may proceed to step 2.

Step 2: You may present a written grievance to the supervisor at the succeeding level of authority in your Department. The supervisor will investigate the matter, discuss the matter with you and your immediate supervisor and should give you a written response within three (3) working days of discussing the grievance with you. If you are not satisfied with the resolution at this stage, you may continue this process through each succeeding level of authority in your department up to the Executive Director. In the event it is necessary for you to process your grievance up to the Executive Director, the Executive Director should issue a written decision within ten (10) working days of discussing the grievance with you unless investigation requires a longer period of time. Any decision of the Executive Director is final and not subject to further review.

If you feel uncomfortable discussing your grievance with your immediate supervisor you may immediately proceed to step 2. In all cases, the Executive Director's decision shall be final.

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

This grievance procedure does not apply to performance evaluations, suspensions, terminations or other disciplinary actions which may be reviewed in accordance with Sections 8-1, 8-3 and 8-4, respectively.

The Park District will not discriminate or retaliate against an employee if the employee, in good faith, processes a grievance through this procedure or, in good faith, testifies, assists or participates in a grievance procedure investigation. A copy of all correspondence relating to the grievance will be placed in the employee's personnel file.

## SEPARATION OF EMPLOYMENT

### 10-1 SEPARATION OF EMPLOYMENT

#### **EMPLOYMENT AT-WILL**

Employment with the Park District is on an at-will basis. This means that both employees and the Park District have the right to terminate employment at any time with or without cause or notice.

#### **LAY-OFFS**

The Park District may, in its sole discretion, reduce the number of employees in any given area at any time. Employees may be laid-off whenever there is a lack of work, funds, or a change in functions directly or indirectly creates a surplus of employees for the workload of the Park District. Although the Park District is under no obligation to do so, every reasonable effort will be made to transfer ~~full-time-FT1~~ employees to another department rather than laying them off. When this is impractical, the Department Head will consider seniority, among other factors, where qualifications, ability, attitude, and performance factors are substantially the same in determining whom to lay off.

#### **RESIGNATIONS**

As an at-will employee, you may resign your position with the Park District at any time, with or without notice or cause. However, the Park District requests that you give your immediate supervisor sufficient notice of your intention to resign to enable the Park District to minimize departmental hardship and to make proper provisions for the filling of your position. The Park District requests that you should give written notice to your immediate supervisor at least ten working days prior to your last workday; however, twenty working days notice is preferred. [Vacation days, sick days, or personal days may not be included in the 10-day notice period] You may leave anytime during the ten days with your immediate supervisor's consent and remain in good standing. If you fail to resign in good standing, you may not be eligible for rehire unless you demonstrate good cause for leaving early. Short-term employees will not be in good standing or eligible for rehire if they leave their employment before the end of their assignment without good cause.

#### **RETIREMENT**

Employees may retire for the purpose of collecting retirement or Social Security. Please contact the Human Resources Office so that the appropriate paperwork can be completed in a timely manner.

#### **RETURN OF PARK DISTRICT PROPERTY**

Before officially separating from the Park District's employment for any reason, you must return all Park District property, including without limitation vehicles, tools, keys, uniforms, equipment, and identification, credit and insurance cards, and computer discs. Return of District property will be verified before a last paycheck is issued.

#### **UPON SEPARATION OF SERVICE**

Adopted by the Champaign Park District Board of Commissioners on April 10, 2002.

Amended on 9/11/02, 9/10/03, 11/9/05, 11/14/07, 02/09/11, ~~02/2013~~07/13/2011, 03/13/2013, 08/13/2014 ~~08/12/2015~~

Upon separation, your unused earned vacation leave will be paid to you at your rate of pay as of your separation date. Your health insurance may be continued under applicable law. The ~~Human Resources Manager~~Human Resources Department will provide you with the appropriate information when you separate from the Park District.

## **REFERENCES**

Information provided by the Park District in response to requests for employment references will generally be limited to your starting date, ending date, job title, job description, and eligibility for rehire. You should complete and deliver a written release to the Park District, in the form required by the Park District, before any additional information will be provided.

## **EXIT INTERVIEW**

If possible, the departing employee's immediate supervisor, Department Head, or Executive Director will conduct an exit interview when separating from the Park District. At this meeting, you are required to return all Park District property not previously returned, such as nametags, keys, security cards, and all other Park District property. Additionally, you should speak with the ~~Director of Human Resources~~HR, IT and Risk Manager regarding required completion of forms for insurance continuation, IMRF and other termination related matters.

## Appendix A

### ALCOHOL AND DRUG ABUSE POLICY

#### PURPOSE

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

This policy also expresses the Park 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 Park District has resolved to maintain a drug free workplace.

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

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

Park District employees who operate Park District commercial motor vehicles and possess a commercial driver's license have special responsibilities necessitated by the fact that they operate vehicles that require additional skill and attentiveness over that of non-commercial motor vehicles. As part of its continuing commitment to safety and to comply with federal law, the Park District has established a controlled substance and alcohol testing policy for Park District positions that require a commercial driver's license ("CDL Testing Policy"). Both the Park District and the federal government recognize that it is important to establish programs to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. The CDL Testing Policy is in addition to and supplements and complements rather than supersedes all other Park District policies, rules, procedures, and practices, including without limitation this Alcohol and Drug Abuse Policy. However, for persons to whom the CDL Testing Policy applies, in the event of any conflict between any of the provisions of the CDL Testing Policy and the provisions of any other Park District policy, rule, procedure, or practice, the provisions of the CDL Testing Policy will control.

#### ACTS PROHIBITED

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis and alcohol, is prohibited on Park District Property or while acting on behalf of the Park District.

#### DEFINITIONS

Adopted by the Champaign Park District Board of Commissioners on April 10, 2002.

Amended on 9/11/02, 9/10/03, 11/9/05, 11/14/07, 02/09/11, ~~02/2013~~07/13/2011, 03/13/2013, 08/13/2014 ~~08/12/2015~~



For purposes of this Policy, the following definitions apply:

1. "**Alcohol**" means any substance containing any form of alcohol, including but not limited to: ethanol, methanol, propanol and isopropanol.
2. "**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.
3. "**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.
4. "**Criminal Drug Statute**" means a criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance or cannabis.
5. "**Executive Director**" is the Executive Director of Parks and Recreation of the Champaign Park District.
6. "**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 Park District. District Property also includes property used by Park District patrons while on Park District sponsored events or field trips or property of others when presence thereon by the Park District employee is related to employment with the Park District.
7. "**Drugs**" mean Legal Drugs and controlled substances, including cannabis.
8. "**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.
9. "**Medical Facility**" means any physician, laboratory, clinic, hospital, or other similar entity.
10. "**Policy**" means this Alcohol and Drug Abuse Policy of the Champaign Park District.
11. "**Possess**" means to have either in or on an employee's person, personal effects, desk, files, or other similar area.
12. "**Public Safety Responsibility**" means a position in which the nature of an employee's duties is such that impaired perception, reaction time, or judgment may place a member or members of the public or other employees at risk of serious bodily harm, or is responsible for the administration or enforcement of alcohol/drug policies.
13. "**Under the Influence**" means that the employee is affected by alcohol or drugs in any determinable manner. A determination of being under the influence can be established by a professional opinion, a scientifically valid test, a layperson's opinion, or the statement of a witness.

## **VOLUNTARY TREATMENT**

Adopted by the Champaign Park District Board of Commissioners on April 10, 2002.

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It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. The Park District will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of the Park District's drug and alcohol policy or other rules of conduct. Seeking such assistance will not be a defense for violating the Park District's drug and alcohol policy, nor will it excuse or limit the employee's obligation to meet the Park District's policies, rules of conduct, and standards including, but not limited to, those regarding attendance, job performance, and safe and sober behavior on the job. Employees who suffer from alcohol or drug abuse are encouraged to consult voluntarily with their supervisor, the ~~Human Resources Manager~~Human Resources Department or the Executive Director and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's group health plan. Please see the ~~Human Resources Manager~~Human Resources Department for details. The Champaign Park District will attempt to keep such voluntary discussions and medical treatment confidential in accordance with this Policy.

### SCREENING AND TESTING

The Park District may require employees whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic 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 following a work place accident involving a possible violation of safety rules, during and after an employee's participation in an alcohol or drug counseling or rehabilitation program, or 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 Park District at the Park 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 circumstance of their use. If an initial test is positive, a second test will be conducted from the same sample. A confirmed positive drug and/or alcohol test may result in disciplinary action, up to and including termination. For the safety of all, the District will not allow the individual to be tested to drive to the medical facility. Another employee will drive the employee to be tested.

Each Park District employee is required to sign a consent form, a copy of which is included with this Policy, at the time this Policy is distributed to the employee. Prospective employees applying for positions that require a commercial driver's license will be required to sign a consent form prior to taking the pre-employment drug screening. Prospective employees for positions that require a pre-employment physical 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 up to and including termination, , in its sole discretion, under the circumstances.

## **TREATMENT**

If the medical facility recommends treatment, the Park District may, depending on the circumstances as determined in the sole discretion of the Park District, give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the Park 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 Park District may reinstate the employee provided that the employee submits a statement issued by the medical facility certifying successful completion of the treatment program, that the employee is released to return to work, and that the employee agrees to all conditions of reinstatement as determined by the Park District, which may include, but is not limited to, future alcohol and/or drug testing.

## **USE OF LEGAL DRUGS**

Any employee who operates or maintains a vehicle or machinery, handles hazardous materials or substances of any kind, or has public safety responsibility and who has taken a legal drug must report the use of such legal drug to their immediate supervisor if the legal drug may cause drowsiness or if it may alter judgment, perception or reaction time. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether or not the legal drug may have such a potential side effect. The information will be retained by the Park District in a confidential manner and will be disclosed only to persons who need to know. The employee's immediate supervisor, after conferring with the Department Head or Executive Director, will decide whether or not the employee may safely continue to perform the job while using the legal drug. Failure to declare the use of such legal drugs may be cause for discipline up to and including termination.

## **NOTICE OF CONVICTIONS**

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

## **DISCIPLINE/PENALTIES FOR VIOLATION**

1. An employee who reports to work or is found during working hours to be or to have been under the influence of alcohol, controlled substances, or cannabis or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances, or cannabis while on District property or while acting on behalf of the Park District, is convicted of a drug related crime, causes financial or physical damage to the Park District property, its employees or patrons as the result of alcohol or drug abuse, or fails to report the use of legal drugs in accordance with this Policy, will be disciplined in accordance with the Disciplinary Action Section of the Park District's Personnel Policy Manual. In addition to or in the alternative, depending on the circumstances as determined by the Park District in its sole discretion, the Park District may require the employee to successfully complete an alcohol and/or drug abuse assistance or rehabilitation program approved for such purposes by the Park District and by a federal, state or local health law enforcement or other

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appropriate agency. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the Park District. Participation in a treatment program will not, in itself, protect the employee from disciplinary actions should job performance remain unsatisfactory.

2. In addition to the examples of misconduct that may subject an employee to disciplinary action contained in this Policy and the Manual, the Park District will discipline an employee up to and including termination for the following: (1) if the employee refuses to submit to diagnosis, testing or screening upon request of the Park District; (2) if the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing; (3) if the medical facility recommends treatment and the employee refuses to undergo such treatment; (4) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) if the employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this Policy; or, (6) if the employee fails to notify the Executive Director of a conviction for violating any federal or state Criminal Drug Statute in accordance with the "Notice of Conviction" section of this policy.

### **PRE-EMPLOYMENT SCREENING**

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

### **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:

1. Lockers, desks, files, vehicles, equipment and other containers and property owned or leased by the Park District and which an employee is permitted to use during employment with the Park District, are and remain the property of the Park 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 Park District.

2. Any refusal to submit to such an inspection will be treated as an act of insubordination and may result in disciplinary action, up to and including termination.

### **RECORDS**

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

## 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 Champaign Park District ("Park District") at the Park 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 Park District official or a designated representative. I hereby further consent to Park District's contacting my physician or pharmacist to verify my reported use of legal drugs in accordance with the Park District's Alcohol and Drug Abuse Policy and authorize my physician or pharmacist to provide all information requested by the Park 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 Park 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 Park District the use of legal drugs as required by the policy, may result in non-hire or disciplinary action, up to and including termination.

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

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

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

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

## Appendix B

### ALCOHOL AND DRUG PROCEDURES FOR CDL EMPLOYEES

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

##### INTRODUCTION

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

##### ADVERSE EFFECTS OF ALCOHOL AND DRUG USE

1. The District has gathered a variety of pamphlets and other materials about alcohol and drugs. These materials are available from the ~~Human Resources Manager~~[Human Resources Department](#). In addition, full-time employees may access the confidential Employee Assistance Program (E.A.P.) for information and assistance with alcohol or drug use. Full-time employees may obtain information about the District's E.A.P. through the employees' immediate supervisor or the ~~Human Resources Manager~~[Human Resources Department](#).

##### AFFECTED EMPLOYEES

1. The following employees are subject to these alcohol and drug procedures, restrictions, and requirements: All employees who are required to have a valid CDL drivers license as a condition of employment and operate a commercial vehicle for the Champaign Park District. This includes ~~all full-time and part-time~~ employees.
2. The above employees are subject to these procedures and regulations at all times while on duty including all overtime and call back time. An exception may be made by the Executive Director to exempt an employee from alcohol use restrictions if the employee is attending off site training and is not expected to return to duty for the remainder of the day.

##### EMPLOYEE REQUIREMENTS (382.201 to .215)

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

1. Affected employees will not consume any product containing alcohol or controlled substances while on duty.
2. Affected employees will not report for duty while there is any alcohol or controlled substance in their system (unless the use is pursuant to the instruction of a physician who has been

informed of the affected employee's job duties, and has advised the affected employee that the substance does not adversely affect his/her ability to safely perform his/her job).

3. Affected employees will not possess any product containing alcohol or controlled substances while on duty.
4. Affected employees cannot report for duty within four hours of having consumed alcohol and may not perform safety-sensitive functions (this includes but is not limited to operating motor vehicles or equipment) within four hours after using alcohol.
5. Affected employees must immediately report for testing when so ordered, and must cooperate with testing personnel and procedures.
6. Affected employees must agree to release testing results to the Park District and to the substance abuse professional (S.A.P.), and to release the substance abuse professional's report to the Park District.
7. Affected employees cannot consume alcohol for eight hours following an accident involving a death or an accident for which the employee received a moving violation for their operation of a commercial class vehicle which contributed to the accident or until the employee undergoes a post-accident or controlled substance test, whichever occurs first. The employee must remain available for testing for a period of eight hours for an alcohol test or 72 hours for a controlled substance test.

### **TEST PERFORMED**

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

1. Alcohol Test
  - a. Employee immediately reports to the designated testing facility, shows a photo identification card, and signs testing form.
  - b. Employee blows into alcohol testing device. If employee cannot exhale sufficient quality of air through the machine for a complete test a medical exam will be performed.
  - c. If test results are negative the employee returns to work. Results will be reported to the Executive Director.
  - d. If test results are positive, another test will be performed after a 15-minute wait but before 20 minutes. The employee may not eat or drink anything nor belch during the waiting period for the retest.
  - e. If retest results are negative, test is reported to the Executive Director as negative.
  - f. If retest results are positive, the test results are immediately reported to the Executive Director.
2. Controlled Substances Test: Testing will only be performed for the five controlled substances prohibited by the D.O.T. regs - Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine.
  - a. Employee immediately reports to the designated testing facility, shows a photo identification card, and signs the testing form.
  - b. Employee provides a urine sample. If unable to provide sufficient quantity for testing, the employee will be asked to drink water (up to 24 oz. in two hours) and attempted again.

- c. Hospital personnel will perform required testing to verify that the specimen sample has not been tampered with. The employee returns to work.
- d. Sample is sent to Lab where it is split in half. A screening test is performed on a portion of one of the sample splits. If negative results are obtained the testing is reported as negative to the medical review officer (M.R.O.) who in turn reports negative results to the Executive Director.
- e. If screening tests are positive, sophisticated confirmation testing is performed on the rest of the split sample. Results are reported to the M.R.O. If negative the M.R.O. reports a negative result to the Executive Director.
- f. If the results are positive, confirming the presence of one of the five controlled substances, the M.R.O. will contact the employee to talk over the results of the test to determine if there is a legitimate clinical reason for the presence of the drug, and will decide if test results are negative or positive. If the employee cannot be reached by the M.R.O., the Executive Director will be contacted to tell the employee to contact the M.R.O. If contact is not made in 72 hours the M.R.O. will determine the test results as positive. The M.R.O. reports to the Executive Director test results as positive or negative.
- g. If test results are positive, the employee will be removed from duties of operating or maintaining a commercial class vehicle. The employee has 72 hours in which to request a retest of the second split sample, and can request that the split sample be tested at a second lab. A negative retest of the split sample will cancel the first positive results.

## **SIX CIRCUMSTANCES UNDER WHICH TESTING WILL BE PERFORMED**

1. Pre-employment Testing (382.301,. 413)
  - a. Before a new employee is hired or before an existing employee may be transferred to a position in which operating or maintaining a commercial class vehicle is required, both alcohol and controlled substance testing is required.
  - b. If an employee has not been in a random testing pool for one month, then alcohol and controlled substance testing must be performed before the employee may operate or maintain a commercial class vehicle.
  - c. Alcohol test results must be below 0.04 and controlled substances negative or the employee cannot be hired to the position without a substance abuse professional evaluation. There is no requirement that the prospective employee be hired or that they see the M.R.O. or S.A.P., but an attempt must be made to inform the prospective employee of the test results and to seek an evaluation.
  - d. In addition to submitting to testing, the prospective employee must supply the Park District with the names of all firms for which they have been employed in the previous two years operating or maintaining commercial class vehicles. The prospective employee must cooperate fully with the Park District in obtaining from each of the previous employer's results of any positive test, S.A.P.'S reports, and any refusals to test.
2. Random Testing (382.305)
  - a. All affected employees will be placed in pool from which random selections for testing will be made. Random testing will be for both alcohol and controlled substances.



- b. The annual rate of testing for the entire pool will be as directed by the U.S. Secretary of Transportation, currently 10% per year for alcohol and 50% per year for illegal drugs.
  - c. Every employee in the selection pool has an equal chance of being selected each time a drawing is made.
  - e. Selection for testing will be performed on a sufficiently random basis by the Consortium. Employees will not know when testing is complete for the year nor when to anticipate the next selection.
  - f. A surplus of names will be generated so that another selection may be made in place of an employee who is temporarily on leave.
3. Reasonable Suspicion Testing (382.307)
- a. When a supervisor has reason to believe that an employee has alcohol or controlled substances in their system they contact another maintenance supervisor (or equally trained supervisor) who will also observe the employee. If both supervisors are in agreement, the employee will be driven the designated testing facility for alcohol or controlled substances testing as appropriate.
  - b. The supervisor's determination must be based upon specific, describable, current observations of the employee's appearance, behavior, speech or body odor. Possession alone is not sufficient cause to require the employee to submit to testing.
  - c. When a reasonable suspicion determination has been made, the employee must immediately stop operation or maintenance of a commercial class vehicle. (For 24 hours or until a negative test result whichever comes first).
  - d. The employee will be informed of his or her right to consent or refuse testing, and the consequences of refusing testing or failing an alcohol or drug test. The employee will be asked to review and sign a Consent/Refusal Form.
  - e. The supervisor calls the designated testing facility to advise that the employee will be reporting for the testing. The employee under suspicion must be accompanied to the testing facility, preferably by a supervisor.
  - f. If an employee refuses to submit to a test, he will be required to call someone to drive him home. If unable to find someone, a cab will be called. The Park District will pay for the cab with reimbursement by the employee when he returns to work. If the employee insists on driving himself, the local Police Department will be called and notified.
  - g. Testing for alcohol reasonable suspicion should be performed within two hours, but cannot be conducted if eight hours have passed since the determination was made. A written report must be submitted to the Executive Director for the file explaining why testing was not performed within two hours. Controlled substances testing should be performed as soon as possible but not after 32 hours since the determination was made.
  - h. The supervisor(s) making the determination must submit a signed written description citing the specific observations which led to the reasonable suspicion testing. The written description should be submitted before the test results have been received.
4. Post Accident Testing (382.303)
- a. A surviving driver of a commercial class vehicle involved in an accident in which a death occurred or for which the driver received a ticket for the operation of their

- commercial vehicle having contributed to the accident, will be tested for both alcohol and controlled substances.
- b. The driver will remain readily available for testing after an accident until 32 hours have passed or earlier if a supervisor advises that testing will not be necessary.
  - c. A driver cannot consume any alcohol within eight hours following an accident unless a supervisor advises that no testing will be required or testing has already been performed.
  - d. If a death occurs or a driving citation is issued, alcohol testing will be performed within two hours but no testing after eight hours, and controlled substance testing within 32 hours. A written record must be submitted to file explaining why alcohol testing could not be performed within two hours if such is the case and a record if either testing could not be performed.
5. Return to Duty Testing (382.309): Alcohol and controlled substances testing will be performed with negative test results (less than 0.02 alcohol) on all affected employees who:
- a. Have been removed from duty of operating or maintaining a commercial class vehicle for refusing to test or testing positive for controlled substances or alcohol greater than 0.04. Employee will be responsible for all costs associated with this classification of return to duty testing or
  - b. Have not been in a random testing pool for more than 30 days. (Employees who have been on extended leave).
6. Follow-up Testing (382.311,.605)
- a. Any affected employee who has refused to test or who has tested positive for controlled substances or greater than 0.04 alcohol content and has been determined by a substance abuse professional to require help in dealing with their substance abuse problem will be subject to follow up testing.
  - b. The Executive Director will order the affected employee to immediately report for surprise alcohol or controlled substance (or both) testing at the frequency prescribed by the substance abuse professional. The Executive Director will advise the S.A.P. of the test results. The duration of surprise testing will continue as long as required by the S.A.P. to a **maximum of five years**.
  - c. At a minimum, six unannounced tests will be required within the first 12 months of return to duty. **This minimum must be conducted regardless of whether the S.A.P. deems no more testing is required.**
  - d. Employee is responsible for all costs associated with follow-up testing.

#### **CONSEQUENCES OF FAILED OR REFUSED TESTS (382.605)**

1. An employee will be immediately removed from duty upon the employee's refusal to cooperate with testing procedures or upon receipt of positive test results. Employees who refuse to submit to testing or fail an alcohol or drug test are subject to disciplinary action, up to and including termination.
2. The employee selects a substance abuse professional (S.A.P.). The employee is responsible for payment to the substance abuse professional and subsequent counseling and rehabilitation. The employee's medical insurance may be used to help pay for these services. A list of S.A.P.'s will be provided the employee, however, the employee is free to choose any certified S.A.P.
3. The employee signs a release allowing the Park District to release the test results to the S.A.P. and signs a release for the S.A.P. to report back to the Executive Director.

Adopted by the Champaign Park District Board of Commissioners on April 10, 2002.

Amended on 9/11/02, 9/10/03, 11/9/05, 11/14/07, 02/09/11, ~~02/2013~~07/13/2011, 03/13/2013, 08/13/2014 ~~08/12/2015~~

4. The S.A.P. will report back to the Executive Director that the employee:
  - a. Does not require any help in dealing with a substance abuse problem - in which case the employee may be returned to full duty.
  - b. That the employee requires and is cooperating with continued counseling and rehabilitation and may return to full duty, or may not return to full duty yet.
  - c. That the employee requires but is not cooperating with counseling and rehabilitation and may not return to duty.
5. The employee is responsible for obtaining any counseling or rehabilitation prescribed the S.A.P. and must provide appropriate releases for counseling and rehabilitation professionals to report back to the S.A.P. Employees are advised that the U.S. D.O.T. regs require that the additional counseling and rehabilitation not be performed by any business entity in which the S.A.P. has a financial interest.
6. When the S.A.P. reports to the Executive Director that the employee may return to full duty of operating and maintaining commercial class vehicles the employee must:
  - a. Test negative in return to duty alcohol or controlled substances testing (or both tests if so indicated by the S.A.P.).
  - b. Continue with any rehabilitation therapy if so prescribed by the S.A.P.
  - c. Test negative in unannounced follow up testing as prescribed by the S.A.P. or at a minimum, six tests in the first 12 months of returning to duty as ordered by the Executive Director.

#### **REQUIRED TRAINING**

1. All affected employees will be informed of the new D.O.T. regs and these policies and procedures to implement the regs.
2. All supervisory personnel will receive training in recognizing physical signs of alcohol misuse and controlled substance use prior to any employee being ordered to submit to reasonable suspicion testing by that supervisor. Sixty minutes of training for alcohol misuse recognition and 60 minutes of training for controlled substance use recognition is required.
3. All new employees and newly transferred employees to affected positions will receive training prior to operating or maintaining a commercial class vehicle. All newly hired supervisory personnel will receive 60 minutes of alcohol misuse recognition training and 60 minutes of controlled substances use training prior to their requiring any employee to submit to reasonable suspicion testing.
4. All employees will sign a receipt that they attended the training. The receipt will be kept in Park District records.

## Appendix C

### MODIFIED DUTY PROGRAM POLICY

The Champaign Park District is committed to providing employees with available, reasonable opportunities to maintain career and employment status and benefits. To that end, we have developed a Modified Duty Program for employees who have sustained injuries or illnesses arising out and in the course of their employment with the Park District ("work-related injury"). We feel that a Modified Duty Program is mutually beneficial and may aid in the employee's recovery.

The purpose of the Modified Duty Procedure is to provide a temporary modified work assignment, when feasible, available and applicable. The feasibility of Modified Duty will be determined in the sole discretion of the Park District. Noncompliance with the Modified Duty Policy may result in a reduction of workers compensation benefits and possible disciplinary action, up to and including termination.

For purposes of this policy, the following definitions apply:

1. **"Park District Employee"** means any individual who is employed by the Park District in a valid, authorized position.
2. **"Modified Duty Program"** is a temporary assignment of duties to a worker with an occupational injury or illness whose doctor indicates that the worker may return to work subject to specified restrictions, and has not yet reached a level of maximum recovery enabling the employee to return to regularly assigned duties. Modified duty may only be applicable to those employees who are eligible for temporary total disability benefits under the Illinois Workers' Compensation or Occupational Disease Acts (hereafter "Acts"), or asserting that their injury or illness is compensable under the Acts.
3. **"Occupational Injury or Illness"** means an injury or illness arising out of and in the course of the employee's employment and compensable under the Illinois Workers' Compensation Act or Occupational Disease Act. All claims for workers compensation benefits are subject to initial and continuing investigation.

### OBJECTIVES

1. To return occupationally injured employees to work as soon as possible provided there is not a probability of re-injury or aggravation of an injury to themselves, and the return to work does not directly or indirectly adversely jeopardize the safety of others or is otherwise potentially detrimental to the Park District.
2. To minimize financial hardship and emotional stress to the employee who has sustained an occupational injury.
3. To assist employees in returning to work at a level close to their pre-injury earnings and productivity.
4. To retain qualified and experienced Park District employees.
5. To further the Park District's commitment and obligation to provide recreational programs, services and facilities to the public.

Adopted by the Champaign Park District Board of Commissioners on April 10, 2002.

Amended on 9/11/02, 9/10/03, 11/9/05, 11/14/07, 02/09/11, ~~02/2013~~07/13/2011, 03/13/2013, 08/13/2014 ~~08/12/2015~~

## BASIC PROGRAM REQUIREMENTS

1. Employees may be assigned to a Modified Duty assignment when temporarily unable to perform the essential functions of their regular position due to occupational injury or illness, which must be verified by a physical examination, provided that the Modified Duty assignment fulfills a job function(s) useful to the Park District and is within limitations set by treating and/or evaluating physicians. Modified Duty assignments will not create a new job, but instead will incorporate or modify an existing position on a temporary basis. The assignment may include duties anywhere within the Park District.
2. A time limit will be established on a case-by-case basis for the length of time that modified duty will be made available. This time limit shall be subject to review and revision at the sole discretion of the Park District.
3. The Park District will compensate an employee on modified duty at the employee's regular pay rate if possible. If this is not possible, the employee will be compensated no less than 2/3 of what the employee's average weekly regular wage (excluding overtime) was prior to the accident, injury or illness. Compensation may be made by the Park District and/or the Park District's workers' compensation coverage provider, the Park District Risk Management Agency (PDRMA.)
4. There should be regular communication among the Risk Manager, ~~Human Resources Manager~~Human Resources Department, Facility Manager, the employee's immediate supervisor, the physician and PDRMA throughout the course of treatment and recovery.
5. Employee Responsibilities: Participates in the Modified Duty program as assigned; reports any problems with Modified Duty assignment to immediate supervisor; to promptly notify the immediate supervisor of any and all changes or modifications to the employee's work restrictions; provides all original copies of physician releases and reports and all medical records and forms to the ~~Human Resources Manager~~Human Resources Department promptly when received; if you are asked to complete a task that you cannot complete or in any way adversely affects your injury, you must immediately notify the person who assigned you the task. In addition, if your injury requires that you see a physician for subsequent visits for the same injury, you must inform your immediate supervisor prior to any and all visits so your immediate supervisor can complete the necessary forms and make the necessary arrangements for your absence if you must visit the doctor during your working hours. If your immediate supervisor is unavailable, you must so contact the supervisor at the succeeding level of authority in your department. In order to avoid disruption of Park District operations, you should schedule doctor's appointments during non-work hours. Please note, under the Illinois Workers' Compensation Act (820 ILCS 305/12), the Park District may ask an employee entitled to receive disability payments under the Act to undergo an examination by a duly qualified medical practitioner or surgeon selected by the Park District at any time and place reasonably convenient to the employee, for the purpose of determining the nature, extent and probable duration of the injury received by the employee, and for purposes of ascertaining the amount of

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compensation which may be due the employee from time to time for disability according to the provisions of the Act.

6. **An employee who declines a Modified Duty position, which is within the limitations, as determined by the treating or evaluating physician, may be subject to disciplinary action and possible termination. The employee may also lose eligibility for workers compensation benefits.**
7. Periodic review will be conducted while an employee is on Modified Duty status to determine the appropriateness and reasonableness of continuing the employee in the assignment. A review may be conducted at any time.

## PROCEDURE

1. The Department Head or facility manager is typically responsible for the management of employees on Modified Duty status. He may also coordinate Modified Duty assignments with other departments, the ~~Human Resources Manager~~Human Resources Department and PDRMA. Each department is responsible for keeping a list of Modified Duty assignments up-to-date, and for advising the ~~Human Resources Manager~~Human Resources Department of any changes to their modified duty lists.
2. When an employee is injured, the attending physician will be asked to complete a Physician's Evaluation of Functional Capabilities. This form, sent to the physician by the ~~Human Resources Manager~~Human Resources Department, requests a list of the duties the employee is capable of performing and any physical limitations he may have.
3. The Physical Evaluation Form must be returned by the employee to the ~~Human Resources Manager~~Human Resources Department, who will contact the employee's immediate supervisor. The immediate supervisor will work with the Department Head or facility manager in assigning modified duty to the employee, if possible or applicable.
4. In some cases, departments may not have any available Modified Duty tasks. If so, the Risk Manager will be contacted to work with other departments to arrange Modified Duty assignments in their Facility.
5. All Modified Duty Assignments are subject to continuing review of the existing medical restrictions of the employee, and departments will continue to develop and coordinate appropriate duty assignments with the ~~Human Resources Manager~~Human Resources Department and PDRMA, and monitor ongoing medical status and work adjustment.
6. When applicable, the possibility of medical management and/or vocational services will be explored and communicated to all parties involved.
7. Employees will be compensated at the pre-determined rate of pay while performing Modified Duty assignments, including time necessary to report to a physician's office for further review. While on modified duty, the employee will periodically be required to get a "fit for duty" list from the physician's office that displays what activities can and cannot be performed. Time above and beyond that which is necessary for the doctor's visit, including reasonable transportation time, will be charged against the employee's available sick, personal, or other time off. If the employee does not have any available time, he will be compensated for such time only to the extent required by law.

Rev. 4/98

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Amended on 9/11/02, 9/10/03, 11/9/05, 11/14/07, 02/09/11, ~~02/2013~~07/13/2011, 03/13/2013, 08/13/2014 ~~08/12/2015~~

**Appendix D**

**TECHNOLOGY USAGE**

I understand that I must comply with each of the sections outlined in Section 5 of this Manual.

It is my understanding that the Park District computers, software, internet, and other technologies, including the use of the District's and other email and voicemail services are to be used for business purposes only unless permission is given by a Department Head. Park District employees have no reasonable expectation of privacy with respect to any computer or other technologies. The Park District reserves the right to monitor the use of its computer system.

I acknowledge that I have received a copy of the Champaign Park District's Technology Usage Policy. I agree to read it thoroughly, and agree that if there is any policy or provision in the policy I do not understand, I will seek clarification from the Human Resources Department.

I understand that my use of technology devices owned by the Park District constitutes my consent to all the terms and conditions of that policy. I further understand that I have no expectation of privacy in connection with the use of the E-mail, Voicemail or the Internet or with the transmission, receipt, or storage of information in that system.

I agree not to use a code, access a file, or retrieve stored communications unless authorized. I acknowledge and consent to the Park District monitoring my use of the all technology devices at any time at its discretion.

I agree to limit use of my personal cell phone unless required by my job at the District. Additionally, I agree to refrain from using a personal cell phone while occupying a Park District vehicle. If necessary, I will pull off the road and not continue driving until the phone usage is complete.

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

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

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

## Appendix E

### EMPLOYMENT CONTRACT DISCLAIMER AND SIGNED ACKNOWLEDGMENT

I hereby acknowledge receipt of the Champaign Park District Personnel Policy Manual and Appendices ("Manual"). I agree and represent that I have read this Manual thoroughly and in its entirety. I agree that if there is any policy or provision in the Manual that I do not understand, I will seek clarification from my supervisor, Department Head, human resource department or Executive Director.

I understand that this Manual has been developed as a general reference guide for Champaign Park District ("Park District") employees and that neither the Manual nor its individual terms or any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Manual is intended to create or shall create an employment contract, either express or implied, on the part of the Park District. I also understand that the policies, benefits and rules contained in this Manual can be changed or discontinued by the Park District at any time, with or without advance notice. I understand that nothing contained in this Manual may be construed as creating a promise of future benefits or a binding contract with the Park District for benefits or for any other purpose.

I further understand that I am an at-will employee as provided in the Manual and as such, employment with the Park District is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. In addition, I understand that no representative of Park District, other than the Executive Director with the Board's express 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 this Manual and any and all other Park District policies, rules and guidelines as promulgated periodically. I further understand that violating any policy within this Manual or any other Park District policy, rule or guideline may subject me to disciplinary action up to and including termination.

I understand that I may take a hard copy of this manual for my records and may access it on the employee only website if needed. If there are no copies available for me at this time, I am aware that I can pick one up at a later date.

Please sign and date this acknowledgment and return it to the Human Resources Department.

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**Employee Signature**

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**Date**

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**Print Name**