



**CHAMPAIGN
PARK DISTRICT**

**AGENDA
SPECIAL BOARD MEETING
REMOTE MEETING HELD VIA TELECONFERENCE**

The President of the Board of Commissioners has determined that an in-person meeting or a meeting conducted pursuant to the Open Meetings Act is not practical or prudent because of the COVID-19 disaster.

(As permitted by Governor Pritzker's Executive Order 2020-07, 2020-33, 2020-39, 2020-44, and Public Act 101-0640)

Citizens may participate in the zoom meeting by going to the following web address:

<https://us02web.zoom.us/j/85482935175?pwd=YS9tcGIEWjNvK1IPZIBOeEsxNE03Zz09>

For online video access, please use the following Meeting ID and Password when prompted:

Meeting ID: 854 8293 5175

Password: 094510

Alternatively, the meeting may be accessed by telephone at:

1-312-626-6799, If prompted for the following items, please enter:

Meeting ID: 854 8293 5175, followed by the # symbol

Password: 094510, followed by the # symbol

Citizens will be offered an opportunity to speak to the Board during the public comment portion. To facilitate this and not have individuals speaking over one another, the Park District kindly requests that individuals wishing to address the Board via the conference line during public comment notify the Park District via email, as noted below, of their intent to address the Board. Alternatively, citizens may submit public comments by email prior to the Board meeting, to be announced by the Park Board President during the public comment portion of the meeting. Email submissions (notice of intent to speak or comment via email) should be submitted by Noon on Wednesday, May 26, 2021, and sent to joe.deluce@champaignparks.org.

**Wednesday, May 26, 2021
5:30 p.m.**

A. CALL TO ORDER

B. COMMENTS FROM THE PUBLIC *Comments limited to not more than three (3) minutes.*

C. NEW BUSINESS

1. Approval of Bids for Tuckpointing and Emergency Exit Replacement at the Virginia Theatre
Staff recommends the awarding of this bid to the sole bidder that meets all required specifications, Grunloh Construction, Effingham, IL, for the base bid amount, of \$149,000, and rejecting the alternate bid. Staff requests the Board to authorize the Executive Director to enter into a contractual agreement for this work. **(Roll Call Vote)**
2. Approval of bids for resurfacing Lindsay Tennis Courts
Staff recommends accepting the low, responsible bid and authorizing the Executive Director to enter into a contract with Open Road Paving for a total of \$546,819.24. **(Roll Call Vote)**
3. Approval of Bid for Resurfacing Pickleball Courts at Hessel Park
Staff recommends accepting the low, responsible bid and authorizing the Executive Director to enter into a contract with All Weather Courts for a total of \$27,837. **(Roll Call Vote)**

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.

Regular Board Meeting

May 26, 2021

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4. Approval of Change Order No 2 for the Martens Center Construction
Staff recommends approval of Change Order No 2 to the Broeren Russo construction contract for the Martens Center. ***(Roll Call Vote)***

5. Approval of an Agreement with Nyhart for Actuarial Valuation Services for FY21-FY22
Staff recommends the Board authorize the Executive Director to execute the Service Agreement with The Howard E Nyhart Company for the two fiscal years ended April 30, 2022 and 2023.
(Roll Call Vote)

D. DISCUSSION ITEMS

1. New Policies
 - a. Telecommuting Policy and Procedure

E. COMMENTS FROM COMMISSIONERS

F. ADJOURN



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 26, 2021

SUBJECT: Virginia Theatre Masonry & Fire Escape Repairs Bid

Background

Park District staff worked with Farnsworth Group to develop a task order for this project at the Virginia Theatre. The project consists primarily of tuckpointing the facility's eastern brick façade along with repairs to the steel fire escape. The mortar joints on the eastern facade (facing Randolph St.) are cracking, eroding, and separating from the brick. These conditions are seriously compromising the waterproofing capability of the wall. The area to be re-pointed is roughly 3,000 square feet. The fire escape is located on the same wall as the proposed tuckpointing. A few of the steel members of that fire escape show signs of structural failure, including buckling and joint separation. In this project, the fire escape will be completely removed from the side of the building for refurbishment and recoating, then reattached following completion of repairs to the brick facade.

The base bid includes an advanced coating system on the fire escape steel. The alternate bid utilizes a standard coating system. If unexpected expenses are encountered during the course of construction, a deductive change order to utilize a standard coating system could still provide some flexibility to control the budget.

Prior Board Action

At the August 26, 2020, Special Board Meeting, the Park Board authorized staff to proceed with tuckpointing and fire escape repairs on the eastern side of the Virginia Theatre.

At the April 14, 2021, Regular Board Meeting, the Park Board approved the FY21/22 Capital Improvement Plan.

Bid Results

An invitation to bid was published in *The News-Gazette*. The bids were opened and read aloud on Wednesday, May 19, 2021. The bid results are as follows:

Bidder	Base Bid	Alt #1 Coating System	Total Amount
Grunloh Construction INC, Effingham, IL	\$149,000	-\$3,000	\$146,000

Budget Impact

\$150,000 was budgeted in the FY21/22 Capital budget for the masonry and fire escape repairs at the Virginia Theatre.

Professional service fees for this project are currently at \$26,150 and were budgeted in a separate budget line item.

Recommendation

Staff recommends the awarding of this bid to the sole bidder that meets all required specifications, Grunloh Construction, Effingham, IL, for the base bid amount, of \$149,000, and rejecting the alternate bid. Staff requests the Board to authorize the Executive Director to enter into a contractual agreement for this work.

Prepared by:

Reviewed by:

Bret Johnson
Assistant Director of Operations

Steven Bentz
Director, Virginia Theatre

May 19, 2021

Mr. Bret Johnson
Grounds & Maintenance Supervisor
Champaign Park District
2311 West John Street
Champaign, IL 61821

Re: Virginia Theater Masonry and Fire Escape

Dear Mr. Johnson:

The purpose of this memo is to provide you with a recommendation based upon the bids that were received for the Virginia Theater Masonry and Fire Escape.

Champaign Park District received bids on May 19, 2021 for the Virginia Theater Masonry and Fire Escape project. We had a fair amount of interest in the project, but received 1 bid. Attached is a plan holders list and bid tabulation sheet with the results of the bid opening for your reference.

The apparent low bidder at the time of the bid opening is Grunloh Construction from Effingham, IL. I spoke to Marty Fearday, Vice President via phone after bids were collected. I have confirmed that they are comfortable with their submitted bid and are prepared to begin work upon the District's notice to proceed. They have bid the project utilizing prevailing wages and have included the services required to complete the scope of work outlined in the bidding documents.

After review of all submitted documents, we found the bid submitted by Grunloh Construction to be in order and are recommending award to them in the amount of \$149,000. In addition, we have requested that the General Contractor submit pricing for one alternate bid. The base bid covers an advanced coating system on the fire escape steel. The alternate bid is deductive and utilizes a standard coating system. The amount of savings if the alternate is accepted is \$3,000 for a total contract price of \$146,000. We are recommending that the Park District accept the base bid and reject the alternate bid. This recommendation would provide a superior coating on the steel. It should be noted that if unexpected expenses are encountered during the course of construction, a deductive change order to utilize a standard coating system could still provide some flexibility for the Park District to control the budget.

If the Board decides to move forward with the project, the next step is to issue a Notice of Intent to Award a Construction Contract so that Grunloh Construction can begin preparing the required bonding

Farnsworth Group, Inc.

May 19, 2021

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and insurance coverage. Farnsworth Group will then prepare a construction contract on behalf of Champaign Park District and will submit to the District for review and approval. Once the District accepts the contract, it is sent to Grunloh Construction for their review and approval. After the District and Grunloh Construction agree to the contract and sign accordingly, the contract is fully executed, and construction can begin.

If you have any questions or require additional information, please do not hesitate to contact our office.

Sincerely,

FARNSWORTH GROUP, INC.

A handwritten signature in blue ink, appearing to read "Scott Burge". The signature is fluid and cursive, with a large loop at the end of the last name.

Scott Burge, AIA, NCARB, LEED AP
Architectural Manager

**Champaign Park District
Virginia Theater Masonry and Fire Escape**

PN: 0201355.01

BID DATE: May 19, 2021

BI-STATE MASONRY

3511 8th Street
Rock Island, IL 61201
(563)271-2459

OTTO BAUM COMPANY

1008 N. Goodwin Avenue
Urbana, IL 61801
(217)565-1493

PWXPRESS

1900 Coffeeport Road
Jacksonville, FL 32208
(408)676-8941

SEWARD MASONRY INC.

812 Park Street
Taylor Springs, IL 62089
(217)532-3213

GRUNLOH CONSTRUCTION INC.

101 W. Temple Avenue
Effingham, IL 62401
(217)342-4157

KELLEY ORNAMENTAL IRON DBA KELLEY IRONWORKS

4303 N Main Street
East Peoria, IL 61611
(309)697-9870

MR. MASONRY

101 Hoffer Lane
East Peoria, IL 61611
(309)694-3120

WESTERN SPECIALTY CONTRACTORS

2501 N Colt Road
Springfield, IL 62707
(217)544-3474



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 20, 2021

SUBJECT: Lindsay Courts Renovation

Background

This is a bid for the renovation of all eight (8) tennis courts at Lindsay Tennis Complex. Specifically, it includes:

- A. Removal and replacement of base course and asphalt and then installation of what has been removed,
- B. Resurfacing and lining to meet US Open Standards,
- C. Replacement of posts and sleeves,
- D. Widening two internal gates in order to meet ADA standards.

The remainder of the fencing is in good shape and will stay in place.

An invitation to bid was published in *The News-Gazette* and bids were opened and read aloud on Thursday, May 20, 2021. We received the following results.

BIDDER	BASE BID
Open Road Paving	\$546,819.24
Cross Construction	\$558,602.00

Prior Board Action

The Park Board approved this project in last year's Capital Improvement Plan budget (FY 2020/21). The project was red-lined and then later in the year it was pushed to this fiscal year.

Budget Impact

\$471,000.00 has been budgeted in the 2020/2021 Capital Improvement Plan for this project. Staff recommends using \$75,819.24 from bond proceeds to make up the difference.

Recommended Action

Staff recommends accepting the low, responsible bid and authorizing the Executive Director to enter into a contract with Open Road Paving for a total of \$546,819.24.

Prepared by:

Dan Olson
Director of Operations

Reviewed by:

Joe DeLuce
Executive Director



CHAMPAIGN PARK DISTRICT

REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 20, 2021

SUBJECT: Hessel Pickleball Resurface

Background

This bid includes the following:

- A. Resurfacing of the single stand-alone pickleball court in order to change it to two (2) stand-alone pickleball courts,
- B. Adding a fence between those two courts,
- C. New sleeves, posts and nets for those two stand-alone pickleball courts
- D. Adding two (2) additional overlay line courts on an existing tennis court. The overlay lines are designed for movable posts and nets and the tennis net remains in the same location.

This project will double the number of available pickleball courts at Hessel to a total of six (6) courts (See Exhibit A).

An invitation to bid was published in *The News-Gazette* and bids were opened and read aloud on Thursday, May 20, 2021. We received the following single result.

BIDDER	BASE BID
All Weather Courts	\$27,837.00

Prior Board Action

The Park Board has approved this expenditure for the 2021-22 fiscal year as part of the Operating Budget.

Budget Impact

\$10,000 was allotted in the 2021/22 Operating Budget for this resurface. Staff recommends the additional \$17,837.00 come from the Toalson Park Earthwork capital project that came in under budget.

Recommended Action

Staff recommends accepting the low, responsible bid and authorizing the Executive Director to enter into a contract with All Weather Courts for a total of \$27,837.

Prepared by:

Dan Olson
Director of Operations

Reviewed by:

Joe DeLuce
Executive Director

Exhibit A – Hessel Park Pickleball Additions Concept 2021. Black line indicates area of resurfacing. Yellow indicates area of new pickleball courts.





REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 25, 2021

SUBJECT: Approval of Change Order 2 for the Martens Center Construction

Background

Construction is underway on the Martens Center with Broeren Russo Builders; excavation for exterior foundation walls is ongoing, and excavation for interior walls is imminent. Contractor encountered unsuitable soils in local areas of excavation and estimates A large number of cubic yards of earth need to be exchanged for suitable bearing material and concrete was added as shown in the attached diagram. The green and red areas indicate foundation wall excavation; the green areas show where the soil bearing was acceptable, and the red areas show where soil had to be replaced with suitable material. The yellow areas indicate interior foundation wall areas of excavation that are expected to need replacement with suitable material. Change Order 2 is to pay for the total estimated amount of material and labor needed to replace the soils in the red and yellow areas up to and not to exceed \$60,000.

Prior Board Action

January 13, 2021 Regular Meeting—Broeren Russo Builders awarded the Martens Center construction contract.

April 14, 2021 Regular Meeting—Change Order 1 for building slab bearing unsuitable soils ratified.

Budget Impact

The change order adds \$60,000 to the contract amount.

Recommended Action

Staff recommends approval Change Order 2 to the Broeren Russo construction contract for the Martens Center.

Prepared by:

Reviewed by:

Andrew Weiss
Director of Planning

Joe DeLuce
Executive Director



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 20, 2021

SUBJECT: Authorization to Execute a Two-Year Service Agreement with Nyhart for Actuarial Services

Background

The Park District offers health insurance to retirees and their spouse once they retire from the Park District. The retiree can continue coverage until they are Medicare eligible, at which time they have the option of selecting the Medicare supplemental plan offered through the Park District, or they go off the plan altogether. Regardless of the plan chosen, the individual pays 100% of the cost and there is no cash deficit to the Park District. Although there is no current expenditure for the Park District, there could be an added liability to the Park District as the rates offered for these separate plans are the same as the current health insurance offered to full-time employees; in essence the rates are most likely less than the rate the retiree can obtain on their own for the same coverage.

For the fiscal year ended April 30, 2019, the Park District implemented Governmental accounting standard (GASB) No. 75 *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*, commonly referred to as OPEB. This requires an annual valuation of the plan to be conducted by an actuarial service firm similar to the calculations done for the pension plan noted in the audit report each year. The first year is a full valuation and is required every other year. The interim years require an update for enrollment, premiums, etc. and is at a reduced rate. There are currently three individuals on the Medicare supplemental plan, and two on the regular plan as of April 2020.

Prior Board Action

April 10, 2019 Approved a two-year agreement with The Howard E Nyhart Company in amount of \$4,000 with a subsequent year fee of \$2,000.

Budget Impact

The FYE2022 budget includes funds to cover this expenditure, and the amount will be added to FYE2023 budget as well to cover this cost. The fee for FYE2022 is \$4,100 and FYE2023 update is \$2,100.

Recommended Action

Staff recommends the Board authorize the Executive Director to execute the Service Agreement with The Howard E Nyhart Company for the two fiscal years ended April 30, 2022 and 2023.

Prepared by:

Andrea N. Wallace, CPA
Director of Finance

Reviewed by:

Joe DeLuce
Executive Director



**THE HOWARD E. NYHART COMPANY, INC. (“NYHART”)
SERVICE AGREEMENT (“AGREEMENT”)**

Agreement Between Nyhart, and:

Client Name:	Champaign Park District
Primary Contact Name:	Andrea N. Wallace, CPA
Primary Contact Address:	Bresnan Meeting Center; 706 Kenwood Road Champaign, IL 61821
Primary Contact Phone:	(217) 819-3826
Primary Contact Fax:	(217) 355-8421
Primary Contact Email:	andrea.wallace@champaignparks.com

Services to be provided by Nyhart

All services to be provided by Nyhart are subject to your full cooperation and prompt submission of complete and accurate information. Nyhart will rely on any and all information that you provide pursuant to this Agreement and on file at our office as to accuracy and completeness. Nyhart will have no responsibility to verify such information and no liability for errors or omissions as a result of relying on such information, except to the extent required by generally accepted professional standards and practices. Nyhart is not a law firm or a public accounting firm and does not provide legal or tax advice.

For the fiscal year ending April 30, 2021, Nyhart will provide the following actuarial services:

- Data collection and analysis
- Preparation of a comprehensive annual report / actuarial valuation
- Disclosures as required by GASB 75

For the fiscal year ending April 30, 2022, Nyhart will provide the following actuarial services:

- Interim GASB 75 report

Fees for services provided by Nyhart

<u>Service</u>	<u>Fee</u>
FYE 4/30/21 - Full GASB 75 actuarial update	\$4,120
FYE 4/30/22 - Interim GASB 75 actuarial update:	\$2,100

If a GASB results breakdown by employee groups is required additional fees will apply. The additional cost will be a 10% of project fee increase for a two group breakdowns plus an additional 1% for each extra group breakdown requested. The additional fee will be limited to 1/3 of the current year’s fees.

The fee for the interim GASB 75 report will be revised if there have been any significant events subsequent to our last full update. Examples of significant events include, but are not limited to, large premium rate and enrollment changes, material benefit design amendments, and participant contribution policy modification.

Client will be invoiced prior to the beginning of the project for 50% of the estimated fees for services outlined above. Once the labor accrued towards completion of the services exceeds 50% of the estimated fees, billing will occur monthly until the completion of the project. Each invoice is due upon receipt. If any invoice remains unpaid for longer than 90 days from the date of the invoice, Nyhart may either suspend the provision of the Services until payment is received, or terminate this Agreement with immediate effect. Failure of Nyhart to exercise any remedy set forth above shall not prevent Nyhart from doing so with respect to any future unpaid invoice or taking any other actions available to Nyhart under law.

Please select the method of delivery of your invoice:

- I would like my invoice sent electronically to the primary contact's email address.
- I would like my invoice sent via regular mail to the attention of the primary contact at the address shown on the first page.

For an alternative invoice recipient, please provide their information below. If this section is left blank, we will send the invoice to the primary contact's email address on file or address shown above.

Invoice recipient name _____

Invoice recipient email address _____

Invoice recipient address _____

There will be additional fees for revisions to preliminary or final results that are due to:

- Incorrect information provided to us, typical examples include to material changes to census data, changes to eligibility requirements or employer subsidies. The additional fee will be limited to 1/3 of the current year's fee for this type of revision.
- Changes to actuarial assumptions requested by the client that are expected to need more than four hours of labor to update the results. The additional fee will be based on billed labor in excess of four hours at our current hourly rates.

Additional services available if requested by Client

In addition to GASB 75 services, Nyhart offers the following additional services. Fee estimates will be provided upon request. Please visit www.nyhart.com or contact your Nyhart consultant for more information.

- Health Care Reform financial impact consulting
- Actuarial Value and Minimum Value determination
- Section 105(h) non-discrimination testing
- Calculation of self-funded and COBRA premium rates
- Incurred But Not Reported (IBNR) Reserve calculations
- Medicare Part D Attestation
- What-if Modeling for health plan design and carrier changes
- Defined Benefit & Pension consulting and administration
- Defined Contribution, 401(k) & 403(b)
- Flex Accounts – FSA, HRA, & HSA consulting and administration

Relationship of the Parties

The legal relationship between Client and Nyhart shall be exclusively that of principal and agent. The parties hereto specifically agree and acknowledge that Nyhart shall not:

- Have discretionary authority over any aspect of the Plan;
- Be a fiduciary;
- Be responsible for ensuring that the Plan complies with any requirement to which the Plan is subject, or be liable to the Plan, Client, or any person if the Plan fails to comply with any such requirement;
- Have any duty or authority to enforce the payment of any contribution owed under the Plan;
- Be responsible for the adequacy of the trust established as part of the Plan, or be liable for any benefits owed under the Plan;
- Exercise discretion as to any Plan function; or
- Have any obligation to perform any service not specified in this Agreement or otherwise agreed to in writing by the parties (regardless of whether such service may be considered “customary” services to be provided by Nyhart).

Client agrees that Nyhart shall use all information and data supplied by or on behalf of the Client without having independently verified the accuracy or completeness of it except to the extent required by generally accepted professional standards and practices. If any documentation or information supplied to Nyhart at any time is incomplete, inaccurate or not up-to-date, or its provision is unreasonably delayed, Nyhart will not be responsible for any delays or liability arising therefrom, and will be entitled to charge the Client in respect of any resulting additional work actually carried out.

The Client further understands that the failure to provide, or cause to provide, complete, accurate, up-to-date, and timely documentation and information to Nyhart, whether intentional or by error, could result in an impairment of Nyhart’s services.

Client Responsibilities and Representations

The Client has general responsibilities with respect to the Plan, including

- Providing all information required by Nyhart to perform its services under this Agreement on a timely basis;
- Serving as fiduciary for the Plan;
- Communicating Plan details to employees and answering employee questions;
- Ensuring adequate funding of the Plan; and
- Authorizing plan disbursements and ensuring accuracy of information provided.

Dispute Resolution

Nyhart and Client agree that before commencing any action or proceeding with respect to any dispute between the parties arising out of or relating to this Agreement or the Services they first shall attempt to settle such dispute through consultation and negotiation in good faith and in a spirit of mutual cooperation. Any such dispute will be submitted in writing to a panel of one (1) senior executive or official of each of Nyhart and Client, who will promptly meet and confer in an effort to resolve such dispute. Each party’s representative will be identified by notice to the other, and may be changed at any time thereafter by notice to the other. Any mutually agreed decisions of the executives will be final and binding on the parties. In the event the executives are unable to resolve any dispute within thirty (30) days after submission to them, either party may then refer such dispute to mediation by a mutually acceptable mediator to be chosen by Nyhart and Client within forty-five (45) days after written notice by either party demanding mediation. Neither party may unreasonably withhold consent to the selection of a mediator. All communications and discussions in

furtherance of this paragraph shall be treated as confidential settlement negotiations, which are not subject to discovery. The costs of the mediator shall be shared equally, but each party shall pay its own attorneys' fees.

Any dispute which cannot be resolved between the parties through negotiation, mediation or other form of alternative dispute resolution within six months of the date of the initial demand for mediation by one of the parties may then be submitted to a court of competent jurisdiction. To facilitate an expeditious and economical judicial resolution of such dispute, Nyhart and Client agree to waive and not to demand a trial by jury, and not to include any employee, officer, director or trustee of either as a party, in any action, proceeding or counterclaim relating to such dispute. Nothing in this section will prevent either party from resorting to judicial proceedings if interim relief from a court is necessary to prevent serious and irreparable injury to that party or to others. Any claim, action or proceeding against Nyhart will be barred unless Client initiates the dispute resolution procedures outlined below within one year of first discovering the act, error or omission that is the basis for such claim.

Indemnification and Limitation of Liability

The liability of Nyhart, in tort, contract or otherwise, to Client, a Plan and the officers, directors, trustees, employees or shareholders of any of them, and to any other third party, for all claims arising in connection with or contributed to by this Agreement and the Services (including without limitation multiple claims arising out of or based upon the same act, error or omission, or series of continuous, interrelated or repeated acts, errors or omissions) shall not include loss of profit or incidental, consequential, indirect, punitive or similar damages and shall be further limited to the amount of fees for Services received by Nyhart under this Agreement for the twelve (12) months immediately preceding the act, error or omission upon which such liability is based. Nothing in this paragraph shall apply to any liability which has been finally determined to have arisen from willful misconduct or fraud on the part of Nyhart or which cannot lawfully be limited, modified or excluded.

Client shall indemnify Nyhart from and against any and all claim, loss, liability or damage (including attorney's fees) which Nyhart may incur by reason of its good faith service delivery to Client.

Nyhart shall indemnify the Client from and against any and all claim, loss, liability or damage (including attorney's fees) which the Client may incur: (i) arising out of any material breach by Nyhart of any of its material obligations, representations or warranties contained in this Agreement; or (ii) arising out of Nyhart's negligence, gross negligence or willful, fraudulent, or criminal misconduct associated with its performance of services under this Agreement. The parties further recognize that clerical errors and variations may occur. When discovered, they will be corrected or adjusted by Nyhart, in accordance with its normal procedures, to the extent reasonable and possible.

Acceptance

The items and conditions of this Agreement are agreed to and accepted by Client on behalf of the Plan. This Agreement is effective only when signed by all parties.

Champaign Park District

By: _____

Printed Name: _____

Date: _____

Nyhart

By: _____

Printed Name: _____

Date: _____



REPORT TO PARK BOARD

FROM: Joe DeLuce, Executive Director

DATE: May 26, 2021

SUBJECT: Telecommuting Policy and Procedures Discussion

Background

Staff presented a new Telecommuting Policy and Procedures to the Board as a discussion item at the January 27, 2021 Special Board Meeting. The Board requested several revisions that are reflected in the redline and clean exhibits. Board members also requested additional time to research the topic and other comparable examples.

Prior Board Action

None.

Budget Impact

Staff have been provided computers to work from home during the pandemic on a case-by-case basis according to need. Other direct costs have been negligible. Indirect costs are possible; however, staff feel the Park District has effectively managed a hybrid model during the pandemic and could apply this knowledge again in the future if a need would arise.

Discussion

Staff requests the Board review the revised policy and procedure and advise staff on additional updates or direction for moving forward.

Prepared by:

Reviewed by:

Jarrold Scheunemann
Assistant to the Executive Director

Joe DeLuce
Executive Director



Telecommuting

The Champaign Park District (Park District) and its Board of Commissioners (Board) considers telecommuting to be a viable alternative work arrangement in cases where deemed appropriate by the Board and Executive Director (Director) and individual, job, and supervisor characteristics are suited to such an arrangement. Telecommuting allows an employee to work at home, on the road, or in a satellite location for part or all of their workweek. Telecommuting is a voluntary work alternative that shall be appropriate for some employees and some jobs, but not all. It is not an entitlement, or a District-wide benefit, and it in no way changes the terms and conditions of employment with the District.

Department Heads and Supervisors shall assess each employee's primary responsibilities to determine which job duties can effectively be performed remotely and which duties need to be completed at District facilities. All employees are expected to be available to perform the essential functions of their roles and maintain availability during normal business hours, working their regularly scheduled hours.

The Department Head, Supervisor, and the employee shall agree upon any terms regarding telecommuting and draft telecommuting agreement shall be prepared and presented for review by the Director. If approved by the Director, all parties shall sign the agreement, and an agreed upon trial period shall commence. If an employee's job duties ~~can be~~ performed remotely, employees must continue to adhere to all District policies, including safety, technology, data privacy, security, and confidentiality policies. Non-exempt employees should accurately record their hours worked remotely in the District's time keeping system, and include any breaks throughout the day.

Ad Hoc Circumstances

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects, business travel or a federal, state or local disaster declaration/emergency, executive order, or official declared pandemic. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on intermittent family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the Park District.

Returning On-Site Protocol

Several considerations shall be investigated as staff return after a District-wide facility closure to the public. First, the District will attempt to provide a reasonable accommodation for vulnerable employees, and allow for continued work from home options. Further, if necessary to limit building capacity, staggered work schedules shall be developed. Finally, if circumstances require an alternative work schedule, the District shall work to accommodate those employees.

Approved by Board of Commissioners _____, 2021

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director

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.

Section IV.8



Telecommuting

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All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the Park District.

Returning On-Site Protocol

Several considerations shall be investigated as staff return after a District-wide facility closure to the public. First, the District will attempt to provide a reasonable accommodation for vulnerable employees, and allow for continued work from home options. Further, if necessary to limit building capacity, staggered work schedules shall be developed. Finally, if circumstances require an alternative work schedule, the District shall work to accommodate those employees.

Approved by Board of Commissioners _____, 2021

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director

Telecommuting ~~Policy~~Procedure

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Designation

Telecommuting allows employees to work at home or in a satellite location for all or part of their workweek. The Champaign Park District (Park District) considers telecommuting to be a viable, short term, and flexible work option during National, State, or Locally declared emergencies or when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, ~~it~~ is not a Park District wide benefit, and ~~it in no way does not in any manner whatsoever~~ changes the terms and conditions of employment with the Champaign Park District.

Scope

Telecommuting can be informal, such as working from home for a short-term project, or a more formal, set schedule of working away from the office on a regular basis. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement as long as it ~~would~~ does not impact the employee's productivity or adversely affect the efficient operation of the Park District and the following ~~conditions~~ criteria are met:

1. Telecommuting work arrangement is no longer than 90 days, unless otherwise specified by a declared emergency;
2. Telecommuting does not adversely affect departmental assignments/projects, customer relations or other departments;
3. There is adequate and suitable work available for the employee to perform at home ~~with~~ out ~~re~~ supervision;
4. The position is appropriate for a telecommuting arrangement; and
5. The employee has maintained a good work record prior to making his/her request to telecommute (for example, no excessive or unexcused absences and no corrective action within the last six months of employment).

Any telecommuting arrangement made shall be on a trial basis and may be discontinued at will and at any time at the request of either the ~~telecommuter~~ telecommuting employee or the Park District. Every effort shall be made to provide ample notice of such change to accommodate commuting, child care, and other issues that may arise from the termination of a telecommuting arrangement. ~~There~~ However, there may be instances, ~~however,~~ when no notice is possible.

Eligibility

Employees requesting telecommuting arrangements (outside ad hoc arrangements mentioned below) must be employed with the Park District for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record, unless in the case of ~~declared~~ temporary immediate emergency.

Before entering into any telecommuting agreement, the employee, their direct supervisor and Department Head, with the assistance of the ~~H~~ uman ~~R~~ esources department, shall evaluate the suitability of such an arrangement, reviewing the following ~~areas~~ subjects:

- Employee suitability. The needs and work habits of the employee shall be compared to traits customarily recognized as appropriate for successful ~~telecommuter~~ telecommuting employees. See exhibit A for those traits.
- Job responsibilities. The job responsibilities shall be ~~discussed~~ addressed to determine if the job is appropriate for a telecommuting arrangement.

- Equipment needs, workspace design considerations and scheduling issues. ~~Review~~ There will be an analysis of the physical workspace needs and the appropriate location for the telework as well as any equipment that may be needed. ~~Develop a~~ work schedule that suits the needs of the Park District and works for the employee will be developed.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee, supervisor, Department Head and the ~~H~~uman ~~R~~esources department agrees on the findings, a draft telecommuting agreement (see example in Exhibit B) shall be prepared and presented for review by the Executive Director. If approved by the Executive Director, all parties shall sign the agreement, and an agreed upon trial period shall commence.

Evaluation of ~~telecommuter-employee~~ performance during the trial period shall include regular interaction by phone and e-mail between the employee and their direct supervisor, ~~and as well as~~ suitable weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and their direct supervisor shall each complete an evaluation of the arrangement and make recommendations for continuance or modifications. This evaluation shall be given to the Department Head for review. If the Department Head is satisfied with the arrangement after considering the evaluations, the telecommuting arrangement shall continue for the duration of the agreement. Evaluation of telecommuter performance beyond the trial period shall be consistent with that received by employees working at Park District facilities in both content and frequency.

An appropriate level of communication between the ~~telecommuter-employee~~ and their direct supervisor shall be agreed to as part of the discussion process and shall be more formal during the trial period. After conclusion of the trial period, the manager and ~~telecommuter-employee~~ shall communicate at a level consistent with employees working at their normal facility or in a manner and frequency that is appropriate for the job and the individuals involved.

Equipment

On a case-by-case basis, the Park District shall determine, with information supplied by the employee and their supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The Information Technology Director shall serve as resource in this matter. Equipment supplied by the Park District shall be maintained by the Park District. Equipment supplied by the employee, if deemed appropriate by the Park District, shall be maintained by the employee. The Champaign Park District accepts no responsibility for damage or repairs to employee-owned equipment. The Park District reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the Park District is to be used for business purposes only. The ~~telecommuter-employee must shall~~ sign an inventory of all Park District property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all ~~company Park District~~ property shall be returned to ~~the company~~, unless other arrangements have been made.

The Park District shall supply the employee with appropriate office supplies (pens, paper, ~~etc and~~ the like) as deemed necessary and shall also reimburse the employee for business-related expenses, such as shipping costs, that are reasonably incurred in carrying out the employee's job and pre-approved by their direct supervisor.

The employee shall establish an appropriate work environment within his or her home for work purposes. The Park District shall not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the Park District's expectations of information security for employees working at ~~our~~its facilities, telecommuting employees shall be expected to ensure the protection of proprietary Park District and patron information accessible from their home office. ~~Steps-Such~~procedures may include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and ~~the-work~~ environment.

Safety

~~Employees-Telecommuting employees~~ are expected to maintain their home workspace in a safe manner, free from safety hazards. The Park District's Risk Manager shall provide each ~~formal telecommuters~~such employee with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are generally covered by the Park District's workers' compensation policy. Telecommuting employees are responsible for notifying their supervisor and Risk Manager of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective ~~telecommuters-telecommuting employees~~ are encouraged to discuss expectations of telecommuting with family members prior to entering an agreement.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act shall be required to accurately record all hours worked using the Champaign Park District's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the ~~telecommuter's-applicable~~ supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as temporary immediate emergency, inclement weather, special projects, business travel or ~~a~~in-a federal, state or local disaster declaration/emergency, executive order, or official declared pandemic. These arrangements are approved on an as-needed basis only, with no expectation of ~~ongoing continuances~~such circumstances continuing indefinitely.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the ~~organization~~Park District.

Amended, 2021

~~Exhibit A~~

Commonly Recognized Traits of a Successful Telecommuter

Self-Motivated

Strong Time Management Skills

Strong Communication Skills

Highly Organized

Pays Attention to Details

Independent

Self-Disciplined

Highly Responsive

Tech Savvy

Resourceful

Assertive

~~Loves Structure~~

Previous Experience Working from Home

Amended, 2021

~~Exhibit B (available in separate document)~~

Telecommuting Agreement

Employee Information

Name: _____ Hire date: _____

Job title: _____

Department: _____

Employee Classification FT1 FT2 PT1 PT2

FLSA status: Exempt Nonexempt

This telecommuting agreement shall begin and end on the following dates:

Start date: _____ End date: _____

Work location: _____

Employee schedule: _____

The employee agrees to the following conditions:

- The employee shall remain accessible and productive during scheduled work hours or ~~per~~ according to approval of modified work schedule specified ~~hereinabove~~ in this agreement.
- Nonexempt employees shall record all hours worked and meal periods taken in accordance with regular timekeeping practices.
- Nonexempt employees shall obtain supervisor approval prior to working unscheduled overtime hours.
- The employee shall report to the Park District's facilities as necessary upon Supervisor's directive ~~from their supervisor~~ and for all scheduled staff meetings/trainings.
- The employee shall communicate regularly with their supervisor and co-workers, ~~which to~~ includes a weekly written activity report ~~of activities~~ or other agreed upon tracking method ~~of tracking~~.
- The employee shall frequently check and respond to their Park District voice mail ~~every two hours~~ and email ~~every hour~~ during work hours.
- The employee shall comply with all Park District rules, policies, practices and instructions that ~~would~~ apply when if the employee ~~were is~~ working at a Park District facility.

- The employee shall maintain satisfactory performance standards.
- The employee shall make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care. In a federal, state or local disaster declaration/emergency, executive order, or official declared pandemic, exceptions may be made for employees with caregiving responsibilities.
- The employee shall maintain a safe and secure work environment at all times.
- The employee shall allow the Risk Manager to have access to the telecommuting location for purposes of assessing safety and security, upon reasonable notice.
- The employee acknowledges that violation of this telecommuting agreement shall result in discipline up to and including termination (for example, engaging in personal activities when scheduled to work from home).
- The employee shall report work-related injuries to their manager as soon as practicable and follow Park District reporting procedures.

The Park District shall provide the following equipment: _____

The employee shall provide the following equipment: _____

The employee [understands and](#) agrees that Park District equipment shall not be used by anyone other than the employee and only for business-related work. The employee shall not make any changes to security or administrative settings on Park District equipment. The employee understands that all tools and resources provided by the ~~company~~ [Park District](#) shall remain the property of the ~~company~~ [Park District](#) at all times. Employee shall comply with [Information Technology \(IT\)](#) procedures and directives regarding remote interconnectivity to Park District's network via a Virtual Private Network ("VPN") and other Park District approved internet communication systems.

The employee agrees to protect [company](#) [Park District](#) tools and resources from theft or damage and to report theft or damage to his or her manager immediately.

The employee agrees to comply with Park District policies and expectations regarding information security. The employee shall be expected to ensure the protection of proprietary ~~company~~ [Park District](#) and ~~customer~~ [patron](#) information accessible from their home offices.

The Park District shall reimburse employee for the following budgeted expenses that are not typically available from Park District inventory:

Employee shall submit expense reports with attached receipts in accordance with the Park District expense reimbursement policy.

The employee understands that all terms and conditions of employment with the [company](#) [Park District](#) remain unchanged, except those specifically addressed in this agreement.

The employee understands that the Park District retains the right to modify this agreement on a temporary or permanent basis for any reason at any time. Employee [acknowledges](#) [understands](#) and agrees that nothing in this Agreement changes Employee's at will status, and that this Agreement is not a promise or guarantee of continued employment or employment for any specific duration.

The employee agrees to return ~~company~~[Park District](#) equipment and documents within five [\(5\)](#) days of termination of employment.

Employee signature: _____ Date: _____

Dept. Head signature: _____ Date: _____

Exec. Director signature: _____ Date: _____

Human Resources signature: _____ Date: _____

[Amended](#) _____, 2021

Telecommuting Procedure

Designation

Telecommuting allows employees to work at home or in a satellite location for all or part of their workweek. The Champaign Park District (Park District) considers telecommuting to be a viable, short term, and flexible work option during National, State, or Locally declared emergencies or when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, is not a Park District wide benefit, and does not in any manner whatsoever change the terms and conditions of employment with the Champaign Park District.

Scope

Telecommuting can be informal, such as working from home for a short-term project, or a more formal, set schedule of working away from the office on a regular basis. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement as long as it does not impact the employee's productivity or adversely affect the efficient operation of the Park District and the following criteria are met:

1. Telecommuting work arrangement is no longer than 90 days, unless otherwise specified by a declared emergency;
2. Telecommuting does not adversely affect departmental assignments/projects, customer relations or other departments;
3. There is adequate and suitable work available for the employee to perform at home without supervision;
4. The position is appropriate for a telecommuting arrangement; and
5. The employee has maintained a good work record prior to making his/her request to telecommute (for example, no excessive or unexcused absences and no corrective action within the last six months of employment).

Any telecommuting arrangement made shall be on a trial basis and may be discontinued at will and at any time at the request of either the telecommuting employee or the Park District. Every effort shall be made to provide ample notice of such change to accommodate commuting, child care, and other issues that may arise from the termination of a telecommuting arrangement. However, there may be instances when no notice is possible.

Eligibility

Employees requesting telecommuting arrangements (outside ad hoc arrangements mentioned below) must be employed with the Park District for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record, unless in the case of temporary immediate emergency.

Before entering into any telecommuting agreement, the employee, their direct supervisor and Department Head, with the assistance of the Human Resources department, shall evaluate the suitability of such an arrangement, reviewing the following subjects:

- Employee suitability. The needs and work habits of the employee shall be compared to traits customarily recognized as appropriate for successful telecommuting employees. See exhibit A for those traits.
- Job responsibilities. The job responsibilities shall be addressed to determine if the job is appropriate for a telecommuting arrangement.

- Equipment needs, workspace design considerations and scheduling issues. There will be an analysis of the physical workspace needs and the appropriate location for the telework as well as any equipment that may be needed. A work schedule that suits the needs of the Park District and works for the employee will be developed.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee, supervisor, Department Head and the Human Resources department agrees on the findings, a draft telecommuting agreement (see example in Exhibit B) shall be prepared and presented for review by the Executive Director. If approved by the Executive Director, all parties shall sign the agreement, and an agreed upon trial period shall commence.

Evaluation of employee performance during the trial period shall include regular interaction by phone and e-mail between the employee and their direct supervisor, as well as suitable weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and their direct supervisor shall each complete an evaluation of the arrangement and make recommendations for continuance or modifications. This evaluation shall be given to the Department Head for review. If the Department Head is satisfied with the arrangement after considering the evaluations, the telecommuting arrangement shall continue for the duration of the agreement. Evaluation of telecommuter performance beyond the trial period shall be consistent with that received by employees working at Park District facilities in both content and frequency.

An appropriate level of communication between the employee and their direct supervisor shall be agreed to as part of the discussion process and shall be more formal during the trial period. After conclusion of the trial period, the manager and employee shall communicate at a level consistent with employees working at their normal facility or in a manner and frequency that is appropriate for the job and the individuals involved.

Equipment

On a case-by-case basis, the Park District shall determine, with information supplied by the employee and their supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The Information Technology Director shall serve as resource in this matter. Equipment supplied by the Park District shall be maintained by the Park District. Equipment supplied by the employee, if deemed appropriate by the Park District, shall be maintained by the employee. The Champaign Park District accepts no responsibility for damage or repairs to employee-owned equipment. The Park District reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the Park District is to be used for business purposes only. The employee shall sign an inventory of all Park District property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all Park District property shall be returned to it, unless other arrangements have been made.

The Park District shall supply the employee with appropriate office supplies (pens, paper, and the like) as deemed necessary and shall also reimburse the employee for business-related expenses, such as shipping costs, that are reasonably incurred in carrying out the employee's job and pre-approved by their direct supervisor.

The employee shall establish an appropriate work environment within his or her home for work purposes. The Park District shall not be responsible for costs associated with the setup of the

employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the Park District's expectations of information security for employees working at its facilities, telecommuting employees shall be expected to ensure the protection of proprietary Park District and patron information accessible from their home office. Such procedures may include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and work environment.

Safety

Telecommuting employees are expected to maintain their home workspace in a safe manner, free from safety hazards. The Park District's Risk Manager shall provide each such employee with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are generally covered by the Park District's workers' compensation policy. Telecommuting employees are responsible for notifying their supervisor and Risk Manager of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuting employees are encouraged to discuss expectations of telecommuting with family members prior to entering an agreement.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act shall be required to accurately record all hours worked using the Champaign Park District's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the applicable supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as, temporary immediate emergency, inclement weather, special projects, business travel or a federal, state or local disaster declaration/emergency, executive order, or official declared pandemic. These arrangements are approved on an as-needed basis only, with no expectation of such circumstances continuing indefinitely.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the Park District.

Amended _____, 2021

Commonly Recognized Traits of a Successful Telecommuter

Self-Motivated

Strong Time Management Skills

Strong Communication Skills

Highly Organized

Pays Attention to Details

Independent

Self-Disciplined

Highly Responsive

Tech Savvy

Resourceful

Assertive

Previous Experience Working from Home

Amended _____, 2021

Telecommuting Agreement

Employee Information

Name: _____ Hire date: _____

Job title: _____

Department: _____

Employee Classification FT1 FT2 PT1 PT2

FLSA status: Exempt Nonexempt

This telecommuting agreement shall begin and end on the following dates:

Start date: _____ End date: _____

Work location: _____

Employee schedule: _____

The employee agrees to the following conditions:

- The employee shall remain accessible and productive during scheduled work hours or according to a modified work schedule specified in this agreement.
- Nonexempt employees shall record all hours worked and meal periods taken in accordance with regular timekeeping practices.
- Nonexempt employees shall obtain supervisor approval prior to working unscheduled overtime hours.
- The employee shall report to the Park District's facilities as necessary upon Supervisor's directive and for all scheduled staff meetings/trainings.
- The employee shall communicate regularly with their supervisor and co-workers, to include a weekly written activity report or other agreed upon tracking method.
- The employee shall frequently check and respond to their Park District voice mail and email during work hours.
- The employee shall comply with all Park District rules, policies, practices and instructions that apply when the employee is working at a Park District facility.
- The employee shall maintain satisfactory performance standards.
- The employee shall make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care. In a federal, state or local disaster declaration/emergency, executive order, or official declared pandemic, exceptions may be made for employees with caregiving responsibilities.
- The employee shall maintain a safe and secure work environment at all times.
- The employee shall allow the Risk Manager to have access to the telecommuting location for purposes of assessing safety and security, upon reasonable notice.

- The employee acknowledges that violation of this telecommuting agreement shall result in discipline up to and including termination (for example, engaging in personal activities when scheduled to work from home).
- The employee shall report work-related injuries to their manager as soon as practicable and follow Park District reporting procedures.

The Park District shall provide the following equipment: _____

The employee shall provide the following equipment: _____

The employee understands and agrees that Park District equipment shall not be used by anyone other than the employee and only for business-related work. The employee shall not make any changes to security or administrative settings on Park District equipment. The employee understands that all tools and resources provided by the Park District shall remain the property of the Park District at all times. Employee shall comply with Information Technology (IT) procedures and directives regarding remote interconnectivity to Park District's network via a Virtual Private Network ("VPN") and other Park District approved internet communication systems.

The employee agrees to protect Park District tools and resources from theft or damage and to report theft or damage to his or her manager immediately.

The employee agrees to comply with Park District policies and expectations regarding information security. The employee shall be expected to ensure the protection of proprietary Park District and patron information accessible from their home offices.

The Park District shall reimburse employee for the following budgeted expenses that are not typically available from Park District inventory:

Employee shall submit expense reports with attached receipts in accordance with the Park District expense reimbursement policy.

The employee understands that all terms and conditions of employment with the Park District remain unchanged, except those specifically addressed in this agreement.

The employee understands that the Park District retains the right to modify this agreement on a temporary or permanent basis for any reason at any time. Employee understands and agrees that nothing in this Agreement changes Employee's at will status, and that this Agreement is not a promise or guarantee of continued employment or employment for any specific duration.

The employee agrees to return Park District equipment and documents within five (5) days of termination of employment.

Employee signature: _____ Date: _____

Dept. Head signature: _____ Date: _____

Exec. Director signature: _____ Date: _____

Human Resources signature: _____ Date: _____

Amended _____, 2021