

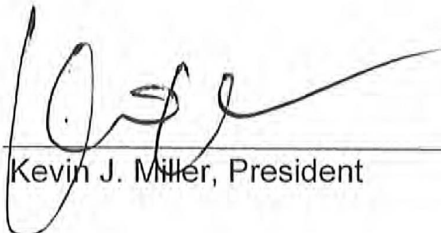


CHAMPAIGN --- PARK DISTRICT

BOARD POLICY MANUAL

APPROVED BY BOARD OF COMMISSIONERS
REVISED BY BOARD OF COMMISSIONERS
REVISED BY BOARD OF COMMISSIONERS

OCTOBER 12, 2011
OCTOBER 11, 2017
JANUARY 11, 2023



Kevin J. Miller, President



Sarah M. Sandquist, Executive Director

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Recording and Disposal of Closed Session Minutes Policy

It shall be the policy of the Champaign Park District (Park District) to comply with the Open Meetings Act (Act), 5 ILCS 120/1.02, et seq. The Act permits public bodies to destroy the verbatim records of closed meetings without notification to or the approval of a Records Commission or the State Archivist under the Local Records Act, no less than eighteen (18) months after completion of recorded meeting, but only after:

1. The Champaign Park District Board of Commissioners (Board) approves of the destruction of a particular recording;

and

2. The Board approves the written minutes of the closed meeting.

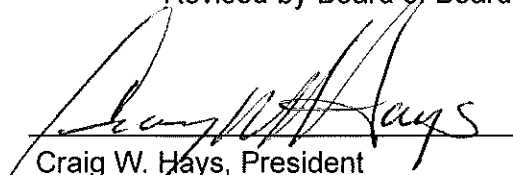
The Park District may order the destruction of verbatim records even if it continues to withhold the approved written minutes of the closed session until some later period of time.

All Park District records are required to be kept on file for various lengths of time in accordance with the Records Retention Schedule. Once the Records Retention Schedule has been met, the Administrative Project Manager recommends to the Executive Director (Director) which records should be destroyed. The Administrative Project Manager works cooperatively with the Park District's Attorney to finalize the destruction process. The Board must then approve any destruction of the records.

Original approvals are maintained in the Administrative Project Manager's Office for future reference should someone request a copy of a record that has been destroyed.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Board of Commissioners

April 27, 2016
April 14, 2021
March 11, 2026


Craig W. Hays, President
Sarah Sandquist, Executive Director



CHAMPAIGN PARK DISTRICT

Freedom of Information Act (FOIA) and Fee Schedule

In accordance with 5 ILCS 140/1, et seq. (Freedom of Information Act), the Champaign Park District (Park District) shall make available to any person for inspection or copying all public records, except as otherwise exempted as provided for therein or in accordance with law.

Persons may request public records either via email or in writing. Requestors are encouraged to submit requests in writing to expedite accurate processing of their requests through the Executive Director (Director) at 706 Kenwood Road, Champaign, Illinois 61821 or to FOIA.officer@champaignparks.com. Requests shall be sufficiently detailed to identify the documents sought to be examined or copied.

Commissioners and Park District employees or agents receiving a request for public records shall coordinate responses through the Director's office. The Director shall determine which Park District personnel and departments are to provide assistance in responding to the request.

The Park District shall not be obligated to create a new record or compile lists or information from various existing records to accommodate a public records request.

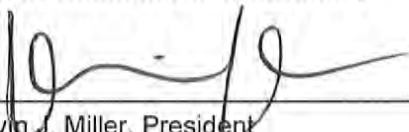
The following Schedule of Fees shall be distributed to each office and shall be updated as needed, so that fees can be communicated by all personnel to persons requesting public records.

<u>Type of Record Duplicated</u>	<u>Fees</u>
Letter page, one side	\$0.15 (First 50 pages free)
Certified copy charge, per page	\$2.00
Recording Media	The fee charged for producing records in an electronic format shall be the actual cost incurred by the Park District for purchasing the recording medium.

Note: For copies not listed above; the charge shall be limited to the actual cost of duplication.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioner's

September 14, 2005
July 13, 2011
November 9, 2016
July 13, 2022


Kevin J. Miller, President


Joseph DeLuce, Executive Director



CHAMPAIGN PARK DISTRICT

Non-Discrimination and Anti-Harassment Policy

The Champaign Park District (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, Commissioner, agent, volunteer, and vendor of the Park District as well as anyone using the Park District's parks and 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 actual or perceived gender (including gender identity or expression), race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, sexual orientation, civil union partnership, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other legally protected characteristic will not be tolerated.

There shall be no excluding or separating individuals because of their actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, 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 based on an individual's actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other protected characteristic, with regard to terms, conditions, privileges, and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

In addition to this policy, the Park District provides training on discrimination, harassment, and retaliation to its Board and employees at or near the time of election or hire and annually thereafter.

Definitions of Harassment

1. **Sexual harassment** may occur whenever there are unwelcomed sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:

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- 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 individual; or
- C. The harassment has the purpose or effect of interfering with the individual's work performance or creating an environment that is intimidating, hostile, or offensive to the individual.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different genders. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail 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 unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or that of their relatives, friends or associates, because of their actual or perceived race, color, religion, gender (including gender identity or expression), sex, sexual orientation, civil union partnership, age, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, disability, order of protection status, pregnancy, childbirth, or a medical condition related to childbirth or pregnancy, or any other characteristic protected by law and that:
 - A. Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
 - B. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
 - C. Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail 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, business-related social events, and any other location where the individual is assigned to perform their job duties.

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

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harassment, participates in an investigation of such reports, or files a charge of discrimination, harassment, or retaliation. Retaliation against an individual for reporting harassment, discrimination, or retaliation for participating in an investigation of a claim of harassment, discrimination, or retaliation 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 up to and including termination.

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

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. This policy applies to all Board members, full-time, part-time, temporary, and seasonal employees and interns. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination, or retaliation. 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, discriminatory, or retaliatory conduct from promptly advising the offender that the offender's behavior is unwelcome and requesting that it be discontinued. However, nothing in this policy will require individuals who believe they are being subjected to harassing, discriminatory, or retaliatory behavior to so advise the offender.

If an individual experiences or witnesses harassment, discrimination, or retaliation of any kind, they should deal with the incident(s) as directly and firmly as possible by clearly communicating their position to their immediate supervisor, their Department Head, the Director of Human Resources, and/or the Executive Director (Director). Individuals 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, texts, social media postings, tweets, and telephone messages can strengthen documentation. It is not necessary that the discrimination, harassment, or retaliation be directed at you to make a complaint.

1. **Direct Communication with Offender:** If there is harassing, discriminatory, or retaliatory behavior in the workplace, and if the offended individual feels comfortable doing so, they should directly and clearly express their objection to the offending person(s) regardless of whether the behavior is directed at them. Directly offended parties should clearly state that the offensive conduct is unwelcome and the offending behavior must stop. However, the offended party is not required to directly confront the person who is the source of the report, question, or complaint before notifying any of those individuals listed below. Further, the offended party is **not** required to directly confront the person who is the source of their report, question, or complaint if they do not feel comfortable doing so. The initial message may be oral or written, but

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documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.

2. Report to Supervisory and Administrative Personnel: At the same time direct communication is undertaken, or in the event one feels threatened or intimidated by the offending person, a prompt report of the offending behavior should be submitted to an immediate supervisor, Department Head, Director of Human Resources, or the Director. If the offended individual feels uncomfortable doing so, or if their immediate supervisor and/or Department Head is the source of the problem, condones the problem, or ignores the problem, they should report the conduct directly to the Director. If the Director is the source of the problem, condones the problem, or ignores the problem, they should contact the President of the Champaign Park District Board of Commissioners (Board).
3. Report to Director: An employee may also report incidents of harassment, discrimination, or retaliation directly to the Director. The Director or their designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If the complaint alleges harassment by the Director, or if the Director condones the problem or ignores the problem, the offended party should immediately report the incident or incidents in writing directly to the President of the Board. 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.
4. Complaint Against a Board Member: If a complaint is made about alleged discrimination, harassment, or retaliation by an elected official of the Park District, such as a Board Member, the allegations should be reported to the Director, Director of Human Resources, the President of the Board, or any other Board member not involved in the alleged discrimination, harassment, or retaliation. If a complaint is made against an elected official of the Park District under this Section, the matter must be referred to the Park District's legal counsel. The complaint and any investigation into the complaint will be thoroughly investigated by the Human Resources Department (or their designee) or an independent attorney or consultant and will be independently reviewed by a committee made up of other Board members who are not the subject of the allegations.

When an allegation of discrimination, harassment, or retaliation is reported, an investigation will be conducted within a prompt period of time and appropriate remedial action will be taken when an allegation is determined to be substantiated. At no time will personnel involved in the alleged discrimination, harassment, or retaliation conduct the investigation.

Nothing in this policy precludes a report of discrimination, harassment, or retaliation to the Illinois Department of Human Rights, which is the State agency responsible for enforcing the Illinois Human Rights Act, as described in the "Conclusion" section below. Further, the IDHR maintains a helpline for confidential reports of sexual harassment: 877-236-7703.

Harassment Allegations Against Non-Employee Third Parties

If a complaint is made alleging harassment, discrimination, or retaliation against an agent, vendor, supplier, contractor, volunteer or person using Park District programs or facilities,

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the Director (or their designee) will investigate the incident(s) and determine the appropriate remedial action, if any. The Park District will make reasonable effort to protect the complainant from further contact with such persons when warranted or will take other reasonable steps to remediate the situation. Please recognize, however, that the Park District has limited control over the actions of non-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 their rights in pursuing legal action.

Harassment Allegations By Elected Officials Against Other Elected Officials

Alleged harassment by one elected official against another can be reported to the Park District's Board President. If the Board President is the person reporting the harassment or is implicated by the allegation, the report can be made to any other Park District Commissioner. If a complaint is made against an elected official of the Park District by another elected official of the Park District under this Section, the matter must be referred to the Park District's legal counsel. The allegations of the complaint will be thoroughly investigated through an independent review, which may include referring the matter to a qualified, independent attorney or consultant to review and investigate the allegations. Further, if warranted (as determined, where possible, by a committee of the other Board members who are not the reporting official or the official who is the subject of the complaint), reasonable remedial measures will be taken.

Harassment of Non-Employees

Harassment of non-employees by employees is strictly forbidden and will be subject to discipline, up to and including termination. If a non-employee has a complaint of harassment, the non-employee should notify the Park District's Human Resources Department. If the Human Resources Department is implicated by the allegation, the report can be made to the Director. If both the Human Resources Department and the Director are implicated by the allegation, the report can be made to the Board President. The allegations of the complaint will be thoroughly investigated by the Human Resources Department, Director, or Board President (or their designee) as appropriate and, if warranted, reasonable remedial measures will be taken. For the purposes of this Section, "non-employee" means a person who is not otherwise an employee of the agency and is directly performing services for the employer pursuant to a contract with the employer; it includes contractors and consultants.

Responsibility of Supervisors and Witnesses

Any supervisory or managerial employee who becomes aware of any possible harassment, discrimination, or retaliation of or by any employee should immediately advise the 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, discrimination, or retaliation regardless of who the offender may be or whether or not they 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

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confidentiality, as the Park District must be able to fully investigate and take prompt remedial action when necessary. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The Park District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment, discrimination, or retaliation. Employees must cooperate in any investigation of workplace misconduct or risk disciplinary action, up to and including termination.

Responsive Action

The Park District will determine whether a complaint of harassment, discrimination, or retaliation has been substantiated or not based on a review of the facts and circumstances of each situation. Misconduct constituting a violation of this policy (such as engaging in harassment, discrimination, or retaliation), will be dealt with appropriately. Appropriate responsive action may include, by way of example only: training, referral to counseling and/or disciplinary action (such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination) as the Park District believes appropriate under the circumstances.

False and Frivolous Complaints

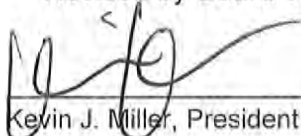
Given the possibility of serious consequences for an individual accused of harassment, discrimination, or retaliation, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including termination.

Conclusion

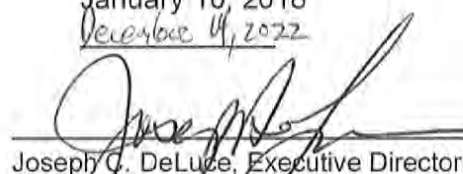
In summary, employees have a right to: be free from discrimination, harassment, or retaliation in the workplace; file a charge of discrimination, harassment or retaliation (see this Policy); and obtain reasonable accommodations, such as those based on pregnancy, childbirth, or medical conditions related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

While the Park District hopes to be able to resolve any complaints of harassment, discrimination, or retaliation within the Park District, the Park District acknowledges an individual's right to contact the Illinois Department of Human Rights (IDHR) 524 S. 2nd St, Suite 300, Springfield, IL 62701 about filing a formal complaint. The IDHR also has a reporting hotline, which includes a method for the intake of anonymous phone calls regarding allegations of sexual harassment. If IDNR 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, a complaint may be filed directly with the HRC between the 365th and the 395th day.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners


Kevin J. Miller, President

April 27, 2016
January 10, 2018
December 14, 2022


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 L.8



The Champaign Park District (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 aid in enhancing 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 those laws and related concerns, the Park District has resolved to maintain a drug free workplace.

The Park District's Drug and Alcohol Abuse Policy is further outlined in Appendix A of the Park District's Employment Policies and Procedures Handbook. 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 shall abide by its terms. As with all policies, this policy is subject to periodic review, amendment, 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 and Procedures for positions that require a Commercial Driver's License (CDL) which is located in Appendix B of the Park District's Employment Policies and Procedures Handbook and Appendix A of the Park District's Transportation Manual.

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 particular skill and attentiveness beyond that of non-commercial motor vehicle licensees. As part of its continuing commitment to safety and in order to comply with applicable law, the Park District has established a drug and alcohol policy and procedure 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 Drug Free Workplace 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 shall control.

Approved by Board of Commissioners
Revised by Board of Commissioners

Kevin J. Miller, President

July 13, 2016

9/30/22

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.



CHAMPAIGN PARK DISTRICT

American's with Disabilities Act Program Statement

In accordance with Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, the Champaign Park District (Park District) does not discriminate on the basis of disability. The Park District will make all reasonable modifications to policies and programs to ensure that every qualified individual with a disability has an equal opportunity to enjoy all of its programs, services, and activities, provided an individual meets essential eligibility requirements for participation. The ADA requires that recreation programs offered by the Park District be available in the most integrated setting appropriate for each individual.

Upon request, the Park District will generally provide qualified individuals auxiliary aids and services to allow them to participate equally in the Park District's programs, services, and activities or for effective communication. Anyone who requires auxiliary aids or other services should contact the Park District as soon as possible but no later than 48 hours before the scheduled event.

If you or a member of your family needs special assistance or accommodations to participate in any Park District program, please indicate on the Park District registration form.

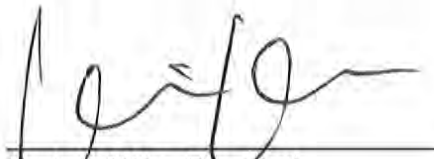
The Park District has appointed Andrew Weiss, Director of Planning, as the ADA compliance officer. If you have any questions or concerns about access to recreation for Americans with Disabilities, you may contact him via e-mail at andrew.weiss@champaignparks.org or phone 217-819-3822.

Please note that the ADA does not require the Park District to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Approved by Board of Commissioners
Revised by Board of Commissioners

August 23, 2017

July 13, 2022


Kevin J. Miller, President
Joe DeLuice, Executive Director



CHAMPAIGN PARK DISTRICT

American's with Disabilities Act Employment Policy

The Champaign Park District (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 their 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 staff feel uncomfortable making an accommodation request to their Department Head or they believe their accommodation request was not properly managed, the staff member may then report it to the Human Resources Manager.

On receipt of an accommodation request, the Department Head and immediate supervisor shall meet with the staff member 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 their position. The Park District shall 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 the 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.).

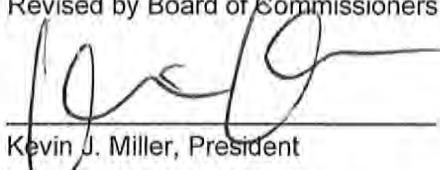
An employee or job applicant who has questions regarding this policy or believes that they have been discriminated against based on a disability should immediately notify the Executive Director. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

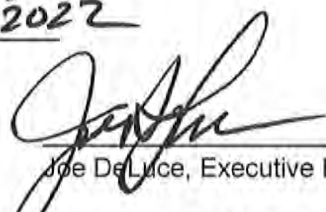
Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

February 9, 2011

April 27, 2016

July 15, 2022


Kevin J. Miller, President


Joe 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.



Family and Medical Leave Act Policy

This policy briefly summarizes rights and regulations under the Family and Medical Leave Act of 1993 ("FMLA") and provides generally applicable information relating to leaves taken under the FMLA by employees of the Champaign Park District ("Park District"). Employees should contact the Department of Human Resources to discuss the specific circumstances of their need for leave under the FMLA.

The FMLA provides eligible employees with up to twelve (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 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. Employees shall be notified of their status as a key employee, when applicable, after they request a Family and Medical Leave.

Eligibility

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

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 biological, adoptive, step or foster parent, spouse or child 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:

1. Hospital Care: Inpatient care involving an overnight stay in a hospital, hospice, or residential medical care facility, including any period of incapacity relating to the same condition;
2. 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:
 - a. 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

- b. 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;
- 3. Pregnancy: Any period of incapacity due to pregnancy or for prenatal care;
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, including substance abuse treatment; continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity;
- 4. 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;
- 5. Multiple Treatments (non-chronic conditions): Any period of absence to receive multiple treatments (including any period of recovery therefrom) 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

Leave is given in accordance with the FMLA for reasons relating to active duty military service in each of the following cases:

- 1. For qualifying exigencies that arise when the employee's spouse, son, daughter or parent is on covered active duty status or has been notified 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, child, 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 twelve (12) calendar weeks of leave over a rolling 12-month period measured retroactively from the last day of leave. Where both spouses are employed by the Park District, their combined leave under this policy is twelve (12) weeks over the twelve (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 Director of Human Resources, Executive Director, 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 Park District must notify the employee in writing, specify what information is lacking, and give the employee seven (7) 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 Park District may deny FMLA leave.

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

Compensation

An employee 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 shall be counted toward the twelve (12) weeks of Family and Medical Leave. If the employee qualifies 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 (FT) is on FMLA leave, the Park District shall 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 twelve (12) week period. The employee shall 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 shall 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 upon in writing. 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, shall 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 thirty (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 shall be given as soon as possible (usually within one (1) or two (2) business days).

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 Human Resources Department.

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 Park District 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.
 - c. 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 (in essence, within two (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.

Return from Leave

Upon returning from FMLA leave, the employee shall 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 the employee 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 reinstatement is sought.

Failure to Return to Work after FMLA Leave

An employee who fails to return to their position on the first day after the leave of absence has expired, shall be considered to have voluntarily resigned. However, pursuant to the Park District's American with Disabilities Act (ADA) Policy, employees may request extended unpaid leave as a "reasonable accommodation" under the ADA. The Park District may recover health insurance premiums that the Park District paid on behalf of the employee during any unpaid FMLA leave.

Additional Information

For further information or clarification about FMLA leave, please contact the Human Resources Department.

Approved by Board of Commissioners

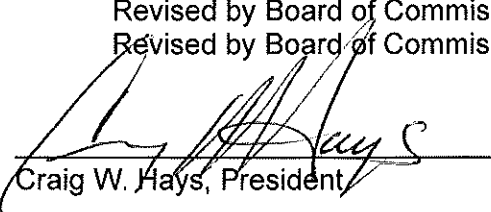
Revised by Board of Commissioners

Revised by Board of Commissioners

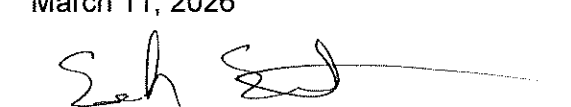
April 27, 2016

June 23, 2021

March 11, 2026



Craig W. Hays, President



Sarah Sandquist, Executive Director

**CHAMPAIGN
PARK DISTRICT**
Communicable Disease Policy

Employees with Chronic Infectious Diseases Policy

The Champaign Park District (Park District) recognizes that the transmission of communicable diseases is a genuine health risk. It is the desire of the Park District to exercise appropriate measures to assist in preventing the spread of diseases. The Champaign Park District Board of Commissioners (Board) acknowledges its desire and willingness to respond effectively to the genuine concerns of the public consistent with its obligation to discharge its duties in accordance with applicable law.

Statement of Purpose

Employees with identified chronic infectious diseases shall be permitted to retain their positions whenever, through an interactive process and reasonable accommodation, their employment does not constitute a direct threat to the health or safety of themselves or others, and the employee is able to satisfactorily perform the Essential Functions of the job in question.

Administration of the Policy

Employment decisions will be made in accordance with applicable law and in conjunction with current, available state and local public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, severe acute respiratory syndrome (SARS), including the SARS-CoV-2 (coronavirus) and tuberculosis. The Park District may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

The determination of an employee's continued employment status shall be made in accordance with procedures implemented by the Park District. Employees with chronic infectious diseases shall maintain all rights, privileges and services provided by law and the policies and procedures of the Park District.

The Park District shall respect the right to privacy of any employee who has a chronic infectious disease. Subject to applicable law, the employee's medical condition shall be disclosed only to the extent necessary to avoid a health or safety threat to the employee or others. The number of personnel aware of the employee's condition will be kept at the minimum needed to assure proper care of the employee and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information and will be made aware of confidentiality requirements.

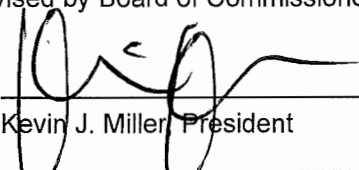
The Park District will follow all federal, state, and local guidance, which includes Center for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), Illinois Department of Public Health (IDPH) and the Champaign Urbana Public Health District, in response and prevention of communicable diseases.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

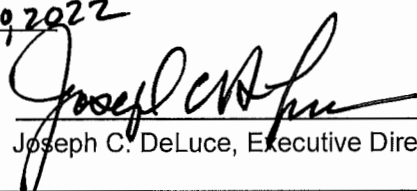
July 13, 2011

July 13, 2016

Sept 30, 2022



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.**



CHAMPAIGN PARK DISTRICT

Abused and Neglected Child Reporting Policy

It shall be the policy of the Champaign Park District (Park District) to comply with the provisions of the Illinois Abused and Neglected Child Reporting Act (325 ILCS 5/1, *et seq.*).

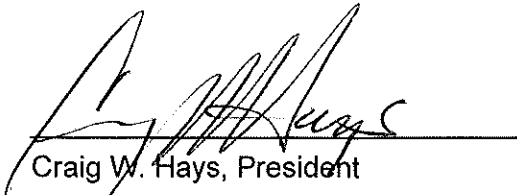
The Illinois Abused and Neglected Child Reporting Act provides guidelines for the reporting of suspected child abuse and neglect, and in certain circumstances, the taking of protective custody of abused children. The Act requires mandated reporters within the Park District to immediately report suspected child abuse or neglect to the Illinois Child Abuse Hotline at 1-800-25-ABUSE or 1-800-252-2873 whenever they have reasonable cause to believe that a child known to them in their official capacity may be abused or neglected. Staff initiating the report should also immediately notify their supervisor, department head, Director of Human Resources, or the Executive Director. Any Park District staff member who believes a child is in immediate danger of harm shall first call the emergency services number, 911. Mandated reporters must complete and submit the required written confirmation (CANTS 5 form) to DCFS within 48 hours of making the oral report, as required by law.

The Illinois Department of Children and Family Services (DCFS) definition of abuse located on its website, is the "mistreatment of children under the age of 18 by a parent or their romantic partner, an immediate relative or someone living in their home, a caretaker such as a babysitter or daycare worker, or any other person responsible for the child's welfare." The mistreatment must cause injury or harm or must put the child at risk of harm. Such mistreatment can be physical, sexual, or emotional. The definition of neglect located at the website is when a parent or other responsible caretaker fails to provide adequate supervision, food, clothing, medical care, shelter, or other basic needs for a child. This policy incorporates by reference the definitions of "abused child" and "neglected child" defined in the Abused and Neglected Child Reporting Act and its implementing regulations. 325 ILCS 5/1, *et seq.* and 89 IL. Admin. Code, Part 300.20.

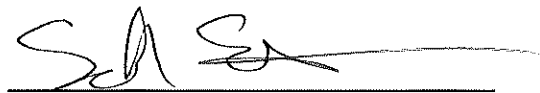
Park District staff working with children shall complete the employee notification forms and follow Park District procedures and guidelines concerning the Abused and Neglected Child Reporting Act.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

September 23, 1999
September 14, 2005
June 8, 2011
May 25, 2016
July 14, 2021
March 11, 2026



Craig W. Hays, President



Sarah Sandquist, Executive Director



Abused and Neglected Children Procedures and Guidelines

The Illinois Abused and Neglected Child Reporting Act (ANCRA) (325 ILCS 5/1, *et seq.*) provides guidelines for the reporting of child abuse and neglect. The following is a non-comprehensive list of general guidelines for child abuse or neglect detection and reporting.

Indicators/Warning Signs

Indicators and warning signs may include, but are not limited to, the following:

1. A child may describe events that appear to be abusive.
2. A parent may tell you of family practices that are abusive.
3. A child may have injuries that are not consistent with the stated cause.
4. A child may have unusually frequent or unexplained injuries.
5. A child's attitude and behaviors change dramatically.
6. A child shows extremes in behavior, such as overly compliant or demanding behavior, extreme passivity or aggression. A child's school performance and/or functioning at the park district suddenly declines.
7. A child becomes frequently truant, both excused and unexcused.
8. A child may express otherwise unexplained fears of an older person or child.
9. A child's basic needs for food, shelter, and medical or dental treatment may not be met.
10. A child begs or steals food or money from others.
11. A child may know sexual matters that are not age-appropriate.
12. A child may exhibit sexual acting-out behaviors with adults, peers, and younger children.
13. A child may not want to or be afraid to go home after school and/or from Park District programs.

THE "DO's" and "DON'Ts" in reporting suspected child abuse:

DO

1. Do- Phone 1-800-25-ABUSE or 1-800-252-2873 as soon as you suspect child abuse or neglect.
2. Do- Follow the instructions the Hotline employee gives.
3. Do- Notify your supervisor, department head, Director of Human Resources or Executive Director immediately after the report has been made.
4. Do- Complete and submit the required written confirmation (CANTS 5 form) to DCFS within 48 hours of making the oral report, as required by ANCRA.
5. Do -Call the local 911 emergency services number if the child is in immediate danger of harm.

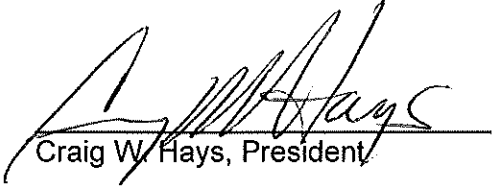
DON'T

1. Don't- Call the child's parent and/or caretaker to ask if an allegation is true.
2. Don't - Tell the Hotline worker that your report is an EMERGENCY unless a child is in imminent danger of physical or mental abuse or neglect.
3. Don't - Try to investigate the complaint yourself. Do not get personally involved.

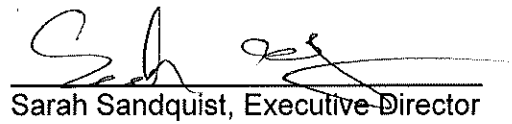
4. Don't - Wait a few weeks to see if the situation improves. ACT IMMEDIATELY - CONTACT THE HOTLINE AND LET PROFESSIONAL INVESTIGATORS DETERMINE IF YOUR SUSPICIONS ARE TRUE.
5. Don't - Tell everybody else in the program what you suspect. Maintain confidentiality and share information only with DCFS and appropriate supervisory personnel.
6. Don't- Promise a child who confides in you that you won't tell anyone what he or she has said.
7. Don't Ignore a child who makes a statement about abuse.
8. Don't - Let anyone else make your decision about whether to report. The standard for reporting is reasonable cause to believe a child may be abused or neglected. You are not required to have proof

Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

May 25, 2016
July 14, 2021
March 11, 2026



Craig W. Hays, President



Sarah Sandquist, Executive Director

**CHAMPAIGN
PARK DISTRICT**
New Employee Reporting Policy

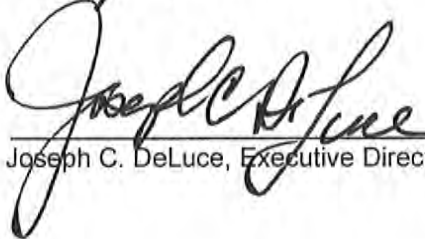
It shall be the policy of the Champaign Park District Board of Commissioners (Board) that the Champaign Park District (Park District) comply in all regards with requirements of the Employer's Requirement to Report New Employees Rules enacted effective October 1, 1997 as well as the Child Support Enforcement Task Force requirements. The Executive Director and staff are directed to work with the State of Illinois to assure all forms are properly completed and returned to the proper authorities in compliance with the current statutes.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

October 13, 1999
September 14, 2005
June 8, 2011
May 11, 2016
July 15, 2022



Kevin J. Miller, President



Joseph C. DeLuce, Executive Director

**CHAMPAIGN
PARK DISTRICT**
Criminal Background Investigations Policy

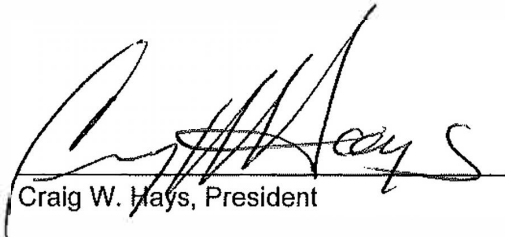
State Criminal Conviction Background Check

The Champaign Park District (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) and (d) of said statute shall automatically disqualify the applicant from further consideration for employment with the Park District. Any other conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the conviction(s) shall 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 shall only be transmitted to those persons who are necessary to the decision process. The Park District shall comply with the Fair Credit Reporting Act, 15 U.S.C. § 1681, *et seq.*, when conducting criminal background investigations under this policy.

In addition to complying with Illinois state law, the Park District's background check also includes a review of national databases, which may cover criminal records, sex offender registries, federal criminal records, security watch lists, and other relevant checks.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

July 14, 1999
February 9, 2011
May 25, 2016
July 14, 2021
March 11, 2026



Craig W. Hays, President



Sarah Sandquist, Executive Director



Smoking is prohibited in Champaign Park District (Park District) buildings, facilities, equipment, vehicles, 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 Park District at the time it becomes law.

The Smoke Free Illinois Act shall be strictly enforced by the Park 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 Park District buildings.
- Smoking within 15 feet of entrances, exits, windows that open and ventilation intakes.
- Ashtrays where smoking is prohibited.

Additionally, the Park District shall post "No Smoking" signs at each entrance to the place of employment or public place where smoking is prohibited. "No Smoking" signs shall comply with the specification in the Smoke-free Illinois Act.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners



Kevin J. Miller, President

February 9, 2011

July 13, 2016

2/15/2022



Joseph C. DeLuce, Executive Director



I. Introduction and Identification of Act

This Identity-Protection Policy is adopted pursuant to the Illinois Identity Protection Act, 5 ILCS 179/1 et seq. The Identity Protection Act requires the Champaign Park District (Park District) to draft, approve, and implement this Identity Protection Policy to ensure the confidentiality and integrity of Social Security numbers (SSNs) that the Park District collects, maintains, and uses. It is important to safeguard SSNs against unauthorized access because SSNs can be used to facilitate identity theft. One way to better protect SSNs is to limit the widespread dissemination of those numbers. The Identity Protection Act was enacted in part to require local and State government agencies to assess their personal information collection practices and make necessary changes to those practices to enhance confidentiality. All Park District Board of Commissioners, officers, employees, agents, and representatives, shall comply with the Identity Protection Act and this Policy at all times.

II. Definitions

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

"Act" means the Illinois Identity Protection Act, 5 ILCS 179/1 et seq.

"Board" means the Board of Commissioners of the Park District. "Park District" means Champaign Park District.

"Person" means any individual in the employ of the Park District.

"Policy" means this Identity-Protection Policy.

"Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.

"Redact" means to alter or truncate data so that no more than five sequential digits of a SSN are accessible as part of personal information.

"SSN(s)" means any Social Security number provided to an individual by the Social Security Administration.

"Statement of Purpose" means the statement of the purpose(s) for which the Park District is collecting and using an individual's SSN that the Act requires the Park District to provide when collecting a SSN or upon request by an individual. An example of a Statement of Purpose for the Park District is attached to this Policy.

III. Statement of Purpose

The Park District shall provide an individual with a Statement of Purpose anytime an individual is asked to provide the Park District with their SSN or if an individual requests it. The Statement of Purpose is located in the Board Policy Manual.

IV. Prohibited Activities

a) Neither the Park District nor any Person may:

1. Publicly post or publicly display in any manner an individual's SSN.
2. Print an individual's SSN on any card required for the individual to access products or

services provided by the person or entity.

3. Require an individual to transmit a SSN over the Internet unless the connection is secure or the SSN is encrypted.
 4. Print an individual's SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the SSN to be on the document to be mailed. Notwithstanding the foregoing, SSNs may be included in applications and forms sent by mail, including, but not limited to: (i) any material mailed in connection with the administration of the Unemployment Insurance Act; (ii) any material mailed in connection with any tax administered by the Department of Revenue; and (iii) documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN that is permissibly mailed pursuant to this paragraph shall not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.
- b) Except as otherwise provided in paragraph (c) below or unless otherwise provided in the Act, neither the Park District nor any Person may:
1. Collect, use, or disclose a SSN from an individual, unless: (i) required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the SSN is otherwise necessary for the performance of the Park District's duties and responsibilities; (ii) the need and purpose for the SSN is documented before collection of the SSN; and (iii) the SSN collected is relevant to the documented need and purpose.
 2. Require an individual to use their SSN to access an internet website.
 3. Use the SSN for any purpose other than the purpose for which it was collected.
- c) The prohibitions in paragraph (b) above do not apply in the following circumstances:
1. The disclosure of SSNs to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity first receives from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's SSN will be achieved.
 2. The disclosure of SSNs pursuant to a court order, warrant, or subpoena.
 3. The collection, use, or disclosure of SSNs in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
 4. The collection, use, or disclosure of SSNs for internal verification or administrative purposes.

5. The disclosure of SSNs by a State agency to the Park District for the collection of delinquent child support or of any State debt or to the Park District to assist with an investigation or the prevention of fraud.
6. The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm-Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

A) Coordination with the Freedom of Information Act and Other Laws

The Park District shall comply with the provisions of the Illinois Freedom of Information Act, 5 ILCS 140/1, et seq, and any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. However, the Park District shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting SSNs, the Park District shall request each SSN in a manner that makes the SSN easy to redact if required to be released as part of a public records request. The Park District shall require that when collecting a SSN or upon request by the individual, a statement of the purpose or purposes for which it is collecting and using the SSN shall be provided.

B) Limited Employee Access to Social Security Numbers

Only employees who are required for the performance of their essential job functions to use or handle information or documents that contain SSNs shall have access. All employees who have access to SSNs shall first be trained to protect the confidentiality of SSNs and sign an acknowledgement that such training was provided and completed. The training will include instructions on the proper handling of information that contains SSNs from the time of collection through destruction of the information.

C) Embedded Social Security Numbers

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

D) Applicability

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail.

This Policy does not apply to:

1. The collection, use, or disclosure of a SSN as required by State or federal law, rule, or regulation;
or
2. Documents that are recorded with a county recorder or required to be open to the public under a State or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois; provided, that, the Park District shall redact the SSN from such document if such law, rule, or regulation permits.

E) Availability of Policy

The Policy shall be filed with the Board within 30 days of its approval. All Park District employees shall be advised of the existence of this Policy.

Park District employees who are required for the performance of their essential job functions to use or handle information or documents that contain SSNs shall be provided a copy of this Policy, which each shall maintain at all times and sign an acknowledgement of receipt of said Policy. A copy of the Policy is available to all other employees and any member of the public by requesting in writing a copy from:

Director of Human Resources,
706 Kenwood Road,
Champaign, IL 61821
217-398-2550.

F) Amendments

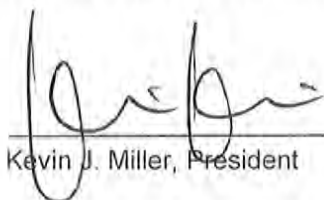
This Policy may be amended by the Park District at any time. If the Policy is amended, the Park District shall file a written copy of the Policy, as amended, with the Board and shall also advise all Park District employees of the existence of the amended Policy. A copy of the amended Policy shall be made available to Park District employees and the public as set forth in the preceding section above.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

June 8, 2011

July 13, 2016

July 15, 2022



Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



Statement of Purpose for Collection of Social Security Numbers by the Park District (Attachment)

The Identity Protection Act, 5 ILCS 179/1, et seq., and the Identity Protection Policy of the Champaign Park District (Park District) require the Park District to provide an individual with a statement of the purpose or purposes for which the Park District is collecting and using the individual's Social Security number (SSN) anytime an individual is asked to provide the Park District with their SSN or if an individual requests it. This Statement of Purpose is being provided to you because you have been asked by the Park District to provide your SSN or because you requested a copy of this statement.

Why does the Park District collect an employee's Social Security number?

You are being asked for your SSN for one or more of the following reasons:

- Employment matters
- Insurance claim
- Complaint mediation or investigation
- Law enforcement investigation
- Child support collection
- Internal verification
- Administrative services

What does the Park District do with your Social Security number?

The Park District will only use your SSN for the purpose for which it was collected.

The Park District shall not:

- Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
- Publicly post or publicly display your SSN;
- Print your SSN on any card required for you to access our services;
- Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
- Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you: the exceptions would be (i) any material mailed in connection with the administration of the Unemployment Insurance Act; (ii) any material mailed in connection with any tax administered by the Department of Revenue; and (iii) documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. If mailed, your SSN will not be visible without opening the envelope in which it is contained.

Questions or Complaints about this Statement of Purpose

Write or e-mail to the Champaign Park District:

Heather Miller

Director of Human Resources

706 Kenwood Road

Champaign, IL 61821

E-mail: personnel@champaignparks.org

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.



SOCCER GOAL SAFETY AND EDUCATION POLICY

I. Introduction and Identification of Act

This Soccer Goal Safety and Education Policy ("Policy") is adopted pursuant to the Illinois Movable Soccer Goal Safety Act, also known as Zach's Law, 430 ILCS 145/1, *et seq.* (the "Act"). The Act requires the Champaign Park District (Park District) to create a Policy to outline how it will specifically address the safety issues associated with movable soccer goals.

II. Definitions

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

"Act" means the Illinois Movable Soccer Goal Safety Act, also known as Zach's Law, 430 ILCS 145/1 *et seq.*

"Authorized Personnel" means Permitted Users and all Park District employees who have responsibility for or contact with Movable Soccer Goals.

"Board" means the Champaign Park District Board of Commissioners.

"Park District" means Champaign Park District.

"Movable Soccer Goal(s)" means a freestanding structure consisting of at least 2 upright posts, a crossbar, and support bars that is designed: (1) to be used by adults and children for the purposes of a soccer goal; (2) to be used without any other form of support or restraint other than pegs, stakes, augers, counter-weights, or other types of temporary anchoring devices; and (3) to be able to be moved to different locations.

"Organization" means any unit of local government other than the Park District, and any school district, sporting club, soccer organization, religious organization, business, or other similar organization.

"Permitted User(s)" means an Organization and all of its employees, agents, coaches and volunteers that use Property for Soccer-Related Activities.

"Policy" means this Soccer Goal Safety and Education Policy.

"Property" means real property owned or leased by the Park District where Movable Soccer Goals are used.

"Safety Guidelines" mean the Guidelines for Safely Securing Movable Soccer Goals pursuant to the standards and guidelines identified on the Illinois Department of Public Health (IDPH) website as follows:

1. ASTM F2950-14, (2021) Safety and Performance Specification for Soccer Goals;
2. ASTM F1938-98, Standard Guide for Safer Use of Movable Soccer Goals; and

3. Consumer Product Safety Commission (CPSC), Guidelines for Movable Soccer Goals.

"Soccer-Related Activity" means use of Movable Soccer Goals on Property, including without limitation, soccer games, scrimmages, practices and the like.

III. Moving And Securing Movable Soccer Goals

Prior to the commencement of the soccer season each year, the Park District shall place and secure Movable Soccer Goals on its Property in accordance with the Safety Guidelines. Only the Park District shall be permitted to move any Movable Soccer Goal the Park District owns, installs, or places on its Property.

Thereafter, if a Movable Soccer Goal becomes unanchored or improperly secured, only Authorized Personnel shall be permitted to re-secure it in accordance with the Safety Guidelines.

IV. Warning Labels

A warning label such as the following, shall be posted on all Movable Soccer Goals:

Only authorized personnel may move and anchor this goal. IF THIS GOAL IS NOT ANCHORED DOWN, DO NOT USE IT AND CONTACT THE CHAMPAIGN PARK DISTRICT OPERATIONS DEPARTMENT AT 217-819-3812. Serious injury including death may occur if not properly installed.

V. Routine Inspections by Park District

The Park District shall routinely inspect all Movable Soccer Goals that the Park District has installed or placed onto its Property to verify that they are properly secured and document such inspection in writing.

VI. Permitted User Inspections, Placement in Non-Use Position and Notice to Players, Parents, and Guardians

As a condition of the use of Property, before and after any Soccer-Related Activity, Permitted Users shall make a physical inspection of each Movable Soccer Goal to assure that the goal is secure in accordance with the Safety Guidelines. If any Movable Soccer Goal is not properly secured, the Permitted User shall secure the goal in accordance with the Safety Guidelines. If the Permitted User does not have the necessary equipment to secure the goal in accordance with the Safety Guidelines, the Permitted User shall place the goal in a non-use position by laying it forward onto its front bars and crossbar and shall immediately notify the Park District of the location of the goal.

As a condition of the use of Property and prior to the commencement of the soccer season each year, each Organization shall advise their players, coaches, and the players' parents and guardians, that Movable Soccer Goals may not be moved and that any use of a Movable Soccer Goal that is inconsistent with Soccer-Related Activity is strictly prohibited, including without limitation, playing, climbing, or hanging on any part of the Movable Soccer Goal. According to the

U.S. Consumer Product Safety Commission, these activities can result in serious injury, including death. A sample notice is attached hereto as Attachment A.

VII. Use of Park District Property by Permitted Users

A copy of this Policy shall be provided to all Organizations using the Property for Soccer-Related Activity. Prior to using Property for Soccer-Related Activity, each Organization shall provide each of its Permitted Users with a copy of this Policy and require that each of its Permitted Users comply with this Policy.

VIII. Removal and Securing

At the conclusion of each soccer season, the Park District shall either remove all Movable Soccer Goals that it has installed or otherwise placed on its Property and store such goals at a secure location or otherwise secure such goals on its Property by any of the following methods: (1) placing the goal frames face to face (front posts and crossbars facing toward each other) and securing them at each goalpost with a lock and chain; or (2) locking and chaining the goals to a suitable fixed structure such as a permanent fence; or (3) locking unused portable goals in a secure storage room after each use; or (4) fully disassembling the goals for season storage.

IX. Acquisition of Tip-Resistant Movable Soccer Goals

After the effective date of this Policy, the Park District will not purchase any Movable Soccer Goal unless it is tip resistant. A Movable Soccer Goal whose inside measurements are 6.5 to 8 feet high and 18 to 24 feet wide is not tip-resistant unless it conforms to the American Society for Testing and Materials (ASTM) Standard F2950-14 (2021) Standard Safety and Performance Specifications for Soccer Goals or is otherwise equipped with another design-feature approved by the U.S. Consumer Product Safety Commission. Notwithstanding the foregoing provisions, the Park District may continue to use its existing goals in a manner consistent with this Policy.

X. Applicability

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail.

This Policy shall not create any new liability or increase any existing liability of the Park District, or any of its commissioners, officers, employees, representatives, volunteers, or agents, which exists under any other law, including but not limited to the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.* In addition, this Policy shall not alter, diminish, restrict, cancel, or waive any defense or immunity of the Park District or any of its commissioners, officers, employees, representatives, volunteers, or agents, which exists under any other law, including but not limited to the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*

XI. Availability of Policy

All Park District employees who have responsibility for or contact with Movable Soccer Goals shall be advised of this Policy.

A copy of the Policy is available to all other employees and any member of the public by requesting a copy from: Champaign Park District Administration at 217-398-2550.

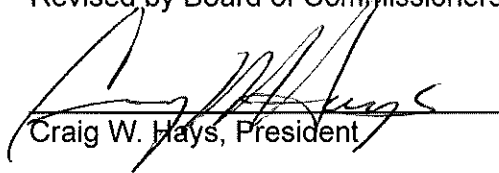
XII. Amendments

This Policy may be amended by the Park District at any time.

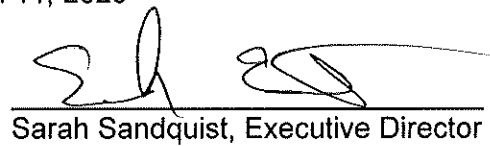
XIII. Effective Date

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

May 1, 2016.
July 28, 2021.
March 11, 2026



Craig W. Hays, President



Sarah Sandquist, Executive Director

SOCCER GOAL SAFETY POLICY

PARENTAL NOTICE

Effective _____

Dear Parents and/or Guardians:

One of our primary objectives is that children have safe recreation areas. To that end, soccer goals should remain securely anchored to the ground and nets firmly attached to the goals.

In an effort to keep the goals and nets secure and children safe, you are required to advise your children/soccer players and any other person accompanying you for whom you are responsible that the following is strictly prohibited:

Moving any soccer goals and any use of a soccer goal that is inconsistent with soccer-related activity, including, without limitation, playing, climbing, or hanging on any part of the soccer goal. This especially applies to children climbing on or hanging from nets or goal frames. According to the U.S. Consumer Product Safety Commission, these activities can result in serious injury, including death.

If you observe any child inappropriately using a soccer goal or net, immediately and politely ask the child to stop. If the activity continues, please notify a coach or referee as soon as possible. Players violating this rule may be forced to sit out at the coach's discretion.

Finally, if you see any soccer goal that is not anchored down or any net that is not firmly secured to the goal, please notify a coach or referee immediately.

Sincerely,

Champaign Park District

Whistleblower Protection Policy and Procedures

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

Improper Governmental Action

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

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

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

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

Confidentiality

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

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

No Retaliation

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

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

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

Reporting Procedures

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

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

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

Investigation Procedures

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

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

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

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

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

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

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

Other Duties of the Auditing Official

The Auditing Official shall also:

- Ensure that each employee receives a written summary or a complete copy of § 4.1 of the Act upon hire and at least once each year of employment.
- Ensure that all employees receive a copy of this Policy upon hire and at least once each year of employment, as well as any updates to it, and sign a form acknowledging receipt.
- Be familiar with § 4.1 of the Act and any amendments thereto and shall comply with all requirements of the Act.
- Respond to questions from employees about this policy.

**Appendix Employee Acknowledgement of
Whistleblower Protection (SAFE-T Act) Policy and Procedures**

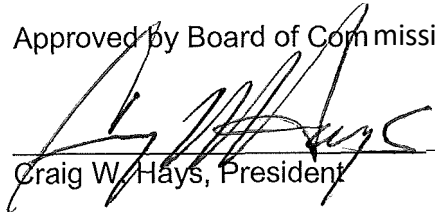
By signing below, I confirm I have received, read and understand the "Whistleblower Protection (Safe T Act) Policy and Procedures" for the Champaign Park District. I also understand that as an employee, it is my responsibility to abide by this Policy.

Employee Name (Printed): _____

Employee Signature: _____

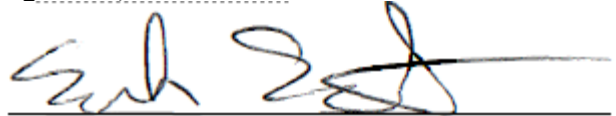
Date: _____

Approved by Board of Commissioners



Craig W. Hays, President

August 14, 2024



Sarah Sandquist, Executive Director



CHAMPAIGN PARK DISTRICT

Reporting Abuse, Suspicion of Abuse, or Inappropriate Behaviors with Minors or Vulnerable Adults Policy – Nonmandatory Reporters

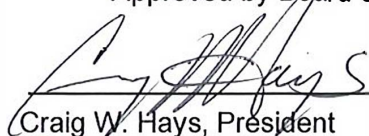
Employees/volunteers of the Champaign Park District (Park District) who are **not** mandated reporters should still report any reasonably-suspected, witnessed or disclosed neglect, physical or sexual abuse, or mistreatment of minors or vulnerable adults immediately to their supervisor, department head, Human Resources, or Executive Director. The Park District does not require employees/volunteers to confront directly the source of the report, question, or complaint prior to notifying any individuals listed above.

The Park District will take reasonable measures to ensure individuals who make a report or who are named in a report, or those closely related to a report, are not involved with any aspect of the investigative team. The Park District will keep any individual's identity related to the investigation and any report to the Department of Children and Family Services (DCFS) and/or other investigatory agency confidential throughout the process to the extent possible and permitted by applicable law. When reports are made, all individuals will maintain the privacy of the information inside and outside the Park District, related to the matter reported, to such an extent that still allows the Park District to investigate and report the matter and comply with any applicable federal, state, or local laws.

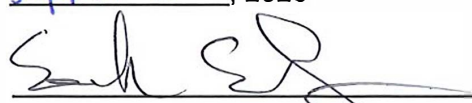
The Park District prohibits retaliation against anyone who reports child or vulnerable adult abuse or neglect, participates in an investigation of such reports, or otherwise complies with the Policy or cooperates with the Park District and/or outside investigators. Retaliation against any individual who reports or cooperates with the reporting of child or vulnerable adult abuse or neglect is a serious violation of this Policy and will be subject to disciplinary action, up to and including termination of employment or rescission of volunteering opportunities.

This policy does **not** supersede or supplant any mandatory reporting requirements under federal, state or local law. ***If an employee or volunteer is a mandated reporter pursuant to applicable law, they must comply with all relevant federal, state and local laws and Park District policies for mandated reporters.*** If an employee/volunteer is a mandated reporter, they will receive appropriate training and additional information from the Park District (or its designee) on mandated reporting requirements. That said, if an employee/volunteer has any questions regarding their status, they should contact their immediate supervisor or the Human Resources Department.

Approved by Board of Commissioners


Craig W. Hays, President

April 8, 2026


Sarah Sandquist, 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.



CHAMPAIGN PARK DISTRICT

Board Member Code of Conduct Policy

The Champaign Park District Board of Commissioners (Board) recognizes the need for decision-making and public responsiveness, which requires a commitment to ethical, businesslike, and lawful conduct including proper use of authority and appropriate decorum when acting as a Board member. Accordingly, each Board member shall:

1. Seek to advance the Champaign Park District's (Park District) mission and use it as a frame of reference for decisions, policy development, and action. The Board shall review and revise the mission statement every five (5) years.
2. Annually set and monitor the Park District's budget and financials and evaluate the performance of the Park District.
3. When outside of Board meetings, avoid making individual pronouncements and public conjectures about Park District matters not yet decided by the Board.
4. Represent all the people of the community while avoiding favoritism based on special interests.
5. Engage in no self-dealing or conducting of any private business or personal services between any Board member and the organization, except as procedurally controlled to assure openness, competitive opportunity, and equal access to "inside" information.
6. Disclose any conflict of interest and recuse oneself from deliberating or voting upon an issue about which the Board member has an unavoidable conflict of interest.
7. Not promise in advance of a meeting how the Board member will vote on any issue, reserving judgment until all information has been presented.
8. Not use one's Board position to obtain employment for oneself, for family members or close associates. (In the event a Board member desires employment with the Park District, the Board member must first resign from the Board.)
9. Make decisions involving the welfare of the Park District based on study and evidence, recognizing that personal feelings, opinions, and other such factors are not conducive to sound decision-making; and understand that respecting the opinions of fellow Board members is vital.
10. Accept the principle of Board unity by supporting majority decisions of the Board.
11. Acknowledge the Board's commitment to work with the Executive Director (Director) by:
 - a. Requesting desired information about the Park District's programs directly from the Director;
 - b. Referring to the Director's suggestions for new policies and seeking the Director's professional advice;
 - c. Refraining from acting on any complaint until after the Director has had an opportunity to investigate the matter and report to the Board; and
 - d. Supporting Board-approved and implemented actions of the Director and staff.
12. Recognize that an individual Board member has no direct authority over Park District policies

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.

or operations and shall not speak and/or act for the Board unless specifically authorized to do so by prior action of the Board.

13. Understand and respect the separation of Board responsibilities and those of the Director and Staff. The Board is responsible for setting policy and overseeing the management of the Park District. The Director is responsible for the day-to-day operations of the Park District.
14. Understand that no member of the Board, nor any person, whether in the employ of the Park District or otherwise, shall have the power to create any debt, obligation, claim, or liability, for or on account of the Park District or its monies or property, except with the express authority of the Board conferred at a Board meeting and recorded in its minutes as set forth in Section 4-6 of the Park District Code.
15. Respect the confidentiality appropriate to issues of a sensitive nature.
16. Commit to regular attendance at Board meetings and be properly prepared for Board deliberation.
17. Understand and follow all provisions of the Illinois Open Meetings Act, Freedom of Information Act, as well as any other applicable statutes that govern the conduct of elected officials.
18. The Board is responsible for hiring the Director and evaluating the Director's performance at least annually.
19. Participate in community activities.
20. Participate in Board development opportunities.
21. Develop productive relationships with other elected officials at the state, local, and national levels.
22. Be available and responsive to Park District residents by communication exchanges with Park District residents without favor towards any particular geographic area or interest group.
23. Keep the best interests of the Park District in mind by considering oneself a "trustee" of the Park District and doing one's best to ensure that the Park District is well maintained, financially secure, growing and always operating in the best interests of those the Park District serves.
24. Respect, listen, and communicate with fellow Board members and the Director.
25. Make a committed effort to continuing education and being well-informed about issues and trends that may impact the Park District.

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.

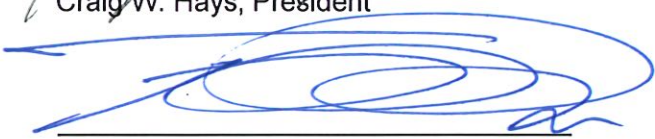
Approved by the Board of Commissioners, September 9, 2015
Revised by the Board of Commissioners, August 20, 2020
Revised by the Board of Commissioners, July 9, 2025



Craig W. Hays, President



Michael R. Somers, Vice President



Tyler R. Rouse, Commissioner



Jane L. Solon, Commissioner



Barbara J. Kuhl, Commissioner

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.



CHAMPAIGN PARK DISTRICT

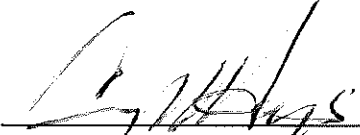
Executive Director and Park Board of Commissioners Relationship Policy

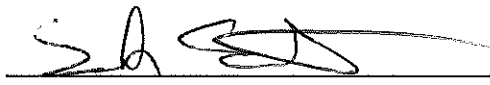
The Champaign Park District (Park District) Board of Commissioners (Board) recognizes and respects the delegation of authority and responsibility granted to the Executive Director (Director) to carry out its policies and directions. The Board shall consult directly with the Director regarding the affairs of the Park District. Suggestions for new policies, from Commissioners or staff, shall be referred to the Director for study, evaluation, and final recommendation.

Complaints shall be referred to the Director for investigation and disposition, or for recommendation to the Board for disposition.

Approved Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

May 28, 1998
June 8, 1998
September 14, 2005
October 12, 2011
October 12, 2016
November 10, 2020
June 11, 2025



Craig W. Hays, President

Sarah Sandquist, Executive Director



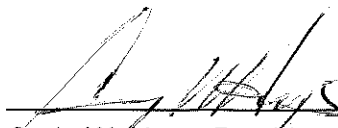
Temporary Administrative Succession Policy

In the absence of the Executive Director (Director), this procedure provides for the orderly appointment of an authorized substitute to act on behalf of the Director. In the absence of the Director for a period longer than one working day, the Director shall designate a Department Director as Acting Director to carry on the administrative and executive responsibilities of the Champaign Park District (Park District) in order to ensure continuity in the management of its affairs. The Director shall provide the Park District Board of Commissioners (Board) and executive staff with notice of the dates when such absence will commence and end. Assumption of duties by the designated Acting Director will occur on the dates of absence and continue until the start of business on the day the Director returns. The Acting Director shall have all the responsibilities and follow all the policies and procedures of the Park District. In the event the Director is incapacitated or otherwise unable to perform such administrative and executive responsibilities, then the Board shall appoint an Acting Director to serve until such time as the Director can resume such responsibilities or a successor is appointed, as the case may be.

Similarly, each Department Director will be responsible for the development and implementation of a temporary succession plan for their respective department operations. In all cases when the Department Director is absent from work for more than one day, an Acting Department Director will be designated to ensure that the day-to-day management of that department continues in an uninterrupted manner.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

September 14, 2005
July 13, 2011
October 12, 2016
November 10, 2020
June 11, 2025



Craig W. Hays, President

Sarah Sandquist, Executive Director



CHAMPAIGN PARK DISTRICT

Primary Functions of the Park District Board

The Park District functions pursuant to the authority set forth by the Illinois Park District Code, as stated in the Illinois Compiled Statutes (70 ILCS 1205/1-1, et seq.), and within the framework of Illinois laws, court decisions and regulations, as well as applicable laws, court decisions, and regulations of the United States of America. The Park District is governed by an elected Board of Commissioners (Board) which exercises the powers granted to it.

The Board has a fundamental belief and interest in park services as a vital asset in enhancing the well-being of the community.

The Board is elected by citizens of Champaign Park District (Park District), to perform the important service of providing and managing parks, recreation, and cultural arts for all segments of the community.

The Board members are nonpartisan and provide services to the community without regard for personal remuneration or advantage to themselves, members of their families, or friends.

The duty of the Board is to approve policy for the operation, control, improvement, and future planning of park and recreation facilities, programs, and services within the Park District.

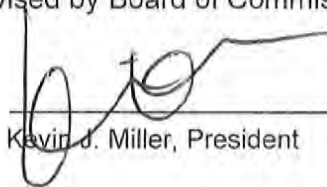
Specifically included are the following:

- To select an Executive Director (Director) as chief administrative officer and professional advisor and properly delegate to Director the authority and responsibility to execute its policies, enforce its rules and regulations, and administer the parks and recreation facilities, programs, and services.
- To provide for the levy of taxes in order that funds may be available for the maintenance of the parks and operation of the recreation facilities, programs, and services.
- To adopt a park and recreation budget and appropriation ordinance so that the best possible facilities, programs, and services may be provided in a fiscally responsible way.
- To assume responsibility for keeping the people of the Park District informed concerning the purposes, achievements, requirements and financial condition of their parks, recreational facilities and programs.
- To access, use, review and evaluate District programs and facilities.
 - To develop policies in accordance with the law, which satisfy the needs of the community, the wishes of the people, and to approve means whereby the policies may be efficiently executed to ensure the following: Adequate facilities, indoor and outdoor buildings, grounds, and materials;
 - Intelligently planned facilities for citizens of all ages and abilities, through all seasons of the year, in order to ensure that citizens derive the greatest possible use of park facilities in a variety of ways;
 - Training personnel;
 - Adequate funding to manage parks, natural areas, and trails; construct and maintain facilities; and carry out programs which will meet the expanding needs of the community.

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.

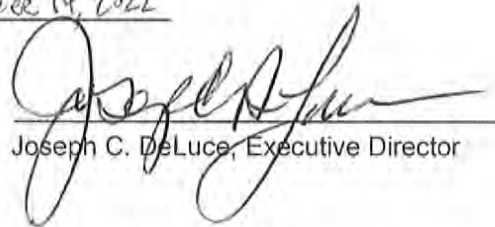
- Economical and effective utilization of funds and efficient administration of the general business affairs of the Park District
- Keeping informed about changes in the nature of the community and meeting new needs as they develop; and
- Providing that the general public is kept informed about the merits and importance of Park District matters and additional needs as they develop.

Approved by Board of Commissioners
 Revised by Board of Commissioners
 Revised by Board of Commissioners
 Revised by Board of Commissioners



Kevin J. Miller, President

September 14, 2005
 October 12, 2011
 October 12, 2016
December 14, 2022



Joseph C. DeLuce, Executive Director



Distinction Between Board Policies and Administrative Procedures

Defining Policies and Procedures

The Champaign Park District Board of Commissioners (Board) recognizes the need for documents that state Board policies and administrative procedures that facilitate the operation of the Champaign Park District (Park District) on a daily basis.

Board Policy

A policy is a directive or desired course of action, which reflects the requirements and goals to be achieved by the Park District. A policy is approved by the Board. Policies may reflect legal requirements, value judgments on issues related to the purpose of the park and recreation system, and provide guidelines to the Executive Director (Director) for the operation of the Park District.

Board policies shall be in writing, addressed at a Board meeting, acted upon, recorded in the meeting minutes, and recorded in the Board Policy Manual.

The Board analyzes proposed policies and may wish to discuss them with the general public and other community representatives prior to adoption. The Board shall review policies every five (5) years at a minimum and amend them as needed. The Board shall execute its control over the operation of the Park District by setting policies.

Administrative Procedure

An administrative procedure includes a course of action developed by administrative staff to facilitate the daily operation of the Park District consistent with Board policies.

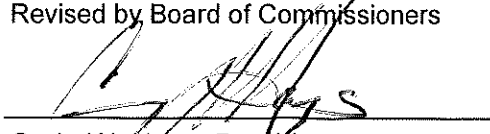
Administrative procedures may address the purpose, scope, and process to be implemented in a written format or memorandum. The Director must acknowledge approval by signing agency administrative procedures.

The Director shall have the responsibility to ensure that such procedures are consistent with the policies approved by the Board.

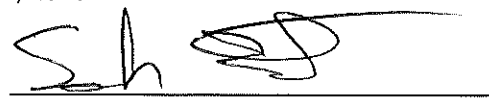
Administrative procedures shall be reviewed every two (2) years and amended as needed.

Administrative procedures shall be documented and placed in the Administrative Operational Policy and Procedures Manual and may be included in the Employee Policies and Procedures Manual as determined by the Director or designee.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners


Craig W. Hays, President

August 11, 1999
September 14, 2005
July 13, 2011
July 13, 2016
August 26, 2020
June 11, 2025


Sarah Sandquist, Executive Director



Prospective Board of Commissioners Candidate Assistance Policy

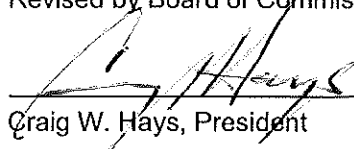
The Executive Director (Director) and/or Champaign Park District (Park District) Board of Commissioners (Board) Secretary, or designee, shall assist prospective Board candidates which shall consist of, but not be limited to, meeting with candidates, touring parks and facilities, providing copies of approved minutes from Board meetings for the prior six months, and additional information as requested.

All prospective candidates seeking election to the Board shall receive a packet of information, which will include the following:

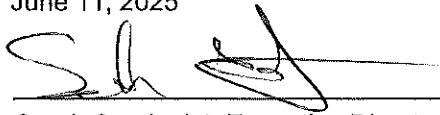
- A. An introductory letter from the Director
- B. Application to become a prospective candidate
- C. Brief history and profile of the Champaign Park District
- D. Copies of the Park District's mission statement and vision statement
- E. Organizational charts of the Park District and Champaign-Urbana Special Recreation
- F. Copy of the budget for the current fiscal year
- G. Park features and map of all parks and facilities
- H. Copy of the most recent Strategic Plan
- I. Election Information (subject to change per the Illinois Election Code or Local Election Authority)
 - a. Cover sheet with important dates and information
 - b. The determined minimum number of petition signatures required
 - c. Statement of Candidacy Form (nonpartisan) P-1A
 - d. Article 29B Fair Campaign Practices Act Form (optional for the candidate to submit)
 - e. Loyalty Oath Form P-1C (optional for the candidate to submit)
 - f. Statement of Economic Interests Form
 - g. Nonpartisan Petitions Forms P-4
 - h. Certificate of Attached List of Deletions Form P-2B
 - i. Certificate of Deletions Form P-2A
 - j. Calendar year State of Illinois Candidate's Guide
 - k. Candidate Info Sheet for the Park District
- J. Any other information deemed necessary by the Director

The packets must be assembled and ready for the candidates in no more than 90 days preceding the last day for filing of the petition (10 ILCS 5/10-4). Prospective candidates shall sign and date a form indicating their name and contact information when picking up a copy of the Park Board Prospective Candidate Packet.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners


Craig W. Hays, President

September 14, 2005
July 13, 2011
July 13, 2016
August 26, 2020
June 11, 2025


Sarah Sandquist, Executive Director



Participation in Professional Conferences, Trainings, and Seminars Policy

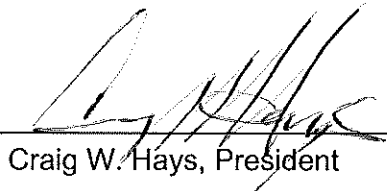
The Champaign Park District (Park District) Board of Commissioners (Board) recognizes the benefits derived from the attendance of Commissioners and staff at professional association meetings, conferences, trainings, and seminars that are frequently offered by professional park and recreation associations concerning park and recreation or related fields.

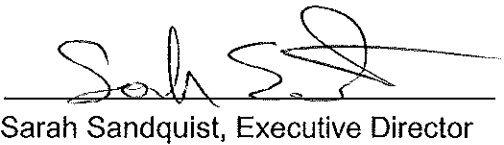
It is the Board's desire to sponsor, at Park District expense, reasonable attendance of Commissioners and staff at national, state, and local conferences pursuant to the applicable legal requirements and the Board's travel policy.

An annual budgeted amount shall be set aside for such attendance by both full-time and part-time employees and the Board. The Executive Director will report to the Board and recommend authorization for attendance by employees based upon the budgeted amounts, anticipated benefits to the Park District, and Employment Policies and Procedures.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

August 18, 1999
September 14, 2005
July 13, 2011
May 11, 2016
August 26, 2020
June 11, 2025



Craig W. Hays, President

Sarah Sandquist, Executive Director



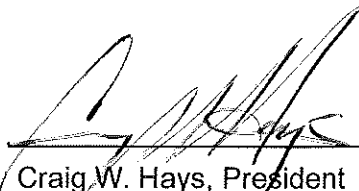
CHAMPAIGN PARK DISTRICT

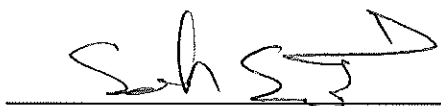
Board Involvement in External Entities Policy

From time to time, the Champaign Park District Board of Commissioners (Board) may designate a commissioner to serve on external entities, boards, committees, or as a representative at various meetings. Serving in such capacity facilitates communication and provides interaction with governmental and other entities of importance to the Champaign Park District (Park District) mission. The Board hereby designates the President as its primary representative to external entities, boards, or committees. In the event the President is unavailable, the Board hereby designates the Vice President to likewise represent the Board. The Board may also, within its discretion and based upon information available to it and the commissioner's interest in serving, designate any other commissioner(s) to so serve. However, no commissioner shall be authorized to approve or commit the Park District to any course of action involving such outside entities, boards, or committees without first obtaining approval and direction from the entire Board. This policy shall not limit the participation or involvement of the Executive Director (Director), or staff who are appointed by the Director to serve with such entities, boards, or committees as otherwise directed or suggested by the Board; provided that, the Director's authority is exercised within the parameters approved by the Board.

Approved by Board of Commissioners,
Revised by Board of Commissioners,
Revised by Board of Commissioners,

June 10, 2015
June 24, 2020
June 11, 2025



Craig W. Hays, President

Sarah Sandquist, Executive Director



CHAMPAIGN PARK DISTRICT

Intergovernmental Cooperation Policy

Intergovernmental Cooperation

In order to promote and enhance efficient use of tax dollars and effective delivery of park, facility and recreation services, the Champaign Park District Board of Commissioners and staff shall strive to develop intergovernmental cooperation agreements with local, state, and federal government agencies, when appropriate.

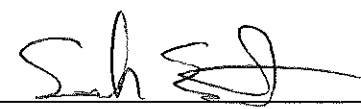
Lending of Equipment

Lending and borrowing of equipment are common among governmental entities such as park districts, cities, and school districts. The administrative staff will be empowered to both lend and/or borrow equipment when it is deemed necessary by the administrative staff and approved by the Executive Director (Director). The Administrative staff and Director are similarly empowered to establish fair and equitable charges for lending specialized pieces of equipment and are authorized to lend such equipment without charging the requesting governmental entity, which in turn, should reciprocate on a like basis at a later date. Appropriate written agreements should be developed, as applicable.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

November 9, 2005
July 13, 2011
August 10, 2016
October 14, 2020
June 11, 2025



Craig W. Hays, President

Sarah Sandquist, Executive Director



CHAMPAIGN PARK DISTRICT

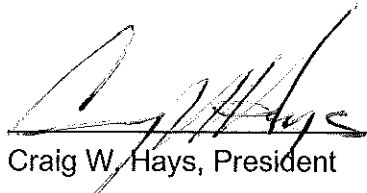
Meeting Agenda Format Policy

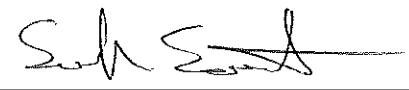
The Executive Director (Director) shall be responsible for preparing the agenda for each meeting, in cooperation with the President of the Champaign Park District Board of Commissioners (Board). The agenda to be utilized, with supporting documentation, will be provided to the Board the Friday before the Board meeting.

Agenda changes shall be made by formal request to the Director. The Director shall confer with the Board President prior to amending the agenda. Additions may not be made to the agenda less than forty-eight (48) hours before the Board meeting, except in cases of emergency that are consistent with the Open Meetings Act (5 ILCS 120/1.02).

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

September 15, 2005
July 13, 2011
August 10, 2016
October 14, 2020
June 11, 2025



Craig W. Hays, President

Sarah Sandquist, Executive Director



Distribution of Board Material Policy

The Champaign Park District Board of Commissioners (Board) meeting material shall be mailed, emailed, posted to an electronic site, or delivered to Board members the Friday before the Board meeting to allow time for study of items on the agenda.

The material shall include the minutes of previous meetings, the agenda for the coming meeting, as well as reports and materials that will need advance study, and matters that are proposed for action.

Meeting material may be accessed through the Champaign Park District's website or copies may be requested from the Executive Director(s) office.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

September 14, 2005
July 13, 2011
August 10, 2016
October 14, 2020
June 11, 2025



Craig W. Hays, President

Sarah Sandquist, Executive Director



Public Participation Policy

Purpose

The purpose of this policy is to provide citizens with an opportunity to address the Champaign Park District Board of Commissioners (Board) regarding concerns, requests, interests, and desires about Champaign Park District (Park District) matters, while maintaining civil, orderly discussion and protecting and respecting the rights of others.

Procedures

All meetings of the Board will be open to the public. In public emergencies, participation by electronic or telephonic means may be necessary in accordance with the Open Meetings Act (5 ILCS 120/1.02).

Public participation shall take place only during the "Public Comment" portion of the Agenda. Those who wish to speak will be encouraged to sign in with the Board secretary before the start of the meeting. Members of the public are not otherwise permitted to comment during other portions of the Board meeting unless an agenda item includes a specific and scheduled presentation to the Board by a person, group, or entity.

Only one person shall speak at a time so that each speaker can be heard without interruption.

When recognized by the President of the Board, each speaker shall provide their name, address, and whether they represent a group or entity, and they shall announce the topic of their presentation before addressing the Board.

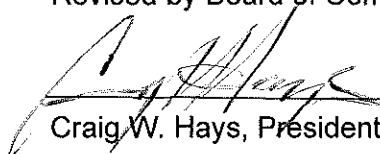
Questions shall be directed to the Board as a whole and not to individual Commissioners, the staff, or audience members.

Each speaker shall be provided with a maximum of three (3) minutes to comment, unless the matter involves a specific and scheduled presentation. The President may deny a person who has previously addressed the Board the opportunity to speak again on the same topic in order to avoid redundancy, be respectful of time constraints, and give others an opportunity to address the Board.

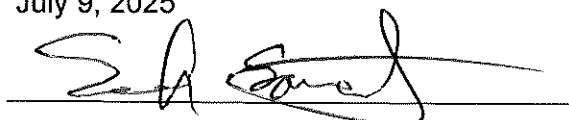
During Public Comment periods, Board members, if recognized by the President and given the floor, may ask questions of the speaker for clarification. The Board shall make no decision nor take any action on any matter during Public Comment periods.

The Board reserves the right to exercise control, determine, and alter the order of matters on its agenda, and set the procedures for the conduct of its meetings.

Approved by Board of Commissioners,
Revised by Board of Commissioners,
Revised by Board of Commissioners,


Craig W. Hays, President

April 13, 2016
August 26, 2020
July 9, 2025


Sarah Sandquist, Executive Director



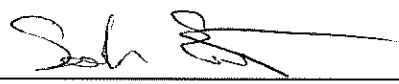
Policy on Volunteers

It shall be the policy of the Champaign Park District (Park District) that volunteers are important to the functioning of the Park District. Volunteers will be utilized when it is beneficial to the Park District and its residents. Volunteers provide important support to the Park District programs, serve important functions, and provide expertise. Volunteers will be sought as needed, and records of their participation will be maintained. Volunteers will be oriented and trained, as necessary. All volunteers shall be required to have a background check completed prior to any program participation.

Approved by Board of Commissioners,
Revised by Board of Commissioners,
Revised by Board of Commissioners,
Revised by Board of Commissioners,
Revised by Board of Commissioners,
Revised by Board of Commissioners,

July 14, 1999
September 14, 2005
July 13, 2011
May 25, 2016
August 26, 2020
June 11, 2025



Craig W. Hays, President

Sarah Sandquist, Executive Director



The purpose of this policy is for the Champaign Park District Board of Commissioners (Board) and Executive Director (Director) to document criteria relating to compensation of employees and other officers. All Board members serve without compensation, although they may be reimbursed for authorized expenses.

Officers

The Board shall annually appoint a Treasurer, a Secretary, and an Assistant Secretary to the Board. Those officers shall serve at the pleasure of the Board. The Secretary, Assistant Secretary, and Treasurer positions may be held with or without minimal compensation as determined by the Board. Such officers may be reimbursed for authorized expenses.

Attorney

The Board shall employ and fix the compensation of the Champaign Park District (Park District) attorney who will undertake prescribed duties and other legal matters as may be deemed necessary. The Park District attorney shall attend regular monthly Park Board meetings and, when requested to do so, special meetings. Such attorney shall have charge of legal matters and of the prosecution and defense of all litigation in which the Park District is involved, as determined by the Board.

Executive Director

The Board shall conduct a job evaluation and determine the annual compensation for the Director by April 30th of each fiscal year. Any or all compensation increase shall be effective on May 1st of each year. Prior to April 1st of each fiscal year, the Board shall evaluate the performance of the Executive Director for the current year and set their compensation and specific annual goals for the upcoming fiscal year to be effective beginning May 1st.

Employees

The Board shall review and approve the Director's recommendations for salary ranges as part of the annual all staff merit increase process. Prior to April 30th of each fiscal year, the Director shall present to the Board for approval a recommendation regarding merit and/or salary ranges for the upcoming fiscal year.

The Director of Human Resources shall evaluate all new hire's experience and education to determine the appropriate starting salary within the approved salary ranges, then submit the recommendation to the Executive Director for approval.

The Director may approve other compensation adjustments for all employees provided that, the adjustments are within the overall budget and employee compensation ranges approved by the Board.

The Director shall be responsible for hiring, promoting, and adjusting compensation for all Department Heads provided any adjustments are within the overall budget reviewed in advance by the Board. Any hiring, promoting, or adjusting of compensation for Department Heads shall be reviewed in advance with the Board. Any new position at the Department Head level must be

approved by the Board.

The Board may approve an annual amount for merit pool compensation as recommended by the Director in connection with the annual budget process, when funds are available as determined by the Board. The compensation program shall be in accordance with the Personnel Manual and applicable law.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

April 14, 1999
September 14, 2005
September 12, 2007
October 12, 2011
October, 12, 2016
November 10, 2020
July 27, 2022


Kevin J. Miller, President
Joseph C. DeLuce, Executive Director



CHAMPAIGN PARK DISTRICT

Overtime and Compensatory Time Policy

The Champaign Park District (Park District) compensates all employees in accordance with applicable federal and state law.

Definitions

Exempt Employee - An employee to whom the overtime provisions of FLSA do not apply.

Non-Exempt Employee - An employee subject to the overtime provisions of FLSA.

Workweek - The workweek begins at 12:00 a.m. on Monday and ends at 11:59 p.m. 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 regular rate of pay for hours worked in excess of forty (40) hours in a single work week. The FLSA does not require leaves of absence, such as vacation leave, sick leave, paid time off (PTO), holiday, etc., to be considered as hours worked for overtime purposes. Exempt employees are not eligible for overtime pay.

Non-exempt employees may convert overtime into compensatory time through Paycom after overtime has been earned at a rate of 1-½ hours of compensatory time off for each hour worked beyond forty (40) hours in a single workweek. The maximum amount of compensatory time that may be accrued by a non-exempt employee is forty-five (45) hours [thirty (30) hours of actual overtime worked]. Any hours beyond this limit will be paid out as overtime on the non-exempt employee's paycheck.

Overtime Obligations and Approval

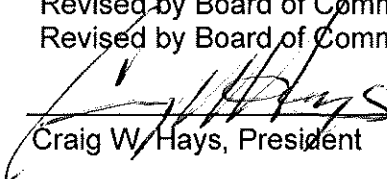
Because of the nature of parks and recreation occupations and the public services to be rendered, employees may be required to work more than a number of standard hours per workweek not to exceed sixty (60) hours in one workweek. Depending on the Park District's work needs, employees may be required to work overtime with reasonable notice. 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 written approval of the employee's immediate supervisor is required before any non-exempt employee works overtime. Employees working overtime without written approval may be subject to disciplinary action.

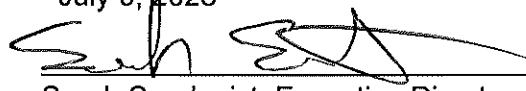
Payment of Compensatory Time Off

Upon separation from employment, any employee who has accrued compensatory time off shall be paid for any unused compensatory time off in accordance with FLSA and its implementing regulations.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners


Craig W. Hays, President

February 9, 2011
August 10, 2016
October 14, 2020
July 9, 2025


Sarah Sandquist, Executive Director

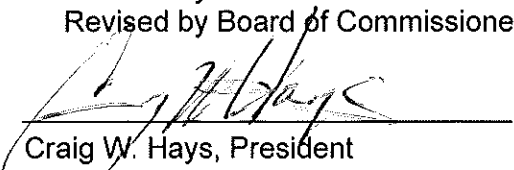
The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.



It is the policy of the Champaign Park District Board of Commissioners (Board) that the Executive Director (Director) may issue No-Trespass notices to persons arising out of certain conduct, including without limitation the following:

1. Violation of Federal, State, and local laws;
2. Threats or actions against the Champaign Park District (Park District), the Board members, employees, volunteers, or patrons;
3. Any violation of Park District ordinance (No. 687) or policy and/or noncompliance with Park District rules/guidelines in place or direction from Park District Staff.
4. Criminal or violent activity on Park District property, programs, or special events.
5. Possession, delivery, or use of illegal drugs on or within 1,000 feet of Park District property.
6. Possession, discharge, or use of weapons or guns on or within 1,000 feet of Park District property.
7. Gang activity on Park District property, or at Park District programs or special events.
8. Assault or battery on Park District property, or at Park District programs or special events.
9. Vandalism, damage, or destruction of Park District property.
10. Robbery, theft, or burglary on Park District property, or at Park District programs or special events.
11. Inciting a riot and/or interfering with official police business on Park District property.
12. Gambling on Park District property, or at Park District programs or special events.
13. Consumption of alcoholic beverages on Park District property, or at Park District programs or special events, except where permitted pursuant to a license or permit issued by the City of Champaign.
14. Use of obscene, offensive, or abusive language, or fighting.
15. Upon being issued a No-Trespass Notice, the person(s) may not enter park lands or facilities for any reason whatsoever. All Park District staff and police officers of the City of Champaign are hereby authorized to give verbal notice to the applicable individual to leave the property owned and operated by the Park District. Following such notice to leave, the individual must promptly leave the property or face arrest and be subject to prosecution for Criminal Trespass to Property or any other applicable offense pursuant to the laws of the State of Illinois and ordinances of the City of Champaign and Park District.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners


Craig W. Hays, President

July 14, 1999
September 14, 2005
August 24, 2011
November 9, 2016
November 10, 2020
July 9, 2025


Sarah Sandquist, 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.

**CHAMPAIGN
PARK DISTRICT**
Naming of Parks and Facilities Policy

The Park District Board of Commissioners (Board) shall select new names, or change existing names for parks, buildings, facilities, athletic fields and courts, roads, gardens, pathways, trails, and other amenities, of the Champaign Park District (Park District) in accordance with these guidelines or as otherwise determined by the Board. The Board is the final authority for any naming and/or renaming decision. Park District property should be named only after discussion and then a wait of at least sixty days before voting. A four-fifths affirmative vote is needed to name a Park District Property or to change the existing name of a Park District Property

I. Qualifying Names Criteria

The following criteria shall be used in determining the appropriateness of the naming designation:

1. Geographic location of a facility
2. Outstanding feature
3. Adjoining subdivision
4. Civic naming rights
 - a. Park District property may be named after individuals, families, groups, or historical events. Civic naming rights may include but are not limited to a contribution for acquisition/development and exceptional service in the Park District's interest. Civic naming rights are subject to the following:
 - i. The contributions and good reputation of the individual, families or group are well documented and broadly acknowledged within the community.
 - ii. Naming for an outstanding individual is encouraged only after that person has been deceased or retired from service for at least one year.
 - iii. The agreement of the individual or next of kin in the case of deceased individuals, the elected board or other legal authority in the case of groups, shall be obtained.

II. Parks, Facilities, and Amenities Naming Guidelines

The following guidelines will be used when naming a park or facility:

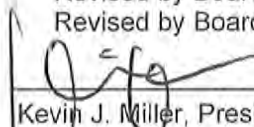
1. A name shall be assigned as soon as possible to new parks, facilities and amenities;
2. Duplication of other places or facility names in the Park District shall not be considered;
3. The Board may solicit public input on proposed park, building or facility names through public meetings or other means. The Board may hold public contests for the naming of Park District property. Such contests shall also be subject to the policies outlined above and are advisory, not binding.
4. Prominent geographic features or local reference points (i.e., hill, stream, lake, notable tree, street, community or neighborhood) shall be considered;
5. Consideration for naming a park or facility in honor of an individual shall only be given if one of the following criteria has been met:
 - a. Requirements as outlined in section I.4.a.i, ii and iii within this policy.
 - b. For an individual (excluding state and nationally significant individuals) to be considered, that person must have contributed significantly to the acquisition or development of the park, facility, or to the Park District or the Park District Foundation overall.

- c. The suggested name may be accompanied by a biographical sketch, which shall provide evidence of contributions to the park, facility, or to the Park District overall.
 - d. Major contribution must have been made to the Park District or Park District Foundation.
 - e. Substantial donation to the Park District Foundation for park and recreational purposes wherein the donor stipulates a name as being consideration for the donation.
 - f. Outstanding community leader who has made significant civic contributions to the community and has given significant support to the Park District; and
6. Naming rights shall be approved for a specific term, which shall not be longer than the useful life of the property, facility, or component.
 7. Parks and facilities that are donated to the Park District Foundation can be named by deed restrictions or contractual agreement with the donor. The naming and acceptance of land is subject to the guidelines set forth in this policy and by the Board.
 8. The purchasing of naming rights is possible. The duration of the naming rights opportunity shall be negotiated on a case-by-case basis, based upon the life span of the park, facility or amenity, and the financial commitment of the sponsor. Location and design of signage will be approved by both parties and made a part of any contract. Staff shall prepare a naming contract for approval by the Board. The expiration term shall be included in the contract, if applicable. If the contract is not renewed at the end of the term, the name will revert back to previous name.

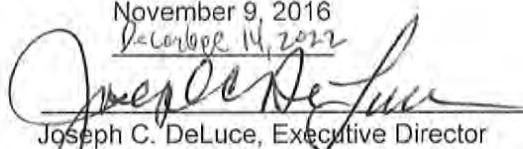
III. Renaming

1. An existing name of a park and/or facility, particularly one of local or national importance or outstanding feature, shall not be changed unless there are extraordinary circumstances of local or national interest.
2. The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors:
3. Parks named by deed restrictions shall not be considered for renaming;
4. Parks, facilities, and amenities named after individuals shall never be changed unless it is found that the individual's personal character is or was such that the continued use of the name would not be in the best interest of the community; and
5. In order for a park or a facility to be considered for renaming one of the following must occur:
 - a. The recommended name must qualify according to Section II. Naming Park and Recreation Facilities,
 - b. Be accompanied by a petition from the particular park or facility users, and
 - c. Be a directive of the Board.

Approved by Board of Commissioners
 Revised by Board of Commissioners
 Revised by Board of Commissioners
 Revised by Board of Commissioners
 Revised by Board of Commissioners
 Revised by Board of Commissioners
 Revised by Board of Commissioners
 Revised by Board of Commissioners


 Kevin J. Miller, President

September 10, 1997
 August 2001
 November 6, 2005
 July 12, 2006
 August 24, 2011
 September 9, 2015
 November 9, 2016
December 14, 2022


 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.



Alcoholic Beverage Policy

Purpose

The purpose of this policy is to establish rules and regulations regarding the service, sale, and consumption of alcoholic beverages at specific Champaign Park District (Park District) sponsored events or facilities.

Authorization for Alcohol Service

The Executive Director is authorized to approve the service, sale, and consumption of alcoholic beverages at Park District-sponsored events, rentals, and designated facilities on a case-by-case basis. Approval shall be based on the nature of the event, location, safety considerations, and compliance with applicable laws and regulations.

Regulations and Guidelines

All service, sale, and consumption of alcohol must comply with applicable state and local laws.

Alcoholic beverages shall only be consumed on Park District property at the approved event or facility. No alcohol may be removed from the premises.

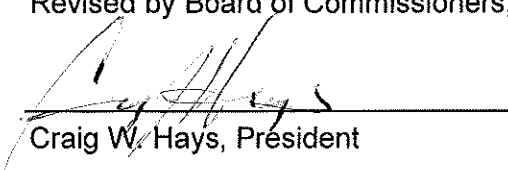
The Park District will coordinate with appropriate third-party vendors or licensed providers for the service or sale of alcohol.

The Park District will ensure that necessary permits, licenses, and insurance are secured for events involving alcohol through the approved vendors.

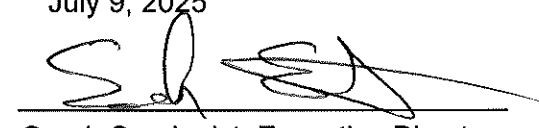
Security and/or law enforcement support will be arranged, as appropriate, for events where alcohol is served, sold, or consumed.

The Park District may require the development of an event-specific risk management or operations plan for events involving alcohol.

Approved by Board of Commissioners,
Revised by Board of Commissioners,
Revised by Board of Commissioners,


Craig W. Hays, President

December 9, 2015
August 26, 2020
July 9, 2025


Sarah Sandquist, Executive Director



1. Introduction

This Cybersecurity Policy is a formal set of rules by which those people who have access to Champaign Park District (Park District) technology and information assets must abide.

The primary purpose of this policy is to inform Park District users, including Board of Commissioners (Board), employees, contractors, and other authorized persons (hereinafter referred to as, "Users") of their obligation to protect the technology and information assets of the Park District. The Cybersecurity Policy describes the technology and information assets that must be protected and identifies many, but not all, threats to those assets.

The Cybersecurity Policy also describes the User's responsibilities and privileges, including without limitation, acceptable use and rules regarding internet access. This policy addresses those matters, describes User limitations and informs Users that there will be discipline for violation of the policy. This policy also contains procedures for responding to incidents that threaten the security of the Park District computer systems and network.

2. What is Protected

It is the obligation of all Users of the Park District systems to protect the technology and information assets of the Park District. This information must be protected from unauthorized access, theft and destruction. The technology and information assets of the Park District are made up of the following components:

- a. Computer hardware, including without limitation, central processing units (CPU), discs, email, web, application servers, personal computer (PC) systems, application software, system software, phone system, security systems, and other related materials and equipment;
- b. System Software, including without limitation, operating systems, database management systems, backup and restorative software, communications protocols, and the like;
- c. Application Software used by the various departments within the Park District, including without limitation, custom written software applications and commercial off the shelf software packages; and
- d. Communications network hardware and software, including without limitation, routers, routing tables, hubs, modems, multiplexers, switches, firewalls, private lines, phones, headsets, and associated network management software and tools.

3. User Responsibilities

This section establishes usage policy for the computer systems, phone systems, security systems, networks, and information resources of the Park District: It applies to all Users of the computer systems, networks, and information resources as business partners, and individuals who are granted access to the network for the business purposes of the Park District.

3.1 Acceptable Use

User accounts on Park District computer systems are to be used only for the business of the Park District and shall not be used for personal activities. Unauthorized use of the system may be in violation of the law, constitutes theft, and can be punishable by law. Therefore, unauthorized use of the Park District computing system and facilities may constitute grounds for either civil or criminal prosecution, as well as employment discipline.

Users are personally responsible for protecting all confidential information used and/or stored on their accounts. This responsibility includes login IDs and passwords. Furthermore, Users are prohibited from making unauthorized copies of such confidential information and/or distributing it to

unauthorized persons outside of the Park District.

Users shall not purposely engage in activity with the following intentions: harassing other Users; degrading the performance of the system; diverting system resources to their own use; or gaining access to Park District systems for which they do not have authorization.

Users shall not attach unauthorized devices on their PCs or workstations unless they have received specific authorization from their Department Head and the Park District IT designee.

Users shall not download unauthorized software from the internet on to their PCs or workstations.

Users are required to immediately report any weaknesses in the Park District computer security, potential breaches of data, phishing scams, or any incidents of misuse or violation of this policy to their immediate supervisor and the technology team help desk

3.2 Use of the Internet

The Park District shall provide internet access to Users who are connected to the internal network and who have a Park District business need for such access. All devices that connect to the Park District's internal network must have a current antivirus installed and running at all times.

The internet is a business tool for the Park District. It is to be used for business-related purposes such as: communicating via electronic mail with suppliers and business partners, obtaining useful business information and relevant technical and business topics.

The internet service may not be used for transmitting, retrieving, or storing any communications of a discriminatory or harassing nature or which are derogatory to any Individual or group, obscene or pornographic, or defamatory or threatening in nature, for "chain letters", or any other purpose which is illegal or for personal gain.

3.3 Monitoring Use of Computer Systems

The Park District has the right and capability to monitor electronic information created and/or communicated by persons using Park District computer systems and networks, including email messages and usage of the internet. It is not the Park District's policy or intent to continuously monitor all computer usage by Users of the Park District computer systems and network. However, Users of the systems should be aware that the Park District may monitor usage, including without limitation, patterns of usage of the internet (for example, sites accessed, on-line length, time of day access), and employees' electronic files and messages to the extent necessary to ensure that the internet and other electronic communications are being used in compliance with the law and Park District policy.

4. Access Control

This section addresses the means and methods by which Users may access the Park District's technology and information.

4.1 User System and Network Access - Normal User Identification

All Users shall be required to have a unique login ID and password for access to systems. A User's password should be kept confidential and SHALL NOT be shared with management & supervisory personnel and/or any other employee whatsoever. All Users shall comply with the following rules regarding the creation and maintenance of passwords:

- a. Passwords should not be posted on or near computer terminals or otherwise be readily accessible in the area of the User's work area.
- b. Passwords shall be changed every 6 months
- c. Login IDs and passwords will be suspended after 6 months without use.

Users will not be allowed to login as a System Administrator. Users who need that level of access

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to production systems shall first obtain a Special Access account. Employee login IDs and passwords will be deactivated as soon as possible if the employee is terminated, suspended, placed on leave, or otherwise leaves the employment of the Park District.

Supervisors/Managers shall immediately and directly contact the Park District Technology Team to report changes in employee status which requires terminating or modifying employee login access privileges. Users who forget their password must contact the Technology Team to obtain a new password assigned to their account.

4.2 System Administrator Access

System Administrators, network administrators, and security administrators will have access to host systems, routers, hubs, and firewalls as required to fulfill the duties of their employment positions.

AU system administrator passwords will be **DELETED** immediately after any User who has access to such passwords is terminated, fired, or otherwise leaves the employment of the Park District.

4.3 Connecting to Third-Party Networks

This policy is established to ensure a secure method of connectivity provided between the Park District and all Third-parties and other entities required to electronically exchange information with the Park District.

"Third-party" refers to vendors, consultants, and business partners doing business with Park District, and other partners that have a need to exchange information with the Park District. Third-party network connections are to be used only by the employees of the Third-party and only for the business purposes of the Park District. The Third-party and Park District shall ensure that only authorized users will be allowed to access information on the Park District network. The Third-party shall not allow internet traffic or other private network traffic to flow into the network. A Third-party network connection is defined as a connectivity option as described in subsections 4.4 and 4.5 below.

4.4 Connecting Devices to the Network

Only authorized devices may be connected to the Park District network(s). Authorized devices include PCs and workstations owned by Park District that comply with the configuration guidelines of the Park District. Other authorized devices include network infrastructure devices used for network management and monitoring.

Users shall not attach to the network, computers that are not authorized, owned and/or controlled by Park District.

4.5 Remote Access

Only authorized persons may remotely access the Park District network. Remote access is provided to those Users of the Park District that have a legitimate business need to exchange information, copy files or programs, or access computer applications. Authorized connection may be by remote PC to the network or a remote network to Park District network connection. The only acceptable method of remotely connecting into the internal network is through use of a secure ID. If any Users are remotely connecting (at their home, a coffee shop, other building location, etc.) to the Park District network using a remote connection, such as a virtual private network (VPN), or a Park District web-facing application, they must authenticate using multi-factor authentication (MFA).

5. Penalty for Security Violation

The Park District takes the issue of security seriously. Users of the technology and information resources of Park District must be aware that they can be disciplined if they violate this policy. Upon violation of this policy, Users may be subject to discipline up to and including termination.

6. Security Incident Handling Procedures

This section provides policy guidelines and procedures for handling security incidents. The term "security incident" is defined as any irregular or adverse event that threatens the security, integrity, or availability of the information resources on any part of the Park District network. Examples of security incidents are:

- a. Illegal access of a Park District computer system, such as, a hacker logs onto a production server and copies the password file;
- b. Damage to a Park District computer system or network caused by illegal access, such as releasing a virus or worm;
- c. Denial of service attack against a Park District web server, such as, a hacker initiates a flood of packets against a Web server designed to cause the system to crash; and
- d. Malicious use of system resources to launch an attack against other computer outside of the Park District network, such as, the system administrator notices a connection to an unknown network and a strange process accumulating substantial server time.
- e. Use of ransomware to maliciously block access to the Park District's computer system, servers, or technology equipment until a sum of money is paid.

Users, who believe their terminal or computer systems have been subjected to a security incident, or have otherwise been improperly accessed or used, shall immediately report the situation to the Technology Team. The employee shall not turn off the computer or delete suspicious files. The employee shall leave the computer in the condition it was in when the security incident was discovered and shall assist the Technology Team in identifying the source of the problem and in determining the steps that should be taken to remedy the problem.

Approved by Board of Commissioners
Revised by Board of Commissioners

November 9, 2016
December 14, 2022



Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



Introduction

The Champaign Park District (Park District) is committed to maintaining online privacy. The Park District On-Line Privacy Policy applies to data collected for the Park District web site. The Park District does not collect personal information without permission.

An individual's name, address, telephone number and other non-statutory protected data are private and cannot be given to the general public, including third parties for direct mail or advertising purposes. The Park District may require this information for the enrollment of a participant in a recreational program and to be able to contact participants and parents/guardians, if necessary. If this information is not provided, the participant may not be able to enroll in the requested program. The information that is provided may be released to: persons authorized to have access to the information under state or federal law; persons authorized by court order to have access to the information; persons to whom you have given written consent to have access to the information; and all individuals employed by or entitles under contract with the Park District who have a need and a right to know the information in order to administer, manage and improve Park District programming. At any time, an online registration account may be requested to be deactivated, and the Park District will comply with the request. Historical transactions may be retained by the Park District for audit and archival purposes.

Information Gathering and Cookies

A cookie is a very small text file inserted onto a computer by a website that during a visit. When an individual operating the same computer returns to the website, the cookie is then read by the site's web server. Cookies are used for many things, from making web sites more personal to tracking web browsing habits.

Visitors to the Park District website who read or download information, such as schedules, forms, or brochures; may have the following information captured and stored: the domain name of the computer (for example, gmail.com), browser type and version, and other related information to speed up the performance of web page delivery. All information is deleted from the visitor's cache memory when after closing the session and leaving the Park District site. The Park District collects no other personal information.

The Park District uses Google Analytics and Google AdWords as part of its media strategy and it is in place on champaignparks.org in order to learn more about its visitors and customers. Learn more about opting out here: <https://tools.google.com/dlpage/gaoptout/>

On-Line Transactions

The Park District allows job applicants to apply for open job positions on-line. The Park District also allows on-line registration for its programs and purchase of merchandise and gift cards. Any information submitted on-line for these activities is subject to the same in-person application or transaction safeguards.

Sending the Park District Email

The Park District values resident and participant feedback. When contacting the Park District by email with questions or comments about Park District programs or services, information that is included within the email may be archived for future use (i.e., email campaigns) or subject to the Freedom of Information Act (5 ILCS 140).

Other Websites

The Park District websites (www.champaignparks.org) and virginiatheatre.org) contain links to other sites. The Park District is not responsible for privacy practices or the content of such sites.

Children

The Park District requires the parent or guardian to enter registrations on behalf of minors. Since the Park District website requires an "electronic signature" on the waiver of liability agreement, only a parent or guardian may enroll a minor in an activity; the Park District only collects such information as is necessary to conduct programs and activities.

Information Sharing and Disclosure

The Park District does not rent, sell, or share personal information about its participants or users with other people or nonaffiliated companies except to provide products or services you've requested. The Park District may provide the information to trusted partners who work on behalf of or with the Park District. These companies or individuals may use information in the normal course of offering classes or activities. However, these companies do not have any independent right to share this information. The Park District responds to subpoenas, court orders, Freedom of Information Act requests, or legal process, or to establish or exercise our legal rights or defend against legal claims; or if the Park District believes it is necessary to share information in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of Park District policies, or as otherwise required by law.

Changes to this Policy

The Park District may update this policy. The Park District will notify its residents, participants, and users about significant changes in the way it treats personal information by sending a notice to the primary email address specified in participant and user accounts and by placing a prominent notice on its website.

Disclaimer

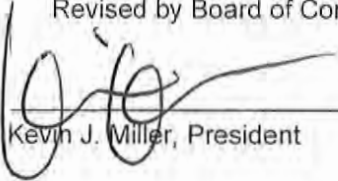
Although the Park District works to provide reliable, accurate content on a timely basis, neither the Park District, nor any of its agents, officers, or employees warrants the accuracy, reliability or timeliness of any information published by its system, nor endorses any content, viewpoints, products, or services linked from this system, and shall not be held liable for any losses caused by reliance on the accuracy, reliability, or timeliness of such information. Portions of such information may be incorrect or not current. Any person or entity who relies on any information obtained from this system does so at their own risk. Reference in this website to any specific commercial products, processes, or services, or the use of any trade, firm, or corporation name is for the information and convenience of the public and does not constitute the Park District's endorsement, recommendation, or favoring by the Park District, its officers, employees, or agents.

Questions and Suggestions

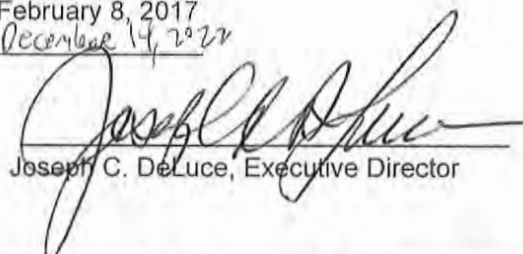
If you have questions or suggestions, contact the Park District at:

Champaign Park District
706 Kenwood Road
Champaign, Illinois 61821
217-398-2150

Approved by Board of Commissioners
Revised by Board of Commissioners


Kevin J. Miller, President

February 8, 2017
December 14, 2022


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.



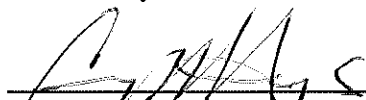
CHAMPAIGN PARK DISTRICT

Media Policy

The Champaign Park District (Park District) seeks to establish and maintain a high level of public confidence and support in the conduct of its activities. Providing clear communications through the media is essential for sharing information with citizens. Long-term success requires the Park District to provide complete, accurate, and timely information to the public through the media. The Park District believes that the best communication occurs when staff are well-trained and encouraged to openly respond to appropriate media inquiries.

The Executive Director (Director) is the official spokesperson for the Park District. In the absence of the Director, the spokesperson shall be the President of the Board of Commissioners, the Director of Marketing and Development, or their appointee. In the event a media representative communicates with other staff, such staff are to respond as follows: "I'm sorry, but I am not the best person to address that question. You may want to speak with the Park District's Executive Director, President of the Board of Commissioners, or Director of Marketing and Development." Staff who have been contacted by the media shall notify the Director of Marketing and Development, who will coordinate a proper response if necessary.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners


Craig W. Hays, President

June 8, 2011
August 10, 2016
November 10, 2020
July 9, 2025


Sarah Sandquist, Executive Director



Social Media Policy

Social Media is defined as: blogs, other types of self-published online journals, online networks or communities, and collaborative web-based discussion forums.

General Rules and Guidelines

The following rules and guidelines apply to the use of social media, whether for the Champaign Park District (Park District) on Park District time, for personal use during non-work time, outside the workplace, or during working time while using Park District owned equipment. These rules and guidelines apply to all employees and volunteers.

- A. Employees are prohibited from discussing personal and/or confidential information about elected officials, other employees, volunteers, residents, and/or patrons on social media. Personal and/or confidential information includes information exempt from disclosure under the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq., as well as "private information" as defined under said Act.
- B. Social media must not be used for harassment, threats, libel, slander, bullying, defamation, or discrimination against elected officials, employees, residents, patrons, volunteers, vendors, suppliers, or other organizations associated or doing business with the Park District, including Web site visitors who post comments. The Park District's anti-harassment and EEO policies apply to the use of social media in the workplace.
- C. This policy does not restrict employees from discussing their wages, hours and working conditions with co-workers.

Park District-Sponsored Social Media

Park District-sponsored social media is used to convey information about the Park District and its services, to raise awareness of Park District activities, issue or respond to breaking news or public emergencies, and to provide public access to Park District information.

All such Park District-related social media is subject to the following rules and guidelines, in addition to rules and guidelines set forth above:

- A. Only designated and authorized Park District employees can prepare content or modify content on Park District-sponsored social media.
- B. Employees must not post any copyrighted information without obtaining written reprint permission in advance.
- C. Designated employees must ensure that the Park District-sponsored social media complies with all applicable rules and guidelines. They are authorized to immediately remove any offensive content, including pornography, obscenities, profanity, and material violating the Park District's Equal Employment Opportunity and/or anti-harassment

policies.

Park District employees and volunteers are not permitted to post photos or videos of Park District participants at Park District programs or events on personal social media pages, or on group pages.

Personal Use of Social Media

The following rules and guidelines, in addition to the rules and guidelines set forth above, apply to employee use of social media on personal time.

- A. Employees must abide by the Park District's policy concerning personal use of the Park District's computer system and related equipment.
- B. Employees who identify themselves as Park District employees on social media must clarify that their views are personal and not representative of the Park District or any affiliated organization. Accordingly, when the context may appear that an employee is acting or speaking in their capacity as a Park District employee, they are to explicitly and clearly state and in a prominent place on the site, that their views are their own and not those of the Park District or of any person or organization affiliated or doing business with Park District.
- C. Employees shall respect all copyright and intellectual property laws.

Monitoring

The Park District reserves the right to monitor employees' public use of social media, including without limitation, to statements/comments posted on the Internet, in blogs, and other openly accessible forums.

Employees have no expectation of privacy while using Park District computer equipment and facilities. The Park District reserves the right to monitor, review, and block content that violates the Park District's rules and guidelines.

Park District employees shall not engage in arguments or disagreements, or any kind of communication that could be construed as defensive, confrontational, or negative while speaking on behalf of the Park District on any of its social media platforms. Furthermore, Park District employees are not permitted to identify themselves as representing the Park District while on their personal social media accounts, and engage in arguments or disagreements, or any kind of communication that could be construed as defensive, confrontational, or negative. Instead, if an employee notices something on social media that should be addressed by the Park District, the employee should notify the marketing department. For social media groups that do not allow for comments from the organization, but rather only from an individual, a member of the marketing staff will be authorized to respond on behalf of the Park District when deemed necessary.

Social Media Policy for the Public

The Park District reserves the right at its sole discretion to remove or restrict a social media post

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from an outside party that uses written words, recordings or graphics or links to content that are deemed as obscene, threatening, defaming, advocating illegal activity, infringing on a copyright or trademark, is commercial advertising or spam, is a link containing malware, or violates the Park District's social media policy. Negative comments, criticism or praise to any District social media post cannot be removed from any Park District social media platform, unless there is a violation of its social media policy. The commenter cannot be blocked from future posts to Park District platforms unless that person violates the external social media policy two times or more.

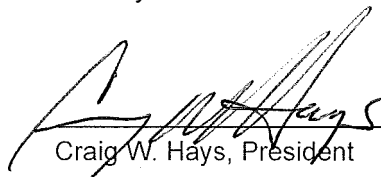
Violations

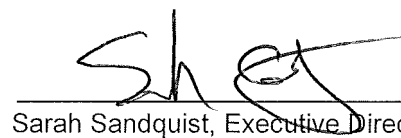
The Park District shall investigate and respond to all reports of violations of the Park District's rules and guidelines or related policies or rules. Employees are urged to report any violations of this policy to the Director. A violation of this policy may result in discipline up to and including dismissal from employment.

Approved by Board of Commissioners
Revised by Board of Commissioners

November 10, 2020

June 12, 2024



Craig W. Hays, President

Sarah Sandquist, Executive Director



Lost and Found Policy

It shall be the policy of the Champaign Park District (Park District) to record, safeguard, return, and dispose of lost, unclaimed, or abandoned property in a reasonably effective and efficient manner. This policy is intended to provide that items reported lost or found at Park District facilities are properly inventoried, and, in the case of found items, they are returned to their rightful owners or otherwise disposed of by the Park District. The Park District provides a convenient mechanism for assisting in the return of items to the patron as outlined in this policy. This policy provides for the disposition of unclaimed items and a mechanism to track items as reported lost, and it applies to all Park District facilities, all Park District employees and volunteers, as well as patrons who have lost property.

General

- Lost Property means any unattended, abandoned, misplaced, or forgotten item, including without limitation, cash, jewelry/watches, personal electronic devices, books, keys, clothing, or items with personal identification (such as, driver's license, credit cards, passport, wallets and purses, backpacks, and the like), which are found at any Park District location or facility.
- The Park District does not assume any responsibility or obligation whatsoever for the care and/or protection of any personal belongings left unattended on or at Park District property, nor for any loss of any kind or character whatsoever under any circumstances whatsoever, including without limitation, theft, vandalism, or malicious mischief regarding such belonging(s).
- Lost and Found items may be claimed and retrieved at the following facilities:
 - CUSR Center, Bresnan Meeting Center, Dodds Tennis Center, Douglass Annex, Douglass Community Center, Hays Recreation Center, Leonhard Recreation Center, Martens Center, Sholem Aquatic Center, Springer Cultural Center, and Virginia Theatre.
- Lost domestic animals and pets without identification shall be immediately turned over to Champaign animal control. Park District employees shall attempt to contact patrons regarding items that have satisfactory identification or otherwise contact law enforcement when a reasonable assessment is made that law enforcement should be involved.
- Any items deemed to be worth more than \$100 shall be locked in a secure closet or safe by Park District staff.

- Illegal items shall be immediately turned over to law enforcement.

Claiming Property

To claim property, patrons must contact the applicable facility (as listed above) during regular business hours, which can be found on the Park District website. In order to retrieve a lost item, the patron must complete the Lost and Found Information Tag and provide the following information:

1. A valid photo identification card,
2. Detailed description of the item,
3. Time and date when the item was lost,
4. Location at which the item was lost, and
5. Information regarding contact made with the Champaign Police Department (if any) regarding the item.

Disposition of Lost Property

Lost property shall be held for up to ninety (90) days. If unclaimed after ninety (90) days, the item(s) becomes the property of the Park District. Identification cards, credit cards, checks, and similar items will be shredded and discarded. Mobile phones will be recycled. Cash will become the property of the Park District. All other items may be used, sold, or donated to charity, or otherwise disposed of as the Park District shall see fit in its sole discretion. Items not disposed of as indicated above shall be properly discarded or recycled. Perishable items, or containers of perishable items, such as water bottles, lunch boxes, articles of food or drink, and the like, will be disposed of by the end of the business day that it was received.

Amendment of Policy

The Park District reserves the right to amend this Lost and Found Policy and related procedures at any time to carry out the Park Districts' purposes and objectives.

Approved by Board of Commissioners

July 22, 2020

Revised by Board of Commissioners

July 9, 2025



Craig W. Hays, President

Sarah Sandquist, Executive Director



CHAMPAIGN PARK DISTRICT

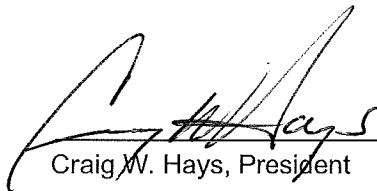
Online Upload of Recorded Board Meetings Policy

The Champaign Park District Board of Commissioners (Board) encourages all residents to be well informed about Park District business. Therefore, the Board shall livestream the following Board meetings: Regular Board Meetings, Special Board Meetings, Public Hearings, and Study Sessions. Executive sessions of the Board will not be videotaped or otherwise recorded for purposes of public dissemination under this policy.

Park District staff shall livestream all meetings through an online video service, and post links to said livestreams on the agenda of each meeting. Each open Board meeting shall be recorded and posted on the Park District's website and/or social media accounts. The recorded meetings shall be retained online for thirty (30) days and removed/destroyed pursuant to the Park District's records retention schedule as approved by the Illinois State Archives Local Records Unit.

Approved by Board of Commissioners

May 8, 2024


Craig W. Hays, President
Sarah Sandquist, Executive Director



Comprehensive Revenue Policy

The Champaign Park District's (Park District) Comprehensive Revenue Policy establishes the types of revenues the Park District shall collect and is the basis of accounting. The policy on Fees and Charges further details the fees and charges that the Park District shall administer. These policies are reviewed and updated as part of the review of the entire set of Park District policies, which last took place in 2016 when they were approved by the Park District Board of Commissioners (Board).

Potential increases in fees and charges are reviewed on an annual basis. Increases to fees and charges are based on numerous factors including the consumer price index (CPI), changes in staff costs, and estimated increases for contractual services and material and supplies. These factors are weighted based on their percentage of the overall Park District budget to create a blended increase in fees and charges.

During the budget process, staff enter notes regarding their proposed budgets, including an explanation of fee and charge increases. In this area, they outline fee increase amounts and explain any fee increases that are below or above the recommended organizational fee increase included in the budget guidelines.

Revenue Policy

The Park District uses multiple sources of revenue to supplement the revenue received in the form of taxes, because it is not financially feasible or healthy to rely solely on one source of revenue. Some of these sources may include fees and charges, inter-governmental, rentals, sponsorships and donations, and program revenues. The Park District will evaluate all new sources of revenue before acceptance to prevent compromising the mission of Park District.

The Park District is always vigilant about finding new sources of revenue to improve the revenue mix of the Park District. The following revenues sources are based on the Government Finance Officers classifications that are used in the Park District's annual financial audit as well as annual budget.

- a. Taxes. The Park District receives Property Taxes from the property owners of Champaign Park District. The Park District levies taxes in accordance with the Property Tax Extension Limitation Law (PTELL). The Park District currently levies taxes for seven purposes including Corporate, IMRF, Liability, Auditing, Recreation, Museum, and Special Recreation.
- b. Fees and Charges. The Park District charges fees for facility usage and sale of products including pool passes, Virginia Theatre tickets, dog park usage, field usage, and program participation.

The Park District shall not currently charge fees to residents for entrance into parks, playgrounds, sled hills, or informal use of outdoor athletic facilities.

Facility fees and charges are determined by the Facility Fees and Program Fees.

The Personal Property Replacement Tax is a corporate income tax collected statewide and then distributed to various taxing Districts. The Park District also has a strong history of receiving grant from numerous government entities.

The Park District receives rental income for facility usage including special events, meetings, weddings, and shelter rentals.

Miscellaneous Revenue receives a variety of revenues including non-resident fees, vending machine revenue, procurement card rebates and interest income received on cash deposits.

The Park District pursues a variety of sponsorships and donations to help fund its recreation programs and other special events. This is done to reduce the burden on taxpayers and participants for events such as the Summer Concert Series, and other holiday special events.

The Park District uses this budget area to include debt service proceeds, capital transfers, operating transfers, and transfers for debt service payments.

Program revenues are fees paid from residents and non-residents to take part in programs that Park District puts on yearly. Program revenues are received in the Corporate, Recreation and the Museum with the majority in the Recreation and Museum Fund. Program prices are determined by the Revenue Policy and the Fees and Charges Policy.

Fees and Charges Policy

Statement of Philosophy

The Park District uses multiple sources of revenue to supplement the revenue it receives from property taxes. A primary source of revenue beyond property taxes are fees and charges collected from participants of the Park District. It is not financially feasible or healthy to rely solely on one source of revenue to support a diversified quality parks and recreation program. The Park District shall evaluate its fees and charges policy annually as part of its budget process; receiving approval from the Board prior to implementation.

Fees and Charges

A system of fees and charges is an efficient and equitable way to distribute the costs associated with providing services that exceed the ability of the tax base to support the costs. With this in mind, the Park District has developed these goals and guidelines with the intention of uniformly defining the method used to determine pricing levels for fees and charges.

The Park District primarily provides recreation services on three different levels. Those levels include services that benefit the entire community, Recreation and Corporate programs and services that mostly benefit the user but to some extent benefit the community, and Revenue Facilities programs and services that benefit only the user.

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.

The chart below explains the differences in these levels.

	Community Programs	Recreation Programs	Revenue Programs
Who Benefits?	All people of the community	Mostly participants	Participant only
Who Pays?	Community through taxation	Participants and community share costs	Participant pays full cost
Desirability or Feasibility of Fees	Not desirable or feasible	Desirable and feasible	Desirable and feasible
Examples of Programs or Services	Concerts in the Park	Teen Programs/Youth Theatre Program	Dog Park
Cost Recovery	None or very little	Direct costs and 35% of indirect costs	Total direct and indirect costs

The concept of estimated cost recovery involves setting fees and a charge based on the level of service so that the revenue received equals the total cost of providing a particular service and is critical to the success of this system.

Definitions

Direct Cost: These are costs that are directly attributed to an individual service and include: instructor salary, materials, transportation, admission fees, specific marketing costs, building rent in non-Park District owned facilities, etc.

Indirect Cost: These are costs that cannot be associated directly with an individual service provided and include: administrative salaries, utility costs, building maintenance and cleaning, office and rest room supply costs, etc.

Total Cost: This is the cost of providing a service and includes both the direct cost and an allocated portion of the indirect cost.

Goals: The Park District will use tax revenues to improve and manage all of the land, facilities and recreation programs that have been determined to benefit all taxpayers. The Park District will also use tax revenue to assist residents who cannot afford to utilize a program or service. Taxpayers should not be asked to meet the entire cost of providing activities and facilities that involve considerable expenses and serve a special interest with a limited number of participants. Charging fees for these programs is an equitable method of recovering costs for targeted or specialized programs and services. However, fees and charges should not become a barrier for participation or a method of excluding any resident of the Park District.

General Guidelines

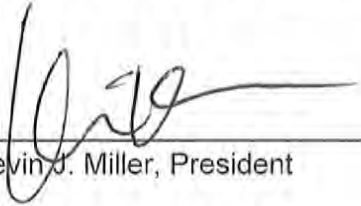
- The Park District shall not charge fees to residents for entrance into parks, playgrounds, sled hills, or informal use of outdoor athletic facilities (when not previously scheduled).

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.

- The Park District will charge fees for specialized services that do not benefit the entire community including recreational programs. These fees shall be structured to pay for the cost of offering the program and contribute to overhead as outlined below:
 - a. Managers shall consider appropriate direct, indirect, and overhead costs, market conditions, target markets and payment of capital improvement bonds issued to renovate a specific facility when developing fees and charges for all Park District services. The Park District shall consider the cost of using the facility when determining the total cost of offering programs instructed by a contractual third party. Program supervisors should strive to keep the costs associated with any program minimal in order to keep the fee for the program reasonable.
 - b. The Park District will charge entry fees for admission to special use facilities such as the tennis center or swimming pools.
 - c. The Park District may charge membership and/or initiation fees for access and use of a facility or program.
 - d. The Park District may develop special pricing strategies including differential fees for different types of organizations, different times of the year, incentives to increase participation, and group, repeat business, or multiple family member discounts.
 - e. Managers may prorate fees if a person wishes to participate in a program after the first class of a program and the desired outcome of the program does not depend on attending all classes.
- The minimum number of participants per class needed to achieve revenue policy goals shall be the determining factor in setting class minimums. Programs must reach minimum participant levels one week before the class starting date or the Park District shall cancel the program (new program ideas are exempt from this guideline for one year to allow the program to grow).
- Since non-residents of the Park District do not support the Park District through taxes, they should pay an additional fee to assist with costs associated with overhead, facility maintenance and development, and program development expenses covered by taxes.
- The Park District considers the residents of the Urbana Park District as residents for any program held in the Champaign Park District and the Urbana Park District does the same for the residents of Champaign who wish to use Urbana Park District facilities and programs.
- The Park District will actively seek other sources of revenue such as donations or grants to partially subsidize community-wide programs. Scholarship or fee reduction programs shall be available to any resident that proves financial hardship for any program or facility regardless of the amount of tax support the program or facility receives.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

August 11, 1999
October 12, 2005
June 8, 2011
October 12, 2016
December 14, 2012



Kevin J. Miller, President



Joseph C. DeLuce, Executive Director



CHAMPAIGN PARK DISTRICT

Auditing Services Policy

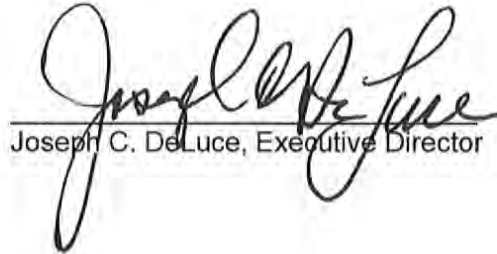
In accordance with the *Government Account Audit Act (50 ILCS 310, et seq.)*, the Champaign Park District Board of Commissioners (Board) shall select a licensed public accounting firm to perform the annual audit. It is required that the auditors conform to Accounting Principles Generally Accepted in the United States of America (GAAP), and *Government Auditing Standards issued by the U.S. Government Accountability Office*. The Park District shall issue a Request for Proposal for such services at least every three (3) years. The Park District is not required to change auditors at the end of an audit contract. The audit procurement process should be structured so that the principal factor in the selection of an independent auditor is the auditor's ability to perform a quality audit in a timely manner. In no event shall price be allowed to serve as the sole criterion for the selection of an independent auditor.

Approved by Board of Commissioners March 14, 2012

Revised by Board of Commissioners October 12, 2016

Revised by Board of Commissioners August 10, 2022



Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



It shall be the policy of the Champaign Park District Board of Commissioners (Board) that all purchases of the Champaign Park District (Park District) shall be paid promptly as provided by the Local Government Prompt Payment Act. All bills will be paid within thirty (30) days of receipt of the bill unless there is some mitigating circumstance as to why the bill should not be paid within the thirty (30) daytime frame. The Finance Department will prepare a monthly listing of the bills to be paid by the Park District. The Treasurer and the Director of Finance shall review the listing and recommend that the Board approve payment at the regular monthly Board meeting. After the Board approves the bills to be paid, payments will be processed. Checks will then be signed by the authorized personnel and mailed to the vendors. Payments made by direct deposits and wire transactions will be deposited into vendor accounts.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

September 23, 1999
September 14, 2005
July 13, 2011
July 13, 2016
August 10, 2022

Kevin J. Miller, President

Joseph C. DeLuce, Executive Director



Investment Policy

Introduction

The intent of the Investment Policy of the Champaign Park District (Park District) is to define the parameters within which funds are to be managed. In methods, procedures and practices, the policy formalizes the framework for the Park District's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of the Park District's funds. This policy is intended to be broad enough to allow the financial assets to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard those financial assets.

Scope

This investment policy applies to all investment activities of all funds of the Park District. This investment policy will also apply to any new funds or temporary funds placed under the jurisdiction or control of the Park District.

Pooling of Funds

The Park District commingles its funds to maximize investment earnings and increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

Governing Authority

The investment program will be operated in conformance with federal, state, and other legal requirements, including without limitation, the Public Funds Investment Act (30 ILCS 235/0.01 et seq.).

Investment Objectives

In order of priority, the primary objectives of the Park District's investment strategy and activities will be as follows:

1. Safety – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure preservation of capital in the overall portfolio. The goal will be to mitigate credit risk and interest rate risk.
2. Liquidity – The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
3. Return – The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account investment risk constraints, safety, and liquidity needs.
4. Local Considerations – Where possible, consideration may be given to a financial institution's record and current level of financial commitment to the local community. For this purpose, the Park District may consider without limitation the factors set forth in Section 8 of the Illinois Public Funds Investment Act (30 ILCS 235/8).

Standards of Care

Prudence

The standard of prudence to be used by the designated investment officers will be the 'prudent person' standard and will be applied in the context of managing an overall portfolio.

The "prudent person" standard states: "investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived."

Staff of the Park District acting in accordance with this Investment Policy and any other policies applicable to financial assets and exercising due diligence will be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that material deviations from expectations are reported to the Executive Director in a timely fashion, and appropriate action is taken to control adverse developments.

Ethics and Conflict of Interest

The Public Officer Prohibited Activities Act (50 ILCS 105/0.01 et seq.) shall apply in the case of this investment policy. In addition, no person involved in the investment process shall make any investment decision based upon personal or political gain or consequence. Persons involved with the Park District shall refrain from personal business activity that could conflict with the proper execution and management of the investment policy, could impair public confidence in the Park District, or could impair their ability to make impartial decisions. Prohibited activities include, but are not limited to, the following:

- Having any interest, directly or indirectly, in any institution in which investments are permitted, except for a market rate mortgage or loan on his or her personal residence or personal property.
- Having any interest, directly or indirectly, with the management of any institution or company in which the Park District has a depository relationship or investment management contract; and
- Receiving compensation of any type, including preferred treatment from any institution or company with which the Park District has a depository relationship or investment management contract.

Delegation of Authority

Authority to manage the investment program is granted to the Treasurer/Director of Finance and is derived from the Public Funds Investment Act (30 ILCS 235/0.01 et seq.). The Treasurer/Director of Finance will establish written procedures and internal controls for the operation of the investment program that are consistent with the investment policy.

Whenever the term "Treasurer/Director of Finance" appears in this policy it shall be interpreted as meaning that the Director of Finance shall have primary responsibility for carrying out the duty assigned, but under the supervision of and subject to the approval of the Treasurer of the Park District.

Authorized Financial Institutions – Depositories, Broker/Dealers, and Investment Advisors

The Board of Commissioners will have the sole responsibility to select financial institutions that will be authorized depositories for the Park District. Any financial institution, upon meeting the requirements of the Public Funds Investment Act, is eligible to become a depository of the Park District and will be subject to the Park District's due diligence process. The Park District will take into consideration location, financial condition, service, fees, competitiveness, and community relations involvement of the financial institution when identifying authorized depositories. The Treasurer/Director of Finance will maintain a list of financial institutions authorized by the Board of Commissioners to provide depository services to the Park District.

In addition, the Treasurer/Director of Finance will maintain a list of broker-dealers selected by conducting a process of due diligence and approved by the Board of Commissioners. Broker dealers will be selected on the basis of creditworthiness as well as their ability to provide competitive prices regarding securities purchased and sold on behalf of the Park District.

The Park District may engage the services of one or more external investment managers to assist in the management of the Park District's investment portfolio in a manner consistent with the Park District's investment policy. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this investment policy. Such managers must be registered under the Investment Advisers Act of 1940 or with the appropriate banking regulators if a subsidiary of a bank.

Selection of financial institutions and broker-dealers to engage in transactions with the Park District will be at the sole discretion of the Treasurer/Director of Finance, and the authorization of these will be by the Board of Commissioners. A periodic review of the financial condition and registration of all approved financial institutions and broker-dealers will be conducted by the Treasurer/Director of Finance.

Authorized Investments

Except as modified herein, all investments purchased under this policy will be authorized pursuant to the Public Funds Investment Act (30 ILCS 235/0.01 et seq.), as amended from time to time. The following is a summary of authorized investments as determined by the Treasurer/Director of Finance in compliance with applicable law:

1. Bonds, notes, certificates of indebtedness, treasury bills, or other securities guaranteed by the full faith and credit of the United States of America.
2. Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies or government sponsored enterprises (GSEs);
3. Interest bearing accounts and certificates of deposits of any authorized depository of the Park District as long as said deposit does not exceed the applicable Federal Deposit Insurance Corporation (FDIC) applicable insurance limits. Deposits that do exceed the applicable FDIC insurance limit must have an adequate form of collateral as outlined in this policy under Collateralization.
4. Certificate of Deposit Account Registry Service (CDARS) – a placement service in which a member institution uses CDARS to place funds into CDs or other depository products issued by banks that are members of the CDARS Network. This occurs in increments below the standard FDIC insurance coverage maximum, allowing for coverage of principal and interest.

Safekeeping and Custody

Deposit Collateral

Third party safekeeping is required for all collateral. To accomplish this, the securities will be held at a safekeeping depository as approved from time to time by the Board of Commissioners.

Safekeeping will be documented by an approved written agreement. Substitution, exchange or release of securities held in safekeeping may be done upon two (2) days prior written notice to the Treasurer/Director of Finance.

Third-Party Safekeeping

Securities will be held by an independent third-party custodian agreed to by the Treasurer/Director of Finance and evidenced by safekeeping receipts and a written custodial agreement.

Delivery vs. Payment

All security transactions, including collateral for repurchase agreements, entered into by the Park District, will be conducted on a delivery-verses-payment (DVP) basis to ensure that securities are deposited in the Park District's safekeeping institution prior to the release of funds.

Competitive Transactions

The Park District shall seek competitive prices to ensure a diversified and competitive selection of investment instruments.

Investment Parameters and Guidelines

Diversification

The Park District will diversify its investments to mitigate risks in the portfolio. The investments will be diversified by:

- Limiting investments to avoid overconcentration in securities from a specific issuer or business section (excluding U.S. Treasury securities)
- Placing no more than 10% of the investment portfolio in commercial paper.
- Investing in securities with varying maturities

Mitigating market risk/interest rate risk in the portfolio

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The Park District recognizes that, over time, long-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The Park District will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes.

The Park District will continuously invest a portion of the portfolio in readily available funds such as Illinois Funds, the Illinois Park District Liquid Asset Fund, money market funds, or in money market instruments maturing one year and shorter to ensure appropriate liquidity.

Internal Control

The Treasurer/Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Park District are protected from loss, theft, or misuse. The internal control structure will be designed to provide reasonable, but not absolute, assurance that these objectives are met.

Only the Treasurer/Director of Finance with Board approval is authorized to establish financial accounts for the Park District. At all times three or more signatories as designated by the Board of Commissioners should be authorized to sign on financial accounts of the Park District.

Controls may include:

- Written procedures
- Separation of transaction authority from accounting
- Written confirmation of telephone transactions for investments and wire transfers
- Dual authorizations of wire transfers
- Review, maintenance, and monitoring of security procedures both manual and automated

Performance Standards

The Park District's investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a comparable rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to benchmarks with similar maturity, liquidity, and credit quality as the portfolio. Periodically, the Treasurer/Director of Finance will identify and review a benchmark with similar characteristics. U.S. Treasury bills, average Fed Fund rate, The Illinois Funds, or other comparable benchmarks may be used. The portfolio will be reviewed at least quarterly as to its effectiveness in meeting the Park District's needs for compliance with applicable state statutes, safety, liquidity, rate of return, diversification, and its general performance.

Reporting

The Treasurer/Director of Finance or the accounting staff will prepare an investment report at least monthly by Tuesday prior to the Regular Board meeting, which occurs on the 2nd Wednesday of each month. This report will list all active investments by type or class, location of investments, maturity of investments, interest rate, interest earned during period, market value as of the end of the month, book value, and other pertinent information deemed necessary. This report will be submitted monthly to the Board of Commissioners.

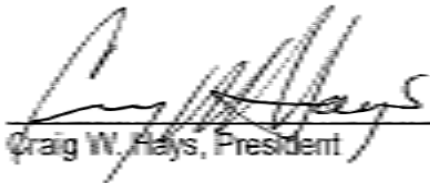
Investment Policy Adoption

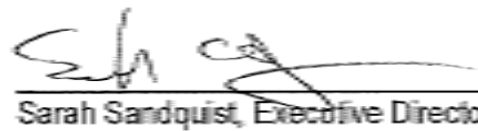
This Policy will be reviewed on an annual basis by the Treasurer/Director of Finance and any modifications that are made must be approved by the Board of Commissioners. If no changes or modifications are made, then the date of the review of the investment policy will be noted

Captions and Headings

The captions and headings used herein are for convenience of reference only and do not define or limit the contents of this policy.

Approved by Board of Commissioners	July 1999
Revised by Board of Commissioners	November 9, 2005
Revised by Board of Commissioners	September 14, 2011
Revised by Board of Commissioners	October 12, 2016
Revised by Board of Commissioners	December 14, 2022
Revised by Board of Commissioners	July 24, 2024



Craig W. Hays, President

Sarah Sandquist, Executive Director



CHAMPAIGN PARK DISTRICT

Bond Rating Policy

While the Champaign Park District (Park District) has an official bond rating, the Park District shall not maintain a bond rating on an annual basis unless necessary for financing of projects. The decision of whether or not a bond rating on the issuance of debt under the prevailing market conditions shall be secured will be made by the Champaign Park District Board of Commissioners (Board) on a case-by-case basis for each separate bond issue approved by the Board.

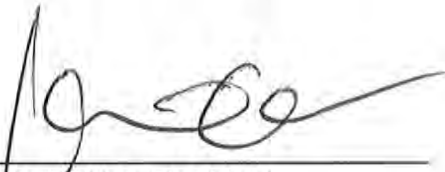
Approved by Board of Commissioners September 23, 1999

Revised by Board of Commissioners November 9, 2005

Revised by Board of Commissioners July 13, 2011

Revised by Board of Commissioners July 13, 2016

Revised by Board of Commissioners July 15, 2022



Kevin J. Miller, President



Joseph C. DeLuce, Executive Director

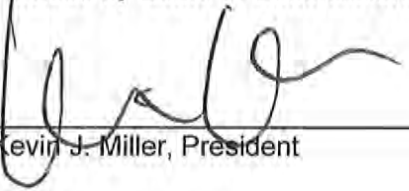
**CHAMPAIGN
PARK DISTRICT**
Bonded Indebtedness Policy

The Champaign Park District (Park District) issues bonded indebtedness as a source of financial means for the payment of expenses incurred in connection with the acquisition and improvement of long-term assets. The Park District's primary objectives in debt management are to keep the level of indebtedness within available resources and within the total debt and payment limits established by state law, including tax caps.

Approved by Board of Park Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

November 9, 2005
October 12, 2011
October 12, 2016

July 15, 2022



Kevin J. Miller, President



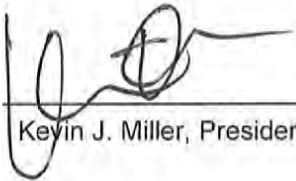
Joseph C. DeLuzé, Executive Director

**CHAMPAIGN
PARK DISTRICT**
Payment of Employee Wages Policy

It shall be the policy of the Champaign Park District Board of Commissioners (Board) to compensate Champaign Park District (Park District) employees with fair and competitive wages on a timely basis. The Executive Director (Director) shall prepare for the Board's consideration and action an annual guideline of wage and salary ranges indicating the minimum and maximum salary ranges for all part-time and seasonal positions from which the Board shall make such determination and appropriation. Salary ranges for full-time employees shall be reviewed every two years.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

October 13, 1999
September 14, 2005
July 13, 2011
August 10, 2016
November 9, 2022



Kevin J. Miller, President



Joseph C. DeLuce, Executive Director



Purchasing Policy and Procedures

The Champaign Park District Board of Commissioners (Board) recognizes the need to procure material supplies, equipment and services of a quality and quantity necessary to operate the Champaign Park District (Park District). Purchasing requirements shall be specified to provide full and free competition among potential suppliers where required and practical. Financial operations and internal controls shall be recorded in an established manner such that accurate records of all procedures and transactions are available for audit purposes.

The objective of the Park District purchasing policy is to assist the Park District in purchasing materials and services of sufficient quality and quantity at the most economical price available, in an open, organized, timely, legal, and ethical manner so that material and services are available when needed, without creating excess inventory. These policies are meant to serve as guidelines and may not govern every purchasing situation that may arise.

Authorization Levels:

A Board member, committee, officer or employee shall not create any financial liability on behalf of the Park District unless it first shall be approved by the Board; provided that the Executive Director (Director) and employees and/or the Board shall be permitted to execute contracts not to exceed one (1) year in duration, which shall not automatically renew at the end of the term, within the spending limits listed and in accordance with the following parameters:

Board	Up to \$25,000
Director	Up to \$25,000
Department Heads	Up to \$10,000
Assistant Directors	Up to \$7,500
Supervisors/Managers	Up to \$5,000
Coordinators, Seasonal Workers with prior approval from immediate supervisor or higher-up position within Department	Up to \$1,000

All other employees must have prior approval from a direct supervisor with the appropriate purchasing authority before purchases may be made. Approval in writing is preferred (email is acceptable).

Quotation Support Levels:

Sealed Bid & Board memo	Over \$25,000
3 quotations & memo to Director	\$10,000 to \$25,000
3 quotations	\$5,000 to \$10,000

Quotation Requirements:

Any purchase greater than \$25,000 shall require a competitive bid process as described in the Park District

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Code and Ordinance No. 668 Prescribing Rules for the Conduct of Business of the Champaign Park District, or as amended, and must be approved by the Board.

Requests for purchases ranging from \$5,000.00 - \$25,000 shall require three (3) written quotations and/or dated catalog pricing from vendors. All quotes require an explanatory memorandum to either the Director if \$10,000 or more, or to the Department Head (\$5,000 to \$9,999) providing a brief summary of the vendor search, the quotations received, the reason for selecting a specific vendor as well as an attached payment request or purchase order form.

Purchases less than \$5,000 require the lowest and best price for services, materials, and/or equipment and shall be accepted, after taking into account all factors, such as quality, responsiveness, delivery, guarantees, service, the responsibility of the vendor, and the like.

Staff will collect, record, and report vendor information pursuant to Illinois State Statute 35 ILCS 200/18-50.2 through the Park District's existing accounting system:

1. The Park District shall make a good faith effort to collect and electronically publish data from all vendors and subcontractors doing business with the taxing district as to:
 - a. Whether the vendor or subcontractor is a minority-owned, women-owned, or veteran-owned business, as defined in the Business Enterprise for Minorities, Women, and Persons with Disabilities Act; and
 - b. Whether the vendor or subcontractor holds any certifications for those categories or if they are self-certifying; if the vendor self-certifies, then the taxing district shall publish whether the vendor qualifies as a small business under federal Small Business Administration standards

Exceptions:

1. Utility Services.
2. Contractual services (e.g., pest control, service agreements, security services, technology), subject to the requirement of competitive bidding if the contract price exceeds \$20,000.
3. Professional Services (architects, engineers, land surveyors, and the like). However, contracting for such services in accordance with the Illinois Professional Services Selection Act and approved by the Board of Commissioners is satisfactory.
4. Purchases less than \$25,000 through the State of Illinois Joint Purchasing Program or any other joint purchasing program as long as an appropriate agreement is approved by the Board of Commissioners.
5. The Director may override all policy in the event of an emergency requiring the immediate purchase in order to safeguard the public's health and safety pursuant to the Emergency Appropriations Policy. The Director shall obtain authorization from the Board for any expenditures.

Code of Ethics:

All personnel engaged in purchasing and related activities shall conduct business dealings in a manner above reproach in every respect. Transactions relating to expenditure of public funds require the highest degree of public trust to protect the interests of the Park District and its residents.

Park District employees shall:

- Ensure that public money is spent efficiently and effectively and in accordance with applicable statutes, regulations, ordinances, and Park District policies.
- Not accept gifts or favors from current or potential supplier which might compromise the

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integrity of the purchasing process (Ethics Act, 5 ILCS 430/10- 10 et seq.).

- Specify generic descriptions of goods, use performance specifications, and use "or equal" language whenever possible in lieu of brand names (however, if an employee believes that purchasing a particular brand is in the best interests of the Park District, the employee should consult with the Director and/or legal counsel for the authority of the Park District to do so and the procedures required under the Illinois Park Code).
- Never allow foreseeable purchases for identical goods or services to be split or prepared in a manner that would avoid approvals or otherwise circumvent policy.
- Purchase without favor or prejudice.
- Ensure that all potential suppliers are provided with adequate and identical information upon which to base their offer or quotation and that any information provided to one interested and registered vendor is given to all interested and registered vendors.
- Establish and maintain procedures to ensure that fair and equal consideration is given to each offer received and that selection is based upon the objective and published criteria such as the lowest responsive and responsible bid or the qualifications of the vendor.
- Offer a prompt and courteous response to all inquiries from potential or existing suppliers.
- Avoid the appearance of impropriety.
- Disclose to the Director any direct or indirect financial interest in any contract to be awarded by the Park District and abstain from participating in any part of the procurement process for such contract pursuant to the Park District's Conflict of Interest Policy and the State Officials And Employees Ethics Act, 5 ILCS 430/10-10 et seq.

It will be the responsibility of the Director to determine if a violation of this Code of Ethics has occurred and if disciplinary action is necessary in accordance with the Park District's personnel manual.

Purchasing Guidelines:

1. Purchases must be provided for in the operating or capital budgets before proceeding. If line item is over budget, then special permission by the Department Head and/or Director of Finance and Director is required before making any purchase.
2. Staff shall obtain information concerning payment terms, unless otherwise authorized. The Park District will authorize payment to vendors at the regular monthly Board meeting and will comply with the Illinois Prompt Payment Act (30 ILCS 540/0.01 *et seq.*).
3. Purchase orders are required and are to be completed using the BS&A Purchase Order system whenever a purchasing card is not used. The vendor name, GL code(s), description(s) and estimated amount(s) are required to complete the purchase order. A copy of the purchase order shall be printed to take along when making a purchase or to provide to the vendor. The purchase order is the vendor's confirmation that the Park District is eligible to purchase from it. At the time of purchase, find out the full cost of the purchase, including any shipping, handling or other additional charges. Always try to reduce or have any of these additional charges waived based on the Park District's governmental entity status.
4. When approving an invoice for payment, make sure that not only the price per item is correct, but make sure any additional charges such as shipping are as quoted.
5. Always try to make purchases from vendors used in the past which have a proven track record. Any time a new vendor is used, the vendor must be approved by the appropriate Department Head. If any documentation is required by vendor to arrange for the Park District as a customer, such as a credit application, the documentation must be forwarded to the Finance Office for completion along with a signed IRS Form W-9 from the new vendor.

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.

6. Do not make any purchases in response to a sales call. If the Park District is interested in what a vendor is selling, request the information in writing. If there is still interest in the product or service, have the vendor approved by an appropriate supervisor and proceed with the purchase.
7. When purchases are received, they shall be inspected and the quantity order and condition verified. If the condition of the purchased goods or materials is defective or substandard, it shall be noted in writing on the receiving ticket or invoice and corrected. Receiving tickets and invoices shall be immediately forwarded to the Finance Office, with either a copy of the purchase order or number, as applicable.
8. Before any order, service or purchase will be paid, a receipt, contract, order form or the proper paperwork shall be presented to the Finance Office. The documentation will be reconciled with the purchase order. It will then be electronically routed to the appropriate staff for approval.
9. Vendor payments, once verified by staff, are approved by the Board at its regular monthly meeting. After Board approval, payments will be mailed to the vendor or deposited by ACH/EFT into the vendor's bank account. Any other arrangements shall require the approval of the Finance Department.
10. Refunds are issued weekly on Wednesdays (except for the first week in the month).
11. For billing purposes, the following address is to be used on all documentation: Champaign Park District, Attention: Accounts Payable; 706 Kenwood Road, Champaign, IL 61821. Email address: billing@champaignparks.org
12. Pre-payment of any kind shall be discouraged; however, may be required in limited circumstances. Request for pre-payments shall be approved by the Director and/or Director of Finance. Two types of approved pre-payment methods include progress billings for professional services and deposits for Virginia Theatre performances and/or producers.
13. Vendors shall not be paid in cash, with the exception of the appropriate use of petty cash and the occasional Virginia Theatre contractual agreements for performers.

Economy of Resources and Purchases:

Staff will seek to economize resources and purchases to achieve cost savings for the Park District by participating in cooperative purchasing programs as outlined in the separate *Economizing Purchases and Resources Policy* as approved by the Board and as permitted by law.

Independent Contractor Agreement

Regardless of dollar amount, an Independent Contractor Agreement (ICA) and Certificate of Insurance are required for all services occurring on Park District property or for the Park District's benefit.

Tax Exempt Purchases:

The Park District is exempt from paying both state and local taxes. A "Tax Exemption Certificate" shall be provided to any entity that the Park District makes purchases when an order is placed to ensure that sales tax is not included in any invoice submitted to the Park District. When purchasing goods on behalf of the Park District, a copy of the "Tax Exemption Certificate" shall be provided at the time of purchase. Staff shall make every effort to ensure tax is not charged for such order or service. Tax Exemption Certificates are available at the Finance Office or online at <http://www.champaignparks.org>. The tax-exempt number is also listed on the purchase order form. If tax is charged, staff shall make every effort to have the tax refunded. If needed, staff shall contact the Finance Department for assistance.

Use of Purchasing Cards:

The Commerce Bank Visa purchasing card program is intended to provide a simpler method for employees to make purchases on behalf of the Park District. The system allows significant controls over the card accounts while allowing flexibility depending on the employee's job position and duties. **The Purchasing Card is not intended to avoid or bypass appropriate procurement or payment procedures.** The

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Purchasing Card is a corporate charge card which will not affect the cardholder's personal credit. Although the card lists the individual's name of who it is issued to, it is the property of the Park District.

For an employee to receive a purchasing card, their supervisor must complete the CPD Purchasing Card Request Form (Attachment A) and the employee must understand and comply with the guidelines for using the card. The applicable Department Head must approve the request and submit the form to the Finance Office.

Upon receipt by the Finance Office, a meeting with the employee and Accounts Payable Coordinator will be scheduled to address the guidelines. Then, staff will approve the use of the purchasing card (Attachment B), and the card will be issued to the employee. Thereafter, a training session will be scheduled for a time between the 5th and 28th of the following month regarding how to properly use the purchasing card online program.

The billing cycle end date will be the 27th of each month, unless the 27th occurs on a weekend or a holiday. The billing cycle end date will then be the next working day. All transactions posted between the cycle dates (28th thru 27th of the next month) shall be reconciled to close out that cycle.

The Finance Office has purchasing cards that can be checked out by part-time employees who shall not have cards issued to them. With the respective supervisor's permission, a part-time employee may be permitted to use a card for a specified and limited time and purpose.

Card Issuance/Limits

P-cards will be issued to employees who have a need as determined by their Department Head and approved by the Director of Finance. Card limits will be set for each person in accordance with Policy #3.16, their position within the district and purchasing needs.

1. Single Purchase Limit: This is the maximum dollar amount that can be spent on each purchase. If the purchase amount exceeds the limit the authorization is denied, and the purchase cannot be made with the card. Limits are set as follows:

a. Director	\$5,000
b. Department Heads	\$5,000
c. Assistant Director	\$5,000
d. Managers/Supervisors/Specialty Staff	\$5,000
e. Coordinators	\$1,000

2. Single Purchase Limit: If the limit has been reached, the cardholder shall request a limit increase with their direct supervisor/director based on requested increase amount and authorization limit.

Total Credit Limit: If the limit has been reached, the cardholder shall request a limit increase with their direct supervisor/director based on requested increase amount and authorization limit. The purchasing card should not be used to make a purchase if a processing fee is charged. Contact the Finance Department for further guidance.

Park District employees must adhere to the following terms and conditions when using purchasing cards:

1. Purchasing Cards shall only be used for official Park District purposes.

Employees shall make every effort to ensure tax is not charged. If tax is charged, the employee shall make every effort to have the tax refunded. If needed, the employee shall contact the Finance Department for assistance. Employees who have been issued a purchasing card are responsible for the security of their card. Receipts shall be reconciled to the monthly statement

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and turned into the Finance Office within a specified timeframe each month. An all-staff email will be sent out each month with the timeline indicating when the reconciliation process must be completed. Staff shall watch for such emails and make note of the dates for compliance. There is no flexibility with this time frame.

2. Only the employee to whom it is issued shall be able to use the purchasing card.
3. Lost or stolen purchasing cards shall be immediately reported to the direct supervisor and the Finance Office.
4. If a vendor does not accept VISA, contact the Finance Office.
5. Misuse of the Purchasing Card will be cause for immediate termination of the employee's privilege to use the card or account authorization and could result in disciplinary action, including termination.
6. The cardholder is responsible for retaining all documentation (a receipt, invoice, or other appropriate support) for purchases and returns and reconciling to the monthly statement.

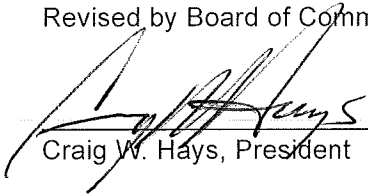
Based on the terms of the agreement, the Park District will be eligible to receive the following monthly rebates on total monthly net purchases made by all the Purchasing Cards. These funds will be placed in the Activity Fund and used for the staff incentive program and functions.

<u>Monthly Net Volume</u>	<u>Rebate %</u>
\$0-\$41,666	0.20%
\$41,667-\$83,333	0.30%
\$83,334+	0.40%

Payment of Claims:

Claims for salaries, wages and benefits of Park District employees, normal expenditures for day-to-day operations, and final payments specific to performances held at the Virginia Theatre, may be paid without specific item by item authorization by the Board, and shall be reported to the Board at the next regular meeting of the Board in the monthly Treasurer's Reports and/or presentation of bills.

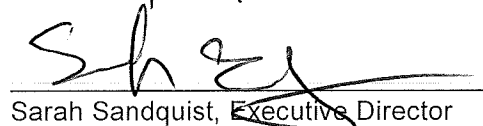
Adopted by the Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners



Craig W. Hays, President

September 13, 2017
January 11, 2023

JUNE 12, 2024



Sarah Sandquist, Executive Director



CHAMPAIGN PARK DISTRICT

Economizing Purchases and Resources Policy

It shall be the policy of the Champaign Park District Board of Commissioners (Board) to economize the purchases and resources of the Champaign Park District (Park District). The Executive Director (Director) and Department Heads are directed to determine the best options available to the Park District when making purchases. Such options include, but are not limited to, joining other governmental bodies in cooperative purchasing, membership in the joint membership purchasing program with Illinois Parks and Recreation Association (IPRA), utilities purchasing co-op, intergovernmental agreements for construction or maintenance, joint purchasing of health insurance with the City of Champaign, joint bidding with other local units of government and using the State of Illinois purchasing program for vehicles and equipment.

The Park District shall strive to be fiscally responsible in its purchases to the extent possible under prevailing market conditions and without jeopardizing performance or resident's satisfaction.

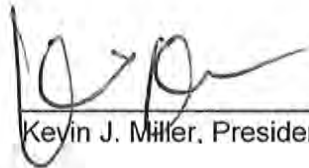
Approved by Board of Commissioners October 13, 1999

Revised by Board of Commissioners September 14, 2005

Revised by Board of Commissioners July 13, 2011

Revised by Board of Commissioners July 13, 2016

Revised by Board of Commissioners August 10, 2022



Kevin J. Miller, President



Joseph C. DeLuca, Executive Director



CHAMPAIGN PARK DISTRICT

Payment Card Industry Data Security Standards Policy

Policy Statement

It is the policy of the Champaign Park District (Park District) to comply with all requirements of the Payment Card Industry Data Security Standards (PCI-DSS) for the protection and security of customer account data.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

In order to minimize risk, the Park District will ensure that:

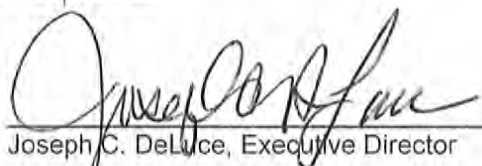
1. Only those data elements on the payment card that are needed for Park District business are stored;
2. Access to payment card holder data will be limited to Park District employees requiring such information to complete assigned job tasks;
3. Payment card data on an internet connected computer or processed through the internet are protected through a secure network with periodic monitoring of its security;
4. Paper and electronic media that contain cardholder data shall be physically secure and identified as confidential information;
5. Payment card data on documents will be destroyed when no longer needed for Park District business. Documents with legible payment card data should be destroyed in accordance with the Illinois Local Records Act (50 ILCS 205/1, *et seq.*);
6. Awareness training is provided for Park District employees involved in payment card processing;
7. All payment card service providers comply with PCI-DSS;
8. The Executive Director and Director of Finance shall be promptly notified of any information security breach; and
9. All additional procedures for PCI-DSS compliance, as required by the appropriate Self-Assessment Questionnaire (SAQ), be created and reviewed annually.

Approved by Board of Commissioners
Reviewed by Board of Commissioners
Revised by Board of Commissioners



Kevin J. Miller, President

July 13, 2011
November 9, 2016
December 14, 2022



Joseph C. DeLuce, Executive Director

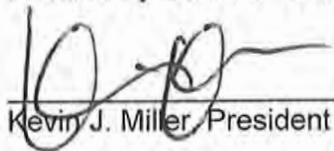
**CHAMPAIGN
PARK DISTRICT**
Emergency Appropriations Policy

In case of emergencies, which call for immediate resolution, the Executive Director (Director) shall take prompt action to employ persons or firms to complete the necessary corrective work and shall require the persons or firms completing the corrective work to furnish a detailed report of the completed corrections as well as the basis for making the corrections. For the purpose of this policy, an emergency shall consist of a threat to the health or safety of park users, commissioners, officers, employees, agents, representatives, and volunteers, or severe damage to Park District property. The Director shall obtain authorization from the Champaign Park District Board of Commissioners (Board) for any expenditures of funds necessary to address such emergency.

In the event of an emergency, disaster, or other unanticipated event of a serious nature, funding from other sources may be required. Funding for needed repairs to a facility or other item of property may be made available through capital funds approved, but not yet spent, for a particular project. If funds are utilized from an already approved, but not yet commenced project, that affected project shall be deleted from the affected fiscal year's capital budget and redistributed to cover the emergency expenditures with Board approval. Those affected projects will be funded in a future year if approved by the Board. The Board shall determine authorization for any such actions.

In situations for which there is no available funding in the current year's budget, the justification and expenditure estimates will be brought to the Board for proper resolution.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

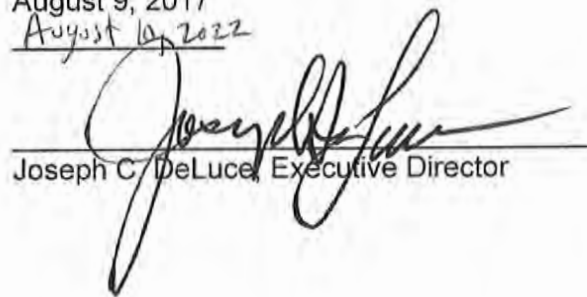


Kevin J. Miller, President

August 24, 2011

August 9, 2017

August 10, 2022



Joseph C. DeLuce, Executive Director



CHAMPAIGN PARK DISTRICT

Acceptance of Donations, Gifts, Devises and Bequests Policy

The purpose of this policy is to provide guidelines for recognizing donations, gifts and bequests.

The Champaign Park District (Park District) may at times be asked to consider accepting donations, gifts, devises, and bequests (hereinafter generally referred to as, "Gifts"). Definition: Gifts are hereby defined as a donor's voluntary transfer of personal, real, or intangible property to the Park District or Champaign Parks Foundation without exchange of consideration or Imposition of undue restriction. The acceptance of such Gifts will be initially directed to the Champaign Parks Foundation as the charitable entity for the benefit of the Park District. In the event a donor prefers to give directly to the Park District, then Park District staff will consider and analyze in context the following:

- A. All applicable state laws, including the Illinois Gift Ban Act;
- B. All relevant Park District policy and personnel practices;
- C. The overall benefit to the community;
- D. The overall benefit to the Park District;
- E. The potential associated costs, liabilities, and exposure to/of the Park District; and
- F. Compliance with any potential limitations or reversionary clauses associated with such Gifts. The Park District seeks to ensure perpetuity of open space/recreation use(s) without undue limitation or restriction.

All Gifts of real estate will be considered by the Champaign Park District Board of Commissioners (Board) for approval or denial of acceptance at a public meeting.

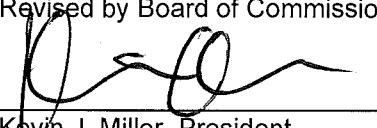
Scope

1. Acknowledgment of park amenities such as trees and benches.
2. Acknowledgment of donated land, facilities or funds for land or facility construction, including naming rights.
3. Acknowledgment of Gifts for any Park District programs or endeavor.

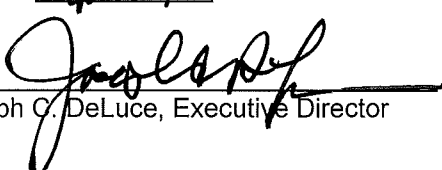
Procedure

1. Acknowledgment of park amenities shall be by Installation of a plaque, if requested by the donor, and included in the value of the amenity.
2. Acknowledgment of donated land or facilities or a majority of funds for land or facility construction shall be by installation of a plaque and may also be by naming the park or facility as suggested by the donor; provided that, park naming shall be in accordance with the Park Naming Policy.
3. Acknowledgment of Gifts to the Park District, shall be by a letter of thanks accompanied by tax identification information, unless another alternative is approved by the Champaign Park District Board of Commissioners. For example: naming opportunities for renovation of the Virginia Theatre has been considered such an alternative.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners


Kevin J. Miller, President

December 2001
November 9, 2005
July 13, 2011
August 10, 2016
May 10, 2017

Sept. 30, 2022

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.

**CHAMPAIGN
PARK DISTRICT**
Capitalization Policy

This policy is to establish procedures for keeping an inventory of fixed assets owned by the Champaign Park District to comply with the Governmental Accounting Standards Board Statement 34 (GASB 34) requirements.

1. Capital assets purchased for use in governmental activities shall be recorded as expenditures in governmental funds at the time of purchase.
2. Governmental capital assets shall be recorded in the government-wide financial statements, offset by accumulated depreciation.
3. Capital assets shall be valued at actual or estimated historical costs, while donated capital assets shall be valued at their fair market value on the date donated.
4. Assets must have a useful life of more than two years, AND meet the following thresholds:
 - a. Land, Easements & Right of Way, as applicable
 - b. Land Improvements \$20,000 or more
 - c. Construction (Buildings) and Improvements \$20,000 or more
 - d. Infrastructure \$20,000 or more
 - e. Vehicles, Machinery & Equipment \$10,000 or more
 - f. Assets that appreciate in value \$10,000 or more
5. Depreciation shall be calculated on assets other than land using the following estimated useful lives:

Asset Type 100 – Land, Easements & Right of Way	not depreciable
Asset Type 200 – Land Improvements (Permanent/non-moveable) Includes but not limited to Outdoor Fencing, Lighting, Landscaping, Parking Lots, Outdoor Tennis & Basketball Courts	15 years
Asset Type 300 – Construction (Buildings) Improvements	15 years
New Construction	40 years
Asset Type 301 – Construction in Progress	not depreciable
Asset Type 400 – Infrastructure (effective 5/1/2004) Roads, Paved Surfaces	15 years
Bridges	50 years

Asset Type 500 – Machinery & Equipment	
Outdoor Equipment (Playgrounds & Poured In Place Surfacing)	12 years
Office Equipment	5 years
Other Equipment	5 years
Furniture	7 years
Major Appliances	7 years
Playground Equipment (Indoor)	12 years

Asset Type 600 – Licensed Vehicles	
Vehicles	5 years

6. A group purchase of assets shall be treated under this policy at the total cost, with the exception of computer equipment which will be expensed as purchased.
7. Carpeting will be expensed as installed or replaced if under \$20,000 threshold, otherwise will be capitalized as building improvements.
8. Roofing costs will be depreciated depending on whether the useful life of the roof is extended by the roofing cost.
9. Assets that appreciate in value, such as collectibles or art, will not be depreciated.
10. The straight line method shall be used over the estimated life of assets.

Approved by the Board of Commissioners June 8, 2005
Revised by Board of Commissioners July 14, 2017
Revised by Board of Commissioners December 14, 2022


Kevin J. Miller, President


Joe DeLuce, Executive Director



CHAMPAIGN PARK DISTRICT

Conflict of Interest Policy

The Board of Commissioners (Board) recognizes that the Champaign Park District's (Park District) success and reputation are dependent upon and entrusted to the honesty, integrity, and ethical standards of its Board and employees.

Each action taken by a Board Member and/or employee in the course of their duties are to be motivated by the Park District's best interests and shall be free of outside influence and self-interests.

In the event of conduct by a Board member or the Executive Director (Director), which creates the appearance of a conflict of interest, the Board shall have the responsibility to decide upon any action to be taken, and in the event of such an act by a staff member, that responsibility shall be undertaken by the Director.

In accordance with this policy, the Board and employees shall comply with the following:

1. Board members and employees must disclose all memberships or financial interests in companies or organizations doing business with the Park District;
2. Board members must abstain from voting on any action in which they have a financial interest;
3. Board members and applicable employees shall file a Statement of Economic Interests annually with the county (as required by law); and
4. Both Board and employees shall not accept any remuneration in money, goods or services from any vendor or entity, nor operate or manage any vendor or entity doing business with the Park District.

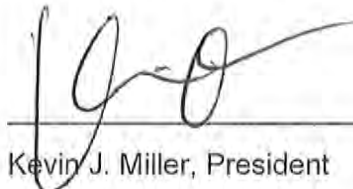
Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

November 9, 2005

October 12, 2011

November 9, 2016

December 14, 2022


Kevin J. Miller, President
Joseph C. DeLuce, Executive Director



CHAMPAIGN PARK DISTRICT

Designation of Depositories Policy

It shall be the duty of the Champaign Park District Board of Commissioners (Board) to approve the financial institutions which qualify as depositories for Champaign Park District (Park District) funds. The Board may determine that banking services should be changed at any time. Financial institutions shall not be qualified to receive Park District funds unless they comply with the Public Funds Investment Act (30 ILCS 235/1 et. seq.) as further delineated in the Park District's Investment Policy.

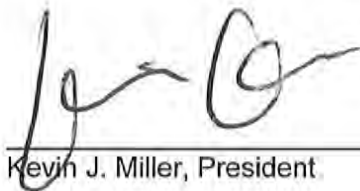
The Director of Finance and/or Treasurer shall conduct an annual review of depository institutions and make recommendations to the Board. The Park District's intent is to maintain all relationships in accordance with law and the regulations of the Federal Deposit Insurance Corporation (FDIC). The Board has the sole discretion to disapprove of any financial institution and remove Park District's funds at any time.

Approved by Board of Commissioners November 9, 2005

Revised by Board of Commissioners October 12, 2011

Revised by Board of Commissioners October 12, 2016

Revised by Board of Commissioners August 10, 2022



Kevin J. Miller, President

Joseph C. DeLuce, Executive Director

**CHAMPAIGN
PARK DISTRICT**
Capital Improvements Plan Policy

The Park District Board of Commissioners (Board) shall maintain, review, and annually update the current year plus six (6) year Capital Improvements Plan. The projects must have a monetary value of at least \$10,000, a useful life in excess of one year. Such improvements shall include without limitation, structural changes, and construction, as well as repairs, restoration, replacement of buildings, vehicles, and equipment. The Board shall evaluate the use of grants for such projects with the assistance of staff

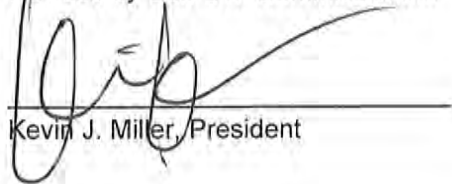
Approved by Board of Commissioners September 23, 1999

Revised by Board of Commissioners November 9, 2005

Revised by Board of Commissioners October 12, 2011

Revised by Board of Commissioners October 12, 2016

Revised by Board of Commissioners November 9, 2022



Kevin J. Miller, President



Joseph C. DeLuce, Executive Director



The purpose of this policy is to establish fund balance classifications utilized by the Champaign Park District (Park District), and to identify as well as define any reserve requirements.

Classifications

The Park District's fund balances will be classified as follows:

1. **Non-Spendable** – Amounts that cannot be spent either because they are not in a spendable form, or because they are legally or contractually required to be maintained intact.
2. **Restricted** – Amounts that can be spent only for specific purposes because of the Park District charter, state or federal laws, or externally imposed conditions by grantors or creditors.
3. **Committed** – Amounts that can be used only for specific purposes determined by a formal resolution of the Champaign Park District Board of Commissioners (Board).
4. **Assigned** – Amounts that are constrained by the Board's intent to be used for specific purposes but are neither restricted nor committed. Intent is expressed by (a) the Board itself, or (b) a body or official to which the Board has delegated the authority to assign amounts used for specific purposes. The Park District's highest level of decision-making authority is the Board, which is authorized to assign amounts to a specific purpose through its appropriations power.

When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) fund balances are available, the Park District considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned or unassigned fund balances are available, the Park District considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Board has provided otherwise in its commitment or assignment actions.

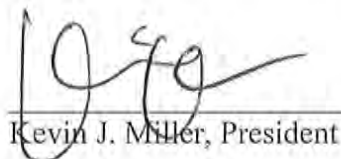
Minimum Fund Balance Requirement

This policy also defines minimum fund balance levels for the Park District's three major funds, General, Recreation, and Museum. The minimum fund balance level to be maintained at any given time is based on 120-days (four-months) of current year budgeted operating expenditures. Any amount above this minimum level may be re-classified through Board action using categories 3 and 4 above or maintained in these funds.

Approved by the Board of Commissioners June 14, 2017

Revised by Board of Commissioners

December 14, 2022


Kevin J. Miller, President


Joe DeLuce, Executive Director



Environmental Policy

Environmental Policy Statement

The Public and the Champaign Park District (Park District) are increasingly concerned about environmental issues facing the entire community. It is the Champaign Park District Board of Commissioners' (Board) intent to have the Park District be a role model and assume a partnership and leadership role in developing and implementing programs that demonstrate and teach the value and importance of sound environmental policies and practices.

Personnel at all levels are directed to make sound environmental practices a matter of continuing and mutual concern, equal in importance with all other operational considerations. Every employee is charged with the responsibility of supporting and cooperating with the environmental program outlined in this policy. Adherence to this policy will be considered, where applicable, an important measure in the yearly evaluation of Park District employees.

Policy Goals

Promote Preservation and Restoration of Open Spaces

The Park District shall take available opportunities to protect and restore indigenous natural communities such as prairies, woodlands, and wetlands within its current boundaries, and promote the reclamation, acquisition, preservation, and management of additional open space areas.

Make Reasonable Efforts to Reuse or Recycle All Natural Materials and Manufactured Products Used

The Park District shall make reasonable efforts to reuse or otherwise recycle all natural materials and manufactured products used by the Park District. The Park District shall comply with all applicable state laws and local ordinances governing the recycling of materials. The Park District will cooperate with units of local government to support recycling efforts within the community.

Purchase and Use Environmentally Safe and Sensitive Products Whenever Feasible

The Park District shall purchase and use environmentally safe and sensitive products which take into consideration the effects of product production, use, storage, and disposal that could contribute to pollution of the air, water, and soil; and which avoid causing the destruction of natural communities of plants and animals.

Seek and Implement Ways to Conserve Energy Resources

The Park District shall actively seek and implement ways to conserve energy resources and investigate methods of applying alternative energy technologies.

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 III.1

Seek and Implement Ways to Conserve and Protect Air, Water, Soil and Wildlife

The Park District shall actively seek and implement ways to conserve and protect water and soil, enhance air quality, limit the production and release of damaging pollutants, and protect wildlife.

Provide Environmental Education and Interpretation Opportunities for Staff and the Public

The Park District shall provide public education and interpretation opportunities for staff and the public which increase appreciation for and stewardship of the natural world and promote environmentally conscious lifestyles, emphasizing selective consumption and low-impact resource use.

Approved by Board of Commissioners

Revised by Board of Commissioners

Revised by Board of Commissioners

Revised by Board of Commissioners

Revised by Board of Commissioners

Revised by Board of Commissioners

Revised by Board of Commissioners

March 9, 1970

July 14, 1999

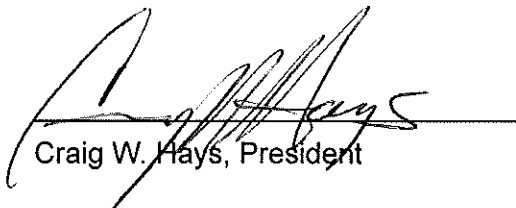
October 11, 2000

October 9, 2009

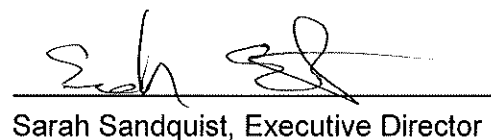
December 14, 2016

October 13, 2021

March 11, 2026



Craig W. Hays, President



Sarah Sandquist, 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 III.2

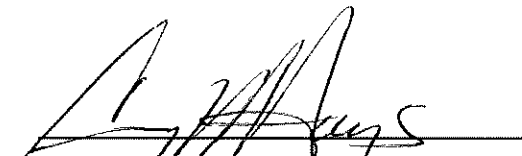


District-Wide Comprehensive Plan Policy

The Champaign Park District Board of Commissioners (Board) shall adopt and maintain at all times a district-wide Comprehensive Plan (Plan). The Plan shall be developed based on Board, staff, and citizen assessments of the Champaign Park District's (Park District) current and future parks, cultural arts, facilities, and recreational needs. The Plan shall include, but not be limited to, an inventory of the Park District's existing land use, overview of programming, financial assessment, demographics and trends, community engagement, and agency initiatives. The Plan shall be updated every ten (10) years and shall be published on the Park District's website for public access.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

November 9, 2005
June 8, 2011
August 10, 2016
October 13, 2021
March 11, 2026


Craig W. Hays, President
Sarah Sandquist, Executive Director



CHAMPAIGN PARK DISTRICT

District-Wide Strategic Plan Policy

The Champaign Park District Board of Commissioners (Board) shall adopt and maintain at all times a district wide Strategic Plan (Plan). The Plan shall be developed based on Board, staff and citizen assessments of the Champaign Park District's (Park District) current and future parks, cultural arts, facilities, and recreational needs. The Plan shall include, but not be limited to, a community profile and trends assessment, citizen input, Park District profile, mission statement, goals, objectives, capital projects, and financial analysis. The Plan shall be updated every three to five years and shall be published on the Park District's website for public access.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

November 9, 2005
June 8, 2011
August 10, 2016
October 13, 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 III.3a

**CHAMPAIGN
PARK DISTRICT**
Tuition Reimbursement Policy

If an employee is a full-time employee and has worked for the Champaign Park District (Park District) at least one (1) year, they 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 are job-related. Eligible courses must be directly and substantially related to an employee improving productivity in their current job. Costs for textbooks, fees and materials will not be reimbursed. The amount an employee receives will depend on the Park District's approval and upon passing grades (grade C or higher). The reimbursement amount may vary depending on budgetary constraints and shall not exceed \$5,000 per fiscal year, with the final reimbursement amount determined by the Executive Director (Director).

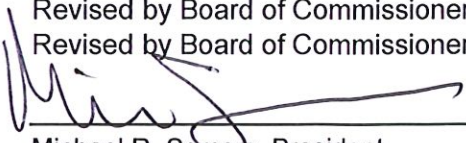
To receive tuition reimbursement, an employee must apply and be approved for the program before the coursework begins. The program is administered as follows:

1. Employee completes a Tuition Reimbursement Form. See the applicable Department Head or Human Resources Director for the form;
2. If the Director approves of the program and reimbursement, the employee returns the signed form to the Finance Department;
3. The employee pays the course tuition;
4. After the employee receives their final grade(s) for the class, the employee must attach the tuition bill and the final grades to a copy of the Tuition Reimbursement Form and send all aforementioned items to the Finance Department; and
5. Within thirty (30) days, the employee will receive a reimbursement for grades of C or above. No reimbursement is provided for a grade below C.

Unless specifically approved in writing by the applicable Department Head or Director of Human Resources, coursework or class attendance may not be performed during Park District 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.

In the event an employee resigns or is terminated before completing a course and receiving a grade, the employee will not be reimbursed for tuition expenses. Employees shall repay the Park District if the employee resigns or is terminated up to three (3) years after receiving reimbursement. The Park District will provide employees written approval for tuition reimbursement and will specify the amount of the reimbursement as well as the repayment requirements in suitable written documentation.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners


Michael R. Somers, President

February 9, 2011
November 9, 2016
June 10, 2026


Sarah Sandquist, 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.1



Distribution of Employment Policies and Procedures Manual Policy

The Director of Human Resources shall ensure that hired staff receive a copy of the Employment Policies and Procedures Manual (Manual) as part of the new employee orientation and onboarding process. The Director of Human Resources shall also ensure that all employees receive all revisions to the Manual, as reviewed by the Executive Director, the Champaign Park District Board of Commissioners (Board), and approved by the Board.

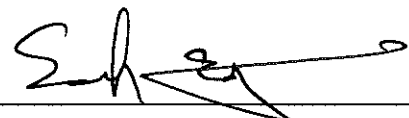
Distribution of the Manual and any updates issued to employees shall be tracked for each employee by said employee acknowledging receipt within the human resource information system (HRIS) of such Manual and any updates issued thereafter.

The Manual shall be reviewed periodically, at least once every two years, to ensure compliance with applicable laws, Board policies, and organizational needs. The Executive Director shall provide appropriate opportunities for employee input during the review process.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

July 13, 2011
August 10, 2016
October 13, 2021
August 26, 2026



Michael R. Somers, President

Sarah Sandquist, Executive Director



CHAMPAIGN PARK DISTRICT

Employment of Certified/Professionally Trained Staff Policy

It shall be the policy of the Champaign Park District Board of Commissioners (Board) that employee and staff recruitment be undertaken in accordance with appropriate guidelines that comply with all federal, state, and Park District requirements. The Board encourages the hiring of staff, representative of the community as a whole, that are certified or professionally trained for their respective positions as recognized by standard professional associations in that field of work.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

October 13, 1999
September 14, 2005
July 13, 2011
August 10, 2016
October 13, 2021
August 26, 2026

Michael R. Somers, President

Sarah Sandquist, Executive Director



Hiring of Relatives Policy

The employment of relatives can be a positive experience for the Champaign Park District (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 the Park District makes employment decisions involving relatives of its Commissioners, Executive Director (Director), Department Directors, and other current employees. In addition, the policy is designed to protect employees from having or being perceived to have a conflict of interest with respect to relatives who may become employed, reassigned, transferred, or promoted 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, conflicts of interest, family discord, morale issues, and scheduling conflicts that may adversely affect the Park District and its employees. Recognizing these considerations, the Park District has adopted this policy.

Definitions

For the purposes of this policy, Close Relative shall be defined to include the following relationships, whether established by consanguinity (blood relationship), marriage, or law: 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, nephew, or legal guardian.

For the purposes of this policy, a prohibited conflict of interest shall exist when a Close Relative works in the direct line of supervision of another Close Relative or a Close Relative has the ability to influence the Park District's decision to hire, assign, transfer, promote, or make other employment-related decisions affecting a Close Relative.

Conditions on Hiring of Relatives

This policy shall be considered when hiring, assigning, transferring, promoting, or setting compensation for an employee. Such employment-related decisions shall always be based on individual merit, and Close Relatives shall not be hired in lieu of a competitive recruitment effort or to the detriment of a better-qualified candidate. Accordingly, the Director or their designee shall examine all hiring recommendations that involve an employee's Close Relative and shall make the decision whether to hire a particular person when a Close Relative is already employed. In making such a decision, the Director shall be guided by the following Conditions:

1. Creating a supervisor/subordinate relationship with a Close Relative.
2. Having the potential for creating an adverse impact on work performance, morale or operations of other Park District employees; or
3. Creating either an actual, or the appearance of, a conflict of interest prohibited by this policy.

Employees who become Close Relatives 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 Director, with the assistance of Director of Human Resources, will endeavor to find a suitable position within the Park District to which one of the employees may be transferred and for which the employee is qualified; provided that, the creation of a position shall not be required of the Park District or the 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 Director determines, in their 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 Director or their designee shall decide in their sole discretion who will remain employed.

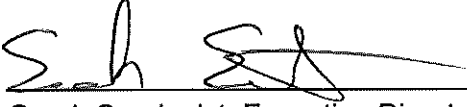
Close Relatives of the Commissioners, Director, or Department Directors shall not be employed by the Park District; provided that, the Park District may permit Close Relatives of Department Directors to be employed in seasonal positions as long as none of the Conditions identified herein exists.

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.

Approved by the Board of Commissioners
Revised by the Board of Commissioners
Revised by the Board of Commissioners

September 9, 2015
October 14, 2020
July 9, 2025



Craig W. Hays, President

Sarah Sandquist, Executive Director

**CHAMPAIGN
PARK DISTRICT**
Safety Committee Policy

As part of the Champaign Park District's (Park District) overall safety program, it shall be a policy of the Park District to establish a safety committee to help develop, implement, and administer the safety program for the Park District.

Purpose

The purpose of the safety committee shall be to make recommendations to the Executive Director (Director) that will improve safety for the public and Park District employees through the use of regular evaluations of parks, programs, facilities, safety-related policies and procedures, work environments, and work practices.

Responsibilities

The committee shall be responsible for the following:

- Review all accident, conduct, property damage, and vandalism reports prepared by staff;
- Make recommendations to address the elimination of recurring safety-related problems;
- Prepare and review monthly fire inspections of all buildings and facilities;
- Review monthly and seasonal inspections of parks, trails, playgrounds, facilities, and sport fields;
- Review safety-related manuals policies, procedures on an annual basis and make recommendations for modifications, improvements and upgrades;
- Annually review and administer staff safety training programs and make recommendations for modifications, improvements, and upgrades; and
- Administer the safety incentive program.

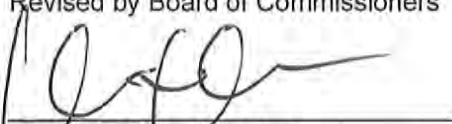
Members

The Director shall assign a representative from each department and program area to the committee. The Director has the final responsibility for assigning members to the committee.

Meetings

Safety committee meetings shall be held monthly at various locations throughout the Park District.

Approved by Board of Commissioners	October 13, 1999
Revised by Board of Commissioners	September 14, 2005
Revised by Board of Commissioners	July 13, 2011
Revised by Board of Commissioners	November 9, 2016
Revised by Board of Commissioners	<u>1-6-13, 2022</u>



Kevin J. Miller, President



Joseph DeLuce, Executive Director



CHAMPAIGN PARK DISTRICT

Safety Policy

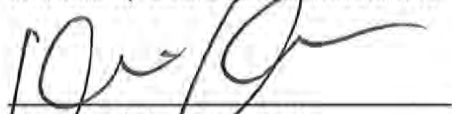
The Champaign Park District (Park District) acknowledges an obligation to provide safe working conditions for employees as well as a safe environment for members of the public using facilities and parks and participating in programs.

It is the intention of the Park District to develop, implement and administer a safety and comprehensive loss control program. In all of the Park District activities, the health and safety of employees and the public is an important consideration.

Personnel at all levels are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Each supervisor is to ensure that work is performed and completed in a safe manner, inspections are conducted on a regular basis, hazards are addressed, there is the proper use of personal protective equipment where required, and accidents are investigated.

Safety adherence and implementation shall be an important part of each Park District performance appraisal.

Approved by Board of Commissioners	March 12, 1997
Revised by Board of Commissioners	September 14, 2005
Revised by Board of Commissioners	July 13, 2011
Revised by Board of Commissioners	November 9, 2016
Revised by Board of Commissioners	August 23, 2017
Revised by Board of Commissioners	July 13, 2022



Kevin J. Miller, President

Joseph C. DeLuce, Executive Director

**CHAMPAIGN
PARK DISTRICT**
Remote Work Policy

The Champaign Park District recognizes the importance of in-person interaction while acknowledging the need for flexibility in work arrangements. Employees are expected to work from their office spaces by default, except when attending off-site meetings. To ensure effective communication, employees must maintain and share their calendars, except for private appointments and HR-related matters.

Requests for remote work must be approved by the employee's Department Head, with flexibility granted for various personal or situational reasons. While there is no fixed schedule for remote workdays, employees may arrange for short or extended periods of remote work through discussion with their Department Head and HR.

When working remotely, employees are required to update their calendars with "WFH" to indicate their location and that they are available to staff. The expectation is that employees remain as available as they would be if they were in the office. If, at any time, a supervisor feels that productivity or availability is not meeting expectations due to a remote situation, they shall convey this concern to HR. The supervisor will be asked to provide specific examples of tasks, projects, or instances where the employee was unproductive or unavailable. If it is determined that the employee is less productive at home than in the office, the employee may be asked to return to the office.

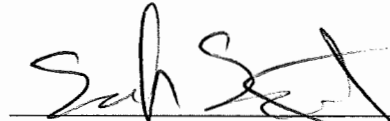
This policy reflects the Champaign Park District's commitment to fostering a culture of trust, adaptability, and collaboration while accommodating the diverse needs of its workforce.

Adopted by the Board of Commissioners

June 12, 2024



Craig W. Hays, President



Sarah Sandquist, Executive Director



Boundary Violations Policy

Champaign Park District (Park District) is committed to implementing systems for monitoring and reporting behavior that violates physical, emotional, and behavioral boundaries of minor and vulnerable adult participants and volunteers. The behaviors outlined in this policy are a non - exhaustive list of examples which, among others, may trigger intervention, corrective and/or disciplinary action, and possible termination of employment or ending of a volunteer opportunity.

Application

This policy applies to all employees and volunteers of the Park District. While this policy is intended to regulate the behavior of Park District employees and volunteers toward minor children and vulnerable adult participants in Park District programs or facilities, as well as minor child and vulnerable-adult volunteers of the Park District, the prohibited conduct can also serve as a guide regarding what is not a professional interaction with minor or vulnerable adult employees at the Park District. Nothing in this policy restricts the Park District's right to intervene as appropriate or enforce its other policies, including those designed to prevent discrimination, harassment, or retaliation in the workplace.

Reporting Obligations

If an employee or volunteer of the Park District suspects a minor child under the age of 18 (a "minor") is being sexually abused or neglected, they must contact both the appropriate individuals within the Park District and report their concerns to the Illinois Department of Child and Family Services (DCFS) via the DCFS 24-hour reporting hotline 800.25.ABUSE. If an employee or volunteer believes a minor is in immediate danger of harm, they must first contact 911 and then report to the appropriate individuals within the Park District and DCFS.

If an employee or volunteer of the Park District suspects an adult with disabilities above the age of 18 (a "vulnerable adult") is being sexually abused or neglected, they must contact both the appropriate individuals within the Park District and report their concerns to the Illinois Adult Protective Services (IAPS) via the IAPS 24-hour reporting hotline: 866.800.1409. If an employee or volunteer believes a vulnerable adult is in immediate danger of harm, they must first contact 911 and then report to the appropriate individuals within the Park District and IAPS.

Employees and volunteers can find more information on mandated reporting in the Park District's Abused and Neglected Child Reporting Policy and Procedures. However, this Boundary Violations Policy prohibits a broader range of conduct than applicable laws to help the Park District prevent sexual abuse and avoid the opportunity for or the appearance of impropriety. If an employee or volunteer suspects an employee or volunteer of any of the

boundary violations below – even if they do not have a reasonable belief that sexual abuse is actually happening – they shall report that conduct to the appropriate individuals within the Park District, so the Park District can investigate and take appropriate remedial action.

The individuals within the Park District to report boundary violation-related concerns include supervisors, department heads, Director of Human Resources, or the Executive Director.

Prohibited Conduct

The conduct prohibited under this policy includes, but is not limited to:

Physical boundary violations (absent exigent circumstances).

- Shoulder, neck, feet, or other types of massages, whether from an adult to a minor/vulnerable adult or from a minor/vulnerable adult to adult.
- Wrestling or roughhousing with a minor or vulnerable adult, including but not limited to piggyback rides, hands in the minor's or vulnerable adult's pockets or similar physical activities.
- Tickling or poking a minor or vulnerable adult.
- Placing a hand on a minor's or vulnerable adult's thigh or intimate location of the body for any period of time.
- Placing a hand on any part of a minor's or vulnerable adult's body for an extended period unless part of the clearly defined job duties of the position (for example, a gymnastics or figure skating coach positioning an arm, and the like). Even when job duties involve necessary physical contact with minors or vulnerable adults, employees and volunteers must be mindful of trying to first use verbal coaching and then, only if needed, keeping any touch professional, witnessed, and to the minimum length needed to complete the task.
- Kissing, cuddling, lengthy hugs or holding a minor or vulnerable adult in an extended embrace or similar physical activities.
- Violence intentionally directed toward a minor or vulnerable adult.
- Taking minors or vulnerable adults to remote areas individually or engaging in other forms of seclusion (for example, into an office away from others, in another room unwitnessed and/or with a closed door, vehicle rides not in compliance with Park District protocols or policies, individually in a bathroom stall, and the like).

It is understood that individuals with special needs for disabilities may need the assistance of one-on-one aides, and such assistance may involve certain physical interaction, such as for bathroom assistance, feeding, or other accommodations. However, other Park District employees or volunteers are aware to be made aware of the scope of the one-on-one aide's roles, responsibilities, and location while working with participants one-on-one. Staff providing one-on-one support that includes personal care assistance (for example, toileting, changing, and hygiene-related support) are required to document each occurrence of care provided. Documentation must include the date, time, and

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the name of the staff member(s) who provided the care. All documentation must be completed on the designated log sheet and submitted to supervisory staff at the conclusion of the program session for recordkeeping purposes.

Additionally, whenever possible, activities and staffing levels should be structured to eliminate or minimize one-on-one activities, or a reasonable effort should be made to enable the proximity of a second staff member or Park District volunteer to witness physical or behavioral care that may place the staff/volunteer and the participant in a vulnerable situation. Predetermined designated space for behavioral care should be communicated with the one-on-one aide at the beginning of the program, and should be a space that is either windowed or has a door that can be left open or ajar to enable visibility and supervision. One-on-one staff shall always communicate their location and the participant's location to program staff when utilizing a break space. Staff and volunteers shall always maintain professional boundaries and provide only the level of assistance necessary to support the documented needs.

Emotional boundary violations

- Possessiveness of a particular minor or vulnerable adult, such as not allowing others to work with the minor or vulnerable adult and/or insisting on work tasks that involve or are with the minor or vulnerable adult.
- Private texting, calling or emailing with the minor/vulnerable adult outside of program protocols and policies. For more information, please see the Park District's Policy on Electronic Communication with Minors and Vulnerable Adults.
- Flirting with minors or vulnerable adults (for example, compliments or comments about physical appearance, asking about dating history or sex life, calling pet names, and the like).
- Disclosing private information to minors or vulnerable adults.
- Seeking to gain emotional support for oneself from a minor or vulnerable adult.
- Demanding minors or vulnerable adults reveal private information.
- One-on-one meetings and/or off-site meetings with minors or vulnerable adults.

Behavioral boundary violations

- Favoritism towards one minor or vulnerable adult and/or being more lenient with that individual (for example, giving gifts to one minor or vulnerable adult but not others, accepting gifts from a minor outside the context of group or program celebrations, and the like).
- Cursing in the presence of a minor or vulnerable adult or allowing them to curse.
- Sexually explicit conversations or humor with minors or vulnerable adults.
- Telling inappropriate jokes or making rude remarks to minors/vulnerable adults or in the presence of minors or vulnerable adults.
- Talking negatively and in a nonconstructive manner about matters of a minor's or vulnerable adult's life, their relationships, and the like.

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.

- Allowing or encouraging a minor or vulnerable adult to look at pornography and/or inappropriate materials (for example, sexual- or adult-themed magazines, cards, videos, films, clothing, and the like).
- Allowing or encouraging a minor or vulnerable adult to drink alcohol, smoke cigarettes or use drugs, or doing so in front of a minor or vulnerable adult.
- Violating the Park District's Electronic Communication with Minors and Vulnerable Adults Policy or other policies of the Park District to prevent sexual abuse or the appearance of impropriety with minors or vulnerable adults.

Vehicle boundary violations

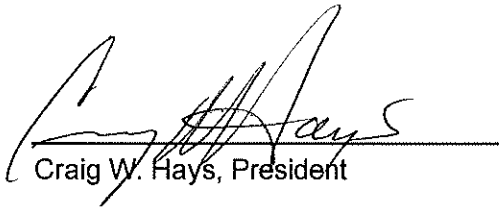
- Employees with *no* transportation duties for the Park District (in essence, non-drivers) and all volunteers of the Park District are prohibited from transporting participants, including but not limited to minors and vulnerable adults, as part of Park District programs, whether in Park District vehicles or personal vehicles.
- Employees *with* transportation duties of patrons for the Park District (in essence, Park District drivers) shall only use Park District vehicles (not personal vehicles) to transport participants and must endeavor at all times to have a second Park District employee or volunteer in the vehicle when transporting minors or vulnerable adults. **NOTE:** All minors and vulnerable adults being transported as part of Park District programs must have a Transportation Waiver or Field Trip Waiver on file with the Park District.
- Employees and volunteers of the Park District are discouraged from providing transportation to minor or vulnerable adult participants or volunteers outside of Park District programs (such as in personal vehicles to/from Park District programs) unless those minors or vulnerable adults are family members. If an employee or volunteer of the Park District does provide transportation to minor/vulnerable adult participants or volunteers outside of programs, the parents/guardians of that minor or vulnerable adult need to give written permission to the Park District regarding the private transportation arrangement. **NOTE:** The Park District shall inform all parties in writing that such rides are not part of the Park District program and are at the parents'/guardians' sole discretion.
- If parents/guardians give written permission to a Park District employee or volunteer to provide transportation to minors/vulnerable adults outside of Park District programs, it should not be an individual, and/or the minor or vulnerable adult should be in the back seat (with all required safety devices).
- Employees and volunteers of the Park District must also follow all rules, policies and procedures related to vehicles and transportation as described in the Park District's Employee Policies and Procedures Manual and Transportation Manual.

Discipline

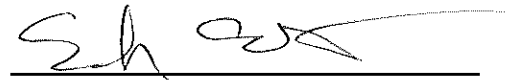
The Park District will evaluate each situation on a case-by-case basis, considering all factors for the particular situation. Violation of this Policy may lead to intervention, corrective action, and/or discipline up to and including termination of employment or revocation of volunteering opportunities pursuant to the Park District's Employee Policies and Procedures Manual or other applicable policies. The evaluation process may vary depending on whether the individual engaging in the prohibited conduct is an employee or volunteer, and the Park District reserves the right to exercise its discretion within this and other applicable Park District policies.

Approved by Board of Commissioners

April 8, 2026



Craig W. Hays, President



Sarah Sandquist, Executive Director



Electronic Communication with Minors and Vulnerable Adults Policy

Purpose

The Champaign Park District (Park District) commits to establishing and being a leader in preventive measures regarding issues surrounding the safety and well-being of minor and vulnerable adult participants in its programming and facilities, as well as minors and vulnerable adults who volunteer with the Park District. The Park District is aware that issues of unfettered electronic communication can lead to the opportunity for miscommunication, and that the perception of malfeasance can occur even in innocent situations. As a result, and for all involved, the Park District has instituted this policy regarding electronic communications with minor/vulnerable adult participants and volunteers.

Application

This policy applies to all employees and volunteers of the Park District. While this policy is intended to regulate the behavior of Park District employees and volunteers toward minor children and vulnerable adult participants in Park District programs or facilities, as well as toward minor child-and-vulnerable-adult-volunteers of the Park District, the prohibited conduct also serves as a guide regarding what is not a professional interaction with minor or vulnerable adult employees at the Park District. Nothing in this policy restricts the Park District's right to intervene as appropriate or enforce its other policies, including those on preventing discrimination, harassment, or retaliation in the workplace.

Definitions

For the purposes of this policy:

- A "Minor Participant" is a registrant or participant in a Park District program who is under the age of 18 years old.
- A "Minor Volunteer" is an unpaid volunteer for the Park District who is under the age of 18 years old.
- A "Vulnerable Adult" is a registrant or participant in, or an unpaid volunteer for, the Park District who is 18 years of age or older and who has a disability(ies).
- Collectively, Minor Participants and Minor Volunteers are referred to as "Minors."
- "Employees" refers to paid Park District employees, whether in full-time, part-time or seasonal capacities.
- "Volunteers" refers to unpaid Park District volunteers, such as volunteer coaches, parent volunteers and similar roles.
- "Electronic Communication" includes, but is not limited to, email, text messages, phone calls/voicemail, video conferencing, direct messaging, communications through

applications, WhatsApp, Facebook, Instagram, Snapchat, Twitter, TeamSnap, TikTok, YouTube and all other social media platforms, unless otherwise noted.

- The term “Open and Transparent” means employees and volunteers shall copy or include a parent/guardian of the Minor or Vulnerable Adult, another adult family member of the Minor or Vulnerable Adult or an adult member of the Park District’s management team on all Electronic Communication with Minors or Vulnerable Adults.

Policy Requirements

- The requirements of this Policy apply to all electronic communications with a minor/vulnerable adult, whether initiated by an adult or a minor/vulnerable adult or not.
- All electronic communications between employees/volunteers and minors/vulnerable adults shall relate solely to and be solely for the purpose of communicating information about Park District activities.
- All electronic communications between employees/volunteers and minors/vulnerable adults sent as part of Park District business constitute public records, and employees and volunteers shall maintain them in a format and location, so the Park District has timely access to the communications for the purposes of complying with IL FOIA, record retention laws and other applicable laws. No electronic communication may utilize any format that does not allow for the permanent retention of the full content of the electronic communication (e.g., WhatsApp, SnapChat, etc.).
- All electronic communications between employees/volunteers and minors/vulnerable adults must always be professional and respectful in nature and shall refrain from unprofessional messaging, including, without limitation, sexual comments, name-calling, embarrassing the minor/vulnerable adult, harassment, bullying and similar conduct. For more information, please see the Park District’s Boundary Violations Policy.
- All electronic communications to a sport team/program on which minors/vulnerable adults participate or from an employee/volunteer to a minor/vulnerable adult shall copy or include at least one parent/guardian of the minor/vulnerable adult or member of the Park District’s management team. When possible, if the parent/guardian of one team member is included in a team-wide electronic communication, then employees/volunteers should include the parents/guardians of all team members.
 - The Park District has provided an official form of electronic communication in which authorized employees/volunteers may communicate with other employees, participants and parents/guardians for the purpose of the Park District, such as regarding upcoming activities, calendars of events, expectations, logistics, motivation, team building and answering questions. Employees/volunteers should not communicate with minors/vulnerable adults using electronic communication outside of the Park District’s official form of electronic communication.
- Employees/volunteers shall save copies of communications with minors/vulnerable adults (and all Park District business) for compliance with record-keeping obligations, among

other reasons. If employees/volunteers need assistance in saving such records, please contact the Director or Assistant Director of Facilities and IT.

- To the fullest possible extent, the person approved to provide electronic communication on behalf of the Park District should use privacy settings to block private direct communication for non-group discussion, such as private chat.
- No private channels (e.g., private Facebook groups or invite-only YouTube channels) are acceptable to help to administer the Park District's programs.
- Other than those assigned by the Park District, employees/volunteers should not utilize social media to communicate with minors or vulnerable adults. When the Park District assigns an employee/volunteer a duty that uses social media to communicate with minors or vulnerable adults, those assigned employees/volunteers can only use electronic platforms that allow open and transparent communication (e.g., no SnapChat, WhatsApp or similar platforms).
- If an employee/volunteer receives an electronic communication from a minor or vulnerable adult, they should proceed to include a parent/guardian, another adult family member of the minor/vulnerable adult or a member of the Park District's management team in compliance with the open and transparent concept. However, if the employee/volunteer determines from electronic communication that an emergency exists, the employee/volunteer may respond directly to the minor/vulnerable adult for the limited purpose of addressing the emergency situation before immediately including the minor's parent/guardian, other adult family member(s) and/or Park District management. Employees/volunteers should immediately report to a supervisor any emergency, inappropriate communication and/or repeated efforts by a minor/vulnerable adult to communicate outside the scope of this policy.
- Employees/volunteers shall not take or post photographs of minors or vulnerable adults unless specifically assigned to do so as part of their duties by Park District management. Even when assigned, such photographs and videos are for use only by the Park District and in no case shall employees/volunteers post such photos or videos on their personal texts, emails, social media or other personal electronic communications.
- Video conferencing platforms such as Skype, Zoom, GotoMeeting, Microsoft Teams, Google Meet, etc. are acceptable virtual learning platforms when live "in-person" programming/communication cannot take place.
 - Employees/volunteers shall receive authorization from the Park District to lead such a session.
 - Parents/guardians shall maintain any account for their minor/vulnerable adult.
 - Video conferencing/virtual learning activities must have Park District preapproval.
 - Dates and times of video conferencing/virtual learning will be either (a) published and available to parents/guardians to attend and/or (b) available for a Park District management member to attend.

- Authorized employees/volunteers hosting video conferencing should dress appropriately as they would for in an in-person session.
- Private chatting during a session is prohibited; public chatting is encouraged.

Policy Exceptions

If one of the following exceptions exists with appropriate consent, the Park District does not require electronic communications to be open and transparent:

- **Emergency** – However, employees/volunteers shall limit the communication to the least amount of information needed to tend to the emergency until they can reasonably reestablish open and transparent communication.
- **Dual Relationship** – The employee/volunteer has an existing relationship with the minor/vulnerable adult outside of the program, such as a familial relationship. However, even when a dual relationship exists, employees/volunteers shall comply with the Park District's expectation regarding open and transparent communications for all electronic communications sent on behalf of the Park District and shall always comply with the Park District's Boundary Violations Policy.
- **Nonsubstantive Communication** – It is not a violation of this policy for an employee/volunteer to "follow" a minor's or vulnerable adult's social media feed or to "like" a post.
 - However, employees/volunteers should be mindful of the perception of doing so, and the Park District encourages employees/volunteers to refrain from doing so.
 - Employees/volunteers should be mindful that nonsubstantive communications may violate other policies (e.g., "liking" photos of minors or vulnerable adults in swimsuits on the beach could be a violation of the Park District's anti-harassment policy).
 - For purposes of this policy, posting to, sending a message within or similar communication with the minor/vulnerable adult through a minor's/vulnerable adult's social media feed constitutes substantive communication and is not excepted from this Policy.

Request to Discontinue Electronic Communication to a Minor or Vulnerable Adult

The parents or guardians of a minor or vulnerable adult may request in writing that their child/ward not be contacted by employees/volunteers through any form of electronic communication or through only limited forms of electronic communication. In such instances, the parents/guardians should make the request in writing to the Director of Recreation. Such a request should include contact information for the adult responsible for receiving any electronic communications for the program/volunteer opportunity on behalf of the minor/vulnerable adult.

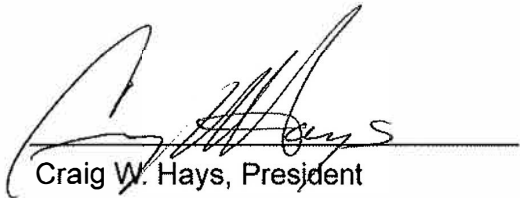
Other

To ensure the efficient operation of the Park District, this policy does not apply to electronic communications between employees/volunteers and other Park District employees who are under the age of 18 or vulnerable adults. However, the Park District expects

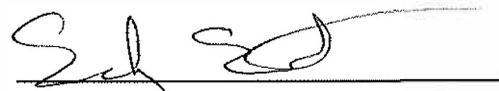
employees/volunteers to use reasonable efforts to keep another member of Park District management on electronic communications with minor employees (i.e., employees under the age of 18) and vulnerable adult employees, particularly when the communication is not to a group.

Approved by Board of Commissioners

April 8, 2026



Craig W. Hays, President



Sarah Sandquist, Executive Director



Employee Code of Conduct & Acknowledgment Form for Individuals Working with Minors and/or Vulnerable Adult Participants and Volunteers

Employees are responsible for protecting children and vulnerable adults; participating in Champaign Park District (Park District) activities. With this responsibility comes a minimum set of expectations included in this Code of Conduct for all employees who work with minor participants volunteers under the age of 18 ("minors") or adults with disabilities ("vulnerable adults") as part of their roles with Park District. The prevention of child and vulnerable adult sexual abuse begins with informed, aware, and caring individuals, including Park District employees and volunteers. All interactions with minor or vulnerable adult participants and volunteers should be in a manner that a reasonable person would not interpret as inappropriate, and employees of the Park District should make every effort to avoid the appearance of impropriety with minors and vulnerable adults. As such, I agree to follow these rules and guidelines.

As an employee:

- I **WILL** - Treat all program participants and volunteers with respect and dignity, including, but not limited to, minor/vulnerable adult participants and volunteers.
- I **WILL** - Use positive reinforcement with minor and vulnerable adult participants and volunteers through verbal praise.
- I **WILL** - Work in open environments, avoid seclusion, and work in teams with minor or vulnerable adult participants and volunteers.
- I **WILL** - Use appropriate physical contact, such as high fives, handshakes, fist bumps, pats on the head, back, or shoulder, or short side/shoulder hugs.
- I **WILL** - Be familiar with and comply with the Park District's Boundary Violations Policy.
- I **WILL** - Be familiar with and comply with the Park District's Overnight Travel Policy, as well as all other policies and requirements imposed by the Park District to prevent sexual abuse of minors or vulnerable adults.
- I **WILL** - Be familiar with and comply with all applicable mandated reporter laws, policies, and requirements when applicable.
- I **WILL** - Cooperate fully with any investigation when requested.
- I **WILL** - Complete all required training on sexual abuse prevention and, when applicable, mandated reporting.
- I **WILL** - Refrain from conduct that could be interpreted as sexual in nature toward minor/vulnerable adult participants or volunteers.

As an employee:

- I **WILL NOT** - Touch or speak to a minor or vulnerable adult participant or volunteer in a sexual, inappropriate, flirtatious, or inappropriate manner.

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.

- I **WILL NOT** - Engage in tickling, rough-housing, wrestling, sitting on laps, piggybacks, kissing, cuddling, putting hands in the pockets of participants or volunteers, or other similar physical activities.
- I **WILL NOT** - Inflict any physical or emotional abuse or violence, such as striking, spanking, shaking, slapping, humiliating, ridiculing, targeted or repeated teasing, threatening, or degrading a minor/vulnerable adult participant or volunteer.
- I **WILL NOT** - Use profanity, engage in constant and/or nonconstructive criticism, name call, bully, or scapegoat minor/vulnerable adult participants or volunteers.
- I **WILL NOT** - Give vehicle rides to minor or vulnerable adult participants or volunteers at all during or as part of Park District programs, unless I am specifically trained by, and given permission by, the Park District to do so.
- I **WILL NOT** - Give vehicle rides to minor or vulnerable adult participants or volunteers outside of Park District programs, if those individuals are not family members, unless I have the written permission of the parents/guardians of that individual, and I provide proof of the written permission to my immediate supervisor at the Park District.
- I **WILL NOT** - Use personal communications (e.g., mobile phone, social networking sites, writing letters, etc.) for contact with minor or vulnerable adult participants or volunteers, unless specifically agreed to by the Park District. For more information, please see the Park District's Electronic Communication with Minors and Vulnerable Adults Policy.
- I **WILL NOT** - Accept gifts, give gifts, or single out a minor or vulnerable adult participant or volunteer in any way other than for group/program celebrations.
- I **WILL NOT** - Use or provide alcohol, tobacco, drugs, or anything prohibited by law to minor/vulnerable adult participants or volunteers.

I understand and agree that this Code of Conduct for Individuals Working with Minors and/or Vulnerable Adult Participants and Volunteers is in addition to any other policies, rules, and regulations established by the Park District, and I will abide by those policies, rules, and regulations.

Employee Name

Employee Signature

Parent/ Guardian Name and Signature (if employee is a minor)

Date

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.

Approved by Board of Commissioners

June 10 , 2026



Michael R. Somers, President



Sarah Sandquist, 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.



Volunteer Code of Conduct & Acknowledgment Form for Individuals Working with Minors and/or Vulnerable Adult Participants and Volunteers

Volunteers are responsible for protecting children and vulnerable adults participating in Champaign Park District (Park District) activities. With this responsibility comes a minimum set of expectations included in this Code of Conduct for all volunteers who work with minor participants or volunteers under the age of 18 ("minors") or adults with disabilities ("vulnerable adults") as part of their roles with Park District. The prevention of child and vulnerable adult sexual abuse begins with informed, aware, and caring individuals, including Park District volunteers. All interactions with minor or vulnerable adult participants and volunteers should be in a manner that a reasonable person would not interpret as inappropriate, and volunteers of the Park District should make every effort to avoid the appearance of impropriety with minors and vulnerable adults. As such, I agree to follow these rules and guidelines.

As a volunteer:

- I **WILL** - Treat all program participants and volunteers with respect and dignity, including, but not limited to, minor/vulnerable adult participants and volunteers.
- I **WILL** - Use positive reinforcement with minor and vulnerable adult participants and volunteers through verbal praise.
- I **WILL** - Work in open environments, avoid seclusion, and work in teams with minor or vulnerable adult participants and volunteers.
- I **WILL** - Use appropriate physical contact, such as high fives, handshakes, fist bumps, pats on the head, back or shoulder or short side/shoulder hugs.
- I **WILL** - Be familiar with and comply with the Park District's Boundary Violations Policy.
- I **WILL** - Be familiar with and comply with the Park District's Overnight Travel Policy, as well as all other policies and requirements imposed by the Park District to prevent sexual abuse of minors or vulnerable adults.
- I **WILL** - Be familiar with and comply with all applicable mandated reporter laws, policies, and requirements when applicable.
- I **WILL** - Cooperate fully with any investigation when requested.
- I **WILL** - Participate in all required training on sexual abuse prevention and, when applicable, mandated reporting.
- I **WILL** - Refrain from conduct that could be interpreted as sexual in nature toward minor/vulnerable adult participants or volunteers.

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.

As a volunteer:

- I **WILL NOT** - Touch or speak to a minor or vulnerable adult participant or volunteer in a sexual, inappropriate, flirtatious or inappropriate manner.
- I **WILL NOT** - Engage in tickling, rough-housing, wrestling, sitting on laps, piggybacks, kissing, cuddling, putting hands in pockets of participants or volunteers, or other similar physical activities.
- I **WILL NOT** - Inflict any physical or emotional abuse or violence, such as striking, spanking, shaking, slapping, humiliating, ridiculing, targeted or repeated teasing, threatening or degrading a minor/vulnerable adult participant or volunteer.
- I **WILL NOT** - Use profanity, engage in constant and/or nonconstructive criticism, name call, bully or scapegoat minor/vulnerable adult participants or volunteers.
- I **WILL NOT** - Give vehicle rides to minor or vulnerable adult participants or volunteers at all during or as part of Park District programs, unless I am specifically trained by, and given permission by, the Park District to do so.
- I **WILL NOT** - Use personal communications (e.g., mobile phone, social networking sites, writing letters, etc.) for contact with minor or vulnerable adult participants or volunteers, unless specifically agreed to by the Park District. For more information, please see the Park District's Electronic Communication with Minors and Vulnerable Adults Policy.
- I **WILL NOT** - Accept gifts, give gifts or single out a minor or vulnerable adult participant or volunteer in any way other than for group/program celebrations.
- I **WILL NOT** - Use or provide alcohol, tobacco, drugs or anything prohibited by law to minor/vulnerable adult participants or volunteers.

I understand and agree that this Code of Conduct for Individuals Working with Minors and/or Vulnerable Adult Participants and Volunteers is in addition to any other policies, rules, and regulations established by the Park District, and I will abide by those policies, rules, and regulations.

Volunteer Name

Volunteer Signature

Parent/ Guardian Name and Signature (if volunteer is a minor)

Date

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.

Approved by Board of Commissioners

June 10, 2026



Michael R. Somers, President



Sarah Sandquist, 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.



Scholarship Policy

The Champaign Park District (Park District) strives to provide quality parks and recreation to all residents of Champaign, regardless of ability to pay. To achieve this, the Park District provides a limited number of scholarships to reduce certain fees and charges for Park District residents to participate in Park District programs, activities, or events. This policy will also apply to the Champaign-Urbana Special Recreation joint program between the Park District and Urbana Park District (UPD).

The scholarship is applicable to activities and programming only with the exception of programs where registration is not conducted directly through the Amilia SmartRec software. Scholarships will not apply to memberships (all facilities), Season Passes at Sholem Aquatic Center, pavilion rentals, facility rentals, trips, or day/multi-passes.

To be eligible under this policy, the Park District must receive a completed Scholarship Application two weeks prior to the registration deadline or start of program, activity, or event. Applicants must reside within the city limits of Champaign or Urbana (see Addendum V.2), submit a current utility bill, Illinois driver's license or identification card and provide verification of household income by submitting the first two pages of the most recent Federal Income Tax Return form or one month's worth of paystubs. The amount of reduction provided is based on household size and income listed in the chart below. Anyone with income below 225% of Federal Poverty Level may be eligible for funding through Illinois Department of Human Services Childcare Resource Assistance Program. More information may be found at <http://www.ccrs.illinois.edu/index.html>. Household means a group of related or non-related individuals living as one economic unit and sharing living expenses, such as rent, clothes, food medical and utility bills.

Scholarships are available for all programs and camps including what is offered at CUSR (except for the CUSR Trips). The fee reduction formula for scholarship distribution is based on the Federal Poverty Guidelines as published by the Department of Health and Human Services by calendar year located at: [Federal Poverty Guidelines](#). The maximum scholarship to be awarded for programs per individual per year is \$300. Scholarships for summer camp, afterschool, CUSR adult day program, and schools out days will be limited to 50% with maximum scholarship awards per individual per year based on federal poverty level calculations and total fee for each area.

Confidential applications can be completed by logging in or creating an account at www.champaignparks.org under registration program.

The Park District reserves the right to limit the dollar amount of scholarships awarded to an individual or family during the applicable program season based on available funds. Individuals who do not reside within Champaign or Urbana city limits are not eligible for financial assistance.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

August 11, 1999
June 8, 2011
July 13, 2016
March 10, 2021
February 14, 2024
March 12, 2025


Craig W. Hays, President
Sarah Sandquist, Executive Director



CHAMPAIGN-URBANA SPECIAL RECREATION

Scholarship Policy Addendum

Introduction

The purpose of this policy addendum is to establish guidelines for awarding scholarship funds to individuals with disabilities who reside within the city limits of Champaign or Urbana but do not live within the Park District's boundaries. Since these residents may not contribute to either Park District through property taxes, scholarship funding will be sourced from donations and proceeds from fundraising efforts. These scholarships aim to promote access for individuals with disabilities to recreational, educational, and cultural programs offered by the Champaign and Urbana Park Districts.

Eligibility Criteria

To qualify for scholarship funds under this program, applicants must meet the following criteria:

1. **Residency:** Applicants must reside within the official city limits of Champaign or Urbana.
2. **Non-Taxpayer Status:** Applicants must demonstrate that they do not pay property taxes to the Champaign or Urbana Park Districts.
3. **Income Guidelines:** Applicants must meet income guidelines established for scholarship eligibility (e.g., based on Champaign Park District Scholarship Policy).
4. **Program Eligibility:** Scholarships may only be applied toward eligible programs, classes, or services offered by Champaign Urbana Special Recreation (except for the CUSR Trips).

Scholarship Amount

- Scholarships will cover a percentage of program fees, with a maximum annual cap per individual or household.
- The exact percentage and cap will be determined by the funding available, and applicant need.

Funding Source:

Scholarship funds will be sourced from designated donations, fundraisers, or other authorized funding streams, with annual reviews conducted to ensure the program's sustainability.



Comprehensive Year-Round Recreation Policy

The Champaign Park District Board of Commissioners (Board) is committed to providing a balanced system of parks, recreation, and cultural arts programs that advance the Champaign Park District's (Park District) mission and respond to the evolving needs and interests of the community.

Recreation programs and services shall be developed through professional planning and informed by community engagement, research, evaluation, and other appropriate assessment methods to ensure they respond to the changing needs and interests of the community.

In developing programs and services, the Park District shall strive to:

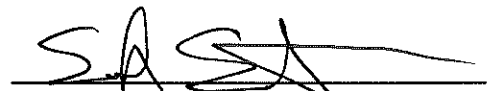
- promote health, wellness, and active lifestyles;
- encourage lifelong learning, play, creativity, and cultural enrichment;
- foster social connection and community engagement;
- provide inclusive and accessible opportunities for people of all ages, abilities, backgrounds, and interests;
- respond to emerging recreation trends and community priorities;
- make effective use of Park District parks, facilities, and resources; and
- collaborate with public agencies, educational institutions, nonprofit organizations, businesses, and other community partners when doing so enhances services to the community.

Staff shall periodically evaluate programs and services to ensure they remain consistent with the Park District's mission, community needs, and available resources.

Approved by Board of Commissioners
Revised by the Board of Commissioners
Revised by Board of Commissioners
Revised by the Board of Commissioners


Michael R. Somers, President

June 8, 2011
May 26, 2016
February 10, 2021
August 26, 2026


Sarah Sandquist, Executive Director



In order to ensure that the Champaign Park District (Park District) is fulfilling its purpose and meeting the needs of the community, the respective departments shall maintain and review seasonal participation reports and year-end participation reports.

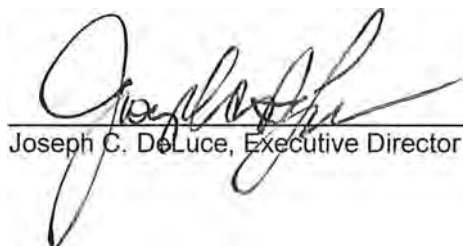
Within the Recreation Department, the Program Managers are responsible for submitting monthly reports regarding participation numbers for programs and facility usage to the Director of Recreation. Staff reports regarding monthly participation numbers for programs and facilities (Hays Recreation Center, Douglass Community Center, Douglass Center Annex, Springer Cultural Center, Special Events, and Volunteers) shall be prepared and submitted to the Director of Recreation by the 5th day of each month.

Within the Revenue Facilities Department, the Program/Facility Managers are responsible for submitting monthly reports regarding participation numbers for programs and facility usage to the Director of Revenue Facilities. Staff reports on monthly participation numbers for programs and facilities (Leonhard Recreation Center, Sholem Aquatics Center, Prairie Farm, Bark District, Pavilion and Shelter rentals, Dodds Tennis Center, Dodds sports complexes, and ball fields) shall be prepared and submitted to the Director of Revenue Facilities by the 5th day of each month.

Within the Virginia Theatre Department, the Managers/Coordinators are responsible for submitting monthly reports regarding facility rentals, ticket sales, concessions sales, and attendance numbers for all of the theatre's public and private events. Staff reports shall be prepared and submitted to the Theatre Director by the 5th day of each month.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

October 24, 2005
June 8, 2011
May 25, 2016
February, 10, 2021


Craig W. Hays, President
Joseph C. DeLuce, Executive Director

**CHAMPAIGN
PARK DISTRICT**
Program & Facilities Evaluations Policy

In order to fulfill the Champaign Park District's (Park District's) purpose of providing quality programs, activities, and events for the community, each department shall conduct written program evaluations for its programs, activities, and events.

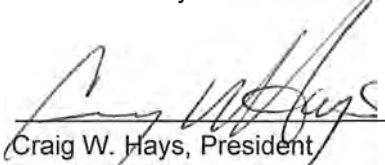
Staff shall seek and receive input from participants, their parents, and/or guardians where applicable in order to assess all programs, activities, and events through evaluations. Each program coordinator shall add their comments and suggestions regarding such evaluations. The evaluations shall be reviewed by the supervising program manager and forwarded to their respective Department Head.

All facilities that require fees, paid tickets, or memberships for entry shall conduct an annual evaluation to seek and receive input from users and members. Facility managers shall add comments and suggestions to the evaluations. The evaluations will be reviewed by the facilities' respective Department Heads.

Individual program evaluations are to be submitted to the Department Head at the end of each seasonal program brochure period (fall, winter/spring and summer). The evaluations must be submitted within three (3) weeks of the conclusion of the program, activity, or event.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

August 11, 1999
November 9, 2005
June 8, 2011
August 10, 2016
March 10, 2021



Craig W. Hays, President



Joseph C. DeLuce, Executive Director



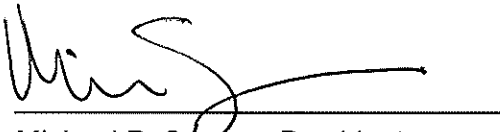
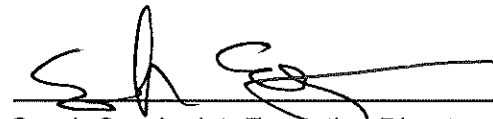
CHAMPAIGN PARK DISTRICT

Comprehensive Assessment Policy

The Champaign Park District (Park District) regularly evaluates and assesses the parks, recreation, and cultural arts needs of its residents. The Champaign Park District Board of Commissioners (Board) will review the changing needs of the community by conducting a comprehensive assessment study at least once every ten (10) years to assist in determining the direction of the Park District programs, activities, and events. The study will assess the economic conditions, population changes, health and wellness, conservation, and social equity needs of the community.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

August 11, 1999
September 14, 2005
June 8, 2011
May 25, 2016
March 10, 2021
August 26, 2026


Michael R. Somers, President
Sarah Sandquist, Executive Director



Fee Schedule May 1, 2024, to April 30, 2025

<u>Meeting Rooms</u>	<u>Fees - CPD Residents</u>	<u>Non-Resident Fees</u>
Douglass Annex	\$67 per hour	\$100.50 per hour
Douglass Library	\$57 per hour	\$85.50 per hour
Hays Center	\$62 per hour	\$93 per hour
Martens Multipurpose Rooms	\$62 per hour	\$93 per hour
Leonhard Activity Room	\$57 per hour	\$85.50 per hour
Leonhard Group Fitness	\$42 per hour	\$63 per hour
Leonhard Party Room	\$62 per hour	\$93 per hour
Springer Cultural Center	\$62 per hour	\$93 per hour
<u>Gymnasiums</u>	<u>Fees - CPD Residents</u>	<u>Non-Resident Fees</u>
CUSR Gymnasium	\$70 per hour	\$105 per hour
Douglass Gymnasium	\$62 per hour	\$93 per hour
Martens Center Gymnasium	\$50 per hour half gym	\$75 per hour
Martens Center Gymnasium	\$80 per hour full gym	\$120 per hour
Leonhard Gymnasium	\$57 per hour ¼ gym	\$85.50 per hour
Leonhard Gymnasium	\$93 per hour half gym	\$139.50 per hour
Leonhard Gymnasium	\$165 per hour full gym	\$248 per hour
<u>Kitchens</u>	<u>Fees - CPD Residents</u>	<u>Non-Resident Fees</u>
Douglass Annex Kitchen	\$62 flat rate + room rental	\$93 flat rate + room rental
Douglass Library Kitchen	\$47 flat rate + room rental	\$70.50 flat rate + room rental
Hays Center Kitchen	\$62 flat rate + room rental	\$93 flat rate + room rental
Martens Center Kitchen	\$82 per hour	\$123 per hour
Springer Cultural Kitchen	\$62 flat rate + room rental	\$93 flat rate + room rental
<u>Park Spaces</u>	<u>Fees - CPD Residents</u>	<u>Non-Resident Fees</u>
Bristol Pavilion	\$93 per block	\$139.50 per block
Douglass Pavilion	\$93 per block	\$139.50 per block
West Side Park Gazebo	\$93 per block	\$139.50 per block
Centennial Pavilion	\$124 per block	\$186 per block
Hessel Pavilion	\$124 per block	\$186 per block
Shelters	\$13 per hour	\$19.50 per hour
Kaufman Lake Fire Ring	\$50 flat rate	\$75 flat rate

<u>Pavilions</u>	<u>Block Hours</u>
Centennial Pavilion & West Side Bandstand	10a-3p or 4-9p
Bristol, Douglass, and Hessel Pavilions	9a-2p or 3-8p

- All facility rentals require a two-hour minimum.

- Pavilions are rented in blocks. Block times are staggered. Both blocks can be reserved to secure a full day rental, including the hour in-between by paying for both blocks.
- Pavilion rentals include a basic picnic/gathering permit for up to 150 attendees.
- School District and school affiliated (PTA, Booster clubs, etc.) permits are a flat rate of \$100 for events when a pavilion/shelter is not rented.
- If a shelter or pavilion is not rented it can be used by patrons on a first come, first serve basis.
- Rentals fees account for staffing related to indoor facility rentals. Additional fees are charged for staffing when a rental occurs outside of normal operating hours.
- Non-profit organizations with a 501C(3) status and governmental agencies will qualify for the resident rates.

Portable Potty-House Unit Fees

Acquiring portable potty-houses is the sole responsibility of permit holder and/or renter. Renter(s) are required to use the Champaign Park District's approved vendors for this service.

Indoor Facilities Holiday Fees

Rental fees are twice the rate of normal fees listed above and requires CPD staff availability. Holidays include New Year's Eve, New Year's Day, MLK Jr. Day, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve and Christmas Day. Other days/dates that are deemed holidays by the CPD will also require holiday fee rates.

Basic Picnic/Gathering Permits* Rates

Up to 75 person per day	\$50
Up to 150 persons per day	\$100

*Pavilion/Shelter rental separate. Special use charges not included.

Park Use & Wedding Permits* Rates

Up to 250 persons per day	\$500
Up to 350 persons per day	\$700

*Pavilion/Shelter rental separate. Special use charges, including waste management fee not included.

Non-residents shall be required to pay an additional 50% more than residents.

Any event or wedding for over 350 persons will require a written proposal from the renter detailing the proposed event. The renter will work with staff to develop a detailed plan and cost estimate for the special event or wedding, which requires additional approval from multiple departments within the Park District before issuing a permit. Additional fees may be required for large events to provide for additional Park District logistical and operational expenses. Weddings or large outdoor events are only permitted in West Side Park, Hessel Park, Centennial Park, and Douglass Park.

Special Use Items (Extra charges for specific park permit/pavilion/shelter needs)

Water Access	\$50
Tent Permit Fee	\$50 per tent, per day.

Groups and individuals must have a permit to erect a tent. Location of tent and/or tents must be approved by appropriate Operations staff. Placement locations for tents, porta-potties, stages, etc., must be approved.

Showmobile:

A deposit of 50% of the estimated total rental fee is due at time of reservation. The deposit will apply toward the total rental fee.

\$700 rental fee per day

\$200 flat fee for show mobile staff (These fees incur from moment the stage leaves the shop until it returns to the shop)

If additional staff are requested or required, additional fees will apply.

Additional charges may apply if additional equipment is required.

\$600 per day for large generator

\$100 per day for sound equipment

\$100 per day for Showmobile Theatrical Lighting

Movie Truck Rentals:

Rental includes movie screen, projector, and sound equipment

\$100 deposit (applies toward the rental fee)

\$100 rental fee per day

+\$35 per hour staff fee

Flower Island Fees (August 2024 for summer 2025)

Flower Islands \$17.00 per square foot, beginning in December of 2024 through the summer of 2025.

Eddie Albert Garden Plots Fees (Beginning August 2024 for summer 2025)

Plot	Fee (R/NR)
11’ x 3’ Raised	\$20/\$30
20’ x 20’ plot	\$40/\$60
20’ x 30’ plot	\$50/\$75
20’ x 20’ plot (extended season)	\$50/\$75

Dog Park Fees

Memberships are good for one year from date of purchase

One Dog (Resident): \$46

Each Additional Dog: \$6

Replacement Fob: \$10

Monthly Trial/Visitor Pass: \$10

Urbana Dog Park members can receive a CPD Bark District Membership for \$10

CPD Dog Park members can receive a UPD membership for \$10

Sports Fields (Effective January 2025)

Field Name	Practice Rate	Game Rate	Supervisor	Lights
Dexter	\$30/2hrs	\$62/2hrs	\$20/hr	\$20/hr
Zahnd Little League	\$30/2hrs	\$62/2hrs	\$20/hr	\$20/hr
Zahnd Pony	\$35/2hrs	\$73/2hrs	\$20/hr	\$20/hr
Dodds 3-Plex	\$35/2hrs	\$73/2hrs	\$20/hr	\$20/hr
Dodds 4-Plex	\$35/2hrs	\$83/2hrs	\$20/hr	\$20/hr
Dodds Soccer 4v4	\$11/hr	\$22/hr	\$20/hr	\$20/hr
Dodds Soccer 9v9 or 7v7	\$17/hr	\$35/hr	\$20/hr	\$20/hr
Dodds Soccer 11v11	\$32/hr	\$65/hr	\$20/hr	\$20/hr
Zahnd Football	\$35/hr	\$55/hr + lining fee	\$20/hr	N/A

Baseball/softball fields require rentals in 2-hour increments. Dodds Soccer requires rentals in hour increments.

Zahnd football field is a two-hour minimum. Lining fees are customized due to various field requirements.

Tournament fees are provided per request. Contractual agreements may require different fees.

Disc Golf Course Fees

\$200 for all day rental with restroom access at 3-plex.

John Street Pickleball Court Tournament Rental Fees

Half Complex (4 courts): \$72/hr or \$720 for the full day

Full Complex (8 courts): \$136/hr or \$1360 for the full day

Dodds Tennis Center Fees

Permanent Court Time

M–F	18-week fee
7:30a-5p	\$468 (\$26/hr)
5:30-10p	\$504 (\$28/hr)

Weekends	18-week fee
All times	\$468 (\$26/hr)

Random Court Time (Effective September 2024)

Time: M-F, 7:30 a-5:30p	\$28/hr
Time: M-F, 5:30-10p	\$30/hr
Time: Sa-Su, All day	\$28/hr

Sholem Aquatic Center Fees

	May 2024 – Mid August 2024
<u>Daily Admission Fees</u>	<u>(R/NR)</u>
Individual	\$9/\$13.50
3 & under	Free
Twilight Rate	\$6/9
Active/Retired Military	\$6/9
Friday Rate	\$6/9
10 Punch Card	\$80/\$120

Season Pool Pass

Season Pool Pass	Sale Price	Regular
	<u>Valid through April 30, 2024</u>	<u>Fee</u>
Individuals	\$100	\$110
Family of 2-3	\$190	\$210
Add family members	\$40	\$40
Senior (Ages 55+)	\$80	\$90
Replacement Fob	\$5	\$5

50% off all pool passes on or after **7/5/24**

After-Hours Rentals at Sholem Aquatic Center (2024 season)

- “Ultimate Beach Party” (full-facility rental). Fee (R/NR): \$618/927 per hour
- “Surf’s Up!” (limited to the river and the three slides). Fee (R/NR): \$370/555 per hour
- “Summer Nights” (limited to the main pool and lap lanes). Fee (R/NR): \$300/450 per hour

Each rental requires a minimum of two (2) hours.

Fitness Membership Rates (Includes access to both Leonhard and Martens Center)

Daily Admission for Leonhard and Martens Centers (Effective January 1, 2025):

General Admission:	\$8
Active/Retired Military Rate:	\$6

Membership Annual Rates (Effective January 1, 2025):

Youth (Under 17):	\$54
Senior (55+):	\$108
Adult (18-54):	\$135
Non-walking infants:	Free

Membership Monthly Rate (Effective January 1, 2025):

Youth (Under 17):	\$6
Senior (55+):	\$12
Adult (18-54):	\$15
Non-walking infants:	Free

Virginia Theatre Fees

Public Events:

Effective 5/1/24

Touring Commercial Attraction	\$4,895.00 FLAT
Touring Commercial Attraction Rehearsal	\$1,295.00 FLAT
Local Commercial Attraction	\$3,760.00 FLAT
Local Commercial Attraction Rehearsal	\$980.00 FLAT
Not-for-Profit Event*	\$2,595.00 FLAT
Not-for-Profit Event Rehearsal*	\$675.00 FLAT

Private Events:

Lobby Meeting, 30 or fewer attending	\$67.00 FLAT (2 hour max, single lobby use, no outside catering or drink service allowed)
Lobby Meeting, 31-100 attending	\$285.00 FLAT (4 hour max, single lobby use, outside catering/non-alcoholic drink service allowed)
Meetings in auditorium	\$2,325.00 FLAT (incl. lobby and stage use)
Photo Shoots (no stage use)	\$90.00 FLAT (2 hour max)
Private Party/Reception, East Lobby	\$325.00 FLAT (4 hour max, single lobby use)
Private Party/Reception, Mezzanine Lobby	\$375.00 FLAT (4 hour max, single lobby use)
Private Party/Reception, Front-of-House	\$1,295.00 FLAT (4 hour max, auditorium not incl.)
Private party, Stage	\$1,825.00 FLAT (incl. lobby use)
Private Screening (film rights not included)	\$1,295.00 FLAT (parties of 100 or fewer, no public promotion or ticketing allowed)

Marketing Fee:

\$285 FLAT (brochure, website listing, social media & eBlast marketing)

*Note that touring attractions booked into the Virginia Theatre by 501(c)3 non-profits and governmental agencies will be billed at the Touring Commercial Attraction rate.

Ticketing Fees:

Box Office Staffing Fee:	\$850.00 FLAT
Restoration (Facility) Fee:	\$1.00 Per Paid Admission—inside ticket face value
Credit Card Fee:	Patrons charged by venue “on top” of ticket face value
Ticketing Fee:	Patrons charged by venue “on top” of ticket face value

Technical Fees:

House Lights & Power:	\$500.00 FLAT
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Theatrical Lighting:

(Includes dimming system, conventional fixtures, intelligent lighting fixtures, and lighting console.)
Please note: labor/programming extra.

Touring Commercial Attraction	\$500.00 FLAT
Local Commercial Attraction	\$350.00 FLAT

Not-for-Profit Event* \$175.00 FLAT

House Sound (L-Acoustics KARA II flown line array, 10 boxes per side, plus fill speakers, subs, sound console, and standard mic package):

Touring Commercial Attraction \$2,225.00 FLAT

Local Commercial Attraction \$1,095.00 FLAT

Not-for-Profit Event* \$575.00 FLAT

Projection Systems: \$410.00 FLAT
(includes *either* Christie 4K Digital or twin Norelco AA 35mm projectors)
plus stagehand time [no change]

Theatrical Hazer: \$60.00 FLAT
plus haze fluid [no change]

Spot Light: \$145.00 FLAT
(per fixture – Robert Juliat Topaze model) plus stagehand time

*Note that touring attractions booked into the Virginia Theatre by 501(c)3 non-profits and governmental agencies will be billed at the Touring Commercial Attraction rate.

10% Service Charge added to all third-party vendor rentals (including backline and production rentals)



Cooperation Policy

It shall be the policy of the Champaign Park District (Park District) to cooperate with community businesses and organizations, public and private, for the purpose of providing parks, recreation, and cultural arts opportunities to the residents of the Park District; provided that, the following criteria as determined by the Executive Director (Director) are met:

1. The essential purpose of the program is to provide parks, recreation, and cultural arts.
2. The program is consistent with the legal purposes of the Park District.
3. The program is available to all residents of the Park District, except for restrictions due to the nature of the program (youth, adult, and the like).
4. The program does not interfere or conflict with other Park District programs.
5. The program meets the budgetary goals of the Park District.

In most instances, where written agreements are to be formed, the Park District shall be reimbursed for the fees (including attorney fees), costs, and expenses incurred in forming such cooperative agreements. The waiver of any such fees, costs, and expenses shall be within the discretion of the Board and may be delegated to the Director on a case-by-case basis.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
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Revised by Board of Commissioners

September 11, 1980
July 14, 1999
September 14, 2005
June 8, 2011
May 11, 2016
February 10, 2021
August 26, 2026



Michael R. Somers, President

Sarah Sandquist, Executive Director



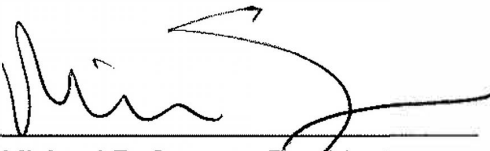
CHAMPAIGN PARK DISTRICT

Community Input Policy

It is the policy of the Champaign Park District Board of Commissioners (Board) to encourage resident interest and participation in the affairs of the Champaign Park District (Park District) and it therefore provides an opportunity for residents to address matters of interest at Board Meetings. The Park District also solicits resident and participant input regarding development of recreation programs, facilities, and parks. In addition, the Board may also create advisory committees for special programs, facilities, or opportunities. Furthermore, the Board may also appoint Commissioner liaisons to community groups.

Approved by Board of Commissioners
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August 11, 1999
September 14, 2005
June 8, 2011
May 25, 2016
March 10, 2021
August 26, 2026


Michael R. Somers, President
Sarah Sandquist, Executive Director



CHAMPAIGN PARK DISTRICT

Behavior Management Policy Procedure

Equal Access

No eligible participant shall, on the basis of race, sex, creed, national origin, or disability be denied access to programs, activities, services; or benefits or be limited in the exercise of any right, privilege, advantage or opportunity.

Behavior

Participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make Champaign Park District (Park District) programs safe and enjoyable for all participants. Additional rules may be developed for particular programs and athletic leagues as deemed necessary by staff.

Inappropriate behavior may include, but is not limited to:

- Being disrespectful to staff or other persons such as, refusing to take direction from staff.
- Using abusive or vulgar language.
- Causing bodily harm to oneself, staff, or other persons.
- Misusing, abusing, damaging, or stealing Park District equipment, supplies and facilities, as the case maybe.

Discipline

A positive and, where appropriate, progressive approach will be used regarding discipline. Staff will periodically review rules with participants during program sessions. If inappropriate behavior occurs, prompt resolution will be sought specific to each individual's situation. The Park District reserves the right to dismiss participants whose behavior endangers the safety of themselves or others.

Procedure

Upon registration or entry into a program, the parent/guardian should be solicited for and provide pertinent information regarding special accommodations needed by the participant. The special accommodations section on the registration form should be reviewed and discussed with the parent/guardian by a staff member.

If any special accommodations are behavior related, the parent/guardian should be contacted for information about any behavior modification(s) in place at school or home. A staff member from Champaign-Urbana Special Recreation (CUSR) should be contacted and will work with the parent/guardian to incorporate and utilize such modifications(s) in the program, to the extent feasible. Documentation should be maintained regarding any problem behaviors, special accommodations, and behavior modification(s). CUSR staff will make the determination if special assistance is needed for any individual in Park District programs, camps, and events.

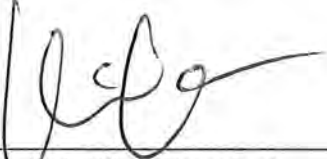
Consequences for inappropriate behavior are:

If the participant exhibits inappropriate actions, the following guidelines pursuant to the Park District's Public/Patron Disciplinary Action Form shall be followed:

1. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:

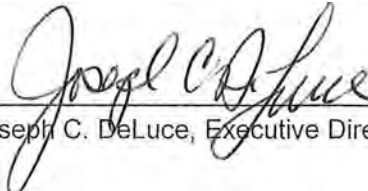
- First warning: A verbal warning, written warning, and/or a supervised time-out
 - i. Supervised time-out from the program. The duration of the time-out should be one minute multiplied by the age of the child. The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is necessary to protect the child, staff, or other patrons against injury, it shall be documented on an incident report. Any incident report made shall be given to the full-time supervisor.
 - Subsequent warnings: A suspension from the program for a designated time period. When determining the timeframes of suspension, staff should consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
 - Final warning: Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the Park District reserves the right to dismiss a participant whose behavior endangers their own safety or the safety of others.
- 2. If a participant receives multiple warnings, time-outs, or a suspension, the supervisor of the program shall contact the parent/guardian. The supervisor shall explain the inappropriate actions that were observed by the staff. Written documentation is required.
- 3. Communication between staff and parent shall be required if any further incidents of inappropriate behavior occur. Some other options may be discussed with the parent/guardian including:
 - Transfer to another program where inappropriate behavior may be less prone to occur.
 - Limited/reduced timeframe that participant is allowed to attend the program.
- 4. Appeals by the participant and/or participant's parent/guardian should be directed to the Executive Director or the appropriate Department Head.

Approved by the Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners



Kevin J. Miller, President

June 8, 2011
August 23, 2017
December 14, 2022



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.



PUBLIC/PATRON DISCIPLINARY ACTION FORM

Park User / Participant Information

Name:	Date:
Park/Facility:	Time:
Manager:	Department:

Details

Factual Narrative Description of Incident:

Type of Offenses

- | | | |
|---|---|--|
| ☐ Assault of CPD Employee | ☐ General Harassment/Bullying | ☐ Sexual Offenses |
| ☐ Assault of Patron | ☐ Inappropriate use of Computers | ☐ Soliciting/Panhandling |
| ☐ Battery of CPD Employee | ☐ Lewd Behavior | ☐ Stalking |
| ☐ Battery of Patron | ☐ Possession of Alcohol | ☐ Threatening/Intimidating |
| ☐ Burglary/Robbery/Theft | ☐ Possession of Drugs | ☐ Trespassing |
| ☐ Defamation/Racial Slurs | ☐ Possession of Weapons | ☐ Use of Obscenities |
| ☐ Elopement | ☐ Refusal to Comply | ☐ Vandalism |
| ☐ Fighting | ☐ Sexual Harassment | ☐ Other _____ |

Under CPD Zero Tolerance Policy, boldfaced offenses are considered grounds for immediate banishment.

: Type of Warning

- | | | |
|---|---|---|
| ☐ First Warning (Verbal/Written) | ☐ Subsequent Warnings (Suspension) | ☐ Final Warning (Banned) |
| Date ____/____/____ | Date ____/____/____ | Date ____/____/____ |

: Action Taken

- | | | |
|----------------------------------|-------------------------------------|---|
| ☐ Warning | ☐ Suspension | ☐ Banned (Ban -1 year minimum) |
|----------------------------------|-------------------------------------|---|

If suspended, length of suspension: _____

Suspensions more than 2 weeks must be approved by Executive Director.

Signatures

Manager Signature _____	Date _____
Director Signature _____	Date _____
Witness Signature _____	Date _____

Follow Up - Safety Committee notified ____ Y ____ N

Ban Letter Sent Date: ____/____/____

		Informed of Policy & Warned about future infractions	District Privileges Suspended for 1 Day	District Privileges Suspended for 3 Days	District Privileges Suspended for 1 Week	District Privileges Suspended for 2 Weeks	District Privileges Suspended for 1 Month	District Privileges Suspended for 3 Months	District Privileges Suspended for 6 Months	District Privileges Suspended for 1 Year
Assault/Battery of CPD Employee of Patron	No warning									1 st Offence
Burglary/Robbery/Theft	No warning							1 st Offence	2 nd Offence Subsequent Incidents	3 rd Offence Subsequent Incidents
Use of Obscenities/Defamation/Racial Slurs	Informed of Policy and warned about future infractions	2 nd Offence Subsequent Incidents	3 rd Offence Subsequent Incidents	4 th Offence Subsequent Incidents	5 th Offence Subsequent Incidents	6 th Offence Subsequent Incidents	7 th Offence Subsequent Incidents	8 th Offence Subsequent Incidents	9 th Offence Subsequent Incidents	
Fighting/Threatening/Intimidating	No warning				1 st Offence	2 nd Offence Subsequent Incidents	3 rd Offence Subsequent Incidents	4 th Offence Subsequent Incidents	5 th Offence Subsequent Incidents	
General Harassment/Bullying/Elopement	Informed of Policy and warned about future infractions	2 nd Offence Subsequent Incidents	3 rd Offence Subsequent Incidents	4 th Offence Subsequent Incidents	5 th Offence Subsequent Incidents	6 th Offence Subsequent Incidents	7 th Offence Subsequent Incidents	8 th Offence Subsequent Incidents	9 th Offence Subsequent Incidents	
Inappropriate use of Computers	Informed of Policy and warned about future infractions	2 nd Offence Subsequent Incidents	3 rd Offence Subsequent Incidents	4 th Offence Subsequent Incidents	5 th Offence Subsequent Incidents	6 th Offence Subsequent Incidents	7 th Offence Subsequent Incidents	8 th Offence Subsequent Incidents	9 th Offence Subsequent Incidents	
Sexual Harassment/Sexual Offenses/Lewd Behavior	No warning						1 st Offence	2 nd Offence Subsequent Incidents	3 rd Offence Subsequent Incidents	
Possession of Alcohol/Drugs	No warning						1 st Offence	2 nd Offence Subsequent Incidents	3 rd Offence Subsequent Incidents	
Possession of Weapons	No warning							1 st Offence	2 nd Offence Subsequent Incidents	
Refusal to Comply	Informed of Policy and warned about future infractions	2 nd Offence Subsequent Incidents	3 rd Offence Subsequent Incidents	4 th Offence Subsequent Incidents	5 th Offence Subsequent Incidents	6 th Offence Subsequent Incidents	7 th Offence Subsequent Incidents	8 th Offence Subsequent Incidents	9 th Offence Subsequent Incidents	
Soliciting/Panhandling	Informed of Policy and warned about future infractions	2 nd Offence Subsequent Incidents	3 rd Offence Subsequent Incidents	4 th Offence Subsequent Incidents	5 th Offence Subsequent Incidents	6 th Offence Subsequent Incidents	7 th Offence Subsequent Incidents	8 th Offence Subsequent Incidents	9 th Offence Subsequent Incidents	
Stalking	No warning					1 st Offence	2 nd Offence Subsequent Incidents	3 rd Offence Subsequent Incidents	4 th Offence Subsequent Incidents	
Trespassing	No warning					1 st Offence	2 nd Offence Subsequent Incidents	3 rd Offence Subsequent Incidents	4 th Offence Subsequent Incidents	
Vandalism	No warning						1 st Offence	2 nd Offence Subsequent Incidents	3 rd Offence Subsequent Incidents	

If additional interactions are required regarding the same behavior with the same patron, staff/risk manager can use their discretion and ask the patron to leave for the day and complete an incident report. A warning is not a requirement to ask a patron to leave for the day based on the severity of the behavior.

** Incidents involving patrons abusing, fighting or assaulting district staff may face longer or indefinite suspensions based on severity of the incident.*

All suspensions are subject to review by the Risk Manager and or Executive Director.



Inclement Weather Programming Policy

The Champaign Park District (Park District) offers and undertakes many programs, activities, services, and events ("Programming") each season throughout the year. The Park District is committed to the safety and well-being of all participants, volunteers, and staff associated with that Programming. Many programs are held outdoors and subject to weather conditions. This policy is intended to provide guidance for the Executive Director (Director), Department Heads, managers, supervisors, and staff to address cancellations, suspensions, relocations or other modifications of Programming due to actual or forecasted inclement weather.

For the purposes of this policy the term "Inclement Weather" includes, but is not limited to, the following:

- Winter Storm Warnings: Forecasted 4-7 inches or more of snow, or 3 inches or more of snow with ice accumulation are expected, occurring, or imminent.
- Severe Thunderstorm Warning: Forecasted storms that without warning have the potential for producing hail and sustained winds at or exceeding 40 miles per hour (mph) or gusts of 58 miles per hour (mph) or greater, and isolated tornadoes.
- Lightning Strikes: Lightning associated with approaching thunderstorms which are detected within a 10-mile radius of the boundaries of the Park District.
- Excessive Heat Warning: Current or forecasted high air temperatures combined with high humidity levels expected or imminent within twelve (12) hours. This includes when a heat index is at least 105° for more than three (3) hours per day for two (2) consecutive days or anytime the heat index will reach 110°.
- Extreme Cold Warning: Current or below zero air temperatures combined with any level of winds producing extreme wind chill levels that can cause hypothermia or frostbite. This typically occurs when wind-chill readings reach -40° or lower for at least three (3) hours per day.

In addition to the foregoing, the Park District may use standards, warning systems, and forecasts of the National Weather Service for Champaign County to determine when Inclement Weather is forecast or occurring. All standards, warning systems, and forecasts may not apply to all facilities, programs, and services in all circumstances and are subject to the discretion of the staff (i.e., An Excessive Heat Warning may not warrant the closure of the aquatics center). In the event Inclement Weather is forecast or occurring, the Park District will take such reasonable precautions as it determines are necessary or appropriate, including, but not limited to: (1) closure of the Park District or any Park District owned or controlled indoor or outdoor facility; (2) cancellation, suspension, or delay of Programming; or, (3) if practical, Programming relocation or modification.

Closure of Park District

A decision to close the Park District will be made by the Director or their authorized designee. This action may be considered in the event: (1) Champaign Unit 4 Schools, Parkland College, or the University of Illinois are closed; (2) Inclement Weather is forecasted, occurring, or imminent;

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.

or (3) weather conditions are changing to the extent that travel to and from Programming and/or facilities may pose a significant risk to the personal safety and well-being of participants, volunteers, and/or staff. Full-time staff will be excused from reporting to work or permitted to leave work early; provided that they may be required to remain on-call or communicate remotely if needed. Operations department staff may be required to work as determined by the Director or their authorized designee depending on the scope and magnitude of the Inclement Weather.

Cancellation of Programming

A decision to cancel Park District Programming shall be made by the Director or their authorized designee. This action may be considered in the event: (1) Champaign Unit 4 Schools, Parkland College, or the University of Illinois cancel their programs or events; (2) Inclement Weather is forecasted, occurring, or imminent; or weather conditions are changing to the extent that travel to and from Programming and/or facilities may pose a significant risk to the personal safety and well-being of participants, volunteers and/or staff. All staff, with the exception of Programming instructors or program coordinators, are expected to report to work or remain at work for their designated shift. However, employees may submit a request to their immediate supervisor to work remotely and perform their duties. Any decision authorizing work from home must be approved by the Director or their authorized designee. If Inclement Weather occurs overnight or during a weekend, any decision to cancel, relocate, or modify Programming will be made by 6 a.m. on the morning of the scheduled Programming. If Inclement Weather occurs during business hours, any decision to cancel, relocate, or modify will be made by 3 p.m. for evening Programming, if possible. Any cancelled Programming will be rescheduled at the discretion of the Park District. If the cancelled Programming will not be rescheduled, the Park District will issue refunds in accordance with Park District policy.

Suspension or Delay of Programming

A decision to suspend or delay Programming may be made by the respective program coordinator, which must be approved by their Department Head or the Department Head's authorized designee. Such action may be considered when forecasted, occurring, or imminent Inclement Weather precludes Programming from occurring when scheduled, but such weather is forecasted to end within a reasonable time after the originally scheduled Programming time. All suspension or delay decisions are subject to staff availability and room/space scheduling. Requests for refunds associated with the suspension or delay of any Programming shall be addressed on a case-by-case basis in accordance with Park District policy.

Relocate Indoors and Modify

A decision to suspend or delay Programming will be made by the respective program coordinator, which must be approved by their Department Head or the Department Head's authorized designee. Such action may be considered in the event of the following conditions: (1) Inclement Weather is forecasted, occurring, or imminent; (2) the Programming can reasonably be moved indoors and modified or adapted; (3) the space under consideration for relocation is available for use; (4) the space is conducive to the type of planned Programming in question; and (5) the proposed Programming modification does not create an unreasonable safety or quality concern for the program and its participants.

Affiliate Groups

The Park District shall inform groups with which it has programming agreements (Affiliate Groups) about the precautions being taken as a result of Inclement Weather. In such instances, the Park

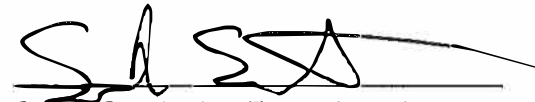
The mission of the Champaign Park District is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.

District shall be in communication with the individual(s) whom the respective Affiliate Group has identified to the Park District as its representative contact person. The Affiliate Group may determine in advance of the Park District decision to cancel, suspend, relocate, or modify Programming as a result of Inclement Weather. If it does so, the Affiliate Group shall inform the Park District. However, no Affiliate Group shall be permitted to utilize a Park District facility or continue with a previously scheduled program if the Park District has closed the respective facility or cancelled the subject program or event as provided in this Policy.

Approved by Board of Commissioners
Revised by Board of Commissioners

July 14, 2021
August 26, 2026



Michael R. Somers, President

Sarah Sandquist, 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.



ATTENDANCE EXPECTATIONS POLICY

Parents, guardians, and/or care providers are required to contact Champaign-Urbana Special Recreation (CUSR) staff if their participant will be absent from a program or service.

Please contact the CUSR Center at 217-819-3980 or CUSR@champaignparks.org with the notification.

If a participant might be absent for more than three (3) days in a week or tardy for more than two (2) days in a week, please notify staff no less than one (1) day prior to the scheduled absence. If absence is due to an illness, it is the parent, guardian, or care provider's responsibility to notify staff that the participant will be absent. In the case of an emergency, please contact staff as soon as possible.

Multi-day absences (3 or more days of no call/no show) may result in your participant being released from the program.

If the participant is released from the program due to multi-day absenteeism later than the fifteenth (15) day of the month, no refund will be issued. Prior to the fifteenth (15) day of the month, CUSR will offer a pro-rated refund for the dates not attended (maximum of three days). Refunds can be added as an account credit or issued as a check refund based on preference.

Approved by Board of Commissioners

June 12, 2024



Craig W. Hays, President



Sarah Sandquist, Executive Director

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Participant Transferring Policy

Introduction

The purpose of this policy is to identify applicable staff stretching exercises, lifting practices, and equipment to assist staff in performing safe lifting and transfers of participants. These practices will minimize the possibility of injury to staff as well as increase participant safety.

This policy applies to all full-time, part-time, and seasonal employees who work for Champaign-Urbana Special Recreation (CUSR).

Full-time supervisors shall be responsible for communicating this policy to employees and reinforcing the policy and procedures during programs. Any exceptions to this policy shall be communicated in writing and approved by the safety committee and Executive Director.

Participant Transfer Plan

Information regarding participant transfer ability, such as the amount of assistance required, the type of assistance or lift required, and other considerations should be obtained from the participant, family and/or caregiver prior to entrance into any program or camp. This information will be utilized to establish a Participant Transfer Plan.

The Participant Transfer Plan, along with any special considerations, shall be recorded in the participant information file. Staff should review the participant information file for transfer status if they are not familiar with the participant's ability to transfer. The Participant Transfer Plan shall not be modified without the approval of full-time CUSR staff.

Participant Transfer Plans will be established for all new participants. In addition, all Participant Transfer Plans will be reviewed for accuracy on an as needed basis and modified in the participant information file accordingly.

Transfers will be designated as follows:

- 1) **Independent:** No assistance is necessary
- 2) **Stand-by or Supervision:** One staff person, no contact necessary
 - a. Gait belts mandatory
- 3) **Contact Guard Assistance:** One staff person, no lifting assistance
 - a. Gait belts mandatory
- 4) **Mechanical Transfer with Assist:**
 - a. An example of a mechanical assist is a sliding transfer board. The use of mechanical assistance is unique to each participant's specific needs.
 - b. Gait belts may or may not be mandatory, depending on the type of mechanical assist device is utilized
- 5) **One-Staff-Person Transfer,** lifting more than 30 pounds
 - a. Gait belts mandatory

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- 6) **Two-Staff-Person Transfer**, with the following subtypes:
 - a. Two-person, weight-bearing (gait belt mandatory)
 - b. Two-person-lift-non-weight-bearing
 - c. Two-person side lift-non-weight-bearing
- 7) **More than Two-Person Transfer**
 - a. Unique circumstances and specific participant needs may require the need for more than two staff to attend the participant transfer. Specifics regarding the lift/transfer should be identified in the Participant Plan of Action.
- 8) **Swimming Pool Transfer**
 - a. Transfers into swimming pools pose unique risks for both participants and staff. Specific swimming pool transfer information should be included in the Participant Transfer Plan.
 - b. When possible, strong consideration should be given to using zero-depth entry and the facility mechanical lift. The use of facility mechanical lifts is often unique to the type of lift and individual participant physical limitations and restrictions.

NOTE: Gait belts are mandatory where indicated above *except where the use of a gait belt is medically contraindicated for the participant's safety.*

Procedure

Agency Responsibilities

Environmental conditions and/or participant ability can vary immensely. When performing manual transfers, staff should attempt to use proper body mechanics. Proper lifting technique for transfers include:

1. Review the individual Participant Transfer Plan located in the participant information file.
2. Warm up by stretching prior to the transfer.
3. Conduct a 30-Second Site Safety Walk-Through prior to the transfer to look for potential safety hazards.
4. Communicate with staff on the reason for and direction of the transfer/assist.
5. Plan for the transfer/lift and position your body, the participant and applicable equipment appropriately.
6. Communicate with the participant on the preferred method and reason for the lift/transfer.
7. Establish a wide base of support with your legs.
8. Tighten the abdominal muscles.
9. Lower your center of gravity by bending slightly at the knees and the hips. Assume a crouched or squatting position. Depending on the circumstances, a half-kneeling position may also be utilized.

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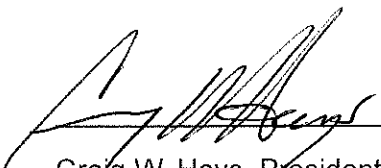
10. Maintain the "neutral" or normal standing curves of the spine with a slight inward curve in the lower back. Maintain the head, chest, and shoulders in an elevated position, do not look down.
11. Count together as a staff prepare for the lift.
12. To minimize reaching, keep the patron as close to your body as possible.
13. Avoid twisting the spine. Point the feet in the direction you are turning towards.
14. A controlled motion should be used while lifting and transferring participants. High-speed motions increase the risk of injury for both staff and participants and indicate that the participant is likely too heavy. Additional assistance or an alternative method should be considered.
15. Secure the participant and address any specific necessary needs.
16. After the participant is secure, perform post-task reversal of posture stretching exercises.

Participant Fall

Should a participant fall to the ground, take time to assess the situation before lifting the participant. A full-time supervisor should be contacted to assess the participant's condition. If it is determined that it is safe to lift the participant, follow the applicable participant lifting protocol. If you have any concerns for the participant's safety, make sure the participant is comfortable and call 911. If the participant has struck their head, is incoherent, dizzy, nauseous, vomiting, or appears in pain, contact Emergency Medical Services (EMS). EMS can then make the determination on appropriate care. If you have any doubts, do not move the participant unless the situation is life threatening. Always document a participant's fall using an Accident/Incident Report.

Approved by Board of Commissioners

June 12, 2024


Craig W. Hays, President


Sarah Sandquist, Executive Director

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Transportation Policy/Safety Procedures

1. Transportation will only be provided for participants who register for the service at the beginning of the program. Staff will not provide transportation for anyone that is not on the transportation roster at the beginning of the program.
2. Transportation must be requested at least 48 hours prior to the program date. If transportation is requested less than 48 hours from the program date, there is no guarantee transportation will be available. Transportation requests received at the start time of the program will not be accommodated.
3. A minimum of three participants must register for transportation in order for the service to be available.
4. Transportation is provided in a door-to-door manner, which is defined as pick up and drop off at the participant's home residence. CUSR staff will not pick up or drop off participants at any other locations.
5. CUSR staff will wait a maximum of 5 minutes past the designated pickup time due to a demanding schedule. If a pickup time is missed by the participant, staff will not return to pick them up. It is your responsibility to find transportation to the program if your participant misses the designated pickup time.
6. CUSR transports in-district participants only.
7. Participants that require supervision or accommodation should have someone meet them at their home at the designated time of return.
8. If needed, the CUSR driver will assist participants to and from their door, only if driveways and walkways are clear of debris, obstacles, and snow or ice.
9. All passengers must be seated with belts securely fastened in the correct manner or in a secured wheelchair. The driver shall not move the vehicle unless these requirements are met.
10. CUSR staff are responsible for determining whether a participant can be transported safely.
11. Persons riding in Amigo-type wheelchairs or strollers must transfer into a vehicle seat and use a seat belt.

CUSR reserves the right to refuse to transport individuals. These policies have been developed to ensure the safety of everyone riding in CUSR vehicles.

Approved by Board of Commissioners



Craig W. Hays, President

8-14-2024



Sarah Sandquist, Executive Director



Dispensing Medication Policy

CUSR will not dispense medication to CUSR program participants until the *Permission to Dispense Medication Waiver and Release of All Claims* form and *Instructions for Dispensing Medication* form have been completed by a parent, guardian, or care provider. CUSR's internal procedures regarding dispensing medication are available for review.

PERMISSION TO DISPENSE MEDICATION

Waiver and Release of All Claims

I, (please print your name) _____, the Parent/Guardian/Care Provider of (please print name of participant attending) _____ give permission to CUSR staff to administer to _____ (please print name of participant attending) the medication(s) listed below. I understand that it is my responsibility to give the medication directly to CUSR staff with full instructions in original prescription bottles. In all cases, medication dispensing can only be changed or modified by completing another *Permission to Dispense Medication/Waiver and Release of All Claims* form and *Instructions for Dispensing Medication* form. I hereby acknowledge that the above information provided for the dispensing of medication for my minor child, ward, or other family member is accurate. I also understand that it is my responsibility to inform CUSR of any changes in the dispensing of medication.

Name of Program _____ Date _____

Name of Participant _____

Name of Medicine _____

Complete Dosage Instructions _____

Name of Program _____ Date _____

Name of Participant _____

Name of Medicine _____

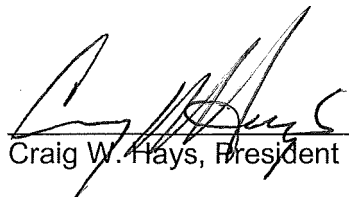
Complete Dosage Instructions _____

In all cases, the prescribed dosage of any medication will not be exceeded. If after administering medication there is an adverse reaction, I give my permission to CUSR to secure from any licensed hospital physician and/or medical personnel any treatment deemed necessary for immediate care. I agree to be responsible for payment of any and all medical services rendered.

4. Obtain copies of all waivers, internal procedures, medical information forms, and medication logs when obtaining the prescription medication to be transported to the program site. All medication stored at a program site shall be secured and only available to authorized CUSR program staff.
5. Be responsible for dispensing medication and shall strictly follow all written instructions on the medical information form, individual dose envelopes, and any information contained on original prescription container labels. In the event that conflicting dispensing information exists, medication should not be administered until the parent, guardian, care provider, or physician are reached by phone to obtain specific instructions.
6. Unless otherwise arranged, only paid and trained CUSR program staff will be allowed to dispense medication.
7. Be responsible for dispensing medication and shall fully complete the medication information contained on the *Medication Log* form. Medication dispensing logs should be completed until medication dispensing has ceased and completed medication logs should be turned into a designated site and kept in a permanent file for at least three (3) years at the conclusion of the program.

Approved by Board of Commissioners

8-14-2024


Craig W. Hays, President


Sarah Sandquist, Executive Director



BEHAVIOR MANAGEMENT POLICY

In order to provide a safe and enjoyable experience for all participants, the Park District (CPD) and Champaign-Urbana Special Recreation (CUSR) have developed behavior guidelines for all participants. All participants will be treated fairly based on individual aptitude.

Behavior guidelines are as follows:

1. No participant will endanger themselves, other participants, or staff.
2. Participants will use respectful, appropriate language towards staff and other participants.
3. All participants will respect their leaders, program rules, other participants, and equipment.
4. All participants will keep their hands, feet, and objects to themselves.

Consequences for inappropriate behavior are based on the risk, safety, and support needs of the individual to prevent exclusionary practice and provide reasonable accommodations for individuals with disabilities.

1. First Degree Behavior includes any behavior assessed as Low Risk

Participants shall be removed from the group activity, receive a verbal warning that the exhibited behavior is inappropriate and receive reinforcement of appropriate behavior. Participants' return to the group will be dependent upon the severity of the offense. If applicable, the Parent/Guardian will be notified of the incident at pickup.

First Degree Behaviors may include, but not limited to:

- Purposely distracting the group, making it difficult for the others to participate
- Inappropriate language/remarks
- Pushing and/or shoving (minor)
- Refusal to follow instructions

2. Second Degree Behavior includes any behavior assessed as Moderate Risk.

Participants shall be removed from the activity, receive additional verbal warnings that the exhibited behavior is inappropriate, and receive reinforcement of appropriate behavior. If applicable, the parent/guardian will be notified and asked to pick their participant up within 30 minutes of the incident. (*If participant is not picked up/signed out within 30 minutes of the parent/guardian being contacted, the participant will be released into the custody of the Champaign Police Department.) If the parent/guardian are not notified to pick the participant up within 30 minutes, they will be notified at pickup that staff identified the participant's behavior as posing a *risk of harm* to themselves and/or others. Parent/guardian will also be informed that the incident will be documented in a *Conduct report for tracking and review*.

- Second Degree Behaviors may include, but not limited to: Persistent first-degree behaviors (listening, following instruction, etc.)
- Fighting, "provoking", spitting

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- Bullying or acts of aggression and violence
- Excessive inappropriate language or remarks directed to other participants/leaders
- Running off/ leaving the group/ hiding from staff
- Intimidation/threats to other participants
- Inappropriate physical contact (pushing, tripping, etc.)
- Direct/blatant disrespect to leaders

3. Third Degree Behavior includes any behavior assessed as High Risk:

Participants will be suspended from the program while the incident is reviewed, without refund. If applicable, the participant's parent/guardian will be called for immediate pickup, and when the participant is picked up, the Program Coordinator will meet with the parent/guardian, discuss the incident and notify them that the incident will be reviewed and the length of suspension will be provided to them in writing as soon as all necessary parties convene to determine an appropriate length of suspension. (*If participant is not picked up/signed out within 30 minutes of the parent/guardian being contacted, the participant will be released into the custody of the Champaign Police Department.)

Third Degree Behaviors may include, but not limited to:

- Severe or repeated physical aggression
- Physical contact to the face and/or neck
- Abuse and/or harassment: verbal, physical, sexual, and emotional
- Sexual misconduct
- Destruction of property
- Endangerment of themselves, other participants, staff or volunteers
- Theft
- Possession of a Weapon

Nonviolent Crisis Intervention®

Designated program staff receive Nonviolent Crisis Intervention (NCI) training. To maximize the safety of all participants, staff may use verbal and non-verbal techniques to de-escalate a participant or situation.

Physical intervention, such as staff holding the participant to restrict them from harming themselves or others, is used as a **last resort** and after all attempts to verbally de-escalate have not been successful to ensure safety. When physical intervention techniques are used, a parent/guardian will be notified, and depending on the severity of the action, police may be contacted as well. If staff must physically intervene during aggressive behavior posing a risk of harm towards the participant or others, and the participant shows that they have calmed down and come back to rationality, the participant will be allowed to join the group again.

If the participant cannot show rationality or if that participant needs to be physically held again to prevent harm within 10 minutes of the first incident, the parents/guardians will be called, and they will have a given time frame to pick up or make arrangements for the pick-up of their child. Every attempt to contact the parents/guardians will be made. If the parents/guardians cannot be reached the emergency contacts will be called. The rationality of the participants will be based on an observation by staff who know the participant and the program leader, and/or a full-time CUSR staff.

Conduct Reports

When a participant engages in behavior that is unsafe, significantly disruptive, outside of established program expectations or the participant's known behavior patterns, staff will document the incident using a Conduct Report. Conduct Reports will be reviewed by the Program Manager and maintained in the participant's file.

The purpose of Conduct Reports is to ensure consistent documentation of incidents and identify patterns, triggers, or antecedents that may contribute to behaviors. This information is used to inform proactive strategies and track the frequency of incidents.

Suspensions

If an incident occurs in which a participant commits an offense that is determined to be severe or poses a significant safety concern, the participant may be immediately sent home for the remainder of the program day while the incident is reviewed. The incident will be reviewed by Risk Management, the CUSR Manager, and the Program Coordinator.

Following a thorough review of all available information and consideration of the participant's individual needs and required level of support, a longer-term suspension from the program may be implemented.

The duration of the suspension will be for a defined period of time and will function as an opportunity for the participant to reset, the staff and the participant's care team to collaborate on strategies, accommodations, and supports to reduce the likelihood of future incidents, and support the participant's safe return to the program.

Staff reserve the right to consult with the CU Special Recreation Administrative Board,, Risk Manager, Legal Counsel, and/or Risk Management Association (PDRMA) depending on the severity of the individual and/or collective behaviors to determine whether a participant is unable to attend programs for an extended or indefinite/permanent time period.

*For repeated suspensions, staff may ask for additional documentation that the participant and the care team have taken steps to address the participant's behavior. These steps are outlined in the Champaign Urbana Special Recreation ***Safe Program Re-Entry Plan***.

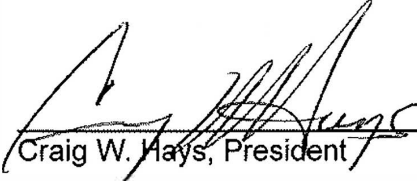
If an independent participant is asked to leave the program early due to inappropriate behavior, staff will assist them with arranging transportation from the program. If transportation cannot be arranged, the participant's emergency contact will be called to pick the participant up or arrange transportation for them.

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*(*If the participant has not left the program within **30 minutes** of being asked to leave or the emergency contact being called, the participant will be released into custody of the Champaign Police Department.)*

Approved by Board of Commissioners

March 11, 2026



Craig W. Hays, President



Sarah Sandquist, Executive Director

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Champaign-Urbana residents with disabilities.*

**PARTICIPANT OR PARENT/GUARDIAN'S AGREEMENT
TO POLICY ON BEHAVIOR MANAGEMENT**

I have read and fully understand the *CUSR Behavior Management Policy* above, and I agree to the terms of the policy.

Name of Participant (print) _____

Name of Parent or Guardian, if applicable (print) _____

X _____

Date _____

Signature of Independent Participant

X _____

Date _____

Signature of Parent or Guardian (if applicable)

X _____

Date _____

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Champaign-Urbana residents with disabilities.*



CHAMPAIGN
PARK DISTRICT

HAZARD COMMUNICATION PROGRAM

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Introduction

The Champaign Park District (Park District) has developed a comprehensive Hazard Communication (Hazcom) program to ensure the Park District communicates to its employees hazards of chemicals information.

The Hazard Communication Standard requires the Park District to train its employees in the health and safety hazards of the chemicals in the workplace. A "hazardous chemical" is any chemical that is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified. A few examples of hazardous chemicals used in Park District operations include pool chemicals, custodial supplies, fuels, paints, pesticides, automotive products, compressed gases, and fertilizers.

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

- Written Hazcom program.
- Inventory of hazardous chemical products.
- Inventory of Safety Data Sheets.
- Labeling procedure for hazardous material containers.
- Hazcom employee training program.

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

Approved
Approved

6/16/17
6/22/22



Hazard Communication Program Coordinator

6-22-22
Date

Definitions

Health Hazard

A chemical classified as posing one of the following hazardous effects:

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

The criteria for determining whether a chemical is classified as a health hazard are listed in Appendix A of this document and in OSHA standard §1910.1200, Appendix A – Health Hazard Criteria.

Label

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

Safety Data Sheet (SDS)

Written or printed material concerning a hazardous chemical prepared in accordance with OSHA 1900.1200(g).

Physical Hazard

A chemical classified as posing one of the following hazardous effects:

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

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

Substance

Chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from

the process used, but excluding any solvent that may be separated without affecting the stability of the substance or changing its composition.

Written Hazcom Program

Director

- Designates a Hazcom coordinator for Park district operations.
- Approves the written Hazcom program.
- Ensures workplace compliance with the written Hazcom program.

Assistant Director of Administrative Services or Risk Manager (can also assume role as Hazcom Program Coordinator)

- Maintains an inventory of all hazardous substances used or stored in the workplace.
- Maintains an SDS file/binder for inventoried hazardous substances.
- Trains new employees on specific hazards and safety precautions for hazardous substances. Trains all employees on hazards of newly introduced chemical products. Examples of this specific training include:
 - o Personal protective equipment to be worn.
 - o Health and physical hazards of each chemical product.
 - o Review of the Park district written Hazcom program.
- Maintains Hazcom training documentation.
- Ensures all chemical containers have proper labeling.

Employees

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

Hazcom Program Coordinator

- Coordinates Hazcom Standard compliance activities.
- Maintains an up-to-date hazardous substance inventory for all departments.
- Requests current SDS directly from chemical manufacturers and suppliers.
- Posts in a conspicuous place a list of all hazardous substances present at that location and a notice of where additional information concerning those substances is available.
- Ensures area managers and supervisors are aware of their Hazcom program functional responsibilities.
- Ensures managers and supervisors are aware of hazardous chemical container labeling requirements.
- Maintains a copy of the OSHA Hazard Communication Standard.

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

Labeling

Park district is responsible for maintaining the labels on the containers, including, but not limited to, tanks, totes, and drums. Each container of hazardous material in the work place must be labeled with

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

Pipes, vats, and other fixed containers must also have their contents identified. Batch tickets, tags, placards, or other equally effective means of labeling may be used. Please see Appendix A for further information on labeling requirements.

Safety Data Sheets (SDS)

Obtain SDS from suppliers for all chemicals used within the operations. All employees should be trained on what an SDS is and where they are located (usually in a file/binder). The SDS file/binder should be placed at locations for specific chemical use; i.e., pool chemicals are found at the pool facility; custodial supplies in or near the janitor's office; automotive products in the shop office; and so forth.

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

Chemical Inventories

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

Employee Information and Training

Employees are trained during orientation when first hired and annually thereafter. Employees are also trained whenever any new chemical hazard is introduced in the workplace because of process change or job transfer. The Park district training focuses on the following subjects:

- Details of the written Hazard Communication program, including how employees can obtain copies of the plan and use detailed information on chemical hazards (physical and health effects of the substances, signs and symptoms of overexposure).
- Methods used to identify locations of hazardous chemicals in the workplace and how to detect their presence. Also, how to lessen or prevent overexposure to these hazardous substances.

- Steps employees should take to protect themselves from chemical hazards, including appropriate work practices, personal protective equipment, and emergency procedures for spills and leaks and possible exposures.
- Explanations of the labeling system and Safety Data Sheets.

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

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

Notification and Information

On-site Contractors

On-site contractors shall be informed of chemical hazards to which their employees could possibly be exposed while working at Park district. The Hazcom coordinator has the responsibility for making available to contractors and their subcontractors information normally available to Park district employees. Contractors and subcontractors are responsible for training their own employees on Hazcom.

Park district Employee Information

All employees, or their designated representatives, may obtain further information on the Hazcom program, chemical inventory lists, SDS, and the OSHA Hazard Communication Standard by contacting the Park district Hazcom coordinator.

Appendix A – Labeling Requirements

It is the policy of Park district that no container of hazardous chemicals be released for use without the following label information:

- Product identifier – Name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the employee can identify the chemical.
- Signal word – Word used to indicate the relative level of severity of hazard and alert the employee to a potential hazard on the label. The signal words used in this section are "danger" and "warning." Danger is used for the more severe hazards, while warning is used for the less severe.
- Pictogram – Composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under the Hazcom standard for application to a hazard category.
- Hazard statement – Statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical including, where appropriate, the degree of hazard.
- Precautionary statement(s) – Phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling.
- Name, address and phone number of the chemical manufacturer, distributor or importer.

Hazard Communication Standard Pictogram		
As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.		
HCS Pictograms and Hazards		
Health Hazard  ■ Carcinogen ■ Mutagenicity ■ Reproductive Toxicity ■ Respiratory Sensitizer ■ Target Organ Toxicity ■ Aspiration Toxicity	Flame  ■ Flammables ■ Pyrophorics ■ Self-Heating ■ Emits Flammable Gas ■ Self-Reactives ■ Organic Peroxides	Exclamation Mark  ■ Irritant (skin and eye) ■ Skin Sensitizer ■ Acute Toxicity ■ Narcotic Effects ■ Respiratory Tract Irritant ■ Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder  ■ Gases Under Pressure	Corrosion  ■ Skin Corrosion/Burns ■ Eye Damage ■ Corrosive to Metals	Exploding Bomb  ■ Explosives ■ Self-Reactives ■ Organic Peroxides
Flame Over Circle  ■ Oxidizers	Environment (Non-Mandatory)  ■ Aquatic Toxicity	Skull and Crossbones  ■ Acute Toxicity (fatal or toxic)

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

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

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

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

Health Hazards

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

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

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

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

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

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

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

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

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

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

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

Physical Hazards

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

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

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

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

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

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

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

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

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

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

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

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

heat loss, then the temperature of the substance or mixture will rise and which, after an induction time, may lead to self-ignition and combustion.

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

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

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

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

Appendix B - How to Read a Safety Data Sheet

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

Section 1: Identification

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

Section 2: Hazard(s) Identification

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

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

Section 3: Composition/Information on Ingredients

This section identifies the ingredient(s) contained in the product indicated on the SDS, including impurities and stabilizing additives. It also includes information on substances, mixtures, and all chemicals where a trade secret is claimed. The required information consists of:

Substances

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

Mixtures

Same information required for substances.

- The chemical name and concentration (i.e., exact percentage) of all ingredients classified as health hazards and that are:
 - o Present above their cut-off/concentration limits.

- o Present a health risk below the cut-off/concentration limits.
- The concentration (exact percentages) of each ingredient must be specified except concentration ranges may be used in the following situations:
 - o Trade secret claim is made,
 - o There is batch-to-batch variation.
 - o SDS used for a group of substantially similar mixtures.

Chemicals where a trade secret is claimed:

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

Section 4: First-aid Measures

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

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

Section 5: Fire-fighting Measures

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

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

Section 6: Accidental Release Measures

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

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

Section 7: Handling and Storage

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

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

Section 8: Exposure Controls/Personal Protection

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

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

Section 9: Physical and Chemical Properties

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

- Appearance (physical state, color, etc.).
- Upper/lower flammability or explosive limits.
- Odor.
- Vapor pressure.
- Odor threshold.
- Vapor density.
- pH.
- Relative density.
- Melting point/freezing point.
- Solubility(ies).
- Initial boiling point and boiling range.
- Flash point.
- Evaporation rate.
- Flammability (solid, gas).
- Upper/lower flammability or explosive limits.
- Vapor pressure.
- Vapor density.

- Relative density.
- Solubility(ies).
- Partition coefficient: n-octanol/water.
- Auto-ignition temperature.
- Decomposition temperature.
- Viscosity.

The SDS may not contain every item on the above list because information may not be relevant or is not available. When this occurs, a notation to that effect must be made for that chemical property.

Manufacturers may also add other relevant properties, such as the dust deflagration index (Kst) for combustible dust, used to evaluate a dust's explosive potential.

Section 10: Stability and Reactivity

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

Reactivity

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

Chemical stability

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

Other

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

Section 11: Toxicological Information

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

- Information on likely routes of exposure (inhalation, ingestion, skin and eye contact). The SDS should indicate if the information is unknown.

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

Section 12: Ecological Information (non-mandatory)

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

- Data from toxicity tests performed on aquatic and/or terrestrial organisms, where available (e.g., acute or chronic aquatic toxicity data for fish, algae, crustaceans, and other plants; toxicity data on birds, bees, plants).
- Whether there is a potential for the chemical to persist and degrade in the environment either through biodegradation or other processes, such as oxidation or hydrolysis.
- Results of tests of bioaccumulation potential, making reference to the octanol-water partition coefficient (Kow) and the bioconcentration factor (BCF), where available.
- The potential for a substance to move from the soil to the groundwater (indicate results from adsorption studies or leaching studies).
- Other adverse effects (e.g., environmental fate, ozone layer depletion potential, photochemical ozone creation potential, endocrine disrupting potential, and/or global warming potential).

Section 13: Disposal Considerations (non-mandatory)

This section provides guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container, and safe handling practices. To minimize exposure, this section should also refer the reader to Section 8 (Exposure Controls/Personal Protection) of the SDS. The information may include:

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

Section 14: Transport Information (non-mandatory)

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

- UN number (i.e., four-figure identification number of the substance)¹.
- UN proper shipping name.
- Transport hazard class(es).
- Packing group number, if applicable, based on the degree of hazard.

- Environmental hazards (e.g., identify if it is a marine pollutant according to the International Maritime Dangerous Goods Code (IMDG Code)).
- Guidance on transport in bulk (according to Annex II of MARPOL 73/783 and the International Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk (International Bulk Chemical Code (IBC Code))).

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

Section 15: Regulatory Information (non-mandatory)

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

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

Section 16: Other Information

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

Appendix C – Effective Dates

The table below summarizes the phase-in dates required under the revised Hazard Communication Standard (HCS):

Effective Completion Date	Requirement(s)	Who
December 1, 2013	Train employees on the new label elements and safety data sheet (SDS) format.	Employers (agencies)
June 1, 2015 December 1, 2015	Compliance with all modified provisions of this final rule, except: The Distributor shall not ship containers labeled by the chemical manufacturer or importer unless it is a GHS label	Chemical manufacturers, importers, distributors and employers
June 1, 2016	Update alternative workplace labeling and hazard communication program as necessary, and provide additional employee training for newly identified physical or health hazards.	Employers (agencies)
Transition period to the effective completion dates noted above	May comply with either 29 CFR 1910.1200 (the final standard), the current standard, or both	Chemical manufacturers, importers, distributors, and employers (agencies)



**CHAMPAIGN
PARK DISTRICT**

**Champaign Park District
Crisis Management Plan**

Revised by Board of Commissioners

September 14, 2022

A handwritten signature in black ink, appearing to read 'Kevin J. Miller', written over a horizontal line.

Kevin J. Miller, President

A handwritten signature in black ink, appearing to read 'Joseph C. DeLuce', written over a horizontal line.

Joseph C. DeLuce, Executive Director

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Acknowledgments

The Buffalo Grove Park District

PDRMA – Park District Risk Management Agency

Crisis Management Plan

What Is a Crisis?

A crisis is a situation or event that causes – or has the potential to cause – intense public or media focus such as an accidental drowning, severe injury, and allegations of child abuse, severe vehicle accident, or criminal act. Any incident, minor or grave, that attracts significant public/media interest and scrutiny will impact the nature and scope of a crisis event.

Chain of Responsibility

It is critical for employees to understand their respective roles in the event of a crisis. This includes immediately implementing the Park District's emergency response plan and reporting any potential or actual crisis to the Executive Director or Crisis Team Leader.

The Champaign Park District Board of Commissioners has appointed the Executive Director as the Crisis Team Leader. This person, in conjunction with Park District management, activates the Crisis Management Plan and coordinates the crisis response. If the Executive Director or Crisis Team Leader is not available, immediately report any event to the Department Head. Do not report a crisis via voice mail, text, social media, or email as time may be of the essence, and you should communicate directly to an authorized person about a potential crisis.

In the event the Crisis Team Leader or Executive Director is unavailable, identify the next available person from the list below (starting from the top) to activate and manage the crisis. That staff member is responsible for implementing the Park District's Crisis Management Plan and notifying all Crisis Team members. The Crisis Team is then responsible for decision making during the crisis including fact gathering, notification of key persons/agencies, operational decisions, public relations, and media response.

The following is the list of Crisis Team Leaders:

1. Executive Director or assigned Director or staff person "in charge"
2. Director of Operations
3. Director of Marketing and Communications
4. Director of Recreation/Revenue Facilities
5. Director of Administrative Services
6. Director of Finance
7. Director of Planning
8. Director of Human Resources
9. Director of the Virginia Theater

The Crisis Management Team shall be supported by the following staff positions:

1. Assistant Director of Administrative Services
2. Assistant Director of Operations
3. Facility Receptionists

There also is a chain of responsibility for the Spokesperson. The Spokesperson is responsible for making official statements (written or oral) to the media on behalf of the Crisis Team and Park District and coordinating the dissemination of public information via social media and the Park District website. All

those listed as potential Spokespersons should review their duties on a periodic basis to ensure they are prepared in the event of an actual crisis. Staff members should direct all media inquiries to the designated Spokesperson.

Note: No formal media or public statement of any kind should be made until corporate legal counsel has reviewed and approved those statements.

The following is a list of alternate Park District Spokespersons:

1. Executive Director or assigned staff person “in charge”
2. Director of Marketing and Communications
3. Director of Operations
4. Director of Administrative Services

Legal Considerations

After any serious incident, the Crisis Management Team will have to manage a wide variety of issues, demands and distractions – simultaneously pulling them in many directions. However, one of the most important actions to complete during the initial crisis-response period is to **contact the park district’s corporate counsel and call the Park District’s Risk Management Agency representative IMMEDIATELY!** (Regardless of the time or day) Time is of the essence, and it may be critical to consult with legal counsel and the Risk Management Agency’s staff early in the crisis to establish attorney/client privilege and protect the investigation. The Park District’s Risk Management Agency claims representatives and legal staff are part of your team and are ready to provide guidance.

Protect the Investigation – Get Legal Counsel Involved Immediately

It is critical that the Park District does not accept or assume responsibility and/or liability for any incident *before all facts are fully known and confirmed and without legal counsel guidance*. There is a delicate balance between acknowledging the seriousness of the incident and being accountable to your community and making unnecessary (and often incorrect) admissions of liability and/or responsibility.

In the age of instant communication and immediate media involvement, which may or may not be reporting accurate information, it is challenging to exercise restraint and caution. However, while it might be difficult to withhold comment, the Risk Management Agency and/or corporate legal counsel must be part of the investigative process, public response, and overall coordination of communication for any serious incident (both internal and external). Legal counsel’s role is to **establish, maintain and protect confidentiality and attorney-client privilege**, as well as to **help the Park District avoid making comments and statements that may unnecessarily expose the Park District to potential liability and/or unfounded public scrutiny**.

“Attorney-client privilege” is a legal rule that protects certain communications between a client and attorney and keeps those communications privileged and confidential. By assuring confidentiality, clients can make *full and frank* disclosures to their attorney, who can better provide candid advice and effective representation. However, communications that do not fall within the scope of attorney-client privilege are often subject to public disclosure via the Freedom of Information Act (FOIA), subpoena and discovery in litigation, or through third parties such as law enforcement and other official investigative agencies. **Those unprotected communications sometimes contain inaccurate information, incomplete information and/or**

admissions that others can and will use against the member in a court of law and the court of public opinion.

Remember, you can only give a statement with absolute confidentiality to the Risk Management Agency's legal counsel or your corporate counsel. This includes written statements prepared by staff witnesses and third-party accounts documented and prepared by member staff. Park District staff should consult with legal counsel **before** requesting or preparing substantive written statements or incident/loss reports, or before contemplating any disciplinary action against staff. This does not include compiling a list of witnesses and/or potential witnesses that includes personal and professional contact information.

Park District staff should take the following steps immediately after a crisis:

1. Contact the Park District's Risk Management Agency's representative.
2. Consult with the Risk Management Agency's legal counsel and the Park District's corporate counsel before giving any statement, requesting a written statement, preparing a written statement, preparing any report – or forwarding substantive text messages, tweets, or emails about the incident.

Park District staff should obtain legal counsel **prior to** cooperating with investigating law enforcement or other official agencies. It is crucial for Park District staff to consult with the Risk Management Agency's legal counsel and corporate counsel **before** providing any statement to law enforcement agencies or other official investigating agencies such as OSHA, IEPA or the Department of Public Health.

Cooperation with an official third-party investigation and consulting with an attorney from our Risk Management Agency is not inconsistent or mutually exclusive. For example, if a law enforcement investigator asks, "Why do you need a lawyer?" you simply say: "The Park District wants to provide its full cooperation but also wants to protect its legal rights." Keep in mind that investigative reports and/or statements taken by investigating police or other official investigator(s) are often subject to public disclosure under FOIA laws.

Third parties such as the local media, personal injury attorneys and potential claimants may also be able to obtain business text messages, tweets, blog entries, Facebook postings and emails among staff via FOIA requests, records subpoenas and/or written discovery requests in a subsequent lawsuit. For the same reasons you avoid creating a damaging "paper trail," you should not create an equally damaging electronic trail with texts, email messages or social media among staff. There is no such thing as a "private" message among Park District staff.

3. Prepare a preliminary Accident/Incident Report using the Risk Management Agency's Accident/Incident Report Form and **not** the Park District's internal accident/incident form. When completing the Risk Management Agency's Accident/Incident Report Form, always provide a brief, objective, and factual account of the incident without any personal opinions as to fault or other unknowns.

The Risk Management Agency's standard claims reporting forms contain specific language designed to establish and protect the confidentiality of the report through attorney-client privilege. Never release this report to any third party (including investigating police) without first consulting the Risk Management Agency's legal counsel and obtaining authorization from the Risk

Management Agency. Any written account or description of the incident or supplemental written (including electronic) communication or report pertaining to the incident should have the following language at the top of the document:

***THIS DOCUMENT IS AN ATTORNEY-CLIENT PRIVILEGED COMMUNICATION
PREPARED FOR, AND AT THE REQUEST OF, THE CHAMPAIGN PARK DISTRICT'S
RISK MANAGEMENT AGENCY'S LEGAL COUNSEL.***

When directed by the Risk Management Agency's legal counsel or the Risk Management Agency's-assigned outside legal counsel, communications (email, fax, other) should always contain the above phrase in the subject heading of the communication and should be directed to the Park District's Risk Management Agency's General Counsel. Please DO NOT send the draft documents to any other recipients (e.g., facility managers, superintendents, etc.) since that could negate the attorney-client privilege.

Remember, any "internal report" you create that is not specifically and purposely directed to the Risk Management Agency legal counsel or the Park Districts corporate counsel may be obtained via a FOIA or other document request and be potentially damaging in subsequent litigation.

4. **DO NOT** request or prepare any witness and/or employee statements without first consulting legal counsel. Such statements are often incomplete, inaccurate and/or misleading. For non-employee witnesses (i.e., patron witnesses), get their personal contact information and a brief verbal account of the incident. At a later time, the Risk Management Agency will arrange to conduct a subsequent interview and/or request a written witness account.

When/if the Risk Management Agency's asks Park District staff to document a witness account, insert the following language at the top of the summary:

***THIS DOCUMENT IS AN ATTORNEY-CLIENT PRIVILEGED COMMUNICATION
PREPARED FOR, AND AT THE REQUEST OF THE RISK MANAGEMENT AGENCY
LEGAL COUNSEL.***

5. Use the Risk Management Agency's in-house legal counsel or a Risk Management Agency-assigned outside counsel to conduct the Park District internal confidential investigation.

While the Park District staff may want to conduct their own investigation, if they do that *on their own* and not at the request of our Risk Management Agency, the investigative findings and materials may be discoverable or subject to disclosure. However, if our Risk Management agency conducts the investigation on behalf of the Park District, all related communications are more likely to be subject to attorney-client privilege and protected. The Risk Management Agency's legal counsel can hire investigators, employ consulting experts, and enlist a variety of research and investigative resources on the Park District's behalf. The Risk Management Agency can then report the results back to Park District staff while protecting the findings and conclusions from disclosure.

Crisis Team Action Plan

The Crisis Team Leader should use the following steps as a guide to manage a crisis and make decisions:

1. Whenever a crisis involving personal injury and/or property damage occurs, the first responsibility of the Crisis Team is to activate the Park District's emergency response plan and ensure necessary and appropriate actions are taken to minimize further loss. Immediate safety needs of people and property are the top priority.
2. Crisis Team should obtain, compile, monitor and verify the accuracy of incoming information. It is critical to document **all** incoming events and information in chronological order to assess and address the crisis accurately. The team must verify and review new and incoming information against past and known information. The team needs the available information to be compiled accurately to make well-informed decisions.
3. Park District staff will feel the emotional and physical impact of a crisis. The Crisis Team should reassure staff so the process of information gathering can begin. Employees exhibiting signs of unusual stress and/or an inability to attend to their respective duties effectively should be relieved of their duties and directed to a designated area. Employees directly involved in the incident should remain on duty until the decision is made as to whether or not to conduct post-incident interviews under the direction of the Risk Management Agency legal staff.
4. The Crisis Team should move employees directly involved in the crisis incident to a more private location if media is present or the environment is stressful. The Park District should provide transportation for staff to a secure facility for debriefing, interviewing and evaluation of their physical and emotional well-being.
5. Notify parents of minor employees as to the location of their children as soon as possible. Inform parents as they arrive that they can remain with their child and be present during the interview process conducted by police or legal staff.
6. Identify a secure facility location for the Crisis Team to meet and begin implementing the Crisis Management Plan. This is where the team continues fact finding and coordinating the crisis response with key parties such as emergency response agencies, Risk Management Agency, EMS, local police, key staff, legal counsel, and the media.
 - a. Communicate to all staff that a crisis exists and to forward all communications and relevant information immediately to the Crisis Management Team. Identify the Official Spokesperson and reinforce with staff to direct all media inquiries to the Spokesperson.
 - b. The Crisis Team Leader and legal counsel will direct staff actions, coordinate information gathering, consult with outside groups, interface with emergency responders, communicate with staff and the public, and provide direction on needed resources.

7. Contact the governing board president to notify them of the situation, and then notify other board members. Remind all board members not to make any public comments concerning the incident, and that the Risk Management Agency is conducting a formal investigation under the direction of its legal counsel.
8. Identify all staff directly involved in the crisis as soon as possible so legal counsel and the Executive Director can interview and debrief them.
9. Assign staff to monitor (and digitally record/videotape, if possible) television news reports, social media sites, local blogs, radio stations and other media outlets to determine what information about the crisis is available to the public.
10. Assign staff to verify the accuracy of information as it becomes known. Legal counsel and the Crisis Team rely on this information to respond to the crisis, prepare a media relations plan, address public concerns, determine the scope and nature of investigative action, and address the needs of victims, staff, relatives, and other affected parties.
11. Establish a communication team to answer incoming phone calls, emails, and social media outlets to keep the Crisis Team informed. The communication team documents all incoming information received or directed to the Park District. The team documents who called, the information provided/requested, the caller's title, time of call, and return phone number or email address. The team should forward all emails and social media inquiries to the Crisis Team.
12. Develop a crisis communications strategy working in conjunction with the Crisis Team and Park District legal counsel and consider the following:
 - a. Obtain legal counsel approval of all public communications.
 - b. Identify the newsworthiness of the incident and how the media is reporting it.
 - c. Communicate with staff informing them of the crisis and that all statements shall come from the Park District's spokesperson.
 - d. Reassure the community and manage public relations.
 - e. Verify the accuracy and availability of information.
 - f. Limit initial contact with the media to a written press release.
 - g. Debrief and prepare the Official Spokesperson.
 - h. Determine the manner and means of addressing the media (i.e., off-camera or on-camera).
 - i. Limit an on-camera response to the Spokesperson to read a prepared, written statement to the press. The Crisis Team should regularly reassess the need to address the media. Consider what stage the crisis is in; the scope and extent of the crisis; the expectations of your community; public relations; the need to balance inaccurate reporting; and the ability of the press to report about the crisis fairly. The Spokesperson should never admit or address fault or liability, so it is critical to coordinate all media response with legal counsel.

Crisis Information Gathering – Questions to Consider

It can be difficult for the Crisis Team to know how to start the information-gathering process. The team can use the following list of sample questions as a guide to gather information and make decisions:

1. Is the emergency-response portion of the crisis complete or ongoing?
2. Has the Park District notified their Risk Management Agency?
3. Have the families of all victims been notified? (Coordinate with local police.)
4. Have the proper authorities been notified? (Police, fire, poison control, EPA, Department of Public Health, utility companies, etc.)
5. Have all Crisis Team members been notified and gathered? Does the team need to establish a crisis center? If so, where?
6. Has the team notified the Park District's attorney and board members?
7. What is the status of the internal investigation process?
8. Is there an investigation being conducted by a third party? (Police, fire, EPA, OSHA, private investigator, aquatic certification entity, etc.)
9. Has the Crisis Team been provided contact information for all potential staff and non-staff witness(s)?
10. Has the team assured the public the crisis is under control?
11. Has a Park District representative contacted the local and/or reporting media to tell them the Park District will provide information once facts have been gathered and verified? Has onsite media been made reasonably comfortable (electrical power for equipment, computer access, administrative support services, etc.)?
12. Is a formal written press statement appropriate and/or necessary?
13. Has the Park District communicated the appropriate level of compassion for the victim(s) and the families?
14. Has the Spokesperson been updated with current information and thoroughly prepared? (Anticipated questions, rehearsed responses, etc.)
15. Have false, misleading, or inaccurate statements been made and/or reported by the media that should be corrected by facts?
16. Are there visual images of the incident and/or post-incident damages/losses? (Cell phone, video or photographs, security video cameras, etc.)

17. Should the Employee Assistance Program (EAP) and/or other counseling/support services be made available for Park District staff/board members? Does staff need a group EAP meeting in addition to individual staff counseling?

Members of the Crisis Team and Their Roles

Executive Director Duties (Official Spokesperson, Crisis Team Leader)

Often the Executive Director acts as the official Crisis Team leader and as Spokesperson. The Director, working with the Park District's legal counsel, is responsible for the overall coordination of the Crisis Management Plan.

The director or designated legal counsel are typically the primary representative of the Park District throughout the crisis. However, others with specialized and/or direct knowledge may also serve in the Spokesperson's role.

Director of Recreation/Revenue Facilities Duties

The Director of Recreation, if not acting as the Crisis Team Leader, shall:

1. Coordinate the identification of Park District employees affected by the crisis and gather contact information.
2. Coordinate the identification of program participants and contact guardians (minors only).
3. Coordinate facility personnel.
4. Assist the Director of Human Resources in gathering pertinent information.
5. Assign recreation staff duties related to the crisis as needed.
6. Log all crisis-related phone calls and activities.
7. Reschedule planned programs/activities as necessary, locating alternative programming sites or cancelling programs, if appropriate. This includes communicating programming changes to affected staff and the general public.

Director of Operations Duties

The Director of Operations coordinates the information and activities associated with department operations as directed by the Crisis Team. Duties may include:

If not acting as the Crisis Team Leader, the Director of Operations shall:

1. Provide Crisis Team with access to necessary buildings, facilities, and power resources.
2. Coordinate Park District activities with the City Public Works Department, Police Department, utility companies, etc.
3. Organize a transportation fleet for Crisis Team and staff.
4. Assist Marketing and Development Director in providing support services to media (power, tables, etc.).
5. Log all crisis-related phone calls and activities.

Assistant Director of Administrative Services Duties

1. Assist Risk Management Agency legal and risk management staff during the investigative process. (Including other authorized third-party investigators.)
2. Coordinate identification of witnesses and gather personal and professional contact information, and obtain all pertinent information:
 - Exactly what happened?
 - Who was/is involved?
 - Where did the incident occur?
 - When did it happen?
 - What is currently being done to minimize the existing crisis?
 - If the answers to the above questions are not known, when will they be known?
3. Take photographs/digitally record/video tape and preserve evidence as directed by legal counsel.
4. Secure evidence gathered and release evidence only after approval by the Risk Management Agency's legal counsel using a chain-of-custody document. (See Appendix D.)
5. Contact the necessary governmental agencies, when applicable. (EPA following chemical spills, IDOL following the death of an employee, Illinois Department of Public Health, etc.)
6. Obtain, compile or present pertinent safety documentation or practices conducted by the Park District.
7. Complete the Risk Management Agency Accident/Incident Report Form (not an internal reporting form), have Risk Management Agency legal counsel review it, and send it to the Risk Management Agency within 24 hours of the incident.
8. Gather employee statements in a narrative format to supplement the accident report form and as directed by the Risk Management Agency legal counsel.
9. Obtain any pertinent contracts, waivers, training records, certifications, or similar documentation.
10. Review circumstances and cause(s) of the crisis and, if applicable, recommend and implement post-crisis measures to minimize future similar events.

Director of Finance Duties

The Director of Finance shall:

1. Advise crisis management leader and the board of the total cost-to-date of incident
2. Assist in obtaining pertinent contracts, waivers, or similar documentation.
3. Oversee the administrative staff efforts
4. Work to determine financial damage to the District, if any.

Director of Human Resource Duties

The Director of Human Resource shall:

1. Notify remainder of Crisis Team.
2. Notify the Executive Director with updates about the crisis investigation.
3. Update the official spokesperson about changes in the situation as they occur.
4. Coordinate with Assistant Director of Administrative Services to obtain all pertinent information. Communicate all pertinent information to the Crisis Team.
5. Coordinate the identification of Park District employees affected by the crisis and gather contact information.
6. Contact EAP services for employees in need and contact EAP and/or other support services to inform them of the crisis and need for services.

7. Notify parents or guardians of all involved minor employees.
- 8.. Coordinate the processing and verification of departmental policies, procedures, training, records, etc.
9. Provide information concerning any applicable contracts, affiliate groups and independent contractors the Park District uses.
10. Communicate with staff concerning Park District policies on not sharing any information about the incident or making comments to people outside the Park District (**See Appendix C**).
11. Determine if any affected staff needs EAP assistance or other support services.

Director of Marketing and Communications Duties

1. Coordinate and draft communications under direction of Crisis Team with legal input.
2. Establish a centralized media center, as directed.
3. Compile a list of local television, radio and newspaper phone numbers and contacts, if known.
4. Distribute information through media channels as directed. (Park District website; social media sites; patron distribution lists; and local, television and print reporters.)
5. Manage the communications team in monitoring media outlets, including social media, to track crisis reporting. (Facebook, Twitter, blogs, etc.)
6. Update the Park District website to take on a lower profile as necessary based on the sensitivity of the crisis. Provide information proactively through the website to communicate with the public.
7. Identify and manage all communication channels including email lists, mailing lists, website, and social media.
8. Monitor Media Outlets.
9. Keep Park District staff and the board informed and updated on facts and developments.
Employees often need reassurance and/or a better understanding of the crisis. These communications also provide an opportunity to remind employees they should direct media and third-party requests for information to the designated Spokesperson. Careful monitoring of media output, along with careful management of internal communications, prevents the release of misinformation, problematic speculation, and rumors.
10. Provide specific information about a program or facility.
11. Compile and verify facts and information and formulate appropriate responses to questions and concerns.
12. Communicate with staff concerning Park District policies on not sharing any information about the incident or making comments to people outside the Park District. (**See Appendix C**)
13. Assist the Spokesperson in responding to inquiries, as directed.

Director of Administrative Services

1. Work with Director of Marketing and Communications (if applicable) to screen telephone calls, email, website, and social media inquiries.
2. Screen reporters, family members or others who may arrive unannounced at the administration building. Obtain the following information and keep a log:
 - o Name.
 - o Title and organization. (Who is the person representing?)
 - o Name of newspaper, radio, or TV station, if applicable.

- o Telephone number to reach the person.
 - o Email address of person, if applicable.
 - o Reporter's deadline, if applicable.
 - o Nature of the inquiry.
3. If a reporter, photographer, attorney, investigator, or victim's family appears in person at the administrative office or another location, obtain the above information and immediately contact the Crisis Team and official Spokesperson.
 4. All responses to information inquiries are limited to providing the official information pre-approved by the Crisis Team for distribution. If possible, a script should be provided (and up-dated periodically) for all staff to read from if responsible for answering the Park District phones.

Spokesperson Duties

The role of the Spokesperson is to represent the Park District as the liaison to the media and third parties. At the direction of the Crisis Team, the Spokesperson presents official, accurate and pre-approved information to the media on behalf of the Park District. The Park District is not obligated in any way to share information with the media. However, it is often advisable to provide a brief statement, before requested, acknowledging the incident, and expressing sympathy for the family and others involved.

Any Park District -approved communication should never include a "no comment" statement. Such a statement leads to a misinterpretation that the Park District has something to hide, leading to speculation and innuendo and prompting the media to find other information sources that may be unreliable and/or have hidden agendas. The Park District can, with legal counsel input, provide a written press release including the following:

- Acknowledge the incident/crisis.
- Express compassion and support for victims and their families.
- Explain it is premature to provide details pending further investigation.
- Describe rescue/proactive efforts/safety record, etc.
- Emphasize the matter is under investigation and your Park District is fully cooperating with other agencies.
- Assure public you will provide additional facts as they become known.

The designated Spokesperson should have in-depth knowledge of the organization, be well spoken and professional, and be comfortable and confident in the role as Spokesperson. Pre-crisis training through exercises such as mock press conferences is a valuable exercise to prepare your Spokesperson for a future crisis. Remember, the Spokesperson is the Park District's primary liaison and the face of your Park District that the public sees.

On behalf of the Park District and Crisis Team, the Spokesperson presents factual information in a means and manner directed by the Crisis Team. If the Park District determines a press conference or in-person interview is necessary, it is advisable to have the Spokesperson begin by reading a prepared statement that accurately presents the Park District's response to the crisis. This allows the Park District to list points proactively for the media to know, even if reporters do not ask the Spokesperson questions that would elicit that information.

The Spokesperson should not answer any questions for which verified facts are not available. In such a situation, the Spokesperson can say:

“Regretfully, we all must respect the pending investigation, and it is premature to address this question/issue at this time. I certainly would not want to provide any inaccurate or misleading information inadvertently. Of course, as facts become known and verified, I would be pleased to revisit this question/issue.”

In addition, the Spokespersons **should never:**

- Release victim information until family members are notified.
- Speculate on liability, damage costs, causes, etc., until verified and reviewed by legal counsel.
- Fix blame on others or mislead.
- Speak off the record.

Role of Board Members or Commissioners

Board Members and Commissioners are concerned during a crisis. Often, they feel obligated to speak to the media, victims/families, and/or the general public. Despite their good intentions, they may inadvertently compromise the Park District's reputation and ability to minimize potential liability exposure. Strongly advise board members not to make any statements to the news media or any third party without prior consultation and approval from legal counsel. Risk Management Agency counsel or assigned counsel often speaks with board members through the protection provided by executive session to update them on the crisis and related legal and liability issues.

Role of Employees in Dealing with the News Media

All employees must recognize their role in a crisis. They must understand it is the Park District's policy and expectation that any information released comes from the designated Spokesperson. Employees should know, as soon as possible, the contact information of the Park District Spokesperson.

Advise those employees directly or indirectly involved in the crisis that reporters or other investigators may approach them. The same is true for employees involved in the investigative process and/or information flow. Reinforce your media-response policy with these employees during interviews and crisis debriefing so they know the appropriate responses to questions.

Offer employees the following guidelines in handling reporters or others seeking information:

1. If anyone approaches you for information, you are not required to give an interview, and we ask you to direct the person to the designated Park District Spokesperson. You can say, "I'm sorry. I am not the best person to answer that question. You should contact (state designated Spokesperson), and I am confident he/she can assist you."
2. It is acceptable not to know the answer to a question. Say, "I don't know," and direct the reporter/person to the Spokesperson.
3. Never say, "No comment." Reporters may interpret that phrase to imply guilt or that you have something to hide. Instead, say, "Please understand that I am not the best person to discuss this event. I would not want to provide inaccurate or incomplete information unintentionally. You should direct your inquiry to (provide name and number of designated Spokesperson)."

4. Never make an off-the-record statement. There is no such thing as an off-the-record comment. Any statement made off-the-record can become front page headlines. The confidentiality of off-the-record statements cannot, and often will not, be guaranteed.

Media Relations Plan

Through direction of the Crisis Team and legal counsel, the Spokesperson coordinates all interaction with the media and any outside requests for information. The Crisis Team decides the time, place and means of sharing information with the media and/or responding to media requests, with advice of legal counsel.

You want to show you are a willing partner in sharing information, and you are committed to cooperating with the media. However, you must also be very clear that the Park District will not share any information until legal counsel verifies and reviews it.

Do not make promises to reporters. Tell them you will share information when it is available for the public.

Monitor all news and social media to determine how the crisis is being reported. Determine whether reports are objective and accurate. When necessary, prepare and distribute accurate information to balance any serious false statements.

Always prepare an initial written press release and consider posting it on your website or on other social media channels.

Continuing Operations

- **Evaluate staff readiness** – The Crisis Team Leader should meet with supervisors of employees directly involved in the incident to determine if they are ready to resume duties.
- **Reopen the facility** – Consider a gradual reopening to keep staff from becoming overwhelmed following the incident. A supervisor should be available when reopening a facility involved in a crisis event to answer any questions from the public so as not to distract the staff.
- **Communicate with the public** – Set a date to reopen when staff is ready. Consider shorter hours or limiting public participation in programs for a period of time. Let the public and patrons know staff evaluations and other readiness training was completed prior to reopening.
- **Communicate with outside groups/users** – Consider suspending out-of-the-ordinary programming activities, special events or large-group facility use for a period of time.

Appendix A - Initial Press Release

The Champaign Park District has recently been informed that on (date of crisis) at approximately _____ (identify time), the following occurred:

(Briefly describe crisis)

At this time, the specific facts and circumstances surrounding this event have been neither fully substantiated nor confirmed. We are currently in the process of investigating this matter in full cooperation with:

(Identify other investigative agencies)

Out of respect for the investigative process and in fairness to the families and parties involved, we are unable to provide further details at this time. However, we are committed to providing additional facts and developments as they become known and confirmed. In the interim, anyone wishing to provide or request further information should contact (identify Spokesperson) at (phone number). We are also providing up-dated information on our Park District website at www.champaignparks.com.

Appendix B - Emergency Phone List

Executive Director ~ Joe DeLuce

Office: 217-819-3821
Cell Phone: 217-714-2333
Email: Joe.DeLuce@champaignparks.com

Director of Finance ~Andrea Wallace

Office: 217-819-3826
Cell Phone: 217-778-8608
Email: andrea.wallace@champaignparks.com

Director of Human Resources~ Heather Miller

Office: 217-819-3823
Cell Phone: 630-688-9753
Email: heather.miller@champaignparks.org

Director of Marketing and Development~ Chelsea Norton

Office: 217-819-3843
Cell Phone: 217-273-3943
Email: Chelsea.norton@champaignparks.com

Director of Operations ~ Dan Olson

Office: 217-819-3812
Cell Phone: 217-369-5860
Email: Dan.Olson@champaignparks.org

Director of Recreation ~Jameel Jones

Office: 217-819-3907
Cell Phone: 217-390-5656
Email: Jameel.jones@champaignparks.com

Director of Revenue Facilities ~ Jimmy Gleason

Office: 217-819-3835
Cell Phone: 708-522-5665
Email: jimmy.gleason@champaignparks.org

Director of Planning ~Andrew Weiss

Office: 217-819-3822
Cell Phone: 217-377-9536
Email: andrew.weiss@champaignparks.org

Director of Administrative Services ~Jarrod Scheunemann

Office: 217-819-3831
Cell Phone: 217-390-5857
Email: jarrod.scheunemann@champaignparks.org

Director of The Virginia Theater ~Steven Bentz

Office: 217-819-3902
Cell Phone: 217-358-1614
Email: steven.bentz@champaignparks.org

Assistant Director of Administrative Services – Joe Kearfott

Office: 217-819-3834
Cell Phone: 217-781-7446
Email: joe.kearfott@champaignparks.org

Risk Management Agency ~PDRMA

Office (630) 769-0332
Fax (630) 769-0449
Risk Management Agency After Hours –
Includes instructions on how to reach their staff
after hours.
Email: www.pdrma.org

Appendix C - Statements of Admission and Social Media

(To be read or otherwise communicated to staff from Management)

In a tragedy such as the one that has occurred, it is important to remind everyone of the Champaign Park District's communication policy. It is critical to the reputation of the Park District that all incident-related communications be accurate, appropriate, and properly attributed. Only those employees officially designated by the Park District have the authorization to speak on behalf of the Park District. In this matter, (identify Spokesperson) has been designated the Park District Spokesperson. Staff is expected to refer all media inquiries to _____, as our Spokesperson. Should anyone from the media contact you, a simple and appropriate response would be: *"Please understand that _____ has been designated as the Champaign Park District Spokesperson. Kindly direct your inquiries to _____."* You can then simply walk away, hang up the phone, or close the door. You have no obligation to talk to the media and should not feel pressured to do so.

Staff should be cautious in discussing the incident with family members, friends, residents and other third parties. Your communications may be inaccurate, misunderstood, misperceived, or result in rumors that can negatively impact the image of the Park District and our staff, and compromise our ability to defend potential litigation. Similarly, the Park District recognizes and respects the right of employees to use social networking, personal websites, texting, and weblogs as a medium of self-expression. Again, only those employees officially designated by the Park District have the authorization to speak on behalf of the District. It is important to keep in mind that this matter is currently under investigation. Many facts remain unknown, and there is significant information that has yet to be confirmed.

Please be careful to avoid disclosing any information that may compromise the investigation, is confidential, or may violate privacy rights or privacy perceptions. Show proper consideration and respect to coworkers, the victim(s), our patrons, and others. While we cannot prevent you from using social media, we strongly recommend you do not use it to discuss the incident or to discuss this incident in an inappropriate or counterproductive manner. Your perceptions or representations may not be accurate, may violate attorney/client privilege, may violate privacy rights, and can later be used against you or the Park District by the media or in a future lawsuit against the Park District. In short, remember that what you post will be around for a long time, so consider the content carefully.

The Park District and its Employee Assistance Program provider are available to you if you should need help coping with the incident. Please talk to your supervisor or manager if you have questions about this policy.

Appendix D - Chain of Custody Document

Chain of custody documents are important from a legal perspective in that it documents the movement and location of physical evidence from the time it is obtained until the time it is presented in court.

A chain of custody document should be used when physical evidence as part of an investigation is placed in secure storage and/or provided to another person or organization. It is important to document the chain of custody so that it reflects the care provided in handling important physical evidence when stored or transferred to indicate its condition and that it was not physically altered while in the care of any individual.

(Reference here the incident relating to the need to execute a chain of custody document)

(Describe here exactly what was done to obtain a device or document, on what day, time and were stored securely). (Sign and date document).

Trevor Warren, Locklear Park District

Date

Example:

Trevor Warren turned over control of the above cited device/document to Jason Anders, Risk Management Agency staff, at approximately 11:00 a.m. on xx/xx/xxxx at (Add location here). Jason Anders delivered the device/document to Shawn Belinski, Risk Management Agency, Legal Counsel, at the Risk Management Agency office at approximately 8:30 a.m. on xx/xx/xxxx.

Description of Device or document:

6" X 5" white box hard drive (now brownish and discolored) square shape with venting around three sides.

- In hand-written pen on one side. – **"10.20.13.10 (space) Sept 2009"**
- Three ports on one side – one round, one cable jack and a rectangle prong jack.
- Additional manufacturer information on a label that may be readable but will need closer inspection and cleaning to identify details. Manufacturer listed as Security Digital.

Security Camera:

3 XYZ Security Cameras provided by Trevor Warren to Jason Anders on xx/xx/xxxx. Jason Anders provided cameras to Shawn Belinski on xx/xx/xxxx.

Camera description:

Camera 1 Bar Code 10.4.192.33 10.23.15.109

Shawn Belinski, Risk Management Agency

Date

On xx/xx/xx (approximately 9:00 a.m.), Shawn Belinski provided the devices to Chris Kessler, Risk Management Agency Claims Supervisor, who removed the hard drive and three security cameras from their storage container for the purpose of photographing the items and placing identifying stickers on the devices. The hard drive and camera were returned to their original container and securely stored at the Risk Management Agency office.

Chris Kessler, Risk Management Agency

Date

Appendix E - Crisis Management Plan

Acknowledgment of Receipt Form

The _____ Crisis Management Plan supplements the many safety policies and procedures already in place at the Park District. As an employee, you are expected to read this document thoroughly and return this completed acknowledgment of receipt form which will be placed in your personnel file.

Signature of employee:

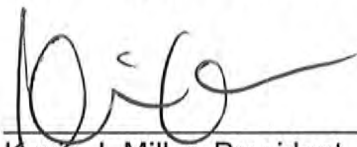
Date:



CHAMPAIGN
PARK DISTRICT

SAFETY MANUAL

Revised by the Board of Commissioners



Kevin J. Miller, President

September 14, 2022



Joseph C. DeLuce, Executive Director

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CHAMPAIGN PARK DISTRICT

Safety Policy

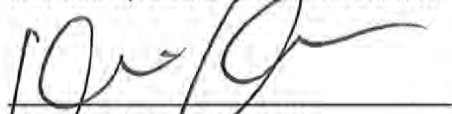
The Champaign Park District (Park District) acknowledges an obligation to provide safe working conditions for employees as well as a safe environment for members of the public using facilities and parks and participating in programs.

It is the intention of the Park District to develop, implement and administer a safety and comprehensive loss control program. In all of the Park District activities, the health and safety of employees and the public is an important consideration.

Personnel at all levels are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Each supervisor is to ensure that work is performed and completed in a safe manner, inspections are conducted on a regular basis, hazards are addressed, there is the proper use of personal protective equipment where required, and accidents are investigated.

Safety adherence and implementation shall be an important part of each Park District performance appraisal.

Approved by Board of Commissioners	March 12, 1997
Revised by Board of Commissioners	September 14, 2005
Revised by Board of Commissioners	July 13, 2011
Revised by Board of Commissioners	November 9, 2016
Revised by Board of Commissioners	August 23, 2017
Revised by Board of Commissioners	July 13, 2022



Kevin J. Miller, President

Joseph C. DeLuce, Executive Director

Employee Safety

Staff Responsibilities

The success of the Champaign Park District safety program will depend upon the announced and demonstrated interest of management, the sincere and consistent example set by supervisors and the cooperative, concerted efforts of all employees.

All Park District employees are required, as a condition of employment, to develop safe work habits and to contribute in every manner possible to the safety of themselves, their co-workers, and the general public.

Park District staff members have the following responsibilities:

EXECUTIVE DIRECTOR

- Provide administrative and financial support for all safety programs.
- Become thoroughly familiar with the safety manual contents.
- Approve safety policies.
- Participate in safety by making safety tours, review safety reports, and praise safety work methods.
- Communicate safety policies and programs to the Board of Commissioners

ASSISTANT DIRECTOR OF ADMINISTRATIVE SERVICES

- Establish and administer the loss control program.
- Become thoroughly familiar with the safety manual contents.
- Maintain a working knowledge of all general and department specific safety rules.
- Instill in each department head, a clear understanding of their duties and responsibilities in the areas of loss control and safety.
- Act as chair of the Safety Committee
- Administer the accident investigation policy and procedures to ensure that sufficient data is being gathered for review.
- Makes specific budget recommendations for the purchase of safety equipment, service, and training.
- Provides proper job instruction training and in-service training to employees and supervisors.

DEPARTMENT HEADS

- Work in harmony with the Assistant Director of Administrative Services to organize loss control program aspects which are particular to their department.
- Become thoroughly familiar with the safety manual contents.
- Maintain a working knowledge of all general and department specific safety rules.

- Enforce safety rules and improve employee and public knowledge of the same by confronting and correcting unsafe behavior and conditions. Negligence to enforce safety rules on the part of the supervisory personnel is also considered a safety violation.
- Prepare needed support information for the PDRMA Risk Management Review.
- Make budget recommendations for improving safety specific to their department.

MANAGERS AND SUPERVISORS

- Become thoroughly familiar with the safety manual contents.
- Maintain a working knowledge of all general and department specific safety rules.
- Inspect work areas for compliance with safe work practices and rules.
- Properly orient new employees while providing good job training and in-service safety training to current employees.
- Enforce safety rules and improve employee and public knowledge of the same by confronting and correcting unsafe behavior and conditions. Negligence to enforce safety rules on the part of the supervisory personnel is also considered a safety violation.
- Report and investigate accidents.
- Make sure necessary safety equipment and protective devices for each job or program are available, used, and properly maintained.
- Cooperate with the Assistant Director of Administrative Services in making sure all memos, training records, safety data sheets, and correspondence are sent for their review.
- Treat public complaints and concerns with the utmost attention being courteous in all cases.

EMPLOYEES

- Maintain a working knowledge of all general and department specific safety rules.
- Become thoroughly familiar with the safety manual contents.
- Immediately report all accidents and unsafe conditions to their supervisor.
- Cooperate and assist in the investigation of accidents.
- Attend all required safety programs, job instruction training and in-service educational meetings.
- Treat public complaints and concerns with the utmost attention being courteous in all cases.
- Pay strict attention to housekeeping of work areas.

General Safety Rules

- Horseplay and fighting will not be tolerated in the work place.
- Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized medically

prescribed drugs will not be tolerated in the work place.

- Your immediate supervisor must be informed if you are required to take medication during work hours which may cause drowsiness, alter judgment, perception or reaction time. Written medical evidence stating that the medication will not adversely affect your decision making or physical ability may be required. Please refer to Section 6-11 and review the comprehensive Alcohol and Drug Abuse Policy in Appendix A in the Personnel Policy Manual.
- Your immediate supervisor must be notified of any permanent or temporary impairment that reduces your ability to perform in a safe manner or prevent or hinder your performance of the essential functions of your position.
- Personal protective equipment must be used when potential hazards cannot be eliminated.
- Equipment is to be operated only by trained and authorized personnel.
- Periodic inspections of workstations may be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.
- Any potentially unsafe conditions or acts are to be reported immediately to your immediate supervisor.
- If there is any doubt about the safety of a work method, your immediate supervisor should be consulted before beginning work.
- All accidents, near misses, injuries and property damage must be reported to your immediate supervisor, regardless of the severity of the injury or damage.
- Failure to report an accident or known hazardous condition may be cause for disciplinary action up to and including dismissal.
- All employees must follow recommended work procedures outlined for their job, department, and/or facility.
- Employees are responsible for maintaining an orderly environment. All tools and equipment must be stored in a designated place. Scrap and waste material are to be discarded in a designated refuse container.
- Any smoke, fire or unusual odors must be reported promptly to your immediate supervisor.
- If you create a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended.
- Vehicle safety belts must be used at all times.
- Employees who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals, and markers and all applicable laws.
- Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate. You must report revocation or suspension of your driver's license to your immediate supervisor.

- All drivers will submit authorization for drivers abstracts annually.
- All employees must know District rules regarding accident reporting, evacuation routes and fire department notification.
- Departmental and facility rules and procedures outlined in specific manuals must be followed by each employee in the department. Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as required.
- Any employee found to be in violation of a safety standard will be issued a warning by their supervisor. Disciplinary actions, as described in the Personnel Policy Manual, may be taken as a result of an employee's failure to abide by safety rules and regulations.

Accident Reporting Procedures

An accident report should be prepared for any accident, injury or "near miss" which occurs on Champaign Park District property or at any program sponsored by the Park District. The accident report forms will be used for all injuries sustained by patrons or injuries that occur to staff and volunteers.

PREPARE A DETAILED ACCIDENT REPORT

- Attain as much information as possible regarding the accident. Be thorough in your description of the injury, how it occurred, and what type of first aid was administered. Others should be able to read the report and fully understand the circumstances involved.
- It is very important that the accident report is prepared in a timely manner. Accident reports should be filled out immediately after the injured has been properly attended to. Reports are to be filled out online and will automatically be submitted to the Director and Assistant Director of Administrative Services.
- If the injury occurs to an employee, within 2 hours an accident report must be completed. If the employee injury requires more than basic first aid and requires medical attention, the employee should contact the Assistant Director of Administrative Services who will refer the employee to Occupational Health.

Accident Investigation Procedure

- Accident investigations are the responsibility of the Safety Committee and may be initiated by any member of the Safety Committee. Accident, injuries, and "near misses" may result in the need for an accident investigation.
- The accident investigation team will consist of the Assistant Director of Administrative Services, the appropriate Department Head, and at least two safety committee members.

- The scope of the investigation will include
 - Summary of the accident site
 - Interviews with witnesses
 - Determination of improper safety procedures, if any
 - Correction of any safety deficiencies

Employee Safety Gear

- The Park District will provide essential safety gear for use with specific equipment as designated in its Personal Protective Equipment Safety Program.

Compliance Programs

The Champaign Park District has developed guidelines for employees in protecting themselves against hazardous conditions in the workplace as well as complying with local, state, and federal regulations. The Park District will provide training when applicable to employees' job function.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

The Park District has developed procedures that will address occupational exposure to blood and other potentially infectious materials. The plan outlines methods of compliance, hepatitis B vaccination, post-exposure evaluation and follow-up, communication of hazards, and training and record keeping. The Park District will provide training on an annual basis and/or as needed.

FALL PROTECTION PROGRAM

The Park District will ensure that the hazards of all elevated falls over 4 feet are evaluated, and that information concerning their hazards are communicated to all employees affected. The Assistant Director of Administrative Services and/or other designated trained fall protection personnel are responsible for the administration of this program and have full authority to make necessary decisions to ensure success of the program. A written program will be reviewed and evaluated on an annual basis or when changes occur to the Occupational Safety and Health Administration (OSHA) standard. A training program will be provided for those employees exposed to fall protection. Training will ensure that employees understand the purpose, function, and proper use of fall protection. Also, that they acquire the knowledge and skills required for the safe application and usage. The Park District will provide training to employees on an annual basis.

HAZARDOUS COMMUNICATION PROGRAM

This program is intended to meet all requirements of the Toxic Substances Disclosure to Employees Act, commonly referred to as the Illinois Employee Right-to-Know Law. The law requires the Park District to communicate and train their employees about the health and safety hazards of the chemicals in the workplace. The Assistant Director of Administrative Services has been designated as the Hazardous Communications Coordinator. The responsibilities include posting Right-to-Know law signs, labeling hazardous substances, obtaining and maintaining Safety Data Sheets, and

providing initial and refresher training to all employees. The Park District will provide training to employees on an annual basis.

LOCKOUT/TAGOUT PROGRAM

The purpose of this program is to help ensure that the machine or equipment is stopped or isolated from all potentially hazardous energy sources and locked out before employees do any maintenance. The Park District will provide training to employees annually.

PERSONAL PROTECTIVE EQUIPMENT SAFETY PROGRAM

Where jobs have inherent hazards, employees will be notified and supplied with the proper PPE. The Assistant Director of Administrative Services and/or supervisors will train employees to appreciate the inherent hazards, proper selection, implementation and care of the equipment. The Assistant Director of Administrative Services and/or supervisors will enforce the use of PPE as well as any associated safety rules pertaining to work activities. All employees will meet or exceed OSHA, American National Standards Institute, American Society for Testing and Materials, manufacturer specification and any organizational guidelines pertaining to personal protective equipment. The Park District will provide training on an annual basis.

CONFINED SPACES SAFETY PROGRAM

The Park District has developed the following guidelines to ensure the safety of our employees exposed to confined spaces which are based on the requirements established by OSHA as well as regulations adopted by the Illinois Department of Labor. The Park District will maintain a written program, identify confined spaces within its facilities and recreation areas, and train employees on safe entry and specific safety precautions. The Park District will provide training annually.

ERGONOMICS POLICY AND TRAINING PROGRAM

Stretching is an important component of the Park District's effort to reduce the effects of ergonomic risk factors both on and off the job. Over time, the excessive stress and strain on tendons, muscles, ligaments, cartilage, blood vessels, and nerves resulting from ergonomic risk factors can lead to injury. Stretching, as an ergonomic intervention, can be a useful method to providing a safer working environment for Park District staff. It is the policy of the Park District to engage in a proactive, sustained program to reducing or eliminating ergonomic related injuries to employees by educating and implementing an agency wide policy of simple reversal of posture and stretching exercises that are intended to increase worker flexibility and range of motion, improve circulation, relieve stress, and enhance coordination, both on and off the job.

POWERED INDUSTRIAL TRUCK PROGRAM

The Park District will ensure that the requirements of the standard for powered industrial trucks will be adhered to. This standard practice instruction is intended to address

comprehensively the issues of employee training, authorization, safety requirements, fire protection, maintenance, and general operation of fork trucks, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks used within the Park District, including end loaders and bobcats equipped with forks.

HOT WORK PROGRAM

Cutting/welding projects can be extremely dangerous activities if the proper precautions are not taken. Agencies must ensure that staff is properly trained, the proper personal protective equipment is used, and the work area is properly inspected prior to performing any cutting or welding projects. A pre-work checklist for fire watch/work area monitoring must be reviewed prior to starting any project.

Emergency Procedures

In the event of an emergency, all staff must follow the emergency procedures that are outlined in the Park District Emergency Operations/Crisis Management Plan. Please refer to the Park District Emergency Procedures Manual found at each facility for further emergency instructions.

Remember the first priority in any type of emergency is always the direct safety of all Park District staff and the general public.

Communication Plan

In the event of an emergency the Bresnan Meeting Center front desk staff shall act as the communication center for the Park District.

- The Executive Director shall notify Department Heads and the Board of Commissioners.
- Each Department head will be responsible of notification to their managers and supervisors.
- If an emergency occurs after hours, notification shall be made in the following order.

Title	Name	Cell Phone
Executive Director	Joe DeLuce	217-714-2333
Director of Admin. Services	Jarrod Scheunemann	217-390-5857
Asst. Director of Admin. Services	Joe Kearfott	217-781-7446
Director of Operation	Dan Olson	217-369-5860
Director of Recreation	Jameel Jones	217-390-5656
Director of Rev. Facilities	Jimmy Gleason	708-522-5665
Director of Marketing & Communication	Chelsea Norton	217-273-3943

Tornado Plan

FACILITIES

Tornado Watch

- Turn on weather radio to 162.550
- Inform everyone in facility of watch
- Check park areas and inform everyone of watch
- Continue programs as scheduled

Tornado Warning

- Turn on weather radio to 162.550
- Inform everyone in the facility of the warning and direct them to the designated cover area.

VEHICLES

Tornado Watch

- Director of Operations will inform all park personnel of weather updates
- Turn radio to emergency radio station 1400 AM
- Check park areas and inform everyone of watch

Tornado Warning

- Director of Operations will inform all park personnel of weather updates
- Turn radio to emergency radio station 1400 AM
- Inform everyone in the general vicinity of warning
- Seek the closest shelter and take cover

Lightning and Thunder Guidelines

If lightning strikes are detected within a 10-mile radius, outdoor programs should suspend programming for at least 20 minutes after the last lightning strike was seen or thunder was heard. Staff and participants should seek cover and all programming should be moved indoors if able to do so.

Temperature Guidelines for Programs

Outdoor programs should be moved indoors or cancelled if either of the following occur.

- **Excessive Heat Warning**
 - Current or forecasted high air temperatures combined with high humidity levels expected or imminent within 12 hours. This includes when a heat index is at least 105* for more than 3 hours per day for two consecutive days or anytime the heat index will reach 110*
- **Extreme Cold Warning**
 - Current or below zero air temperatures combined with any level of winds producing extreme wind chill levels that can cause hypothermia or frostbite. This typically occurs when wind-chill readings reach -40* or lower for at least 3 hours per day.

Fire and Explosion Plan

Fires can begin through explosions from highly volatile materials, arson, lightning strikes, vandalism, overheating appliances, fireworks, smoking materials, or improperly stored flammables.

To stop the spread of fire, early detection and extinguishing are essential. If a fire gets out of control or an explosion is imminent, evacuation must be immediate. The impact of fire is greatly affected by fire alarms, sprinkler systems, exit signs, emergency lighting, and employees trained in fire extinguisher use.

FIRE EXTINGUISHER USE

Fight a fire with an extinguisher only if the following are true:

- The fire department has been notified of the fire.
- The fire is small and confined to its immediate area of origin
- You have a way out and can fight the fire with your back to an exit
- You have the proper extinguisher and know how to use it
- You use careful judgment. If your effort is failing, get out of the facility quickly, and close the door behind you.

BASIC ACTION AND EVACUATION

- Contact the Fire Department (911) and activate the nearest fire alarm.
- Begin evacuation of all participants and staff
- Attempt to extinguish the fire under the recommended guidelines.
- Do not use elevators to exit to upper or lower levels.
- Leave lights and windows as they are
- Be aware of the number of participants for whom you are responsible. Upon evacuation, do a head count.
- Close all doors as you exit rooms.
- A site supervisor or designated staff should prepare to meet the fire department.
- Available staff should stay with all participants. However, one staff member should contact the Assistant Director of Administrative Services and another staff member should contact parents of youth participants if applicable.

Utility Failure Plan

In the event that utilities in the Champaign area go out, the following will occur.

- Emergency lighting systems will operate in Park District facilities for at least 15 minutes.
- Staff should utilize flashlights and emergency radios located at each facility
- Staff should take the appropriate steps to calm all participants and to proceed with activities if able to.
- Staff should check the elevators for patrons

- If utility failure continues for an extended period of time contact parents of youth participants and send adult participants home.
- Call Ameren at the following number if you see downed power lines or smell gas.
 - o 1-800-755-5000
- If gas or burning odors are detected within the building, evacuate the building immediately.

Bomb or Terrorist Threat

- Take the threat seriously
- Get as much information as possible and write it down immediately.
 - o Name of Caller
 - o Age
 - o Gender
 - o Date
 - o Location of the threat
 - o Time of detonation
 - o What the threat looks like
 - o Why they are threatening the Park District
 - o What kind of threat is it
 - o Any other identification
- If possible, keep the caller on the primary line and contact the police on a secondary line
- Contact Park District staff to initiate the Crisis Management Plan
- Have a staff member prepare to meet authorities when they arrive
- If instructed to, evacuate the facility
- If the police request assistance, the Assistant Director of Administrative Services will coordinate with them and provide assistance.

Armed Intruder

Guidelines for responding during an active shooter or violent intruder situation.

The purpose of a lockdown is to minimize accessibility to facilities and reduce the risk of injury or danger to staff and patrons.

A lockdown would be implemented when requested by public safety, law enforcement, fire department, or Champaign Park District staff.

INCIDENTS THAT MAY REQUIRE A LOCKDOWN

- Person(s) armed with firearm or weapon on Park District Property
- Gunshots directed at or near the Park District facilities
- Police incidents involving dangerous person(s) that are adjacent to or within a short distance of Park District property
- Hazardous chemical spills
- Gas leaks

- Electrical conditions
- Disasters close to Park District facilities
- Any other violent incident that a reasonable person would recommend a lock down

LOCKDOWNS

Lock downs will be announced via telephone, radio, in-person, text message and/or email.

Soft Lock Down

A soft lock down should be initiated whenever there is a situation or event that causes concern for personal safety that is taking place out in the community. This includes, but is not limited to:

- Violent acts like mob action
- Violence near Park District property
- Armed robbery near Park District property
- Other criminal acts that may escalate into a facility

Park District staff are to lock all exterior doors of the effected facility. Entry into the building should be limited to only known non-threatening individuals. Staff should encourage all patrons to remain in the facility until the all clear has been announced.

Hard Lock Down

A hard lock down should be initiated when there is a situation or event that causes concern for personal safety inside one of our facilities or parks. This includes:

- Witnessed violent acts
- A violent intruder with/without a weapon
- Loud screaming
- Anytime there is a heighten concern of escalating violence.

ACTIVE INTRUDER INSIDE THE BUILDING

Immediate action to take

- Try to keep everyone quiet as not to bring attention to you and others.
- Move to a securable area if able to do so.
- If the area you are in can be locked, lock it and stay away from the entry and windows.
- If you cannot lock the door barricade the door and hide somewhere inside the room
- If you can determine where the shooting is coming from and can safely run to any exit do so.
- If able to exit leave everything behind except your cell phone.
- Keep your hands visible and follow the instructions of the police.
- Do not stop to assist wounded victims or attempt to move them. Report their location to the police once you have exited the building.

- Dial 911 to contact the emergency dispatch center as soon as possible to report what is happening. Dispatchers will advise you on what to do.
- Give as much detail about the intruder as you can.

What to expect from law enforcement

- Police are trained to respond as quickly as possible to gunfire.
- Their purpose is to stop the shooter.
- Officers may be in plain clothes, uniforms, SWAT uniforms and armed with long rifles, shotguns, and/or handguns.
- They will have identification.
- Do as the officers direct you, and keep your hands visible at all times to show the officers you are not a threat.
- If possible, tell the officers where the shooter was last seen and provide any details about the shooter that you can.
- The first officers to respond will not stop to assist injured people. Other officers will follow to treat the injured.
- Do not allow anyone into or out of your secure area until instructed to do so by the police.

Specific Safety Standards

Facilities

- At least two (2) exits must be available from all floors.
- There must never be any obstructions in aisles or exits.
- Enough fire extinguishers of the proper type must be provided to meet the minimum fire code restrictions.
- Smoking is prohibited indoors.
- Materials and equipment must be stored in predesigned areas.
- Custodial carts are not to be stored in public areas or left unattended.
- All refuse must be placed in the proper containers and a sufficient number of receptacles should be in each building.
- Guns are not allowed in Park District facilities

Parks

- Signs should be posted communicating hours parks are open.
- All newly installed and any necessary replacements for playground apparatus must comply with the Consumer Product Safety Commission (CPSC) guidelines.

- No asphalt or other hard surfaces shall be under playground equipment. All surfaces must comply with CPSC guidelines.
- All playgrounds are to be inspected monthly.
- All parks and trails are to be inspected quarterly.
- All employees are to clean up broken glass when it is found.
- All employees are to report unsafe conditions in any park to the Assistant Director of Administrative Services.
- Operators of mowers, weed eaters and other power equipment are to ensure that grass clippings, rocks, etc. are not discharged towards park users, employees, and vehicles.
- Park crews are to perform a general safety inspection for the entire park and playground on each weekly visit.

Vehicles

- Staff must complete a 360* circle for safety every time you go to get into a vehicle.
- Seat belts must be worn at all times.
- Staff must use 3 points of contact any time getting into or out of equipment or vehicles.
- No one under the age of 18 may operate any motorized vehicle or any other piece of equipment that may be outlined in specific departmental procedures.
- Employees under the age of 21 will not be allowed to transport passengers.
- Out of Town checklists must be completed for any trip taken outside the Champaign-Urbana area.
- Accurate records must be kept and up-to-date on all repairs, tune-ups, etc. for each vehicle.
- No person should ride in or on equipment being towed.
- No person shall ride in the back of a truck.
- All trucks should be equipped with a gate, which should be put up when transporting. If a gate must be down for wide or extra long items, vehicles must be properly flagged and four-way flashers or strobe be on.
- All loads must be secured when transported in a vehicle.
- Roll bars should be installed on all mowers and tractors and seat belts should be worn at all times.
- No vehicle is to be operated or moved unless all doors are closed and latched.
- No vehicle is to be left idling unattended unless in “park” or in neutral with emergency brakes or air brakes engaged if the vehicle does not have a “park” option.
- All vehicles must be equipped with the proper fire extinguishers.
- Any new vehicles that are purchased must comply with the Department of Transportation standards.

- Each driver is responsible for reporting all accidents, incidents, vehicle damage and malfunctions to their immediate supervisor.
- Drivers must obey all traffic laws and speed limits at all times.
- Vehicles that are traveling in parks or on trails should not exceed 5 mph.
- All drivers must receive a drivers check before operating any vehicle.

Equipment and Tools

- Proper training is required for all staff prior to use of any tool or equipment.
- All equipment and tools must be stored in a pre-designed area and should be kept clean and repaired at all times.
- All new equipment and tools must comply with local, state and federal standards.
- Operational instructions for all machinery and equipment must be in written form and kept close to the appropriate machine or equipment for employee reference.
- Proper use and inspections of ladders must be taught to employees before use.
- Ear protection devices are to be utilized with portable air hammers, chainsaws, brush chippers, mowers, weed eaters and any other loud equipment.
- When sanding, spray painting, or working with fiber glass materials, appropriate ventilation and PPE must be used to protect the employee.
- All proper fall protection shall be worn when working from elevated heights.
- A separate room or safety curtain must be used while welding.
- Two employees shall be present at all times while using the tree chipper and proper safety equipment must be worn.
- At no time shall equipment or tools be left unattended at a work site.

Accident Prevention

- Slippery substances spilled on floors must be cleaned up immediately.
- Floors, walks, and parking lots must be maintained. Repairs must be made to holes, depressions, broken flooring, uncovered drains, loose or poorly fitted grating or sagging and expanded floor supports.
- All painting supplies and combustible materials must be stored in a separate room or fire-resistant cabinet.
- Emergency lights are present in all buildings used by the public and are to be checked monthly.
- All exits must be clearly lit and marked.
- Broken lights must be replaced immediately.
- Electrical wiring must be properly encased and replaced when worn.
- Care must be taken not to over load circuits.

- Extension cords should be used on a short term, temporary basis only.
- Electrical cords must be kept in as orderly a fashion as possible to prevent any falls.
- Any replacement curtains or drapes must be fire retardant.
- All stairways must be equipped with secure railings and well lit.
- All buildings must have emergency phone numbers located at the telephone as well as emergency procedures posted.
- Each facility manager should have a copy of the emergency plan.
- Every facility should be equipped with a first aid kit and AED.
- All tables and chairs should be inspected and repaired regularly by facility staff.
- A three (3) foot clear zone must be maintained around all electrical switch gear, breaker boxes and heating and cooling units.

Occupational Safety and Health Administration

In the event of an OSHA inspection under the auspices of the Illinois Health and Safety Act, the following guidelines will apply:

- The Assistant Director of Administrative Services is designated as the responsible individual to participate in the inspection process.
- A list of required materials or posters and their locations is kept at the Bresnan Meeting Center
- Records necessary for the inspection, OSHA 300 etc. are located in the Assistant Director of Administrative Services office.
- The Executive Director and Director of Administrative Services may negotiate timeframes for corrections of any citations, and are responsible for the completion of said corrections.

CHAMPAIGN PARK DISTRICT

EMPLOYMENT POLICIES MANUAL

Amended on 1/2026



CHAMPAIGN
PARK DISTRICT

champaignparks.org

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INTRODUCTION

Welcome to the Champaign Park District (Park District). The Employment Policies Manual (Manual) is designed to provide staff with important information about the policies, procedures, and benefits that guide employment with the Park District.

The purpose of this Manual is to:

- Communicate the Park District's expectations and standards of conduct for all employees.
- Provide guidance on workplace procedures, employment practices, and employee benefits.
- Clarify employee rights and responsibilities as a member of the Park District team.

This Manual serves as a reference guide to assist in navigating employment relationships with the Park District. It reflects current policies and practices but may be updated as needed to ensure compliance with applicable laws and support the operational needs of the Park District.

If questions about the information or policies contained in this Manual arise or require clarification, employees are encouraged to contact the Human Resources Department (HR).

AT-WILL EMPLOYMENT

Employment with the Park District is at-will. This means that either the Park District or the employee may terminate the employment relationship at any time, with or without cause, and with or without prior notice, subject only to applicable law.

Nothing in this Manual, nor any oral or written statement by a supervisor, manager, or other representative of the Park District, creates or is intended to create a contract of employment for any specified period of time, or to guarantee continued employment

The only exceptions to this at-will relationship are:

- written employment agreement that is formally approved by the Park District Board of Commissioners (Board), including applicable collective bargaining agreements

Unless one of these exceptions applies, no supervisor, manager, or other representative of the Park District has the authority to alter the at-will employment relationship.



DISCLAIMER

This Manual is intended to provide general information and guidelines. It is not intended to be comprehensive, all-inclusive, or cover every possible application of, or exception to, the policies and procedures outlined. Instead, this Manual serves as a general reference guide.

This Manual supersedes all previously issued Manuals. An employee's decision to continue employment with the Park District following this revision, or any future revisions, signifies their understanding and acknowledgment of these updates.

The Board, upon recommendation of Park District staff, reserves the right to unilaterally revise, supplement, or discontinue any of the policies, guidelines, or benefits described in this Manual. Consequently, the policies and benefits contained in this Manual may be revised, added to, supplemented, or discontinued with or without prior notice. Employees will be notified when any changes are made and will be asked to acknowledge those changes via the Human Resources Information System (HRIS).

Employees are expected to read and become familiar with the contents of this Manual. The Employee Acknowledgment Form, located on the last page, will be signed electronically by the employee when hired. This form will be maintained in the employee's personnel file in the HRIS. Employees with comments, suggestions, or questions about any aspect of their employment are encouraged to discuss them with their immediate supervisor, Department Head, or HR. Supervisors will address concerns, take appropriate action, and, if necessary, provide needed information or direct the employee to someone who can assist them.

The Executive Director (Director) is responsible for enforcing the policies within this Manual and for directing the activities of all employees, except as otherwise prescribed. The Director may interpret and apply provisions of this Manual in consultation with the Board. However, the Board retains final authority on all policy matters, including interpretation, amendment, and enforcement of employment policies.

The Park District takes pride in its record of continuous growth and expansion of services for residents. This growth and reputation are the outcomes of individual efforts and close cooperation among all employees. Future success depends on sustaining these efforts, maintaining safety, and adhering to the highest professional standards and ideals.

EMPLOYMENT POLICIES AND PROCEDURES

1-1 EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Park District is an equal opportunity employer. Equal Employment Opportunity has been a fundamental principle at the Park District, and it will continue to be upheld. Employment decisions are based on individual qualifications and ability to perform job functions, without discrimination because of an individual's actual or perceived race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex, gender (including gender identity and expression), family responsibilities, reproductive health decisions, association with someone else's reproductive health decisions, age, national origin, citizenship status, work authorization status (mean, the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, disability, association with a person with a disability, sexual orientation, genetic information, unfavorable discharge from military service or military status, civil union partnership, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other protected characteristic as established by applicable federal, state, or local law ("protected characteristics").

All our personnel policies, procedures, and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, termination of employment, and other terms and conditions of employment are made and executed without regard to an individual's protected characteristic.

Reasonable accommodations will be provided for all qualified individuals with disabilities, or those affected by pregnancy, childbirth, or medical conditions related to pregnancy or childbirth, provided they are otherwise qualified to perform the essential functions of the job. Questions should be directed to HR. If an employee is uncomfortable doing so, they may contact the Director.

HR oversees the implementation of this Policy and maintains reporting and monitoring procedures. Employees with questions or concerns should contact the Director of Human Resources. If employees feel uncomfortable reaching out to the Director of Human Resources, they may report their concerns to the Director.

1-2 NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

The Park District maintains a workplace free from discrimination, harassment, and retaliation. All employees, officials, volunteers, vendors, and patrons are expected to treat others with respect. The Park District expects that all interactions among individuals in the workplace will be free from bias, prejudice, and harassment, maintaining a professional atmosphere.

Every employee, officer, official, park commissioner, agent, volunteer, and vendor of the Park District, and anyone utilizing the Park District's facilities is strictly prohibited from engaging in sexual or other forms of harassment. This strict prohibition includes, but is not limited to, 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.

In order to avoid claims or suggestions of harassment, under no circumstances shall anyone be excluded or separated from participating in business or work-related social activities or discussions

based upon any protected characteristics. The law and Park District policies prohibit treating individuals differently based on any protected characteristic concerning the terms, conditions, privileges, and prerequisites of employment. Protection from harassment, discrimination, and retaliation is designed to support and strengthen the Park District's equal employment opportunity policies, not to serve as an exception to them.

DEFINITIONS OF HARASSMENT

Harassment on the basis of any protected characteristic is strictly prohibited under this Policy. Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual, or their relatives, friends or associates, because of their race, color, religion, sex, sexual orientation, age, national origin, disability, gender identity, civil union partnership or any other characteristic protected by law and that:

- Creates an intimidating, hostile or offensive work environment;
- Unreasonably interferes with an individual's work performance; or
- Otherwise adversely affects an individual's employment.

Examples of harassing conduct include but are not limited to: epithets, slurs or negative stereotyping, threatening, intimidating or hostile acts; denigrating jokes, or display or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including via email or texting).

This Policy applies not only in the workplace but also in any work-related setting outside the workplace, including business trips, professional conferences, meetings and social events.

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:

- Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- 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.

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 of employment.

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. Retaliatory actions taken against an individual for engaging in these activities are considered a serious violation of this Policy and will result in disciplinary action, up to and including termination of employment.

REPORTING PROCEDURE

The Park District strongly encourages 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 means of addressing actual or perceived incidents of harassment or discrimination. While no fixed reporting period has been established, prompt reporting of complaints or concerns is strongly recommended to facilitate rapid and constructive action.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly informing the alleged offender that his or her behavior is unwelcome and requesting that it cease.

If harassment or discrimination is witnessed or experienced, it should be addressed as directly and firmly as possible. This includes clearly communicating the position to the alleged offending person, the immediate supervisor, the Department Head, the Director of Human Resources, and the Director. It is advisable to document each incident thoroughly, noting what occurred, what was involved, the date, time and location, as well as any witnesses present. Written records such as letters, notes, memos, emails, and telephone messages can provide additional support.

Direct Communication with Offender:

If harassing or discriminatory behavior occurs, the individual subjected to the conduct or a witness may directly and firmly express that the conduct is unwelcome and must cease. There is no obligation to confront the alleged offender before notifying the appropriate individuals listed below. While the initial message may be oral, it is advisable to document the notice. Subsequent communications should be in writing.

Report to Supervisory and Administrative Personnel:

Simultaneously with direct communication or if the alleged offender's conduct causes intimidation or fear, the behavior should be promptly reported to a supervisor, Department Head, Director of Human Resources or the Director. If a supervisor or Department Head is involved in or condones the behavior, the matter should be directly reported to the Director. If the Director is involved or condones the behavior, report directly to the President of the Board.

Report to Director:

Incidents of harassment or discrimination may also be reported directly to the Director. The Director or their designee will promptly investigate and take corrective action if the allegation is substantiated. If the complaint involves the Director, or if they condone or ignore the problem, the incident must be reported in writing directly to the President of the Board. An independent investigation will be conducted, and appropriate action will be taken. Personnel involved in the alleged harassment will not participate in the investigation process at any stage.

HARASSMENT ALLEGATIONS AGAINST NON-EMPLOYEES/THIRD PARTIES

If a complaint alleging harassment or discrimination by an agent, vendor, supplier, contractor, volunteer or individual using Park District programs or facilities, the Director of Human Resources will conduct an investigation and recommend any necessary action to the Director. The Park District will make reasonable efforts to prevent further contact between the parties involved. It is important to understand that the Park District has limited control over the actions of non-employees.

IMPORTANT NOTICE TO ALL EMPLOYEES

Employees who believe they have experienced conduct that violates this Policy are required to utilize this reporting procedure. Failure to do so may impact their ability to pursue legal action.

RESPONSIBILITY OF SUPERVISORS AND WITNESSES

Any supervisor who becomes aware of possible harassment or discrimination involving any employee must promptly inform HR. HR will investigate the matter and work to resolve it as swiftly as possible.

All employees are encouraged to report incidents of harassment, regardless of the identity of the alleged offender or whether they were the alleged victim.

THE INVESTIGATION

Allegations of harassment, discrimination, or retaliation will be promptly investigated. Every reasonable effort will be made to conduct the investigation responsibly and confidentially although absolute confidentiality cannot be guaranteed. The investigation may involve individual interviews with the parties involved and any relevant witnesses. The Park District reserves the right to engage third parties to investigate claims of harassment. Cooperation in workplace misconduct investigation is mandatory, and failure to do so may result in disciplinary action, up to and including termination of employment.

RESPONSIVE ACTION

The Park District will assess each situation to determine whether harassment, discrimination, or retaliation has occurred, based on the facts and circumstances. Responsive action may include training, counseling referral, or disciplinary measures such as warning, reprimand, pay withholding, reassignment, temporary suspension without pay or termination of employment, as deemed appropriate.

FALSE AND FRIVOLOUS COMPLAINTS

Complaints made in bad faith or containing false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including termination of employment. Such complaints will be thoroughly investigated.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS (IDHR)

While efforts will be made to resolve complaints internally, individuals have the 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, to file a formal complaint. If the IDHR determines sufficient evidence exists, it will file a complaint with the Illinois Human Rights Commission (HRC) at the same address on the fifth floor. If the IDHR fails to complete its investigation within 365 days, a complaint can be filed directly with the HRC between the 365th and the 395th 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"), the ADA Amendments Act (ADAAA), the Illinois Human Rights Act, and any other applicable federal, state, or local laws concerning individuals with disabilities. The Park District prohibits discrimination against any qualified individual who has a disability regarding all employment practices, terms, conditions, and privileges of employment. This prohibition extends to job application procedures, hiring, advancement, discharge, compensation, training, and other aspects of employment.

The Park District will make reasonable accommodations for the known physical or mental limitations of qualified individuals with disabilities, unless doing so would impose an undue hardship on operations. This includes accommodations for conditions related to pregnancy, childbirth, or associated medical conditions, in accordance with applicable law.

DEFINITION OF A QUALIFIED INDIVIDUAL WITH DISABILITY

A "qualified individual with a disability" is an individual who, with or without reasonable accommodation, can perform the essential functions of the position. A "disability" includes:

- A physical or mental impairment that substantially limits one or more major life activities;
- A record of such an impairment; or
- Being regarded as having such an impairment.

REASONABLE ACCOMMODATIONS

Reasonable accommodations will be made for qualified individuals with disabilities to enable them to perform essential job functions, unless the accommodation would impose an undue hardship on Park District operations or fundamentally alter the nature of the position or its services.

DECISION MAKING

Decisions regarding recruitment, placement, selection, training, advancement, discipline, and other employment privileges are based solely on the job-related qualifications and abilities.

REPORTING PROCESS

Employees who require a reasonable accommodation should submit the request to their Department Head and HR. If an employee is uncomfortable submitting a request to the Department Head or is dissatisfied with how a request was handled, the request may be made directly to HR. If the employee does not wish to submit the request to either the Department Head or HR, the request may be made directly to the Director.

INTERACTIVE PROCESS

Upon receiving an accommodation request, the Park District will engage in a timely, good-faith interactive process with the employee, Department Head, the immediate supervisor, and other relevant personnel to identify the limitations of the issue and potential accommodations that would enable performance of essential job functions.

FEASIBILITY ASSESSMENT

The Park District will evaluate each accommodation request on an individualized basis to determine whether it can be reasonably provided. Factors considered may include the nature of the accommodation, its impact on the employee's ability to perform essential functions, the effect on Park District operations and services, and the resources available to support the accommodation.

DECISION

What constitutes a reasonable accommodation will be determined on a case-by-case analysis. The Park District will inform the employee of its decision and, if applicable, how the accommodation will be implemented.

APPEAL PROCESS

If the accommodation request is denied, the employee may appeal by submitting a written statement explaining the reasons for the request to the Director. Appeals will be reviewed by the Director or designee. All decisions will be final.

LIMITATIONS ON ACCOMMODATIONS

Applicable laws do not require the Park District to provide the best possible accommodation, reallocate essential job functions, create new positions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

CONFIDENTIALITY

Accommodation requests, medical information, and related documentation will be maintained separately and treated as confidential to the extent permitted by law. Questions or concerns regarding disability discrimination or accommodations should be directed to the Director of Human Resources.

EXTERNAL COMPLAINT PROCESS

While the Park District strives to resolve any discrimination complaints internally, employees retain the 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, to file a formal complaint. If the IDHR finds sufficient evidence of discrimination, 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, employees may file a complaint directly with the HRC between the 365th and the 395th day.

NO RETALIATION

Retaliation against any individual for requesting an accommodation, participating in the interactive process, or otherwise exercising rights under applicable disability laws is strictly prohibited.



1-4 PREGNANCY NON-DISCRIMINATION POLICY

The Park District prohibits discrimination based on pregnancy, childbirth, or medical conditions related to pregnancy and does not tolerate such discrimination in any form. All applicants and employees who are pregnant will be treated equally to any other applicant or employee regarding job-related functions, benefits, opportunities, and conditions of employment. There is no person who has the authority, whether actual, apparent, express, 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 pregnancy-related issues. Decisions regarding placement or continuation in a job will be based solely on the employee's ability to satisfactorily perform the essential duties of the position.

REPORTING CONCERNS

Questions, complaints, or concerns related to pregnancy discrimination should be reported to the Department Head. If the Department Head is involved in the matter, condones it, or fails to act, the concern should be reported to HR. If neither option is appropriate, the concern may be directed to the Director. There is no requirement to directly confront the individual responsible for the alleged discrimination before making a report.

REASONABLE ACCOMMODATION

Employees who require a reasonable accommodation to perform the essential functions of their job are to notify the Department Head and HR. The Park District encourages open communication and requests for reasonable accommodation.

INTERACTIVE PROCESS

Upon receiving a request for accommodation, the Park District will engage in an interactive process with the employee, Department Head, immediate supervisor, and any other relevant parties. The process will identify the work limitations resulting from the pregnancy and explore potential accommodations to enable the employee to perform the essential job functions.

FEASIBILITY ASSESSMENT

The Park District will determine the feasibility of the requested accommodation, considering factors, including but not limited to, nature and cost of the accommodation, the Park District's financial resources, operational needs, and impact on service to the public.

DECISION

What constitutes a reasonable accommodation will be determined on a case-by-case analysis. The Park District will inform the employee of its decision and, if applicable, how the accommodation will be implemented.

APPEAL PROCESS

If the accommodation request is denied, the employee may appeal by submitting a written statement explaining the reasons for the request to the Director. Appeals will be reviewed by the Director or designee. All decisions will be final.

EXTERNAL COMPLAINT PROCESS

While the Park District strives to resolve any discrimination complaints internally, employees retain the 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, to file a formal complaint. If the IDHR finds sufficient evidence of discrimination, 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, a complaint may be filed directly with the HRC between the 365th and the 395th day.

1-5 OPEN DOOR POLICY

The Park District encourages open communication among employees and management at all levels, fostering an atmosphere in which employees can communicate openly with members of the management team. Employees are encouraged to bring concerns, questions, or suggestions to their immediate supervisor or Department Head as the first point of contact. If the matter is not resolved, or if the employee believes it is inappropriate to raise the issue with their Department Head, the concern may be taken to the Director.

HR is always available to provide assistance, answer questions, and help employees navigate the resolution process. While HR may not always be the decision-making authority for operational matters, employees may seek their guidance or support at any time.

1-6 IDENTITY PROTECTION AND CONFIDENTIALITY POLICY

INTRODUCTION AND IDENTIFICATION OF ACT

This Identity-Protection Policy is adopted pursuant to the Illinois Identity Protection Act, 5 ILCS 179/1 et seq. The Identity Protection Act requires the Park District to draft, approve, and implement this Identity Protection Policy to ensure the confidentiality and integrity of Social Security Numbers (SSNs) that the Park District collects, maintains, and uses. It is important to safeguard SSNs against unauthorized access because SSNs can be used to engage in identity theft. One method to better protect SSNs is to limit the widespread dissemination of those numbers. The Identity Protection Act was enacted in part to require local and State government agencies to assess their personal information collection practices and make necessary changes to those practices to enhance confidentiality. All Board members, officers, employees, agents, and representatives shall comply with the Identity Protection Act and this policy at all times.

STATEMENT OF PURPOSE

The Park District shall provide an individual with a Statement of Purpose anytime an individual is asked to provide the Park District with their SSN or if an individual requests it. The Statement of Purpose is located in the Board Policy Manual.

PROHIBITED ACTIVITIES

Neither the Park District nor any person shall:

- Publicly post or publicly display in any manner an individual's SSN.
- Print an individual's SSN on any card required for the individual to access products or services provided by the person or entity.
- Require an individual to transmit a SSN over the Internet unless the connection is secure or the SSN is encrypted.
- Print an individual's SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the SSN to be on the document to be mailed. Notwithstanding the foregoing, SSNs may be included in applications and forms sent by mail, including, but not limited to:
 - o any material mailed in connection with the administration of the Unemployment Insurance Act
 - o any material mailed in connection with any tax administered by the Department of Revenue; and
 - o documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. An SSN that is permissibly mailed pursuant to this paragraph shall not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

Except as otherwise provided in the paragraph below or unless otherwise provided in the Act, neither the Park District nor any person shall:

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

The prohibitions in the paragraph above do not apply in the following circumstances:

- The disclosure of SSNs to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor prior to such disclosure, the governmental entity first receives from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's SSN will be achieved.
- The disclosure of SSNs pursuant to a valid court order, warrant, or subpoena.

- The collection, use, or disclosure of SSNs in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law- enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
- The collection, use, or disclosure of SSNs for internal verification or administrative purposes.
- The disclosure of SSNs by a State agency to the Park District for the collection of delinquent child support or of any State debt or to the Park District to assist with an investigation or the prevention of fraud.
- The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm-Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

COORDINATION WITH THE FREEDOM OF INFORMATION ACT AND OTHER LAWS

The Park District shall comply with the provisions of the Illinois Freedom of Information Act, 5 ILCS 140/1, et seq, and any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. However, the Park District shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting SSNs, the Park District shall request each SSN in a manner that makes the SSN easy to redact if required to be released as part of a public records request. The Park District shall require that when collecting an SSN or upon request by the individual, a statement of the purpose or purposes for which it is collecting and using the SSN shall be provided.

LIMITED EMPLOYEE ACCESS TO SOCIAL SECURITY NUMBERS

Only employees who are required for the performance of their essential job functions to use or handle information or documents that contain SSNs shall have access. All employees who have access to SSNs should first be trained to protect the confidentiality of SSNs and sign an acknowledgement that such training was provided and completed. The training will include instructions on the proper handling of information that contains SSNs from the time of collection through destruction of the information.

EMBEDDED SOCIAL SECURITY NUMBERS

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

APPLICABILITY

If any provision of this Policy conflicts with any provision of applicable law, the provisions of the law shall prevail.

This Policy does not apply to;

- The collection, use, or disclosure of a SSN as required by State or federal law, rule, or regulation; or
- Documents that are recorded with a county recorder or required to be open to the public under a State or federal law, rule, or regulation, applicable case law, Illinois Supreme Court Rule, or the Constitution of the United States or State of Illinois; provided, that, the Park District shall redact the SSN from such document if such law, rule, or regulation permits.

AVAILABILITY OF POLICY

Park District employees who are required for the performance of their essential job functions to use or handle information or documents that contain SSNs shall be provided a copy of this Policy, which each shall maintain at all times and sign an acknowledgement of receipt of this Policy. A copy of the Policy is available to all other employees and any member of the public by requesting, in writing, a copy from:

Champaign Park District
Director of Human Resources
706 Kenwood Road,
Champaign, IL 61821

AMENDMENT

This Policy may be amended by the Park District at any time. If the Policy is amended, the Park District shall file a written copy of the Policy, as amended, with the Board and shall also advise all Park District employees of the existence of the amended Policy. A copy of the amended Policy shall be made available to Park District employees and the public as set forth in the preceding section.

1-7 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 the Park District makes employment decisions involving relatives of its Commissioners, Director, Department Heads, and other current employees. In addition, the Policy is designed to protect employees from having or being perceived to have a conflict of interest with respect to relatives who may become employed, reassigned, transferred or promoted 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, conflicts of interest, family discord, morale issues, and scheduling conflicts that may adversely affect the Park District and its employees. Recognizing these considerations, the Park District has adopted this Policy.



DEFINITIONS

For the purposes of this Policy, close relative shall be defined to include the following relationships, whether established by consanguinity (blood relationship), marriage, or law: 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, nephew or legal guardian.

For the purposes of this Policy, a prohibited conflict of interest shall exist when a close relative works in the direct line of supervision of another close relative or a close relative has the ability to influence the Park District's decision to hire, assign, transfer, promote or make other employment-related decisions affecting a close relative.

CONDITIONS ON HIRING RELATIVES

This Policy shall be considered when hiring, assigning, transferring, promoting or setting compensation for an employee. Such employment-related decisions shall always be based on individual merit, and close relatives shall not be hired in lieu of a competitive recruitment effort or to the detriment of a better-qualified candidate. Accordingly, the Director or designee shall examine all hiring recommendations that involve an employee's close relative and shall make the decision whether to hire a particular person when a close relative is already employed. In making such a decision, the Director shall be guided by and will not hire close relatives, if the employment relationship would result in any of the following conditions:

- Creating a supervisor/subordinate relationship with a close relative;
- Resulting in close relatives working in the same department, with the exception of seasonal and part-time staff who have been approved by the Director of Human Resources;
- Having more than two close relatives working for the Park District simultaneously;

- Having the potential for creating an adverse impact on work performance, morale or operations of other Park District employees; or
- Creating either an actual, or the appearance of a conflict of interest prohibited by this Policy.

Employees who become close relatives 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 listed conditions in the workplace. In the event one of the conditions does occur, the Director, with the assistance of the Director of Human Resources, will endeavor to find a suitable position within the Park District to which one of the employees may be transferred and for which the employee is qualified; provided that, the creation of a position shall not be required of the Park District or the 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 Director determines, in their sole discretion, that granting such permission is in the best interests of the Park District. If the employees cannot make a decision, the Director or designee shall decide in their sole discretion who will remain employed.

Close relatives of the Commissioners, Director, or Department Heads shall not be employed by the Park District; provided that, the Park District may permit close relatives of Department Heads 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.

1-8 EMPLOYMENT CLASSIFICATION AND STATUS

The Park District classifies each position based on the nature and regularity of work performed to determine eligibility for benefits, application of employment laws, and compliance with Park District policies. For purposes of this Policy:

- Classification refers to the designation of a position as full-time, part-time, or seasonal, and as exempt or non-exempt under the federal Fair Labor Standards Act (FLSA) and the Illinois Minimum Wage Law.
- Status refers to an employee's current appointment within one of these classifications, which may affect eligibility for benefits, pension participation, overtime pay, and other conditions of employment.

These determinations are made in compliance with applicable federal, state, and local laws, including the Fair Labor Standards Act, the Illinois Minimum Wage Law, and Illinois Municipal Retirement Fund (IMRF) requirements.

FULL-TIME EMPLOYEES

Full-time employees (FT) are designated by the Director or the Board and are scheduled to work at least forty (40) hours per workweek for four (4) consecutive calendar quarters during a calendar year. FT employees are eligible for all employee benefits and are classified as either exempt or non-exempt in accordance with the FLSA and applicable Illinois law. FT employees may be required to work additional hours as necessary to complete assigned tasks or to meet operational needs during busy periods.

Exempt Employees

Exempt employees are covered by the FLSA but are not entitled to overtime pay. To qualify as exempt, employees must meet the FLSA's salary basis, salary level, and duties tests. They are paid on a salary basis and are required under Illinois law to record their total hours worked each day in the Park District's HRIS.

Non-Exempt Employees

Non-exempt employees are entitled to the FLSA's wage and hour protections. This includes overtime pay at one and one-half (1.5) times their regular rate of pay for all hours worked over forty (40) in a workweek, or compensatory time when consistent with law and Park District policy. They are paid on an hourly basis and must accurately record all hours worked in the Park District's HRIS.

PART-TIME AND SEASONAL EMPLOYEES

Part-time and seasonal positions are established by the Park District and assigned to the appropriate classification by the Director of Human Resources in consultation with the Department Head. These positions are defined as follows:

Part-time I Employees (PT1):

Part-time I (PT1) employees are scheduled to work a minimum average of twenty (20) hours per work week or more than 1,000 hours in a year from their anniversary date. PT1 employees are eligible for IMRF pension but not eligible for other benefits. They must not work more than an average of twenty-nine (29) hours per week without prior approval from their Department Head and the Director in consultation with the Director of Human Resources. PT1 employees are classified as non-exempt, are paid on an hourly basis for all hours worked, with time recorded in the Park District's HRIS system.

Part-Time II Employees (PT2):

Part-time II (PT2) employees are scheduled to work less than an average of nineteen (19) hours per work week or a total of 1,000 hours in a year from their anniversary date. PT2 employees are ineligible to receive benefits, unless otherwise required by law. They are classified as non-exempt and are paid on an hourly basis for all hours worked, with all time recorded in the Park District's HRIS system.

Seasonal Employees (SNL):

Seasonal employees (SNL) are hired for no more than six (6) consecutive months in a year, typically during the same period annually. Reemployment in subsequent years is not guaranteed. SNL are not eligible for benefits unless required by law. They are classified as non-exempt and are paid on an hourly basis for all hours worked, with all time recorded in the Park District's HRIS system.

EMPLOYEE CLASSIFICATION REVIEW

Employees may request a review of their position classification or status by submitting a written request to their immediate supervisor, including the reason for the request. The supervisor will investigate the position and provide written findings to the Department Head and the Director of Human Resources. If the Department Head and the Director of Human Resources approve the request, they will send the approval to the Director. The Director's decision is final.

1-9 HIRING PROCEDURES

The Park District is committed to hiring and retaining qualified individuals in compliance with all applicable federal, state, and local laws, including the Illinois Human Rights Act, the Illinois Equal Pay Act, and the Illinois Personnel Record Review Act. Hiring decisions are made based on merit, job-related qualifications, and the operational needs of the Park District.

POSITION VACANCIES

All available position vacancies will be posted on the Park District website, and internal candidates are encouraged to apply. However, the Park District reserves the right to promote internal staff without posting a vacancy notice. This decision will be made at the discretion of the Department Head, HR, and the Director. All positions deemed necessary to be posted as part of our recruiting strategy will be advertised accordingly.

Internal employees interested in a posted position must apply and follow the application process. In accordance with the Illinois Job Opportunities for Qualified Applicants Act, any job posted will be listed both internally and externally on the Park District's website and in the Park District HRIS.

TRANSFER AND ADVANCEMENT

Employees interested in a particular opening are to apply for the position either through the Park District website or the HRIS. All transfers and advancements will be based on qualifications, past performance, ability, attitude, aptitude, and other relevant job-related criteria as determined by the Park District. Employees applying for a new position are subject to the same selection process and employment test requirements as outside applicants.

All job title changes require approval from the Director.

APPLICATION AND SELECTION PROCESS

1. Individuals interested in any open position must complete an online application via the Park District website. Providing false, incomplete, or misleading information at any stage of the application process, regardless of when discovered, may result in a decision not to hire, rescission of an employment offer, or termination of employment.
2. The selection process involves a comprehensive evaluation of an applicant's qualifications for the position. This includes, but is not limited to, a thorough review of application materials, one or more interviews (which may be conducted virtually or in person), reference checks, testing, and other assessments. These steps are designed to ensure a fair and accurate evaluation of the applicant's qualifications and ability to perform the essential duties of the role.
3. The selected candidate will receive 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 candidate's successful completion of any required pre-employment tests and criminal background checks as described in Section 1-10 of this Manual. A copy of the offer letter will be included in the employee's personnel file. This offer does not constitute an express or implied employment contract and will not alter the at-will employment relationship between the employee and the Park District.

EMPLOYMENT ELIGIBILITY VERIFICATION

The Park District is committed to complying with all federal and state laws regarding employment eligibility verification. In accordance with the Immigration Reform and Control Act of 1986, all employees hired by the Park District are required to complete Form I-9, Employment Eligibility Verification. Employees must provide documentation verifying their identity and authorization to work in the United States no later than three business days after their first day of employment.

As part of its compliance efforts, the Park District participates in the federal E-Verify program. E-Verify is an online system that allows employers to verify the eligibility of their employees to work in the United States by electronically matching information from the I-9 form with records from the Department of Homeland Security (DHS) and the Social Security Administration (SSA).

All new hires must participate in the E-Verify process. Employment with the Park District is contingent upon the successful verification of work authorization through E-Verify. If E-Verify is unable to immediately confirm an employee's eligibility, the employee will receive instructions on how to resolve the issue.

Failure to complete the I-9 form within the required timeframe or to resolve issues identified by E-Verify may result in termination of employment.

1-10 PRE-EMPLOYMENT TESTS

The Park District may require one or more pre-employment tests for applicants and current employees being promoted or transferred to certain positions. All testing will be job-related, consistent with business necessity, and conducted in compliance with applicable federal, state, and local laws, including the Americans with Disabilities Act (ADA), the Illinois Human Rights Act, the Illinois Right to Privacy in the Workplace Act, and the Health Insurance Portability and Accountability Act (HIPAA).

CRIMINAL BACKGROUND CHECK

The Park District is required by state law (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 law, any conviction of offenses enumerated in subsection (c) and (d) of such law shall automatically disqualify the applicant from further consideration for employment with the Park District. Any other conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the conviction(s) shall 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 to facilitate such an investigation. All information concerning the record of convictions shall be confidential and shall only be transmitted to those persons who are necessary to the decision process. The Park District shall comply with the Fair Credit Reporting Act, 15 U.S.C. § 1681, et seq., when conducting criminal background investigations under this Policy.

In addition to complying with Illinois state law, the Park District's background check also includes a review of national databases, which may cover criminal records, sex offender registries,

federal criminal records, security watch lists, and other relevant checks. This ensures a thorough evaluation of each applicant's eligibility for employment.

PRE-EMPLOYMENT DRUG TEST

The Park District requires all applicants offered full-time positions, as well as employees in safety-sensitive roles, to undergo a pre-employment drug test. This requirement applies to all full-time employees, individuals who drive Park District vehicles or drive for work purposes, and those in life-saving positions, such as lifeguards. The drug test is conducted to ensure the safety and well-being of both employees and the public.

The Park District will cover all costs associated with the drug test. Results will be kept confidential in accordance with applicable state and federal privacy laws, including the ADA and HIPAA. Drug test results will only be disclosed to individuals involved in the hiring or decision-making process, or as required by law.

Employees who are required to possess a Commercial Driver's License (CDL) for their role will be tested in accordance with the Park District's Controlled Substance and Alcohol Testing Policy, located in the Transportation Manual.

Any applicant or employee who fails to complete or pass the required drug test may be disqualified from employment or subject to disciplinary action, up to and including termination of employment. The Park District may also require drug testing for employees in specific positions based on operational needs or legal requirements.

DRIVER'S LICENSE

A driver's license is not required for employment with the Park District unless driving is part of the employee's job duties. Employees who are required to operate a Park District vehicle or drive on behalf of the Park District must hold a valid driver's Illinois license.

ABSTRACT REVIEW

The Park District conducts driver's abstract reviews to evaluate driving history, including traffic violations, license suspensions, and other relevant information. A driver's abstract will be reviewed prior to the start date and annually thereafter. Abstract reviews are required for:

- All full-time employees
- Any employee who drives for the Park District

For employees who reside outside of Illinois, the Park District will obtain driving history through the appropriate state or national database.

If a review reveals concerns with driving history, the Park District may take appropriate action, which may include restricting driving privileges, reassignment of duties, or other employment decisions.

All driver's license and abstract information will be kept confidential and shared only with those directly involved in the employment decision process.

See Section 5-8, Travel and Vehicle Use, for additional requirements related to Park District vehicles.

1-11 ORIENTATION AND ONBOARDING

The Park District is committed to ensuring that new employees receive the tools, resources, and information necessary to be successful in their roles. Orientation and onboarding are designed to introduce new employees to the Park District's policies, procedures, and culture, and establish performance expectations from the start of employment.

ELECTRONIC ONBOARDING

Upon acceptance of an employment offer, the Park District's HRIS will send the new hire an electronic onboarding packet. The electronic onboarding must be completed in full before attending orientation. Onboarding forms may include required tax forms, direct deposit information, policy acknowledgments, and other employment documentation.

ORIENTATION

All new employees are required to attend an in-person orientation conducted by HR. Orientation is scheduled by the new hire through HR's registration process. At orientation, employees will complete the federal Form I-9, Employment Eligibility Verification, by presenting original documentation establishing identity and work authorization. They will also receive their employee identification badge, learn about Park District policies, safety procedures, available resources, and be introduced to the Park District's mission, values, and culture.



INTRODUCTORY PERIOD

The first ninety (90) calendar days of employment serve as an introductory period for new employees and for employees who transfer or are promoted into a new position. This period allows both the employee and the Park District to evaluate whether the employment relationship is a good fit. During this time, employees will complete the required job and Park District training, finish the Onboarding Passport if applicable, and participate in regular check-ins with their supervisor. Although feedback and support are provided, employment during the introductory period remains at-will, and the Park District may terminate employment at any time for violations of policy, unsatisfactory performance, or other legitimate business reasons.

During the introductory period, newly hired employees will be paid for holidays recognized by the Park District applicable to their employment classification. Employees will not be entitled to vacation, personal days, or professional conferences unless determined necessary by the Director. However, leave time will accrue consistent with the Park District's policies. Sick days will accrue and may be used during the introductory period in accordance with the Park District's policy. The introductory period will be extended for any utilized sick leave. Other employee benefits, such as insurance, will be provided as required by the Park District's agreement with its group insurance providers or by Park District policy. The health insurance measurement period for all introductory employees will begin on the first day of employment. Employees transferred or promoted will retain their previous benefits unless the new position provides different or no benefits upon completion of the introductory period.

Performance Review

At the conclusion of the introductory period, the supervisor will complete a formal review assessing job performance, attendance, conduct, and overall fit for the position. If the employee meets or exceeds expectations, they will move forward in regular employment status. If performance is below expectations, the supervisor may place the employee on a Performance Improvement Plan (PIP) lasting thirty (30) to sixty (60) days, with a follow-up review at the end of that plan. If significant performance concerns exist, employment may end without placement on a PIP. Completion of the introductory period does not alter the at-will nature of employment.

1-12 EMPLOYMENT ACROSS MULTIPLE DEPARTMENTS

Part-time and seasonal employees may assume additional part-time or short-term roles within the Park District, provided that such employment does not create a conflict of interest, interfere with the effective performance of either position, or violate any applicable employment laws, Park District Code, or Board policies. All multiple-department employment arrangements require prior approval from HR and the directors of all affected departments.

When an employee holds positions in more than one department, work schedules must be coordinated between departments to avoid conflicts and to ensure compliance with applicable laws, including the FLSA and the Illinois Minimum Wage Law, as well as any Park District policies governing maximum allowable work hours. For employees subject to IMRF or other benefits-related hour thresholds, total combined hours across all positions will count toward those limits.

Overtime pay will be calculated based on the total hours worked across all positions at the Park District, in accordance with the Fair Labor Standards Act (FLSA) and applicable state law. When an employee works in more than one position with different pay rates during the same workweek, overtime will be computed using the weighted average of those rates, unless the work qualifies as "occasional or sporadic" under the FLSA.

Employees working in multiple departments are expected to adhere to the policies, procedures, and work rules of each department and to perform the duties of each position in a satisfactory manner.

1-13 OUTSIDE EMPLOYMENT

Employees may engage in outside employment, including self-employment, provided that such work does not create a conflict of interest, interfere with the employee's ability to perform their Park District duties, or negatively impact scheduling, attendance, or productivity. Outside employment must not be performed while the employee is working on the clock for the Park District or involve the use of Park District time, resources, equipment, or confidential information. All outside employment must comply with applicable laws, including the Illinois Public Officer Prohibited Activities Act, Park District Code, and Board policies.

If outside employment interferes with an employee's performance, attendance, or ability to fulfill the requirements of their Park District position, the employee may be subject to corrective action, up to and including termination of employment. The Park District reserves the right to review outside employment situations to determine whether they are compatible with operational needs and the employee's responsibilities.

1-14 PERFORMANCE EVALUATIONS

PURPOSE

The Park District maintains a performance evaluation system for full-time, part-time, and seasonal employees to assess job performance and progress. These evaluations assist in making decisions regarding promotions, transfers, demotions, terminations, and pay adjustments. Performance appraisals are an essential part of an employee's personnel records.

FREQUENCY

- Full-Time Employees: Performance evaluations will be conducted at least twice a year, eventually moving to four (4) times per year.
- Part-Time Employees: Performance evaluations will be conducted at least once a year.
- Seasonal Employees: Performance evaluations will be conducted at the end of their season.

If an employee's job responsibilities change substantially between evaluations, an additional review may be conducted. Formal evaluations will be conducted by the immediate supervisor according to a pre-determined timeline established by the Director. Informal reviews may be requested by either the supervisor or the employee at any time.

UNSATISFACTORY REVIEW

An employee receiving an unsatisfactory performance evaluation is ineligible for any applicable merit-based pay adjustment and may be subject to disciplinary action up to and including termination of employment.

APPEAL

Employees who disagree with a formal performance evaluation may request a follow-up meeting with their immediate supervisor to discuss the evaluation. If no resolution is reached, the employee may:

Request a Meeting with the next Level of Authority:

Submit a written request within five (5) working days of receiving a performance evaluation, including an explanation of why the evaluation should be revised and any supporting documentation. If a timely request is not made, the evaluation will be considered final, and a copy will be placed in the employee's personnel file.

Involve the Human Resources Department:

If dissatisfied with the outcome, or if preferred, the employee may advance the appeal to HR. HR will review the appeal, the evaluation, and related circumstances, and will issue a written determination within ten (10) working days of receiving the appeal. If the employee is not satisfied with the determination, the appeal may continue through each succeeding supervisory level up to the Director. The decision of the Director is final.

Written Response:

Employees may submit a written response outlining their position or objections to the evaluation, which will be added to the personnel file.

1-15 PERSONNEL FILES

The Park District maintains a personnel file for each employee containing information relevant to employment, such as the application for employment, resume, performance evaluations, records of training, and other job-related documentation. Only information permitted under the Illinois Personnel Record Review Act (820 ILCS 40/) will be included in the personnel file. Medical and benefits records are maintained in a separate, confidential file in accordance with applicable law.

CONTENTS OF PERSONNEL FILES

A personnel file will contain pertinent employment information, which may include but is not limited to:

- Employment application
- Performance evaluations and commendations
- Disciplinary actions
- Payroll changes
- Other employment records

Medical and benefit records will be maintained in a separate, confidential file.

ELECTRONIC AND PAPER RECORDS

Electronic Records:

Most personnel files are maintained electronically through the Park District's HRIS. This includes performance evaluations, commendations, payroll changes, job descriptions, and other relevant documents. Electronic files are securely stored and protected in accordance with state and federal regulations.

Paper Records:

Paper records may be maintained for certain documents that are not yet digitized or that must be kept in physical format by law.

EMPLOYEE ACCESS

HRIS Access

Employees have access to certain information through the HRIS, including personal contact details, benefits information, performance evaluations, commendations, pay stubs, job descriptions, and any documents they have signed. Most information can be reviewed and updated directly through the HRIS. Legal name changes and SSN changes must be completed by HR after the proper documentation has been provided. Requests to access an employee's own personnel records must be made in writing and submitted to HR.

File Corrections

Requests for corrections must be submitted in writing to HR. HR will review the request and make necessary adjustments or provide a written explanation if the request is denied.

CONFIDENTIALITY AND SECURITY

Confidentiality

Personnel files are considered confidential and are accessible only to authorized Park District staff with a legitimate business purpose in reviewing the file. Information will not be released or disclosed without the employee's written consent, except:

- as required by law,
- in response to a valid subpoena or court order, or
- to designated individuals who need the information to perform their official job duties (for example, Human Resources, the employee's supervisor, legal counsel).

Security

Electronic records are protected by secure passwords and encryption. Paper records are stored in locked, secure locations. Both formats are maintained in compliance with applicable data protection regulations.

RETENTION AND DISPOSAL

Retention

Personnel files are maintained for the duration of employment and for the period required by law after employment ends. Retention periods follow applicable Park District Code, Illinois laws, and regulations.

Disposal

When documents are no longer required, they will be securely disposed of, including shredding for paper records and secure deletion for electronic records.

1-16 CHILD LABOR LAWS: EMPLOYMENT OF MINORS

The Park District adheres to the Illinois Child Labor Law (820 ILCS 205/) and applicable federal and State regulations designed to protect minors from work that could interfere with their health, safety, or education. Under Illinois law, a "minor" is defined as an individual under the age of sixteen (16). Restrictions apply to the hours and types of work that may be performed by individuals under sixteen (16), and these restrictions will be strictly observed.

AGE REQUIREMENTS

The Park District generally hires individuals aged fifteen (15) and older. Individuals aged sixteen (16) and older may be eligible for a wider range of roles with fewer legal restrictions. Minors aged thirteen to fourteen (13-14) may be employed only in specific circumstances.

The Park District may also establish additional age requirements for specific positions based on operational needs, safety considerations, or program requirements.

PERMITTED WORK AND SUPERVISION

Minors may only be assigned tasks that are age-appropriate, safe, and that do not interfere with school attendance or performance. They may not perform duties considered hazardous under federal or State law.

Under Illinois law, minors under the age of sixteen (16) may not serve in supervisory or managerial positions. However, minors aged thirteen (13) – fourteen (14) may officiate youth sports for the Park District when:

- They are directly supervised by an adult employee at least eighteen (18) years old;
- No alcohol or tobacco is sold or served at the location, or when a twenty-one (21) or older employee is on call; and
- The work is otherwise permissible under Illinois and federal law.

When supervision of minors is required by law to be conducted by someone age twenty-one (21) or older, the Park District will comply with that requirement. If the law allows for supervision by someone under age twenty-one (21), the Park District may approve such an arrangement in writing through HR and the Director.

WORK HOURS

Weekly Limits:

- During school: no more than eighteen (18) hours per week.
- When school is not in session: up to forty (40) hours per week.

Daily Limits:

- No more than eight (8) hours in a twenty-four (24) hour period.

Time-of-Day Restrictions:

- School year: work allowed from 7 a.m. to 7 p.m.
- Summer (June 1–Labor Day): work allowed from 7 a.m. to 9 p.m.

Meal Break:

- No minor may work more than five (5) consecutive hours without at least a thirty (30) minute meal break.

REQUIRED DOCUMENTATION

Minors under sixteen (16) must hold a valid employment certificate (work permit), obtained through their school or school district. The process includes:

- Submitting a notice of intent to employ.
- Receiving school authorization.
- Providing a copy of the approved permit to the Park District before beginning work.

Proof of age (for example, birth certificate) must also be provided. The Park District will assist with permit procedures as needed.

POLICY ENFORCEMENT

The Park District will monitor compliance with this Policy and take corrective action if violations occur. Any employee found to be in violation of child labor laws will be subject to disciplinary action, up to and including termination of employment.

UPDATES & REVIEW

This Policy will be periodically reviewed and updated to reflect changes in Illinois or federal child labor statutes, especially regarding supervision or hour requirements.

1-17 WORKPLACE INSPECTIONS AND PROPERTY SEARCHES

Employees should have no expectation of privacy in any Park District property, work areas, or equipment, including but not limited to desks, file cabinets, lockers, vehicles, computers, electronic devices, or other items provided or maintained by the Park District. The Park District reserves the right to inspect such property at any time, with or without prior notice, in accordance with this Policy.

PROHIBITED STORAGE

Employees are prohibited from storing any illegal or prohibited items or substances on Park District property.

INSPECTIONS OF PARK DISTRICT PROPERTY

When necessary, the Park District may, at its discretion, conduct inspections or searches of Park District property and the employee's work areas including but not limited to desks, file cabinets, lockers, vehicles, computers, and other equipment, without prior notice. Employees are expected to cooperate fully with such searches. While the Park District will seek an employee's consent before conducting a search, there may be circumstances where consent is not possible or will not be sought.

The Park District reserves the right to search its property if there is reasonable suspicion that it contains illegal or prohibited items, substances, missing or stolen Park District property, or patrons' funds or property.



INSPECTION OF PERSONAL ITEMS

To protect the safety of employees, patrons, and Park District property, the Park District may inspect any packages, parcels, purses, handbags, gym bags, briefcases, backpacks, lunch boxes, or any other items brought into or removed from Park District property by employees and patrons.

PERSONAL PROPERTY DAMAGE

The Park District is not responsible for the repair or replacement of an employee's personal items that are damaged, lost, or stolen during work hours.

CONSEQUENCE OF REFUSAL OR UNAUTHORIZED POSSESSION

Employees who refuse to cooperate with inspections or are found to be in possession of unauthorized Park District property, confidential material, stolen items, weapons, alcohol, or illicit drugs will be subject to disciplinary action, up to and including termination of employment.

1-18 ALCOHOL AND DRUG USE

The Park District is committed to maintaining a safe, healthy, and productive work environment for all employees, in compliance with the federal Drug-Free Workplace Act (41 U.S.C.A. § 701 et seq.), the Illinois Drug-Free Workplace Act (30 ILCS 580/1 et seq.), and other applicable laws.

The Park District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances or alcohol in the workplace, on Park District property, or while conducting Park District business. Employees are also prohibited from reporting to work or working while impaired by alcohol, controlled substances, or any substance that adversely affects job performance or safety.

This Policy applies to all Park District employees, regardless of position or employment classification. Employees must comply with all provisions of this Policy as a condition of employment.

CDL POSITIONS

In addition to this Policy, employees who operate Park District commercial motor vehicles and are required to hold a Commercial Driver's License (CDL) are subject to federal Department of Transportation (DOT) alcohol and controlled substances testing regulations. The Park District has adopted a separate CDL Drug and Alcohol Testing Policy, found in Appendix A – Alcohol and Drug Procedures for CDL Employees, which contains the A-1 CDL Drug and Alcohol Testing Policy and A-2 Compliance Checklist.

If there is a conflict between this Policy and the CDL Drug and Alcohol Testing Policy, the CDL Policy will take precedence for employees in CDL-required positions.

VIOLATIONS AND CONSEQUENCES

Employees who violate this Policy are subject to disciplinary action, up to and including termination of employment, and may be referred for evaluation or treatment as appropriate.

ACKNOWLEDGEMENTS REQUIRED

All employees must sign the Drug-Free Workplace Acknowledgment, located in Appendix D – Drug-Free Workplace Acknowledgment, confirming they have read, understand, and agree to comply with this policy. Employees in CDL positions must also sign the CDL Drug and Alcohol Testing Acknowledgment in Appendix C.

1-19 MODIFIED DUTY PROGRAM

The Park District is committed to supporting the health and well-being of employees who experience work-related injuries or illnesses by providing reasonable, temporary modified work opportunities when available. The modified duty program is designed to help employees return to work as soon as medically feasible while ensuring that their temporary assignment does not aggravate their condition or pose a risk to others.

PURPOSE

The modified duty program provides temporary work assignments for employees who are unable to perform their regular job duties due to a work-related or non-work-related injury or illness, but

who are medically able to perform alternative duties within the Park District. Participation in this program does not waive or limit any rights under the ADA, the Illinois Human Rights Act, or other applicable laws.

ELIGIBILITY

Employees may be considered for modified duty if:

- Eligibility is determined based on the employee's medical restrictions, as certified by a licensed healthcare provider, and the operational needs of the Park District.
- Participation does not create a permanent position and may be discontinued at any time if appropriate work is no longer available.
- The program is intended for temporary assignments; duration will be determined on a case-by-case basis but will not exceed ninety (90) calendar days unless extended by the Director or designee.

PROGRAM GUIDELINES

Medical Documentation and Communication

- A physician's note is required after any work-related injury and must include the type of injury, limitations, and estimated recovery timeline.
- Employees must submit a Physician's Evaluation of Functional Capabilities form, provided by HR, before modified duty is considered.
- All updates to restrictions or capabilities must be submitted to HR immediately upon receipt.

Assignment and Duration

- Modified duty assignments are temporary, reviewed regularly, and must reflect the employee's medical restrictions while serving a meaningful operational purpose.
- Assignments may involve tasks from any department or facility, regardless of the employee's regular assignment, and will not create a new position.

Compensation

- Employees will be paid their regular rate of pay when assigned modified duty, if feasible.
- If the duties warrant a lower pay grade, employees will be compensated no less than two-thirds of their average weekly wage, in accordance with workers' compensation law.
- Wages may be paid by the Park District, the Park District Risk Management Agency (PDRMA), or both.

Employee Responsibilities

Employees assigned to modified duty are expected to:

- Participate in the assignment as directed.
- Notify their supervisor immediately if assigned duties exceed their medical restrictions or aggravate their injury.
- Provide all updated medical forms and releases to HR as soon as received.
- Notify their supervisor in advance of any medical appointments during working hours and attempt to schedule such appointments outside of work hours. Time off for appointments during work hours may be charged to accrued leave or unpaid if leave is exhausted.

Failure to comply with these responsibilities may result in disciplinary action, up to and including termination of employment. Employees who refuse a suitable modified duty assignment may also lose eligibility for workers' compensation benefits.

Medical Oversight and Independent Examinations

The Park District reserves the right to:

- Request an independent medical examination to evaluate the nature and extent of the injury and determine the employee's capacity to perform modified duty.
- Adjust, extend, or terminate a modified duty assignment based on updated medical information or operational changes.

Coordination and Oversight

- HR will coordinate the Modified Duty Program in collaboration with Department Heads, supervisors, and PDRMA.
- Assignments are subject to change or reassignment depending on business needs and medical updates.
- Departments are expected to maintain lists of suitable modified duty tasks and communicate changes to HR.

1-20 CHILDREN IN THE WORKPLACE

The Park District recognizes that employees may occasionally face challenges with childcare, especially due to the non-traditional nature of employment required by certain positions. However, the workplace is generally not an appropriate environment for children, as their presence may pose safety risks, disrupt operations, and affect the professional environment.

EXCEPTIONS

In rare and exceptional cases, employees may request approval from their supervisor to have a child present in the workplace. Approval will be granted only after consideration of:

- The nature of the employee's job duties;
- Whether the environment is safe for a child;
- The anticipated duration of the child's presence; and
- Whether the presence of the child will cause significant distractions for the employee or others.

Sick children are not permitted in the workplace, and such requests will not be approved.

EMPLOYEE RESPONSIBILITY

When a child is present in the workplace under an approved exception:

- The employee remains fully responsible for the child's safety and supervision at all times.
- The arrangement is temporary and may be revoked at any time.
- Repeated occurrences or misuse of this privilege may result in revocation and potential disciplinary action.

The Park District remains committed to balancing operational needs with understanding of occasional challenges and encourages open communication between employees and supervisors to explore appropriate solutions.

PAYROLL POLICIES AND PROCEDURES

2-1 COMPENSATION PROGRAM

The Park District's compensation program is annually reviewed by the Board. As part of this review, the Board approves the overall budget and parameters for employee compensation, including any percentage increases or adjustments to wage scales. Adjustments will not be made outside the Board-approved guidelines.

Full-time employees are considered for annual salary adjustments; these adjustments follow a schedule set by the Board.

Part-time employees are generally considered for salary adjustments annually, either on their anniversary date or on a schedule established by the Director or Director of Human Resources, based on performance and other factors.

Employees receiving an unsatisfactory evaluation are ineligible for a wage increase and may be subject to disciplinary action, up to and including termination of employment.

While the Board sets parameters for wage adjustments, the Director, Director of Finance, and Director of Human Resources are responsible for implementing salary adjustments within those guidelines. Department Heads may also recommend wage adjustments outside the regular schedule, subject to the Director's approval.

All salary and wage decisions are made within the framework approved by the Board and are subject to available resources and organizational needs.

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

The Park District compensates all employees in accordance with the FLSA.

DEFINITIONS

Exempt Employee

An employee to whom the overtime provisions of the FLSA do not apply.

Non-exempt Employee

An employee subject to the overtime provisions of the FLSA.

Workweek

The workweek begins at 12:01 a.m. on 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 (1.5) times their regular pay for all hours worked in excess of forty (40) hours in a single workweek. Paid time off such as, vacation, sick leave, personal days, holiday, and the like are not counted as hours worked for the purpose of calculating overtime.

OVERTIME OBLIGATIONS AND APPROVAL

Due to the nature of the parks and recreation operations and the public services provided, employees may be required to work beyond their standard hours in a given workweek. Non-exempt employees are required to work overtime when necessary. Failure to do so may result in disciplinary action, up to and including termination of employment.

All overtime for non-exempt employees must receive prior approval from the employee's immediate supervisor. Working overtime without prior approval will result in disciplinary action.

COMPENSATION

Non-exempt full-time employees may receive compensation through either overtime pay or compensatory time off. Employees may request one of the following options:

1. Overtime Pay: Compensated at one and one-half (1.5) times the regular hourly rate for all hours worked beyond forty (40) in a single workweek.
2. Compensatory Time Off: Time off at the rate of one and one-half (1.5) hours for each hour worked beyond forty (40) in a single workweek. The maximum amount of compensatory time that may be accrued is forty-five (45) hours, equivalent to thirty (30) hours of actual overtime worked. Any hours beyond this limit will be paid out as overtime on the employee's paycheck.

Employees will generally be allowed to use accrued compensatory time within a reasonable period after requesting it, unless doing so would unduly disrupt Park District operations. Supervisors are responsible for reviewing requests to ensure adequate staffing and operational coverage.

Employees are required to use accrued compensatory time before using vacation leave.

Emergency call-ins are compensated at one and one half (1.5) times the regular rate.

ON-CALL PAY

Non-exempt employees who are required to be on-call during off-hours for essential Park District operations will receive a minimum of one (1) hour of pay per day at their regular pay rate. On-call status means that the employee must be available to report to work if needed but is not guaranteed to be called in. While on call, the employee may continue with personal activities but must be ready to respond if required.

If an employee is called in, they will receive a minimum of two (2) hours of pay, even if the work takes less than two (2) hours. Employees who are required to be on call for snow removal will be notified in advance and will receive the on-call pay at the overtime rate.

TERMINATION OF EMPLOYMENT

Upon termination of employment, payment for accrued compensatory time will be calculated at the employee's final regular rate of pay.

2-3 PAYROLL PERIODS AND PAYDAY

Employees are paid every other Friday for the two (2) week, fourteen (14) day period ending at midnight the preceding Sunday. If payday falls on a Park District recognized holiday, employees will be paid on the next workday following the holiday.

Paychecks will only be released to the employee, unless prior written consent is provided to HR. If another individual will be picking up a paycheck on behalf of an employee, arrangements must be made in advance with HR.

If employment ends in the middle of a pay period, the employee will be paid for actual hours worked. This payment will be issued on the next regular payday.

Employees may choose to be paid by check, payroll card, or through direct deposit to a savings or checking account at their financial institution (provided the institution offers direct deposit services). To activate direct deposit, employees must complete a Direct Deposit Authorization form through the HRIS. Depending on when the form is submitted, it may take one pay period for the new direct deposit information to take effect.

2-4 PAYROLL DEDUCTIONS

Automatic payroll deductions are made for federal and State income tax, IMRF contributions (when applicable), Social Security, and any other amounts required by court order or applicable law. Except when required by law or court order, no deductions will be made from an employee's paycheck without prior written authorization. Other involuntary deductions may be made as required by law or court order, such as child support payments and wage garnishments.

Voluntary deductions may be made for elective programs such as dependent health insurance coverage, flexible spending accounts, dental insurance, vision insurance, tax-deferred retirement plans, supplemental life insurance and the like. For more information, contact HR. For more information, contact the Human Resources Department.

Employees who meet certain hourly thresholds will have IMRF pension contributions withheld. See Section 4-3 for more information on IMRF.

2-5 WORK SCHEDULES

Work schedules are established by the immediate supervisor or Department Head based on the operational needs of the Park District. The number of working hours scheduled may vary according to the financial and staffing requirements of the Park District, and no employee is guaranteed a specific number of hours per day or week.

Certain positions may require employees to be on call twenty-four (24) hours a day. The Park District reserves the right to modify work schedules at its discretion based on organizational needs.

Any change to work schedules must receive prior approval from the employee's immediate supervisor. Failure to comply with this Policy may result in disciplinary action, up to and including termination of employment.

2-6 RECORDING OF HOURS WORKED

All non-exempt employees are required to maintain an accurate record of hours worked in the HRIS system. These time records, which must be approved by both the employee and the immediate supervisor, are the basis for paycheck calculation. Employees are paid for the exact hours and minutes worked.

Employees must not clock in or out for other employees. Recording time for another employee, falsifying one's own time record, clocking in or out off-site without authorization, or failing to begin work immediately after clocking in is considered falsification of HRIS records. Such violations may result in disciplinary action, up to and including termination of employment.

If an employee forgets to clock in or out, they should immediately take corrective action in the HRIS system. If the employee has already left work, a punch change request must be submitted in the HRIS system. All edits and changes to time records are reviewed and approved by the employee's immediate supervisor.

When work is finished, employees must clock out immediately.

Exempt employees are required to record the number of hours worked each day, up to forty (40) hours per week or eighty (80) hours per pay period. If an exempt employee works fewer than forty (40) hours in a week, available vacation, sick, or personal days should be used to supplement the time. If no paid leave is available, the remaining time must be recorded as unpaid time off.

Employees must review and approve their time records in the HRIS system weekly by the end of the day on Sunday. Supervisors will then approve time records on Monday. If time is not entered or approved by the deadline, payment will be delayed to the next payroll cycle.

2-7 MEAL AND REST PERIODS

The Park District complies with Illinois State Statute 820 ILCS 140/3. Employees who work seven and one-half (7½) continuous hours or more are entitled to an unpaid meal period of at least thirty (30) minutes. This meal break must be provided no later than five (5) hours after the employee begins work. Employees who work more than seven and one-half (7½) hours are entitled to an additional twenty (20) minute meal period for every four and one-half (4½) continuous hours worked thereafter.

Employees under the age of sixteen (16) must receive a thirty (30) minute unpaid meal break when working at least five (5) continuous hours.

During peak season or in rare instances of operational necessity, non-exempt hourly employees may be required to work through their meal breaks. In such cases, employees will be compensated for the time worked, and the break will be treated as paid time. Requiring employees to work through breaks is discouraged and must not be a regular practice. Supervisors are expected to prioritize ensuring that employees take their designated meal and rest breaks.

All employees must clock out for their thirty (30) minute meal break. While clocked out, employees may leave the premises. Returning to work and clocking in late will be considered tardy for the shift.

Employees on rest or meal breaks are not permitted to interfere with employees who are working.

2-8 EMERGENCY CLOSINGS

On occasion, due to inclement weather, national crisis, or other emergencies, the Park District may close for all or part of a normally scheduled workday. Employees will be notified of closures through email, the Rainout Line, and the employee website.

PART-TIME EMPLOYEES

Pay During Closure:

Part-time employees will not be paid for hours lost during emergency closings.

Hourly Staff Working at the Time of Closure:

Hourly staff who are working when a closure is announced will be compensated for a minimum of two (2) hours. If at least two hours have already been worked, employees will be paid for the total time worked.

Job-Based Staff:

Staff working on a job basis, such as sports officials, will be paid for the remainder of a game or class that is cancelled while they are actively working. If games or classes continue to be cancelled afterward, no additional compensation will be provided. If a staff member arrives but the game or class is cancelled before it begins, no pay or stipend will be issued.

Hourly Staff Arriving After Closure:

Hourly staff who report to work during inclement weather or other adverse conditions and find that the Park District is closed will not be compensated. It is the employee's responsibility to verify whether the Park District is open.

FULL-TIME EMPLOYEES

Pay During Closure:

Emergency closure is considered paid leave for full-time employees.

Called in During Closure – Full-time, Non-exempt Staff:

Full-time, non-exempt staff who are called in during a closure will be paid at two and one-half (2.5) times their regular hourly rate for the hours they are required to work. For the hours they are not required to work, they will receive their regular hourly rate.

Full-Time Exempt Staff Working During Closure:

Exempt staff who work during a closure will not receive additional compensation; the time worked is considered part of their regular job responsibilities.

TIME OFF BENEFITS

3-1 HOLIDAYS

The Park District observes the following holidays:

New Year's Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the Friday following Thanksgiving, Christmas Eve Day, and Christmas Day.

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

FULL-TIME EMPLOYEES

Full-time employees are entitled to receive the above holidays with pay.

- Non-exempt employees scheduled to work on a Park District holiday will receive their regular hourly wage plus one and one-half (1.5) times their hourly rate for hours worked, totaling two and one-half (2.5) times their regular hourly rate.
- Exempt employees required to work on a holiday will be granted equivalent time off for the hours worked. Such time off must be used within the same pay period.

If a holiday occurs during an approved vacation period, the holiday will not be charged against vacation leave. For example, if vacation leave is taken Monday through Friday and a holiday falls on Friday, only four (4) vacation days will be charged.

PART-TIME/SEASONAL EMPLOYEES

Part-time and seasonal employees scheduled to work on a Park District holiday will be paid their regular hourly rate for hours worked. Employees not scheduled to work on a holiday will not receive holiday pay, even if the holiday falls on a day they would normally work.

3-2 VACATION LEAVE

ELIGIBILITY

Full-time employees begin accruing paid vacation leave from their first day of employment. Vacation time may not be used until after completion of the ninety (90) day introductory period. Accrued vacation hours are reflected on each paycheck. There are twenty-six (26) pay periods in a calendar year.



AMOUNT OF VACATION

Vacation accrual is based on total years of service. For new employees, the first year's accrual is prorated based on the start date. A vacation day is determined by the employee's regular work schedule.

The full-time accrual schedule is outlined below:

Years of Service	Vacation Days/Year	Accrual Rate/ Pay Period
Beginning of 1st to end of 3rd year	12	3.692 hours
Beginning of 4th to the end of 6th year	15	4.615 hours
Beginning of 7th to the end of 10th year	18	5.538 hours
Beginning of 11th year and beyond	21	6.462 hours

VACATION AS SICK LEAVE OR OTHER LEAVE

Vacation days may be used in place of paid sick leave if all accrued sick leave has been exhausted. Vacation days may also be required for other types of leave when associated benefits have been exhausted.

SCHEDULING VACATION

Vacation leave must be requested and approved in advance through the HRIS or in writing. Supervisors will make every effort to accommodate requests; however, scheduling will be based on operational needs.

- Approval is subject to workload demands during the requested period.
- When multiple employees from the same department request the same dates and both requests cannot be accommodated, the Department Head will determine approval based on factors such as timeliness of the request, personal circumstances, and emergencies.
- Supervisors may require rescheduling if an employee's presence is essential to safe or efficient operations.

EARLY PAYCHECKS

The Park District does not permit early paycheck distribution.

VACATION ACCUMULATION

To encourage the use of vacation leave, employees may not carry forward more than 240 hours (thirty (30) days) of accrued vacation into the next fiscal year. Vacation days exceeding this limit that are not used by April 30 will be forfeited without compensation.

VACATION PAY UPON TERMINATION

Employees who separate from employment for any reason will be paid for unused accrued vacation leave at their regular hourly rate or salary in effect at the time of separation.

REPORTING VACATION TO PAYROLL

Vacation shall be recorded on the timecard. All vacation will be requested and approved through the HRIS in advance. Once approved, the HRIS automatically applies the vacation hours to the timecard. Employees are responsible for verifying that vacation hours are recorded accurately.

Failure to return to work following an approved vacation without notifying a supervisor or Department Head may be considered a voluntary resignation, effective immediately.

3-3 OTHER PAID LEAVE

PERSONAL DAYS

Full-time employees receive four (4) personal days each fiscal year to support work-life balance. Personal days may be used for any reason, including but not limited to:

- Observing holidays not recognized by the Park District.
- Celebrating birthdays or special occasions
- Attending appointments or family obligations.
- Personal rest or self-care.

Employees hired after the beginning of the fiscal year will receive a prorated number of personal days based on the number of months remaining in the fiscal year. Personal days will be available after completion of the ninety (90) day introductory period. For example, an employee hired halfway through the fiscal year would receive two (2) personal days for that year.

Personal days must be taken during the fiscal year in which they are granted and are not cumulative. Unused personal days are forfeited without compensation and are not paid upon termination of employment.

3-4 SICK DAYS

ACCRUAL AND ELIGIBILITY

Full-time employees are granted twelve (12) sick days per fiscal year, based on their regular work schedule. Sick days accrue at a rate of 3.69 hours per pay period. Sick days do not accrue while an employee is on a leave of absence.

PERMITTED USES

Sick leave is designated for absences due to:

- Non-work-related illness or injury of the employee.
- Medical or dental appointments for the employee.
- Illness or medical/dental appointments for a family member or family pet.
- Attending funerals not covered under bereavement leave.

Sick leave used for these purposes may be counted toward an employee's FMLA entitlement, if applicable, in accordance with Section 3-8.

For purposes of this Policy, immediate family includes:

- The employee
- The employee's spouse or civil union partner
- Minor children or stepchildren, or adult children incapable of self-care who reside with an employee
- Parents, or other adults, to include, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, siblings, aunts, uncles, niece, or nephew, for whom the employee is a caregiver.

NOTIFICATION REQUIREMENTS

Employees who are absent or late must notify their immediate supervisor directly before their scheduled start time. If the immediate supervisor is unavailable, the next-level supervisor in the department must be contacted. Notification is required for each day of absence.

Failure to provide required notification may result in the absence being classified as absence without leave, which may lead to loss of pay and/or disciplinary action, up to and including termination of employment.

DOCUMENTATION REQUIREMENTS

For absences of three (3) or more consecutive workdays due to illness or injury, a healthcare provider's documentation may be required to confirm the condition and the employee's ability or inability to perform essential job functions.

Supervisors may also require documentation for absences of less than three (3) consecutive days if there is a reasonable basis to suspect abuse of sick leave.

PROHIBITED USE AND ABUSE OF SICK LEAVE

- Sick leave may not be used as vacation time.
- Abuse of sick leave, such as frequent use before or after weekends, excessive use, or consistently exhausting sick leave and requiring unpaid leave to recover from illness, may result in disciplinary action, up to and including termination of employment.

CONVERSION TO VACATION LEAVE

Once a full-time employee accrues at least thirty-five (35) sick days (280 hours), they may choose either to:

1. Convert one-half (1/2) of the days accrued beyond thirty-five (35) into vacation time, or
2. Continue accruing sick days at the standard rate.

Employees must submit a written authorization to HR to select an option. Changes to the selected option may be made only once per fiscal year.

PAYOUT AND RETIREMENT CREDIT

Unused sick leave is not paid out upon separation from employment. However, employees who retire under the IMRF may be eligible to convert unused, unpaid sick leave into additional service credit, in accordance with IMRF rules.

Under current IMRF provisions, up to 240 days (1,920 hours) of unused sick leave may be credited toward retirement service time. This credit is granted for the sole purpose of enhancing retirement benefits and is not paid in cash. Employees should consult HR and IMRF for details and to confirm eligibility.

UNPAID LEAVE

Employees may not take unpaid leave unless approved by their Department Head. Approval for unpaid leave requires the prior use of all accrued vacation, personal, and sick time.

3-5 BEREAVEMENT LEAVE

Full-time employees receive up to three (3) working days of paid leave to attend the funeral of a family member.

For purposes of this Policy, “family member” includes 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, half-sibling, aunt, uncle, niece, nephew or legal guardian.

If travel exceeds 300 miles one way, up to five (5) days of paid bereavement leave may be granted with the written approval of the Department Head. The Department Head is responsible for notifying HR and Payroll of the reason for and duration of the absence.

Bereavement leave days must be taken consecutively within a reasonable timeframe of the date of death or the funeral. Bereavement leave may not be split or postponed.

Upon returning to work, employees must record their absence as Bereavement Leave in the HRIS. Documentation of death (for example, obituary, death certificate) may be required in certain cases.

3-6 JURY DUTY LEAVE ACT

The Illinois Jury Duty Leave Act (705 ILCS 305/4.1) ensures that employees are not penalized for serving on jury duty. The Park District will grant employees a leave of absence for jury duty and will continue their health insurance coverage during the leave period.

Under the Jury Duty Leave Act, employees are entitled to:

- Return to their same or an equivalent position upon completion of jury duty.
- Continue health insurance benefits during the leave period.
- Be free from discrimination or retaliation for taking leave under the Act.

DURATION OF LEAVE

Employees are entitled to take as much time off as is necessary to fulfill their jury duty obligations. This may include the time for jury selection, jury deliberation, and any required court appearances.

COMPENSATION

Employees will be paid their regular wages for scheduled work time missed due to jury duty, provided they submit any stipend or payment received from the court for jury service to the Park District.

NOTICE AND DOCUMENTATION

Employees must provide the Park District with a copy of their jury summons when requesting jury duty leave. The Park District reserves the right to request additional documentation, such as a letter from the court confirming the jury service dates.

ELIGIBILITY REQUIREMENTS

To be eligible for Jury Duty leave, employees must:

- Be employed at the time of the jury summons.
- Have worked for the Park District for at least ninety (90) days prior to the jury summons date.
- Work at a location with at least fifty (50) employees within a seventy-five (75) mile radius.

3-7 FAMILY MEDICAL LEAVE ACT

This Policy briefly summarizes rights and regulations under the Family and Medical Leave Act of 1993 (FMLA) and provides generally applicable information relating to leaves taken under the FMLA by employees of the Park District. Employees should contact HR to discuss the specific circumstances of their need for leave under the FMLA. The FMLA provides eligible employees with up to twelve (12) work weeks of unpaid leave for certain family and medical reasons during a twelve (12) month period. During such 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 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. Employees shall be notified of their status as a key employee, when applicable, after they request FMLA.

ELIGIBILITY

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



REASONS FOR LEAVE

A leave may be taken for the following reasons:

- Birth and care for a newborn child;
- Placement of a child for adoption or foster care in the employee's home;
- To care for the employee's parent, spouse or child (put not in-law) with a serious health condition;
- To attend the employee's own serious health condition which renders the employee unable to perform the functions of the employee's job; or
- 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:

- Hospital Care: Inpatient care involving an overnight stay in a hospital, hospice, or residential medical care facility, including any period of incapacity relating to the same condition;
- Absence Plus Treatment: A period of incapacity of more than three (3) consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves either:
 - o 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
 - o Treatment by a health care provider on at least one (1) occasion that results in a regimen of continuing treatment under the supervision of the health care provider;
- Pregnancy: Any period of incapacity due to pregnancy or for prenatal care;
- 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, including substance abuse treatment; continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity;
- 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;
- Multiple Treatments (non-chronic conditions): Any period of absence to receive multiple treatments (including any period of recovery therefrom) 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 (3) consecutive calendar days in the absence of medical intervention or treatment.
- Under the Illinois Child Bereavement Leave Act, employees meeting the definition of employee under the FMLA (in essence, satisfying the work-hour requirements of FMLA) are eligible for an additional ten (10) unpaid days to attend the funeral of a child or an alternative to a funeral; to make arrangements necessitated by the death of the child; or to grieve the death of the child. An employee must provide the Park District with at least forty-eight (48) hours' advance notice of the employee's intent to take bereavement

leave, unless providing such notice is not reasonable and practicable. Employees may use accrued leave benefits while taking leave. The Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time available under FMLA. Therefore, employees who have exhausted their twelve (12) week FMLA entitlement may not take an additional ten (10) days under this Act. Leave provided under this Act must be used within sixty (60) days after the employee receives notice of the death of their child. If an employee suffers the death of more than one (1) child in any twelve (12) month period, the employee is entitled to take up to six (6) weeks of unpaid bereavement leave during the twelve (12) month period.

MILITARY LEAVE ENTITLEMENTS

Leave is given in accordance with the FMLA for reasons relating to active duty military service in each of the following cases:

- For qualifying exigencies that arise when the employee's spouse, son, daughter, or parent is on covered active duty status or has been notified of an impending call or order to active duty status;
- Up to twenty-six (26) weeks of leave in a single twelve (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
- For any qualifying exigency arising out of the fact that the employee's spouse, civil union partner, child, 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 twelve (12) calendar weeks of leave over a rolling 12-month period measured retroactively from the last day of leave. Where both spouses are employed by the Park District, their combined leave under this Policy is twelve (12) weeks over the twelve (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 Director of Human Resources, Director, 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 Park District must notify the employee in writing, specifying what information is lacking, and give the employee seven (7) calendar days (unless not practicable under the particular circumstances) to provide additional information. If the employee does not provide a complete certification after this process, the Park District may deny FMLA leave.

LIMITATIONS ON FMLA LEAVE

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

COMPENSATION

An employee 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 Family and Medical Leave. All time missed from work that qualifies for both Family and Medical Leave and for workers' compensation shall be counted toward the twelve (12) weeks of Family and Medical Leave. If the employee qualifies 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 (FT) is on FMLA leave, the Park District shall 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 twelve (12) week period. The employee shall 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 shall 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 upon in writing. 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, shall 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 thirty (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 shall be given as soon as possible (usually within one (1) or two (2) business days).

- The request must specify, in detail, the reasons for requesting the leave and the length of time the employee intends to be away.
- 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 HR.

- If the Park District has reason to doubt the employee's initial certification, the Park District may:
 - o With the employee's permission, have a Park District designated health care provider contact the employee's health care provider in an effort to clarify or authenticate the initial certification; and/or
 - o 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.
 - o 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 (in essence, within two (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.

RETURN FROM LEAVE

Upon returning from FMLA leave, the employee shall 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 the employee 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 reinstatement is sought.

FAILURE TO RETURN TO WORK AFTER FMLA LEAVE

An employee who fails to return to their position on the first day after the leave of absence has expired, shall 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. The Park District may recover health insurance premiums that the Park District paid on behalf of the employee during any unpaid FMLA leave.

ADDITIONAL INFORMATION

For further information or clarification about FMLA leave, please contact HR.

3-8 MILITARY LEAVE

The Park District supports employees who serve in the uniformed services and will provide military leave in accordance with all applicable federal and state laws, including the Uniformed Services Employment and Reemployment Rights Act (USERRA), the Illinois Service Member Employment and Reemployment Rights Act (ISERRA), and the Local Government Employees Benefits Continuation Act. In the event of any conflict between this Policy and the law, the applicable law will control.

ELIGIBILITY AND PROTECTED SERVICE

Military leave rights apply to all employees who are absent from employment for voluntary or involuntary service in the uniformed services, including:

- Active duty and active service
- Active-duty training and inactive duty training
- Funeral honors duty
- National Guard duty under federal or state authority
- Reserve component active service
- Official duties in the Military Auxiliary Radio System, United States Coast Guard Reserve, Civil Air Patrol, or Merchant Marines in support of an emergency

NOTIFICATION

Employees must notify their immediate supervisor and HR as soon as they receive military orders. Written notice is preferred, but verbal notice will be accepted. Notice is for informational purposes only; permission is not required to take military leave. Employees must also inform the Park District of any changes to their orders.

COMPENSATION DURING LEAVE

Annual Training

Full-time employees will receive full pay for up to thirty (30) workdays per calendar year (which may be taken nonconsecutively) while participating in annual training.

Differential Pay

In certain active or inactive service situations, full-time employees may receive the difference between their base military pay and their regular Park District pay, up to sixty (60) workdays in a calendar year, unless otherwise extended by applicable law.

Illinois Paid Military Leave

Under Illinois law, eligible members of the National Guard or Armed Services Reserve may receive up to ten (10) working days of paid leave for annual encampments or training cruises. Military pay vouchers and proof of service must be submitted upon return.

Employees may elect to use accrued vacation, personal, or other paid leave instead of unpaid leave during military service but cannot be required to do so.

BENEFITS DURING LEAVE

Health Insurance:

For military leave of less than thirty-one (31) days, health coverage will continue as if the employee were actively working.

For military leave of more than thirty (30) days, employees may elect to continue health coverage for up to eighteen (18) months, paying up to 102% of the premium in accordance with USERRA.

IMRF Service Credit:

Employees who participate in the IMRF and are called to active military duty will receive IMRF service credit for the period of military service in accordance with applicable IMRF rules and Illinois law.



REEMPLOYMENT RIGHTS

Upon timely application for re-employment, employees returning from military leave will be reinstated to the position they would have held if they had not been absent, with the same seniority, pay, benefits, and other rights. To be eligible for re-employment:

1. The Park District must have received advance notice of the service (unless notice was impossible or precluded by military necessity).
2. The employee must return to work or apply for re-employment within the time limits required by law, based on length of service:
 - Service less than thirty-one (31) days: Report to work at the start of the first scheduled shift after release, plus reasonable travel and rest time.
 - Service between thirty-one (31) and 180 days: Apply for reemployment within fourteen (14) days after release.
 - Service over 180 days: Apply for reemployment within ninety (90) days after release.
3. The employee must not have been separated from service with a disqualifying discharge or under other than honorable conditions.

NON-DISCRIMINATION AND RETALIATION

The Park District will not discriminate or retaliate against any employee because of their service in the uniformed services.

CROSS-REFERENCE TO FMLA

For military caregiver leave or qualifying exigency leave under the Family and Medical Leave Act, see Section 3-7 – Family and Medical Leave.

3-9 FAMILY BEREAVEMENT LEAVE ACT

The Family Bereavement Leave Act (820 ILCS 154) (FBLA) provides eligible employees with the right to take unpaid leave from work to attend the funeral or make arrangements following the death of a family member. The FBLA aims to offer employees the necessary time and flexibility to grieve and attend to family matters during difficult times.

Under the FBLA, an eligible employee is entitled to:

- Up to two (2) weeks or ten (10) working days, of unpaid leave following the death of a covered family member.
- In the event of the death of more than one covered family member in a twelve (12) month period, up to six (6) total weeks of unpaid leave during that period.

If the reason for FBLA leave also qualifies under the Family and Medical Leave Act (FMLA), the leaves will proceed concurrently. Employees may use available paid leave (for example, vacation, personal, sick leave) for compensation purposes during FBLA leave.

ELIGIBILITY

Employees covered under the FBLA must meet the following criteria to be eligible for leave:

- Have worked for the Park District at least twelve (12) months.
- Have worked at least 1,250 hours during the previous twelve (12) month period.
- Work at a location with at least fifty (50) employees within a seventy-five (75) mile radius.

COVERED PURPOSE FOR LEAVE

- Attend the funeral or memorial service of a family member.
- Make necessary arrangements and attend to family matters following the death of a family member.
- Address qualifying events related to pregnancy loss, fertility issues, or adoption disruptions, including:
 - o Miscarriage
 - o Unsuccessful rounds of intrauterine insemination or assisted reproductive technology procedures
 - o Failed adoption matches or contested adoptions
 - o Failed surrogacy agreements
 - o Diagnoses impacting pregnancy or fertility
 - o Stillbirth

DEFINITION OF FAMILY MEMBER

For purposes of this policy, "family member" includes:

- Spouse or domestic partner.
- Child, stepchild, or foster child.
- Parent, stepparent, or legal guardian.
- Sibling, stepsibling, or half-sibling.
- Grandparent or grandchild.
- Aunt, uncle, niece, or nephew
- Any individual who acted as a parent or child to the employee when the employee was a minor.



NOTICE AND DOCUMENTATION

Employees must provide at least forty-eight (48) hours' advance notice of their intent to take bereavement leave, unless circumstances make this impossible. In such cases, notice must be provided as soon as practicable. Documentation may be required to verify the need for leave, such as:

- A death certificate
- An obituary or similar public notice
- Medical documentation related to a qualifying event

CONTINUATION OF BENEFITS

During leave taken under the FBLA, employees are entitled to maintain their group health insurance coverage on the same terms as if they continued to work. Any other benefits provided by the employer must also be continued during the leave period.

While on approved FBLA leave, the Park District will continue group health insurance coverage under the same terms as active employment. Employees must continue paying their share of premiums:

- If the employee is using paid leave, deductions will continue from their paycheck as usual.
- If the leave is unpaid, premiums must be paid directly, typically on a monthly basis, with instructions provided by HR.

Failure to pay may result in loss of coverage, subject to plan rules and applicable law. Other benefits (such as dental, vision, and life insurance) will continue on the same basis as health insurance, unless otherwise specified by the plan.

JOB RESTORATION

Upon return from bereavement leave, employees are entitled to be restored to their original position or an equivalent position with equivalent pay, benefits, and terms of employment.

PROHIBITED ACTIONS

The Park District will not interfere with an employee's right to take bereavement leave under the FBLA, nor will it retaliate against an employee for exercising rights under the Act.

3-10 CHILD EXTENDED BEREAVEMENT LEAVE ACT

In accordance with the Illinois Child Extended Bereavement Leave Act, full-time employees who have been employed by the Park District for at least two (2) weeks are entitled to up to six (6) weeks of unpaid leave following the death of a child due to homicide or suicide.

Employees must provide reasonable advance notice of the need for leave unless circumstances make such notice unreasonable or impracticable. Leave may be taken as a single continuous period or intermittently in increments of no less than four (4) hours. All leave under this Act must be completed within one (1) year after the employee notifies the Park District of the loss.

The Park District may require reasonable documentation of the need for leave and the cause of death. Acceptable documentation may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

3-11 VOTING LEAVE

In accordance with the Illinois Election Code (10 ILCS 5/17-15), employees may be granted up to two (2) hours of paid time off to vote in a general or special election within the State of Illinois if their workday begins less than two (2) hours after polls open and ends less than two (2) hours before polls close.

Employees who intend to take time off to vote must notify the Park District in writing before Election Day. The Park District may designate the specific hours during which the employee may be absent for voting purposes and will confirm this in writing.

3-12 BLOOD AND ORGAN DONATION LEAVE

BLOOD DONATION LEAVE POLICY

In compliance with the Illinois Employee Blood and Organ Donation Leave Act (820 ILCS 149), paid leave is granted for blood and blood platelet donations. Employees are not required to use accumulated sick or vacation leave prior to becoming eligible for leave under this policy. This policy applies to all full-time and part-time employees who have completed six (6) months or more of service. Supervisory approval is mandatory before blood or blood platelet donation.

Employees must submit medical documentation of the appointment to donate before donating or attempting to donate. The Park District may also request a written statement from the blood bank or medical organization confirming whether the employee kept the appointment.

For blood donation, an employee may utilize up to one (1) hour every fifty-six (56) days. For blood platelet donation, an employee may use up to two (2) hours or more of authorized leave, adhering to 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 are limited to twenty-four (24) instances of leave for blood platelet donation within a twelve (12) month period.

ORGAN DONATION LEAVE POLICY

In compliance with Illinois Employee Blood and Organ Donation Leave Act (820 ILCS 149), paid leave is granted for organ and bone marrow donations. Employees are not required to use accumulated sick, or vacation leave prior to eligibility for leave under this policy. This policy applies to all full-time and part-time employees who have completed six (6) months or more of service and are employed at the time of the leave request. Supervisory approval is mandatory before organ or bone marrow donation.

Employees must provide medical documentation for bone marrow or organ donation to HR and their supervisor before approval is granted. Employees are encouraged to provide as much advance notice as possible.

Employees may take up to ten (10) calendar days of organ donor leave in any twelve (12) month period to serve as a bone marrow or organ donor. Holidays do not extend the maximum leave period. Employee benefits will continue during organ donor leave.

3-13 VICTIMS' ECONOMIC SECURITY AND SAFETY ACT OF 2003 ("VESSA")

The Victims' Economic Security and Safety Act (VESSA) (820 ILCS 180/1 et seq.; 56 Ill. Admin. Code 280) provides eligible employees with up to twelve (12) workweeks of unpaid leave in a twelve (12) month period to address matters related to certain acts of violence.

For purposes of this policy, the term "violence" means domestic violence, sexual violence, gender violence, or any other crime of violence involving the employee or the employee's family or household member, as defined by VESSA.

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, if they or their family or household member experience violence. Leave may be used for:

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by violence;
- Obtaining services from a victim services organization;
- Receiving psychological or other counseling;
- Participating in safety planning, temporarily or permanently relocating, or taking other steps to increase safety or ensure economic security;
- Seeking legal assistance or participating in civil or criminal proceedings related to violence;
- Attending the funeral, wake, or memorial service of a family or household member killed in violence;
- Making arrangements necessitated by the death of a family or household member killed in violence; or
- Grieving the death of a family or household member killed in violence.

Family or household member means spouse or party to a civil union, parent, grandparent, child, grandchild, sibling, or any other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee, and persons jointly residing in the same household whose interests are not adverse to the employee as it relates to the 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 eighteen (18) years of age or are eighteen (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 twelve (12) work weeks of unpaid leave during any twelve (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 FMLA.

Employee shall be entitled to a total of ten (10) days of unpaid leave to address death of a family or household member who has been killed in a crime of violence. The unpaid leave must be used within sixty (60) days after the date the employee learns of the death of a family or household member and is subject to exceptions where other leave is applicable.

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.

Leave under VESSA will run concurrently with all other leave offered by the Park District and not be in addition to those leaves.

NOTICE

The employee shall provide the Park District with at least forty-eight (48) hours' advance written 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 ten (10) days provides certification as shown under the next section.

CERTIFICATION

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

1. The employee or the employee's family or household member is a victim of domestic or sexual violence;
2. The leave is for one of the purposes enumerated in the above "Basis of Leave" paragraph; and
3. 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:

- 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 violence and the effects of the violence; or
- A police or court record; or
- A death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency, documenting that a victim was killed in a crime of violence; or
- Other corroborating evidence.

The Park District will not request more than one document be submitted during the same twelve (12) month period in which leave is requested or taken if the reason for leave is related to the same incident or incidents of violence or the same perpetrator or perpetrators of the violence.

ACCOMMODATIONS

In response to actual or perceived threat of violence an employee may qualify for a reasonable accommodation, which includes adjustment to a job structure, workplace facility, modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure, or assistance in documenting violence that occurs at the workplace or in a work-related setting, unless the accommodation imposes an undue hardship for the Park District.

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

Employees returning from VESSA leave will be restored to their original or an equivalent position with equivalent pay, benefits, and working conditions. Leave will not result in the loss of benefits accrued prior to the start of leave, but benefits do not accrue during unpaid leave.

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:

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

REPORTING TO THE PARK DISTRICT

The Park District may require employees on VESSA leave to provide a written update on their status and intent to return to work. Unless otherwise agreed, updates will generally be requested no more than once every thirty (30) days. Employees are encouraged to communicate sooner if circumstances change, which may affect their return date.

CONTINUATION OF BENEFITS

The Park District will maintain group health insurance coverage for employees on approved leave under VESSA on the same terms and conditions as if the employee had continued working. This means the Park District will continue to pay its portion of the premiums, and the employee remains responsible for their share of the cost.

If the employee is receiving pay during their leave (for example, through the use of accrued vacation, sick leave, or other paid leave), their regular premium contributions will continue to be deducted from their paychecks as usual.

If the employee is on unpaid leave, premium contributions must be paid directly by the employee. These payments are generally collected on a monthly basis. HR will:

- Notify the employee of the amount due and the payment schedule;
- Provide instructions for making payment (for example, to whom checks should be made payable); and
- Coordinate with Payroll if partial deductions are available from any paid leave.

If an employee fails to make the required premium payments, coverage may be discontinued in accordance with applicable law and plan provisions.

All other employee benefit programs (such as dental, vision, life insurance, and disability coverage) will continue during VESSA leave on the same basis as health insurance, unless otherwise provided by the specific benefit plan.

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:

1. The employee fails to return from leave under this policy after the period of leave they are entitled to has expired; and
2. The employee fails to return to work for a reason other than:
 - a. The continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave; or
 - b. Other circumstances beyond the control of the employee.

The Park District shall require an employee who claims they are unable to return to work because of a reason described in (1) or (2) 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.

1. An employee may satisfy the certification requirement by providing to the Park District:
 - a. A sworn statement of the employee;
 - b. 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 the violence;
 - c. 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.

3-14 SCHOOL VISITATION RIGHTS ACT

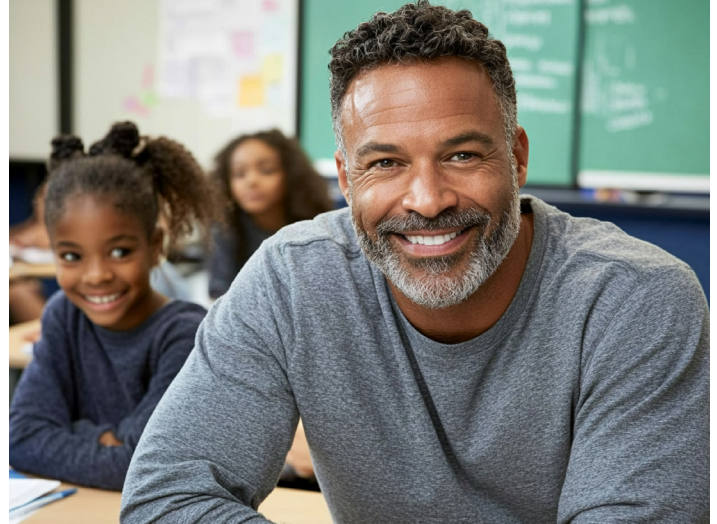
In accordance with the Illinois School Visitation Rights Act and the School Student Leave Act, eligible Park District employees may take unpaid leave to attend school conferences, classroom activities, or school events related to their child(ren) when such activities cannot be scheduled during non-work hours.

For purposes of this policy, "school" means any public or private primary or secondary school or educational facility located in Illinois or in a state that shares a common boundary with Illinois. "Child" includes a biological, adopted, foster, or stepchild, a legal ward, or a child for whom the employee stands in loco parentis.

ELIGIBILITY

To qualify for this leave, an employee must:

- Have been employed by the Park District for at least six (6) months, and
- Average at least twenty (20) hours of work per week, and
- Work for an employer with fifty (50) or more individuals in Illinois.



AMOUNT OF LEAVE

Eligible employees may take up to eight (8) hours of unpaid school visitation or student leave per school year, with no more than four (4) hours taken in any one day.

Leave under this policy will only be granted after the employee has exhausted all accrued paid vacation and personal leave. Sick leave and disability leave do not need to be exhausted before using this leave.

NOTICE OF REQUIREMENTS

Employees must submit a written request for leave to their immediate supervisor at least seven (7) days in advance. In emergency situations, at least twenty-four (24) hours' notice is required. Employees are encouraged to work with their supervisor to schedule the leave in a way that minimizes disruption to Park District operations.

DOCUMENTATION

Within two (2) working days after the school visitation or event, the employee must provide documentation from the school administrator confirming attendance. Failure to provide requested documentation may result in the leave being treated as unauthorized.

JOB PROTECTION

Employees returning from school visitation or student leave will be restored to their original position or an equivalent position with equivalent pay, benefits, and terms of employment. The Park District will not retaliate or discriminate against any employee for exercising rights under this policy.

3-15 PERSONAL LEAVE OF ABSENCE

The Park District recognizes that employees may occasionally face circumstances requiring time away from work beyond the entitlements granted by applicable law or this Manual. Full-time employees may request a personal leave of absence by submitting a written request to their Department Head. Approval of personal leave is at the discretion of the Department Head and the Director of HR and is not guaranteed. Factors that may be considered when evaluating requests include, but are not limited to, current operational needs, past performance evaluations, past discipline, and that employee's prior attendance history.

The length of an approved personal leave will vary depending on the circumstances but will generally not exceed thirty (30) calendar days within a twelve (12) month period. Extensions may be considered upon written request; however, total personal leave, including any extensions, may not exceed sixty (60) calendar days within a twelve (12) month period.

Personal leave is unpaid unless the employee elects to use available accrued vacation, sick leave, personal days, or compensatory time. Accrual of vacation, sick leave, and personal days is suspended during the leave, although benefits previously accrued are retained. Group health insurance may be continued during a personal leave provided the employee pays 100% of the premium cost.

Employees must notify HR of their intent to return to work prior to the scheduled end of the leave. A physician's release may be required if the leave was for the employee's own illness or injury. While the Park District will make reasonable efforts to return the employee to the same or a similar position, reinstatement is not guaranteed. Failure to return to work as scheduled may be treated as a voluntary resignation unless additional leave is granted as a reasonable accommodation under the ADA.

3-16 PARENTAL LEAVE

The Park District is committed to supporting employees during the significant life transition of becoming a parent. In recognition of the need for bonding time and family stability, the Park District provides up to six (6) weeks of paid parental leave to eligible employees following the birth, adoption, or foster care placement of a child.

ELIGIBILITY

To be eligible for paid parental leave, an employee must:

- Be a full-time employee, and
- Have completed at least twelve (12) months of continuous employment prior to the qualifying event.

This benefit applies to all parents, regardless of gender, who are welcoming a new child by:

- Giving birth,
- Adopting a child under the age of eighteen (18), or
- Accepting the placement of a child through foster care by a licensed agency.

Employees may be required to provide documentation verifying the birth, adoption, or placement.

LEAVE PROVISIONS

Eligible employees may receive up to six (6) weeks (thirty (30) working days) of paid parental leave at their regular base rate of pay. Leave must be used within twelve (12) months following the date of the qualifying event.

Paid parental leave is not an accrued benefit and may not be carried over, banked, or cashed out. It is granted once per qualifying event, regardless of the number of children involved (for example, in the case of twins).

Employees may take no more than one (1) period of paid parental leave in any twelve (12) month period. This limitation applies to all qualifying events, including multiple foster care placements that may occur within the same year. This limitation applies only to the Park District's paid parental leave benefit and does not affect any rights an employee may have under the Family and Medical Leave Act (FMLA).

Employees may use the leave in one (1) continuous block or in weekly increments. Intermittent use of paid parental leave must be approved in advance by both the employee's supervisor and the Director of Human Resources.

If both parents are employed by the Park District, each parent may receive up to six (6) weeks of paid parental leave individually, subject to the same twelve (12) month limitation.

COORDINATION WITH OTHER LEAVE

If the employee is eligible for leave under the Family and Medical Leave Act (FMLA), paid parental leave will run concurrently with FMLA leave. It does not extend the maximum leave entitlement under the FMLA. See Section 3-7 for more information on FMLA eligibility and procedures.

Parental leave is separate from and in addition to other paid and unpaid leave available to employees, such as sick leave, vacation leave, or personal leave.

REQUESTING LEAVE

Employees are encouraged to submit a request for parental leave to the Director of Human Resources at least thirty (30) days prior to the anticipated start of the leave, or as soon as reasonably practicable when advance notice is not possible.



EMPLOYEE BENEFITS

4-1 DISCLAIMER

This section of the Employee Manual contains a general summary of the benefits that may be available to Park District employees. It is not intended to, and does not, provide all of the specific details about each benefit program.

Employee rights and responsibilities under these programs are governed solely by the official plan documents, which are available for review in HR. If there is any conflict between the information in this Manual and the official plan documents, the official documents will control in all cases.

Nothing in this Manual or any benefit plan shall be interpreted as a promise or guarantee of continued employment, future benefits, or a binding contract between the Park District and employee, retiree or dependent.

The Park District reserves the exclusive right, in its sole discretion, to modify, amend, suspend, or terminate, any of the benefit plans described herein, at any time, for any reason, and without prior notice – except as otherwise required by applicable law.

Benefits will be provided in accordance with the eligibility requirements of each plan. For complete information about any benefit program, employees should refer to the applicable Summary Plan Description or contact HR.

4-2 INSURANCE PLANS

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

Group plans are subject to the rules and regulations of both the insurance providers and the Park District. Except where prohibited by law, the Park District reserves the right to modify, cancel, or discontinue any group insurance plans or to change premium amount at any time, with or without notice. Insurance coverage ends immediately if:

- The group policy is cancelled, or
- The employee fails to make required premium payments.

Newly hired employees may participate on their first day of employment if all plan requirements are met.



FULL-TIME EMPLOYEE INSURANCE PLAN

The following group insurance plans are available to full-time employees and their eligible dependents (as defined by the insurance providers):

Medical and Dental:

Eligible employees may enroll in group medical, hospitalization and dental insurance plans. Depending on the plan selected, employees may be required to pay a portion of the premium for their own coverage and/or for coverage of eligible dependents. A Summary Plan Description is available from HR.

Employees who decline the Park District's group health insurance and maintain coverage under another qualified group health plan may be eligible for a reimbursement benefit. To receive this benefit, employees must provide documentation of alternate coverage each year. The reimbursement amount is determined annually by the Board.

Life and Accidental Death and Dismemberment (AD&D) Insurance:

Eligible full-time employees receive basic life, accidental death, and dismemberment (AD&D) insurance at no cost. Life insurance exceeding \$50,000 is considered a taxable benefit and is reported on the employee's Form W-2. Additional plan information is available from HR.

Supplemental Life Insurance

Eligible full-time employees may purchase additional life and AD&D insurance for themselves and their dependents. These premiums are 100% employee-paid and deducted through payroll. Plan details are available from HR.

COBRA

Employees and their covered dependents may be eligible to continue group health insurance coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) following a qualifying event such as termination, retirement, reduction in hours, or divorce. COBRA information is provided upon separation or qualifying event, and employees may contact HR for details at any time.

EARLY RETIREMENT

Eligible retirees may be able to remain on the Park District's insurance plans for a limited time, as outlined in the Summary Plan Description or applicable policy. Premiums for continued coverage are 100% retiree-paid, and retirees must meet plan-specific age and service requirements. HR can provide information on early retirement options and continuation coverage.

ENROLLMENT ASSISTANCE

HR can assist employees with:

- Initial enrollment,
- Benefit questions,
- Mid-year changes (due to qualifying events), or
- Accessing Summary Plan Descriptions and required notices.

4-3 IMRF PENSION PLAN

Employees in Park District positions that meet eligibility thresholds for hours worked are required to participate in the IMRF. IMRF provides retirement, disability, and death benefits to eligible participants. These benefits are in addition to those provided by Social Security.

This section provides a brief summary of the IMRF program. Complete information is available from HR or from the IMRF website at www.imrf.org.

ELIGIBILITY AND CONTRIBUTION

Employees who are expected to work at least 1,000 hours per year in a qualifying position must participate in IMRF.

- Participating employees contribute 4.5% of their gross pay, as determined by State statute, through automatic payroll deduction.
- These contributions are tax-deferred for both Federal and Illinois income tax.
- Taxes will be owed when funds are distributed as a refund, retirement benefit, or death benefit.
- The Park District also contributes a percentage of total earnings as required by IMRF. This employer contribution helps fund retirement, survivor, disability, and death benefits.

EARNING REPORTED TO IMRF

IMRF defines “earnings” to include many forms of compensation paid during the employment relationship. These include, but are not limited to:

- Regular wages and salaries
- Overtime (excluding Sheriff's Law Enforcement Personnel 'SLEP' Tier 2 participants)
- Vacation and sick pay
- Bonuses, prizes, and cash awards
- Severance pay and retirement incentives
- Back pay and retroactive pay
- Payments in lieu of health insurance
- Pay during personal leave or other paid absences
- Tax-deferred contributions (for example, 401(k), 403(b), 457 plans)
- Employer-paid contributions to IMRF (excluding member ERI costs)
- Some cash value of employer-provided items (for example, housing, meals, and personal use of a vehicle)

A complete list of IMRF-reportable wages is available from HR or at www.imrf.org.

SICK LEAVE CONVERSION TO IMRF SERVICE CREDIT

IMRF permits the conversion of unused, unpaid sick leave to additional service credit at retirement. This credit is not paid in cash; it may only increase credited service for pension calculation purposes.

- Maximum conversion: Up to 240 days (1,920 hours) may be credited as service time.
- Conversion rate: For every twenty (20) days of unused sick time, IMRF credits one (1) month of service. Any fraction of 20 days yields a full month of service credit.

Eligibility requirements:

- Sick leave must have been accrued under an established sick leave plan available to all employees (or a class of employees).
- The sick leave being converted must be unpaid (meaning, no compensation received for those days).
- The effective date of the pension must be within sixty (60) days of the employee's last day of employment with the IMRF employer from which they are retiring.
- Converted sick leave cannot be used to meet IMRF's minimum service eligibility requirements; it only increases the final benefit after all other eligibility criteria are met.

Process:

Prior to separation for retirement, HR will verify the sick leave balance eligible for conversion and assist the employee with IMRF's required forms and timelines.

RETURN OF CONTRIBUTIONS

Employees who leave the Park District before retirement may be eligible to withdraw their IMRF contributions. Withdrawn contributions are taxable income. Employees who choose not to withdraw their funds may retain eligibility for future pension benefits based on their vested service.

Information on refunds, pension eligibility, disability coverage, and death benefits is available from HR or directly through IMRF.

IMRF allows up to 240 days (1,920 hours) of unused sick leave to be credited toward retirement service time. This credit is not paid out in cash, but it may increase the employee's credited service for pension purposes.

4-4 DEFERRED COMPENSATION PLAN

The Park District offers a voluntary Deferred Compensation Plan in accordance with applicable federal and State laws, to support employees in their long-term financial planning.

This plan allows employees to defer a portion of their salary on a tax-deferred basis into a retirement savings account established under Section 457 of the Internal Revenue Code. Participation is strictly voluntary, and contributions are made through payroll deduction.

The Park District does not make matching contributions but provides this plan as a benefit to help employees save for retirement. Employees are encouraged to consider their personal financial goals when deciding whether to participate.

For additional information on enrollment, plan features, or contribution changes, employees should contact HR.

4-5 SOCIAL SECURITY AND MEDICARE

As required by federal law, a fixed percentage of employees' earnings is withheld from each paycheck for Social Security (OASDI) and Medicare (FICA) taxes. In addition to employee contributions, the Park District contributes an equal amount to the Social Security Administration on the employee's behalf.

These programs provide employees with access to retirement, disability, and survivor benefits, as well as Medicare health coverage when eligible.

Employees are encouraged to periodically review their earnings and benefit records with the Social Security Administration. Information on benefits, eligibility, and how to create or access a personal account is available at www.ssa.gov or from the local Social Security office.

4-6 UNEMPLOYMENT COMPENSATION

Park District employees are provided with Unemployment Compensation coverage in accordance with Illinois law. This coverage is provided at no cost to the employee.

If an employee becomes unemployed, they may be eligible to receive unemployment insurance benefits, provided they meet the eligibility requirements set by the Illinois Department of Employment Security (IDES). These may include:

- Being separated from employment through no fault of your own,
- Being able, available, and actively seeking work, and
- Meeting minimum wage and work history requirements.

Additional information, including how to apply for benefits, eligibility details, and weekly certification requirements, can be obtained from the local Unemployment Insurance office or online at www.ides.illinois.gov.

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 claims, suits, and legal actions for damages - including civil rights violations, constitutional claims, bodily injury, death, and property damage - arising from negligent or wrongful acts committed:

- Within the scope of employment, or
- Under the direction of the Board.

This protection includes the defense of the employee, provided the conduct occurred during the lawful performance of job duties. Indemnification applies only to acts or omissions made in good faith and within the boundaries of official duties.

However, the Park District is prohibited from indemnifying employees for punitive or exemplary damages.

Employees may also be covered by the Park District's liability insurance for civil actions arising from the lawful performance of their duties. Employees who are involved in, or become aware of, any incident that may lead to a legal claim, must notify their supervisor or HR immediately.

4-8 WORKERS' COMPENSATION

Park District employees are covered under the Illinois Workers' Compensation Act. This law provides for medical care and wage replacement benefits if an employee sustains a work-related injury or illness out of and in the course of employment. Non-job-related illnesses or injuries are not covered under this Act.

REPORTING REQUIREMENTS

To maintain eligibility for workers' compensation benefits, employees must follow these requirements:

1. **Immediate Reporting:** Any work-related injury or illness (even if uncertain whether it is work-related) must be reported immediately to the direct supervisor or Department Head. A written report must also be completed. Failure to report promptly may jeopardize eligibility for benefits.
2. **Medical Care:** After reporting, the Park District will direct the affected employee to a designated hospital or physician for examination or treatment. In emergencies, go to the nearest emergency room.
3. **Medical Documentation:** All evaluations by licensed physicians must be submitted to HR for the duration of the leave period.
4. **Independent Exams:** The Park District may require an employee to be examined by a physician of its choosing, at the Park District's expense. Employees are entitled to a copy of the report.

MODIFIED DUTY PROGRAM

Injured employees may be assigned to a modified duty position in accordance with the Park District's Modified Duty Program. This program allows for temporary reassignment when an employee is unable to perform the essential functions of their regular position, as documented by a treating or evaluating physician. Modified duty assignments:

- Will not create a new position but may temporarily adjust existing duties,
- Will be assigned only when useful to the Park District and within medical restrictions,
- May occur anywhere within the Park District.

Refusal to participate in an appropriate modified duty assignment may result in disciplinary action and potential loss of benefits.

RETURN TO WORK

Employees are not permitted to return to work until they provide a written release from a physician stating they can resume duties without restrictions acceptable to the Park District.

If released for modified duty, the employee may be required to attend additional evaluations. Time off for these doctor visits during work hours must be pre-approved, and compensation will only cover the time necessary for the appointment and reasonable transportation.

The Park District reserves the right to:

- Reassign the affected employee to a different position with equivalent pay and benefits,
- Periodically evaluate the appropriateness of continued modified duty,
- Terminate modified duty when no longer feasible or appropriate.

QUESTIONS OR CLAIMS

For questions regarding rights under workers' compensation or an injury, contact HR or the Park District's coverage provider, PDRMA, at (630) 769-0332.

4-9 EDUCATION, TRAINING AND PROFESSIONAL PARTICIPATION

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

CONFERENCE ATTENDANCE

Employees may request to attend external seminars, conferences, conventions, workshops, or technical meetings related to their job responsibilities or professional development.

Requests must be submitted in writing to the employee's Department Head and the Director for approval.

Written approval must be obtained before any registration or travel arrangements are made. Attendance at external professional development events is not considered part of an employee's regular duties and is subject to budget availability, scheduling needs, and administrative discretion.

Please refer to Section 4-12: Expense Reimbursement for travel and payment guidelines.

PROFESSIONAL ORGANIZATIONS

The Park District encourages employees to participate in professional organizations that enhance their skills and support their role within the Park District.

Some memberships may be included in department budgets. Others must be requested in writing to the Department Head and Director. The written request should include:

- The name and purpose of the organization,
- The annual membership cost,
- The reason for joining, and
- The benefit of membership to the Park District.

Requests will be considered on a case-by-case basis, and approval is at the discretion of the Director.

4-10 TUITION REIMBURSEMENT

The Park District encourages the professional development of employees and may offer tuition reimbursement for courses that directly enhance an employee's skills or knowledge related to their current job or future career development within the Park District.

ELIGIBILITY

Full-time employees become eligible for tuition reimbursement after completing one (1) year of continuous employment. Only courses offered by accredited educational institutions will be considered, and the course content must relate to the employee's current position or a logical next step in their career path with the Park District.

Tuition reimbursement applies only to expenses personally paid out of pocket by the employee. Any portion of tuition or fees covered by grants, scholarships, or other financial assistance is not eligible for reimbursement. Student loan payments and non-job-related or personal interest courses are not covered.

APPLICATION AND APPROVAL PROCESS

Employees must submit a written request prior to enrollment. The request should include:

- Course details and dates,
- A description of how the course supports the employee's role or development,
- A breakdown of anticipated costs, and
- A statement confirming the employee's intent to remain with the Park District for at least three (3) years after course completion.

Requests must be reviewed and approved in advance by the Department Head and the Director.

REIMBURSEMENT AND GRADE REQUIREMENTS

After successful course completion, employees must submit:

- Proof of payment, and
- Documentation of a final grade of "C" or better, or a "Pass" in pass/fail courses.

Only then will reimbursement be issued for approved expenses.

The Park District will reimburse up to \$5,000 per calendar year. This benefit is provided in accordance with IRS Section 127, and reimbursement amounts are not considered taxable income up to that limit.

REPAYMENT OBLIGATION

If an employee resigns or is terminated within three (3) years of receiving tuition reimbursement, they will be required to repay the full amount. Where permitted by law, repayment may be deducted from the employee's final paycheck pursuant to a signed reimbursement agreement.

PROGRAM DISCRETION

Tuition reimbursement is a discretionary program. The Park District reserves the right to approve, deny, modify, or discontinue the program at any time, based on budget availability and organizational priorities.

4-11 WORK-RELATED ALLOWANCE BENEFIT

The Park District provides a predetermined annual allowance to full-time employees for select work-related items. Eligible items may include safety footwear, prescription safety glasses, participation in Park District fitness or recreation programs, one Park District team sports registration fee, and staff garments (excluding uniforms).

Employees are responsible for the upfront purchase of these items and may request reimbursement with proof of purchase. Unused funds do not carry over to the next fiscal year and will not be paid out at year-end or upon separation of employment.

For more information contact HR.



4-12 EMPLOYEE ASSISTANCE PROGRAM

The Park District realizes that personal and work-related problems can affect an employee's well-being, job performance, and overall quality of life. To support employees during times of stress, crisis, or personal difficulty, the Park District offers a confidential Employee Assistance Program (EAP).

This program is available at no cost to all eligible employees and their eligible household members. EAP services include short-term counseling, referrals, and resources for a wide range of issues such as stress, depression, family or relationship problems, substance use concerns, financial difficulties, and more.

Participation in the EAP is voluntary and completely confidential. The Park District does not receive information about who uses the program, or the nature of the services received, except as required by law (such as to prevent serious harm).

For more information or to access services, employees may contact HR. Contact information for the Park District's contracted EAP provider is available through HR or on internal bulletin boards and the employee portal.

4-13 EXPENSE REIMBURSEMENT

The Park District reimburses employees for approved expenses incurred while conducting official Park District business. Reimbursement is subject to applicable law and Park District Policy.

GENERAL GUIDELINES

To qualify for reimbursement, employees must:

- Receive advance approval from their Department Head,
- Use a Park District purchase order or credit card whenever possible

The Park District does not reimburse purchases made with personal funds unless advance approval is obtained and no other method of payment is available.

TRAVEL

Travel expenses outside the Champaign area are reimbursable when pre-approved. Meal reimbursements must follow the U.S. General Services Administration (GSA) per diem rates based on destination and meals provided as part of a conference or event are not reimbursable.

Use of personal vehicles for Park District business must be approved in advance. Reimbursement will generally follow the current IRS mileage rate or another rate established by the Director, which shall not exceed the IRS standard mileage rate. Employees are encouraged to use Park District vehicles when available.

CONFERENCE CANCELLATION

If an employee separates from employment within three (3) months of attending a conference, the Park District reserves the right to seek reimbursement for related conference expenses. This decision is at the discretion of the Director.

All expense documentation is subject to public disclosure under the Illinois Freedom of Information Act (FOIA).

4-14 TAXABLE BENEFITS

To comply with federal tax laws, the Park District reports and withholds taxes on any employee benefits classified as taxable by the Internal Revenue Service (IRS). These benefits are included in the employee's gross income and are reported on the employee's Form W-2, as required by law.

As of the date of this Manual, taxable benefits may include, but are not limited to:

- Complimentary pool passes,
- Memberships to Park District membership facilities,
- Car allowances, and
- Cell phone allowances.

This list may change based on IRS rules and guidance. Employees are encouraged to contact HR with any questions about the taxability of benefits they receive or may request.



PARK DISTRICT PROPERTY AND FACILITIES

5-1 USE OF RECREATIONAL FACILITIES

Employees may request and use Park District facilities as renters. Full-time employees automatically receive a 20% discount on facility rentals. Part-time employees may also receive a 20% discount but must coordinate their request with the Rental Manager for approval.

All employees are required to complete a rental agreement, either online or through the Rental Manager, and may not use facilities independently without following the standard rental process. All rentals are subject to established Park District rental policies and procedures.

Employees may not serve as the on-site attendant for their own rentals; a separate facility attendant will be assigned when required. In addition, depending on the type of event, a certificate of insurance may be required. Unauthorized personal use of Park District facilities, equipment, or supplies is strictly prohibited.

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

The protection and appropriate use of the Park District property and business information is critical to the success of the organization. Employees are responsible for safeguarding Park District assets and using them in a safe, lawful, and authorized manner.

DEFINITION OF PARK DISTRICT PROPERTY

Park District property includes, but is not limited to buildings, vehicles, grounds, tools, electronic equipment, software, supplies, recreation and rental equipment, and materials - whether owned, leased, or otherwise under Park District control.

Employees must operate Park District property in accordance with all safety rules and procedures. Some equipment may require specific training, permits, waivers, or releases. If Park District property is lost, damaged, or destroyed due to negligence, misuse, or unauthorized use, the employee may be required to reimburse the Park District for the cost of repair or replacement, as permitted by law. Any payroll deduction for such reimbursement will require the employee's written authorization at the time the deduction is made, in accordance with the Illinois Wage Payment and Collection Act.

Employees may also be subject to disciplinary action, up to and including termination of employment, for conduct that results in the loss, damage, or destruction of Park District property. Disciplinary action is based on the behavior or policy violation that caused the loss or damage, not on the employee's decision to authorize or decline repayment through payroll deduction.

USE AND REMOVAL OF PARK DISTRICT PROPERTY

Unless performing assigned duties or expressly authorized in writing, employees may not remove Park District property from its premises. Upon separation of employment, employee must return all Park District property, including, but not limited to: keys, FOBs, access cards, p-cards, documents, files, manuals, supplies, uniforms, electronic equipment, and records (including digital records stored on personal devices or media).

PERSONAL USE OF PARK DISTRICT PROPERTY

Employees, elected officials, and members of the public may not use Park District property for personal reasons unless written authorization is granted in advance by the appropriate Department Head or Director, depending on the type of property.

- Only limited, low-risk items or incidental use may be considered for approval. Examples include: use of a meeting room for a personal event in accordance with facility rental policies or incidental use of office equipment (for example, a copier or fax machine) for a short personal task.
- Park District tools, machinery, vehicles, recreational equipment, or other specialized or high-value items may not be removed from Park District premises or used for personal purposes under any circumstances. This includes, but is not limited to, chainsaws, power tools, mowers, utility vehicles, and any equipment requiring special training or certification.
- Any personal use of telephones, copiers, postage, or other business equipment should be limited to emergencies and must be reported immediately if it results in any cost to the Park District. Employees will be required to reimburse the Park District for such charges.

LOSS, DAMAGE, OR THEFT

Employees must report any loss, damage, or theft of Park District property immediately.

- Unauthorized, inappropriate, or negligent use of Park District assets may result in disciplinary action, up to and including termination of employment.
- Violations involving misuse, theft, or unauthorized removal of property may lead to prosecution under applicable laws.

5-3 USE OF PARK DISTRICT COMPUTER SYSTEMS

The Park District's computer systems, software, and digital infrastructure are provided for Park District business. All employees are expected to use these resources responsibly, securely, and in compliance with Park District policies.

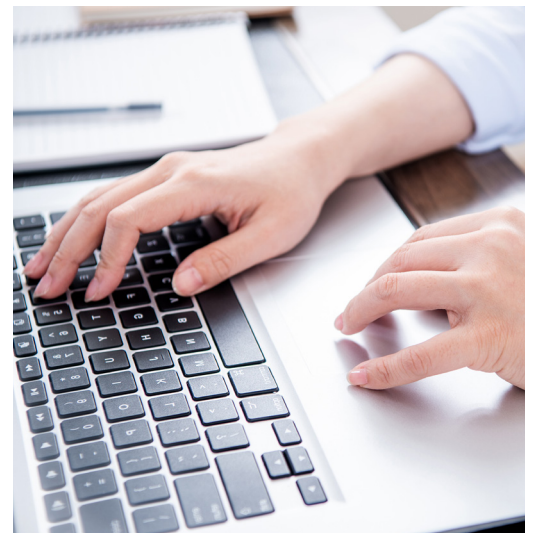
ACCEPTABLE USE

Use of the Park District's computer system is limited to business purposes. Personal use of Park District computers, networks, or systems is prohibited.

Employees are strictly prohibited from:

- Installing software without authorization,
- Using Park District systems for personal commercial gain or non-job-related activities,
- Accessing, copying, or modifying files or accounts without permission.

Users are expected to protect all login credentials and confidential information stored on Park District systems. Sharing login information is prohibited.



MONITORING AND PRIVACY

Employees have no reasonable expectation of privacy when using Park District computers or networks. The Park District reserves the right to monitor:

- Internet activity,
- File access,
- Emails, and
- System use patterns and system performance.

While not all activity is monitored at all times, employees should assume their computer usage may be reviewed as needed to ensure compliance with Park District policies and legal requirements.

DATA MANAGEMENT AND FILE RETENTION

The Park District may purge files from its systems at any time without notice. Employees are responsible for ensuring that all critical Park District data is stored in approved, secure locations, and in compliance with applicable records retention laws, including the Illinois Local Records Act.

The Park District is not responsible for any personal files stored on its systems, and such files may be deleted without notice. Employees are strictly prohibited from intentionally altering, deleting, or destroying Park District records or data except as authorized under approved retention schedules. Unauthorized destruction of data may result in disciplinary action, up to and including termination of employment, and may also include legal consequences under state or federal law.

5-4 ARTIFICIAL INTELLIGENCE USE POLICY

PURPOSE

The purpose of this Policy is to provide guidance on the responsible and ethical use of Artificial Intelligence (AI) technologies by employees of the Park District. AI can be a valuable tool to improve efficiency, generate ideas, and support operations; however, its use must align with the Park District's commitment to transparency, accuracy, data privacy, and public trust.

SCOPE

This Policy applies to all Park District employees, contractors, and volunteers who use AI tools or services in connection with their work, whether on Park District equipment or personal devices.

PERMITTED USE

AI may be used to support work tasks such as:

- Generating ideas or drafts for communications, reports, or presentations;
- Summarizing or organizing public information;
- Assisting with administrative tasks that do not involve sensitive data.

Use of AI must always support the Park District's mission and professional standards. Employees must ensure AI tools are used to enhance, not replace, professional judgment.

LIMITATIONS AND RESTRICTIONS

Confidential or Personal Information:

Employees may not input any personally identifiable information, confidential employee records, internal deliberations, or proprietary information into AI tools. This includes, but not limited to, personnel data, medical or benefit records, financial data, copyright protected, or sensitive planning documents.

Public Entity Considerations:

As a public agency, the Park District's use of AI must comply with applicable laws governing transparency, records retention, and access to public records.

Note:

AI-generated content that is used in official Park District business — including emails, documents, presentations, reports, and public communications — may be subject to disclosure under the Illinois Freedom of Information Act (FOIA). While live interactions with AI systems (for example, typed conversations in ChatGPT) are not public records by default, any AI-generated content that is retained, shared, or incorporated into Park District communications or work products may become part of the public record.

Accuracy and Review:

AI tools are not infallible. All content generated using AI must be reviewed for factual accuracy, professionalism, and appropriateness. Employees are fully responsible for any content they submit or publish that was created with the assistance of AI.

Ethical Use:

AI may not be used to produce deceptive, discriminatory, or offensive content. It may not be used to impersonate another person or automate decisions that significantly affect individuals or services without supervisory and legal review.

APPROVAL AND REIMBURSEMENT

At this time, the Park District does not subscribe to, license, or reimburse employees for the use of paid AI tools or services. Any future changes to this Policy will be communicated in writing.

COMPLIANCE

Employees who use AI in a manner inconsistent with this Policy may be subject to disciplinary action, up to and including termination of employment. Questions about acceptable use should be directed to the employee's supervisor or the Director of Human Resources.

5-5 E-MAIL AND ELECTRONIC MESSAGING POLICY

The Park District provides access to its email and messaging system for official business use. As the owner of these systems, the Park District reserves the right to monitor, access, retrieve, and delete any message or data stored, sent, or received on its network at any time and for any reason, without prior notice or employee permission.

Although the Park District may access employee email and messaging, messages should still be treated as confidential by others and only accessed by the intended recipient. Employees are not authorized to retrieve or read any email messages that are not addressed to them, unless written approval is given by the Director of Human Resources and Director.

PROFESSIONAL AND APPROPRIATE USE

The Park District's policies against discrimination, harassment, and retaliation apply fully to all forms of electronic messaging, including email, instant messaging, and text/SMS messaging. Employees must not use these systems to create or send any message that is intimidating, offensive, or hostile based on any protected characteristic, including, but not limited to, race, color, religion, sex, age, national origin, disability, or civil union status.

The email system must not be used for:

- Solicitation of religious or political causes,
- Promotion of commercial enterprises,
- Personal gain, or
- Messages unrelated to Park District business.

PUBLIC RECORDS AND FOIA COMPLIANCE

Communications that pertain to Park District business may be subject to the Illinois Freedom of Information Act (FOIA), regardless of the device or account used. This includes emails, text messages, and instant messages sent or received on personal devices, if they relate to Park District business and are retained in any form. Employees should be aware that such communications may need to be provided in response to a FOIA request.

POLICY COMPLIANCE AND ACKNOWLEDGEMENT

Employees are required to sign the Email and Internet Use Acknowledgment Form, included as Appendix G of this Manual, as a condition of employment. The Park District may revise this Policy at any time, and employees will be notified of any changes.



5-6 INTERNET USE POLICY

Internet access is provided to employees as a business tool to support the Park District's operations. Employees are expected to use internet resources responsibly, professionally, and in compliance with Park District policies.

Use of the internet is limited to Park District business purposes, as determined by the employee's Department Head. Personal use is not permitted unless explicitly approved in writing by the Department Head.

PROHIBITED USE

Employees must not use Park District internet access for any purpose that is illegal, violates Park District Policy, compromises network security, disrupts operations, or reflects negatively on the Park District. This includes, but is not limited to:

- Visit or download sexually explicit, obscene, or offensive material,
- Participate in hacking or security-breaching activities,
- Attempt to disable, bypass, or compromise network security,
- Transmit defamatory, discriminatory, or harassing content,
- Post or upload personal or unauthorized content to commercial or public websites,
- Engage in personal business, commercial ventures, or political advocacy.

POSTING TO PUBLIC SITES

Employees must obtain prior written approval from the Director of Marketing and Development before posting work-related content to:

- Commercial online platforms,
- Public websites, or
- Social media sites on behalf of the Park District.

Employees should also be aware that content created or posted on behalf of the Park District may be considered a public record under the Illinois Freedom of Information Act (FOIA) and must comply with applicable retention and disclosure laws.

MONITORING AND ENFORCEMENT

Employees should have no expectation of privacy when using the Park District's internet system. The Park District reserves the right to monitor internet use at any time.

Violations of this Policy may result in disciplinary action, up to and including termination of employment, and may also result in civil or criminal liability. Use of the internet via Park District systems constitutes consent to all terms and conditions outlined in this Policy.

5-7 PHONE AND VOICE MAIL POLICY

The Park District provides telephone access for business purposes through a voice-over-internet-protocol (VOIP). Employees assigned an extension may access the phone system via a desk phone, desktop application, or mobile app. Use of the mobile app must be approved in advance by both the Department Head and the Technology staff.

PROFESSIONAL USE AND CONDUCT

Phone and voicemail systems are the property of the Park District and are provided for the purpose of conducting Park District business. Employees are expected to:

- Keep greetings clear, professional, and courteous,
- Return voicemails promptly,
- Limit personal phone use to urgent matters only,
- Maintain the confidentiality of any messages received or left through the system.



VOICEMAIL MANAGEMENT

Employees are responsible for managing their voicemail to ensure messages do not exceed system capacity. Although voicemail messages are also delivered to employees via email, voicemails must still be deleted from the system after being addressed.

The Park District's voicemail system has limited storage, and failure to maintain voicemail boxes may result in missed messages or loss of functionality.

MONITORING AND PRIVACY

Voicemail and phone use may be monitored, and employees should have no expectation of privacy. The Park District reserves the right to access voicemail messages at any time without notice. Accessing another employee's voicemail without authorization is prohibited, unless prior written approval is granted by the Director.

APPROPRIATE CONTENT

Voicemail and phone use must comply with the Park District's anti-harassment, anti-discrimination, and appropriate conduct policies. Messages that are threatening, harassing, or offensive, particularly those referencing protected characteristics, are strictly prohibited and may result in disciplinary action.

5-8 TRAVEL AND VEHICLE USE

Employees may be authorized to drive Park District vehicles or their personal vehicles for official Park District business. All drivers must comply with this Policy and applicable laws, including annual driver record checks, safety protocols, and written pre-authorization by HR and the Risk Department.

PARK DISTRICT-OWNED VEHICLES

Only employees authorized by HR and the Risk Department may operate Park District vehicles. Drivers must:

- Be at least 18 years old to operate a Park District vehicle.
- Be at least 21 years old to transport program participants in a Park District vehicle.
- Hold a valid Illinois driver's license appropriate to the type of vehicle operated.
- Pass a safe driving check with a designated Park District instructor.
- Pass a drug test before being authorized to drive.

In addition:

- Seat belts must be worn at all times.
- Smoking, vaping, or the use of any alcohol, tobacco products, e-cigarettes, cannabis in any form, or illegal substances is prohibited in all Park District vehicles.
- Use of mobile phones, including hands-free or Bluetooth devices, is strictly prohibited while driving.

The Park District may search any Park District vehicle at any time, with or without notice. Employees have no expectation of privacy in Park District vehicles.

- Accidents, damage, or mechanical issues must be reported to a supervisor immediately.
- Operating a Park District vehicle while under the influence of alcohol, cannabis, illegal substances, or impairing prescription drugs is strictly prohibited. "Under the influence" includes any observable impairment as determined by professional evaluation, testing, or direct observation.

COMMERCIAL DRIVER'S LICENSE (CDL) HOLDERS

Employees required to maintain a CDL are subject to all requirements outlined in Appendix B: CDL Drug and Alcohol Testing Policy, including random drug and alcohol testing in accordance with federal law.

PERSONAL VEHICLES

Employees may be authorized to use their personal vehicle for Park District business under the following conditions:

- The vehicle must be insured in accordance with Illinois law. Proof of current liability insurance is required before authorization and must be kept current.
- The Park District's insurance is secondary to the employee's personal policy.
- Employees may not transport program participants in their personal vehicles.
- All vehicle use policies, including the prohibition on phone use while driving, apply when using a personal vehicle for Park District business.

ANNUAL DRIVERS ABSTRACT CHECK

All employees authorized to operate either Park District or personal vehicles for work-related purposes are subject to an annual driver's abstract check conducted through HR.

ENFORCEMENT

Failure to comply with this Policy — including refusal to provide required documentation (for example, driver's license, proof of insurance), unsafe driving, operating without authorization, or other violations — may result in disciplinary action, up to and including termination of employment. Employees may also be held personally responsible for fines, legal costs, or damages arising from violations, as permitted by law.

PERSONAL USE PROHIBITED

Park District vehicles are provided solely for official Park District business. Employees are strictly prohibited from using Park District vehicles for personal errands, commuting unrelated to work, or any non-work-related activity.

5-9 RECORDING IN THE WORKPLACE POLICY

To protect privacy and maintain a respectful and secure work environment, employees are prohibited from recording conversations or meetings - whether in person, by phone, or through other means - without the prior written approval of their Department Head and the consent of all parties involved.

This includes audio, video, or screen recording via:

- Smartphones
- Voice recorders
- Laptops
- Tablets
- Other electronic devices

ILLINOIS LAW

Illinois is a two-party consent state under the Illinois Eavesdropping Act (720 ILCS 5/14-1 et seq.), meaning all parties to a private conversation must give consent before it can be legally recorded. Recording without consent may be a criminal offense, including in the workplace.

VIOLATIONS

Unauthorized recording, or recording without appropriate consent, is a violation of Park District Policy and may result in:

- Disciplinary action, up to and including termination of employment, and
- Possible civil and criminal penalties under Illinois law.

EMPLOYEE CONDUCT

6-1 GENERAL CONDUCT AND COMPLIANCE

GENERAL CONDUCT AND COMPLIANCE

Employees are expected to act in accordance with all Park District policies and procedures, supervisory instructions, and applicable federal, State, and local laws, and regulations. Conduct that conflicts with these expectations may result in disciplinary action, up to and including termination of employment.

COMPLIANCE WITH POLICIES, PROCEDURES, AND LAW

Employees are responsible for understanding and following the policies outlined in this Employee Manual, departmental procedures, Park District ordinances, and applicable laws. Failure to comply may lead to disciplinary action. Questions about the application or interpretation of a policy should be directed to a supervisor, HR, or the Director.

SUPERVISORY DIRECTION AND REPORTING CONCERNS

Employees are expected to follow all lawful and reasonable directives from their supervisors. If a directive appears to violate Park District policy, law, or ethical standards, employees should report the concern to a higher-level supervisor, HR, or the Director. Reports made under this section are protected under the Illinois Whistleblower Act, and the Park District prohibits retaliation against employees who raise concerns in good faith.

JOB PERFORMANCE AND PROFESSIONALISM

Employees are expected to perform the duties of their position efficiently, thoroughly, and within established timelines. Work should reflect a high standard of quality, safety, and service to the community. Employees are also expected to represent the Park District in a positive and professional manner in all work-related interactions, including when interacting with members of the public, contractors, vendors, and other agencies.

RECORDS AND INFORMATION MANAGEMENT

Employees must ensure the accuracy and integrity of all records and documents they create or manage. Records should be completed in a timely manner, maintained according to applicable retention laws and Park District procedures, and never falsified or altered, or destroyed outside of authorized procedures.

6-2 ATTENDANCE, PUNCTUALITY AND DEPENDABILITY

Regular and reliable attendance is a fundamental responsibility of all Park District employees, regardless of position or classification. Being present and engaged during scheduled work hours is essential to individual performance, team collaboration, and the delivery of services to the community.

Employees are expected to adhere to their assigned work schedules, whether structured or flexible, and be available and responsive during designated working hours. Any deviation from scheduled hours, including late arrivals, early departures, or absences, must be communicated to and approved by a supervisor in advance, when possible.

AVAILABILITY AND SCHEDULING

Employees are responsible for maintaining accurate availability in the Park District's HRIS system, in accordance with their department's scheduling expectations and employment status. Availability changes must be submitted at least fourteen (14) days in advance, unless otherwise approved by a supervisor.

While the Park District supports flexible scheduling, availability should reflect the days and times an employee is realistically able and willing to work, consistent with departmental needs. Availability that is overly limited or misaligned with program operations may result in reduced hours or removal from the schedule. Availability does not guarantee scheduled hours; however, providing broader, more flexible availability increases the likelihood of being scheduled more consistently and may be a factor in continued employment for certain positions.

REPORTING ABSENCES OR TARDINESS

Employees who are unable to report to work or who expect to be late must notify their immediate supervisor no less than two (2) hours before the start of their scheduled shift. If the immediate supervisor is unavailable, the employee must contact the next level of supervisory authority within their department. Failure to provide timely and complete notice may result in disciplinary action up to and including termination of employment.

EXCESSIVE ABSENCES OR TARDINESS

Attendance is an essential function of every job. Even when proper notice is provided, continued irregular attendance, excessive absenteeism or chronic tardiness, as determined at the discretion of the Park District, may be considered unsatisfactory performance and may result in disciplinary action up to and including termination of employment.



Supervisors may request documentation to support absences. Patterns of unscheduled absences or failure to meet departmental attendance standards may also result in progressive disciplinary action up to and including termination of employment.

SICK LEAVE AND EXTENDED ABSENCES

Employees who are absent due to illness for more than three consecutive days must comply with the requirements outlined in Section 3-4: Sick Leave, including providing documentation from a health care provider and, when applicable, a release to return to work.

JOB ABANDONMENT

Job abandonment occurs when an employee ceases communication with the Park District and fails to report to work as scheduled. This generally means three (3) consecutive scheduled workdays without notice. However, job abandonment may also be found if an employee fails to respond to reasonable attempts by the Park District to confirm their intent to continue employment, even if the employee is not immediately scheduled for additional shifts.

In such cases, the employee will be considered to have voluntarily resigned their position, unless documented extenuating circumstances can be verified. Final determinations will be made by HR and the supervisor.

WALKING OFF THE JOB

Walking off the job occurs when an employee reports to work but then leaves the worksite or ends their shift without notifying their supervisor. This is considered a violation of the attendance Policy and may result in disciplinary action, up to and including termination of employment.

If the employee fails to make further contact with the Park District within three (3) consecutive workdays, the absence will be deemed job abandonment and treated as a voluntary resignation.

NO CALL/NO SHOW

A “no call/no show” occurs when an employee fails to report for a scheduled shift and does not notify their supervisor prior to the start of the shift. A single no call/no show may result in disciplinary action, up to and including termination of employment. Multiple no call/no shows within a twelve (12) month period may be considered excessive absenteeism and could result in further disciplinary action up to and including termination of employment.

If an employee fails to report or contact the Park District for three (3) consecutive scheduled workdays, employment has yet to be terminated, this will be considered job abandonment and treated as a voluntary resignation.

6-3 REMOTE WORK POLICY

The Park District recognizes the importance of in-person interaction while acknowledging the need for flexibility in work arrangements. Employees are expected to work from their assigned on site office spaces, except when attending off-site meetings or performing duties that require a different location as part of their job duties. To ensure effective communication, employees must maintain and share their calendars, except for private appointments and HR-related matters.

Requests for remote work must be approved by the employee’s Department Head, in consultation with HR when appropriate, with flexibility granted for various personal or situational reasons. While there is no fixed schedule for remote workdays, employees may arrange for short or extended periods of remote work through discussion with their Department Head and, when applicable, HR.

When working remotely, employees are required to update their calendars with “Remote” or “WFH” to indicate their location and that they are available to staff. The expectation is that employees remain as available as they would be if they were in the office. If, at any time, a supervisor feels that productivity or availability is not meeting expectations due to a remote situation, they must convey this concern to HR. The supervisor will be asked to provide specific examples of tasks, projects, or instances where the employee was unproductive or unavailable. If it is determined that the employee is less productive at home than in the office, the employee may be asked to return to the office.

This Policy reflects the Park District’s commitment to fostering a culture of trust, adaptability, and collaboration while accommodating the diverse needs of its workforce.

6-4 WORKPLACE APPEARANCE AND ENVIRONMENT

The Park District expects each employee to uphold professionalism while representing the organization. Personal appearance plays a significant role in shaping public perception. Therefore, attire, including jewelry, should be clean, neat, and appropriate for the tasks at hand.

Certain positions may require specific safety equipment and attire, which must be worn as assigned. Refer to department work rules for detailed requirements.

During business hours, employees must maintain a clean, well-groomed and neat appearance and dress in accordance with their position's requirements. To ensure safety in specific work areas, the Park District may implement guidelines requiring hair to be secured in situations where it could present a hazard, as well as guidelines regarding jewelry, body piercings, and other necessary limitations subject to applicable law.

6-5 WORKPLACE SAFETY AND PROHIBITED ITEMS

The Park District is committed to providing a safe and secure work environment for all employees and members of the public. Employees are expected to follow all safety protocols, comply with applicable federal, State, and local safety regulations, report unsafe conditions, and contribute to a workplace free from violence, threats and unauthorized access.

PROHIBITED WEAPONS AND DANGEROUS ITEMS

The Park District strictly prohibits employees from possessing or using weapons, firearms, explosives, or other dangerous items while on Park District property, in Park District vehicles, or while performing job duties. This prohibition applies regardless of whether the employee holds a concealed carry or other weapons permit.

Exceptions apply only to law enforcement personnel or individuals specifically authorized by State or federal law or those with prior written approval from the Director for legitimate business purposes.

Employees who become aware of a potential or actual violation of this Policy must immediately report it to their supervisor, Department Head, or HR. All reports will be handled appropriately, and retaliation against any employee who reports a concern in good faith is strictly prohibited.

VIOLENCE, THREATS, AND UNSAFE BEHAVIOR

Violence, threats, intimidation, or other disruptive behavior are strictly prohibited. This includes verbal threats, physical aggression, or any conduct that creates a hostile or unsafe work environment. Employees who witness or experience such behavior must report it immediately to a supervisor, Department Head, or HR and, if necessary, local law enforcement.

Any employee engaging in violent or threatening behavior may be subject to immediate removal from the workplace and disciplinary action, up to and including termination of employment.

FACILITY SECURITY AND KEY ACCESS

Employees must take reasonable precautions to protect Park District facilities, equipment, and property. Keys, keycards, or security access codes must not be duplicated, shared, or transferred without authorization. Lost or stolen keys must be reported immediately to a supervisor or HR.

Access to secured or restricted areas is limited to authorized personnel. Unauthorized entry or failure to follow security procedures may result in disciplinary action.

6-6 ALCOHOL AND DRUG-FREE WORKPLACE POLICY

The Park District is committed to maintaining a safe, productive, and drug-free workplace. This Policy is intended to protect the health and safety of employees, patrons, and the public, and to ensure compliance with the federal Drug-Free Workplace Act (41 U.S.C. § 701 et seq.), the Illinois Drug-Free Workplace Act (30 ILCS 580/1 et seq.), the Illinois Cannabis Regulation and Tax Act (410 ILCS 705), and the Cannabis Control Act (720 ILCS 550). In accordance with these laws, the use, possession, sale, or being under the influence of drugs, cannabis, or alcohol while working, on Park District premises, or while performing work-related duties is strictly prohibited. This Policy applies to all Park District employees. Employees in positions that require a Commercial Driver's License (CDL) are also subject to additional testing and procedures detailed in Appendix A: CDL Drug and Alcohol Testing Policy (A-1). In the event of a conflict between this Policy and the CDL testing Policy, Appendix A will govern CDL positions.

ACTS PROHIBITED

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, cannabis, or alcohol, is prohibited:

- On Park District property;
- While operating Park District vehicles or equipment;
- While performing Park District job duties or representing the Park District.

Employees are prohibited from reporting to work, or remaining at work, while under the influence of alcohol, cannabis, or any substance (legal or illegal) that impairs their ability to safely or effectively perform their job duties. Nothing in this Policy permits the use of cannabis in violation of the Illinois Cannabis Regulation and Tax Act or the Cannabis Control Act.

DEFINITIONS

Alcohol:

Any beverage or substance containing ethanol, or other intoxicating compounds typically consumed to produce a state of intoxication, including beer, wine, and distilled spirits.

Cannabis:

Any part of the Cannabis sativa plant, whether growing or not; its seeds; resin; or any derivative, compound, or preparation thereof, including tetrahydrocannabinol (THC), as defined under the Illinois Cannabis Regulation and Tax Act (410 ILCS 705) and the Cannabis Control Act (720 ILCS 550), regardless of legality under State law.

Controlled Substance:

Any substance defined as a controlled substance under Schedules I through V of the Federal Controlled Substances Act (21 U.S.C. § 812), including but not limited to heroin, cocaine, methamphetamines, certain prescription drugs without a prescription, and other illegal drugs.

Legal Medication:

A drug that is prescribed to an employee by a licensed medical provider or purchased over the counter and used in accordance with applicable directions.

Park District Property:

Any property owned, leased, or controlled by the Park District, including buildings, vehicles, parks, and off-site locations during official work-related activities or events.

VOLUNTARY TREATMENT

Employees are encouraged to voluntarily seek treatment for substance use disorder before it leads to disciplinary action. Seeking treatment does not excuse misconduct or policy violations. Confidentiality will be maintained to the extent permitted by law, and treatment costs are the employee's responsibility, though health plan benefits may apply.

USE OF LEGAL MEDICATION

Employees in safety-sensitive roles must notify their supervisor if a legal medication they are using could impair judgment, perception, reaction time, or alertness. Supervisors, in consultation with HR and/or the Director, will determine whether the employee may continue performing job duties. Failure to disclose may result in disciplinary action.

SCREENING AND TESTING

Employees may be required to undergo alcohol or drug testing under the following circumstances:

- Pre-employment (for full-time or safety-sensitive positions)
- Random testing (for employees in specific safety-sensitive roles)
- Post-accident (all accidents)
- Reasonable suspicion (based on multiple observable factors)
- During or after rehabilitation
- Return-to-duty or follow-up

Testing will be conducted by a medical facility at Park District expense. Confirmatory tests will follow any initial positive result. Employees must disclose any legal drug or medication use prior to testing. Employees may not drive themselves to testing facilities.

REPORTING REASONABLE SUSPICION

Supervisors must base reasonable suspicion on multiple observable factors, such as behavior, odor, appearance, and speech. Any suspicion must be reported immediately to a supervisor or HR. If necessary, an employee may be transported for testing and removed from duty pending results.

PRE-EMPLOYMENT AND CONSENT REQUIREMENTS

Applicants offered a position requiring a CDL, or safety-sensitive responsibilities must pass a drug test and sign a consent form prior to employment. All employees are required to consent to testing as a condition of employment.



NOTICE OF CONVICTIONS

Employees must notify the Director within five (5) days of any conviction related to a criminal drug statute. Failure to do so may result in disciplinary action, up to and including termination of employment.

INSPECTIONS

Park District property (for example, lockers, desks, vehicles) is subject to inspection if there is a reasonable belief that it contains prohibited substances.

CONFIDENTIALITY OF RECORDS

All records related to drug and alcohol testing, or treatment will be maintained in a separate confidential file. Information will only be disclosed on a need-to-know basis or as required by law.

DISCIPLINE AND TREATMENT

Violation of this Policy may result in discipline, up to and including termination of employment. In some cases, the Park District may offer a one-time opportunity for treatment, contingent on:

- Immediate enrollment in treatment
- Successful completion and release for duty
- Consent to follow-up testing and conditions of reinstatement

CDL EMPLOYEES

Employees who operate commercial motor vehicles must also comply with Appendix A: CDL Drug and Alcohol Testing Policy (A-1), which supplements this Policy. CDL-specific procedures and testing standards follow federal Department of Transportation regulations. Employees not covered by Appendix A may disregard those provisions.

6-7 SMOKING AND ELECTRONIC SMOKING DEVICES

Smoking, including the use of electronic smoking devices such as vape pens, e-cigarettes, or similar products, is strictly prohibited in or on any Park District building, facility, equipment, or vehicle, as well as during direct interaction with the public, unless in designated smoking areas. Any new State or federal law imposing stricter regulations on smoking or electronic smoking devices will be promptly adopted and enforced by the Park District upon enactment.

The Smoke-Free Illinois Act (410 ILCS 82), as amended by the Preventing Youth Vaping Act, is strictly enforced by the Park District. This law prohibits smoking or the use of electronic smoking devices in virtually all public places and workplaces, including offices, theaters, museums, libraries, educational institutions, schools, commercial establishments, and any other Park District buildings and within fifteen (15) feet of building entrances, exits, windows that open, and ventilation intakes.

6-8 CARELESSNESS AND NEGLIGENCE POLICY

All employees are expected to perform their job duties with attention, care, and professionalism. This includes following established procedures, using sound judgment, and taking appropriate action to fulfill assigned responsibilities in a safe and timely manner. Carelessness or neglect of duties, whether through inaction, poor judgment, or disregard for established expectations, can jeopardize the safety of others, disrupt operations, and diminish public trust in the Park District.

Neglect or carelessness may include, but is not limited to:

- Failing to supervise or protect participants or patrons appropriately;
- Falling asleep while on duty;
- Misusing equipment, supplies, or Park District property;
- Ignoring assigned responsibilities or work schedules;
- Failing to act or respond when duties require attention or intervention;
- Disregarding safety procedures or operational protocols.

While minor oversights may be addressed through coaching or retraining, repeated incidents or any single act of serious neglect—such as losing sight of a child, sleeping on duty, or contributing to a safety incident—may result in immediate disciplinary action, up to and including termination of employment.

Supervisors are responsible for addressing and documenting concerns and for ensuring that employees have the training and support necessary to meet performance expectations.

6-9 PERSONAL CONDUCT AND PROFESSIONALISM

Employees are expected to maintain a high standard of personal conduct and professionalism in all aspects of their work. This includes how they interact with the public, program participants, coworkers, supervisors, and others representing the Park District.

Professionalism involves treating others with respect and courtesy, communicating in a constructive and appropriate manner, and fulfilling one's responsibilities with integrity and reliability. Employees must maintain appropriate boundaries with coworkers and the public and conduct themselves in ways that support a positive and inclusive workplace environment.

Disruptive, disrespectful, or inappropriate behavior may undermine the effectiveness of the workplace and damage public trust. Examples of unprofessional conduct include, but are not limited to, using threatening or abusive language, spreading rumors, refusing to participate in team functions, or creating unnecessary conflict or distractions in the workplace. Such will be considered a violation of Park District policy and may result in disciplinary action, up to and including termination of employment.

Employees are also expected to exercise sound judgment in their off-duty conduct. While off-duty activities are generally private, behavior that negatively affects the employee's job performance, the safety of others, or the reputation of the Park District is subject to review and may result in disciplinary action under this Policy.

6-10 EMPLOYEE COOPERATION

All employees are expected to cooperate fully and professionally with supervisors, coworkers, and Park District leadership in performing their job duties and participating in administrative processes. Cooperation is essential to maintaining a respectful, efficient, and accountable work environment.

Employees are expected to follow lawful and reasonable supervisory instructions, respond to work-related inquiries and communications in a timely and respectful manner, and participate when required in workplace procedures such as investigations, audits, or administrative reviews. This includes providing truthful, complete, and accurate information when requested.

Refusal to cooperate, providing misleading information, delaying required actions, or displaying insubordination may result in disciplinary action, up to and including termination of employment. Failure to cooperate in an investigation, whether as a witness or a subject, may be considered a violation of Park District policy and may result in disciplinary action, up to and including termination of employment.

Employees who believe they are being asked to participate in conduct that violates law or Park District policy should report their concern to HR or the next level of management. Retaliation for such reporting is strictly prohibited.

6-11 INVESTIGATIONS

The Park District is committed to a culture of accountability and transparency. Employees are expected to participate fully in workplace investigations and to report concerns of improper governmental action in good faith. The Park District prohibits retaliation against employees who report such concerns or participate in investigations.

WORKPLACE INVESTIGATIONS

Employees are required to cooperate fully with Park District investigations. This includes providing truthful, complete, and accurate information, attending required meetings, and maintaining confidentiality when instructed. Failure to cooperate, or knowingly providing false or misleading information, may result in disciplinary action.

CONFIDENTIALITY

The identity of any employee making a report will be kept confidential to the extent permitted by law, unless waived in writing by the employee. The Park District may take reasonable steps to protect individuals from physical harm if they believe they may be endangered by making a report.

REPORTING PROCEDURE

Employees may report concerns to their Department Head, the Director of Human Resources, or the Director. Concerns may also be reported to the Park District's designated Auditing Official. If appropriate, the Auditing Official may transfer the report to another authority, including the State's Attorney.

Reports should include as much detail as possible, such as names, dates, locations, and a description of the conduct in question. The Auditing Official will oversee the investigation and, when necessary, notify the Director or Board President.

REMEDIES AND RECORDS

If an investigation confirms improper governmental action, the Park District may take corrective steps such as reinstating an employee, reimbursing lost wages, or implementing other appropriate remedies. Findings may also be shared with the employee or their attorney to support legal action if needed. All reports and investigation records will be maintained in a secure and confidential manner. Information will only be disclosed when required by law, such as under the Illinois Freedom of Information Act (IL FOIA).

EMPLOYEE NOTIFICATION AND ACKNOWLEDGMENT

Employees will receive a summary of this Policy and a copy of Section 4.1 of the Public Officer Prohibited Activities Act upon hire and annually thereafter. Acknowledgment of receipt will be maintained in the employee's file.

6-12 WHISTLEBLOWER PROTECTION

Pursuant to Section 4.1 of the Public Officer Prohibited Activities Act (50 ILCS 105/4.1), the Park District protects employees from retaliation when they report improper governmental action.

Improper governmental action includes actions by any Park District employee, board member, or elected official that:

- Violate a federal, state, or local law;
- Constitute abuse of authority;
- Violate the public's trust or reasonable expectations of conduct;
- Pose a substantial and specific danger to public health or safety;
- Represent a gross waste of public funds.

Improper governmental action does not include personnel matters such as complaints about job assignments, promotions, performance evaluations, discipline, or similar decisions—unless such actions are alleged to constitute retaliation for protected activity.

CONFIDENTIALITY

The identity of any employee making a report will be kept confidential to the extent permitted by law, unless waived in writing by the employee. The Park District may take reasonable steps to protect individuals from physical harm if they believe they may be endangered by making a report.

REPORTING PROCEDURE

Employees may report concerns to their Department Head, the Director of Human Resources, or the Director. Concerns may also be reported to the Park District's designated Auditing Official. If appropriate, the Auditing Official may transfer the report to another authority, including the State's Attorney.

Reports should include as much detail as possible, such as names, dates, locations, and a description of the conduct in question. The Auditing Official will oversee the investigation and, when necessary, notify the Director or Board President.

REMEDIES AND RECORDS

If a violation is found, the Auditing Official may recommend remedies, including reinstatement, reimbursement for lost wages, or other corrective action. If necessary, findings may be shared with the employee or their attorney to support legal remedies.

Records related to the report and investigation will be maintained confidentially, and disclosure will occur only as required by law, such as under the Illinois Freedom of Information Act (IL FOIA).

EMPLOYEE NOTIFICATION AND ACKNOWLEDGMENT

Employees will receive a summary of this Policy and a copy of Section 4.1 of the Public Officer Prohibited Activities Act upon hire and annually thereafter. Acknowledgment of receipt will be maintained in the employee's file.

6-13 REPORTING IMPROPER OR UNSAFE ACTIVITY

The Park District is committed to maintaining a safe and lawful environment for employees, participants, and the public. All employees share responsibility for identifying and reporting unsafe conditions, suspected misconduct, and concerns about the well-being of others, especially minors.

This Policy outlines procedures for reporting safety concerns, workplace misconduct that may pose a risk, and suspected child abuse or neglect in compliance with Illinois law.

REPORTING UNSAFE CONDITIONS OR EMPLOYEE MISCONDUCT

Employees are required to report any condition, action, or behavior that may pose a threat to the safety, health, or welfare of others. This includes knowledge or reasonable suspicion of:

- Unsafe use of equipment, facilities, or vehicles;
- Dangerous or negligent supervision of children or participants;
- Criminal behavior such as theft, violence, or drug use;
- Sleeping while on duty, failing to carry out assigned duties, or other serious lapses in supervision

Reports should be made promptly to the employee's immediate supervisor, Department Head, or the Director of Human Resources. If the concern involves someone in the employee's reporting chain, the employee may report the concern directly to the Director or Human Resources.

Employees are expected to fully cooperate in any investigation. Failure to report or respond appropriately will be considered a violation of Park District policy and may result in disciplinary action, up to and including termination of employment. Employees who report concerns in good faith are protected from retaliation under this Policy.

MANDATED REPORTING OF CHILD ABUSE OR NEGLECT

In accordance with the Illinois Abused and Neglected Child Reporting Act (325 ILCS 5/1 et seq.), any Park District employee who has reasonable cause to believe that a child known to them through Park District activities may be abused or neglected must immediately report or cause a report to be made to the Illinois Child Abuse Hotline: 1-800-25-ABUSE (1-800-252-2873).

This requirement applies to:

- Employees whose duties involve regular contact with minors;
- Employees assigned to facilities or programs that serve minors;
- All staff in the Recreation Department.

These individuals must also sign an Acknowledgment of Mandated Reporter Status form, which will be retained in their personnel file.

REPORTING PROCEDURE FOR SUSPECTED CHILD ABUSE OR NEGLECT

1. Immediately call the Illinois Child Abuse Hotline to report the concern.
2. Notify the Director, Department Head, or Director of Human Resources that a report has been made.
3. If the child appears to be in immediate danger, contact 911 first.
4. Do not attempt to investigate, delay the report, or contact the child's parent or caregiver.

Employees must act in good faith, report without delay, and must not promise confidentiality to the child. The Park District will support employees who fulfill this legal duty.

REPORTING UNLAWFUL CONDUCT BY EMPLOYEES

Employees must act and conduct themselves at all times in the best interests of the Park District. If an employee reasonably suspects or knows that another Park District employee is or has engaged in unlawful conduct while on duty, they must report such misconduct, together with any supporting information, to the Director or Human Resources.

6-14 TELEPHONE AND CELLULAR PHONE USAGE

Employees are expected to use good judgment and maintain professionalism when using telephones, mobile devices, or other communication tools during work hours. Inappropriate or excessive use of phones, whether personal or work-related, may interfere with job responsibilities, service to the public, and workplace safety.

TELEPHONE USE

The Park District provides desk phones and voicemail systems to support official business. Some employees may be approved for cell phone reimbursement if mobile communication is deemed necessary for their position. Voice-over-internet-protocol services may be used for phone access through desktop or mobile applications; mobile app access must be approved by both the employee's Department Head and the Information Technology Department.

Employees are expected to check voicemail messages regularly and ensure that their lines remain available for Park District use. Voicemail greetings should be professional and consistent with Park District standards.



PERSONAL MOBILE DEVICES

Use of personal phones during work hours must be limited and must not interfere with assigned responsibilities or customer service. Employees are prohibited from using personal phones while:

- Operating Park District vehicles or equipment,
- Supervising children or vulnerable participants,
- Engaging in direct service or public-facing responsibilities.

Supervisors may establish department-specific rules to manage phone use and minimize distractions.

SAFETY AND LEGAL COMPLIANCE

Employees are prohibited from using phones, including handheld, hands-free, or Bluetooth devices, while operating any Park District vehicle or motorized equipment, except in emergencies. Employees must follow all applicable state and local laws regarding mobile device use.

USE OF CAMERAS OR RECORDING DEVICES

Employees may not use phones or other personal devices to take photographs, videos, or audio recordings in the workplace unless specifically authorized. This includes capturing images of participants, patrons, coworkers, or Park District operations unless it is part of the employee's job duties and has been approved by a supervisor or Department Head. Any approved photography or recording must comply with Park District privacy, safety, and media release policies, and employees must also follow the Recording in the Workplace Policy (Section 5-9).

6-15 WORKPLACE WRONGDOING AND MISCONDUCT

Employees are expected to perform their duties honestly, ethically, and in the best interests of the Park District. Any act of dishonesty, fraud, or serious misconduct; whether involving Park District resources, operations, or public trust undermines the mission of the Park District and may result in disciplinary action, up to and including termination of employment.

PROHIBITED CONDUCT

Workplace wrongdoing includes, but is not limited to:

- Theft, embezzlement, or misappropriation of Park District funds, property, equipment, or supplies;
- Falsification of records, including HRIS, financial documentation, or incident reports;
- Submitting false information related to benefits, leave, or expense reimbursement;
- Engaging in fraud involving external agencies, vendors, or insurance carriers;
- Knowingly providing false or misleading information during investigations or audits;
- Removing Park District property from the premises without prior authorization;
- Physical violence or threats of violence toward coworkers, supervisors, or the public.

Such actions are considered misconduct regardless of whether they occur on Park District property or during work hours if they are related to the employee's job duties or role.

REPORTING REQUIREMENTS

Employees who are aware of or witness any suspected wrongdoing must report their concern immediately to their supervisor, Department Head, Director of Human Resources, or the Director. If the concern involves someone in the employee's reporting chain, the concern should be escalated to the next level or directly to the Director of Human Resources or the Director. Reports made in good faith are protected from retaliation under this Policy.

Supervisors who receive a report are required to act promptly, document the concern, and consult with the Director of Human Resources.

DISCIPLINARY CONSEQUENCES

Any employee found to have engaged in workplace wrongdoing will be subject to disciplinary action, up to and including termination of employment. In cases involving potential criminal behavior, the Park District may also notify law enforcement or other relevant authorities.

PROCEDURE FOR REPORTING WORKPLACE WRONGDOING

Employees who become aware of workplace wrongdoing must report the act or behavior to their immediate supervisor. If the employee is uncomfortable doing so, or if their supervisor is the source of the problem, condones the problem, or ignores the problem, the employee should report to the supervisor's supervisor or the Director.

6-16 ROMANTIC OR SEXUAL RELATIONSHIPS

The Park District recognizes that personal relationships may develop in the workplace. However, to preserve professionalism, prevent conflicts of interest, and protect the integrity of the work environment, employees are expected to maintain appropriate boundaries at all times.

Romantic or sexual relationships between employees and individuals whom they have direct or indirect supervisory authority are prohibited. This includes relationships that may create a real, potential, or perceived conflict of interest, interfere with objective decision-making, or compromise the supervisory relationship.

Employees in a position of influence, such as those involved in hiring, discipline, scheduling, evaluation, or compensation, must disclose any romantic or sexual relationship with another employee to the Director of Human Resources and the Director. Disclosure allows the Park District to evaluate the situation and determine whether a reassignment or other action is needed to eliminate the conflict of interest. Failure to disclose a relationship that presents a conflict of interest will be considered a violation of Park District policy and may result in disciplinary action.

Relationships between employees and participants, patrons, contractors, vendors, or volunteers may also raise concerns about professionalism, consent, or the appearance of impropriety. Such relationships may be reviewed by HR and subject to appropriate administrative action, especially if the relationship creates a risk of favoritism, harassment, or the misuse of authority.

All employees are expected to exercise sound judgment and maintain discretion in personal interactions that occur in the workplace or arise through work-related responsibilities.

This Policy is intended to work in coordination with the Park District's Harassment and Discrimination Policy (Section 4-3) and Conflict of Interest Policy (Section 6-18).

6-17 POLITICAL ACTIVITY

As a public employer, the Park District maintains political neutrality in the workplace. Employees have the right to engage in personal political activity outside of work; however, political expression must not interfere with job duties, involve Park District resources, or create the appearance that the Park District endorses a particular candidate, issue, or political organization.

While on duty or while acting in an official capacity, employees may not:

- Engage in campaign activity for or against any candidate, political party, or ballot initiative;
- Wear or display political buttons, signs, or materials while serving the public;
- Interrupt or distract coworkers who are on duty to discuss or distribute political content;
- Use Park District property, communication systems, equipment, uniforms, or titles to support political purposes;
- Distribute political literature on Park District premises or at Park District-sponsored events;
- Solicit or receive political contributions from coworkers, participants, or members of the public.

For purposes of this Policy, “on duty” includes all working hours, paid break times, and any time an employee is representing the Park District in an official capacity.

Employees may participate in political activities on their own time and outside of Park District property, provided such activities do not interfere with their job responsibilities or create a conflict with their role at the Park District. A conflict of interest exists when political involvement compromises the employee’s ability to perform duties impartially, uses their Park District position to influence others, or creates the appearance of Park District endorsement of a political view, party, or candidate. Employees must not imply or suggest that their personal political opinions reflect the views of the Park District.

This Policy is intended to comply with applicable laws, including the Illinois State Officials and Employees Ethics Act (5 ILCS 430), relevant provisions of the Illinois Election Code, and the Park District’s Ethics Ordinance. Employees should be aware that violations of these laws or the Ethics Ordinance may result in legal penalties in addition to disciplinary action under Park District policy.



6-18 SOLICITATION AND DISTRIBUTION

To maintain an environment focused on safety, productivity, and service, the Park District restricts solicitation and distribution activities in the workplace. These rules are intended to minimize disruption to operations, reduce pressure among coworkers, and preserve public trust in the neutrality of Park District spaces.

SOLICITATION BY EMPLOYEES

Employees may not solicit or promote products, services, causes, or donations during their working time or the working time of others. For the purposes of this Policy, “working time” refers to periods when the employee is scheduled and expected to be actively performing job duties. It does not include authorized breaks, meal periods, or time before or after a scheduled shift.

Examples of prohibited solicitation or distribution during working time include selling raffle tickets, promoting outside businesses, collecting donations, or handing out flyers related to personal causes or events.

Solicitation may not occur in work areas that are open to the public or that are required for program operations. Employees may not interrupt others during work to promote or distribute materials of any kind.

DISTRIBUTION OF MATERIALS

Employees may not distribute literature, flyers, or other materials during working time or in public or program-facing areas, including lobbies, classrooms, front desks, or restrooms.

Employees may leave personal literature, flyers, or announcements in designated non-working areas (such as breakrooms) during non-working time, provided the material is appropriate, does not create clutter or safety concerns, and is not prohibited by other policies (for example, political activity, harassment). Any material intended for distribution to a broader group or left in shared spaces must be approved in advance by HR. The Park District reserves the right to remove any materials at its discretion.

OUTSIDE PARTIES

Non-employees, including vendors, solicitors, or members of the public, are not permitted to solicit or distribute materials on Park District property unless authorized in advance by the Director or designee.

BULLETIN BOARDS AND INTERNAL COMMUNICATION

Park District bulletin boards and internal communication systems are used to display or share official information such as policies, job postings, benefits notices, safety information, and Park District announcements. Employees may not post or distribute personal messages, advertisements, or materials unless approved in advance by HR.

GIFTS

Employees are expected to act with integrity and impartiality in all work-related matters. To preserve public trust and avoid the appearance of impropriety, employees may not accept gifts, tips, or personal benefits from individuals or organizations that do business with, seek to influence, or receive services from the Park District.

This Policy aligns with the Illinois Gift Ban Act and the Park District's Ethics Ordinance, both of which prohibit public employees from accepting gifts from certain sources and outline limited exceptions. The intent is to prevent real or perceived conflicts of interest.

GIFT RESTRICTIONS

Employees may not:

- Solicit or accept cash or cash equivalents (such as gift cards);
- Accept personal gifts or favors from vendors, contractors, or program participants;
- Accept any item offered with the intent to influence a decision, secure preferential treatment, or reward the performance of official duties.

These restrictions apply regardless of whether the gift is offered directly or through a family member, coworker, or intermediary.

LIMITED EXCEPTIONS

Employees may accept small, non-cash tokens of appreciation (such as a cup of coffee, food items, or small gift) if:

- The item is of nominal value and consistent with common standards of courtesy (for example, a cup of coffee, snack, or thank-you note);
- The gift is not intended to influence a decision or create a conflict of interest.

These items must still be reported to the employee's Department Head. Retention of any gift is subject to the approval of the Director. Certain exceptions outlined in the Gift Ban Act and Ethics Ordinance may also apply, such as:

- Promotional items or educational materials of minimal value;
- Items shared broadly with a department;
- Gifts based on personal or family relationships that are clearly unrelated to the employee's Park District role.

Employees who are unsure about whether a gift is appropriate should seek guidance from their Department Head. Department Heads may consult with the Director as needed.

DIRECTOR GIFT REPORTING

If the Director receives a gift in the course of their duties, the gift must be reported to the Board. If further clarification is needed, the Board will determine whether the gift may be retained, returned, or otherwise addressed.

REPORTING AND OVERSIGHT

Employees must report any gifts that fall outside the guidelines above. The Park District may require a gift to be returned, donated, or declined if it presents a conflict of interest or violates policy.

This Policy should be read in conjunction with the Conflict of Interest Policy (Section 6-19), the Political Activity Policy (Section 6-17), the Park District's Ethics Ordinance, and applicable provisions of the Illinois Gift Ban Act.



6-19 CONFLICT OF INTEREST

The Board recognizes that the Park District's success and reputation are dependent upon and entrusted to the honesty, integrity, and ethical standards of its Board and employees.

Each action taken by a Board member and/or employee in the course of their duties are to be motivated by the Park District's best interests and shall be free of outside influence and self interests.

In the event of conduct by a Board member or the Director which creates the appearance of a conflict of interest, the Board shall have the responsibility to decide upon any action to be taken, and in the event of such an act by a staff member, that responsibility shall be undertaken by the Director.

In accordance with this Policy, the Board and employees shall comply with the following:

- Board members and employees must disclose all memberships or financial interests in companies or organizations doing business with the Park District;
- Board members must abstain from voting on any action in which they have a financial interest;
- Board members and applicable employees shall file a Statement of Economic Interests annually with the county (as required by law); and
- Both Board and employees shall not accept any remuneration in money, goods or services from any vendor or entity, nor operate or manage any vendor or entity doing business with the Park District.

6-20 OUTSIDE ACTIVITIES

The Park District recognizes that employees may engage in outside employment, business ventures, or volunteer work during non-working hours. However, employees are expected to ensure that such activities do not conflict with their responsibilities, performance, or ethical obligations to the Park District. This Policy is intended to align with and is subject to the Park District's Ethics Ordinance, including provisions on conflicts of interest, political activity, and gift restrictions, as well as applicable sections of the Illinois State Officials and Employees Ethics Act (5 ILCS 430).

OUTSIDE EMPLOYMENT AND BUSINESS ACTIVITIES

Employees may work for another employer or operate a business as long as the activity:

- Does not interfere with the employee's availability, reliability, or job performance;
- Is not conducted during Park District working hours or using Park District equipment, facilities, or resources;
- Does not present a conflict of interest, including working for a vendor, contractor, or organization that does business with the Park District;
- Does not create the appearance that the outside activity is endorsed by or affiliated with the Park District.

Employees must disclose and notify their Department Head of any outside employment. The Park District may require review and approval if the outside role relates to the employee's official duties, presents a potential conflict, or involves a high-profile public position.

VOLUNTEER OR PUBLIC SERVICE ACTIVITIES

Employees may participate in civic, charitable, or professional organizations as long as the activity does not conflict with their job responsibilities or create an appearance of impropriety. Employees are encouraged to consult with their supervisor if a volunteer or leadership role could overlap with their Park District position.

RESTRICTIONS

Outside activities are prohibited if they:

- Violate Park District policies or ethical standards;
- Detract from the employee's job performance;
- Use or disclose confidential or proprietary Park District information;
- Require the employee to represent the Park District without prior authorization.

If the Park District determines that an outside activity creates a conflict of interest or violates this Policy, the employee may be required to cease the activity, modify their involvement, or accept reassignment. Failure to comply may result in disciplinary action, up to and including termination of employment.

This Policy should be reviewed alongside the Conflict of Interest (Section 6-18) and Political Activity (Section 6-15) policies.

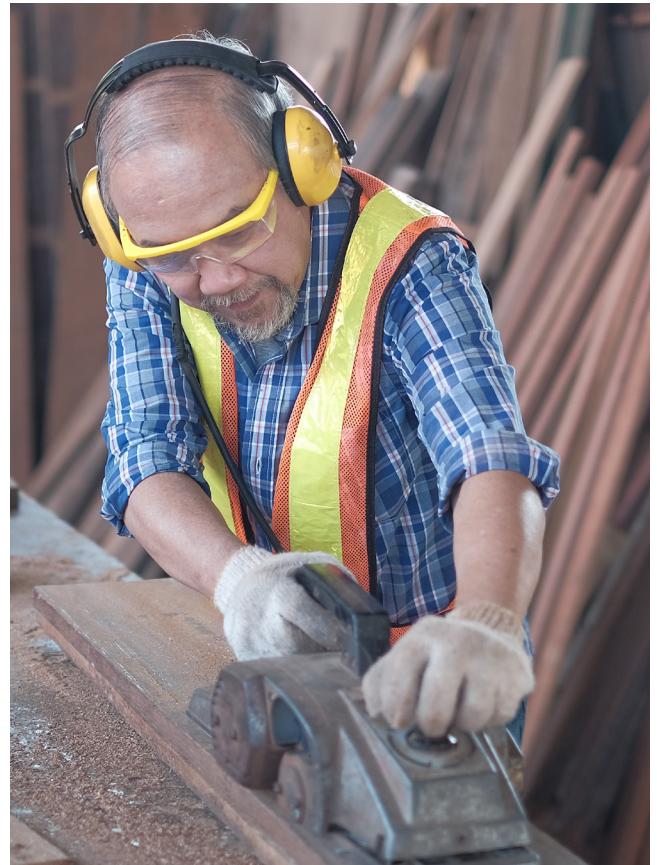
SAFETY IN THE WORKPLACE

7-1 SAFETY CULTURE

The Park District is committed to providing a safe and healthy environment for employees, participants, and the public, and to complying with all applicable federal, state, and local safety regulations, including Occupational Safety and Health Administration (OSHA) standards and the Illinois Department of Labor requirements.

Safety is a shared responsibility. All employees are expected to follow established safety rules, report unsafe conditions, and work in a manner that prevents injury to themselves, co-workers, participants, and the public.

The Park District's Safety Manual contains detailed safety policies, procedures, and compliance programs. Employees are required to be familiar with applicable sections of the Safety Manual and to participate in required safety training. The Safety Manual is available from supervisors and on the Park District's internal resources.



SAFETY RESPONSIBILITIES

- The Director and Department Heads are responsible for providing administrative support, enforcing safety rules, ensuring employees have appropriate safety equipment, and fostering a culture of safety.
- Supervisors and Managers must conduct regular safety inspections, provide training, address unsafe behavior or conditions promptly, and ensure compliance with all applicable safety policies.
- Employees must follow all general and department-specific safety rules, use required personal protective equipment (PPE), report accidents and unsafe conditions immediately, and cooperate with accident investigations.

SAFETY COMMITTEE

The Park District maintains a Safety Committee that includes representatives from various departments. The Safety Committee assists in reviewing safety concerns, investigating accidents, and recommending improvements. Accident investigations may be initiated by the Safety Committee or management and are conducted according to the procedures outlined in the Safety Manual.

ACCIDENT REPORTING

All accidents, injuries, near misses, and unsafe conditions must be reported immediately to a supervisor. Accident reporting procedures are detailed in the Safety Manual. Failure to report may result in disciplinary action.

COMPLIANCE PROGRAMS

The Park District implements OSHA- and Illinois-compliant programs such as Bloodborne Pathogens Exposure Control, Fall Protection, Hazard Communication, Lockout/Tagout, Personal Protective Equipment, and Confined Space Safety. Employees will receive training appropriate to their job duties, and documentation for such training will be maintained in accordance with regulatory requirements.

7-2 HEPATITIS B VACCINATION

In compliance with the OSHA Bloodborne Pathogens Standard (29 CFR 1910.1030), the Park District offers the hepatitis B vaccination series at no cost to employees who have occupational exposure to blood or other potentially infectious materials. Eligible employees will receive information about the vaccine and may choose to accept or decline it by signing the appropriate form. Employees who initially decline the vaccine may request it later, provided they remain eligible.

CORRECTIVE AND DISCIPLINARY ACTION

8-1 DISCIPLINARY ACTIONS AND REASONS FOR DISCIPLINE

All employees are expected to meet the Park District's standards of conduct, performance, attendance, and professionalism. When an employee's conduct or performance does not meet these expectations, supervisors may initiate corrective or disciplinary action. The purpose of these actions are to address concerns, promote improvement, and ensure that the Park District's operations and environment remain safe, productive, and respectful.

Supervisors, in consultation with HR and the Department Heads as appropriate, determine when action is warranted and what level is appropriate. The Park District reserves the right to determine the level of action based on the nature and severity of the issue, and action may begin at any level, up to and including immediate termination of employment.

REASONS FOR DISCIPLINE

The following are examples of conduct that may result in discipline, but other types of misconduct or poor performance may also warrant disciplinary action. These examples reflect common reasons for discipline but are not intended as a complete list:

- Failure to follow supervisor instructions: Occurs when an employee does not carry out directions or assignments given by their supervisor.
- Excessive absenteeism or tardiness: Occurs when an employee is frequently absent or late in a way that negatively impacts operations, regardless of whether the absence or tardiness is approved.
- Insubordination: Occurs when an employee refuses to comply with a direct and reasonable order from a supervisor.
- Unsafe work practices or negligence: Occurs when an employee acts or fails to act in a way that creates an unreasonable risk to health, safety, or property. Unsafe work practices are inherently negligent because they involve a failure to exercise proper care. Examples include failing to use required personal protective equipment, bypassing safety procedures, or disregarding hazard warnings.
- Carelessness or negligence: Occurs when an employee fails to exercise reasonable care in performing duties, resulting in mistakes, poor quality work, or avoidable errors, whether or not safety is involved. Examples include not securing tools or equipment properly, mishandling records or files, failing to proofread work, or ignoring established procedures.
- Falsification of records or reports: Occurs when an employee knowingly enters false or misleading information in any Park District records or reports.
- Failure to meet general attendance standards: Including working unauthorized hours or working "off the clock."
- Failure to wear required uniforms or safety equipment: Including items such as safety shoes, glasses, goggles, face shields, or other personal protective equipment required by Park District or department Policy.
- Failure to follow laws, rules, or regulations: Occurs when an employee violates local, state, or federal law or Park District rules while on duty or while on Park District property.
- Failure to report accidents or hazardous conditions: Occurs when an employee does not promptly inform their supervisor of an accident, injury, near miss, or hazardous condition.

- Theft, misappropriation, or improper use of Park District property: Includes stealing, unauthorized borrowing, or misuse of Park District property or property belonging to fellow employees or the public.
- Possession of weapons: Includes carrying, possessing, or storing firearms, explosives, or other dangerous weapons on Park District property or while on duty.
- Felony conviction: May result in disciplinary action when the conviction directly affects the employee's ability to perform their job or the Park District's reputation, trust, or safety obligations.
- Incompetent, inefficient, or negligent performance of duties: Occurs when an employee consistently fails to perform assigned duties to an acceptable standard, despite guidance or training.
- Failure to maintain required licenses or certifications: Occurs when an employee does not maintain a valid license or certification required for their position, such as a valid IL driver's license or professional credential.
- Smoking in restricted areas: Occurs when an employee uses tobacco, cannabis, or electronic smoking devices in area where smoking is prohibited.
- Harassment: Occurs when an employee engages in unwelcome conduct toward another employees or members of the public that violates the Park District's non-discrimination and anti-harassment Policy.
- Dishonesty or providing misleading information: Including falsifying or misrepresenting information on accident reports, applications, financial records, reimbursement requests, or departmental reports.
- Timecard or work record violations: Occurs when an employee records time inaccurately or alters another employee's time record.
- Unauthorized possession or use of Park District records or documents: Occurs when an employee accesses, removes, copies, or uses Park District records or confidential information without authorization.
- Sleeping on duty: Occurs when an employee is found sleeping or dozing during work hours, except during approved break periods.
- Violation of Park District policies, rules, or guidelines: Includes any conduct contrary to established Park District policies or actions deemed not to be in its best interests.
- Gambling or fighting while on duty: Includes engaging in gambling, betting, physical altercations, or other disruptive conduct while on Park District time or property.

CORRECTIVE AND DISCIPLINARY MEASURES

Corrective and disciplinary measures may include one or more of the following, depending on the circumstances. All documentation will be reviewed with the employee, who is asked to sign it as acknowledgment of receipt, not as an indication of agreement. Employees are also provided with an opportunity to submit written comments in response to any measure. Any comments submitted will be retained with the documentation in the employee's personnel file.

Coaching Conversation:

A proactive discussion between a supervisor and employee is designed to clarify expectations before formal discipline is initiated. While it is documented and acknowledged by the employee, it is not considered part of the formal disciplinary process. Coaching may be used to address performance concerns, reinforce workplace expectations, or resolve minor issues at an early stage.

Initial Warning:

The first step in formal discipline. The supervisor issues a written document identifying concerns and expectations for improvement. The supervisor reviews this document with the employee and requests their signature to acknowledge receipt.

Written Warning:

Issued when concerns escalate or when a more serious infraction occurs. The written warning documents the issue, outlines expectations, and informs the employee of potential next steps if improvement is not demonstrated.



Final Written Warning:

Used when prior corrective efforts have not resolved the issue or when a serious incident occurs that warrants immediate attention. The final written warning communicates that continued failure to meet expectations may result in termination of employment. The employee is asked to sign the final written warning as acknowledgment of receipt and is offered the opportunity to submit comments.

Suspension:

A suspension is a temporary removal from the workplace and may be issued when an employee's conduct warrants separation from work for a period of time. Suspensions may be with or without pay. Supervisors, in consultation with HR and the Department Head, determine when a suspension is appropriate. The reason for the suspension and its duration must be documented in writing, reviewed with the employee, and retained in the personnel file. The employee will be asked to sign the suspension notice as acknowledgment of receipt and will be offered the opportunity to submit written comments.

Administrative Leave:

In some cases, an employee may be placed on administrative leave during an ongoing investigation into alleged misconduct or other concerns. Administrative leave is generally with pay and is not considered discipline. Documentation of administrative leave will be reviewed with the employee for acknowledgment and inclusion of any comments.

TERMINATION

The Park District may terminate employment at any time for any reason. A terminated employee will be provided with a written letter explaining the reason(s) for termination and asked to sign it as acknowledgment of receipt. If the employee refuses to sign, a Park District representative will document the refusal on the letter and sign as a witness. The terminated employee is also provided an opportunity to submit written comments, which will be retained with the termination documentation in the personnel file.

8-2 DISCIPLINARY ACTION REVIEWS

Employees who have received a disciplinary action, such as a written warning, suspension, or other corrective measure, or have been terminated have the right to request a formal review if they believe the action was issued in error or is unjustified.

EMPLOYEE RESPONSE TO DISCIPLINARY ACTIONS

For disciplinary actions other than termination, employees may submit a written response directly within the organization's HRIS. During the final approval process, employees must select either "Sign and Submit" or "Decline to Sign." Selecting either option does not indicate agreement or disagreement with the action; rather it confirms that the employee has received and reviewed the documentation.

Employees are encouraged to include comments within the system to state their perspective, provide any supporting information, and explain why they believe the action should be reconsidered. All responses and comments will be maintained in the employee's personnel file.

REVIEW OF NON-TERMINATION DISCIPLINARY ACTIONS

Employees seeking a review of a non-termination disciplinary action must submit a written request to their immediate supervisor within five (5) working days of receiving the disciplinary action. The supervisor will consult with HR, review the matter, and may meet with the employee to discuss concerns.

A written response will be provided within ten (10) working days.

If the employee disagrees with the response, they may escalate the review to the next level of management. This process may continue up to the Director, whose decision is final.

REVIEW OF TERMINATIONS

Employees who have been terminated may submit a written request for review directly to the Director within five (5) working days of receiving notice of termination of employment. If the terminated employee is a Department Head, the written request must be submitted to the President of the Board to be reviewed by the Board.

The Director or Board, as applicable, will review the matter and issue a written response within ten (10) working days of receiving the request. The Board's decision is final in cases involving Department Heads.

The Park District reserves the right to proceed directly to the Director's or the Board's review of a termination without additional intermediate steps when deemed appropriate.

GENERAL PROVISIONS

The Park District's failure to strictly adhere to the time limits or procedural steps outlined in this section will not invalidate or affect the resolution of any disciplinary action or termination of employment. These procedures will be followed to the extent that it is, in the Park District's sole discretion, practicable under the circumstances.

Employees who wish to raise concerns unrelated to disciplinary actions should follow the Grievance Process and Procedure (Section 9).

GRIEVANCE PROCESS AND PROCEDURE

9-1 GRIEVANCE PROCESS AND PROCEDURE

The Park District is committed to maintaining an open, fair, and respectful workplace. Employees are encouraged to raise concerns through this grievance process when they believe a workplace condition, decision, action, or policy interpretation has negatively affected their employment.

DEFINITION

A grievance is a formal, written complaint submitted by an employee regarding workplace conditions, application of policies, or treatment by other employees or supervisors that the employee believes to be unfair or inconsistent with Park District practices.

Examples of common grievances include:

- Concerns about workplace safety or working conditions
- Perceived inconsistencies or unfair application of policies
- Conflicts with supervisors or coworkers that do not involve disciplinary actions
- Disputes regarding scheduling, assignments, or workload distribution
- Perceived lack of equal treatment or support in the workplace

This procedure is not used to challenge disciplinary actions, suspensions, or terminations. Those issues must be addressed through the Disciplinary Action Review process (Section 8). Concerns related to an employee's separation from employment are handled under Separation of Employment (Section 10).

STEP 1 – INFORMAL RESOLUTION

Employees are encouraged to first attempt to resolve concerns directly with their immediate supervisor as soon as possible. Often, open communication can resolve issues quickly without requiring a formal grievance.

STEP 2 – FORMAL GRIEVANCE SUBMISSION

If the concern cannot be resolved informally, the employee may file a formal grievance. This must be submitted in writing to HR within ten (10) working days of the incident or action giving rise to the concern.

Upon receiving a grievance, HR will review the matter and notify the employee's immediate supervisor. HR will coordinate the process to ensure it is handled consistently and fairly.

STEP 3 – SUPERVISOR REVIEW

The supervisor, in consultation with HR, will review the grievance and meet with the employee to discuss the concern. A written response will be provided to the employee within ten (10) working days of the grievance submission.

STEP 4 - ESCALATION

If the employee is not satisfied with the supervisor's response, they may escalate the grievance to the next level of management or directly to the Director within five (5) working days of receiving the response. The Director will review the grievance, consult with HR, and issue a final written decision within ten (10) working days.

PROTECTION AGAINST RETALIATION

Employees are protected from retaliation for filing a grievance, participating in an investigation, or exercising any rights under this procedure. Retaliation is strictly prohibited and will result in disciplinary action, up to and including termination of employment.

SEPARATION OF EMPLOYMENT

10-1 SEPARATION OF EMPLOYMENT

This section outlines the procedures that apply when employment ends, whether through resignation, layoff, retirement, or termination of employment. Employees with questions about their separation should contact HR for guidance.



VOLUNTARY RESIGNATION

Employees may resign from their position at any time. The Park District strongly encourages employees to provide written notice to their immediate supervisor and HR in advance of their departure.

- Full-time employees: A notice period of twenty (20) calendar days is preferred, though at least two (2) weeks is encouraged.
- Part-time or seasonal employees: A notice period of ten (10) calendar days is encouraged.

Providing advance notice supports work-related transitions and helps maintain a positive working relationship with the Park District. When notice is not provided, the circumstances will be reviewed individually based on the specific situation.

LAY-OFFS

When layoffs or job eliminations become necessary—due to reduced workload, funding changes, or restructuring, the Park District may attempt to transfer affected employees to other suitable positions, if available. Affected employees will receive written notice as soon as practicable, coordinated through HR.

Although Illinois and federal Worker Adjustment and Retraining Notification (WARN) Act requirements generally do not apply to public entities such as park districts, the Park District maintains a policy of providing advance notice whenever feasible to support affected employees during transitions.

RETIREMENT

Employees planning to retire should notify their supervisor and HR in writing as early as possible to allow for transition planning and to ensure that retirement benefits are processed in a timely manner.

RETURN OF PARK DISTRICT PROPERTY

All Park District property, including keys, p-cards, ID badges, uniforms, equipment, and other materials, must be returned on or before the last day of employment. HR will coordinate with the employee and their supervisor to ensure that all property is collected as part of the separation process.

FINAL PAYOUT AND BENEFITS

Upon separation, employees will receive payment for all hours worked through their final day of employment. Accrued, unused vacation leave will be paid out in accordance with Park District policy and applicable law. Sick leave and other non-vacation benefits are not paid out upon separation unless required by law.

Employees who are participants in the Illinois Municipal Retirement Fund (IMRF) may be eligible for retirement benefits, deferred compensation distributions, or other related benefits. HR will provide information regarding IMRF options and procedures upon notice of separation.

Employees may also be eligible to continue their health insurance coverage under COBRA or other applicable continuation coverage. HR will provide information and instructions on these benefits during the separation process.

EXIT INTERVIEW AND POST-EMPLOYMENT ACCESS

HR may conduct an exit interview with separating employees to gather feedback about their employment experience and discuss final arrangements, including return of property and benefits continuation. Participation is voluntary but encouraged.

Once employment has ended, former employees are not permitted to access employee-only areas of any Park District facility, unless they have prior authorization from HR or a Department Head.

REFERENCES AND EMPLOYMENT VERIFICATION

The Park District generally only confirms dates of employment and positions held. It does not provide information about rehire eligibility or the circumstances surrounding an employee's separation.

All reference checks and employment verification requests must be directed to HR. Supervisors and other employees are not authorized to respond to external requests for employment verification.

Appendix A

ALCOHOL AND DRUG PROCEDURES FOR CDL EMPLOYEES

A-1 CDL DRUG AND ALCOHOL TESTING POLICY

PURPOSE AND SCOPE

This Policy applies to all Park District employees who operate commercial motor vehicles (CMVs) requiring a Commercial Driver's License (CDL). It ensures compliance with the U.S. Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations:

- 49 CFR Part 40 - Procedures for Transportation Workplace Drug and Alcohol Testing Programs
- 49 CFR Part 382 - Controlled Substances and Alcohol Use and Testing

This Policy establishes clear expectations, testing procedures, and consequences to maintain a safe, drug- and alcohol-free workplace.

APPLICABILITY

This Policy covers:

- Full-time, part-time, seasonal, and temporary employees required to hold a CDL.
- Employees who are performing safety-sensitive functions, including driving CMVs, inspecting or maintaining CMVs, loading/unloading passengers or cargo, or standing by to perform these duties.

PROHIBITED CONDUCT

In accordance with 49 CFR §§ 382.201–382.215, CDL employees must not:

- Report for duty or remain on duty while having a blood alcohol concentration of 0.04 or higher.
- Use alcohol while performing safety-sensitive duties or within four (4) hours before starting such duties.
- Consume alcohol within eight (8) hours after an accident or before completing post-accident testing.
- Use or possess controlled substances, including any drug or substance listed in Schedules I through V of the Controlled Substances Act (such as marijuana, cocaine, amphetamines, opiates, or phencyclidine (PCP)), unless prescribed by a licensed medical practitioner who has advised that the medication will not impair the employee's ability to operate a commercial motor vehicle safely.
- Perform safety-sensitive duties if they test positive for drugs or have an alcohol concentration of 0.04 or higher.
- Refuse to submit to any required DOT alcohol or drug test.
- Perform safety-sensitive functions after testing positive for a controlled substance until meeting the requirements of the DOT's return-to-duty process.

EMPLOYEE RESPONSIBILITIES

Employees covered by this Policy shall:

- Maintain a valid CDL and required medical certifications.
- Submit to all required testing (pre-employment, random, post-accident, reasonable suspicion, return-to-duty, and follow-up).
- Report arrests, convictions, or citations for drug- or alcohol-related offenses while operating any motor vehicle.
- Inform supervisors if using prescribed or over-the-counter medications that could impair safe driving.
- Consent to FMCSA Clearinghouse queries and understand that violations are reported to the Clearinghouse.
- Participate in required DOT education and awareness programs.

TESTING CIRCUMSTANCES AND PROCEDURES

Testing follows DOT protocols (49 CFR Part 40) and is conducted at certified facilities. Employees must comply immediately when directed to test. The following circumstances require testing:

Pre-Employment (49 CFR § 382.301)

- Ensures no controlled substances are present before performing safety-sensitive duties.
- Testing must return a verified negative drug test result before employment or transfer into a safety-sensitive position. Alcohol testing may also be required.

Random Testing (49 CFR § 382.305)

- Conducted to deter drug and alcohol use while performing safety-sensitive functions.
- Employees are selected by a computer-generated random process throughout the year.
- Employees must immediately report to the testing site upon notification.

Reasonable Suspicion (49 CFR § 382.307)

- Triggered when a trained supervisor observes behavior, appearance, speech, or body odor indicating possible drug or alcohol use.
- The supervisor documents observations and requires immediate testing.
- Alcohol testing must occur within two (2) hours of observation; attempts must continue up to eight (8) hours.
- Drug testing has no time limit but should be conducted promptly.

Post-Accident (49 CFR § 382.303)

- Required if:
 - A fatality occurs, or
 - Bodily injury with immediate medical treatment away from the scene and driver citation, or
 - Disabling vehicle damage requires towing and driver citation.
- Supervisor transports the employee to the testing site.
- Alcohol test must be administered within two (2) hours (no later than eight (8) hours).
- Drug test must be administered within thirty-two (32) hours.

Return-to-Duty Testing (49 CFR § 40.305)

- Required after a violation (positive test, refusal, or other DOT Policy breach) before resuming safety-sensitive duties.
- Employee must be evaluated by a DOT-qualified Substance Abuse Professional (SAP).
- SAP determines education/treatment requirements.
- Employee must pass a directly observed drug and/or alcohol test with a verified negative result.

Follow-Up Testing (49 CFR § 40.307)

- Ensures continued compliance after return-to-duty.
- SAP prescribes a minimum of six (6) unannounced directly observed tests within twelve (12) months, with possible extension up to sixty (60) months.

RESULTS REPORTING AND CONFIDENTIALITY

- All test results are reported to HR and the Risk Manager.
- Results are entered into the FMCSA Clearinghouse, a secure online database tracking DOT drug and alcohol violations for CDL drivers nationwide.
- Results are confidential and shared only with authorized personnel or as required by law.

CONSEQUENCES OF POLICY VIOLATIONS

- Immediate removal: Employees testing positive, refusing a test, or violating prohibitions are removed from safety-sensitive functions immediately.
- Disciplinary action: Violations may result in suspension or termination per Park District policy.
- Return-to-duty process:
 - Mandatory SAP evaluation and completion of prescribed education/treatment.
 - Negative return-to-duty test required before resuming driving.
- Follow-up testing: At least six unannounced tests within twelve (12) months after returning to duty.
- Permanent disqualification: Multiple violations may result in permanent ineligibility for safety-sensitive positions.
- Employment impact: Violations are recorded in the FMCSA Clearinghouse and may affect future DOT-regulated employment.

PRESCRIPTION AND OVER-THE-COUNTER MEDICATIONS

Employees must disclose any medications that could impair safe vehicle operation. Using a controlled substance without proper medical authorization is prohibited.

EMPLOYEE ASSISTANCE AND EDUCATION

- Employees have access to Employee Assistance Programs (EAP) and substance abuse referrals.
- DOT-required educational materials outlining substance effects, testing requirements, and consequences are provided to all CDL drivers (49 CFR § 382.601).

REQUIRED TRAINING AND EDUCATION

- Supervisor Training:
 - o Supervisors overseeing CDL employees must complete sixty (60) minutes of alcohol misuse training and sixty (60) minutes of controlled substances training.
 - o Training enables supervisors to recognize indicators of drug or alcohol use and to initiate reasonable suspicion testing.
- Employee Education:
 - o CDL employees receive educational materials detailing testing procedures, prohibited conduct, and consequences.
 - o Employees must acknowledge receipt of these materials.
- Ongoing Updates:
 - o Refresher training is provided as needed for employees and supervisors.
 - o Training records are maintained by HR for DOT compliance and audit purposes.

POLICY ENFORCEMENT

This Policy operates alongside the Alcohol and Drug-Free Workplace Policy (Section 6-6). For CDL drivers, DOT regulations and this Appendix take precedence in the event of any conflict.

A-2 COMPLIANCE CHECKLIST

The following table is provided for HR and Supervisors to ensure full compliance with DOT and Park District requirements for CDL drug and alcohol testing:

REQUIREMENT	ACTION COMPLETED (✓)
Pre-Employment Requirements	
Verify valid CDL and medical certification	☐
Provide DOT-required educational materials (49 CFR § 382.601)	☐
Conduct pre-employment drug test (must be negative before duties)	☐
Perform FMCSA Clearinghouse full query (with candidate consent)	☐
Document testing and query results in personnel file	☐
Random Testing Program	
Enroll employee in DOT-compliant random testing pool	☐
Ensure selections are computer-generated and unannounced	☐
Maintain documentation of selections and tests completed	☐
Track annual testing rates (50% drugs, 10% alcohol or updated FMCSA rates)	☐
Reasonable Suspicion Testing	
Confirm supervisors completed DOT-required training [sixty (60) min alcohol + sixty (60) min drugs]	☐
Use DOT observation checklist to document suspicion	☐
Conduct alcohol test within two (2) hours of observation [no later than eight (8) hours]	☐
Conduct drug test promptly (no fixed limit but immediate)	☐
Document observations and testing results	☐
Post-Accident Testing	
Determine if DOT post-accident testing criteria are met	☐
Transport employee to certified testing site promptly	☐
Complete alcohol test within two (2) hours (no later than eight (8) hours)	☐
Complete drug test within thirty-two (32) hours	☐
Document reasons for delays or missed tests	☐
Return-to-Duty and Follow-Up	
Remove employee from safety-sensitive duties after positive test/refusal	☐
Report violation to FMCSA Clearinghouse	☐
Refer employee to DOT-qualified SAP for evaluation and treatment	☐
Ensure SAP-recommended program completion	☐
Schedule and document directly observed return-to-duty test	☐
Implement follow-up testing plan [minimum six (6) unannounced tests in twelve (12) months, up to sixty (60) months]	☐

Required Training and Education

- Provide CDL employees with DOT-required educational materials annually ☐
- Maintain employee acknowledgment of receipt ☐
- Ensure supervisors complete initial DOT training [sixty (60) min alcohol + sixty (60) min drugs] ☐
- Provide refresher training for employees and supervisors as regulations or policies change ☐
- Keep supervisor training certificates on file for DOT audits ☐

Recordkeeping and Confidentiality

- Store test results, training records, and documentation securely ☐
- Retain positive/refusal records for five (5) years; negatives/canceled for one (1) year ☐
- Maintain updated CDL employee list and testing status ☐
- Share results only with HR, Risk Manager, or authorized DOT officials ☐

FMCSA Clearinghouse Compliance

- Conduct pre-employment full query for every new CDL hire ☐
- Perform annual limited queries for active CDL drivers ☐
- Report positive tests, refusals, return-to-duty results, and follow-up completions to Clearinghouse ☐

Policy Distribution and Enforcement

- Provide Section 6-6 to CDL employees ☐
- Obtain signed acknowledgment of receipt ☐
- Apply disciplinary actions consistently for violations ☐
- Inform employees of EAP and treatment resources ☐

Appendix B

TECHNOLOGY USAGE ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand the Us of Park District Computer Systems, Artificial Intelligence Use, Email and Electronic Messaging, Internet Us, Phone and Voicemail, and all other technology policies found in Technology Usage Policy (Section 5 of the Employee Policies Manual). I understand that:

- Park District technology resources, including computers, phones, mobile devices, email, internet access, and electronic communication tools, are provided primarily for business purposes.
- The Park District may monitor, access, and review technology usage, including emails, files, and internet activity, in accordance with applicable.
- I am responsible for safeguarding passwords, avoiding unauthorized software, and using technology in a manner consistent with Park District policies and all applicable laws.
- Violations of this Policy may result in disciplinary action, up to and including termination of employment.

I understand that this acknowledgment does not create an employment contract or guarantee continued employment. My employment remains at will, as described in the at-will disclaimer of the Employee Policies Manual.

Employee name

Employee signature

Date

Appendix C

CDL DRUG AND ALCOHOL TESTING ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand the CDL Drug and Alcohol Testing Policy (Appendix A of the Employee Policies Manual). I understand that:

- As a CDL driver performing safety-sensitive functions, I am subject to drug and alcohol testing as required by the U.S. Department of Transportation (DOT) under 49 CFR Parts 40 and 382.
- I may be tested pre-employment, randomly, post-accident, for reasonable suspicion, return-to-duty, and follow-up, as detailed in the Policy.
- A positive test or refusal to test will result in immediate removal from safety-sensitive duties and may lead to disciplinary action, including termination of employment.
- I must comply with all DOT and Park District testing requirements to continue operating commercial vehicles in my role.

I understand that this acknowledgment does not create an employment contract or guarantee continued employment. My employment remains at will, as described in the at-will disclaimer of the Employee Policies Manual.

Employee name

Employee signature

Date

Appendix D

DRUG-FREE WORKPLACE ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand the Drug-Free Workplace Policy (Section 6-6 of the Employee Policies Manual). I understand that:

- The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances or alcohol in the workplace is prohibited.
- I must notify the Park District within five (5) days of any conviction for a criminal drug violation occurring in the workplace.
- Violations of this Policy may result in disciplinary action, up to and including termination, and may affect eligibility for certain federal and state programs.
- The Policy is designed to maintain a safe and productive workplace and to comply with the Illinois Drug-Free Workplace Act.

Employee name

Employee signature

Date

Appendix E

HARASSMENT AND DISCRIMINATION POLICY ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand the Harassment and Discrimination Policy (Section 1-2 of the Employee Policies Manual). I understand that:

- The Park District strictly prohibits harassment, discrimination, and retaliation based on protected characteristics in accordance with federal law, the Illinois Human Rights Act, and Park District Policy.
- I have a duty to treat coworkers, participants, and members of the public with respect and professionalism.
- I understand how to report incidents of harassment or discrimination and that I am protected from retaliation for making a good-faith report.
- Violations of this Policy may result in disciplinary action, up to and including termination of employment.

Employee name

Employee signature

Date

Appendix F

CONFIDENTIALITY AND IDENTITY PROTECTION ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand the Confidentiality and Identity Protection Policy. I understand that:

- I may have access to confidential or personally identifiable information, including social security numbers, financial data, health information, and other sensitive records.
- I am prohibited from disclosing or misusing confidential information and must take steps to protect it from unauthorized access or use.
- This Policy complies with the Illinois Identity Protection Act and other applicable privacy laws.
- Violations of this Policy may result in disciplinary action, up to and including termination of employment, and potential civil or criminal penalties.

Employee name

Employee signature

Date

Appendix G

DISCLAIMER OF EMPLOYMENT CONTRACT AND ACKNOWLEDGMENT

This Manual, including all appendices, is provided as a guide to Champaign Park District policies and benefits. It is not an employment contract and does not guarantee continued employment for any period of time or of any kind or character whatsoever.

Your employment with the Park District is at-will, meaning either you or the Park District may end the employment relationship at any time, with or without cause or notice, subject to applicable laws. Only the Director, with the express approval from the Board, can make a written agreement that changes the at-will status of anyone.

This Manual supersedes all previous employee manuals and written policies, except where required by law or as stated in a written employment agreement signed by the Director and approved by the Board. The Board Policy Manual remains in effect and takes precedence where applicable.

By signing below, I acknowledge that I have received, read, and understand the Employment Policies Manual, including this Appendix G. I understand that nothing in the Manual changes my at-will employment status or creates a contractual right to employment in any manner whatsoever. I also understand that I am responsible for reading, understanding, and following all policies and procedures in the manual and may be held responsible for any violations.

Employee name

Employee signature

Date

ACRONYM INDEX

General / Legal

- ADA – Americans with Disabilities Act
- ADAAA – Americans with Disabilities Act Amendments Act
- ACA – Affordable Care Act
- COBRA – Consolidated Omnibus Budget Reconciliation Act
- EEO – Equal Employment Opportunity
- EEOC – Equal Employment Opportunity Commission
- FLSA – Fair Labor Standards Act
- FMLA – Family and Medical Leave Act
- FOIA – Freedom of Information Act
- ILCS – Illinois Compiled Statutes
- LCS – Local Compiled Statutes (appears in IL legal citations)
- OSHA – Occupational Safety and Health Administration
- VESSA – Victims' Economic Security and Safety Act

HR / Employment

- HR – Human Resources
- HRIS – Human Resources Information System
- IMRF – Illinois Municipal Retirement Fund
- MVR – Motor Vehicle Record
- PAF – Personnel Action Form
- PIP – Performance Improvement Plan
- SNL – Seasonal (part-time) staff classification
- FT – Full-Time (staff classification)
- PT – Part-Time (staff classification)

Finance / Administration

- ACFR – Annual Comprehensive Financial Report
- AP – Accounts Payable
- IRS – Internal Revenue Service
- P-Card – Purchase Card
- W-2 / W-4 – Federal tax forms (IRS)
- FY – Fiscal Year
- RFP – Request for Proposal
- RFQ – Request for Qualifications

Risk / Safety

- AED – Automated External Defibrillator
- CPR – Cardiopulmonary Resuscitation
- COI – Certificate of Insurance
- DNR – Do Not Resuscitate
- PDRMA – Park District Risk Management Agency
- PPE – Personal Protective Equipment
- EAP – Employee Assistance Program

Associations & Organizations

- CPD – Champaign Park District
- IAPD – Illinois Association of Park Districts
- IDHR – Illinois Department of Human Rights
- IDNR – Illinois Department of Natural Resources
- IPRA – Illinois Park and Recreation Association
- NRPA – National Recreation and Park Association
- HRC – Illinois Human Rights Commission
- DOT / D.O.T. – U.S. Department of Transportation
- SHRM – Society for Human Resource Management

Benefits & Payroll

- HSA – Health Savings Account
- FSA – Flexible Spending Account
- RMD – Required Minimum Distribution

Certifications / Accreditation (Industry-Wide)

- CAPRA – Commission for Accreditation of Park and Recreation Agencies
- CPSI – Certified Playground Safety Inspector
- CPRP – Certified Park and Recreation Professional
- CPRE – Certified Park and Recreation Executive

Hiring / Compliance

- I-9 – Employment Eligibility Verification Form
- E-Verify – Federal employment eligibility verification system

Illinois / Grants

- GATA – Grant Accountability and Transparency Act (Illinois)
- IDNR OSLAD – Open Space Lands Acquisition and Development (Illinois grant for parks & trails)
- LWCF – Land and Water Conservation Fund (federal parks/recreation funding)
- PARC – Park and Recreational Facility Construction Grant Program (Illinois DNR)
- RTF – Recreational Trails Fund (state/federal trail funding)

FACILITIES & LOCATIONS

BMC – Bresnan Meeting Center
CUSR – Champaign-Urbana Special Recreation Center
DAX – Douglass Annex
DCC – Douglass Community Center
DTC – Dodds Tennis Center
HRC – Hays Recreation Center
LRC – Leonhard Recreation Center

MC – Martens Center
OPS SHOP – Operations & Planning Shop
PFarm – Prairie Farm
SAC – Sholem Aquatic Center
SCC – Springer Cultural Center
VT – Virginia Theatre

ORDINANCE NO. 617

**AN ORDINANCE REGULATING THE POLITICAL ACTIVITIES OF,
AND THE SOLICITATION AND ACCEPTANCE OF GIFTS, BY THE
BOARD OF COMMISSIONERS OF THE CHAMPAIGN PARK DISTRICT,
AN ILLINOIS MUNICIPAL CORPORATION OF CHAMPAIGN COUNTY.**

WHEREAS, this ordinance is an ordinance repealing and replacing Ordinance No. 475 concerning the State Gift Ban Act; and

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Illinois General Assembly has repealed the State Gift Ban Act; and

WHEREAS, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

NOW, THEREFORE, BE IT ORDAINED BY THE PARK BOARD OF COMMISSIONERS OF THE CHAMPAIGN PARK DISTRICT AS FOLLOWS:

SECTION 1: Ordinance Number 475 is hereby repealed.

SECTION 2: The Ordinances of the Champaign Park District are hereby amended by the addition of the following provisions:

ARTICLE 1

DEFINITIONS

Section 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

"Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

"Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

"Employee" means a person employed by the Champaign Park District, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

"Employer" means the Champaign Park District.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

"Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

"Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

(1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

(2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.

(3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

(4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(6) Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.

(7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

(8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

(10) Preparing or reviewing responses to candidate questionnaires.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election.

"Prohibited source" means any person or entity who:

(1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;

(2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;

(3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or

(4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

ARTICLE 5

PROHIBITED POLITICAL ACTIVITIES

Section 5-1. Prohibited political activities. (a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Champaign Park District in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 10-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 25

PENALTIES

Section 25-1. Penalties. (a) A person who intentionally violates any provision of Article 5 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(b) A person who intentionally violates any provision of Article 10 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(d) A violation of Article 5 of this Ordinance shall be prosecuted as a criminal offense by an attorney for the Champaign Park District by filing in the circuit court information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

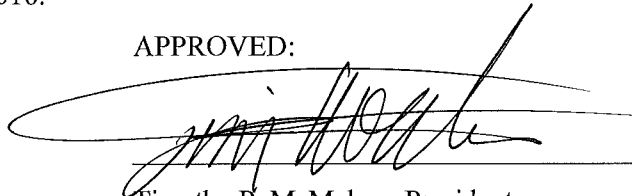
A violation of Article 10 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the Champaign Park District, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

(e) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 5 or Article 10 of this Ordinance is subject to discipline or discharge.

SECTION 3: This Ordinance shall be in effect upon its passage and approval as provided by law.

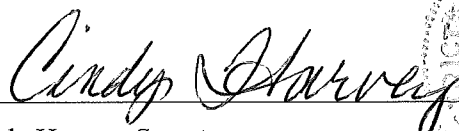
PASSED AND ADOPTED by the President and Board of Commissioners of the Champaign Park District this 14th day of December 2016.

APPROVED:

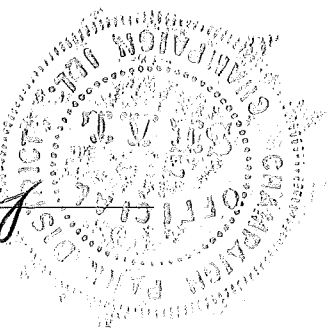


Timothy P. McMahon, President

ATTEST:



Cindy Harvey, Secretary



ORDINANCE NO. 479

AN ORDINANCE PROHIBITING THE USE OF CERTAIN DEVICES IN CERTAIN PARTS OF PARK DISTRICT FACILITIES/BUILDINGS AS AUTHORIZED BY THE PARK COMMISSIONERS OF THE CHAMPAIGN PARK DISTRICT, CHAMPAIGN, COUNTY, ILLINOIS.

WHEREAS, the Champaign Park District, Champaign, Illinois, ("District") is a park district organized and operating pursuant to the provisions of The Park District Code (70 ILCS 1205/1-1 et seq.); and

WHEREAS, Article 8-1(d) of The Park District Code (70 ILCS 1205/8-1(d)) provides that every park district shall have and exercise the power to pass all necessary ordinances, rules and regulations for the proper management of the conduct of the business of the board and district and to establish by ordinance all needful rules and regulations for the government and protection of parks, boulevards and driveways and other property under its jurisdiction and to effect the objects for which such districts are formed; and

WHEREAS, Article 8-1(e) of The Park District Code (70 ILCS 1205/8-1(e)) provides in relevant part that every park district shall have and exercise the power to prescribe such fines and penalties for the violation of ordinances as it shall deem proper not exceeding \$1,000 for any one offense, which fines and penalties may be recovered by an action in the name of park district in the circuit court for the county in which such violation occurred and the procedure in such actions shall be the same as that provided by law for the violation of ordinances in cities organized under the general laws of the State of Illinois and offenders may be imprisoned for non-payment of fines and costs in the same manner as in such cities and all fines when collected shall be paid into the treasury of the district; and

WHEREAS, pursuant to Article 8-1(f) of The Park District Code (70 ILCS 1205/8-1(f)) provides that every park district shall have and exercise the power to manage and control the property of such district; and

WHEREAS, the District owns, operates, manages and controls various buildings and facilities in which it provides leisure and recreational programs, activities and opportunities for the benefit of the general public; and

WHEREAS, various buildings of the District contain areas in which the guests, patrons, employees, and invitees of the District, as well as the general public, have a reasonable expectation of a certain degree of privacy such as locker rooms, dressing rooms, restrooms, bathrooms, lavatories and shower facilities (hereafter for the sake of convenience being singularly referred to as a "Protected Area" and collectively referred to as "Protected Areas"); and

WHEREAS, the reasonable expectation of privacy of the guests, patrons, invitees, employees of the District, and the general public, while present in any Protected Area, cannot exist if the use of any device capable of recording, producing, duplicating, reproducing, storing, copying, transmitting, or displaying any visual, video, photographic, electronic, or digital recorded image, picture, or representation is permitted to be used in any Protected Area; and

WHEREAS, included among such devices capable of producing visual image is a cell phone, which may have the capacity to produce visual images and, therefore, persons may experience a heightened concern about the protection of his or her privacy interests if cell phones are permitted to be used in Protected Areas; and

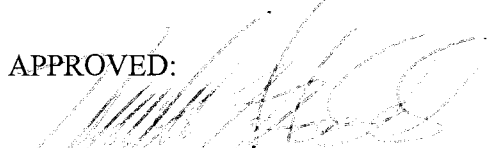
WHEREAS, the Board of Park Commissioners of the District finds it to be necessary and desirable to aid in safeguarding, protecting and preserving the privacy interests of its employees, patrons, guests, invitees and the public while present in any Protected Area and, that in order to do so, it will prohibit the use of certain devices by any person while present in a Protected Area.

NOW, THEREFORE, BE IT AND THE SAME HEREBY IS ORDAINED as follows:

1. That the foregoing recitals are for reference and convenience only and shall not be construed as substantive provisions of this ordinance.
2. No person shall use (i) any electronic, mechanical, manual, electric, digital, voltaic or other device, instrument or means capable of recording, producing, duplicating, reproducing, storing, copying, transmitting or displaying any visual, video, photographic, electronic, digital recorded, or other visual image, picture, or representation, including but not limited to any camera, photographic camera, video camera, fiber optic camera, motion picture camera, television camera, camcorder, or videotaping device, or (ii) any cell phone of any type or kind regardless of its capacity or lack thereof to produce a visual image, in any restroom, locker room, lavatory, bathroom, shower facility, or dressing room, in any building owned, leased to, or under the control of the Park District.
3. Any person violating or disobeying any provision of this Ordinance may be arrested by the Police hereinafter appointed to enforce this Ordinance and may be fined upon conviction the sum of ONE THOUSAND DOLLARS (\$1,000.00), which fine may be recovered by an action in the name of the District in the Circuit Court of Champaign County, Illinois.
4. The Police of the City of Champaign, Illinois, shall be and hereby are authorized and empowered to enforce this Ordinance.
5. The Ordinance shall not be construed to create any duty of the District, its officers, commissioners or employees.
6. All ordinances and resolutions of the District in conflict or inconsistent with the provisions hereof are, to the extent of such conflict or inconsistency, hereby repealed.
7. This ordinance shall be effective upon passage and approval.

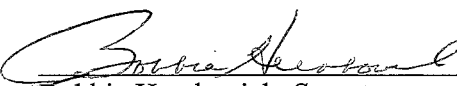
PASSED AND ADOPTED by the President and Board of Commissioners of the Champaign Park District this 9th day of June 2004.

APPROVED:



Newton H. Dodds, President

ATTEST:



Bobbie Herakovich, Secretary

**ORDINANCE NO. 675
CHAMPAIGN PARK DISTRICT**

**AN ORDINANCE DEFINING MEETING AND ADOPTING
PROCEDURES FOR ELECTRONIC ATTENDANCE AT
MEETINGS OF THE CHAMPAIGN PARK DISTRICT
(hereinafter referred to as, "Park District").**

WHEREAS, on January 1, 2007, Public Act 94-1058, amending the Open Meetings Act, took effect and amended the definition of a "meeting" to mean "Any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business," and it permits attendance of members of the public body at public meetings by a means other than physical presence;

WHEREAS, on July 28, 2023, Public Act 103-0311 amending the Open Meetings Act, took effect and expands the permissible reasons for a member of a public body to attend a meeting electronically when statutory qualifications are met within section seven (7) of the Open Meetings Act to authorize a member of the public body to attend remotely if the absence is due to an unexpected childcare obligation.

WHEREAS, to permit attendance by a means other than physical presence, the Park District must adopt rules that conform to the requirements and restrictions of the Open Meetings Act, 5 ILCS 120/7;

WHEREAS, the Board of Commissioners of the Park District desires to permit attendance of Commissioners of the Park District by means other than physical presence, in extraordinary and limited circumstances, and only as a result of personal illness, employment purposes of a Commissioner, business of the Park District, a family or other emergency, or unexpected childcare obligation in compliance with the Open Meetings Act; it being the intent of the Park District that

public policy strongly encourages personal attendance in order to participate meaningfully in meetings and discourage the use of electronic attendance except in circumstances of unavoidable conflict;

WHEREAS, Ordinance No. 512 Procedures for Electronic Attendance at Meeting of the Champaign Park District was first adopted on April 11, 2007 and shall be repealed effective as of the date of the adoption of this Ordinance.

WHEREAS, the Board of Commissioners of the Park District finds that it is necessary that any existing ordinances, resolutions or policies be amended to conform with the term "meeting" to include electronic gatherings as defined in Section 120/1.02 of the Open Meetings Act.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE CHAMPAIGN PARK DISTRICT, as follows:

Section 1. Recitals. The preliminary paragraphs set forth above are incorporated herein as part of this Ordinance.

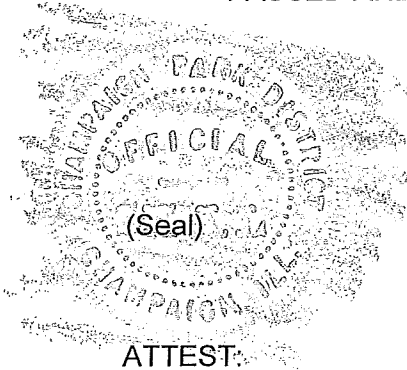
Section 2. Electronic Attendance at Meetings Rules. The Park District hereby adopts the Electronic Attendance at Meetings Rules, attached hereto, that permit a Commissioner of the Park District to attend a meeting of the Park District via electronic means, under extraordinary circumstances as defined in the Open Meetings Act, and pursuant to the Electronic Attendance at Meetings Rules.

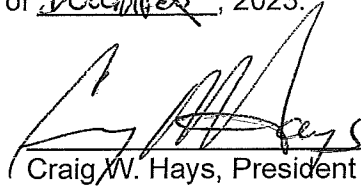
Section 3. Severability. In the event that any section, clause, provision, or part of this Ordinance shall be found and determined to be invalid by a court of competent jurisdiction, all valid parts that are severable from the invalid parts shall remain in full force and effect.

Section 4. Repeal of Prior Ordinances: All prior ordinances and resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

Section 5. Effective Date. This Ordinance shall be in full force and effect after its passage and approval, and publication as provided by applicable law.

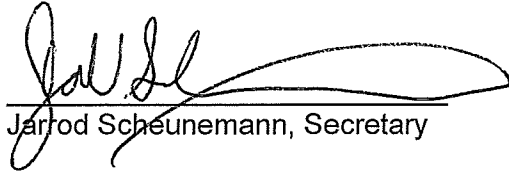
PASSED AND APPROVED this 13th day of December, 2023.





Craig W. Hays, President

ATTEST:



Jarrod Scheunemann, Secretary

**CHAMPAIGN PARK DISTRICT
ELECTRONIC ATTENDANCE AT MEETINGS RULES**

1. If a quorum of the members of the Board of Park Commissioners are present at any meeting of the Champaign Park District (hereinafter referred to as, "Park District"), any Commissioner of the Park District may attend electronically, if their physical attendance is prevented by one of the following:
 - a. Personal illness or disability; or
 - b. Employment or business – An employment or business-related absence will be considered any absence specifically related to the employment of the Commissioner; or
 - c. Business of the Champaign Park District requiring the Commissioners non-physical attendance; or
 - d. A family or other emergency; or
 - e. Unexpected childcare obligation.
2. Attendance by electronic means shall occur under extraordinary circumstances only, and the desire by any Commissioner to attend a meeting by electronic means shall be made to the Secretary at least two (2) hours prior to the meeting of the Board of Park Commissioners.
3. Electronic Attendance shall be deemed to include attendance via audio conferencing, telephone, instant messaging, and e-mail.

**AN ORDINANCE
REGULATING THE USE
OF THE PARKS, FACILITIES AND PROPERTIES
OWNED OR CONTROLLED BY
THE CHAMPAIGN PARK DISTRICT**



**CHAMPAIGN PARK DISTRICT
ORDINANCE NO. 687**

**AN ORDINANCE REGULATING THE USE OF PARKS,
PROPERTIES AND FACILITIES OWNED OR CONTROLLED
BY THE CHAMPAIGN PARK DISTRICT**

WHEREAS, the Champaign Park District (hereinafter referred to as, "Park District") is an Illinois Municipal corporation operating within territory predominantly in the City of Champaign, Champaign County, Illinois; and

WHEREAS, it is reasonable, necessary and desirable for the Park District to establish rules and regulations in order to provide for the safe, effective and peaceful use of its parks; and

WHEREAS, it is reasonable, necessary and desirable for the Park District to establish rules and regulations in order to provide for the governance, protection and preservation of the property, facilities and resources of the parks; and

WHEREAS, the Park Board of Commissioners has determined that it has become necessary and desirable to update the prior Ordinance so as to clearly reflect changes in law, circumstances and the needs of the Park District; and

WHEREAS, Ordinance No. 10 Regulating Parks was first adopted July 31, 1958 and the most recent adoption was Ordinance 622 on October 12, 2022. The twelve updated adoptions between those two dates are hereby repealed effective as of the date of the adoption of this Ordinance.

WHEREAS, the Park Board has determined it is in the best interests of the Park District to adopt this ordinance and regulations and restrictions, being Exhibit "A" in its entirety, and incorporated herein as if set forth in full as the Ordinance Regulating the Use of Parks, Properties and Facilities Owned or Controlled by the Champaign Park District.

BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE CHAMPAIGN PARK DISTRICT THAT:

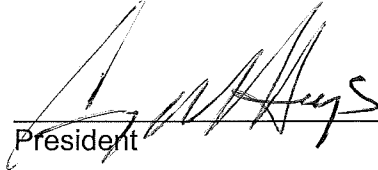
SECTION 1. ADOPTION: That the provisions contained in the Ordinance and being Exhibit "A," appended hereto and expressly made a part thereof, be and the same are hereby adopted as the "Ordinance Regulating the Use of the Parks, Properties and Facilities Owned or Controlled by the Champaign Park District" within the Champaign Park District, Champaign County, Illinois.

SECTION 2. SEVERABILITY: The various provisions of this Ordinance are to be considered as severable and if any part or portion of this Ordinance shall be held invalid by any court of competent jurisdiction, such holding or decision shall not affect the validity of the remaining provisions of this ordinance which shall remain in full force and effect.

SECTION 3. REPEAL OF PRIOR ORDINANCES: All prior ordinances and resolutions in conflict or inconsistent herewith are hereby expressly repealed.

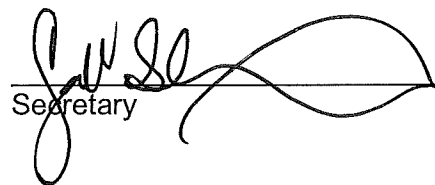
SECTION 4. EFFECTIVE DATE: This Ordinance shall be effective immediately upon its passage, approval, publication as provided by applicable law.

PASSED AND APPROVED this 12th day of February 2025



President

ATTEST



Secretary

EXHIBIT “A”

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CHAPTER 9 – AMENDMENTS

CHAPTER 1 – DEFINITIONS

Section 1 – Authority

The Champaign Park District was first organized as a Township Park District in 1911 and was reorganized by referendum as a General Park District in 1955. The Park District is a separate political subdivision of the State of Illinois and as such is not subservient to any local form of government. The Park District abides by federal, state, and local laws and is guided by the Park District Act and Park District Code of Illinois. The Park District is governed by an elected, five-member Board of Commissioners.

Section 2 – Purpose

Champaign parks are for use by the general public in accordance with federal, state and local law. One of the functions of the Park District is to acquire, protect, restore, develop and maintain a well-balanced park system with scenic, ecological, recreational, cultural and historic values for the inspiration, education, and use by the public. This Ordinance is intended to help accomplish this function, as well as to regulate the use of, and protect the parks and properties maintained by the Park District in order to provide for the safety and enjoyment of park, facility, trail and program users.

Section 3 – Short Title

The ordinance regulating the use of the parks and properties owned or controlled by the Champaign Park District, Champaign, Illinois; providing for conduct and enforcement; and providing penalties for the violation of its provisions shall be known and may be cited as the “User Policies for Parks, Properties and Facilities of the Champaign Park District.”

Section 4 – Definitions

For the purpose of the definitions within this Ordinance, the following terms, phrases, words and their derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future; words in the plural number include the singular number and words in the singular number include the plural number; words importing the masculine or feminine gender shall be gender neutral. The word “shall” is always mandatory and not merely directory.

- A. “Alcoholic Liquor” and “Alcohol” is defined as provided in the Illinois Liquor Control Act of 1934 (235 5/1-3.05) and as amended thereafter.
- B. “All Terrain Vehicle” is any motorized off-highway device 50 inches or less in width, having a manufacturer’s dry weight of 600 pounds or less, travelling on three (3) or more low-pressure tires, designed with a seat or saddle for operator use and handlebars or steering wheel for steering control.
- C. “Astronomical Dawn” or “Dawn” will be when the sun’s position is 18 degrees below the horizon in the morning.
- D. “Astronomical Dusk” or “Dusk” will be when the Sun’s position is 18 degrees below the horizon in the evening.
- E. “Area(s)” means a specified place within a park, facility or program.

- F. "Authorized Agent" or "Authorized Personnel" is any person or group granted authority by the Champaign Park Board and/or Executive Director.
- G. "Bicycle" is every device propelled by human power upon which any person may ride, having two, three or four wheels, except scooters and similar devices. Low-speed electric bicycles equipped with fully operational pedals and an electric motor of less than 750 watts (1 horsepower) whose maximum speed when powered solely by such a motor is less than 20 mph shall be considered a bicycle and all regulations as such shall apply.
- H. "Camping" shall include the erecting of a tent or shelter of natural or synthetic material, preparing a sleeping bag, hammock, or other bedding material for use, setting up any temporary or permanent camping equipment including without limitation food preparation equipment, and parking of a motor vehicle, motor home or trailer, or mooring of a vessel, for the apparent purpose of overnight occupancy.
- I. "City" is the City of Champaign, Illinois.
- J. "Controlled Substance" is defined as provided in the Illinois Controlled Substances Act (720 ILCS 570/102) and as amended thereafter.
- K. "District Waters" shall include all water located on or adjacent to or flowing over land owned, leased, or generally administered or operated by the Champaign Park District, including without limitation all natural or man-made lakes, rivers, creeks, streams, ponds, lagoons, bays, wetlands and drainage ways.
- L. "Emergency Vehicles" include all private, municipal, state or federal ambulances, fire trucks, law enforcement, fire and emergency management cars and trucks, and other vehicles used to protect the public's health, safety, and welfare.
- M. "Employee" shall mean any employee on the payroll of the Champaign Park District, employed to perform special duties and tasks as described by the Park District Personnel Policy, job descriptions and the Park Board.
- N. "Exclusion of others" shall mean a use or behavior that disrupts or prevents lawful general use or permitted use by others in a particular area or structure within a park or facility.
- O. "Executive Director" is the person appointed and designated by the Park Board to administer the policies established by the Park Board.
- P. "Facility" is any property or infrastructure, owned, leased, controlled or maintained by the Champaign Park District, such as, but not limited to a building, trail, pool and restrooms.
- Q. "Minibike", "Motorized Scooter", "Motorcycle" and "Trailbike" is any motor vehicle which is self-propelled by power obtained by the combustion of gasoline or other combustible

fuel, which is designed with a seat or saddle for the use of the rider and is designed to travel mostly off-road on not more than three (3) wheels.

- R. "Motor Vehicle" – A device of human conveyance that is powered by an internal combustion engine.
- S. "Motorized Quadricycle" is a four-wheeled, two axel vehicle that is self-propelled by power obtained by the combustion of gasoline or other combustible fuel.
- T. "Neighborhood Electric Vehicle (NEV)" are vehicles that fall in the United States Department of Transportation classification of battery powered, low-speed transportation that have a top speed of twenty-five miles an hour and a maximum loaded weight of 3,000 pounds.
- U. "Park" is any park or property owned, leased or controlled by the Champaign Park District, such as play field, playground, body of water or any other area or facility in the Park District devoted to active or passive recreation.
- V. "Park Board" is the Board of Commissioners of the Champaign Park District by which all policy matters are established pertaining to the Park District.
- W. "Park District" is the Champaign Park District of Champaign County, Illinois including its parks, properties, leased areas, facilities, buildings, Park Board, employees, volunteers and agents.
- X. "Park Security" are the paid or volunteer individuals providing regulatory enforcement for the Champaign Park District.
- Y. "Person(s)" shall mean any natural person, firm, partnership, association, corporation, governmental unit, company, entity or any organization of any kind.
- Z. "Police Officer" or "Law Enforcement Officer" is any individual trained in the methods of law enforcement and authorized to maintain peace, safety, and order.
- AA. "Pollution" is the contamination or other alteration of the physical, chemical, or biological properties of park waters or land, including changes in the temperatures, taste, color, turbidity or odor of park waters or any discharge of any liquid, gas, solid, or other substance into or onto park waters or property that will or is likely to create a public nuisance or render such waters or property harmful or detrimental to the public health, safety or welfare, or to domestic, recreational or other beneficial uses, or to wild animals, birds, fish or other aquatic life.
- BB. "Property" includes any owned, leased or borrowed, lands, waters, buildings, equipment, facilities, amenities or possessions of the Champaign Park District.
- CC. "Smoking" is the lighting of cigarettes, cigars, pipes or other tobacco products or plant-based product, the use of vaping devices or electronic cigarettes, the carrying of lighted

cigarettes, cigars or pipes, or the intentional and direct inhalation or exhalation of smoke from these objects.

- DD. "Snow Mobile" is any motor-propelled vehicle designated for travel on snow or ice in a natural terrain, steered by wheels, skis or runners.
- EE. "Overnight" means the time when the park or facility is officially closed until it opens the following day.
- FF. "Parking Area" means any designated park or any park road or drive, or special area contiguous thereto that is set apart for the standing or stationing of vehicles as deemed by the Park District.
- GG. "Permit" means the written permission of the Park District that must be obtained and possessed to engage in a specific activity.
- HH. "Plant" includes any living or dead tree, shrub, herb, grass, fern, wildflower, moss, domesticated flower or similar vegetation.
- II. "Posted" means any notice which is permanently or temporarily displayed whether through a sign in a park, Park District building, entrance to a park, or is available at the Administrative Office; the location being at the discretion of the Park District.
- JJ. "Property" wherever used means any lands, waters, facilities or possessions of the Park District, whether in fee, as a leasehold or by management agreement.
- KK. "Vehicle" or "Motorized Vehicle" means any device in, upon, or by which any person or property may be transported, in addition to any device or conveyance on the land using wheels or belt-type track or tracks, skids or skis and propelled by an engine or motor and includes such land conveyances that are able to float and operate on water, except devices moved by human power alone.
- LL. "Watercraft" or "Vessel" means any device or conveyance utilized on water whether propelled by motor, engine, wind or human power. The terms include, but are not limited to, any boat, canoe, kayak, innertube, paddle board or raft.
- MM. "Waters" or "Waterway" means the lakes, ponds, sloughs, streams, lagoons, wetlands, marshes, or rivers within the jurisdiction of the Park District.
- NN. "Wildlife" includes any waterfowl, insect, mammal, amphibian, reptile, fish, bird or the young or eggs thereof and similar organisms.

Section 5 – Construction of Document

In the interpretation of this Ordinance, its provisions shall be construed as follows:

- A. Where the context permits, words in the masculine or feminine gender shall be gender neutral; words used in the present tense include the future; and words in the singular number shall include the plural number.

- B. The word "shall" is always mandatory and not merely directory.
- C. The word "may" is always permissive and upon the discretion of the Park District.
- D. This Ordinance is in addition to and supplemental to all applicable state, federal, local, and Park District laws, ordinances, rules, and regulations including without limitation the Park District Code (70 ILCS 1205/1-1 et seq.).
- E. The meaning of any term, phrase, or word not otherwise defined in this Ordinance shall be construed and interpreted to mean the same as said term, phrase, or word is otherwise defined, construed or interpreted in such applicable federal, state, local, or Park District laws, ordinances, rules, or regulations.
- F. The meaning of any term, phrase, or word not otherwise defined in this Ordinance or in such applicable federal, state, local, or Park District laws, ordinances, rules, or regulations shall retain its ordinary and properly understood meaning.
- G. The descriptive headings of the various sections or parts of this Ordinance are for convenience only and shall not affect the meaning or construction, nor be used in the interpretation of any provision of this Ordinance.
- H. An attempt to commit an act or engage in an activity prohibited under this Ordinance shall likewise be deemed prohibited in the same manner as the commission of such act or the engaging in such activity and subject to the same penalties.

Section 6 – Scope

This Ordinance shall apply to and be enforceable within and upon all Park District Property, and shall regulate the use thereof by all Persons. However, no provision hereof shall make unlawful any act necessarily performed by any officer, employee or agent of the Park District or Law Enforcement Officer, when acting within the scope of his authority or in his line of duty, or any other Person summoned by such person to assist him.

CHAPTER 2 – PUBLIC USE

Section 1 – Public Use

No Person shall use any Park District Property for an event or activity that is not conducted or sponsored by the Park District unless a Permit has first been obtained from the Park District in accordance with this Ordinance and/or a license agreement had been executed with the Park District. All Persons using Park District Property shall comply with the provisions of this Ordinance and with the provisions and conditions of the Permit and/or license agreement and with all other applicable policies, rules, and regulations of the Park District or any other agency that has regulatory authority over the Park District regarding the use of Park District Property. All permits have timelines and deadlines.

Section 2 – Hours of Use

All Parks of the Park District shall be closed to the public from astronomical dusk until dawn on the following morning.

Lighted sports amenities shall be closed to the public from 11:00 pm Central Standard Time until dawn the following morning.

Lighted sports amenities include:

Centennial Park's Lindsay Tennis Courts, Dexter Field and John St. pickleball complex,

Dodds Park baseball and softball fields and soccer fields with lights,

Douglass basketball courts,

Hessel Park tennis, pickleball and volleyball courts,

Spalding Park baseball field, tennis courts and basketball court,

Wesley Park basketball courts,

Zahnd Park baseball fields.

- A. All Facilities of the Park District shall be opened to the public as posted. Facility opening times may vary depending on use and season.
- B. All persons, except employees of the Park District whose duties require their presence, shall not remain in a park or facility when it is not open to the public, without a permit from the Park District.
- C. The Executive Director or their designee may close Park District properties or facilities, or any part thereof, to the public at any time and for any interval of time, either temporarily or at regular intervals as deemed reasonably necessary, or for the public's health, safety or welfare, or as otherwise deemed is in the best interest of the public and/or the Park District.

Section 3 – Outdoor Permits

- A. No person shall conduct, operate, present, manage or take part in the following activities in a park unless a permit is obtained from the Park District or its authorized agent prior to the start of the activity. Permits are required for the following activities:
 - 1. Basic Picnics / Gatherings

- a. Basic picnic permits are composed and issued when at least twenty-five (25) persons but no more than one-hundred (100) persons are gathered within a Park District park. A basic picnic permit is a private event that may feature special use items. Examples include: family reunions, birthday parties, graduation parties, barbecues, gatherings and meetings. These permits are designated for Open Spaces, Pavilions and Shelters.
 2. Park Use Permits
 - a. Park Use permits are issued for small and large events in Champaign Park District parks that provide recreational, cultural, educational, and health benefits to the local community and residents. Park Use permits could be issued to individuals, governmental agencies, commercial organizations, non-profits, local municipalities, or other departments, and include but are not limited to concerts, festivals and fairs, markets, cultural events, celebrations, recreational activities, races, car shows, and other community events. The event may feature live entertainment, arts/crafts and services for sale. The event may be free to the public or a private event. Filming and Photography permits are classified as a Park Use Permit.
 3. Wedding Permits / Reception
 - a. Wedding permits are issued to any ceremony, reception, or gathering. Wedding permits are private events that may feature special use items. Permits will be issued to specific areas of each Park.
 - b. Weddings, receptions, or gatherings may include the use of photography and filming without requiring an extra photography and videography permit.
 4. Research Permits
 - a. All researchers conducting investigations on Park District property are required to obtain a Research permit to gain access to Park District parks before beginning any project. These research investigations, by nature, are to be completely noninvasive to the Park District properties, leaving no materials or equipment in the parks after a project has completed. Research may not substantially interfere with park operations or patron enjoyment unless approved by authorized employees.
- B. Special Use Items
1. Trash
 - a. The Park District may require the applicant to furnish additional sanitary fees dependent upon size and location of the event or rental.
 2. Electric/Water
 - a. The Park District may require additional fees if the applicant requests electricity or water usage for the event or rental. Possible fees will be calculated prior to issuance of a permit.
 3. Inflatable Amusement Devices
 - a. Additional fees shall be charged for inflatable amusement devices that are placed within designated parks. This fee includes the electric usage.
 4. Tents
 - a. Additional fees shall be required for any tents that are staked into the ground.

5. Vendors

- a. If any applicant is requesting to sell food, non-alcoholic beverages, or any other items at the proposed event or rental, it shall be necessary for the applicant to obtain a permit from the Champaign Urbana Public Health Department. If the vendor is requesting to sell or distribute alcoholic beverages, there is no guarantee that permission will be granted and vendors shall be required to obtain additional permitting and additional insurance coverage. If a vendor intends to earn a profit at the event, an additional fee may be required.

6. Food Trucks

- a. If any applicant requests a food truck, a Certificate of Insurance is required that lists the "Champaign Park District and any of its commissioners, directors, officers, employees, agents, representatives, and volunteers" as additionally insured. Food Trucks shall not be parked on any grass areas within the Champaign Parks without written consent. The location of the food truck shall be approved by the Park District prior to the event.

7. Porta-Potties

- a. The use of Porta-potties is permitted as a special use item. Employees will specify the exact location of the Porta-potty prior to the event. To acquire a Porta-potty as a special use item, the renter shall use an approved vendor of the Champaign Park District.

8. Firepit Usage

- a. Firepit usage is restricted to Kaufmann Lake in the designated areas.

9. Picnic Tables

- a. Picnic tables are available for rentals with additional associated fees.

10. Grills

- a. Personal grills may not be brought into parks without permission and may have additional associated fees.

C. Additional Requirements

Additional requirements for issuance of the permit may include, but are not limited to:

1. Requiring the applicant to provide a refundable deposit or security deposit for the repair of any damage to Park District property, clean-up costs, or both.
2. Requiring proof establishing the amount of liability insurance required, requiring indemnification and hold harmless or requiring a certificate of insurance listing the Park District and any of its commissioners, directors, officers, employees, agents, representatives, and volunteers as additionally insured, and adhering to the Park District's risk management rules and regulations for safe operation.
3. Requiring the applicant to provide additional security personnel at their own expense, as determined by the Park District. An applicant may be required to hire City of Champaign police officers to provide security for an activity or event at their own expense.
4. Requiring the applicant to apply for a special permit through the City of Champaign for any event requesting loud music, speakers or amplifiers and residential block parties or road closures. All permit requests must be submitted at least 30 days prior to the date of the event.

D. Terms for Acquiring Permits

1. Standards for Issuance: The Park District or its authorized agent shall issue a permit hereunder when it finds:
 - a. The proposed activity or use of the parks shall not interfere with or detract from the general public's use and enjoyment of the park and surrounding property or facilities.
 - b. That the proposed activity and use will not interfere with or detract from the promotion of public health.
 - c. That the proposed activity or use is not anticipated to incite violence, crime, or disorderly conduct.
 - d. That the proposed activity will not entail unusual, extraordinary or burdensome expense or police operation or Park Security by the Park District or expose it to extraordinary liability.
 - e. That the facilities desired have not been reserved for other use on the day and time sought in the application.
 - f. That the proposed activity is compatible with the type of park, size, and character of the area or waters involved and the facilities available; that adequate parking is available and that it is not expected to cause irreparable harm or extreme damage to the natural environment of the park.
 - g. That the proposed activity does not include unattended displays.
2. Issuance of a Permit: Permits will only be issued after all necessary paperwork is submitted, including but not limited to: Certificates of Insurance, Food Permits, and City Property Permits. Once the Park District approves a permit the applicant must pay all necessary fees and charges before the permit is issued. All fees are due upon reservation. A permit is not transferable or assignable from the applicant to any other person without the permission of the Park District. The permit holder must make the permit available for inspection by any Law Enforcement Officer or Park District employee on the date for which the permit or activity is being held, in order to ascertain compliance with the terms and conditions of the permit.
3. Effects of Permits: A permittee shall be bound by all Park District rules, regulations, and applicable ordinances, federal, county, and local laws which are incorporated by reference into each permit.
4. Liability of Permittee: The person or persons to whom a permit is issued shall be liable for any loss, damage or injury to person or property sustained by anyone to whatever extent by reason of the acts or omissions of the person or persons to whom such permit shall have been issued.
5. Revocation: The Park District shall have the right and authority to revoke a permit without refund upon finding a violation, of any rule, regulation, or ordinance; violation of any term or condition of the permit, including failure to produce the permit for inspection upon request of any law enforcement officer or Park District employee; providing false or misleading information on the application for the permit; or upon good cause shown as determined within the sole reasonable discretion of the Park District.

Section 4 – Lost, Found and Abandoned Property

- A. No Person shall abandon any personal property on Park District property.
- B. Property left unattended for longer than twenty-four (24) hours or unattended property that interferes with any Park visitor's safety or the orderly management of the Park area, or presents a threat to Park resources may be impounded or removed by the Park District or their designee at any time. Property so impounded shall not be returned to the owner(s) thereof until such Person(s) provides the Park District with acceptable proof or evidence of ownership and until such Person(s) has reimbursed the Park District in full for all costs and expenses associated with the impounding, removal, storage, or other disposal of the property.
- C. Any motor vehicle towed and/or impounded shall be disposed of in accordance with applicable Illinois law.
- D. Any Person finding lost or unattended property on Park District Property shall report the discovery to the Park District as soon as is practicable. Whenever a Park District Employee or agent finds lost or unattended property on Park District Property, they shall report the discovery to their supervisor. The Park District will attempt to make every reasonable effort to locate the owner(s) of the property.

All found items that are not impounded in accordance with subsections 2 and 3 above, shall be kept for no more than ninety (90) days. After ninety (90) days, items become the property of the Park District at which time they can be discarded, donated, destroyed, sold, or kept for use by the Park District.

CHAPTER 3 – PROTECTION OF PROPERTY AND NATURAL RESOURCES

Section 1 – Destruction or Misuse of Property and Structures

No person upon or in connection with any property of the Park District shall commit or attempt to commit any of the following acts without the prior written permission of the Executive Director or their designee:

- A. Destroy, deface, paint, alter, damage, break, move, dig, excavate or remove any monument, stone, marker, benchmark, stake, post or blaze marking or designation of any boundary line, survey line or reference point.
- B. Cut, break, carve, mark upon, move to an unsafe location or otherwise damage, destroy or remove any thing or object on or upon Park District property without written permission from the Park District.
- C. Deface, destroy, cover, damage, change, move to an unsafe location or remove any placard notice, or sign, or parts thereof, posted or exhibited by the Park District to announce the rules, regulations and warnings, rentals, warning signs or any other information to the public necessary or desirable to the proper use of the park or park property.
- D. Damage or change in any way, or cause to no longer be fully functional any electronic or technological device on Park District property.
- E. Damage or change in any way, or cause to no longer be fully functional, any device, machine, piece of equipment, alarm or structure on Park District property that is owned or operated by an independent contractor, vendor, or volunteer.
- F. Construct or erect any building, slab, fence, obstruction or structure of any kind or character whatsoever, whether permanently or temporarily, without written permission from the Park District.
- G. Run or string any public utility into, upon or across a park, whether temporary or permanently without the written permission from the Park District.
- H. Take, appropriate, excavate, injure, destroy, sell or remove any historical or prehistorical ruin or parts thereof, or any object of antiquity, without written permission from the Park District.
- I. Use property in such a way as to render it unavailable to the general public for its intended use, to cause a hazard to public safety or to damage or destroy such property.
- J. Occupy or inhabit, or cause to be occupied or inhabited, any barn, shed, or other structure, or use for storage or cause to be used for the storage of any goods, any barn, shed or other structure without written permission from the Park District.
- K. Enter into or upon any park area or structure closed or posted against trespass, without written permission from the Park District. Such structures or areas may be, but are not

limited to, construction areas, work safety zones, equipment or material storage structures or area, workshops or stations, or areas undergoing reforestation or other soil or vegetative treatment, or areas, hazardous to the public safety or health.

- L. Tamper with in any manner, enter or climb upon, weaken, destroy, damage, or remove anything from any park vehicle, watercraft, machine or implement.
- M. Misuse any refuse container or receptacle by depositing into it any hot coals or other hot, burning, or chemically reactive substances, or by depositing into it any garbage, trash, refuse or other unwanted material that was not gathered on the site in the course of normal, lawful use of park facilities.
- N. Bring into, leave behind or dump any material of any kind, whether waste or otherwise, in the parks, waters, or facilities, except refuse, and other material arising from the normal use and employment of a permitted activity, provided such material is properly deposited in receptacles designed for such purposes. Where receptacles are not provided, all such rubbish or waste shall be carried away from the park by the person responsible for its presence, and properly disposed of elsewhere. Any material of any kind shall not be left or deposited within or near the parks so as to pollute Park District land, waters, or air coursing through or over the parks or otherwise interfere with proper use and enjoyment of the park.
- O. Bring into, throw, cast, drop, and deposit or otherwise leave or lay down any smoke bomb, tear gas, incendiary device, firework, offensive smelling or disabling agent or compound on Park District Property.

Section 2 – Destruction or Misuse of Natural Resources

No person upon or in connection with any property of the Park District shall commit or attempt to commit any of the following acts without the prior written consent of the Executive Director or their designee:

- A. Cut, remove, uproot, pick, saw, chop, carve, injure or wantonly destroy any tree, bush, shrub, flower or plant, whether alive or dead, or chip, blaze, box, girdle, trim or otherwise efface or injure any tree, shrub or bud, or break or remove any branch or foliage thereof or pick or gather any seed of any tree or other plant unless necessitated by the performance of restorative maintenance, or construction work pursuant to contract with the Park District or by its written permission.
- B. Drive any nail, staple or attach or fasten any wire, rope, or device to any tree or plant, or tie or hitch any animal to any tree, plant or bush without written permission from the Park District.
- C. Climb any tree, or walk or climb upon, any park property not designated or normally used for such purposes.
- D. Remove or cause to be removed any sod, earth, downed timber, rock, sand or gravel, or remove or cause to be removed any other natural material from Park District

property unless necessitated by the performance of restorative maintenance, or construction work pursuant to contact with the Park District or by its written permission.

- E. Hunt, trap, collect, molest, wound, poison, kill, feed or attempt to hunt, trap, molest, poison, kill or feed any animal, bird, or reptile, or disturb any nest, lair, den or burrow of any animal bird or reptile, without written permission from the Park District.
- F. Fish in any waters of the Park District, except in waters designated by the Park District for fishing, and then under such laws, or regulations as may be promulgated by the State of Illinois.
- G. Gather, trap or collect any natural material for the purpose of research, profit or sale, without the written consent of the Park District, and then under such laws, or regulations as may be promulgated by the state and federal laws.
- H. Release or cause to be released any wild, or domestic animal, bird, fish or reptile, or distribute the seed or spores of any flowering or non-flowering plant into or upon park lands or waters, without written permission from the Park District.
- I. Ride, lead or allow to be loose upon park premises, any horse, pony or other riding animal, except in areas designated for riding by posted signs and with written permission from the Park District.
- J. Use or cause to be used any chemical or biological pesticide or any other substance, measure or process designated to alter the anatomy or physiology of any organism for the purpose of directly manipulating their populations, without written permission from the Park District or authorized its agent and then only in compliance with all applicable laws regulations or as may be promulgated by the State of Illinois.

Section 3 – Contraband

All animals, plants, birds, fish or reptiles, or parts thereof, killed, captured, trapped or taken or bought, sold or bartered or had in possession contrary to any provisions of this ordinance or applicable laws or regulations of the State of Illinois or the United States of America, shall be and are hereby declared contraband and, as such, shall be subject to seizure by any police officer or employee of the Park District.

Section 4 –Misuse of Fire

No person shall upon or in connection with any property of the Park District:

- A. Set fire, or cause to be set on fire, any tree, brush, grassland, meadow, prairie, slash, refuse container or structure unless necessitated by the performance of park maintenance, or pursuant to authorized conduct within the Park District.
- B. Build a fire anywhere, for any purpose, except in provided grills, or in appropriate receptacles. Fires shall be limited to cooking fires in designated areas or fires in a fire pit as authorized by the Park District. Fuels used in fires shall not produce any noxious fumes or smoke. Grills and smokers shall not be placed onto picnic tables or other structures.

- C. Build any fire whatsoever, for any purpose in or out of a receptacle or grill and leave it unattended, unless such fire is properly extinguished. For the purpose of this ordinance, a fire shall be deemed properly extinguished when its ashes, residue, coals and unburned substance is cold to the human touch.
- D. Cause, suffer, or allow the burning of garbage, refuse, natural materials, waste material, trash, or other combustibles within or adjacent to the parks so as to cause smoke, haze, odor, sparks, dust, dirt, or other type of matter or gaseous substance to come upon, or pass over the park which would cause an air pollution nuisance or damage or injury to person or property.
- E. No Person shall throw or otherwise discard lit or smoldering material in any manner that threatens, causes damage to, or results in the burning of Park District Property or park resources, or creates a safety hazard.

CHAPTER 4 – REGULATIONS OF RECREATIONAL ACTIVITIES

Section 1 – Swimming

No person shall upon or in connection with any property of the Park District:

- A. Swim, wade, or bathe at any time in any of the ponds, lakes, pools, streams or watercourses, except at such place or places as may be designated by the Park District and then only in accordance with the rules, regulations, and restrictions promulgated and posted.
- B. Change into or from bathing attire, except in those places designated for such use.
- C. Fail to wear bathing attire at all times while engaged in any permitted swimming activity.

Section 2 – Bicycling, Skateboarding, and Skating

In general, bicycle riders shall obey the most recent Illinois Secretary of State Bicycle Rules of the Road publication while riding on Park District properties.

Additionally, no person shall upon or in connection with any property of the Park District:

- A. Ride a bicycle on any path, trail, roadway, or other area or access that is designated and posted as prohibiting bicycles; or that is less than four feet in width.
- B. Fail to ride a bicycle as closely as practicable to the right-hand side of any road, trail or path, as conditions shall permit.
- C. Ride a bicycle on any path or trail more than two abreast, or on any roadway or road used by the public for regular motor vehicle access in any other manner than single file, or yield to all other trail users.
- D. Disobey any posted regulations, including but not limited to those which limit speed, or restrict access or movement.
- E. Operate any bicycle upon any road, path, drive, or parking area in any manner which endangers the safety of persons or property, or at a speed which is greater than is reasonable and proper for the safe operation of the bicycle, regarding traffic conditions and special hazards, such as trail crossings, entrances to parking areas, narrow or winding roads or paths, hills, curves, weather, road or path conditions, and pedestrian, or bicycle traffic.
- F. Ride a bicycle during the hours of darkness, without a white light on the front visible from a distance of five hundred feet (500') and a red reflector on the rear, visible in the light of an automobile headlight for a distance of one hundred feet (100') to six hundred feet (600').
- H. Ride with any other person on a bicycle, except for tandem bicycles, bikes equipped with child seats or trailers, or any cycle design that has dedicated seats for each person.

- I. Leave unattended their bicycle, except in a bicycle rack when such is provided and there is space available.
- J. Skateboard, longboard, hoverboard, roller skate or in-line skate in or on Park District Property where it is posted as prohibited. All skateboarders, roller skaters and in-line skaters shall yield the right-of-way to pedestrians, bicyclists or other skaters.

Section 3 – Watercraft

No person shall upon or in connection with any property of the Park District: Bring into, attempt to launch, use, or navigate any boat, yacht, canoe, kayak, raft or other watercraft upon the waters or waterways, except at such place or places as may be designated. Where allowed, watercraft shall be used in accordance with Park District rules, regulations and restrictions, as well as all applicable laws, rules and regulations of the State of Illinois and the United States.

Section 4 – Sound or Energy Amplification

No person shall upon or in connection with any property of the Park District play or operate any sound or energy amplification device in such a manner that the sound emanating therefrom can be heard at a distance of fifty (50) feet from the device during its use or operation without permission from the Park District

Section 5 – Winter Sports

No person shall upon or in connection with any property of the Park District:

- A. Sled, toboggan, ski or slide on any area posted by the Park District as being “unsafe” or “hazardous” or as being “closed” due to inadequate snow cover or other environmental conditions, or upon being duly notified of such by the Park District.
- B. Enter on or upon any frozen water to skate, fish, slide or walk on for any purpose whatsoever other than areas designated for such use and then only in compliance with the rules and regulations posted for such use.
- C. Fish through the ice on any frozen waters or parts thereof designated by the Park District as ice skating areas.
- D. Bring onto or upon the frozen waters of any lake, pond or watercourse any iceboat or wind-driven device or other vehicle.
- E. Ice skate on any area posted by the Park District as being “closed” or “no skating” or “unsafe ice.” Ice skating shall be allowed in designated areas only.
- F. Operate a snowmobile.

Section 6 – Field and Team Sports and Games

No person shall upon or in connection with any property of the Park District play or engage in any team sport or game such as, but not limited to, baseball, disc golf, football, cricket, soccer, field hockey, volleyball, lacrosse or horseshoes, except in those areas designated by the Park District, or in such a manner as to interfere with other persons lawfully using said areas.

Section 7 – Golf

No person shall upon or in connection with any property of the Park District, swing or make use of any golf club nor play golf, nor hit or putt golf balls within or into the parks, except upon established golf courses or driving ranges as are now used or may in the future be established and designated by the Park District.

Section 8 – Games

No person shall upon or in connection with any property of the Park District take part in the playing of any games involving thrown or otherwise propelled objects such as, stones, arrows, javelins, model airplanes or rockets, except in areas conducive to such forms of recreation and after a permit has first been obtained from the Park District for that specific activity and location.

Section 9 – Amusement Devices

No person shall upon or in connection with any property of the Park District bring in, set up, construct, manage or operate any amusement, hobby or entertainment device, inflatable or gadget, without a permit therefore.

Section 10 – Aviation

No person shall upon or in connection with any property of the Park District make any ascent in a balloon, aircraft, airplane, glider, hang glider, or any descent in or from any balloon, aircraft, airplane, glider, hang glider, parachute or similar device as an operator, occupant or passenger, nor shall any person fly, cause to be flown, or permit any balloon, aircraft, airplane, glider, hang glider, parachute or similar device to be flown over any park premises at any time at an elevation less than is reasonable and proper so as to endanger the safety of any person or property without proper permitting and approvals from the Park District and other regulatory agencies.

Section 11 – Gambling

No person shall upon or in connection with any property of the Park District:

- A. Manage, operate, organize, participate or engage in gambling or participate in or abet any games of chance as defined in 720 ILCS 5/28-1, et seq.
- B. Have in their possession any clock, wheel, tape machine, slot machine, pinball machine or other machine or device for the reception of money or other thing of value on chance or skill or upon the action of which money is staked, bet, hazarded, won or lost, without Park District approval. Any such machine or device in violation of this section shall be subject to seizure and confiscation.

Section 12 – Camping

No person shall upon or in connection with any property of the Park District take part in any camping, sleeping or occupying Park District property, overnight, without a Park District authorized permit, except in conjunction with a Park District organized, authorized and supervised program approved by the Executive Director.

Section 13 – Metal Detectors

No person shall upon or in connection with any property of the Park District bring in or use any device or instrument used to detect metallic objects unless written authorization has been granted by the Executive Director or designee.

Section 14 – Fuel-Powered or Radio-Controlled Models or Toys

No person shall upon or in connection with any property of the Park District:

- A. Start, fly or use any fuel-powered, air-propelled or electric-powered model or toy or any radio-controlled model car, aircraft, drone, boat, Unmanned Aircraft System (UAS) or rocket or any similar controlled or powered toy or model, except at those areas or waters designated.
- B. Where allowed, any radio-controlled device shall be used in accordance with Park District rules, regulations, and restrictions duly set forth as part of such permit or as posted, as well as all applicable laws, rules, and regulations of the State of Illinois and the United States.
- C. The Park District and its visitors will comply with all current and future regulations set forth by the Federal Aviation Administration (FAA) for the use of any Unmanned Aircraft Systems (UAS). Any person found in violation of this section are subject to penalties and fines.

Section 15 – Horseback Riding and Horse Drawn Implements

No person shall upon or in connection with any property of the Park District:

- A. Bring into, unload, use or ride any horse in any area without the prior written permission of the Executive Director.
- B. If permitted:
 1. All horse trailers must be parked in designated areas where available.
 2. All horses and implements must remain on the right side of the trail and be in single file when riding in groups.
 3. Horses with implements must obey traffic laws and local ordinances.
 4. Horses must be kept under control at all times.
 5. Racing of horses is prohibited.

CHAPTER 5 – REGULATIONS OF VEHICLES, TRAFFIC AND PARKING

Section 1 – Authority

The Park District hereby adopts the Illinois Vehicle Code, 625 ILCS 5/1-100, et seq., as from time to time amended, as the rules governing the operating, licensing and registering of motor vehicles, and the licensing of operators of motor vehicles on Park District property, except where Park District ordinances specifically establish different rules. Enforcement shall be authorized by any law enforcement officer or authorized agent.

Section 2 – Vehicles Types and Operation

No person shall in connection with any property of the Park District:

- A. Operate, or cause to be operated, any motor vehicle anywhere, except on designated roads, drives, and parking areas provided. Nothing contained herein shall be construed to prevent police, emergency, or Park District owned vehicles from free access to all areas of park property in the execution of their duties.
- B. Operate a motor vehicle in such a way that traffic is obstructed.
- C. Operate, or cause to be operated, any motor vehicle anywhere, that is not licensed or permitted to be operated on the roads, streets and highways of the State of Illinois without a permit from the Park District and then only in those areas specified and in accordance with applicable rules and restrictions. Vehicles not so licensed and therefore, subject to the provisions of this subsection include, without limitation, snowmobiles, neighborhood electric vehicles, go-carts, golf carts, motorized scooters, trail bikes, minibikes, and such other all-terrain, off-the-road vehicles. Park District vehicles are exempt.
- D. Operate or cause to be operated or moved without a permit or until such time as the park is officially opened, any motor vehicle closed in a park as a result of the closing of the park at the proper posted time.
- E. Ride, cling, or attach themselves to any part of any motor vehicle's exterior.
- F. Operate a motor vehicle on any sidewalks, trails, sports courts or fields, natural areas or grass.
- G. Operate a motor vehicle on a road, drive, or parking area that is posted, gated or barricaded and closed to public traffic.
- H. The provisions of this section regulating the movement or parking of motor vehicles on Park District property shall not apply to the operator of any emergency vehicle when responding to an emergency call or pursuing an actual or suspected violator of the law. However, such operators shall exercise extreme caution when on or approaching Park District Property including without limitation, slowing down as necessary for safety, cautiously proceeding through traffic lights or stop signs and having the vehicle's warning system signals operating.

Section 3 – Right-of-Way

No person shall in connection with any property of the Park District operate a motor vehicle in such a manner as to fail to yield the right-of-way to pedestrians or emergency vehicles or to deprive or unreasonably interfere with the equal rights or opportunity of any other person to use the property of the Park District.

Section 4 – Parking

No person shall in connection with any property of the Park District:

- A. Park a vehicle on any park property other than in areas designated for parking that type of vehicle, unless there is an emergency or unless directed to do otherwise by a law enforcement officer or an authorized park employee.
- B. Leave a vehicle parked on park property after park closing hours without obtaining permission from the Park District, or after the closing of a function for which the Park District has authorized a later closing hour.
- C. Park a vehicle in such a way as to block another parked vehicle, or to block, restrict or impede the normal flow of traffic.
- D. Permit a motor vehicle which such person is operating, or in charge of, to stand unattended without first stopping the engine, locking the ignition, and removing the keys, and when standing upon any perceptible grade, without setting the brake thereon and turning the front wheel so as to inhibit the accidental movement of said motor vehicle.
- E. Park any vehicle in any parking place designated as reserved for handicapped persons, unless proper registration plates, decals or devices are exhibited indicating that the vehicle is operated by or for a handicapped person. Any vehicle in violation of this subsection is subject to removal at owner's or operator's expense as well subject to fines.
- F. Double-park any vehicle unless directed by a park official or temporarily for discharging passengers.
- G. Leave any vehicle in the park more than twenty-four (24) hours due to a mechanical failure. At the end of such period the vehicle shall be towed away at the owner's or operator's expense and be subject to fines.
- H. Change vehicle fluids or wash/polish vehicles and leave debris from such action, or change any parts or make repairs of any kind to any vehicle in any park area, except such emergency repairs necessary to remove such vehicle therefrom.
- I. Display a vehicle for the purpose of selling or leasing the vehicle.
- J. Sell goods or services from such vehicle, unless authorized by the Park District.

Section 5 – Speed Limit

No person shall in connection with any property of the Park District operate a vehicle, bicycle, scooter, skateboard, skates or similar devices on any trail, path, sidewalk, road,

drive, or parking area at a speed greater than the speed limit posted along the right-of-way or, in the absence of such posted limit, at a speed in excess of ten (10) miles per hour, but in no event shall a vehicle be operated at a speed that is greater than reasonable and proper with regard to pedestrians present or traffic conditions. Speed limits may be changed by the Park District to accommodate events, large gatherings, or unsafe conditions.

Section 6 – Signs

No person shall in connection with any property of the Park District operate a vehicle, in disregard of any sign, signal, marking or device erected, constructed or created by the City, the Park District, contractor, or any public body or official having jurisdiction for the purpose of regulating, warning or guiding traffic, or contrary to the order of direction of any law enforcement officer or other person duly authorized to direct or regulate traffic.

Section 7 – Negligent or Careless Driving

No person shall in connection with any property of the Park District operate any motor vehicle in the park in a negligent, reckless or wanton manner, or carelessly so as to endanger life or property.

Section 8 – Overweight Vehicle

No person shall in connection with any property of the Park District operate any motor vehicle having a gross weight capacity, including vehicle and maximum loads in excess of 8,000 pounds, or any vehicle bearing a Class-D or heavier license plate pursuant to 625 ILCS 5/3-815, as amended from time to time, without a permit from the Park District, except emergency or delivery vehicles.

Section 9 – Improper Vehicle Operation

No person shall in connection with any property of the Park District:

- A. Operate a vehicle in such a manner so as to deprive or unreasonably interfere with the equal rights of any other person as to the use of such public street or highway.
- B. Operate a vehicle in such a manner as to cause or produce unnecessarily loud or unusual noise such as by the racing of the motor, by lack of a muffler or use of a muffler cutout, by tire friction upon rapid turning or weaving, by spinning of the wheels from standing or slow moving position produced by sudden unnecessary motor acceleration, or by continuous unnecessary motor acceleration, or by continuous unnecessary sounding of a horn, radio, stereo or other signal device.
- C. Operate a vehicle and intentionally accelerate causing the tires to spin, mark and deface the park or roadway surface.
- D. Allow any person to ride, cling or attach themselves to the exterior of a vehicle.

Section 10 – Driving While Under the Influence of Intoxicating Liquor or Drugs

No person shall drive, operate or be in possession or control of, or attempt to drive or operate any vehicle on any Park District property if said person is under the influence of intoxicating liquor, drugs, or a controlled substance as defined by Federal or State law.

CHAPTER 6 – REGULATION OF PERSONAL CONDUCT AND BEHAVIOR

The Park District hereby adopts the Illinois Criminal Code, 720 ILCS 5/1-1, *et seq.* and Code of Criminal Procedure, 725 ILCS 5/100-1, *et seq.*, as amended from time to time, as the rules governing criminal offenses on Park District property, except where Park District ordinances specifically establish different rules. Enforcement shall be authorized by any law enforcement officer or authorized agent.

Section 1 – Vending and Advertising

No person shall upon or in connection with any property of the Park District:

- A. Expose or offer for sale or hire any articles or things, or conduct or solicit any business, trade or occupation or profession without the approval of the Park District or its authorized agent, and then only in accordance with the terms and conditions thereof, it being the intention of the Park District to control commercial enterprises or sales on its property. The advertising or promotion of any business, production, service or profit-making event is not allowed in any park or publication of the Park District, except when authorized by the Park District.
- B. Display, distribute, post or fix any placard, sign, handbill, sticker, decal, pamphlet, circular, or any other written or printed material or objects containing advertising matter or announcements of any kind or character whatsoever without permission from the Park District or its authorized agent, except the groups holding a valid Park Use Permit, may display signs to identify their location or direct others to it, provided that such signs are temporary and are removed by permittee at the termination of the activity and provided that the placement of the signs do not violate other sections of this ordinance.
- C. Nothing in this Section 1 shall preclude the collection of admission fees or cover charges, or the sale of raffle tickets, articles, items or other things by an organization, company or other entity for the purpose of fundraising for a charitable, humanitarian or benevolent cause if the organization, company or other entity has obtained a permit for the event. The permit shall be subject to the rules and regulations established by the Executive Director.

Section 2 – Unlawful Obstructions and Encroachments

No person shall upon or in connection with any property of the Park District:

- A. Set or place or cause to be set or placed any goods, wares, or merchandise or any stand, cart or vehicle for the transportation or vending of any such goods, wares, or merchandise or any other article upon any property of the Park District which obstructs the use of any park.
- B. By force, threat, intimidation or by any unlawful fencing or enclosing or any other unlawful means, prevent or obstruct or combine with others to prevent or obstruct any person from peacefully entering upon any property of the Park District or obstruct the entrance into any enclosure within the Park District, excepting that nothing in this section shall be construed to deny lawful enforcement of a valid permit granting a certain person or persons use to the exclusion of others as defined and provided for in this ordinance.

- C. Enter, without appropriate invitation or without having appropriate admission fee, any Park District area, facility or program which has been rented or otherwise reserved for any purpose; nor shall anyone enter any concession in any of the parks of the Park District without the consent of the concessionaire or duly authorized agent or employee; nor shall any person disturb any patron of such concession, any participant in any dance, game, picnic, or a public assemblage; nor shall any person loiter in the immediate area of any such concession so as to impede free access to such concession by other park patrons or the flow of pedestrian traffic in and about the area of such concession.
- D. Place, build, construct, or erect any scaffold, stand, private fence, drain line, tent, building, structure, platform, or any other structure or improvement of whatever kind whether stationary or moveable and whether permanent or temporary in character, or construct, run, string, or otherwise place any electrical wire, conduit or pipe or any other public service or private utility into, upon, above, across, onto, or beneath Park District Property, unless a Permit, license, or contract therefore has first been obtained from the Park District.
- E. Establish a garden, plant any kind of vegetation, or distribute the seeds or spores of any flowering or non-flowering plant into or on Park District Property except in areas approved by the Executive Director. All such planting material shall become the property of the Park District.
- F. Move or remove any of the Park District's identification markers that mark the property line of Park District Property.
- G. Use for storage or cause to be used for the storage of any goods, shed or other structure without written authorization from the Executive Director or his designee.
- H. Prior to proceeding with legal action under this section, the Park District shall notify the Person of the encroachment and request removal within ten (10) calendar days.

Section 3 – Unlawful Construction or Maintenance

No person shall upon or in connection with any property of the Park District erect, construct, install, or perform any maintenance on, below, over or across a park, except by proper authorization of the Park District authorizing such activity, and then only in accordance with written permission of the Executive Director specifying in detail the work to be done and the conditions to be fulfilled pursuant to the terms of such authorization.

Section 4 – Controlled Substance Use

No person shall upon or in connection with any property of the Park District possess, give away, sell, serve, dispense or consume any alcoholic beverage, provided however, that the sale, delivery, possession and consumption of alcoholic beverages to or by any person 21 years of age or older in any specified building or within a specified area owned by the Park District, as authorized by the Park District from time to time, shall be permitted.

No person shall upon or in connection with any property of the Park District possess, sell, deliver, smoke, inhale, inject, eat, chew, swallow, or otherwise ingest in any manner

whatsoever any narcotic drug, or illegally possessed controlled substance. Any person found to be in violation of this section shall be subject to arrest or ejected from the park or facility premises.

Section 5 – Weapons and Harmful Substances

No person shall upon or in connection with any property of the Park District:

- A. At any time have in their possession or on or about their person, any firearm, knife, pistol, air rifle or pistol, paintball gun, revolver, rifle, shotgun, ammunition, bow and arrow, crossbow, slingshot, sword, axe, hatchet, blowgun, blackjack, Billy club, any device capable of discharging a projectile by air, spirit, gas or explosive, any explosive substance or harmful solid, liquid or gaseous substance, or any other dangerous weapon of any kind or character whatsoever. Nothing contained herein shall be construed to prevent any duly sworn police officer from carrying such weapons as may be authorized and necessary in the discharge of their duties; nor shall it apply to any person summoned by any such officer to assist in making arrests or preserving the peace while such person is engaged in such assistance. The Park District may designate areas within a park where bows and arrows, and/or firearms can be used. In such cases, the Park District shall promulgate rules and regulations for the safe use of such devices, and no person shall fail to abide by such rules and regulations.
- B. Bring onto park property any trapping device, any incendiary bomb or material, any smoke or stink bomb, any acid or caustic substance, tear gas, any disabling chemical agent, or any flammable liquid, except charcoal lighter or fuel contained in the fuel tank of a motor vehicle, for the usual and ordinary purposes thereof.
- C. Discharge any of the weapons or instruments, listed in sections above, into or over any park from outside a park.

Section 6 – Hindering or Bribing Employees

No person shall upon or in connection with any property of the Park District:

- A. Interfere with, unreasonably disrupt or delay or in any manner hinder any Park District employee or distract them from the performance of their duties.
- B. Give or offer to give an employee any money, gift, privilege, or article of value on or off Park District property so as to violate the provisions of: this ordinance, any contract or permit, any statute of the State of Illinois or the United States, in order to gain or receive special consideration in applying for any use or privilege, or to gain special consideration and treatment in the use of any Park District property or facility.

Section 7 – Begging and Panhandling

No person shall upon or in connection with any property of the Park District:

- A. Panhandle in Park District buildings, facilities or playgrounds or the entrances or stairways of such buildings or facilities.
- B. No Person begging or panhandling on the Park District property shall obstruct or impede pedestrians or vehicles; harass Park District visitors with physical contact or persistent demands; misrepresent their affiliations; misrepresent what the solicited funds will be used for; or interfere, interrupt, or engage in conduct incompatible with the

purpose of any program, rental, activity, function, and/or special event conducted, sponsored, licensed or otherwise permitted by the Park District.

- C. No person shall attempt to coerce or intimidate another person into giving money, goods or services.

Section 8 – Disorderly Conduct

No person shall upon or in connection with any property of the Park District engage in conduct that is disorderly, and a person shall be deemed to have engaged in disorderly conduct when he knowingly:

- A. Does any act in such unreasonable manner as to provoke, make or aid in making a breach of the peace.
- B. Does or undertakes an unreasonable offensive act, utterance, gesture or display which, under the circumstances, creates a clear and present danger of a breach of the peace or imminent threat of violence.
- C. Refuses or fails to cease and desist any conduct or activity likely to produce a breach of the peace where there is imminent threat of violence; and where the police have made all reasonable efforts to protect the otherwise peaceful conduct and activity, have requested that said conduct and activity be stopped, and have explained the request if there be time.
- D. Fails to obey a lawful order of dispersal by a person known by him to be a police officer under circumstances where persons are committing acts of disorderly conduct in the immediate vicinity, which acts are likely to cause substantial harm or serious inconvenience, annoyance or alarm.
- E. Assembles persons for the purpose of using force or violence to disturb the public peace.
- F. Contributes to the delinquency of a minor while within a park area.

Section 9 – Public Indecency

No person shall upon or in connection with any property of the Park District engage in conduct that is publicly indecent, and a person shall be deemed to have committed an act of public indecency when any person performs any of the following acts:

- A. An act of sexual intercourse.
- B. An act of deviant sexual conduct.
- C. A lewd exposure of the body done with intent to arouse or to satisfy the sexual desire of the person.
- D. A lewd fondling or caress of self or the body of another person.

Section 10 – Cell Phones and Other Recording and Duplicating Devices

No person shall upon or in connection with any property of the Park District use (i) any electronic, mechanical, manual, electric, digital, voltaic or other device, instrument or means capable of recording, producing, duplicating, reproducing, storing, copying, transmitting or displaying any visual, video, photographic, electronic, digital recorded, or other visual image, picture, or representation, including without limitation, any camera, photographic camera, video camera, fiber optic camera, motion picture camera, television camera, camcorder, or videotaping device, or (ii) any cell phone of any type or kind capable of producing a visual image, in any restroom, locker room, lavatory, bathroom, shower facility, or dressing room, in any building owned, leased to, or under the control of the Park District.

Section 11 – Obscene or Indecent Electronic and Printed Materials

No person shall upon or in connection with any property or program of the Park District knowingly view, exhibit, sell, give away, or offer to sell or give away in the Park District any obscene or pornographic book, pamphlet, paper, drawing, electronic media, movie, film, picture, photograph, poster or any other article of any kind for indecent or immoral use.

No person shall use or cause to be used any wireless or wired internet connection or Park District owned hardware to violate any section of this Ordinance.

Section 12 – Clothing

No person shall upon or in connection with any property of the Park District knowingly appear in clothing that does not conform to commonly accepted standards, regulations or ordinances within the community.

Section 13 – Control and Treatment of Animals

This ordinance shall not be construed to prohibit the controlled use of certain animals approved by the Executive Director or purposes of public safety, such as but not limited to, the protection of Park District property or the protection of employees in the performance of their duties or search and rescue.

No person shall upon or in connection with any property of the Park District:

- A. Bring in, lead or carry any dog or domestic animal that is unleashed or on a leash longer than six (6) feet, except to those areas designated by the Park District for use by such animals and then only in accordance with the rules and regulations promulgated for the control of such area or areas.
- B. Bring a dog or other domestic animal into a park area where dogs or domestic animals are prohibited. Dogs and domestic animals are prohibited from within twenty-five (25) feet of a playground, picnic shelter, swimming pool, fountain, athletic field or any sites of recreation activity, such as but not limited, to recreation programs and special events which may be designated by the Park District. All dogs in those areas where such domestic animals are not prohibited shall be restrained at all times on adequate leashes not greater than six (6) feet in length and shall be accompanied by a person capable of controlling them.
 1. Any dog or other domestic animal found to be running at large and not under the control of any person while on Park District property may be apprehended and

removed to an animal shelter, public pound or any other place provided for such purpose, all at the expense of the owner.

2. Any person who brings a dog or other domestic animal onto Park District property shall cleanup and properly dispose of defecation left by the dog or other domestic animal under the control or ownership of such person.
- C. Bring in, drive, ride or lead in any animal, except in accordance with the provisions of this ordinance and the rules and restrictions promulgated for the control of such animals, except that horses, beasts of burden and draft animals may be ridden or driven ahead of vehicles attached thereto on such portions of the park as may be designated by the Park District.

Section 14 – Honoring Permits

No person shall upon or in connection with any property of the Park District by act or speech willfully or unreasonably hinder, interrupt or interfere with any duly permitted activity, or unreasonably or willfully intrude upon any areas or into any structures designated for the use of a certain person or persons, to the exclusion of others.

Section 15 – Pyrotechnics

No person shall upon or in connection with any property of the Park District possess, set off or attempt to set off or ignite any firecrackers, fireworks, smoke bombs, rockets, black powder guns or other pyrotechnics without Park District approval, and then only under such rules and regulations as may be promulgated by the Park Board and subject to all local, State and Federal laws.

Section 16 – Smoking in Park District Buildings

No person shall upon or in connection with any property of the Park District smoke in any part of the Park District's buildings or within 15 feet of any building entrance, window, ventilation intake, or air conditioner pursuant to the Smoke Free Illinois Act, 410 ILCS 82/1, *et seq.* (P.A. 095-0017).

Section 17 – Lurk or Lie in Wait

No person shall lurk, lie in wait, or be concealed in any place with intent to do mischief or commit any crime or other illegal act.

Section 18 – Loitering

No person shall loiter, loaf, wander, stand or remain idle either alone and/or in consort with others in a park facility in such a manner to:

- A. Obstruct or hinder the use of a park or facility by other.
- B. Obstruct or interfere in the carrying out of duties of a Park District employee or City, County or State employee performing duties in the park or park facility.

Section 19 – Littering, Dumping and Polluting

Unless a Permit, contract or another type of written authorization has first been approved by the Executive Director or their designee, no person shall:

- A. Discharge, litter, cast, drop, scatter, place, pile, throw, carry, drag, push, leave or deposit any:
 - 1. Paper, wood, plastic, glass, liquid, or metal of any kind, coal, ashes, snow, ice, rubbish, litter, garbage, human or animal waste, sticks, leaves, grass clippings, landscape waste of any kind, or foreign matter in any park except in trash or recycling receptacles provided for that purpose if the waste was generated in the park and it is a reasonable size that would be generated from one-time general Park use. Where receptacles are not provided, are missing or are full to capacity, all such garbage, refuse or other material shall be carried away from the area of use by the person(s) responsible for its presence and creation and properly disposed of elsewhere;
- B. Injurious substances or materials into or near Park District waters, air, or upon the ground or property of any kind in any park so as to pollute the Park District land, waters, or air coursing through or over the parks or otherwise to interfere with the proper use and enjoyment of the park; or
- C. Refuse container, picnic table, barricade or any other movable or non-movable property into or upon Park District waters.
- D. Urinate or defecate on Park District property other than in toilets in restroom facilities expressly provided for such purposes.
- E. Bathe or wash oneself or another person or food, clothing, dishes, or other property at water outlets, fixtures or pools on Park District property, except at those areas designated by the Park District for such use.
- F. Use or cause to be used any chemical or biological pesticide or any other substance, measure or process designated to alter the anatomy or physiology of any organism for the purpose of directly manipulating their populations.
- G. Drain sewage or other refuse from a trailer or other vehicle on Park District property; or
- H. Bury the remains of any human or animal on Park District property in accordance with Illinois State statutes.
- I. Any person violating this section may be assessed the cost of removing any such improperly deposited substance or material and such charge shall be in addition to and not in lieu of any other penalties provided for in this Ordinance or applicable federal, state, local, and/or Park District laws, ordinances, rules, and regulations.

CHAPTER 7 – ENFORCEMENT

State laws for Park Districts apply. This ordinance is enacted pursuant to the Park District's authority under the Illinois Park District Code, 70 ILCS 1205/1-1, *et. seq.* All persons coming upon Park District property shall abide by this ordinance. The Illinois Park District Code states that the members of the Park Board and all police officers appointed by them shall be conservators of the peace within and upon such parks, boulevards, driveways and property controlled by such Park District, and shall have power to make arrests in view of the offense, or upon warrants for violation as for breach of the peace, in the same manner as the police in cities organized and existing under the general laws of the City of Champaign, County of Champaign and the State of Illinois.

Section 1 – Officers

- A. All sworn officers within their legal jurisdictions shall have the power and the authority to issue citations and complaints or arrest any persons found in the act of violating any ordinance of the Park District or rules or regulations thereof, ordinances of the City of Champaign or laws of the State of Illinois, where applicable, and to eject said person from any park or any portion thereof for violation of any such ordinance, rule, regulation or statute.

Section 2 – Two Penalties, One Judgement

- A. In all cases where the same offense shall be made punishable or shall be created by different clauses or section of this or any other ordinance or statute, the police or person prosecuting may elect under which to proceed, but not more than one judgement shall be had against the same person for the same offense.

Section 3 – Fines and Penalties

- A. Any person found guilty of violating or disobeying any provision of this Ordinance may be arrested by the Police in the enforcement of this Ordinance and may be fined in the amount of not less than Fifty Dollars (\$50.00) but not more than One Thousand Dollars (\$1,000.00), for each offense. The fine may be recovered by an action in the name of the Park District in the Circuit Court of Champaign County, Illinois.
- B. Payment of Violations Without Court Action:
1. In the case of any violations of the provisions hereof, if in the opinion of the Officer detecting such violation, it is of such a nature or kind that it does not tend to immediately endanger the public safety, and Park District property has not been damaged, such Officer may issue a "warning" complaint which indicates that payment of a lesser penalty may be paid to resolve such obligation.
 2. The Park District shall designate the location to which such compromise payments shall be made. In case of failure to make payments as herein provided, the officer issuing the complaint shall transmit the complaint to the Clerk of the Circuit of Champaign County, as in other cases.

- C. The Park District make also seek, in addition to or instead of fines and penalties, an order that the offender be required to make restitution for damage resulting from violations of this ordinance.

Section 4 – Rules and Regulations

The Park Board shall from time to time promulgate and make reasonable rules, practices, procedures and regulations governing the use of the various areas, facilities, devices and vehicles within the parks, and such rules and regulations shall become binding and effective upon their being posted at the entrance to the facility or areas governed by them and shall be enforced with the same force and effect as the other provisions of this ordinance.

Section 5 – Authority of Other Agencies

This ordinance shall not be construed to prevent other law enforcement officers from carrying out their own duties within the territories of the Park District as defined by applicable laws of the State of Illinois and United States or ordinances of Champaign County, Illinois and the City of Champaign, or in accord with any other policing agreement approved by the Park Board.

Section 6 – Permits and Designated Areas – Authority

In order to carry out the terms of this ordinance, the Park District shall have the authority to issue the permits, set fees, post notices or take the other action as called for herein, subject to the provisions set forth in Chapter 2.

Section 7 – Civil Suits

This ordinance shall not be construed to prevent or preclude the lawful use by the Park District of a civil remedy at law or equity, as the case may be, to correct any abuse or loss suffered by the Park District as a result of violation of this ordinance or any law of the City of Champaign, Champaign County or State of Illinois.

Section 8 – United States, State and Local Laws

All persons within the parks and facilities of the Park District are subject to all ordinances, rules and regulations of the Park District, as well as all applicable laws of the United States, State of Illinois and local ordinances of Champaign County, Illinois and the City of Champaign, Illinois, as amended and changed from time to time. These laws include, without limitation, the Illinois Park District Code, Illinois Vehicle Code, the Criminal Code of the State of Illinois and Game and Fish Codes of the State of Illinois, as amended and changed from time to time.

CHAPTER 8 – MISCELLANEOUS

Section 1 – Repeal

All Park District ordinances in full or part, all resolutions, rules and orders, or any parts thereof, in conflict or inconsistent with this ordinance, or any parts hereof, are to the extent of such conflict or inconsistency hereby repealed.

Section 2 – Enactment

This ordinance shall be in full force and effect from and after its passage and approval.

Section 3 – Captions and Headings

The captions and headings used herein are for convenience of reference only and do not define or limit the contents of each paragraph.

Section 4 – Severability

The provisions of this ordinance shall be deemed to be severable, and the invalidity or unenforceability of any provisions shall not affect the validity and enforceability of the other provisions hereof, which shall remain in full force and effect.

Section 5 – Inspection of Rules, Regulations, Designations and Schedules of Fees

Copies of all rules, regulations, designations and schedules of fees, established by the Park District Executive Director or Park Board, shall be kept in a single location and made available to the public for inspection during normal business hours at the Park District Bresnan Meeting Center, 706 Kenwood Road in Champaign, Illinois.

Section 6 – No Duty Created

This and all other Park District ordinances and resolutions shall not, unless expressly approved and adopted therein, be construed to create or impose any duty of any kind or character whatsoever upon the Park District, its Commissioners, officers, employees or agents.

CHAPTER 9 – AMENDMENTS

This ordinance may be amended from time to time by the Park District and such an amendment may be shown by either marking the section amended, attaching the amendment to this ordinance, or filling in the schedule below.

DATE	CHAPTER	SECTION	TITLE OR DESCRIPTION
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ORDINANCE NO. 619

AN ORDINANCE REGULATING THE REIMBURSEMENT OF ALL TRAVEL, MEAL, AND LODGING EXPENSES OF COMMISSIONERS, OFFICERS AND EMPLOYEES OF THE CHAMPAIGN PARK DISTRICT IN ACCORDANCE WITH THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT (PUBLIC ACT 099-0604).

WHEREAS, the Champaign Park District is a non-home rule unit of local government;
and

WHEREAS, Public Act 099-0604 established the Local Government Travel Expense Control Act, which requires all non-home rule units of local government to adopt by resolution or ordinance a policy governing reimbursement of all travel, meal, and lodging expenses of officers and employees; and

WHEREAS, the Board of Commissioners of the Champaign Park District will reimburse commissioners, officers, and employees travel, meal, and lodging expenses incurred in connection with travel, meal, and lodging expenses incurred on behalf of the Park District; and

NOW, THEREFORE, BE IT ORDAINED, by the President and Board of Park Commissioners of the Champaign Park District, Champaign County, Illinois as follows:

Section 1: Definitions

The following words, terms and phrases, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and officers of the Park District or by wards or charges of the Park District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Section 2: Official Business for which Expenses May Be Reimbursed

(1) Travel, meal and lodging expenses shall be reimbursed for commissioners, officers and employees of Park District only for purposes of official business conducted on behalf of the Park District, which includes, but is not limited to, offsite or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the commissioner's, employee's or officer's official duties. A Park District commissioner, officer or employee shall not be reimbursed for any entertainment expense unless such expense is ancillary to the purpose of the program or event.

Section 3: Maximum Allowable Reimbursement for Expenses

(1) The maximum reimbursement for use of a privately owned automobile for Park District commissioners or officers will be the mileage rate determined by the most recently published IRS Standard Mileage Rates for Business at the time the expense was incurred. Park District employees shall use a Park District vehicle, unless otherwise approved by the Executive Director.

(2) The maximum reimbursement for airfare for commissioners or officers will be the lowest available airfare that reasonably meets business travel needs. Park District employees shall use a P-card to pay for airfare expenses. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The Park District will also reimburse baggage fees up to one bag each way, if such fee is not already included in the airfare.

(3) The commissioners or officers will be reimbursed for a standard single-room at locations convenient to the business activity. Park District employees shall use a P-card to pay for lodging expenses. Hotel/motel accommodations are to be reserved in advance and secured at a moderate or conference rate. Reimbursement for lodging shall be limited to the number of nights required to conduct the assigned Park District business. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Park District unless approved by the Executive Director, and in the case of a cancellation by the Executive Director, unless approved by the Board of Park Commissioners.

(4) Meal reimbursement shall not exceed the maximum per diem meal amount for the locality of the destination as set by the Board of Park Commissioners, which will be determined using the current U.S. General Services Administration (GSA) regulations. Meals provided by the conference or seminar should be deducted from any per diem allowance, as applicable. Proper use of per diem funds shall be documented by providing suitable receipts. Any unspent per diem amount shall be promptly returned to the Park District. In the event of failure to provide the required receipts, the per diem funds will be treated as taxable benefits.

(5) Parking fees at a hotel/motel will be reimbursed only with presentation of a receipt.

Section 4: Approval of Expenses That Exceed the Maximum Amount Appropriated and/or Allowed

The Board of Park Commissioners must approve the following reimbursements for travel, including meals or lodging, by a roll call vote at an open meeting:

(1) Any reimbursable expense of an officer or employee that exceeds the maximum amount appropriated and/or allowed;

(2) Any reimbursable expense of any member of the Board of Park Commissioners.

Section 5: Documentation of Expenses

Before any reimbursable expenses for travel, meals, or lodging may be approved, the following minimum documentation must first be submitted, in writing, using the Park District's Reimbursement Request Form (Attachment A).

(1) An estimate of the cost of travel, meals or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals or lodging if the expenses have already been incurred;

(2) The name of the individual who received or is requesting the travel, meal or lodging expense;

(3) The job title or office of the individual who received or is requesting the travel, meal or lodging expense; and

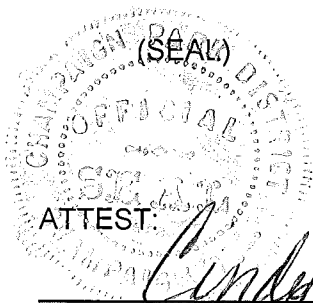
(4) The date or dates and nature of the official business in which the travel, meal or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act, 5 ILCS 140/1, *et seq.*

Section 6: Effective Date

This Ordinance shall be in full force and effect as of January 1, 2017.

PASSED AND ADOPTED this ____th day of March 2017 pursuant to a roll call vote by the Board of Park Commissioners, Champaign County, Illinois.



ATTEST:

Cindy Harvey
Cindy Harvey, Secretary

APPROVED:

Timothy P. McMahon
Timothy P. McMahon, President

Attachment A

Champaign Park District

Travel, Meal and Lodging Expense Reimbursement Form

Name of Official or Employee: _____

Title/Position of Official or Employees: _____

Name and Date of the Activity/Event: _____

Check Number (if applicable): _____

Credit Card Receipt Number (if applicable): _____

Description of the purpose of the expense: _____

Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable):

Mileage: _____

Meals: _____

Parking: _____

Hotel/Lodging: _____

Airfare: _____

Other Transportation (bus, train, taxi, shuttle, etc.): _____

Employee's/Officer's Name _____
(Print)

Date _____

Employee's/Officer's _____
(Signature)

Date _____

Executive Director's Authorization: _____

Date: _____

Attach all receipts

ORDINANCE NO. 668

AN ORDINANCE PRESCRIBING RULES FOR THE CONDUCT OF THE BUSINESS OF THE CHAMPAIGN PARK DISTRICT.

BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE CHAMPAIGN PARK DISTRICT THAT:

Section 1. Ordinance Number 316 entitled "An Ordinance Prescribing Rules for the Conduct of the Business of the Champaign Park District, adopted October 12, 1983, amended August 12, 1998 by Ordinance No. 407, amended March 10, 2004 by Ordinance No. 473, amended June 10, 2015 by Ordinance No. 597, amended August 24, 2017 by Ordinance No. 624, and all ordinances amendatory thereto, are hereby repealed effective as of the date of the adoption of this ordinance.

Section 2. In lieu of the rules and provisions provided in said repealed ordinance and amendments thereto, the following rules for the conduct of the business of the Champaign Park District are hereby established:

ARTICLE 1 ORGANIZATION

Section 1. Government: The government of the Champaign Park District (Park District) shall be vested in the duly elected Board of Commissioners (Board) as provided by law.

Section 2. Board of Commissioners: Elected Commissioners serve as - the Board. Individual Commissioners do not have authority to act for the Board unless duly authorized to do so by the Board. Authority as a Commissioner is limited to participation in official meetings of the Board or official committees thereof and other actions which have been duly authorized by the Board, except for officers of the Board acting within the scope of their authority as such officers.

Section 3. Election of Officers: The President and Vice President of the Board - shall be elected by said Board at the annual meeting and the Secretary, Assistant Secretary, and Treasurer thereof, shall be appointed by said Board at said annual meeting. Such officers shall hold office until the next annual meeting or until their successors shall have been elected or appointed and qualified. In case of the absence or inability to act of any officer, except the President, the Board may appoint a successor to act in their stead during such absence or disability.

Section 4. President: The President is the chief legislative officer of the Park District. The president shall preside at all meetings; sign all contracts and other papers authorized by the Board; see that all ordinances of the Board are enforced, that all orders of the Board are faithfully executed, and oversee the execution of Board policies and the programs, business operations and property of the Park District, all subject to the direction, ratification and approval of the Board.

Section 5: Vice President: The Vice President, in the absence of the President or in the event of their refusal or inability to act, shall be vested with the powers and perform the duties of the President.

Section 6: Secretary: The Secretary shall have the custody of the corporate seal and all books, records, minutes and papers pertaining to this office; shall attest and affix the corporate seal to

all instruments requiring such action when authorized by ordinance or action of the Board; shall cause all ordinances, resolutions, reports and other actions of the Board requiring publication, to be duly published; and shall serve as the "local election official," and Freedom of Information Act Officer. They shall attend all meetings of the Board and keep a full and true record of its proceedings.

Section 7: Assistant Secretary: The Assistant Secretary, in the absence of the Secretary or in the event of their refusal or inability to act, shall be vested with the powers and perform the duties of the Secretary.

Section 8: Treasurer: The Treasurer shall act as overseer of the Director of Finance and Executive Director (Director) with respect to all monies belonging to the Park District and assure that all such monies are kept in a bank or banks authorized by statute and approved and designated by the Board, in the name of the Park District and disbursed only upon the authority of the Board; that Park District funds, subject to Board approval, are kept prudently invested according to the Park District's Investment Policy and as authorized by law; that monthly reports to the Board of all receipts and disbursements are made; that financial reports, statements, and information are submitted to the Board from time to time on at least a quarterly basis as shall be required by the Board; and that all laws and statutes are complied with governing the duties and obligations as such Treasurer.

Section 9. Additional Duties of Officers: In addition to the duties hereinbefore specified, each officer shall perform such other duties as may be required of them by law or by the ordinances, resolutions or other actions of the Board.

Section 10. Consultants: The Board may appoint such additional attorneys, consultants, engineers, architects, accountants and other advisory personnel as it may determine. Such consultants shall have such powers and duties as may be vested in them by the Board.

Section 11. Committees: The President shall appoint such committees and subcommittees of the Board as may be required, subject to the approval of the Board. Unless authorized by the Board to do so, committees may not act independently of the Board or bind the Park District, but shall report and make recommendations to the Board.

Section 12. - Director: The Director is the chief -executive officer of the Park District and will execute policies, regulations and ordinances of the Park District as determined by the Board. The Board shall employ the Director for the Park District. Subject to the control and direction of the Board, the Director shall have the authority and responsibility for the administration and operation of the Park District, including control, supervision, termination, and authority over all employees.

ARTICLE II MEETINGS

Section 1. Annual Meeting: The annual meeting of the Board shall be held in May immediately before and at the same place as the regular monthly meeting of the Board for the month of May in each year.

Section 2. Regular Meetings: Public notice shall be given to any news medium or interested party of the schedule of regular meetings at the beginning of the calendar or fiscal year and shall state the regular dates, times, and places of such meetings. An agenda listing all matters that will be acted upon for each regular meeting shall be posted at the location of the meeting, on the Park District website, and electronically delivered to any news medium or interested party at least 48

hours in advance of the holding of the meeting and shall be mailed or personally delivered to each Commissioner. The Director, in consultation with the President, shall be responsible for preparing the agenda. New matters, not on the agenda, may be considered; provided that they cannot be acted upon, in accordance with law.

Section 3. Special Meetings: Special Meetings of said Board may be held at any time upon the call of the President or any two (2) Commissioners, upon giving not less than forty-eight (48) hours written notice of the time and place thereof, by mailing or personally delivering such notice to each Commissioner. If such notice of any meeting is waived by written waiver of notice, signed by all of the Commissioners prior to such meeting, such notice shall not be necessary. Attendance of a Commissioner at a special meeting shall constitute a waiver of notice of such meeting, unless the Commissioner attends for the express purpose of objecting to such meeting. An agenda listing all matters that - shall (?) be address at each -Special -Meeting shall be posted at the location of the meeting, on the Park District website, and electronically delivered to any news medium or interested party at least 48 hours in advance of the holding of the meeting. The purpose of, or the business to be transacted at, a -Special -Meeting shall be specified in the notice of such meeting.

Section 4. Study Sessions and Workshops: Study sessions and/or workshops of the Board may be held at any time upon the call of the President or of any two (2) Commissioners, upon giving not less than forty-eight (48) hours written notice of the time and place thereof, by mailing or personally delivering such notice to each Commissioner. An agenda, under the direction of the - Director and with the advice of the President or in their absence the Vice President and Board members, shall be prepared for the study session or workshop. An agenda listing all matters for each study session shall be posted at the location of the meeting, on the Park District website, and electronically delivered to any news medium or interested party at least 48 hours in advance of the holding of the meeting.

Section 5. Executive Session Meetings: Executive sessions may be held during Regular, or Special - Meetings, Study Sessions, or Emergency Meetings. The purpose for the session shall be identified in accordance with the Illinois Open Meetings Act. Final action shall not be taken by the Board on any matter discussed in an executive session until the matter is placed on the agenda of a public meeting.

Section 6. Emergency Meetings: Emergency -Meetings may be called without the 48-hour notice. Notice of emergency meetings shall be given as soon as practicable, but in any event prior to the holding of such meeting. Emergency -Meetings shall address emergencies involving injury or damage to person or property or the likelihood of such injury or damage, or when the Governor or the Illinois Public Health Department has issued a disaster declaration related to public health concerns as defined in Section 4 of the Illinois Emergency Management Agency Act, and all or part of the jurisdiction of the -Park District is -included in the disaster area, when time requirements of a 48-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency -Meetings may be called by the Director or the President with the consent of a majority of the --Commissioners. An agenda listing all matters that will be acted upon for each -Emergency -Meeting shall be posted at the location, on the Park District website and electronically delivered to any news medium or interested party as soon as practicable. The minutes of such meeting shall indicate the reason for the emergency.

Section 7. Place of Meeting: All - meetings of the Board shall be held at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois; provided the Board may, from time to time, by giving at least 10 days' notice of such change by publication in a newspaper of general circulation in Champaign, fix another place for a meeting to be held if, in its judgment, the interests of the Park District will be best served by doing so.

Section 8. Quorum: A majority, three (3) -Commissioners, of the duly elected, qualified and acting -Board shall constitute a quorum for the transaction of business; provided that, less than a quorum may meet and adjourn to a day certain, entered on the records of the Park District.

Section 9. Conduct of Meetings: The President shall preside at and preserve proper order in all meetings. In their absence, the Vice President shall preside. In case of the absence of both the President and Vice President -, the Commissioners present shall elect one of their members who shall act as President Pro Tem and perform all of the duties of the President. In the absence of the Secretary and Assistant Secretary, the Commissioners present may designate some other person to act as Secretary Pro Tem, and the Secretary Pro Tem shall have the same powers and duties at such meeting which the Secretary would have if present.

Section 10. Order of Business: The order of business at all regular meetings of the Board of Commissioners shall be as follows:

- A. Call to Order
- B. Presentations (if needed)
- C. Comments from the Public
- D. Communications
- E. Treasurer's Report
- F. Executive Director's Report
- G. Committee Reports
- H. Reports of Officers
- I. Consent Agenda
- J. Old Business
- K. New Business
- L. Discussion Items
- M. Comments from Commissioners
- N. Executive Session (if needed)
- O. Adjournment

Consent Agenda items shall have been fully considered by the Board or are considered to be routine and non-controversial and may be approved by one motion. Items on the Consent Agenda include, but are not limited to, minutes, resolutions, ordinances, and policies -addressed at a previous Board meeting or committee meetings, bid awards and previously authorized agreements. Any -Commissioner - may remove any item from the Consent Agenda for separate consideration and action by request to the President during the meeting.

Section 11. Closed Session Minutes: The Board shall -examine its closed or executive session minutes every six (6) months, or as soon thereafter as is practicable, taking into account the meeting schedule - and declare those which can be released for public inspection.

Section 12. Rules of Order: For all points of order and parliamentary procedure not herein provided for, the then current Roberts Rules of Order are hereby adopted.

ARTICLE III FISCAL AFFAIRS

Section 1. Fiscal Year: The fiscal year of the Park District shall begin on the first day of May of each year and shall end on the thirtieth day of April in the succeeding year.

Section 2. Budget Preparation: Prior to June 30, each year the Director shall prepare a budget for the new fiscal year setting forth estimated receipts and expenditures for such fiscal year and shall submit such budget to the Board for its consideration. Such budget shall be prepared and submitted as a part of the Annual Budget and Appropriation Ordinance pursuant to Article 4, Section 4-4 of the Park District Code and notice thereof shall be given and a public hearing thereon shall be held in the time and manner required by said Code. A certified copy of the Budget and Appropriation Ordinance shall be filed with the County Clerk within thirty (30) days of adoption. The final budget shall be adopted and filed no later than July 31 of each year.

An estimate, certified by the District's Director of Finance, by source anticipated to be received for the next year is required to be filed with the County Clerk at the same time the Budget and Appropriation Ordinance is filed in accordance with law.

Section 3. Levy Ordinance: At a regular meeting of the Board, a resolution estimating the amount of the tax for the ensuing year shall be adopted. If necessary, the Board shall provide for publication of Truth in the Taxation Notice. A certificate indicating compliance with or a certificate indicating the inapplicability of the Truth in Taxation Act shall be filed with the County Clerk. A certified copy of the Tax Levy Ordinance shall be adopted and filed, following the Truth in Taxation hearing (if necessary) with the County Clerk before the last Tuesday in December.

Section 4. Statement of Receipts and Disbursements: The Treasurer in conjunction with the Director of Finance shall prepare an annual statement of receipts and disbursements, at the end of the fiscal year, file the statement with the County Clerk within six (6) months after the expiration of the fiscal year, and publish a notice of availability of its audit report and have the statement published in the local newspaper.

Section 5. Audit: An independent audit shall be completed and the audit report and the State of Illinois Annual Report shall be filed with the County Clerk and the Illinois Comptroller within six (6) months after the close of the fiscal year.

Section 6. Facility Fee Schedule and Comprehensive Revenue Policy: The Board shall maintain and annually approval a Facility Fee Schedule that recognizes the various costs related to the District's facilities and programs, including without limitation facilities operational costs, facilities maintenance costs, and administrative costs. The Board shall also maintain a comprehensive revenue policy to recognize the various types of programs provided by the Park District and the scope of those programs. Program fees may be established and adjusted based both on costs and expenses and program type.

ARTICLE IV CORPORATE SEAL

Section 1. Form of Seal: The corporate seal of the Park District shall be circular in form with the words "Champaign Park District, Champaign, Ill." in the outer circle and in the interior of the center of the circle, the words, "Official Seal" shall be engraved.

Section 2. Use of Seal: The form of the seal described in the preceding section is hereby adopted as the corporate seal of the Park District and shall be used whenever any certificate, deed, bond or other instrument is required by law or general usage, to be executed under the corporate seal of the Park District.

Section 3. Custodian of Seal: The Secretary is hereby designated as custodian of the corporate seal and is charged with its proper use and safekeeping. Subject to the Secretary's control, a duplicate seal may be kept and used by the Director.

ARTICLE V
CONTRACTS AND AUTHORITY TO INCUR FINANCIAL LIABILITY

Section 1. Contracts: No contract exceeding the sum of \$25,000.00 for work, materials, supplies, services or improvements of any kind shall be awarded, except by the Board. The Board may, without bidding, enter into contracts exceeding one year, but not more than three years, for employment contracts such as a -Director, department head, administrator, engineer, land planner, finance director, attorney or other officer who requires technical training or knowledge and outside professional consultants such as engineers, land planners, auditors, attorneys, or other professional consultants who require technical training or knowledge. All such contracts shall be in writing, shall be in the name of the Park District, and shall be signed by the President, Vice President, or Director upon approval by the Board, attested by the Secretary or designee and the corporate seal affixed thereto.

Section 2. Incurring Financial Liability: No Commissioner, committee, officer or employee shall create any financial liability on behalf of the Park District unless it first shall be approved by the Board; provided that the Director or their designee (except as the Board may otherwise limit) may incur financial liability or indebtedness not to exceed \$25,000.00 in any one obligation without such Board approval.

In addition, with Board approval, the Director or their designee may execute contracts, grant applications and other pertinent and related documents which have been approved or ratified by the Board - as may be necessary from time to time in order to carry out and effectuate the actions and decisions of the Board and the terms of those agreements and grant applications approved and/or ratified by the Board.

Section 3. Payment of Claims: Except as hereinafter provided, no claim against the Park District shall be paid until the same has been approved by the Board; provided that claims for salaries and wages of Park District employees whose employment has been approved by the Board, rent, public utilities, freight, postage, payment of bands and performing artists on day of performance, payment for previously approved contractual services, conference registration fees for Commissioners and staff, reimbursements to Commissioners and staff, refunds due program participants, and payments to specific vendors, previously approved by the Board, - -, may be paid upon the authority granted to the Director, if reported at the next regular meeting of the Board.

Section 4. Execution of Checks: All checks for the payment of funds of the Park District shall be signed by the Treasurer, or if the Treasurer is unavailable, by a Commissioner or another officer of the Park District and countersigned by the Director or other duly authorized officer or the Director of Finance. All checks, including payroll taxes and withholdings, and investment checks shall be signed by two of the following: Director of Finance, Director, Treasurer, or Secretary.

ARTICLE VI
ORDINANCES

[RESERVED]

Section 1. Annexations: All territories being annexed to the Park District shall be annexed by ordinance adopted by the Board.

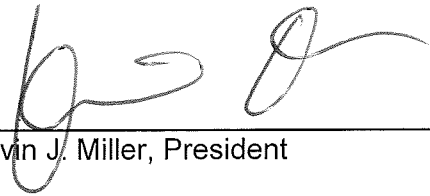
ARTICLE VII
PARK NAMES

Section 1. Park Name: The Board shall approve park names within the - Park District pursuant to its Naming of Parks and Facilities Policy.

ARTICLE VIII
WHEN ORDINANCE TAKES EFFECT – REPEAL OF PRIOR ORDINANCES

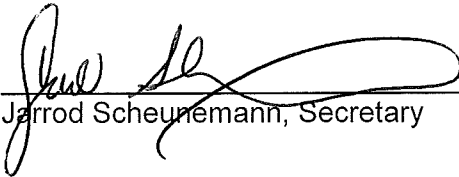
Section 1. All ordinances and parts of ordinances in conflict or inconsistent with any of the provisions of this ordinance are hereby repealed and this ordinance shall be in force from and after its passage and approval.

Passed and Adopted: 8th day of March 2023.



Kevin J. Miller, President

ATTEST:



Jarrod Scheunemann, Secretary