



Employee Policy Manual

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PLAINFIELD PARK DISTRICT

INTRODUCTION AND AT-WILL EMPLOYMENT DISCLAIMER

Introduction

The Plainfield Park District (the "District") has developed this Manual to provide a general guidance to the District employees concerning their duties and responsibilities and concerning the basic personnel policies, practices and procedures currently in force at the District.

The Employee Policy Manual (the "Manual") has been prepared and distributed in keeping with the District's desire to maintain effective communications with employees. Each employee is expected to review this Manual and become familiar with its content. Accordingly, upon receipt of this Manual, you must sign, date and return the employee acknowledgement form; see Appendix G. This form will be maintained in your personnel file. If you have any questions you are welcome to contact your Supervisor, Human Resources or the Executive Director.

The policies, practices, benefits and guidelines described in this edition will replace prior ones. This Manual does not discuss every matter that may arise within the organization, and those not outlined here will be handled by the District in an appropriate manner. The District may insert, adjust or omit items at its sole discretion and will make every effort to notify employees when changes occur.

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

At-Will Employment

The Employee Policy Manual includes general rules of conduct, safety regulations and disciplinary rules. **NOTHING CONTAINED IN THIS MANUAL OR ANY VERBAL STATEMENT SHOULD BE CONSTRUED AS CREATING ANY TYPE OF EMPLOYMENT CONTRACT, EITHER EXPRESSED OR IMPLIED.** The policies and other information contained in this Manual are subject to change at any time due to business need. While the District will normally attempt to provide employees with advance notice of any change, the District reserves the right to unilaterally revise, supplement, or discontinue any of these policies at any time without advance notice.

An employee is employed with the District at-will, and nothing contained in this Manual is intended to create an employment contract, either express or implied, or to provide or guarantee him/her with employment for any specific period of time. Your employment may be terminated at will, with or without cause and without prior notice by the District. Likewise, an employee is free to terminate his/her employment at any time.

This at-will employment relationship can only be modified by a written contract signed by the employee and approved by the Park Board of Commissioners. Any questions which an employee may have concerning the terms or conditions of his/her employment should be referred to his/her immediate Supervisor and/or Department Director.

PLAINFIELD PARK DISTRICT MISSION STATEMENT

Our Mission

The Plainfield Park District seeks to enhance lives through equitable and accessible exceptional recreation opportunities for all.

Our Vision

We aspire to be innovative, diverse, and inclusive in administration, recreation and preservation.

Our Values

Our Values center on:

- **COMMUNITY**
 - A commitment to working together in partnerships for betterment of the community
 - Development of an understanding of the recreational needs of the community
 - Effective communication across useful avenues to reach the community
- **FISCAL RESPONSIBILITY**
 - Wise spending practices
 - Strategic budgeting process
 - An understanding of local economy
- **STEWARDSHIP OF NATURAL RESOURCES**
 - The preservation of open space
 - The development of parks in a respectful manner
 - A strong commitment to green and sustainable approaches and opportunities
 - To be leaders in sustainability
- **HEALTH & WELLNESS**
 - Promotion of a lifestyle of fitness for different segments of the community
 - Provide programs that fulfill the needs and desires of a healthy community
 - Ensure recreational opportunities for healthy living with wellness partnerships
- **DIVERSITY, EQUITABILITY, AND INCLUSIVENESS**
 - Recognize and understand that diversity in the community brings great richness to the quality of life within our District.
 - Be committed to expanding our awareness of and sensitivity to the importance of diversity
 - Continue to create an inclusive and welcoming parks system for all our residents and visitors to enjoy facilities, amenities, and programs.
 - Continual commitment to actively lead, partner, and support community initiatives that promote structural change.

SECTION 1 – Employment Policies & Procedures

1.1 Equal Employment Opportunity

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the District, where employment is based upon personal capabilities and qualifications without discrimination because of an individual's actual or perceived race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex, gender (including gender identity and expression), age, national origin, citizenship status, work authorization status (i.e., 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 law. Any complaints of discrimination will be investigated thoroughly in a confidential manner. Applicants may request a reasonable accommodation to facilitate the application and interview process.

In accordance with federal, state and local laws, it is the policy of the District to provide equal employment opportunities to all qualified persons. All of our personnel policies, procedures and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, discharge and other terms and conditions of employment are made and executed without regard to an individual's actual or perceived race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex, gender (including gender identity and expression), age, national origin, citizenship status, work authorization status (i.e., 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 law.

If an employee believes he or she has been subjected to discrimination, or witnesses any job-related discrimination, the employee should promptly report the incident to his/her Supervisor or Department Director. If an employee believes that his/her Supervisor or Department Director is involved in the discriminatory conduct, or if the employee does not feel comfortable reporting the incident to his/her Supervisor or Department Director, the employee should bypass his/her Supervisor or Department Director and report it to Human Resources or the Executive Director

1.2 Americans with Disabilities Act (ADA)

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

The District will make all decisions concerning recruitment, placement, selection, training, hiring, advancement, discharge 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 Director or Human Resources. The District encourages individuals with disabilities to come forward and request reasonable accommodation. If you feel uncomfortable making an accommodation request to your Department Director or you believe your accommodation request was not properly managed, report to the Executive Director or Human Resources.

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

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

What is considered a reasonable accommodation will be based on a case-by-case analysis. The District will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees 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 District to make the *best* possible accommodation, to reallocate essential job functions, to create new positions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.).

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

1.3 Non-Discrimination and Anti-Harassment Policy

The District is committed to maintaining a work environment that is free of all forms of discrimination and harassment, including sexual harassment, which are all illegal under the Illinois Human Rights Act (IHRA) and Title VII of the U.S. Civil Rights Act of 1964 (Title VII). In keeping with this commitment, the District will not tolerate discrimination or harassment by anyone, including any supervisor, employee, vendor, customer, consultant, contractor, board member, or other regular visitor of the District. Violation of this policy shall be considered grounds for disciplinary action up to and including termination. The “work environment” includes but is not limited to the actual physical location where an employee performs his or her duties. Incidents occurring outside the actual physical workplace at conferences, training and other work sponsored events or gatherings are also covered by this policy.

Discrimination

Discrimination consists of employment actions taken against an individual based on an actual or perceived characteristic protected by law, such as sex, race, color, ancestry, national origin, citizenship status, religion, gender, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. In other words, discrimination occurs when an individual is treated differently or unequally because the individual is a member or perceived member of a protected group.

In addition to prohibiting discrimination against its employees, this policy also prohibits any form of discrimination against non-employees who are present in the workplace including vendors, contractors, subcontractors, consultants or other persons who are performing work pursuant to a contract with the District.

Harassment

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person’s actual or perceived protected status such as race, color, ancestry, national origin, citizenship status, religion, sex, pregnancy, sexual orientation, gender identity, age, disability, marital status, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. The District will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual’s work performance, or creates an intimidating, hostile or offensive working environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes or intimidating acts that are based on a person’s protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of his or her actual or perceived protected status.

Sexual Harassment

Sexual harassment, as defined by the IHRA, consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment;
- 2) Submission to or refusal to engage in such conduct is used as the basis for any employment decisions affecting such individual; or
- 3) Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment, as defined above, may include, but is not limited to:

- 1) Uninvited sex-oriented verbal “kidding” or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
- 2) Graphic or suggestive comments about an individual’s dress or body;
- 3) Displaying sexually explicit objects, photographs, writings, or drawings;
- 4) Unwelcome touching, such as patting, pinching or constant brushing against another’s body; or
- 5) Suggesting or demanding sexual involvement of another individual, whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one’s employment status or similar personal concerns.

Even if two or more individuals are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another individual who witnesses or overhears the conduct.

Annual Sexual Harassment Training

All employees of the District shall be required to attend and complete annual sexual harassment training as mandated by the District. This training may either be live training or online training as determined by the District. An employee’s willful or intentional failure to attend and complete this annual training shall result in disciplinary action up to and including dismissal.

Investigation Procedure

Everyone is responsible to help ensure that harassment and discrimination do not occur and are not tolerated. An individual who believes that he or she has been subjected to sexual or other types of harassment or discrimination, or who has witnessed harassment or discrimination, should immediately submit a complaint to his or her supervisor, any other manager or supervisor, or the Human Resources Department. If a manager or supervisor receives a complaint of harassment or discrimination or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Human Resources Department.

The Human Resources Department, or its designee, shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation.

Complaints by an elected/appointed official against another elected/appointed official shall be submitted to the Executive Director. The Executive Director shall, in consultation with legal counsel for the District, ensure that an independent review is conducted with respect to such allegations.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District’s legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated complaint against an employee will subject the individual to disciplinary action, up to and including termination. The District will also take appropriate action to address a substantiated complaint of discrimination or harassment by a third party or non-employee. If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, including the possibility of discharge.

Reporting Procedure for Elected Officials

Allegations of sexual harassment or harassment based upon any other protected characteristic made by an elected official against an elected official shall be reported to the Park Board President. If the president is either the accuser or the accused, the report of harassment may be made to any other board member.

Upon receipt of a complaint of harassment, the person to whom the complaint was made shall contact the District's legal counsel. The District's legal counsel shall refer the complaint to an independent attorney or consultant for investigation.

Retaliation Prohibited

Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any form of retaliation against an individual who reports harassment or discrimination or participates in an investigation is strictly prohibited by the Illinois Human Rights Act, the Illinois State Officials and Employees Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and District policy. Any individual who retaliates against another for exercising his or her rights under this policy shall be subject to discipline, up to and including termination.

Resolution Outside Employer

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an individual has the right to contact the Illinois Department of Human Rights (IDHR) and/or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR or EEOC complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense.

Contact Information

Illinois Department of Human Rights (IDHR)

Chicago: 312-814-6200 or 800-662-3942; TTY: 866-740-3953

Springfield: 217-785-5100; TTY: 866-740-3953

Marion: 618-993-7463; TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)

Chicago: 312-814-6269; TTY: 312-814-4760

Springfield: 217-785-4350; TTY: 217-557-1500

United States Equal Employment Opportunity Commission (EEOC)

Chicago: 800-669-4000; TTY: 800-869-8001

1.4 Anti-Bullying Policy

The District prohibits acts of harassment or bullying and has determined that a safe environment is necessary for employees to be successful and productive. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both an employee's ability to positively contribute to the organization on a day-to-day basis and the organization's ability to successfully run its business.

"Bullying" is conduct that meets all three of the following criteria:

- 1) is directed at one or more employees;
- 2) substantially interferes with work/prevents work from being accomplished; and
- 3) adversely affects the ability of an employee to contribute in a positive manner in the workplace by placing the employee in reasonable fear of physical harm and/or by causing emotional distress.

Examples of bullying behavior may include but are not limited to:

- spreading malicious rumors, gossip, or innuendo about another employee
- excluding or isolating someone socially
- intimidating a person
- undermining or deliberately impeding a person's work
- physically abusing or threatening abuse
- removing areas of responsibilities without cause
- constantly changing work guidelines
- establishing impossible deadlines that will set up the individual to fail
- withholding necessary information or purposefully giving the wrong information
- making jokes that are 'obviously harassing' by spoken word or e-mail (see the District's Non-Discrimination and Anti-Harassment Policy for more guidance in this area)
- intruding on a person's privacy by pestering, spying or stalking
- assigning unreasonable duties or workload which are unfavorable to one person (in a way that creates unnecessary pressure)
- underwork - creating a feeling of uselessness
- criticizing a person persistently or constantly
- belittling a person's opinions (i.e., disagreeing with a person's opinions in a manner that suggests the person is incapable of forming an educated opinion or that the person's opinions are not as important as compared to others).
- unwarranted (or undeserved) punishment
- blocking applications for training, leave or promotion
- tampering with a person's personal belongings or work equipment.

All employees have a responsibility to stop bullying in the workplace. Bystander support of bullying can encourage further bullying; therefore, the District prohibits both active and passive support for acts of bullying. Employees are encouraged to report acts of bullying to the appropriate person as described below.

An employee who believes that he or she has experienced or witnessed bullying is encouraged to report the incident as soon as possible to his or her supervisor or, in the alternative, Human Resources. A supervisor who receives a report under this policy must immediately inform Human Resources unless the complaint involves Human Resources, in which case the supervisor should inform the Deputy Director. Reports may be made anonymously, but formal disciplinary action *may not* be based solely on the basis of an anonymous report. Employees are also encouraged to review the District's policies concerning Non-Discrimination and Anti-Harassment and Safety in the Workplace for further guidance.

A prompt, thorough, and complete investigation of each alleged incident will be conducted. The District prohibits reprisal or retaliation against any person who reports an act of bullying and prohibits any person from falsely accusing another as a means of bullying. An employee found to have violated this policy may be disciplined up to and including termination of employment.

1.5 Pregnancy Discrimination Policy

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

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

If you have a question, complaint, or problem related to pregnancy discrimination, you should discuss this with your Department Director. If you feel uncomfortable doing so, or if your Department Director is the source of the problem, condones the problem or ignores the problem, report to Human Resources.

Reasonable Accommodation

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

On receipt of an accommodation request, your Department Director and your immediate Supervisor will meet with you to discuss and identify the precise limitations resulting from the pregnancy and the potential accommodation the District might make to help overcome those limitations to allow you to perform the essential job functions of your position. The District will determine the feasibility of the requested accommodation, considering various factors, including but not limited to, the nature and cost of the accommodation, the District's overall financial resources, the accommodation's impact on the operation of your department, including the ability of other employees to perform their duties, and the District's ability to provide its services to the public.

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

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

1.6 Transgender Policy

Discrimination Prohibited

This policy is designed to create a safe, inclusive working environment in which staff can be honest and open about who they are. It will act as a guideline; each situation that occurs will need to be evaluated on a case by case basis. It is the District's policy to treat all of its employees with dignity and respect and to provide a workplace that is free of discrimination whether that discrimination is based upon race, color, religion, gender (including pregnancy, gender identity, gender expression, gender change, gender orientation, gender stereotyping, or transgender status), national origin, disability, parental status, political affiliation, genetic information, marital status, membership in an employee organization, age, reprisal, or other non-merit factors. All District employees are expected to conduct themselves in the workplace in such a manner that is consistent with their obligation to maintain a work environment that is free of discrimination, including discrimination that is based upon gender identity or perceived gender non-conformity.

The following definitions are not provided to label individuals but rather to assist in understanding this policy and the obligations of Staff. These terms may or may not be used by transgender individuals to describe themselves.

- “Gender identity” or “Affirmed Gender” is a person’s deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Gender identity is also defined as an individual’s internal sense of being male or female or something else. It is not based on physical anatomy. The District understands that gender identity is a very personal matter that should be respected by all fellow employees and supervisors.
- “Assigned Gender” refers to the gender assigned to a child at birth based on physical anatomy.
- “Transgender” describes people whose gender identity is different from their gender assigned at birth
- “Transgender Man” is a term used to describe an individual who currently identifies as a man.
- “Transgender Woman” is a term used to describe an individual who currently identifies as a woman.
- “Gender nonconforming” describes people whose gender expression differs from stereotypical societal expectations related to gender.
- “Gender expression” refers to the way a person expresses gender identity to others, such as clothing, hairstyles, activities, voice or body characteristics, behavior or mannerisms.
- “Transition” is the time when a person begins to live as the gender with which they identify instead of the gender that they were assigned at birth. This may include changing one’s name, dressing and grooming differently. Transitioning may also include such medical and legal aspects as taking hormones, having surgery or changing identity documents to reflect one’s gender identity.

Transitioning Employee Responsibilities

Any employee planning a transition should notify the employer at least sixty (60) days prior to the planned transition so that the employer can prepare a transition plan and address the necessary logistics of the transition. Employees may speak with their direct supervisor, human resource manager or upper level administrative staff. Remember the employer may not be educated about what an employee may need during the transition time. The employee should be prepared to educate the employer to the best of their ability.

The District recommends creating a Transition Plan as part of the transition process. This can assist the employer to create the necessary support system and plan for how the transition will occur. A Transition Plan should essentially be a detailed time line. Items to include are transitioning milestones, dates such as legal name change, when appearances will change and when the use of gender-specific facilities will change. Consider all the people in the District who will need to be engaged in the transition. Be sure to allow time for education and engagement of staff. Consider possible challenges such as lag time with payroll, insurance paperwork, etc.

Co-Worker Responsibilities

Be open, honest and supportive. If a co-worker is divulging information confidentially, be sure to keep the information confidential. Feel free to ask questions and allow the co-worker to educate you, but only do so if the co-worker expresses a willingness or desire to speak about the transition or gender identification. Employees shall not question other employees about suspected gender identity issues. Employees should use the appropriate male or female pronouns and the appropriate name in all official and unofficial communications. Employees must also be aware of the District's anti-harassment and discrimination policies. Co-workers must remember that discrimination based upon gender identity or expression is prohibited by the District. This prohibition applies not only to discrimination but also to harassment based upon an individual's gender identity or expression, as part of the prohibition based on gender. Failure to adhere to the District's non-discrimination policy may result in disciplinary action up to and including dismissal. If a co-worker is uncomfortable the District can assist them in learning more about the transition process or transgender issues in general.

District Responsibilities

The District will remain supportive of a transitioning employee and his/her needs. The District enforces its non-discrimination policies uniformly.

The District, its managers and supervisors are prepared to listen and be open-minded to transgender, non-conforming and transitioning employee issues. Conversations will be kept confidential from anyone who is not directly involved with the issues.

Personnel Documentation

All employees should be in the payroll system with their assigned gender and legal name. Once an employee has proof of changing their gender marker in the Social Security Administration records it may be changed in payroll. Health insurance records should also include the assigned gender until a medical provider approves the affirmed gender to be used. However, preferred names can be used for name tags, phone lists and other internal documents. The District will make every effort to recognize a transgender employee's preferred name.

Names/Pronouns

Employees should be addressed by a name and pronoun that corresponds to their affirmed gender. This name does not need to be the name under which the person is employed. Intentional or persistent refusal to respect an individual's gender identity through the use of names and pronouns not correlated with the affirmed gender is a violation of this policy and may lead to disciplinary action up to and including dismissal.

Restroom/Locker Room Accessibility

Once a transitioning employee begins living and working full-time in the gender that reflects the employee's gender identity and presentation, the employee may choose to use the restrooms and (if provided to other employees) locker rooms that correspond to the employee's full-time gender identity. Reasonable accommodations which provide access to restrooms or locker rooms may be necessary to ensure the privacy, dignity, and respect of all employees. The objection of co-workers to a transgender or non-conforming gender employee using the same restroom or locker room facility shall not be the basis for denying the transgender or non-conforming gender employee use of that facility. Rather, the District may designate a different restroom or locker room facility for the objecting co-worker if available and reasonable.

Dress Code

Transgender and non-conforming gender individuals are entitled to dress as their affirmed gender within the District dress code. A transitioning employee's attire should remain professional and in conformance with required District dress code standards. Dress codes shall be applied to all employees equally.

Discrimination/Harassment

Complaints received regarding discrimination and/or harassment involving transgender or non-conforming gender individuals will be handled in the same manner as any other discrimination or harassment complaints. Procedure details are described in the District's Harassment Policy.

1.7 Alcohol and Drug Abuse Policy

Purpose

The 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. Because District employees operate, supervise and maintain parks, facilities, programs and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, the District wishes to maximize the health and safety of its patrons and employees.

This policy also expresses the District's desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. § 701, *et seq.*, and 30 ILCS 580/1, *et seq.*). In accordance with these statutes and concerns, the District has resolved to maintain a drug free workplace.

The purpose of this policy is to inform employees of the District's investigation, treatment and disciplinary policy relating to alcohol and drugs. As such, all District employees will abide by its terms, as well as all applicable laws. This Policy shall be deemed part of the District's personnel policies. As such, all District employees shall abide by its terms. As with all policies in this Manual, this Policy is subject to periodic addition, modification or deletion.

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

Act Prohibited

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, recreational and medical marijuana and alcohol, is prohibited on District property, during any on-call period or while acting on behalf of the District.

Definitions

For purposes of this Policy, the following definitions apply:

- 1) "Alcohol" means any substance containing any form of alcohol, including but not limited to ethanol, methanol, propanol and isopropanol.

- 2) "Cannabis" is defined as provided in the Cannabis Control Act (720 ILCS 550/1, *et seq.*), which provisions are specifically incorporated in this Policy by reference.
- 3) "Controlled Substance" means a controlled substance in schedules I through V of section 812 of Title 21 of the United States Code, which provisions are specifically incorporated in this Policy by reference.
- 4) "Criminal Drug Statute" means a criminal statute involving the manufacture, distribution, dispensation, possession or use of any controlled substance or cannabis.
- 5) "Director" is the Executive Director of the District.
- 6) "District Property" means any building, gym, pool, office, common area, open space, vehicle, parking lot or other area owned, leased, managed, used or controlled by the District. District Property also includes property used by District patrons while on District-sponsored events or field trips or property of others when presence thereon by the District employee is related to employment with the District.
- 7) "Drugs" mean Prescription/OTC Drugs and controlled substances, including recreational and medical marijuana.
- 8) "Medical Facility" means any physician, laboratory, clinic, hospital or other similar entity.
- 9) "On Call" means the employee is scheduled with at least 24 hours' notice by the District to be on standby or otherwise responsible for performing tasks related to his or her employment either at the District's premises or other previously designated location by his or her employer or supervisor to perform a work-related task.
- 10) "Policy" means this Alcohol and Drug Abuse Policy.
- 11) "Possess" means to have either in or on an employee's person, personal effects, desk, files or other similar area.
- 12) "Prescription/OTC Drugs" mean prescription drugs (including medical marijuana) and over-the-counter (OTC) drugs obtained legally and being used in the manner and for the purpose for which they were prescribed or manufactured.
- 13) "Public Safety Responsibility" means a safety-sensitive position in which the nature of the employee's duties is such that impaired perception, reaction time or judgment may place the employee or members of the public or other employees at risk of serious bodily harm, or the employee is responsible for the administration or enforcement of alcohol/drug policies. As examples and not by way of limitation, employees with public safety responsibility may include lifeguards; non-CDL employees who drive District vehicles; employees who operate heavy machinery; employees who handle hazardous or toxic materials or substances of any kind; and similar positions.
- 14) "Under the Influence" or "impaired" means the employee is affected by alcohol or drugs in any determinable manner. A determination of being under the influence can be established by a professional opinion, scientifically valid test, layperson's opinion or the statement of a witness. For cannabis, this determination will be made based on whether the employee manifests while working or on-call specific, articulable symptoms of decreased or lessened performance of the duties or tasks of the employee's job position, including: symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property or personal injury; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others.

Voluntary Treatment

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

Screening and Testing

Pre-employment Testing

The District may require applicants whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind or engage in other any Public Safety Responsibility to be drug screened or tested on a conditional post-offer, pre-employment basis as part of its hiring process. However, pre-employment testing will not include testing for alcohol or cannabis, absent a federal, state or local law requiring the District to do so.

Reasonable Suspicion Testing

The District will require screening or testing of an employee when that employee exhibits conduct or behavior that raises a reasonable suspicion the employee is under the influence of, or is impaired by, drugs or alcohol. (See Definition of "Under the Influence" or "impaired" above.) The supervisor(s) who observes or receives information about the conduct or behavior that led to the request for reasonable suspicion testing, within a reasonable timeframe of observing or learning about the behavior or conduct, will document the objective, articulable signs of reasonable suspicion on a form provided by the District.

Random Testing

The District may require random screening or testing of employees whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind or engage in any other Public Safety Responsibility.

Post-accident or Post-incident Testing

The District may require the screening or testing of any employee following a workplace accident or injury that results in property damage to District or third-party property, personal injury to another employee or third-party, or any personal injury to the employee himself or herself where the circumstances raise a reasonable suspicion that impairment may have played a role in the injury. When an accident or incident occurs, the District will send all employees who may have contributed to the accident or injury for post-accident or post-incident testing, not just the employee injured (unless he or she was the only person who contributed to the accident or injury).

Post-rehabilitation Program Testing

The District may require screening or testing of an employee during and after participation in an alcohol or drug counseling or rehabilitation program to ensure compliance with the recommended treatment and conditions of continued employment.

The Testing Process

A medical facility selected by the District at the District's expense will conduct drug or alcohol screening or testing. The screening or testing may require an analysis of the employee's breath, urine, saliva and/or blood or such similar substance as the medical facility may recommend. Employees who undergo alcohol or drug screening or testing will have the opportunity, prior to the collection of a specimen or other testing, to disclose the use of prescription/OTC drugs, including medical marijuana, and to explain the circumstance of their use. If an initial test is positive, the facility will conduct a second test from the same sample. A confirmed positive drug and/or alcohol test may result in disciplinary action, up to and including discharge.

Opportunity to Contest

After the District receives a confirmed, positive drug or alcohol test and/or information indicating that the employee manifests specific, articulatable symptoms that demonstrate impairment or being under the influence, the employee will have a reasonable opportunity to contest the basis of the District's determination. However, the District will make a final decision at its sole and exclusive discretion.

Consent Forms Required

The District requires each employee to sign a consent form, a copy of which is included with this Policy. The District will require prospective employees applying for positions that require a CDL or pre-employment drug testing to sign a consent form prior to taking the pre-employment drug screening.

The District may also require each employee and prospective employee to sign a separate consent form requested by the medical facility conducting the screening or testing. Refusal to sign any requested consent form will result in non-hire or disciplinary action up to and including dismissal, as deemed appropriate by the District, in its sole discretion, under the circumstances.

Treatment

If the medical facility recommends treatment, the District may, depending on the circumstances as determined in its sole discretion, give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the District and employee.

Participation in such treatment will be at the employee's expense. The employee must enter the treatment program within ten (10) days from the time of recommendation of treatment. The District may reinstate the employee provided that the employee submits a statement issued by the medical facility certifying successful completion of the treatment program, that the employee is released to return to work and that the employee agrees to all conditions of reinstatement as determined by the District, which may include, but is not limited to, future alcohol and/or drug testing.

Use of Prescription/OTC drugs/Medical Marijuana

Any employee who operates or maintains a vehicle or machinery, handles hazardous materials or substances of any kind or has any other Public Safety Responsibility and who has taken a prescription/OTC drug (including medical marijuana) must report the use of such prescription/OTC drug to his or her immediate supervisor if the prescription/OTC drug may cause drowsiness or if it may alter judgment, perception or reaction time. While the District will not penalize an employee solely for his or her status as a registered qualifying patient under the Compassionate Use of Medical Cannabis Program Act or any similar law, any employee who is a registered qualifying patient is nevertheless required to comply with this Policy. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether the prescription/OTC drug (including medical marijuana) may have such a potential side effect or whether the employee may perform his or her job duties safely while using the prescription/OTC drug (including medical marijuana). The District will retain the information in a confidential manner and only disclose it to persons who need to know. The employee's immediate supervisor, after conferring with the department head or Director, will decide whether the employee may safely continue to perform the job while using the prescription/OTC drug. Failure to declare the use of such prescription/OTC drugs may be cause for discipline up to and including dismissal.

Notice of Convictions

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

Discipline/penalties for Violation

- 1) The District reserves the right to discipline any employee suspected of being impaired by or under the influence of drugs or alcohol during working hours or any on-call period.
- 2) An employee who reports to work or is found during working on-call hours to be or to have been under the influence of alcohol, controlled substances or recreational or medical cannabis or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances or cannabis while on District property or while acting on behalf of the District, is convicted of a drug related crime, causes financial or physical damage to the District property, its employees or patrons as the result of alcohol or drug abuse, or fails to report the use of prescription/OTC drugs in accordance with this Policy, will be disciplined in accordance with the Disciplinary Action Section of the District's Personnel Policy Manual. In addition to or in the alternative, depending on the circumstances as determined by the District in its sole discretion, the District may require the employee to successfully complete an alcohol and/or drug abuse counseling or rehabilitation program approved for such purposes by the District and by a federal, state, or local health law enforcement or other appropriate District. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the District. Participation in a treatment program will not protect the employee from disciplinary actions should job performance remain unsatisfactory.
- 3) In addition to the examples of misconduct that may subject an employee to disciplinary action contained in this Policy and the Manual, the District will discipline an employee up to and including dismissal for the following: (1) if the employee refuses to submit to diagnosis, testing or screening

upon request of the District; (2) if the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing; (3) if the medical facility recommends treatment and the employee refuses to undergo such treatment; (4) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) if the employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this Policy; or (6) if the employee fails to notify the Director of a conviction for violating any federal or state Criminal Drug Statute in accordance with the "Notice of Conviction" section of this policy.

Inspections

To assure employees comply with the prohibition on manufacturing, distributing, dispensing, possessing or using alcohol, controlled substances or cannabis (including medical marijuana), employees may be subject to inspection as follows:

- 1) Lockers, desks, files, vehicles, equipment and other containers and property owned or leased by the District and which the District permits an employee to use during employment are and remain the property of the District at all times, and employees have no reasonable expectation of privacy regarding such property. The District does not permit employees to keep controlled substances, cannabis (including medical marijuana) or alcohol in or on such property.
- 2) Any such property reasonably suspected of having or holding such substances is subject to search by the District.
- 3) The District will treat any refusal to submit to such an inspection as an act of insubordination, which may result in disciplinary action up to and including dismissal.

Records

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

1.8 Alcohol and Drug Procedures for CDL Employees

D.O.T. Drug and Alcohol Procedure

Introduction

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

Adverse Effects of Alcohol and Drug Use

Unlawful use of drugs and alcohol poses risks. Alcohol and drug abuse can lead to health problems such as lung cancer, obstructive pulmonary disease, chronic respiratory infections, liver disease, high blood pressure, cardiac disease and seizures. Drug abusers have an increased risk of AIDS and hepatitis.

The drug impairment increases the probability of accidental injuries and motor vehicle accidents to users, co-workers and patrons. Drugs can impede users of their ability to reach long-term goals, deal constructively with stress and anxiety or have successful and satisfying friendships and family relationships. Because drug use is unlawful, users ruin lives when they are arrested, jailed or injured by drug-related violence.

Full-time employees may access the confidential Employee Assistance Program (EAP) for information and assistance with alcohol or drug use. Full-time employees may obtain information about the District's EAP through the employees' immediate supervisor or Human Resources Manager.

Affected Employees

The following employees are subject to these alcohol and drug procedures, restrictions and requirements: All employees required to have a valid CDL driver's license as a condition of employment and operate a commercial vehicle for the District. This includes full-time and part-time employees.

The above employees are subject to these procedures and regulations at all times while on duty including all overtime and call-back time. An exception may be made by the Executive Director to exempt an employee from alcohol use restrictions if the employee is attending off-site training and is not expected to return to duty for the remainder of the day.

Employee Requirements (382.201 to .215)

To meet DOT regulations, the District places the following requirements upon affected employees. The Director may make exceptions to these requirements in making temporary work assignments for employees.

- Affected employees will not consume any product containing alcohol or controlled substances while on duty.
- Affected employees will not report for duty while there is any alcohol or controlled substance in their system (unless the use is pursuant to the instruction of a physician who has been informed of the affected employee's job duties, and has advised the affected employee that the substance does not adversely affect his/her ability to safely perform his/her job).
- Affected employees will not possess any product containing alcohol or controlled substances while on duty.
- Affected employees cannot report for duty within four hours of having consumed alcohol and may not perform safety-sensitive functions (this includes but is not limited to operating motor vehicles or equipment) within four hours after using alcohol.
- Affected employees must immediately report for testing when so ordered and must cooperate with testing personnel and procedures.
- Affected employees must agree to release testing results to the District and to the substance abuse professional (SAP) and to release the substance abuse professional's report to the District.
- Affected employees cannot consume alcohol for eight hours following an accident involving a death or an accident for which the employee received a moving violation for operation of a commercial class vehicle which contributed to the accident or until the employee undergoes a post-accident or controlled substance test, whichever occurs first. The employee must remain available for testing for a period of eight hours for an alcohol test or 72 hours for a controlled substance test.

Tests Performed

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

Alcohol Test

- Employee immediately reports to the designated testing facility, shows a photo identification card, and signs testing form.
- Employee will blow into an alcohol testing device. If employee cannot exhale sufficient quality of air through the machine for a complete test a medical exam will be performed.
- If test results are negative the employee returns to work. Results will be reported to the Director.
- If test results are positive, another test will be performed after a 15-minute wait but before 20 minutes. The employee may not eat or drink anything nor belch during the waiting period for the retest.
- If retest results are negative, test is reported to the Director as negative.
- If retest results are positive, the test results are immediately reported to the Director.

Controlled Substances Test

Testing will only be performed for the five controlled substances prohibited by the D.O.T. regs - Cannabis, Cocaine, Opiates, Amphetamines and Phencyclidine.

- Employee immediately reports to the designated testing facility, shows a photo identification card, and signs the testing form.
- Employee provides a urine sample. If unable to provide sufficient quantity for testing, the employee will drink water (up to 24 oz. in two hours) and attempt again.

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

Six Circumstances When Testing Will Be Performed

Pre-employment Testing (382.301, 413)

Before a new employee is hired or before an existing employee may be transferred to a position in which operating or maintaining a commercial class vehicle is required, both alcohol and controlled substance testing is required.

If an employee has not been in a random testing pool for one month, then alcohol and controlled substance testing must be performed before the employee may operate or maintain a commercial class vehicle.

Alcohol test results must be below 0.04 and controlled substances negative or the employee cannot be hired to the position without a substance abuse professional evaluation. There is no requirement that the prospective employee be hired or that they see the MRO or SAP, but an attempt must be made to inform the prospective employee of the test results and to seek an evaluation.

In addition to submitting to testing, the prospective employee must supply the District with the names of all firms for which they have been employed in the previous two years operating or maintaining commercial class vehicles. The prospective employee must cooperate fully with the District in obtaining from each of the previous employer's results of any positive test, SAP's reports and any refusals to test.

Random Testing (382.305)

All affected employees will be placed in pool from which random selections for testing will be made. Random testing will be for both alcohol and controlled substances.

The annual rate of testing for the entire pool will be as directed by the U.S. Secretary of Transportation, currently 10 percent per year for alcohol and 50 percent per year for illegal drugs.

Every employee in the selection pool has an equal chance of being selected each time a drawing is made.

Selection for testing will be performed on a sufficiently random basis by the Consortium. Employees will not know when testing is complete for the year nor when to anticipate the next selection.

A surplus of names will be generated so that another selection may be made in place of an employee who is temporarily on leave.

Reasonable Suspicion Testing (382.307)

When a supervisor has reason to believe an employee has alcohol or controlled substances in his/her system, he contacts another supervisor or management official trained in the signs and symptoms of drug and/or alcohol misuse who will also observe the employee. If both supervisors agree, the employee will be driven to the designated testing facility for alcohol or controlled substances testing as appropriate.

The supervisor's determination must be based upon specific, describable current observations of the employee's appearance, behavior, speech or body odor. Possession alone is not sufficient cause to require the employee to submit to testing.

When a reasonable suspicion determination has been made, the employee must immediately stop operation or maintenance of a commercial class vehicle. (For 24 hours or until a negative test result whichever comes first.)

The employee will be informed of her right to consent or refuse testing and the consequences of refusing testing or failing an alcohol or drug test. The employee will be asked to review and sign a Consent/ Refusal Form.

The supervisor calls the designated testing facility to advise that the employee will report for testing. The employee under suspicion must be accompanied to the testing facility, preferably by a supervisor.

If an employee refuses to submit to a test, he will be required to call someone to drive him/her home. If unable to find someone, a cab will be called. The District will pay for the cab with reimbursement by the employee when he/she returns to work. If the employee insists on driving himself, the local police department will be called and notified.

Testing for alcohol reasonable suspicion should be performed within two hours but cannot be conducted if eight hours have passed since the determination was made. A written report must be submitted to the Director for the file explaining why testing was not performed within two hours. Controlled substances testing should be performed as soon as possible but not after 32 hours since the determination was made.

The supervisor(s) making the determination must submit a signed written description citing the specific observations which led to the reasonable suspicion testing. The written description should be submitted before the test results have been received.

Post-accident Testing (382.303)

A surviving driver of a commercial class vehicle involved in an accident in which a death occurred or for which the driver received a ticket for the operation of the commercial vehicle having contributed to the accident will be tested for both alcohol and controlled substances.

The driver will remain readily available for testing after an accident until 32 hours have passed or earlier, if a supervisor advises that testing will not be necessary.

A driver cannot consume any alcohol within eight hours following an accident unless a supervisor advises that no testing will be required, or testing has already been performed.

If a death occurs or a driving citation is issued, alcohol testing will be performed within two hours but no testing after eight hours and controlled substance testing within 32 hours. A written record must be submitted to file explaining why alcohol testing could not be performed within two hours if such is the case and a record if either testing could not be performed.

Return to Duty Testing (382.309)

Alcohol and controlled substances testing will be performed with negative test results (less than 0.02 alcohol) on all affected employees who:

- Have been removed from duty of operating or maintaining a commercial class vehicle for refusing to test or testing positive for controlled substances or alcohol greater than 0.04. Employee will be responsible for all costs associated with this classification of return to duty testing or
- Have not been in a random testing pool for more than 30 days. (Employees who have been on extended leave).

Follow-up Testing (382.311,.605)

Any affected employee who has refused to test or who has tested positive for controlled substances or greater than 0.04 alcohol content and has been determined by a substance abuse professional to require help in dealing with substance abuse problems will be subject to follow-up testing.

The Director will order the affected employee to report immediately for surprise alcohol or controlled substance (or both) testing at the frequency prescribed by the substance abuse professional. The Director will advise the SAP of the test results. The duration of surprise testing will continue as long as required by the SAP to a maximum of five years.

At a minimum, six unannounced tests will be required within the first 12 months of return to duty. This minimum must be conducted regardless of whether the SAP deems no more testing is required.

Employee is responsible for all costs associated with follow-up testing.

Consequences of failed or refused tests (382.605)

An employee will be immediately removed from duty upon the employee's refusal to cooperate with testing procedures or upon receipt of positive test results. Employees who refuse to submit to testing or fail an alcohol or drug test are subject to disciplinary action, up to and including discharge.

The employee selects an SAP. The employee is responsible for payment to the substance abuse professional and subsequent counseling and rehabilitation. The employee's medical insurance may be used to help pay for these services. A list of SAPs will be provided to the employee. However, the employee is free to choose any certified SAP.

The employee signs a release allowing the District to release the test results to the SAP and signs a release for the SAP to report back to the Director.

The SAP will report back to the Director that the employee:

- Does not require any help in dealing with a substance abuse problem – in which case the employee may be returned to full duty.
- That the employee requires and is cooperating with continued counseling and rehabilitation and may return to full duty or may not return to full duty yet.
- That the employee requires but is not cooperating with counseling and rehabilitation and may not return to duty.

The employee is responsible for obtaining any counseling or rehabilitation prescribed by the SAP and must provide appropriate releases for counseling and rehabilitation professionals to report back to the SAP. Employees are advised that the DOT regs require that the additional counseling and rehabilitation not be performed by any business entity in which the SAP has a financial interest.

When the SAP reports to the Director that the employee may return to full duty of operating and maintaining commercial class vehicles the employee must:

- Test negative in return to duty alcohol or controlled substances testing (or both tests if indicated by the SAP).
- Continue with any rehabilitation therapy if prescribed by the SAP.
- Test negative in unannounced follow up testing as prescribed by the SAP or at a minimum, six tests in the first 12 months of returning to duty as ordered by the Director.

Required Training

All affected employees will be informed of the new DOT regs and these policies and procedures to implement the regs.

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

1.9 Smoke Free Illinois Policy

Employers covered by the Smoke Free Illinois Act are persons, businesses, partnerships, associations or corporations, including municipal corporations, trusts and non-profit entities, which employ the services of one or more persons. Employees covered by the Smoke Free Illinois Act are persons who are employed by an employer in consideration for direct or non-direct wages of profits or a person who volunteers their services for a non-profit entity.

No person shall upon or in connection with any Property of the District:

1. Enter or remain in any park or upon District Property, while under the influence of any narcotic or controlled substance not shall any person while in any park or upon property, possess, give away, sell, smoke, inhale, inject, eat, chew or swallow any narcotic drug, or controlled substance. The consumption of alcohol in any park or upon any District Property shall be allowed only by prior written approval of the District.
2. Tobacco use prohibited in outdoor recreational facilities. No person shall use any form of tobacco at or on any District-owned or operated outdoor recreational facilities, including restrooms, spectator and concession areas. These facilities include playgrounds, athletic fields, parks, walking/hiking trails.
3. Smoking cigarettes, cigars or pipe tobacco in any facility of the District in violation of the Clean Air Act.
4. Definition - "Tobacco" is defined to include any lighted or unlighted cigarette, including but not limited to clove, bidis, or kreteks, electronic or e-cigarettes, cigars, cigarillos, pipes, hookah products, and any other smoking products; and any smokeless, spit or spit-less, dissolvable or inhaled tobacco products, including but not limited to dip, chew, snuff or snus, in any form; and all nicotine delivery devices that are not FDA-approved as cessation products.
5. Enforcement.
 - a. Appropriate signage shall be posted in the above specified areas.
 - b. The community, facility users, and staff will be notified about this policy.
 - c. Staff will make periodic observations to monitor for compliance.
 - d. Athletic associations that utilize District-owned facilities must commit to enforcing this policy during all scheduled activities.
 - e. Any person found violating this policy may be subject to immediate ejection from the facility at the given time and/or for the remainder of the event. If needed assistance from the police may be required.

1.10 Ethics Statement

The successful business operation and reputation of the District is built upon the principles of fair dealing and ethical conduct of our employees.

The continued success of the District is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to the District, District residents and other District customers and staff to act in a way that will merit the continued trust and confidence of the public.

The District will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action; the matter should be discussed openly with your immediate supervisor and, if necessary, with the Executive Director for advice and consultation.

Compliance with this policy of business ethics is the responsibility of every District employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination.

1.11 Open Door Policy

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

1.12 Identity Protection

The District adopted an Identity-Protection Policy pursuant to the Identify Protection Act, 5 ILCS 179/1 et seq. It is important to safeguard Social Security numbers (SSNs) against unauthorized access because SSNs can be used to facilitate identity theft. Please refer to **Appendix A** for the full policy.

1.13 Employee Classifications

Full-Time Employees

Employees who are hired to work forty hours (40) or more per week on an annual basis, as created by the Executive Director with The District Board approval. Full-time employees may be required to work additional hours as directed to complete assigned tasks. Full-time employees are eligible to participate in all District-sponsored benefits as outlined in the Employee Benefits section of this manual.

By the nature of their position, full time employees are classified as either exempt or non-exempt.

Exempt

Employees are classified as such if their job duties are exempt from the overtime and compensatory provisions of the Federal and State Wage and Hour Laws. Exempt employees are not eligible for overtime pay. Their salaries are calculated on a weekly basis.

Non-Exempt

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

Part-Time Employees

Employees who are hired to work less than twenty-eight hours (28) per week on an annual basis and who maintain continuous part-time employment status for an indefinite period of time. Part-time employees are not entitled to benefits unless specifically noted in the Employee Benefits section of this manual.

Seasonal Employees

Employees hired by the District for a specific position for a finite period of time. These positions have a start and end date and are generally no more than 2 consecutive quarters per year (6 months). Seasonal employees are not guaranteed to be rehired in a subsequent season, nor are they entitled to benefits unless specifically noted in the District's policies.

Appointive Employees

The positions of Executive Director and other positions that may be designated later by the Board shall be appointive positions. Personnel appointed by the Board shall be directly responsible to the Board in the performance of their duties, and the Board shall set their compensation and duties.

1.14 Hiring – Position Vacancies

Excluding promotions, the District may post all full-time, part-time and seasonal positions on our website. Dependent upon the position and ability to recruit qualified candidates, the District may use additional on-line resources for job posting and recruitment.

1.15 Hiring – Application and Selection

Candidates new to the District who are interested in a particular vacant position must complete an application for employment. The provision of false, incomplete or misleading information in the employment application or other materials submitted in connection with an application or in response to any questions, no matter when discovered, may result in a non-hire decision, rescission of an offer of employment, or dismissal of an employee.

The selection process involves an evaluation of the applicant's qualifications for the position sought. This includes, but is not limited to, a review of the application materials, one or more interviews by phone or in person, verification of information obtained from the application or interview, checking of references, testing and/or any other means required to adequately evaluate an applicant's qualifications to perform properly the necessary and essential functions of the particular position. We attempt to base employment, advancement, and promotion decisions on a person's apparent suitability for the position, including, without limitation, past performance, future potential, professional training and certifications, aptitude and attitude.

1.16 Hiring – Proof of Right to Work

In compliance with the Immigration Reform and Control Act, all newly hired employees (including new hires previously employed by the District) must present documented proof of identity and eligibility to work in the United States.

On the first day of employment, all new employees are required to furnish the District with proof of citizenship or right to work by completing the Federal Form I-9 Section 1.

Employees must provide appropriate supporting documentation within the first three days of employment. If the employee cannot verify his or her right to work within the three-day timeframe, The District is required by law to terminate his or her employment.

1.17 Hiring – New Hire Reporting

Employee data for all new hires is submitted to the Illinois Department of Employment Security within twenty days from the first day on payroll in compliance with the Federal Welfare Reform Law.

1.18 Pre-Employment Tests – Criminal Background Checks

Employment offers are contingent on individual assessments of criminal background records. Following a verbal or written offer of employment, and receipt of a Criminal Background Check Waiver and Release signed by the applicant, Human Resources will conduct a criminal background investigation.

Pursuant to section 8-23 (c) of the Illinois The District Code (70ILCS 1205/8-23(c)), we shall not knowingly employ a person who has been convicted for committing attempted first-degree murder or for committing or attempting to commit first degree murder, a Class X felony, or any one or more of the following offenses:

- Indecent solicitation of a child
- Public indecency
- Prostitution
- Soliciting for a prostitute, soliciting for a juvenile prostitute, keeping a place of prostitution, patronizing a prostitute, pimping, or juvenile pimping
- Pandering
- Exploitation of a child
- Obscenity, child pornography or harmful material
- Criminal sexual assault, aggravated criminal sexual assault, predatory criminal sexual assault of a child, criminal sexual abuse or aggravated criminal sexual abuse
- Offenses described in the Cannabis Control Act related to possession of over 10 grams of cannabis or knowingly manufacturing, delivering, or possessing with the intent to deliver cannabis
- Acts defined in the Illinois Controlled Substances Act
- Any offense committed or attempted in any other state or against the laws of the United States, which, if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses
- Perpetrator of sexual or physical abuse of any minor under 18 years of age

Pursuant to the statute, any conviction of offenses listed above shall automatically disqualify the applicant from consideration for working for the District. Any other conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the conviction(s) will be considered in relationship to the specific job.

Applicants may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation. All information concerning the record of convictions shall be confidential and will only be transmitted to those persons who are necessary to the decision process.

Individuals will be given an opportunity to review the criminal background check results and submit an explanation. If the applicant is found to have falsified information regarding conviction history, the applicant will not be considered for employment.

1.19 Pre-Employment Tests – Personal and Professional Reference Checks

Reference checks will be completed on the top candidate being considered for the open position. In some instances, reference checks will be completed on more than one applicant if the hiring manager needs additional information to make a hiring decision. The District will conduct the reference checks on full time and part time employees. These checks will be done with the applicant's consent, via signed employment application. If an employee is rehired by the District, reference checks will not be conducted.

1.20 Pre-Employment Tests – Medical and Drug Screenings

The District requires that all full-time employees successfully complete medical (specific to the job responsibilities; per job description) and drug screenings after a position has been offered, prior to starting employment, as a condition to that offer of employment. At the District's discretion, part time and seasonal employees in certain job titles may be required to undergo a physical evaluation, which may include a drug and alcohol screen.

Medical screenings are used to determine if individuals can perform all essential functions of the job offered with or without reasonable accommodations on the part of the District. Drug testing is conducted to ensure adherence to the District's Drug and Alcohol Policy.

A medical center of the District's choice and at the District's expense will perform the pre-placement screenings. Individuals must consent to the disclosure of the screening's findings, conclusions, and opinions to the District. Employee medical records are maintained in confidential files, separate from personnel action items. Information contained in medical files is not released or disclosed without written consent, by court order, or except to persons with a lawful right or need to know.

Medical and Drug Testing Procedure

All pre-employment tests will be facilitated through Human Resources. Supervisory staff should notify Human Resources when they have selected, received positive reference checks and made an offer for a position that requires medical and drug screening. Human Resources will work with the new hire to schedule an appointment and provide additional information regarding the screening.

1.21 Orientation

Newly hired employees or employees who, because of transfer, promotion or reclassification, are in a different employment classification or are entitled to different benefits must meet with Human Resources.

Each employee, including transferred or promoted employees, may be required to complete a job training and orientation session within 60 days of their employment in their new position.

Seasonal employees may be required to complete a job training and orientation session within the first two weeks of their employment.

1.22 Introductory Employment Period

The introductory employment period is ninety (90) days. This initial employment period gives the employee's supervisor a reasonable period of time to evaluate his/her performance, including determining if he/she appears to possess the aptitude and attitude necessary for him/her to meet the required standards and expectations of the position that has been offered.

The immediate supervisor will utilize this period to assist the employee in adjusting to the position, including orientation and training. The employee may be discharged at any time during this period if the supervisor concludes that the employee is not progressing or performing satisfactorily. Additionally, as is true at all times during an employee's employment with the District, employment is not for any specific time and may be terminated at will, with or without cause and without prior notice.

Provided that the performance meets expectations at the end of this period, employment will continue as an at-will employee status. **Successful completion of the introductory period does not guarantee continued employment for any specific period of time or otherwise create an employment contract between the employee and the District.**

1.23 Performance Evaluations

The District generally performs annual performance evaluations for full-time, part-time and seasonal employees to provide a means of evaluation of an employee's performance and progress. Performance evaluations assist the District in making personnel decisions related to such matters as promotions, transfers, demotions, terminations, and salary adjustments.

1.24 Salary Reviews

Salary reviews are based on factors including job performance, compliance with the District policies and goals. The mechanism for evaluating and awarding any increase is based on the performance evaluations conducted annually.

All salary and wage decisions are made at the sole discretion of the District, and no guarantee is made of wage increases annually.

1.25 Rehires, Promotions, Transfers and Demotions

Rehires

If an employee terminates employment with the District on his/her own accord and is reemployed by the District, the employee will be considered a rehire and for all purposes as a new employee. As such, rehires are subject to all pre-employment testing and new hire processing. Compensation and benefits will be subject to the provisions of new employees, based on employment classification and benefit eligibility factors outlined in this handbook. Seasonal employees are required to apply for re-employment each subsequent season.

Promotions and Transfers

Employees requesting a transfer or promotion are subject to the same selection process as outside applicants. Employees interested in a particular opening must apply thru the system defined in the job posting. All transfers and promotions are made on the basis of past performance, ability and other relevant job-related criteria.

Demotions

A demotion is defined as moving to a lower level position either within the same department or in a different department. Demotion of an employee may be made by the Executive Director and/or the Department Director when performance standards established for that position are not met, at the request of the employee, or for other legitimate reasons. Salary adjustments may be made when appropriate, according to the salary structure.

1.26 Nepotism Policy

It is the policy of the District not to employ part-time and full-time candidates who are relatives of a District employee, unless Executive Director approval is granted provided there is no supervisory relationship. Relative is defined as a spouse, child, parent, sibling, grandparent, grandchild, great-grandchild, aunt, uncle, and first cousin (including all corresponding in-law, foster, adoptive, half and step relations) or any member of the Employee's household.

Employees who marry while holding a position or become part of the same household will not be able to maintain positions that have a supervisory relationship.

Seasonal hiring is allowed of a family member provided that there is no supervisory relationship between the current employee and the new hire.

1.27 Outside Employment

It is recommended that employees, who secure employment outside of their position with the District, inform their Department Director. If it appears, at the discretion of the Department Director or Executive Director, that the outside employment presents a possible conflict of interest or interferes with fulfilling responsibilities at the District, the Department Director can require the employee to quit the outside position. To avoid potential conflicts of interest, an employee may not accept work from or work for persons or companies with whom the District conducts any form of business. An employee may not work for another employer during the times that he/she is scheduled or requested to work for the District.

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

1.28 Employment in More than One Department

Full-time employees are hired for a specific position and may not work any additional part-time positions within the District.

Part-time employees may hold more than one position, provided the primary position is not compromised and the employee has discussed the additional position with their supervisor. While holding more than one position in the District, schedules must be managed appropriately to ensure hours remain within the appropriate work hours guideline.

1.29 Personnel Files

A personnel file will be established for each employee. This file is located in the Human Resources office. All pertinent employment information and forms, including without limitation, employment application, references, evaluations, commendations, disciplinary actions, and other employment records will be contained in this file. All medical information is maintained in a separate file and shall not be disclosed to any third party unless the employee consents to the disclosure in writing. Information contained in the employee personnel file will not be released or disclosed without written consent by the employee, except as required pursuant to a court order or otherwise required by law or lawful process.

An employee may review his/her file in accordance with applicable law and established District procedures. If the employee wishes to review their file, they should contact Human Resources to complete the appropriate request process. Access is permitted only in the presence of Human Resources and during regular working hours.

1.30 Personnel Data Changes

It is the responsibility of each employee to promptly notify the District of any changes in personnel data, including but not limited to the following: name, marital or civil union status, mailing address, telephone numbers, emergency contacts, educational accomplishments, your immigration status (if your eligibility for employment in the United States is affected), and other personal information required to properly administer the benefits programs. The employee should immediately notify Human Resources of any changes in pertinent information.

1.31 Child Labor Laws: Employment of Minors/Work Permits

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

1) All minors under age 16 must have an Employment Certificate before they will be allowed to work for the District. The Employment Certificates are issued by the Superintendent of Schools or a duly authorized agent.

2) For purposes of this policy, "School Day" means any day when school is in session and "School Week" means any week where one or more days are school days.

3) Federal and Illinois Child Labor Laws mandate that a minor cannot work the following hours:

- a) During school hours when school is in session;
- b) More than six (6) consecutive days in a calendar week;
- c) Over forty (40) hours in a calendar week and over eight (8) hours a day when school is out;
- d) Earlier than 7 am and later than 7 pm, except from June 1 to Labor Day, when the minor may work up to 9pm;
- e) Over three (3) hours a day when school is in session;
- f) Over eight (8) hours a day combining school and work; and
- g) Over eighteen (18) hours in a calendar week when school is in session.

4) An unpaid meal period of at least thirty (30) minutes must be provided to minors no later than the fifth consecutive hour of work. Additionally, any employee who works in excess of 7½ continuous hours shall be entitled to an additional 20-minute meal period for every additional 4½ continuous hours worked.

5) Employees under age 16 are not permitted to supervise any part of the transportation of camp, field trips, or other District sponsored program participants to or from District sponsored activities, including loading participants or materials onto a bus prior to departure, supervising the participants (or performing any other work) during the ride to and from the activity, and unloading participants or materials upon arrival at the activity or back at the point of departure. Employees under age of 16 are relieved of all duties during this time and are not to resume their duties until all participants and materials have been unloaded from the bus.

SECTION 2 – Payroll Policies & Procedures

2.1 Employee Compensation

The District acknowledges the importance of hiring and retaining a highly professional, qualified and driven work force. In order to accomplish this, Human Resources utilizes compensation data from similar markets to develop and maintain salary ranges that are competitive and in alignment with the responsibilities of each position. Regarding the attraction and retention of qualified employees, the Board recognizes that the District competes both with private entities and other public agencies for well-qualified, high-quality employees. The Board understands the importance of encouraging and supporting the Executive Director's ability to maintain, within reasonable financial constraints, a policy of providing a suitable salary and benefits program for the employees of the District.

It is the practice of Human Resources and management staff to review full time and part time salary ranges every two years, alternating one group per year. This review is inclusive of market comparatives, job descriptions, and industry data; the analysis and recommendation are given to the Executive Director for approval. Should a position be identified as out of range, appropriate adjustments are made and the individual employees are notified.

Adjustments may also be made when a Department Director believes that a team member has had significant job changes that may affect a position's salary range. An evaluation of those changes is conducted between Human Resources and that Department Director with a recommendation submitted to the Executive Director for approval.

The District does not provide pay advances to employees.

The District takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of their supervisor. An agreement will be made with the employee to correct the overage or underpayment error.

2.2 Hours of Work – Work Week

Employee work schedules may vary throughout the District, based upon staffing and operational demands. Any adjustments in schedules will be determined by the immediate supervisor/manager. Full-time year-round employees are scheduled to work forty hours (40) or more per week, as the duties of their positions require. It is recognized that the work week and daily work schedule may vary between job classifications and departments in an effort to meet the ongoing needs of the District.

With approval of Deputy Director or their designee, the workweek is from Monday to Sunday.

2.3 Pay Periods – Pay Days

Pay periods for employees will be bi-weekly on Friday. Paychecks will be distributed on the Friday following the end of a recording period. In the event that a regularly scheduled pay day falls on a holiday, employees will receive pay on the last regularly schedule day of work before the scheduled pay day. A pay schedule is available from the Finance Department.

2.4 Overtime Compensation

When operating requirements or other needs cannot be met during regular work hours, an employee may be required to work more than their standard hours per workweek.

Non-exempt employees are entitled to overtime compensation at the rate of one and one-half times their established pay rate for all actual hours worked in excess of 40 in a work week in accordance with federal and state wage and hour restrictions. Holiday pay and Emergency Closings will be counted towards hours worked when calculating overtime.

The use of paid benefit time (i.e. vacation, sick, personal time) during a week in which additional hours were worked will not be considered hours worked for purposes of performing overtime calculations.

When possible, advance notification of mandatory overtime assignments will be provided. All overtime work must receive the supervisor's prior authorization. Failure to work scheduled overtime or overtime worked without prior authorization from a supervisor may result in disciplinary action, up to and including termination.

Exempt employees are not eligible to receive overtime pay regardless of hours worked.

2.5 Payroll Deductions

Automatic payroll deductions will be made for applicable federal and state income taxes such as but not limited to social security and Medicare taxes as ordered by a court or applicable law. Deductions for taxes are calculated by the automated payroll system based on the marital status and number of exemptions indicated by the employee on their Federal and State W-4 Wage Withholding Forms. An employee is able to make changes to the amount of federal and state income taxes being withheld from their compensation by completing a Wage Withholding Form and submitting to the Finance Department.

IMRF pension contribution deductions will be withheld from employees who meet hour requirements. Any other item ordered by a court or applicable law such as child support payments and wage garnishments will be deducted.

Voluntary deductions may be made for elective programs such as: health insurance, supplemental health, tax-deferred retirement plans, and supplemental life insurance.

Except as required by law or court order, deductions will not be taken without the employee's written authorization.

2.6 Time Keeping

All employees are required to maintain an accurate and legible record of the hours worked, whether by timesheet, timecard or automated time processing. These time records, which must be approved by the immediate supervisor, are the basis for the paycheck calculation.

If an employee fails to clock or sign in/out, he or she must notify their supervisor immediately so the time may be accurately recorded for payroll. Additionally, employees are responsible for accurately recording the time they begin/end their work day inclusive of all time spent performing their assigned duties.

Employees are not to sign or clock in/out for other employees. Recording another employee's time is considered falsification of timekeeping records.

Vacation, sick and personal days and other leave must be submitted to their supervisor for approval.

Violations of this policy may result in disciplinary action, up to and including termination.

2.7 Absenteeism and Tardiness

All employees are expected to arrive on time, ready to work every day. Regular attendance and punctuality are expected of all employees.

If an employee is unable to arrive to work on time, or must be absent for an entire day, due to illness or other emergency, he/she must contact the direct reporting supervisor at least fifteen (15) minutes prior to the start of the work day; no later than the start of the shift. Acceptable methods of communication are phone call, text message or PPD email. Employees are expected to take responsibility to obtain their department leadership team's contact information and have that available for reference when needed. Failure to notify the supervisor each day of absence, or at agreed intervals in the case of extended illness, will result in disciplinary action including but not limited to loss of paid leave.

Employees experiencing absence for multiple days or extended absence may qualify for FMLA. Supervisors will contact Human Resources to contact employees regarding the paperwork and processing for such an occurrence. Sick time benefits will apply if available/eligible. **See Section 3-Time-Off Benefits.**

Employees **will be required** to provide a doctor's note indicating their ability to return to work for absences of three (3) or more consecutive working days. Absences that precede or follow a scheduled holiday will also require a doctor's note for payment of wages for that holiday.

Excessive Absenteeism is defined as unexcused absences which create a pattern of absence not covered by available sick time benefits or qualify under the FMLA guidelines.

An unreported absence of three or more consecutive working days is considered to be a voluntary resignation from the District. This also applies to employees failing to return to work after an approved leave of absence.

2.8 Meal and Rest Periods

Department Directors are authorized to establish and arrange lunch periods and reasonable rest periods during each workday that are most consistent with departmental operation. The granting of rest periods is entirely at the discretion of the Department Director, subject to applicable laws.

All **Exempt** employees are permitted a paid one (1) hour lunch.

All **Non-Exempt** fulltime employees are provided with a meal period of thirty (30) minutes unpaid and a break period of thirty (30) minutes paid when scheduled 7 ½ consecutive hours or more in a workday, to be given no later than 5 hours after the start of the work period.

All **Part-Time Non-Exempt** employees are provided a thirty (30) minute unpaid break when scheduled 7 ½ consecutive hours or more in a workday, to be given no later than 5 hours after the start of the work period. Employees on rest or lunch break cannot interfere with employees who are working.

Any employee who works in excess of 7½ continuous hours shall be entitled to an additional 20-minute meal period for every additional 4½ continuous hours worked.

2.9 Emergency Closings

On occasion, due to inclement weather or other emergency, the District may close for all or part of a normally scheduled workday. The determination of a closing will be made by the Executive Director. The District will attempt to notify employees however employees are responsible for contacting their supervisor to see if the office is closed.

When operations are officially deemed closed, the time off from scheduled work for the closing will be paid for all exempt and non-exempt full-time employees scheduled to work during the period of the closing not to exceed one day. Hours closed will be included for non-exempt staff in the calculation of over time. Non-exempt part-time and seasonal employees will not be paid for closings of this nature. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

When an emergency closing has not been declared, employees who do not report to work or wish to leave early have the option of taking benefit time or excused unpaid time. Employees who feel they cannot safely reach the worksite shall take appropriate action to notify their supervisor that they will be absent from work.

In the event of a closing for an extended period of time (exceeding one day) the District will determine its personnel needs and may lay off employees or furlough them. A lay off constitutes a separation from employment. All layoffs will be treated the same as any other separation from District employment. Furloughs do not constitute separation from employment. Furloughs may be full or partial and paid or unpaid at the sole discretion of the District. At the District's sole discretion, furloughed employees may be offered the option of using accrued paid time off in lieu of taking unpaid furlough days. This policy shall apply to both exempt and non-exempt employees in compliance with state and federal laws.

SECTION 3 – Time-Off Benefits

3.1 Vacation

Eligibility

Full-time employees earn paid vacation leave beginning after 6 months of continuous employment. The accrual schedule is outlined below.

Part-time employees earn paid vacation leave beginning after one full year of continuous employment based upon meeting a total work hour requirement of 1,000 or more hours annually and participating in IMRF. The accrual schedule is outlined below.

Amount

The basis for administering the vacation policy is by service year in the first year of employment. After the first year of employment, vacation time is pro-rated from the employee's service date through December 31 at a monthly accrual rate of 6.67 hours per month for full-time employees and 1.67 per month for part-time employees until they are normalized on January 1. On January 1 in the third year of employment, employees receive their full vacation time on a calendar year basis per the schedule below.

The number of eligible vacation days is determined by an employee's total years of service while employed by the District on a continuous basis. When a part-time employee transitions to a full-time position, the date of transition will serve as the new service date for benefits accrual. All employees eligible for vacation time are given a vacation schedule accrual schedule with their employment offer, based on their hire date for the first three years of employment until the employee is normalized on a calendar year basis.

Full-time Accrual:

<u>Service Years Completed</u>	<u>Vacation Hours Earned</u>
6 months	40
1 year	40
2 years	80
3 years	120
10 years	160

Part-time Accrual:

Part-time employees, who work 1000+ hours annually, will earn vacation hours after one year of continuous employment.

<u>Service Years Completed</u>	<u>Vacation Hours Earned</u>
1 year	20
5 years	40

Scheduling Vacation

Employees must use their accrued vacation in increments of a minimum of 4 hours.

Vacation leave must be approved in advance by the immediate supervisor. Vacation requests should be submitted at least 14 days in advance of the first scheduled vacation day, but in no event later than 24 hours prior to the requested date. The immediate supervisor will make every effort to comply with a request for vacation time. Requests will be approved or denied dependent upon the District's operational demands during the particular time requested. When two or more employees in the same department request the same vacation days off (and it is not possible for the District to accommodate both requests) the Department Director will decide whether the vacation request can be granted based on evaluating factors such as seniority, timeliness of vacation request, personal situations, and emergencies. The immediate supervisor

may require an employee to reschedule a vacation if it is determined that the employee's presence is necessary for the efficient and safe operation of the District.

Vacation Accumulation

Full-time employees may carry over no more than 5 days of vacation from service year to service year but all carried over vacation leave must be used in the following year or lost.

Part-time employees must use their vacation time during the year in which it is earned. Unused, earned vacation time cannot be carried over from service year to service year.

Vacation Pay Upon Termination

When employment is terminated for any reason, the employee will receive pay for earned and unused vacation days. Payment is based upon the employee's current hourly rate of pay or rate of salary at the time of termination. This payout is distributed with the final paycheck.

Reporting Vacation to Payroll

Vacation leave is to be approved by the immediate supervisor of an employee and turned into the payroll department via the current timekeeping and payroll process. Accuracy of data entry and proper payroll processing is critical to both the employee and the payroll department; therefore, timeliness in submittal of requests/approvals is strongly advised.

3.2 Holidays

The District observes the following holidays and will be closed, with the exception of certain recreation programs.

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Thanksgiving Day-After
- Christmas Eve
- Christmas Day
- New Year's Eve

Where a holiday falls on a weekend, it will be observed on either the preceding Friday or following Monday; to be determined by Department Directors.

If a recognized holiday falls during an eligible employee's paid absence, such as vacation or personal time, the holiday will not count as a day of used benefit leave time.

Absences that precede or follow a scheduled holiday will also require a doctor's note for payment of wages for that holiday. Holidays will not be paid to employees who are on any type of unpaid leave.

Payment of holidays by employment classification:

Full-time, Non-exempt

Entitled to receive the District designated holidays with pay. If an employee's scheduled day off falls on a recognized holiday, the next available workday will be that employee's holiday. Employees working on a recognized holiday will be paid straight time for actual hours worked on that day in addition to holiday pay.

Full-time, Exempt

Entitled to receive the above holidays with pay. If an employee is required to work on a recognized holiday the next available work day or agreed upon work day within that same pay period will be that employee's holiday off.

Part-time

Part-time employees, who work 1000+ hours annually are entitled to receive four (4) hours of holiday pay for New Year's Day, Thanksgiving Day and Christmas Day.

Part-time employees who work more than 1000+ hours annually will be paid straight time-for the first four (4) hours worked in addition to holiday pay on New Year's Day, Thanksgiving Day and Christmas Day. Employees who fall into this category and work more than four (4) hours on New Year's Day, Thanksgiving Day and Christmas Day will get paid time and one half for hours worked over four (4).

Part-time and Seasonal employees who work less than 1000 hours annually will be paid time and one half for actual hours worked on New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

3.3 Sick Time

Eligibility and Accrual

After the first 30 days of employment, full-time employees will earn 8 hours of Sick Time and thereafter, earn 96 hours of Sick Time per year based upon their regular work schedule, at a rate of 8 hours per month. Accrual of sick leave is to a maximum of 1920 hours. Sick Time will not be accrued while an employee is on any type of unpaid leave

Use of Accrued Time

For purposes of this section, "immediate family" includes the employee's spouse, children, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent and stepparent. When sick leave is used for an "immediate family" member, the employee is limited to using one half of the employee's annual sick leave accrual totaling six (6) days per year. Notification of absence to the immediate supervisor is required prior to the start of a work shift. Use of available sick time benefits for absences of three days or more will require a doctor's note for return. The requirement for a doctor's note includes instances when sick leave is used by the employee to care for persons defined as "immediate family" members. **Effective January 1, 2017, under the Illinois Employee Sick Leave Act, an employee may use sick time due to an illness, injury, or medical appointment of the employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury.**

Sick Time Upon Separation

Upon an employee's separation from the District, an employee will not be paid for any accrued and unused sick time. Those employees participating in IMRF will be given a service credit for unused sick time.

Upon Retirement

Upon an employee's retirement, if an IMRF participating employee, the employee will receive additional service credit with IMRF, up to a maximum of 1920 hours, for any unused, unpaid sick time at the effective retirement date.

Sick Leave Bank – Replaces Sick Leave Donation

A Sick Leave Bank shall be established to assist employees who have encountered a catastrophic illness or injury, and have exhausted their accumulated leave time. This program provides salary and benefits continuation for eligible employees who have exhausted all paid leave due to a catastrophic illness or injury of the employee or an immediate family member. Immediate family member includes spouse, parent and children (natural, step, adopted and foster children) or if the employee is the primary custodian and caregiver of grandchildren or siblings.

A catastrophic illness and/or injury are an acute or prolonged illness or injury that is considered life-threatening or with the threat of serious residual disability which results in the employee's inability to work. Catastrophic Illness or injury must require the services of a physician.

Examples of a catastrophic illness or injury include, but are not limited to:

- Serious, debilitating illness, impairment, or physical/mental condition that involves treatment in connection with an overnight stay in a hospital, hospice, or residential medical facility.
- High intensity/high frequency of treatment encounters necessary for a chronic or long-term condition that is so serious that, if not treated, would likely result in an extended period of incapacity or death.
- Terminal illness, such as cancer, etc.

This is a voluntary program that allows employees to donate a portion of their unused sick leave into a sick leave bank that is available to assist employees who are eligible under the program.

Eligibility Requirements

- An eligible employee must have a total of forty (40) hours of accumulated sick leave at the time of initial membership enrollment.
- Membership will be on an annual basis for current employees and begin after one full year of employment for new hires.

Eligibility to Receive Leave

To receive leave from the Sick Leave Bank, an employee must:

- Be a full-time employee
- Have exhausted all accumulated Sick Time and Vacation and
- Have a documented catastrophic illness or injury by a healthcare provider for oneself or immediate family member
- Be currently enrolled in the Sick Leave Bank as of January 1st in the year of your request
- Not otherwise receiving any related compensable benefits such as social security, disability, workers compensation or unemployment
- Not use days for elective surgery

Procedures to Apply for Leave

An employee or his/her designee must request sick leave from the Bank by completing an application and submitting it along with a physician's statement which includes the beginning date of the condition and a description of the illness or injury. All requests must indicate the number of sick leave days requested and information related to this request.

An employee may apply for leave from the Bank but cannot receive more than 20 sick leave days in a 12-month period.

Human Resources will make the initial recommendation to the Deputy Director based on the information submitted by the employee. Approval from the Deputy Director will be made within 5 working days after receipt of the request.

Any unused sick leave granted in such instances returns to the Bank.

Reasons for Denial

An employee requesting use of the Sick Leave Bank may have his or her sick leave usage audited. The audit may cover the 2 years preceding the employee's request. Patterns of absence indicating abuse will be reviewed, noted and considered.

Patterns of abuse are most often indicated by frequency, duration and times of absences. Illnesses of 3 or more days will not be considered abuse unless a clear pattern is established.

An employee must not have a written record of disciplinary action for leave abuse or misuse of leave within the past 12 months.

Appeals

An employee will be given a one-time appeal that must include relevant information about why the case should be reconsidered, especially any medical information that may have been omitted from the employee's request and must be signed. A formal written response from the Executive Director to such an appeal shall be issued within 10 working days from the date of the appeal and will be final.

Administration of the Bank

The Bank will be administered in accordance with the Americans with Disabilities Act and Family Medical Leave Act requirements.

Any employee who wished to donate a day of sick leave must sign a statement indicated the donation is voluntary and, if applicable, will affect their IMRF pension at the time of their retirement. Donation forms can be obtained and submitted to the Human Resources Manager.

Initial

Membership of the Sick Leave Bank begins upon the employee's donation of 3 days.

Employees may not designate a particular individual to receive their donated leave.

All sick leave days contributed to the Bank are nonrefundable and nontransferable. Once sick leave has been donated to the Bank, it cannot be restored to the donating employee.

Additional accumulated sick leave may be donated as desired.

A Non-member may or may not donate unused sick time at separation of employment.

Annual

Employees will be given an annual opportunity to donate at least one day to the Bank. When the days in the Bank are depleted to 20, each member will be required to donate a minimum of days as determined by the Executive Director.

After 5 years, the Bank will be reviewed for the maximum number of days to be kept in the Bank.

Payment of Leave

An employee may not receive more than 20 sick leave days in a 12-month period from the Bank. The 12-month period is defined as a rolling back period as of the date of award approval.

The hours withdrawn from the Sick Leave Bank will be based on the employee's regular rate of pay. Existing payroll deductions including benefit premiums will continue to occur.

Any balance of days approved but not required for the illness/injury will remain the property of the Sick Leave Bank.

Termination of Sick Leave Bank Hours

Sick Leave Bank hours will terminate:

- When the employee separates from the District, or
- Upon the death of the employee, or
- When the health care provider releases the employee to return to work, or
- The maximum sick leave benefit has been exhausted.

3.4 Personal Days

Eligibility and Accrual

Full-time employees are granted 24 personal hours, prorated during the first calendar year, at the beginning of employment and each service year.

Use of Accrued Time

Requests should be submitted in advance and no later than 24 hours prior to the requested date. Unused personal days may not be carried over to the following service year for any reason nor will they be paid out during employment or upon separation.

Personal Time Upon Termination

Upon an employee's separation from the District, an employee will be paid for any accrued and unused personal time.

3.5 Bereavement

Fulltime employees are allowed up to 3 working days with pay to attend the services of a family member, plan funeral services and take care of the deceased estate, with the approval of the employee's immediate supervisor or Department Director.

Employees may, with their supervisors' approval, use any available paid time for additional time off, as necessary. For purposes of this policy, "immediate family member" is defined as the employee's spouse, parent, step-parent, child, step-child, sibling, grandparents or grandchildren; the employee's spouse's parent, child, sibling or grandparents; the employee's child's spouse.

Bereavement pay is not provided for the death of anyone *other than* those defined above, however if an employee wishes to take time off for this occurrence, notification to a direct supervisor is necessary. The employee may use available personal or vacation days for this absence.

Upon returning to work, the employee/supervisor must record absence as Bereavement Leave. Proof of death of the deceased must be required.

3.6 Jury Duty

Full-time Employees selected for jury duty will be granted time off with pay for the duration of their jury service. Employees must show the jury duty summons to their supervisor upon receipt, to allow for schedule adjustments or accommodation of the absence if necessary. Employees are required to report to work whenever the court schedule permits. Proof of attendance and duty served will be validated by submittal of the jury duty payment stub including dates served. This document must be submitted prior to the current pay date to ensure timely payroll processing.

3.7 Employee Blood or Organ Donation Leave

Any full-time employee who has been employed by the District for at least six (6) months shall be entitled to up to one-hour blood donation leave, with pay, every 56 days. An employee may use up to 10 days of leave in any 12-month period to serve as an organ donor. The employee shall submit a written request for leave before donating or attempting to donate. Medical documentation of the appointment to donate blood or organ shall be provided at the time of said written request. The District may require a written statement from the blood bank or physician confirming that the employee kept the appointment to donate.

3.8 Family and Medical Leave

If you have been employed by the District for at least twelve (12) months and have worked at least 1,250 hours during the 12-month period preceding the start of the leave, and you work at or report to a worksite that has 50 or more employees within a 75 mile radius of that worksite, you are eligible for up to a total of twelve (12) workweeks of **unpaid** leave under the Family Medical Leave Act ("FMLA") during any rolling twelve (12) month period for one or more of the following reasons:

- Because of the birth of your child and in order to care for such child (within 12 months after the birth of the child);
- Because of the placement of a child with you for adoption or foster care (within 12 months of the placement of the child);
- In order to care for your spouse, child, or parents if they have a "serious health condition;"
- Because of a "serious health condition" that makes you unable to perform the functions of your job; or
- Because of any "qualifying exigency" (as defined by the Secretary of Labor) arising out of the fact that your spouse, child, or parent is deployed on active duty in a foreign country (or has been notified of an impending call or order to active duty in a foreign county) in the Armed Forces, including the National Guard and Reserves.

Serious Health Condition

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

Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care;

Absence Plus Treatment

A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves either: (1) treatment two or more times (within 30 days and provided the first visit takes place within seven (7) days of the first day of incapacity) by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or (2) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider (first visit to health care provider must take place within seven (7) days of the first day of incapacity);

Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care;

Chronic Conditions Requiring Treatment

A chronic condition which: (1) requires at least two (2) periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider; (2) continues over an extended period of time; and (3) may cause episodic rather than a continuing period of incapacity;

Permanent/Long-term Conditions Requiring Supervision

A period of incapacity which 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 incapacity to receive multiple treatment (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for 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.

Qualifying Exigency Leave

If you are an eligible employee (as defined above), you are entitled to take up to twelve (12) weeks of unpaid FMLA leave for any qualifying exigency arising out of the fact that a covered military member is on active duty or called to active duty status in a foreign country. The leave described in this paragraph is available during a 12-month rolling period, and may be taken on an intermittent or reduced leave schedule basis. You will be required to provide a copy of the covered military member's active duty orders or other documentation issued by the military that indicates that the military member is on active duty or is called to active duty status in a foreign country and the dates of the covered military member's active duty service. Eligible employees may take all twelve (12) weeks of his/her FMLA leave entitlement as qualifying exigency leave or the employee may take a combination of twelve (12) weeks of leave for both qualifying exigency leave or any other qualifying reason listed above.

With respect to a Qualifying Exigency Leave

A "covered military member" means your spouse, son, daughter, or parent who is on active duty or called to active duty status in any foreign country in any of the Armed Forces, including a member of the National Guard or Reserves.

A "qualifying exigency" includes the following broad categories: (a) short notice deployment; (b) military events and related activities; (c) childcare and school activities; (d) financial and legal arrangements; (e) counseling; (f) rest and recuperation; (g) post deployment activities, including reintegration activities, for a period of 90 days following the termination of active duty status; and, (h) additional categories that are agreed to by the employer and employee within this phrase.

The phrase "son or daughter" is defined as your biological, adopted, or foster child, stepchild, legal ward, or child for whom you stood in loco parentis, of any age for qualifying exigency leave, who is on active duty or called to active duty status who is of any age. (Note: This definition is different from other sections of this FMLA policy).

A "parent" means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to you when you were a son or daughter but it does not include "parents in law".

Military Caregiver Leave

If you have been employed by the District for at least twelve (12) months and have worked at least 1,250 hours during the 12-month period preceding the start of the leave, and you work at or report to a work site which has fifty (50) or more District employees within a 75-mile radius of that work site, and you are a spouse, child (of any age for military caregiver leave), parent or next of kin of a Covered Service Member, as defined below, you are entitled to a total of twenty-six (26) workweeks of unpaid leave during a single 12-month period to care for the Covered Service member (including twelve (12) workweeks for any other FMLA qualifying reason). The leave described in this paragraph shall only be available during a single 12-month period beginning as of the date the leave commences and ending 12 months after that date (and any unused amounts are forfeited).

Military Caregiver Leave may be permitted more than once if necessary to care for a different Covered Service member (or the same Service member with multiple or subsequent injuries or illnesses) up to a combined total of twenty-six (26) workweeks in a twelve (12) month period. However, your total available leave time in any single 12-month period generally may not exceed a combined total of twenty-six (26) workweeks (including FMLA time off taken for any other reason); except as provided under the FMLA regulations. You will be required to timely submit a medical certification available from the Director or an invitational travel order or authorization from the Department of Defense as a condition of receiving approved Military Caregiver Leave. NOTE: the 12-month computation period for this type of leave differs from the other types of FMLA leave.

With respect to Military Caregiver FMLA Leave

A “Covered Service Member” means (1) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or (2) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

“Outpatient status” means the status of a Covered Service Member assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

“Next of kin” means the nearest blood relative of that individual (regardless of age) other than an employee’s spouse, son or daughter. You are required to provide confirmation of the relationship upon request. The Service Member may designate the blood relative who is considered his/her next of kin; otherwise, the following order generally will apply: blood relatives granted custody by law, brother/sister, grandparents, aunts/uncles, and then first cousins.

“Serious injury or illness” for a Current Service Members means an injury or illness incurred by the Service member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the Service member’s active duty and was aggravated by service in the line of duty) that (1) may render the Service member medically unfit to perform the duties of the member’s office, grade, rank or rating, or (2) in the case of a veteran Service member, that manifests itself before or after the member became a veteran.

“Serious injury or illness” for a Covered Veteran means an injury or illness that was incurred or aggravated by the member in the line of duty or active duty in the Armed Forces and manifested itself before or after the member became a veteran, and is: (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member’s office, grade, rank, or rating; OR (2) A physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; OR (3) A physical or mental condition that substantially impairs the veteran’s ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would do so absent treatment; OR (4) An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Spouses Employed by the Park District

If the spouse also works for the District and both become eligible for a leave the two employees together will be limited to a combined total of twelve (12) workweeks of leave in any rolling 12-month period. In addition, if the employee and the spouse both become eligible for a leave under the Military Caregiver Family Leave provision above or under a combination of the Military Caregiver Family Leave provision, the

two of together generally will be limited to a combined total of twenty-six (26) workweeks of leave in any single 12-month period.

Medical Certification

Any request for a leave must be supported by certification issued by the applicable health care provider. The employee may obtain a certification form from Human Resources and will be required to have the health care provider fill out the form and return it to the District within fifteen (15) days of receipt of the form.

At its discretion, the District may require a second medical opinion and periodic recertification to support the continuation of a leave. If the first and second opinions differ, a third opinion can be obtained from a health care provider jointly approved by both the employee and the District (unless you accept the second opinion as determinative). A second medical opinion will not be requested for Military Caregiver Leave, but may be requested if the Certification is completed by a health care provider who is not affiliated with the DOD, VA or TRICARE.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, the District asks that employees not provide any genetic information when responding to a request for medical certification regarding their own serious health conditions under this FMLA Policy. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

There is an exemption to GINA's limitation on the disclosure of family medical history when an employee requests a leave of absence under the FMLA due to a family member's serious health condition. In such situations, all information necessary to make the medical certification form complete and sufficient under the FMLA should be provided.

Intermittent Leave

If certified as medically necessary for the serious health condition of either the employee or the spouse, child or parent, or to care for a Covered Service member if the employee is the spouse, child, parent or next of kin to the Covered Service member, leave may be taken on an intermittent or reduced leave schedule. Intermittent leave also may be taken if the employee qualifies for leave because of a qualifying exigency, subject to the submission of a certification prescribed by the Secretary of Labor. If leave is requested on an intermittent basis, however, the District may require that you transfer temporarily to an alternative position which better accommodates recurring periods of absence or to a part-time schedule, provided that the position offers equivalent pay and benefits.

Notification and Reporting Requirements

All requests for leaves of absence must be submitted to Human Resources at least thirty (30) days in advance of the start of the leave, except when the leave is due to an emergency or is otherwise not foreseeable. If the leave is not foreseeable, you must provide notice as soon as "practicable," which generally means either the same day or the next business day that you learn of the need for leave, in the absence of any unusual circumstances. A delay in submitting an FMLA leave request may result in a loss of FMLA protections and/or a delay of the start of your leave.

You must respond to the District's questions relative to your leave request so that the District can determine if the leave qualifies for FMLA protection; failure to do so may result in loss or delay of FMLA protections. If you are seeking leave due to an FMLA-qualifying reason for which the District has previously granted you FMLA-protected leave, *you must specifically reference the qualifying reason or need for FMLA leave at the time of your request to be away from work.* It is not sufficient to simply "call in sick" without providing

additional information which would provide the District with reasonable cause to believe your absence/time away from work may qualify as an FMLA qualifying event. In all cases in which you are seeking leave under this policy, you shall provide such notice to the District consistent with the District's established call-in procedures so long as no unusual circumstances prevent you from doing so. Failure to comply with the call-in procedures may result in a delay or denial of FMLA protected leave.

You must make an effort to schedule a leave so as not to disrupt the District's operations. During the leave, you may be required to report periodically on your status and your intention to return to work. Any extension of time for your leave of absence must be requested in writing prior to your scheduled date of return to work, together with written documentation to support the extension. Your failure to either return to work on the scheduled date of return or to apply in writing for an extension prior to that date will be considered to be a resignation of employment effective as of the last date of the approved leave. Employees on leaves for their own serious health condition must provide fitness-for-duty releases from their health care provider before they will be permitted to return to work. Your maximum time on a leave of absence, all types combined, and including all extensions, cannot exceed a total of twelve (12) weeks in a rolling twelve month period, unless you are a spouse, child, parent, or next of kin on leave to care for a Covered Service member, in which case your leave can last for up to twenty-six (26) workweeks in a single twelve (12) month period (unless legally required otherwise).

An Employee shall not be granted a leave of absence for the purpose of seeking or taking employment elsewhere or operating a private business. Unauthorized work while on a leave of absence will result in disciplinary action, up to and including termination of employment. A leave of absence will not affect the continuity of your employment. Your original date of employment remains the same for seniority purposes.

Employee Benefits during Family and Medical Leave of Absence

The employee will be permitted to maintain health insurance coverage for the duration of the leave under the same conditions coverage would have been provided if the employee had remained actively at work. However, the employee must make arrangements for the continuation of and payment of insurance premiums before going on the leave status. If the employee does not return to work after the leave, or if the employee fails to pay their portion of the premiums the employee will be required, under certain circumstances, to reimburse the District for the costs and expenses associated with insuring the employee during the leave.

Return From a Family and Medical Leave

If you return from your leave on or before being absent for twelve (12) workweeks in a rolling twelve (12) month period or twenty-six (26) workweeks during a single twelve (12) month period if you took a leave under the Service member Family Leave provision, you will be restored to the same or to an equivalent position to the one you held when the leave started. Of course, you have no greater right to reinstatement or to other benefits and conditions of employment than if you had been continuously employed during the FMLA leave period. In determining whether a position is "equivalent" we would look at whether the position had substantially similar terms and conditions of employment and whether the position entails similar duties, skills, efforts, responsibilities, authority, privileges and status. The alternative position should be at the same worksite or a nearby worksite with a similar work schedule. However, the employee does not need to be reinstated in a position with the same job title or in the same physical office or cubicle as the prior position.

If the leave was due to your own serious health condition, you will be required to submit a fitness-for-duty certification from your health care provider in accordance with our normal policies and practices applicable to other leaves of absence, certifying that you are able to resume work and perform the essential functions of the job (either with or without a reasonable accommodation). A list of the essential job functions will be made available to you for compliance with this requirement prior to the District designating your leave as FMLA leave. If a reasonable job safety concern exists, you also may be required to provide a fitness for duty certification up to once every 30 days before returning to full duty from an intermittent or reduced schedule FMLA leave related to your own serious health condition. Generally, a returning employee will be

permitted to return to full duty work within two (2) business days of the District's receipt of a valid fitness for duty release.

If you fail to return to work at the expiration of your approved Family and Medical Leave, it will be considered to be a resignation of your employment with us. Likewise, an employee on FMLA leave who provides notice of their intent not to return to work upon expiration of a leave will lose their entitlement to FMLA leave and related benefits.

Key Employees

Certain highly compensated key employees may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the District's operations. A "key" employee is a salaried employee who is among the highest paid 10% of Employees at that location, or any location within a 75-mile radius. Employees will be notified of their status as a key employee, when applicable, after they request a Family and Medical Leave.

Coordination with Other Policies

You must substitute any accrued paid Vacation, Personal Time and Sick Time (if you otherwise qualify) for unpaid leave under this policy, and any such paid time off must be taken concurrently with your Family and Medical Leave. If you otherwise qualify for disability or workers' compensation pay (or any other type of lawfully allowed pay), you will collect it at the same time you are on unpaid Family and Medical Leave.

Further, if you otherwise qualify for any other type of leave of absence, you must take that leave at the same time as you are taking your Family and Medical Leave. All time missed from work that qualifies for both Family and Medical Leave, and for workers' compensation (or any other type of lawfully allowed leave), will be counted toward your Family and Medical Leave. To receive any type of paid time off benefit while on FMLA leave, you are required to meet the District's conditions for taking the paid leave (although the District may in its discretion waive any procedural requirement for the paid leave in appropriate circumstances).

Holidays will not be paid to employees who are on any type of unpaid leave.

Anti-Retaliation Provisions

Be assured that no retaliation will be taken or tolerated against any employee because he/she exercises his/her rights under our FMLA policy. If you feel that you have been the victim of any discrimination or retaliation under this Policy, you are encouraged to contact Human Resources so that the matter can be promptly investigated and remedied as appropriate.

Compliance with Other Laws

In administering this FMLA Policy, the District complies with the Americans with Disabilities Act ("ADA") and any other relevant law. The District may approve a reasonable request for an extension of a leave of absence beyond the amount of leave provided by the FMLA, approve a leave of absence for an employee who does not qualify for FMLA leave, or otherwise modify this Policy, as a reasonable accommodation for a disability under the ADA.

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

3.9 Personal Leave of Absence (Non-FMLA Leave)

Eligible full-time and part-time employees may be granted personal leave of absence for a period not to exceed 90 consecutive calendar days within any 24 consecutive month period. This is an unpaid leave except in the case of a full-time or part-time employee who may elect to use accrued benefit time during the leave, such as sick time, personal time, vacation time. A personal leave of absence will not be granted during the first year of employment.

All requests for personal leaves should be made in writing and must be approved by the employee's supervisor and the Director. The following considerations will be taken into account when determining whether or not to grant the leave: purpose for which the leave is requested; length of time the employee plans to be away; the employee's job performance and attendance and punctuality record, the effect the employee's absence will have on the work in the department (i.e., the staffing requirements in the employee's facility or department); the employee's position and length of service; the expectation that the employee will return to work when the leave expires; and, any other factors deemed relevant by the District in its sole discretion. Each request will be reviewed on a case-by-case basis.

The employee must provide a written request for a personal leave of absence to the immediate supervisor at least one month in advance of the date the leave is to begin. If the employee requests an extension while on FMLA leave, the request must be made at least two (2) weeks prior to the end of the original leave. The request must specify the reasons for the extended leave and the length of time the employee intends to be away.

Additional leave time may be granted, provided that it does not extend the total leave beyond one year, including leave granted under the FMLA, if any. Requests for additional leave time must be made in writing at least two weeks prior to the expiration of the initial leave period, and must specify the reason for the request and the amount of additional time sought. This request must be approved by the Director.

While a full-time employee is on an approved unpaid personal leave, the employee will be eligible to continue the group health insurance coverage in existence for that employee at the start of the leave under the District's group plan for the duration of the leave provided that the employee pays the full amount of the total health premium. Other employment benefits, if any, such as vacation, sick leave or personal days, shall not accrue during an unpaid personal leave of absence. Employees on a personal leave, however, will not forfeit any benefits accrued prior to the start of leave. Holidays will not be paid to employees who are on any type of unpaid leave.

Any planned salary increases for an employee returning from an unpaid leave of absence without pay will be deferred by the length of the leave, and the normal appraisal date will be extended by the length of the leave.

In the case of an employee's own illness or injury, a physician's statement certifying the employee's ability to perform the essential functions of his job is required by the District before an employee may be permitted to return to work.

Although the District will attempt to reinstate the employee at the conclusion of the personal leave period to the same or similar position to the one vacated, conditions may arise which necessitate the filling of the vacated position. Accordingly, reinstatement after a personal leave of absence is not guaranteed by the District.

Any employee who fails to return to an available position on the first scheduled working day after the leave of absence has expired will be considered to have resigned from the District. However, pursuant to the

District's Americans With Disabilities Act Policy, employees may request extended unpaid leave as a "reasonable accommodation" under the ADA.

3.10 Military Leave Policy

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Illinois State Guard or Reserves will be granted a leave of absence for military service, training or related obligations in accordance with applicable law.

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Illinois Service Member Employment and Reemployment Act (ISERRA), leaves of absence without pay shall automatically be granted for all employees who are called or volunteer for military service, including training duty in the Army Reserves a reserve component of the United States Armed Services, including the State or National Guard, the Illinois State Militia, service in a federally recognized auxiliary of the U.S. Armed Forces when performing official duties in support of military or civilian authorities as the result of an emergency, and a period for which an employee is absent from employment for the purpose of medical or dental treatment for a condition, illness, or injury sustained or aggravated during a period of active service in which treatment is paid by the U.S. Department of Defense Military Health System. During such leave, the employee's seniority and other benefits shall continue to accrue.

In addition:

1. During leaves for annual training, the employee shall continue to receive their regular compensation as a Park District employee for up to 30 days per year, which need not be served continuously;
2. During leaves for basic training, for up to 60 days of special or advanced training or encampments, and for any other training or duty required by the United States Armed Forces, the employee shall receive their regular compensation, minus the amount of their base pay for military activities. If eligible, the employee will receive the difference between their regular salary and base military pay. Employees should retain their military pay vouchers. Upon return, employees must furnish official proof of pay during tour of duty in order to receive pay from the Park District;

For any employee who is placed on active duty status, as defined above, the rights and benefits of the employee shall have the following rights and benefits preserved and protected:

1. The provision of insurance coverage and its automatic continuation immediately upon return to employment status with the Park District; and
2. The right to any promotional, employment, contractual or salary benefits, or pension rights and benefits that accrued while the employee was on active duty status.
3. The right to be credited with the average of the efficiency or performance ratings or evaluations received for the three years immediate before the absence for military leave. The rating shall not be less than the rating that he or she received for the rated period immediately prior to his or her absence on military leave.
4. An employee who volunteers or is drafted or ordered into the military service shall be entitled to return to their former position at the current rate of pay with no loss in seniority and benefits, providing said employee returns to work within ninety (90) days of discharge from military service. Seniority shall accrue while in the service on active duty.

An individual returning from initial active training duty is entitled to reemployment if the following conditions have been met:

Reservist was called for initial active duty training for at least twelve (12) weeks and was called to active duty for at least ninety (90) days; and/or

Reservist applies for reemployment within thirty-one (31) days after release from active duty for training after satisfactory service or from discharge from hospitalization from military injury, provided it is less than one year after scheduled release from duty.

Employees granted a leave of absence for participation in training with the Army Reserves or National Guard need not apply for reemployment, but must report to work at the beginning of the next scheduled working period, unless prevented by circumstances beyond the employee's control. If the employee does not report to work, they may be subject to progressive discipline, but does not forfeit entitlement to reemployment.

Except as otherwise provided in paragraph above, employees entering the military service shall be allowed the opportunity to continue to participate under the Park District's group health insurance plan by utilizing their Federal COBRA rights.

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

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

Where required by law, during an employee's military leave, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work.

3.11 Illinois Family Military Leave Policy

Employees who are the spouse, civil union partner, parent, child or grandparent of a soldier called to military service lasting longer than thirty (30) days with the State of Illinois or United States pursuant to the orders of the Governor of Illinois or the President of the United States, may be eligible for unpaid family military leave. To be eligible for leave under this Policy, the employee must have been employed by the District for at least twelve (12) months with at least 1,250 hours of service during the twelve (12)-month period immediately preceding the start of the leave.

Leave under the Illinois Family Military Leave Act can be taken for up to thirty (30) days. The leave may be taken in consecutive, periodic or partial day absences during the period in which your family member's military unit has been mobilized and is preparing to leave its base to prepare for combat. Unpaid leave under this Policy can be taken only after the employee has exhausted all accrued vacation, personal leave, and compensatory time.

Certification from the relevant military authority verifying eligibility as the spouse, civil union partner, parent, child or grandparent of an individual called to military service of greater than thirty (30) days must be provided. If the leave requested will consist of five (5) or more consecutive work days, notice must be provided to the District at least fourteen (14) days' notice in advance of the leave date. Leave of shorter duration requires notice to the District as soon as practicable.

If the employee returns to work at the end of a permitted leave period, they will be restored to the same or to an equivalent position to the one they held when the leave began. There is no greater right to reinstatement or to other benefits and conditions of employment than if you had not been on leave.

Employees will be permitted to maintain health insurance benefits at the employee's expense for the duration of the leave.

3.12 Absence Without Leave

Absence without leave is any absence from work, including a single day or portion of a day, which has not been granted or approved in accordance with established policy and procedure. In such cases, pay may be denied and the employee may be subject to disciplinary action, up to and including termination of employment. Where an absence is determined excusable on conditions that rendered prior approval impossible, the charge of absence without leave may be changed to vacation, sick, personal or without pay with proper documentation/verification establishing absence.

An employee absent without leave for three (3) consecutive working days, without calling in or providing notice will be considered to have voluntarily resigned.

3.13 Victims' Economic Security & Safety Act (VESSA)

Under the Illinois Victims' Economic Security and Safety Act (VESSA) (820 ILCS 180/1, *et seq.*; 56 Ill. Admin. Code § 280), employees may take up to a total of twelve (12) workweeks of unpaid leave from work during any rolling twelve (12) month period in order to address matters involving domestic or sexual or gender violence or any other crime of violence as provided for under Illinois law.

Eligibility

Generally, to be eligible for VESSA leave, the employee must either be a victim of domestic or sexual or gender violence or any other crime of violence or a family or household member of such a victim. "Family or household member" means a spouse, parent, son or daughter. Leave may be taken for the following reasons related to domestic or sexual or gender violence or any other crime of violence:

- To seek medical attention or treatment;
- To seek psychological counseling;
- To obtain victim services;
- To participate in safety planning or relocate for reasons of safety;
- To seek legal assistance; and/or
- To participate in a related court proceeding.

Employees are entitled to use a cumulative total of not more than two (2) workweeks (ten [10] work days) of unpaid leave for the following purposes, which must be completed within sixty (60) days after the date on which the employee receives notice of the death of the victim of domestic or sexual or gender violence or any other crime of violence:

- To attend the funeral or alternative to a funeral or wake;
- To make arrangements necessitated by a death; and/or
- To grieve the death of a family or household member.

Leave under the Illinois Family Bereavement Law Act or any other paid or unpaid bereavement leave offered by the District runs concurrently with and is not in addition to leave under this VESSA Policy.

Leave Time

To take a leave of absence under VESSA or obtain a reasonable accommodation, employees should contact Human Resources. If applying for VESSA leave for a condition that also qualifies for FMLA leave, the leave time will run concurrently with FMLA leave. Otherwise, the VESSA leave time will be in addition to FMLA time off. The employee may use paid benefit time for compensation purposes during this absence.

Notice Required

Employees must provide Human Resources with advance notice (at least forty-eight [48] hours) of the intention to take the leave if they had advance notice of the need for the time off. If such notice is not possible, they must notify Human Resources as soon as is practicable.

Certification Required

If the employee is eligible for VESSA leave and seeks to use it, they must provide Human Resources with certification (a sworn statement) that: (a) states that they or their family member is a victim of domestic or sexual or gender violence; and, (b) includes their reason(s) for taking the leave. In addition to their sworn statement, they also must provide corroborating information to support the need for their leave, such as documentation prepared by a victim services organization, attorney, clergy member, medical or other professional who aided the victim, police or court records or other corroborating evidence. The supporting documentation may be submitted as it becomes available. Certification must be provided within a

reasonable time (generally no later than 15 days) following the request by Human Resources.

Reasonable Accommodation

Employees may request a reasonable accommodation under VESSA for the known limitations resulting from circumstances relating to being a victim of, or having a family or household member who is a victim of, domestic violence, sexual violence, gender violence or any criminal violence. Reasonable accommodations will be made in a timely fashion unless such request would impose an undue hardship on the operation of the District. Employees will not be retaliated against for requesting a reasonable accommodation under VESSA.

Employment and Benefits

Time off that is approved under this policy is unpaid, and the time spent on VESSA leave will not be considered or counted as "time worked" for the purposes of accruing or earning employment benefits. However, the employee will be permitted to maintain health insurance coverage for the duration of the leave under the same conditions coverage would have been provided had they remained actively at work.

If an employee fails to return from VESSA leave, for reasons other than the continuation, recurrence or onset of domestic or sexual or gender violence, the employee is required to repay the premiums that the District paid on their behalf while on leave.

Upon return from VESSA leave, employees are entitled to restoration to their position of employment or to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. However, VESSA leave does not entitle the employee to any right, benefit or position of employment other than any right, benefit or position to which the employee would have been entitled had the leave not been taken.

The District will not fail to hire, refuse to hire, discharge or harass any individual exercising their rights under this policy or otherwise discriminate against any individual exercising their rights under this policy with respect to the compensation, terms, conditions or privileges of employment of the individual, or retaliate against an individual in any form or manner for exercising their rights under this policy.

3.14 School Visitation Rights Act

Under the School Visitation Rights Act (820 ILCS 147/1-49) an employee must have worked for the District for at least six (6) consecutive months immediately preceding a leave request. The employee must work full-time or part-time (as long as part-time is equivalent to at least 50% of full-time hours as set by the employer or collective bargaining agreement). To take leave under this Act, the employee must be a parent or guardian of a school-age child.

A "child" for whom leave may be taken under the Act includes a biological, adopted, or foster child, or a stepchild or a legal ward of an employee, who is enrolled in a primary or secondary public or private school or educational facility in Illinois or a state which shares a boundary with Illinois.

The employee must have exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave except sick leave and disability leave before taking unpaid leave under the Act.

The employee shall provide a written request for leave at least seven days in advance of the conference or classroom activity. In emergency situations, no more than 24 hours' notice shall be required. An employee may take leave of up to eight hours during any school year. No more than four hours may be taken on any given day.

An employee may choose to make up the time taken under the Act but shall not be required to do so. The employer may request verification of leave from the employee. The employee may obtain verification from the School Administrator.

Parents may take leave under the federal Family and Medical Leave Act (FMLA) to attend behavioral school conferences or meetings for children with qualifying serious health conditions or disabilities.

Employees should consult with their supervisor to schedule the leave so as not to unduly disrupt the District's operations. As a condition of being granted school visitation leave, employees may be required to produce documentation from the school within two (2) working days of the school visitation, if requested by the District.

3.15 Paid Voting Leave

The District adheres to the state's Voting Leave policy (10 ILCS 5/17-15). Employees may have up to 2 hours' leave if work hours begin less than 2 hours after opening of polls and end less than 2 hours before polls close. This time off is paid. Employees must request the time off from their supervisor prior to the Election Day. Department Directors may determine the actual timeframe an employee may leave to vote based upon the operational department needs.

3.16 Nursing Mothers in the Workplace

Under the Human Rights Act (775 ILCS 5/) the District shall provide reasonable break time to an employee who needs to express breast milk for one year after the child's birth. This break time may run concurrently with any break time already provided to the employee. The District may not reduce an employee's compensation for the time used for the purpose of expressing milk or nursing a baby. The District shall provide reasonable break time as needed by the employee unless to do so would create an undue hardship. The District shall make reasonable efforts to provide a room or other location, in close proximity to the work area, other than a toilet stall, when an employee can express her milk in privacy.

3.17 Family Bereavement Leave Act

Under the Illinois Family Bereavement Leave Act (820 ILCS 154) employees may take up to ten work days of unpaid bereavement leave. Bereavement leave is available under the Act for the following reasons: (1) attend the funeral or alternative to a funeral of a covered family member; (2) make arrangements necessitated by the death of a covered family member; (3) grieve the death of a covered family member; or (4) be absent from work due to (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption match or an adoption that is not finalized because another party contests it; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.

In the event of the death of more than one covered family member in a 12-month period, an employee may take up to a total of six weeks of bereavement leave during the 12-month period. The Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to, the unpaid leave time permitted by, the FMLA.

Eligibility

"Covered family member" means an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent.

"Domestic partner," used with respect to an unmarried employee under this policy, includes: (1) the person recognized as the domestic partner of the employee under any domestic partnership or civil union law of a state or political subdivision of a state; or (2) an unmarried adult person who is in a committed, personal relationship with the employee, who is not a domestic partner as described under subsection (1) to or in such a relationship with any other person, and who is designated to the employee's employer by such employee as that employee's domestic partner.

"Child" means an employee's son or daughter who is a biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing in loco parentis.

Leave Time

To take a leave of absence under the Illinois Family Bereavement Leave Act, employees should contact Human Resources. If applying for Illinois Family Bereavement Leave Act for a condition that also qualifies for FMLA leave, the leave time will run concurrently with FMLA leave. The employee may use paid benefit time for compensation purposes during this absence. Bereavement leave under the Illinois Family Bereavement Act must be completed within sixty (60) days after the date on which the employee receives notice of the death.

Notice Required

Employees should provide forty-eight (48) hours advance notice of the intention to take the leave where reasonable and practicable. If such notice is not possible, they must notify Human Resources as soon as is practicable.

Documentation

If the employee takes leave under the family bereavement leave act, reasonable documentation will be required. Documentation may include a death certificate, a published obituary, or other documentation as provided under Illinois Law.

Employment and Benefits

Time off that is approved under this policy is unpaid, and the time spent on VESSA leave will not be considered or counted as “time worked” for the purposes of accruing or earning employment benefits. However, the employee will be permitted to maintain health insurance coverage for the duration of the leave under the same conditions coverage would have been provided had they remained actively at work.

SECTION 4 – Employee Benefits

Disclaimer

The District has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness and disability, and to help you plan for retirement. This portion of the Manual contains a very general description of the benefits to which you may be entitled as an employee of the District. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this Manual does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available for your examination from Human Resources. To the extent that any of the information contained in this Manual is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the District and its employees, retirees or their dependents, for benefits or for any other purpose. All employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect.

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

Benefits under the plans described herein will be paid only if the plan administrator determines that the applicant is entitled to them.

For more complete information regarding any of our benefit programs, please refer to the Summary Plan Descriptions, which were provided to you separately or contact Human Resources. If you lost or misplaced those descriptions, please contact Human Resources for another copy.

4.1 Insurance Plans

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

Group plans are subject to the rules and regulations of the insurance providers and the District. Except where prohibited by law, the District reserves the right to change, modify, cancel or discontinue any group insurance plans or change the amount of the required employee premium with District Board Approval. Employees' insurance under the plan(s) will terminate immediately if the group policies are cancelled, if the employee fails to make any required premium payment or at the time of the employee's separation from the District.

Newly hired employees are eligible to participate after a 30-day waiting period is completed provided that they meet all plan requirements.

Full-time Employee Insurance Plans

The following group insurance plans are limited to full-time employees and their dependents (as defined by the insurance providers). A *Summary Plan Description* is available from Human Resources.

Medical, Dental and Vision

Group medical, dental and vision insurance are available to all eligible full-time employees.

Flexible Spending Accounts

Medical Spending and Dependent Daycare Accounts are available to full-time employees. The amounts to be placed in the account will be withheld from paychecks on a pretax basis with an employee's prior written authorization.

Life Insurance

The District provides all eligible full-time employees with basic life insurance.

Supplemental Life Insurance

The District offers supplemental life insurance policies to eligible full-time employees and their dependents. The entire premium must be paid by the employee. Payment may be made through payroll deduction.

COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) provides employees and their covered dependents the option to extend group health insurance coverage in the event the insurance terminates due to separation of employment, reduction of hours, death, divorce or legal separation, disability, or Medicare entitlement. Please contact Human Resources for detailed information on COBRA.

Early Retirement under the IMRF Pension Plan

Full-time employees electing to retire early under the IMRF Pension Plan may purchase continuous health insurance coverage under the District's existing plan until age 65.

Employee Assistance Program

The District realizes that personal and work-related problems can affect an employee's job performance, health, family and emotions. To help with these pressures, the District has contracted with an independent firm through our healthcare benefits to provide Employee Assistance Program services on a confidential basis. The services are available to all full-time employees and their eligible family members. Please contact Human Resources for further information on the EAP.

4.2 Insurance Opt Out Program

The District offers an optional program to full-time employees who elect to waive health and/or dental coverage under the District's group insurance plans if they have proof of coverage elsewhere. Electing this option provides a lump sum payment each plan year that waiver is elected providing the incentive program remains in effect.

Waiver incentives will be paid on or around March 1 following the Open Enrollment period for current employees. For new hires, waiver incentive will be paid out after completing a 90-day waiting period; the incentive amount is accrued from the date of coverage eligibility through the end of the plan year.

Health - amounts are calculated annually equivalent to 20% of the yearly single premium and 20% of yearly family of the HMO plan

Dental - amounts are calculated annually equivalent to 20% of the yearly single dental premium and 20% of yearly family dental premium.

The incentive program and related payment amounts are subject to change by the Executive Director and/or Park District Board depending upon cost savings to the park district.

Employees who have opted out of the Park District's health insurance plan are entitled to re-enroll at the next open enrollment period.

For an employee who has waived insurance and now requests enrollment in healthcare insurance prior to open enrollment. The following will be required:

- If a qualified event occurs, please contact Human Resources within 30 days.
- The District's insurance provider forms must be completed and any premium amounts that must be incurred for coverage will be the employee's responsibility.

4.3 Illinois Municipal Retirement Fund (IMRF)

All full-time and part-time employees who work in District positions that meet certain hour standards are required to participate in the Illinois Municipal Retirement Fund (IMRF). The position qualifies for IMRF if the number of hours expected to work equals or exceeds the employer's "annual hourly standard." The actual hours you work may be more or less than the hours your position is expected to work. The District's hourly standard is 1,000 hours a year. IMRF provides retirement, disability and death benefits to eligible participants. These benefits are in addition to those provided by Social Security. This is a very brief description of IMRF and complete details are available from IMRF.

Participating employees contribute a certain percentage of their gross pay as determined by IMRF through payroll deduction. Contributions are tax deferred, that is, not subject to either federal or Illinois income tax, but will be subject to federal income tax when refunded or withdrawn as a pension or death benefit. The District also contributes to IMRF as a percentage of total contributions. The District's contribution is to fund survivor's pensions, disability benefits, death benefits and the retirement costs of its employees. For additional information about IMRF, call 1-800-ASK-IMRF or contact Human Resources.

4.4 Deferred Compensation Plan

The District has established a voluntary deferred compensation plan, Roth 457, in accordance with state and federal guidelines in order to aid employees with their long-term financial planning. This plan allows you to put money aside for your retirement on a non-tax-deferred basis through payroll deductions, guidelines on specific dollar amounts per calendar year are in accordance with the Internal Revenue Code (IRC sec. 457(b)).

4.5 Workers' Compensation

District employees are covered under the Illinois Workers' Compensation Act. The Act provides for medical care and replacement of wages if you sustain an injury arising out of and occurring in the course of your employment with the District. Non-job-related illnesses or injuries, or illnesses or injuries not related to the performance of your assigned duties are not covered under the Act. If you have any questions regarding workers' compensation, please see Human Resources, the Risk Manager or contact the District's Workers' Compensation Coverage provider.

All employees must adhere to the following conditions

- 1) Any work-related injury or illness (even if the employee is uncertain if the injury or illness is work-related, but suspects it might be work-related) must immediately be reported directly to the employee's immediate supervisor or District Management team member.
- 2) Upon notification, the District shall instruct the employee to report to a designated hospital or physician for an examination or treatment, unless the employee prefers to seek treatment from their personal physician. In the case of an emergency, the employee should go to the nearest hospital emergency room for treatment.
- 3) All medical evaluations by any licensed physician must be submitted to Human Resources for the duration of the leave period; Human Resources will provide those documents to the District's Workers' Compensation Coverage provider for claims management purposes.
- 4) Worker's Compensation benefits will not begin until a 3 day waiting period is expired.
- 5) The District reserves the right to have the employee examined by a licensed physician of its own choice at any time during the period of leave. This examination will be at the District's expense and the physician will submit the results to the District. The employee is entitled to a copy of this report.
- 6) The District may assign an injured employee to a modified duty assignment in accordance with the District's Modified Duty Program.
- 7) No employee shall be allowed to return to work without statement from a physician approving the employee's return without restrictions, or with restrictions acceptable to the District.
- 8) When an employee has been required to attend physical therapy sessions as deemed by the medical provider, the District encourages and, when possible, that appointments should be made outside the employee's normal working hours. However, when scheduled during the employee's regular work day, the employee will be compensated to attend those appointments. A written explanation from the medical provider outlining the treatment schedule must be submitted to Human Resources and the direct reporting supervisor. Time taken over and above which is necessary will be charged to the employee's available paid benefit time. If the employee does not have any available time, the employee will be compensated only to the extent required by law.
- 9) When an employee has been released by a medical provider to return to work on a modified duty basis, the employee may periodically be requested to return for medical evaluations, when possible, medical appointments should be made outside the employee's normal working hours. For these doctor visits, the employee will be compensated at the employee's current rate of pay only for the period of time necessary for the visit including reasonable transportation time. The District reserves the right to verify the time of the visit. Time taken over and above which is necessary will be charged to the employee's available paid benefit time. If the employee does not have any available time, the employee will be compensated only to the extent required by law.

4.6 Modified Duty Program

The District is committed to providing employees with available, reasonable opportunities to maintain career and employment status and benefits. To that end, we have developed a Modified Duty Program for employees who have sustained injuries or illnesses arising out and in the course of their employment with the District (“work-related injury”).

The purpose of the Modified Duty Program is to provide a **temporary** modified work assignment, when feasible, available and applicable. The feasibility of Modified Duty will be determined on a case-by-case basis, taking several factors into consideration, and is the sole discretion of the District. Noncompliance with the Modified Duty Policy may result in a reduction of workers compensation benefits and possible disciplinary action, up to including termination.

For purpose of this policy, the following definitions apply:

“The District Employee” means any individual who is employed by the District in a valid, authorized position.

“Modified Duty Program” is a temporary assignment of duties to a worker with an occupational injury or illness whose doctor indicates that the worker may return to work subject to specified restrictions, and has not yet reached a level of maximum recovery enabling the employees to return to regularly assigned duties. Modified duty may only be applicable to those employees who are eligible for temporary total disability benefits under the Illinois Workers’ compensation or Occupational Disease Acts.

“Occupational Injury or Illness” means an injury or illness arising out of and in the course of the employee’s employment and compensable under the Illinois Workers’ Compensation Act or Occupational Disease Act. All claims for workers compensation benefits are subject to initial and continuing investigation.

Objectives

To return occupationally injured employees to work as soon as possible provided there is not a probability of re-injury or aggravation of an injury to themselves, and the return to work does not directly or indirectly adversely jeopardize the safety of others or is otherwise potentially detrimental to the District.

To minimize financial hardship and emotional stress to the employee who has sustained an occupational injury.

To assist employees in returning to work at a level close to their pre-injury earnings and productivity.

To retain qualified and experienced District employees.

To further the District’s commitment and obligation to provide recreational programs, services and facilities to the public.

Program Requirements

Employees may be assigned to a Modified Duty assignment when temporarily unable to perform the essential functions of their regular position due to occupational injury or illness, provided that the Modified Duty assignment fulfills a job function(s) useful to the District and is within the limitations set by treating and/or evaluating physicians. Modified Duty assignments will not create a new job, but instead will incorporate or modify an existing position on a temporary basis. The assignment may include duties anywhere within the District.

A time limit will be established on a case-by-case basis for the length of time that modified duty will be made available. This time limit shall be subject to review and revision at the sole discretion of the District.

The District will compensate an employee on modified duty at the employee's regular pay rate if possible. If this is not possible, the employee will be compensated no less than 2/3 of what the employee's average weekly regular wage (excluding overtime) was prior to the accident, injury or illness. Compensation may be made by the District and/or the District's workers' compensation coverage provider.

There should be regular communication among Human Resources, Reporting Manager, Department Director, and PDRMA throughout the course of treatment and recovery.

Employee Responsibilities

Participates in the Modified Duty program as assigned; reports any problems with Modified Duty assignment to immediate supervisor; to promptly notify the immediate supervisor of any and all changes or modifications to the employee's work restrictions; provides all original copies of physician releases and reports and all medical records and forms to Human Resources promptly when received; If you are asked to complete a task that you cannot complete or in any way adversely affects your injury, you must immediately notify the person who assigned you the task. In addition, if your injury requires that you see a physician for subsequent visits for the same injury, you must inform your immediate supervisor prior to any and all visits. If your immediate supervisor is unavailable, you must contact the Department Director. In order to avoid disruption of the District operations, you should schedule doctor's appointments during non-work hours. Please note, under the Illinois Workers' Compensation Act (820 ILCS 305/12), the District may ask an employee entitled to receive disability payments under the Act to undergo an examination by a duty qualified medical practitioner or surgeon selected by the District at any time and place reasonably convenient to the employee, for the purpose of determining the nature, extent and probable duration of the injury received by the employee, and for purposes of ascertaining the amount of compensation which may be due the employee from time to time for disability according to the provisions of the Act.

An employee who declines a Modified Duty position, which is within the limitations, as determined by the treating or evaluating physician, may be subject to disciplinary action and possible termination. The employee may also lose eligibility for workers compensation benefits.

Periodic review will be conducted while an employee is on Modified Duty status to determine the appropriateness and reasonableness of continuing the employee in the assignment. A review may be conducted at any time.

4.7 General and Mileage Reimbursement

General Reimbursement

Employees who incur necessary expenses within the scope of their employment with the District shall be reimbursed if they comply with the terms of this policy. In order to be reimbursed for expenses, employees must obtain pre-authorization from a supervisor prior to incurring the expense. After incurring the authorized expense, employees shall have thirty (30) days to submit a request for reimbursement including supporting documentation such as receipts, invoices etc. Failure to request reimbursement within thirty (30) days and/or failure to submit required supporting documentation may result in denial of the reimbursement requests. Prior to denying a reimbursement request based upon timeliness the employer may, but is not obligated to, consider extenuating circumstances.

The District may, in very limited circumstances, reimburse employees for expenses incurred while telecommuting. Such expenses may include reimbursement for use of an employee's home data (Wi-Fi) plan in an amount to be determined by the District per month during a month when the employee is working at home on a regular basis and reimbursement for supplies needed for the telecommuting arrangement. These types of reimbursement, like all other expenses incurred within the scope of an employee's employment with the District must be pre-approved. Failure to obtain prior authorization before incurring these expenses may result in a denial of the request for reimbursement. Requests for reimbursement for expenses incurred in telecommuting arrangements must be submitted within thirty (30) days of incurring the expense and must be accompanied by supporting documentation. Failure to adhere to this requirement may result in a denial of the reimbursement request.

The District's decisions regarding expense reimbursement shall be final. Expense reimbursement shall not be subject to the grievance procedure set forth in this manual.

Mileage Reimbursement

All employees who are required and authorized to use their personal vehicles in the performance of District duties shall receive reimbursement for such expenses at the current IRS determined auto expense reimbursement rate. Mileage reimbursement forms should be submitted once a month.

The following parameters have been established:

- 1) Mileage qualifications for reimbursement:
 - a) No reimbursement for traveling to and from home to a job site.
 - b) Actual mileage incurred for District business including attendance at workshops, seminars and meetings, is based upon the lesser distance of either District address to destination or home address to destination. (round trip calculation)
 - c) Use of District vehicles is required for business trips that occur during the middle of the work day, once an employee has arrived at work. This is based upon availability and reservation of a District vehicle.
- 1) The mileage reimbursement policy does not apply if there is a contractual agreement with the Board for a mileage allowance.
- 2) Requests for mileage allowance for an employee must be approved by the Executive Director; further approval by the Board may be required.

Mileage is not reimbursed for any travel to/from your home to your work site. If you stop on your way to /from work on official District business, you will only be reimbursed the additional mileage incurred for the District business.

For example, Employee A lives in Romeoville and their normal mileage to commute to their District office is 8 miles. On their way in, Employee A stops at the Four Seasons Softball Field for official District

business. They incurred two additional miles in their commute to the office to go to the softball field for a total of 10 miles. This employee would only be reimbursed the difference between the 10 mile total and the 8 mile commute for the 2 miles they incurred for District business. They would not be reimbursed for their commute to/from the office while stopping at Four Seasons as part of their normal commute into the office. They would only be reimbursed the two additional miles outside of their normal commute to Four Seasons.

For any tasks that must be completed after you arrive at the office, if the Journey or the Van are available they must be used. No mileage will be paid if the Journey or Van are shown as available in RecTrac. The Journey and Van will be parked at the Rec/Admin Center Annex Driveway. If you use it and need to fill gas, a Fleet card will be kept with the keys. Please see the business office for the password for the use of the Fleet card. Always reserve your vehicle usage in RecTrac.

If you are attending any workshop, educational session, seminar, meeting, you will only be reimbursed for mileage from the office to the destination and return trip. Mileage from home will not be paid. If you choose to commute from home to the workshop/educational session/seminar/meeting, you will only be reimbursed for any mileage above your normal commute to/from the office.

For example, Employee B is commuting to a seminar in Chicago and lives in Lemont. Their normal commute to work is 24 miles one way. Their one-way mileage to the seminar in Chicago is 30 miles. They will only be reimbursed for the 6 mile additional mileage (the difference between their normal commute to the office and the site of the seminar) each way. If payment is required for parking for attendance at a work-related workshop, educational session, seminar, or meeting, it may be charged to the District via hotel billing or on a District credit card. Carpooling is encouraged to limit parking costs to the District.

4.8 Travel Reimbursement Policy

The District will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Executive Director.

Purpose

The purpose of this policy is to establish guidelines for employees and elected officials of the Plainfield Park District ("District") to follow when incurring business travel expenses while on assignments such as attending educational programs, association conferences or conducting onsite visits of parks and facilities for fact finding purposes outside of the local area. It is expected that employees and elected officials attend educational sessions when attending conferences.

The Board of Commissioners of the Plainfield Park District ("Board"), in order to advance the education and professionalism of Board members and staff, authorizes attendance at certain educational conferences, workshops, and seminars that may require travel outside of the District. The purpose of this policy is to provide guidelines for travel authorization and expenses with the goal of conserving travel funds for providing uniform treatment for persons to attend.

The Board will fund employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel incurred on behalf of the Park District. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

The District's objectives are to permit travel arrangements that:

- Conserve travel expenses
- Provide uniform treatment for employees
- Adhere to the plan adopted in the budget
- Result in prompt approval and recording of District expenses

Definitions

"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 District or by wards or charges of the District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Authorized Types of Official Business

Travel, meal and lodging expenses shall be funded for employees and officers of the District ("Travelers") only for purposes of official business conducted on behalf of the District, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties. If you are unsure whether an expense is allowable under this policy, please contact the Executive Director.

Categories of Expenses

All applicable expenses that are categorized under the U.S. General Services Administration (GSA) regulations shall have a maximum that is not to exceed the provided listed amount in place at the time the expense is incurred. This stated information is located at www.GSA.gov.

Airfare

Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. 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 traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds. The District will also reimburse baggage fees up to one bag each way, if not already included in the airfare.

Personal Automobiles

Mileage reimbursement will be issued in accordance to Section 4-7 of the Employee Policy Manual. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.

Automobile Rentals

Travel expenses incurred for the cost of renting an automobile including gasoline expense will be funded for approved business travel only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental District. Car rental insurance will cover the vehicle during personal use i.e. using the vehicle after the conference has ended. Compact or mid- size cars are required for two or fewer employees or officers traveling together and a full- size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.

Public Transportation

In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is allowable with adequate receipt documentation as long as total daily expenses do not exceed the then-current per diem rate established by the GSA.

Other Transportation

The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.

Hotel/Motel Accommodations

The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. 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 District business. If a conference or corresponding activities, for example, open on a Sunday evening and close Thursday noon, reimbursement for Sunday through Wednesday night would be allowed. 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 District unless approved by a vote of the Executive Director.

Meals

Meal reimbursement is established per city in accordance with GSA. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. When arrival to a conference is after 5pm or when departure from a conference is before 5pm, the traveler will receive a partial day allotment; beyond that timeframe it is considered to be a full day allotment.

Vacation in Conjunction with Business Travel

In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.

Accompanied Travel

Personal Travel/Travel Companions: A family member or friend may accompany the traveler on business travel, at their expense, when the presence of a companion will not interfere with successful completion of business objectives. Additional or incremental expenses arising from such non-business travel are the responsibility of the traveler. Where air travel is used, the employee must provide a comparison of the cost of travel for the entire trip versus the cost of travel for only the business purpose of the trip. For example, and not in limitation of the foregoing, if the business purposes for a trip extend from Wednesday to Friday, but the personal component of the trip extends to Sunday, the traveler must provide a comparison of the airfare for both Wednesday to Friday and Wednesday to Sunday for price comparison purposes.

Parking

Parking fees at a hotel/motel will be reimbursed only with a receipt.

Entertainment Expenses

No employee or officer of the District shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

Alcohol

No alcohol purchases will be paid for by the District.

Accidents

The traveler who is involved in an accident while traveling on business must promptly report the incident to their immediate supervisor or the Executive Director.

Gift Ban Policy

Employees and elected officials must follow the Ethics Policy located in the Employee Policy Manual.

Approval of Expenses

Expenses for Officials or Employees Other than Members of the Board.

Meals, incidentals, and lodging expenses incurred by any official or employee in excess of the then-current per diem rate established by the GSA must be previously approved in an open meeting by a majority roll-call vote of the Board.

Other Expenses

All other expenses that do not fall within Approval of Expenses are subject to the Executive Director's approval.

Documentation of Expenses

Before an expense for travel, meals, or lodging may be approved, the following minimum documentation must first be submitted, in writing, to the Executive Director on a Travel, Meal, and Lodging Request Expense form:

- 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 for 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.

Travel, Meal, and Lodging Expense Report Form

The Park District hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Report form attached hereto and incorporated herein as Appendix G. The estimate of travel, meals, and lodging should be completed, submitted, and approved if required prior to attendance at a conference or seminar. Any additional reimbursement, requiring approval, shall be submitted with accompanying receipts within sixty (60) days following the conclusion of the last day of attendance.

4.9 Education, Training & Professional Memberships

Introduction

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

In the best interest of the District, employees may attend professional conferences and seminars and belong to professional associations as budgeted and approved by the Director. Such activities should further the insight of staff into better ways to operate and provide recreational activities to the public.

Employees are encouraged to discuss advancement and professional development opportunities with their immediate supervisor. When possible, authorization may be given for attendance at conference, seminars, workshops, conventions and technical meetings and participation in professional organizations that are related to the employee's position within the District.

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

Conference Attendance

Attendance at and participation in professional seminars, conferences, conventions, workshops and technical meetings is considered part of the administrative and supervisory staff's normal duties. Employees attending conferences or conventions may be required to submit a written report summarizing the ideas or methods discussed at the meeting. Reimbursement for attendance expenses will be 100% of approved expenses.

Educational Assistance

Eligibility

Full-time, exempt level employees performing their job satisfactorily are eligible for this benefit. Individual courses or courses that are part of a degree must be related to the employee's current job duties or a foreseeable future position within the organization. Interested employees should consult with their Department Director. District resources are limited and requests will be evaluated by the Department Director and the Executive Director.

Reimbursement

The District will reimburse the employee for 100% of the of the tuition expense per approved course.

Maximum reimbursement per individual is \$3,000 per fiscal year or a \$12,000 maximum in the lifetime of employment with the District.

Documents required for each reimbursement are:

- 1) Proof of payment
- 2) Proof of successful course completion; grade of C or better
- 3) Approval of course by Executive Director

Any amount reimbursed by the District will be done through a payroll system and will be subject to applicable taxes, including withholdings.

If an employee resigns from the District within two years after the educational reimbursement was approved, the employee will be required to reimburse the District all tuition expenditures made for the employee for courses within 90 days of their separation of employment.

Memberships

Professional Organizations

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

Participation in association activities during normal working hours must be approved in advance by the employee's immediate supervisor.

The District will pay 100% of the cost of memberships for Full-time Exempt Employees with approval by Department Director and Executive Director.

It is the responsibility of each employee and their supervisor to determine the appropriate organizations, ensure adequate budget for expenditure and initiate membership/payment of dues.

Service Organizations

The District will pay 100% of a service organization membership for any Full-time Exempt Employee. A service organization which is identified as a goal/contribution to better our community involvement as a representative of the District. Membership in these organizations must be approved by the Department Director and Executive Director.

4.10 Use of District Programs

Full Time

All full-time employees, spouse and legal dependents may participate in District recreation group programs at no cost, excluding contractual programs and trips. Full time employees will pay the direct cost of District provided services. Fitness and Pool membership are provided at no cost to full time employees, the employee's spouse, and the employee's legal dependents.

Part Time

All Part time employees who meet eligibility will earn employee credits to be redeemable for the direct cost of District provided services for the employee, the employee's souse, and the employee's legal dependents.

A choice of a fitness or pool membership is provided at no cost to part time employees.

Eligibility is based upon working one of the following hour increments:

- 1) More than 1000 hours in a calendar year and completion of one (1) year of employment. The annual credit limit is \$300 and is available for use in the year after earned.
- 2) More than 500 hours in a calendar year and completion of one (1) year of employment. The annual credit limit is \$150 and is available for use in the year after earned.

Employee credits are not considered payable benefits and may not be used once employment is separated.

Seasonal

A choice of Fitness or Pool membership is available per employee.

Registration

Employees wishing to participate in recreation programs at the discounted rate may contact the Guest Services Supervisor.

SECTION 5 – Employee Conduct

5.1 Introduction

District employees are expected to demonstrate the core values of personal and professional integrity, honesty, and responsibility in their daily work performance. Employees **are expected** to treat District patrons and co-workers honestly, fairly and courteously. To ensure we provide a safe, orderly and efficient operation, all employees are expected to review these policies and act accordingly.

Compliance with District Policies and Procedures

You are required to comply with all policies, rules and procedures established by the Board, Director, Administrative and Supervisory Employees, and your Immediate Supervisor.

Compliance with Supervisory Direction

You are required to comply with the directives of your Immediate Supervisor, Department Director, and the Executive Director in the performance of your duties.

Expeditious and Diligent Performance of Duties

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

Cooperation/Courtesy

If a part of a team providing services for the benefit of the public, you must cooperate with fellow workers and the public in order to achieve a high standard of work performance. You must treat fellow workers and the public with respect and courtesy. Wrongful conduct, including without limitation, insubordination, which creates employee divisiveness, loss of morale or work place disruption will not be condoned.

Accurate Records

Every report you produce or record you maintain is important to the administration of the District and must be accurate and complete.

Suspected Employee Misconduct

If you reasonably suspect or you know that another District employee is engaged in or has engaged in unlawful conduct while on duty, you must report such misconduct together with any supporting information to the Executive Director.

Acting in Park District Interest

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

Lockers, Desks and Other District Property

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

5.2 Work Rules

The District has established a list of work rules considered prohibited conduct. These are reasonable rules of conduct which must be followed in any organization to ensure a safe, productive and effective work environment for all employees.

Below is a non-exhaustive list of examples of the types of conduct which could result in disciplinary action, up to and including termination without prior notice/warning, for a single offense. This list and the disciplinary action associated with violating the policy does not change the employment at-will relationship between the employee and the District. The District reserves the right to discipline its employees for any legitimate performance reason.

- 1) Use, possession, sale, purchase or being under the influence of alcohol or drugs (including cannabis, with or without a prescription) at any time on District premises, while on duty, operating District-owned vehicles or equipment, acting on behalf of the District, or while on District business. Violation of the Drug and Alcohol Policy.
- 2) Theft, embezzlement, fraud or unauthorized possession of the District's property.
- 3) Possessing or using firearms or other dangerous weapons or materials on District premises.
- 4) Personal acceptance of gifts, money or service of monetary value from customers, contractors or elected officials.
- 5) Gambling on District premises.
- 6) Conviction of a felony while employed by the District as stated but not limited to the Illinois Park District Code that negatively affects the employment relationship, the reputation of the District, or the employee's ability to perform their duties.
- 7) Disorderly or negligent conduct while performing duties.
- 8) Dishonesty; falsifying or providing misleading information of District records or reports.
- 9) Release of confidential information regarding the District and District business.
- 10) Fighting or threatening violence or the action of verbal, written or physical assault in the workplace. Additionally, the actions of threatening, intimidating, coercing, interfering, harassing, or using profanity towards anyone (the public, contractors, supervisors, co-workers)
- 11) Willful and reckless damage to District property or property of others.
- 12) Insubordination or refusal to perform duties.
- 13) Failure to complete, or grossly incompetent or negligent performance of a work assignment.
- 14) Non-compliance with or disregard for safety rules, practices or engaging in conduct that is considered unsafe in nature.
- 15) Any other conduct on the part of the employee that the District believes has created or may lead to the creation of a situation that may impact the safety of any employee or customer.

5.3 Proper Dress and Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the District presents to customers and visitors.

During business hours or when representing the District, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted business standards.

Your Supervisor or Department Director is responsible for administering the dress code identified for your position. If your Supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your Supervisor if you have questions as to what constitutes appropriate appearance.

A guideline has been established; See Dress Code, **Appendix B**.

All Supervisors will enforce uniform and/or dress code requirements. Disciplinary action may be taken if established guideline is not followed. Special accommodations or exceptions may be made and approved by Supervisors. If you require a reasonable accommodation to this policy, please submit a written request to your Supervisor.

5.4 Cell Phone Policy

General Cell Phone Usage

Pursuant to state law, employees are specifically prohibited from accessing electronic mail or the Internet, text messaging or operating any electronic communication devices, such as a laptop or tablet, while driving. This includes composing, sending or reading e-mails, text messages and social media communications while operating a vehicle on a roadway. In addition, cell phone use while driving is prohibited except when in hands-free mode (except in a school safety zone or in a construction or maintenance speed zone). An employee, who is charged with a traffic violation resulting from their improper use of a cell phone while driving, will be solely responsible for all liabilities that result from such actions. It is the intent of the District that this policy shall be consistent with any current or amended statute relevant to cell phone usage. Any violation of state law as to cell phone usage shall also violate this policy.

District Issued Cell Phones

The District may issue a business cell phone to an employee for work related communications. Each cellular phone is allotted a certain number of minutes or texts (i.e. package), either individually or as part of a group rate plan.

If an employee abuses a District cell phone for personal use, or his or her minutes are found to be in excess, he or she will be required to reimburse the District for any charges that result in cost to the account over the package limit. Continued abuse may result in disciplinary action up to and including termination.

Certain etiquette is expected to be exercised when using cell phones. An employee should switch the cell phone to the vibrate setting when at meetings or other important functions and refrain from answering calls. An employee should always identify him or herself when answering a cell phone call. After the receiver responds, the sender may proceed with the phone call. An employee may elect to forward calls from the cell phone to his or her land-line phone, or vice versa.

Because the cell phone is District property and to ensure that the use of cell phones is consistent with the District's legitimate business purposes and interests, no employee has any right to privacy when using the District's cell phone. Authorized District representative(s) may monitor the use of the District's cell phone equipment from time to time in the ordinary course of its business. The District reserves the right to access and disclose all messages, both voice and text transmitted and received over such systems, as it deems appropriate. Further, billing statements may be reviewed to ensure non-abuse of the cell phone. Employees waive any right to privacy when using the District's cell phone and by their continued employment and use, consent to the access and disclosure of voice messages by authorized District representative(s).

An employee in possession of a cell phone is expected to protect the cell phone from damage or loss. An employee will be held responsible for the cost of the cell phone or the cost of repair if it is lost or damaged as a result of the employee's gross negligence or willful or wanton actions.

Personal Cell Phones

The District provides cell phone stipends to certain full and part-time employees in key positions. The District expects employees to exercise care and good judgment while using cell phones and to comply with the following guidelines regarding their use while on the job.

While at work employees are expected to have minimal personal use of cell phones and to keep them on silent mode.

Excessive personal calls or texting during the work day interfere with employee productivity and are distracting to others. Employees are asked to refrain as best as possible in making non-emergency or non-

urgent personal calls during the work day. Excessive usage of cell phones for personal business while on the job may result in disciplinary action.

The District will not be liable for the loss of personal cell phones brought into the workplace.

Keep in mind that records for business calls or texts are subject to Freedom of Information Act (FOIA) disclosure. By accepting reimbursement for cell phone usage, District employees acknowledge requirements under FOIA regulation and consent to the review of all records associated with such use in response or required by a FOIA compliance officer.

Use of Cell Phones While Away from the Job

Employees who receive a cell phone stipend are expected to respond to District calls within an hour as stated by their direct supervisor.

Stipends for Personal Cell Phone Use

Employees who have been approved to use their personal cell phone for business will receive an amount as set by the Board per month, determined by their position.

Criteria to determine eligibility include: number of staff supervised, frequency of emergency calls expected, availability required for nights and weekends, time spent away from primary facility, need for data availability and other criteria as determined by Executive Director.

All cell phone stipends must be approved by the Executive Director.

5.5 Security and Keys

In the interest of safety and protection of property, strict control over access to District property, work locations, records, computer information, cash and other items of value or confidential nature must be maintained. Employees who are assigned keys, safe combinations or other access to District property in connection with their job responsibilities must exercise sound judgment and discretion to protect against theft, loss or negligence. Employees must immediately report any loss of items to their immediate supervisor. Failure to do so may result in disciplinary action, up to and including termination.

Items may not be transferred from one employee to another without the prior written authorization by the appropriate Director. Any District keys issued to or otherwise obtained by an employee remain the property of the District and must be immediately returned to the District upon request of an employee's supervisor or upon the employee's separation from the District.

5.6 Anti-Violence-Weapons Policy (Concealed Carry)

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

Weapons include visible and concealed weapons, including those for which the owner has necessary permits. Weapons can include firearms, knives with a blade longer than three (3) inches, explosive materials or any other objects that could be used to harass, intimidate, or injure another individual, including but not limited to employee, manager, or supervisor.

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

Concealed Carry Prohibited

All property controlled by the District is a "prohibited area" under Section 65 of the Illinois Firearms Concealed Carry Act and thus, concealed carry in or on any property controlled by the District is not authorized by Illinois law. Accordingly, and in all events, concealed carrying is not an exception to this policy.

Weapons Prohibited

Except as specifically provided herein, no District employee except duly authorized law enforcement personnel, may wear, carry, store, transport, or otherwise possess a weapon at any time while on or in District property, whether on duty or off duty, or while performing any duties for or on behalf of the District, whether on, in or off District property.

Except as specifically provided herein, no District employee may use a privately-owned vehicle for District business if that vehicle contains a firearm of any type or size, whether loaded or unloaded.

District property for the purposes of this section means every building and property, or portion of a building or property, owned or leased by or otherwise under the control of, the District. District property also includes every District-owned or leased vehicle.

Inspections

District representatives may inspect or search any workplace area or any District property at any time for the presence of a weapon.

Violations

Any violation of this policy by a District employee will subject the employee to severe discipline, up to and including termination and/or arrest.

Any District employee who sees or perceives a violation of this policy must report that violation to his supervisor or any District Supervisor. No District employee should take any action that will risk his safety or the safety of others.

Public Safety and Concealed Carry Act exceptions

Nothing in this policy prohibits an employee, non-employee invitee or visitor on District property from possessing or using a weapon as an occupational requirement of a public safety position, including the position of police officer, or work assignment, or as authorized by applicable federal or state law.

Also, nothing in this policy prohibits an employee possessing a valid license under the Firearm Concealed Carry Act, 430 ILCS 66/1, et seq., from carrying a concealed firearm and/or ammunition on or about his person within a vehicle into a District parking area, provided that, before the employee leaves the parked vehicle, the firearm and ammunition are stored and concealed within the locked vehicle, or locked container within the vehicle, out of plain view within the vehicle in the parking area. An employee with a concealed

carry license may carry a concealed firearm in the immediate area surrounding his or her vehicle within a District parking area only for the limited purpose of storing a firearm within or retrieving a firearm from the vehicle's trunk, provided that the licensee ensures that the concealed firearm is unloaded prior to exiting the vehicle. For purposes of this policy, "case" includes a glove compartment or console that completely encloses the concealed firearm and/or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other enclosing container.

5.7 Political Activity

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

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

Employees are also prohibited from interrupting or disturbing other employees while they are on duty. At no time shall an employee or elected official require an employee to perform political activities as part of duties, condition of employment or during compensated time-off.

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

5.8 Solicitation, Distribution and Use of Bulletin Boards

Employees may not solicit any other employee during working time, nor may employees distribute literature on District premises, which includes all areas where employees perform their assigned work tasks, during working time. Under no circumstances may an employee disturb the work of others to solicit or distribute literature to them during their working time.

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

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

- Notices containing matters directly concerning District business.
- Announcements of a business nature which are equally applicable and of interest to employees.

All posted material must have approval from facility supervisors/manager. All employees are expected to check these bulletin boards periodically for new and/or updated information and to follow the rules set forth in all posted notices.

5.9 Gifts

District employees must not solicit or accept any gift, gratuity or other reward from any person, business or entity that is doing business with the District or is attempting to secure business from the District. Further, employees must not solicit or accept, gifts, gratuities or other rewards, except as otherwise provided in this section.

If someone offers or gives you a gift as a result of your position as a District employee, you must report it to the Executive Director. The Executive Director must report any offers or gifts made to the Executive Director to the Chairman of the Governance & Accountability Committee of the Board. This policy does not apply to gifts received from a personal nature as stated in the District's Ethics Ordinance.

If you are in doubt about any provisions of this section, contact your Department Director. This policy applies to all employees. Retention of any gift will be conditional upon the approval of the Executive Director after consultation with the appropriate Department Director. Failure to properly report a gift, gratuity or other reward may subject you to disciplinary action up to and including termination. See Ethics Ordinance, **Appendix C**.

5.10 Conflict of Interest

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

The District recognizes an employee's right to engage in private activities unrelated to and outside of their employment. However, the employee must disclose any possible conflicts so that the District may assess and prevent potential conflicts of interests from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (*i.e.*, spouse, children, step children, parents, step-parents, in-laws, step-siblings) as a result of the District's business dealings.

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

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones which most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he/she should immediately contact the Director to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

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

SECTION 6 – Disciplinary Action and Grievance Process

6.1 Disciplinary Actions

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

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

Although not required or guaranteed, progressive discipline may be used if deemed appropriate by the District. An employee may be dismissed, however, after a progressive disciplinary action has not changed any substandard performance or misconduct on their part. Disciplinary actions may range from verbal to termination. This means that, as a general rule, employees will be given an increasingly severe penalty each time an offense is committed. Some types of misconduct, however, are so intolerable that termination may be imposed for the first offense.

Verbal Warnings

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

Written Warnings

Written warnings may be issued by a direct supervisor(s). Written warnings consist of a conference between the employee and the supervisor imposing the warning, and a written memorandum expressing disapproval of conduct or poor work performance and/or attendance and warning the employee that repetition of the conduct or failure to improve may result in more severe discipline including discharge. Written warnings will be used for poor work performance, poor attendance, or repeated misconduct of a minor nature or for more serious misconduct which in the District's opinion does not warrant suspension or discharge.

The employee is required to sign the written warning indicating receipt of the warning and understanding of the reason for the warning. The employee will also be given an opportunity to provide written comments on the form. If the employee refuses to sign, another Management staff member or Human Resources will be asked to witness the refusal. A copy of the written warning will be placed in the employee's personnel file.

Suspension / Administrative Leave

A suspension or administrative leave is defined as temporarily relieving an employee from duties. Depending on the circumstances, the type of action, a suspension (without pay) or administrative leave (with pay), will be determined and duration of such action will be at the discretion of the Executive Director.

The supervisor imposing this type of action will meet with the employee and provide a written memorandum outlining the details, including without limitation, the reasons for and duration of the suspension/administrative leave. During this meeting, the employee will be given an opportunity to respond to the reason(s) for the suspension.

Investigatory suspensions or administrative leaves may be used in cases where it is necessary to investigate a situation to determine what further action is justified. This allows the supervisor ample time to review the situation with reporting manager to determine appropriate course of action. Once the investigation is complete and an employee is determined to have not violated a policy or procedure, the employee may be returned to their position, paid for lost time and appropriate documentation placed in a confidential file explaining the situation in detail. If the employee is found in violation of a policy or procedure, then appropriate action will be taken and the employee will be notified accordingly.

The employee is required to sign the written notice of the suspension/administrative leave indicating receipt and understanding of the reason(s) provided in the memorandum. The employee will also be given an opportunity to provide written comments on the notice. If the employee refuses to sign, another Management staff member or Human Resources will be asked to witness the refusal. A copy of the notice will be placed in the employee's personnel file.

Termination

An employee may be terminated for any lawful reason at any time. All District employees serve at the will of the District.

Generally, if an employee is dismissed that individual will receive written notice of the reasons for the dismissal including effective date and time of dismissal. Under ordinary circumstances, the supervisor will meet with the employee, explain the reasons for the dismissal, and offer the employee an opportunity to respond. The employee is required to sign the written notice of the action indicating receipt of the notice and understanding of the reason for the dismissal. If the employee refuses to sign, another Management staff member or Human Resources will be asked to witness the refusal. A copy of the notice will be placed in the employee's personnel file. You may further respond to those charges, if any, through the formal review procedure outlined below.

*Regardless of the progressive discipline plan outlined above, there are certain types of misconduct that are serious enough to justify immediate suspension or termination without prior disciplinary action. While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct section (5.2) of this Manual includes examples that may result in immediate suspension, termination or other disciplinary action. The district reserves the right to terminate or impose discipline with any employee as considered necessary based upon individual situation and circumstances.

6.2 Grievances and Disciplinary Appeals

If an employee has a concern or grievance regarding working condition, salary or other matters relating to their job or would like to appeal disciplinary procedures, he/she should act as follows:

The employee should first discuss this with their immediate supervisor.

If the supervisor cannot offer a solution satisfactory to the employee, or if the employee is not comfortable approaching his/her immediate supervisor with the problem or concern, an appointment for a conference with the supervisor's Director or Human Resources should be made so that the employee, the supervisor (if applicable) and the Department Director/Human Resources can discuss the problem.

If this conference does not give satisfaction to the employee, the Executive Director will evaluate the problem. After the Executive Director's review, he/she will determine the best solution. The Executive Director's decision on the matter is final.

If there is a concern between the Department Director and the Executive Director, a conference with the Department Director, Executive Director and Human Resources may be held to discuss the problem. Deputy Director has the ability to evaluate the situation and approach the District's Board of Governance & Accountability Committee in an effort to resolve the concern.

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

SECTION 7 – Separation of Employment

7.1 Employment at-Will

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

7.2 Voluntary Separation

An employee may resign at any time, with or without notice or cause. The District requests, however, that the employee give his or her immediate supervisor a written notice to enable the District to minimize departmental hardship and to make provisions to fill the position. That notice will not prevent the employee from resigning in good standing at any time during the notice period. The District makes no promise of rehire or future employment to any employee who voluntarily resigns.

7.3 Retirement

Eligible employees may retire for the purpose of collecting retirement or Social Security. Employees should contact Human Resources as soon as he or she has made the decision to retire so that the appropriate paperwork can be completed in a timely manner. In order to best prepare a successor, the District requests that employees give a written notice prior to the last work day.

7.4 Involuntary Termination

Discharge or involuntary termination is when an employee who is suited for and capable of performing the work, is terminated for violating any of the District's reasonable rules of conduct or for continued poor performance.

In every case of termination of employment, it will be the District's objective to make the separation as amicable as possible for both the employee and the District. It is best that the terminating employee take with him/her into the community a feeling of goodwill toward the District regardless of how satisfactory or unsatisfactory they may have been as a worker.

7.5 Layoffs

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

7.6 Termination Date

For the purposes of effectively closing out an employee's record with the District, the termination date will be the last actual work day. Earned/unused paid benefit time will not be used to substitute for actual work time to meet that termination date.

7.7 Vacation and Benefit Concerns

Upon separation, unused earned vacation leave will be paid to the employee at the rate of pay as of the separation date. Group insurance benefits will terminate on the last day of employment. Health insurance may be continued under applicable law, notice of which will be provided to the employee. Questions regarding benefits should be addressed with Human Resources.

7.8 Exit Meeting

If possible, and under ordinary and usual circumstances Human Resources will conduct an exit meeting to discuss such issues as employee benefits, conversion privileges, repayment of debts, and return of District property. Suggestions, concerns and feedback are welcome as well and will be shared with Human Resources, your direct Supervisor and the Executive Director

7.9 Return of District Property

Before officially separating from the District's employment for any reason, all District property, including without limitation: vehicles, tools, keys, uniforms, equipment, credit cards, and identification cards, must be returned to direct Supervisor. Failure to return items may prevent the employee from resigning in good standing.

7.10 References

Information provided by the District in response to requests for employment references will generally be limited to the employee's start date, end date, job title and job description. The employee must complete and deliver a written release to Human Resources before any additional information will be provided to prospective employers.

SECTION 8 – District Property & Facilities

8.1 Use of District Information, Property and Equipment

The protection of the District's business information, property and all other District assets are vital to the interests and success of the District. Except in the ordinary course of performing duties for the District, or otherwise permitted, no District property may be removed from the District's premises. Accordingly, when an employee leaves the District, the employee must return to the District all related District information and property that the employee has in his/her possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment or office supplies. Violation of this policy is a serious offense and may result in appropriate disciplinary action, up to and including termination.

No employee, elected official or member of the public may use District property for personal use without proper authorization from the Executive Director. No District property may be released for personal use without the prior written approval of the Department Director who is responsible for the equipment or property.

For the purpose of this section, District property is defined as buildings, vehicles, facilities, grounds, tools, implements, building materials, electronic equipment, recreation and rental equipment and all other property owned, leased or in the possession of the District. In addition, the use of some District property may require permits, waivers and releases. The employee will be responsible for the full cost of repair or replacement of property, in the sole discretion of the District that is damaged or lost while it is in the employee's care and custody.

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

The District's equipment, such as telephones, cell phones, mobile devices, postage, facsimile and copier machines, is intended for business purposes.

8.2 Computer Network and Internet Access – ePolicy

Computers and other electronic and telephonic communications systems are for the benefit of the District and its customers, and should not be used for personal, non-business-related communication. Every employee has a responsibility to maintain and enhance the District's public image and to use these systems in a productive manner.

To ensure that all employees remain responsible computer, Internet and email users, the District adopts the following policy regarding such use.

General Guidelines and Principles for Network and Systems

All electronic communications, as well as the equipment and stored information transmitted, received, or archived, are and remain at all times the property of the District and are intended for business use.

Disclaimer of Liability for Use of Internet

The District is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contain millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an email address on the Internet may lead to receipt of unsolicited email containing offensive conduct. Users accessing the Internet do so at their own risk.

No Expectation of Privacy

The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the District and may only be used for business purposes.

Monitoring Computer Usage

The District has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing email sent and received by users.

Blocking of Inappropriate Content

The District may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by District networks. In the event you nonetheless encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to District blocking software.

General Guidelines and Principles for Email and Voicemail systems

The email and voicemail systems are the property of the District. Both have been provided for use in conducting District business. All communications and information transmitted by, received from, or stored in these systems are District records and property of the District.

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

- The telephone system is intended for District business. Employees should practice discretion when making personal calls; long distance and toll calls considered personal are prohibited.
- Employees are not authorized to retrieve, read or listen to any messages that are not sent to them. Any exception to this policy must receive the prior approval of the Executive Director.
- The District's policies against sexual or other harassment apply fully to the email and voicemail systems, and any violation of those policies is grounds for discipline up to and including termination.
- The email and voicemail systems may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job-related solicitations.
- The email and voicemail systems shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from District management.
- Users should routinely delete outdated or otherwise unnecessary emails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.
- Employees are reminded to be courteous to other users of the systems and always to conduct themselves in a professional manner.
- Any employee who discovers misuse of these systems should immediately contact his/her Department Director or the Executive Director.
- Violations of the District's email and voicemail policy will result in disciplinary action, up to and including termination.

As with any policy, the District reserves the right to modify this policy at any time, with or without notice.

General Guidelines and Principles for Social Media

In general, the District respects the right of employees to use social networking, personal websites and weblogs as a medium of self-expression. If you choose to identify yourself as a District employee and discuss matters related to our District, staff or patrons on your website, weblog, or other online social network (e.g., Facebook, YouTube, LinkedIn), please proceed with caution and discretion. Although your website, weblog, or any other medium of online publishing may be a personal project conveying your individual expression, some people may nonetheless view you as a de facto spokesperson for the District. In light of these possibilities, we ask that you observe the following guidelines:

- Make it clear that the views you express are yours alone and that they do not necessarily reflect the views of the District. Only those employees officially designated by the District have the authorization to speak on behalf of the District. To help reduce the potential for confusion, we suggest that you put the following notice — or something similar — in a reasonably prominent place on your site (e.g., at the bottom of your “about me” page):

The views expressed on this website/weblog/social network are mine alone and do not necessarily reflect the views of my employer.

- While it is not necessary to post this notice on every page, please use reasonable efforts to draw attention to it — if at all possible, from the home page of your site.
- Be careful to avoid disclosing any information that is confidential or proprietary to the District (including our patrons, staff, partner agencies/affiliates or vendors), to any third party that has disclosed information to us.
- Posting photos of District participants is not authorized on personal social media sites.
- Since your site, blog or other posting is in a public space, you should refrain from making statements about the District, staff, patrons or others that would violate the District's Non-Discrimination and Anti-Harassment and workplace violence policies.

When using District computers, you are subject to both the District's Computer Network and Internet Access – ePolicy.

The District trusts and expects staff to exercise personal responsibility whenever they participate in social media. Consider content carefully and be judicious in disclosing personal details.

Blogs, wikis, virtual worlds, social networks or other tools hosted outside of the District's intranet environment should not be used for internal communications among fellow employees.

Exception to Restriction on Employee Communications. Nothing in this Policy shall be construed to prohibit employees from using communications systems (whether District-owned or personal) to engage in protected, concerted activities during non-working time (*i.e.*, during authorized break or meal periods). In this regard, it is important to understand that protected, concerted activities generally do not include such communications as threats, harassment in violation of law or District policy, communications involving illegal activity, political activity in violation of law or District policy, personal commercial ventures, and other communications that are both prohibited by District policy and not protected by applicable laws relating to the legal right of employees to engage in protected, concerted activities.

If you have any questions about these guidelines or any matter related to your site that these guidelines do not address, please direct them to your immediate supervisor.

8.3 Security Cameras

The District reserves the right to install security cameras and monitor work areas with security cameras for specific job business-related reasons, such as security, theft protection, or protection of proprietary information.

The District will ensure that such action complies with federal and state laws, including privacy protections.

Employees should not have any expectation of privacy in work-related areas.

Employee privacy in non-work areas will be respected to the extent possible. The District's reasonable suspicion of onsite drug use, physical abuse, theft, or similar circumstances would be possible exceptions.

Security camera monitoring and recording are not for employee policy enforcement. However, if during the monitoring or recording of other activities an employee is found violating District policy, supervisors may take appropriate action.

Employees should contact their supervisor or Human Resources if they have questions about this policy.

8.4 Vehicle Policy

When using District vehicles and equipment, employees are expected to have or obtain appropriate authorization, exercise care, and follow all operating instructions, safety standards and guidelines as outlined in the Vehicle Usage Policy in the Risk Management Policy and Procedure Manual.

Employees who fail to comply with the District Vehicle Usage Policy will be subject to disciplinary action up to and including termination.

Regulations regarding any vehicle operated on District Business

Use of any vehicle for District business must be authorized by your immediate supervisor. Employees operating any vehicle for District business must possess a valid, unexpired and not under suspension driver's license with the proper classification for the type of vehicle being operated and provide proof of such license upon request. You must notify your immediate supervisor if the status of your driver's license changes.

Employees are required to obey all traffic regulations and laws applicable to the use of motor vehicles including, but not limited to, use of seat belts, the "headlight law", where vehicles must have their headlights on when their windshield wipers are on, and the use of electronic communication devices including cell phones, personal digital assistants, and mobile/portable computers.

All accidents must be immediately reported to your immediate supervisor and include a copy of the police report, where applicable.

No employee may be under the influence of alcohol, illegal substances or legal drugs while operating any vehicle for District business. "Under the influence" means that the employee is affected by alcohol or drugs in any determinable manner. For purposes of this policy, a determination of being under the influence can be established by a professional opinion, a scientifically valid test, a lay person's opinion, or the statement of a witness.

Employees are specifically prohibited from accessing electronic mail or the Internet, text messaging, or social media communication while driving. This includes composing, sending, or reading an electronic message while operating a vehicle on a roadway. However, this prohibition does not apply to employees engaging in electronic communications via their cellular telephones in hands-free or voice-activated mode.

Regulations regarding District-Owned Vehicles

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

District-owned vehicles may be taken home only when authorized by the Executive Director and only in cases where the employee is subject to emergency calls during off-duty hours. Employees operating District vehicles must be 18 years or older. District vehicles will not be used to transport District patrons unless the vehicle and employee are authorized to do so or in case of emergency.

Any employee who is required to have a Commercial Driver's License (CDL) as a condition of employment is subject to random drug and alcohol testing in accordance with the Department of Transportation regulations.

Employees are responsible for the care and conservation of District vehicles, and must promptly report any accident, breakdown or malfunction of any unit so that necessary repairs may be made.

The District has the right to search any District vehicle at any time, with or without notice. Certain District vehicles are equipped with global positioning systems (“GPS”). The District reserves the right to utilize GPS technology at any time for District-related purposes, including, but not limited to: determining unauthorized use of the vehicle, misuse of the vehicle, unsafe use of the vehicle, unauthorized or misuse of work time, and emergency assistance. Employees using any District vehicle for District purposes at any time (including conferences) should have no expectation of privacy regarding their whereabouts during working hours, when acting on behalf of the District at any time or otherwise when on District business.

No employee may be under the influence of alcohol, illegal substances or legal drugs, including recreational or medical marijuana, while operating any District-owned vehicle at any time, irrespective as to whether the use is for personal or District business. “Under the influence” means that the employee is affected by alcohol or drugs in any determinable manner. For purposes of this policy, a determination of being under the influence can be established by a professional opinion, a scientifically valid test, a lay person’s opinion, or the statement of a witness.

Employees are specifically prohibited from utilizing their cell phones while driving, except for engaging in electronic communications via their cell phones in hands-free or voice-activated mode.

Regulations regarding Personal Vehicles

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

Employees using their personal vehicle for District business are required to carry liability insurance on their vehicle in accordance with applicable law and may be asked to provide proof of this insurance. The District’s liability insurance is secondary to the employee’s own coverage. Using your personal vehicle to transport participants in any District programs is strictly prohibited.

Reimbursement for authorized use of personal vehicles will be predetermined by the standard mileage rate established by the IRS and will be considered payment for the use of the vehicle, insurance and all other transportation costs. In order to qualify for reimbursement, you must secure prior written approval from your immediate supervisor, provide proof of the mileage used for District business and provide proof that the vehicle was used on District business.

8.5 Search of Lockers, Desks and Other District Property

Employees should understand that while certain District-owned property such as desks, lockers and vehicles are available for their use, they remain the property of the District and are subject to inspection, with or without notice and with or without consent. Employees should not have any expectation of privacy regarding District property. Employees are not permitted to store any wrongfully obtained illegal or prohibited items or substances in or on District property or otherwise misuse District property.

When deemed necessary and at the District's discretion, District-owned property and employee work areas may be subject to a search without notice. Employees are required to cooperate. Any property belonging to the District is subject to search if it is reasonably suspected that the property holds or contains any illegal or prohibited items, missing or stolen District funds or property, or other legitimate District needs.

SECTION 9 – Safety in the Workplace

9.1 Introduction

It is the District's intention to comply with all applicable federal, state and local health and safety regulations and to provide a work environment as free as feasible from recognized hazards. Employees are expected to comply with all safety and health requirements, whether established by the District administration, the Park District Risk Management District (PDRMA) or by federal, state or local law. In keeping with this objective, safety policies and rules have been developed.

9.2 General Safety Policies and Rules

Safety while on the job is the responsibility of every District employee. With proper precautions, most accidents on the job can be prevented. It is every employee's responsibility to know and comply with all health and safety policies, rules and regulations, and to act in a safe manner. Carelessness, inattention, neglect and disregard for safety rules cause accidents. Therefore, you must at all times be careful, attentive, alert, and follow proper safety procedures. You are expected to be alert for safety hazards that may exist and could affect the general public or employees of the District. You are also responsible for reporting any unsafe equipment or condition to your immediate supervisor immediately upon your discovery of such condition. We must all work together to achieve a safe and healthy working environment. You should make certain that you do not create safety hazards and that safety hazards are eliminated.

It is the intent of the District to provide a safe working environment for you and a safe leisure environment for the public using our programs, facilities and parks. It is also the intent of the District to develop, implement and administer a safety and comprehensive loss control program. In all assignments, the health and safety of all persons should be the first consideration.

You are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. You should use your best efforts to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted and removed and accidents are investigated as appropriate. We are confident that with your help this program will be successful and we expect your cooperation and support.

Accordingly, all employees shall adhere to the following rules:

- 1) Horseplay and fighting will not be tolerated in the work place.
- 2) Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs will not be tolerated in the work place.
- 3) 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 1 and review the comprehensive Alcohol and Drug Abuse Policy.
- 4) 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.
- 5) Personal protective equipment must be used when potential hazards cannot be eliminated.
- 6) Equipment is to be operated only by trained and authorized personnel.
- 7) Periodic inspections of workstations may be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.
- 8) Any potentially unsafe conditions or acts are to be reported immediately to your immediate supervisor.
- 9) If there is any doubt about the safety of a work method, your immediate supervisor should be consulted before beginning work.
- 10) All accidents, near misses, injuries and property damage must be reported to your immediate supervisor, regardless of the severity of the injury or damage.
- 11) Failure to report an accident or known hazardous condition may be cause for disciplinary action up to and including termination.
- 12) All employees must follow recommended work procedures outlined for their job, department and/or facility.

- 13) 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.
- 14) Any smoke, fire or unusual odors must be reported promptly to your immediate supervisor.
- 15) If you create a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended.
- 16) Safety and restraint belts must be fastened before operating any motorized vehicle.
- 17) Employees who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals and markers and all applicable laws.
- 18) 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.
- 19) All employees must know departmental rules regarding accident reporting, evacuation routes and fire department notification.
- 20) Departmental and facility rules and procedures specific to departmental operations must be followed by each employee in the department.
- 21) Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as required.
- 22) Employees who violate the District's Safety Policies and Rules are subject to disciplinary action, up to and including termination.

9.3 Risk Management Committee Purpose and Rules

The purpose of the Committee is to improve safety and wellness at the facilities, programs, events and grounds for both patrons and employees. The Committee is responsible for making recommendations on how to improve safety and wellness in the workplace. The Committee is in place to help make safety and wellness activities an integral part of the District's operating procedures, culture and programs. The Committee reviews accident / incident reports and inspection forms. The Committee meets on an established date of every month. Committee meetings are open to all employees. If you should have any safety concerns that you wish to address with the Committee, please contact the Risk Manager or one of the Committee members.

Six (6) Representatives and one (1) At Large Representative from the following departments will be represented as part of the Committee:

- Risk Manager
- Human Resources Manager (Wellness Ambassador)
- Administration
- Parks & Planning (2)
- Recreation (2)
- Part-Time At Large

The Risk Manager shall select the members of the Committee. The length of the membership on the Committee is one year.

The Committee will:

- 1) Set reasonable safety goals and standards on an annual basis.
- 2) Plan and recommend policies and procedures affecting the development and administration of an accident prevention program.
- 3) Review statistical data, incidents, and reports of safety matters to determine the effectiveness of overall accident prevention efforts and to develop recommendations for improvement.
- 4) Furnish advisory opinions based upon reliable safety, research sources concerning new operations, techniques, mechanical protective equipment, and safety engineering specifications in the purchase of new equipment.
- 5) Make follow-up investigations of accidents and safety inspections, when appropriate.
- 6) Assist in review, preparation and publication of safety procedures.
- 7) Make policy recommendations concerning safety promotional efforts and provide for the communication of solutions to safety problems so that all personnel may benefit from shared experience.
- 8) Promote safety and first aid training for all employees so each employee will develop good safety attitudes and habits. This includes ensuring that CPR and First Aid Courses are conducted annually.
- 9) Assure compliance with State and Federal regulations regarding health and safety.

9.4 Reporting and Documenting Accidents/Incidents

It is critical to document each accident/incident which occurs within the District. While the first priority is providing medical attention for the employee injury, the second priority will be documentation. A detailed guideline is provided in the Risk Management Policy Manual.

9.5 Bloodborne Pathogens Policy

Employees are expected to understand and comply with the terms of the District's Bloodborne Pathogens and Communicable Disease Policy and guidelines, **see Appendix E**.

Appendices – Policies and Ordinances

APPENDIX A

PLAINFIELD PARK DISTRICT Identity-Protection Policy

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 Plainfield Park District to draft, approve, and implement this Identity-Protection Policy to ensure the confidentiality and integrity of Social Security numbers (SSNs) that the 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 passed in part to require the District and other local and State government agencies to assess their personal information collection practices and make necessary changes to those practices to ensure confidentiality. All District officers, employees, and agents 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 District.

“District” means Plainfield Park District.

“Person” means any individual in the employ of the 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 or purposes for which the District is collecting and using an individual’s SSN that the Act requires the District to provide when collecting a SSN or upon request by an individual. An example of a Statement of Purpose for the District is attached to this Policy.

III. STATEMENT OF PURPOSE

The District shall provide an individual with a Statement of Purpose anytime an individual is asked to provide the District with his or her SSN or if an individual request it.

IV. PROHIBITED ACTIVITIES

(a) Neither the 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 will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.
- (b) Except as otherwise provided in paragraph (c) below or unless otherwise provided in the Act, neither the 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 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 his or her 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 District facility.
 4. The collection, use, or disclosure of SSNs for internal verification or administrative purposes.
 5. The disclosure of SSNs by a State District to the District for the collection of delinquent child support or of any State debt or to the District to assist with an investigation or the prevention of fraud.
 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 District under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

V. COORDINATION WITH THE FREEDOM OF INFORMATION ACT AND OTHER LAWS

The 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 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 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.

VI. LIMITED EMPLOYEE ACCESS TO SOCIAL SECURITY NUMBERS

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs shall first be trained to protect the confidentiality of SSNs. The training will include instructions on the proper handling of information that contains SSNs from the time of collection through destruction of the information.

VII. EMBEDDED SOCIAL SECURITY NUMBERS

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

VIII. 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, however, that the District shall redact the SSN from such document if such law, rule, or regulation permits.

IX. AVAILABILITY OF POLICY

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

District employees who are required to use or handle information or documents that contain SSNs have been provided a copy of this Policy, which each shall maintain at all times. A copy of the Policy is available to all other employees and any member of the public by requesting a copy from the Deputy Director 815-436-8812.

X. AMENDMENTS

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

XI. EFFECTIVE DATE

This Policy becomes effective April 13, 2011

ATTACHMENT

STATEMENT OF PURPOSE FOR COLLECTION OF SOCIAL SECURITY NUMBERS BY THE PLAINFIELD PARK DISTRICT

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

Why do we collect your Social Security number?

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

Identity management; data collection; payroll; reporting; benefits purposes; reporting to authorized state and federal government agencies. Individuals who are affiliates or vendors will be required to provide a Social Security or Tax Identification number for mandated tax reporting purposes.

What do we do with your Social Security number?

We will only use your SSN for the purpose for which it was collected.

We will 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, see Section IV(a)(4) for a list of additional applicable items. 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 to the Plainfield Park District

Attn: Deputy Director
23729 W Ottawa St
Plainfield, IL 60544

APPENDIX B

Proper Dress and Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Plainfield Park District presents to customers and visitors.

During business hours or when representing Plainfield Park District, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards.

Your Supervisor is responsible for establishing a reasonable dress code appropriate to the job you perform. If your Supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your Supervisor or if you have questions as to what constitutes appropriate appearance.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Shoes shall provide safe, secure footing, and offer protection against hazards. Aquatic Crocs and flip flops are not allowed unless permitted by job duties.
- All apparel shall be clean and neat and free from stains, rips and tears at all times.
- All clothing must be appropriate for the assigned task. If position assignments change throughout the day attire should change as well. Department specific logo apparel shall be worn only by department staff and in the manner it is intended. Example: Pool staff shall not wear a Maintenance shirt during a work shift.
- Tying off, rolling, cutting / altering of issued staff apparel is not permitted. No midriff skin or intimate undergarments should be showing at any time.
- Bottoms may be appropriate pants, jeans (blue, black, tan, grey, or white) capris, shorts, or skirts. The following are not permitted:
 - Camouflage patterns
 - Athletic bottoms: Sweat pants, track pants, mesh or nylon shorts, yoga pants
 - Form fitting bottoms: compression pants, stretch pants
- Bottoms shall be properly fitted and worn at the natural waistline.
- Tank, tube, or halter-tops may not be worn under any circumstances.
- Staff identification (name badge or photo ID badge) is required to be worn at all times unless your job tasks prohibit wearing one due to safety hazards as designated by your supervisor.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Please use perfume, cologne, or fragrances, etc., in moderation and consideration of the employee's position, work environment and interaction with internal staff and external visitors. Due to allergies or sensitivity to fragrance staff or instructors are expected to limit their use upon request.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Visible tattoos, piercings and similar body art shall be appropriate for public display or may be requested to be covered by a Supervisor if potentially offensive to others or presents a safety issue to the employee or others.

Definitions

Business Dress

Business dress is defined as suits or a sport coat with tie paired with a button up collar shirt, dresses with or without jacket. When in Business Dress, a District logo pin should be worn.

Business Casual Dress

Business casual dress is defined as appropriate issued or purchased staff apparel; button down, open collar, or polo shirt or blouse; sweater or pullover. Appropriate slacks, dress pants, khakis or capri pants, shorts, skirts or dresses.

Logo Dress

Logo dress is defined as appropriate pants, jeans, capris, shorts, or skirts. Left Chest Pocked embroidered logo (Standard Park District, PARC, or Prairie Fit) issued or purchased apparel (unless otherwise designated by the Department Director), worn in the manner that it is intended. This does not include program, event or standard t-shirts, long sleeved t-shirts, hooded sweatshirts or zip-ups, crew-neck sweatshirts, or any clothing item that is deemed not categorized under this area upon issuance.

Casual Dress

Casual dress is defined as appropriate pants, jeans, capris, shorts, skirts, or sundresses. No alcohol, tobacco or firearms logos, or other deemed inappropriate logos, derogatory, explicit or inappropriate print will be allowed.

Classifications

Administrative/Managers/Supervisors

Logo Dress or Business Casual Dress is required. Business Dress may be required for some activities. Prior approval is required from your Supervisor if job duties require you to dress out of uniform.

Front Counter Staff/ Facility Attendants

Shall wear issued staff shirts with appropriate bottoms (Logo Dress) or Business Casual Dress. The only item of apparel that can be worn over is appropriate Logo Apparel.

Program Staff

Shall wear appropriate issued or approved staff shirt with appropriate bottoms unless an exception is made by the Supervisor due to program activity. Athletic or rubber soled shoes (as Supervisor designates) must be worn at all times. No open toed shoes may be worn. Baseball caps are permitted during outdoor instruction or activity only. Caps must be forward facing.

Parks/Maintenance

Must wear issued staff shirt. Denim jeans or canvas work pants/short (pending job task) appropriate to job duty must be worn in the color of blue or black at all times. Safety toe work shoes must be worn at all times. District issued head ware is acceptable, provided that they are worn in the proper manner. District issued outerwear must be worn when provided. All Personal Protective Equipment (PPE) will be supplied by the District and shall be utilized as required.

Specialized Programs

Staff for specialized programs or areas, such as group fitness, martial arts, fitness center, athletic classes, etc., may not have a uniform requirement due to program specific clothing needs (solid colors only). These staff will be required to wear clothing/uniform appropriate to the activity as defined and approved by the Supervisor. Baseball caps are permitted during outdoor instruction or activity only. Caps must be forward facing.

On-site In-Services and Training / Outside Meetings and Training

When attending an in-service or training outside of regularly scheduled hours, Casual Dress apparel shall be worn, unless otherwise stated.

All off-site meetings and trainings shall be a minimum of Business Casual Dress, unless otherwise stated.

Enforcement

All Supervisors will enforce uniform requirements. Disciplinary action may be taken if proper uniform is not worn. Special accommodations or exceptions may be made and approved by Supervisors. All Supervisors should enforce with all staff when appropriate. Any violations should be brought to the employee's Supervisor.

APPENDIX C

ORDINANCE NO. 2016-05

PLAINFIELD PARK DISTRICT CODE OF ETHICS

Section 1. Code of Ethics--Declaration of policy and purpose.

- A. The proper operation of democratic government requires that public officials and employees be independent, impartial and responsive to the people they serve; government decisions and policy be made in the proper channels of the governmental structure; public office not be used for personal gain or to advance the interests of family or relatives; and the public have confidence in the integrity of its government. In recognition of such goals, there is established a code of ethics for all Plainfield Park District, (the "District"), public officials, whether elected or appointed, paid or unpaid, and for District employees. The purposes of this Code of Ethics are to establish ethical standards of conduct for all such public officials and public employees by setting forth the acts or actions which are incompatible with the best interests of the District and its inhabitants and by requiring disclosure by public officials and public employees of private financial or other interests in matters affecting the District.
- B. This Code of Ethics is founded upon the principle that no individual shall receive any impermissible financial or other gain by reason of their serving as a public official or public employee of the District, and that no private person or taxpayer, including public officials or public employees, or their family members, should receive any benefits from District action beyond that which is available to any other private person or taxpayer due to their relation to or as a result of privileged information or support provided by any public official or public employee.
- C. It is the legislative intent of the Board of Park Commissioners for this policy to be liberally construed to accomplish the purposes herein expressed to the greatest extent permitted by law.

Section 2. Definitions.

The following words, terms and phrases, when used in this Code of Ethics, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Business entity means any business, proprietorship, firm, partnership, person in a representative or fiduciary capacity, association, venture, trust or corporation.

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:

1. Relating to the support or opposition of any executive, legislative, or administrative action,
2. Relating to collective bargaining, or
3. 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 10 ILCS 5/1-3.

Collective bargaining has the same meaning as that term is defined in 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 chapter, 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 public 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 10 ILCS 5/9-1.4.

Doing business means engaging in an activity for profit or gain, or that requires a license or permit by the District.

Employer means the Plainfield Park District.

Family member means a spouse, child, parent, sibling, grandparent, grandchild, great-grandchild, aunt, uncle, and first cousin (including all corresponding in-law, foster, adoptive, half and step relations) or any member of the employee's household.

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 given without consideration or expectation of return.

Interest

means any material direct or indirect benefit accruing to a public official or employee, or their family members, whether in the public official's or employee's own name, or the name of any person, from which the official or employee is entitled to receive any financial benefit as a result of a contract or transaction which is or which is known will become the subject of an official act or action by or with the District, except for such contracts or transactions which, by their terms and the substance of their provisions, confer the opportunity and right to realize the accrual of similar benefits to all other citizens of the District. Notwithstanding anything to the contrary, any interest permitted or prohibited under 50 ILCS 105/3 shall be permitted or prohibited under the same circumstances and conditions as therein set forth.

Interest in real property

Includes, but is not limited to, the following:

1. Legal or equitable title;
2. A beneficial interest in any trust, including a land trust;
3. Any assignment of any interest from a beneficiary or any other party of an interest;
4. A power to direct conveyance;
5. A right to receive rents or proceeds from property;
6. The obligation to pay rent;
7. A lien;
8. A tax sale certificate;
9. An option; or
10. Any other financial interest, real or personal, direct or indirect, in such property, including status as a nominee or undisclosed principal.

Intergovernmental gift

means any gift given to a public official or public employee by a public official or public employee of another governmental entity.

Intragovernmental gift

means any gift given to a public official or public employee from another public official or public employee.

- Leave of absence** means any period during which an employee does not receive:
1. Compensation for employment, and
 2. Service credit towards pension benefits.
- Lobbyist** means any person:
1. Who, for compensation or on behalf of any person other than himself, undertakes to influence any legislative or administrative action; or
 2. Any party of whose duties as an employee of another includes undertaking to influence any legislative or administrative action.
- Official act or action** means any legislative, administrative, appointive or discretionary act of any public official or public employee of the District, or any district, board, committee or commission thereof.
- Person** means any individual, entity, corporation, proprietorship, partnership, joint venture, firm, association, trade union, syndicate, committee, trust, estate or group, as well as any parent or subsidiary of any of such entities, whether or not operated for profit, doing business with or participating in a transaction with or before the District or any commission or District thereof.
- 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:
1. Relating to the support or opposition of any executive, legislative, or administrative action;
 2. Relating to collective bargaining; or
 3. 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; or

15. Participating in any recount or challenge to the outcome of any election.

Public employee means any person employed full-time, part-time, seasonal, or appointive, or pursuant to a contract and whose employment 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.

Acts of any family member of a public official or public employee, when done with the knowledge and express, implied or tacit consent of the public official or public employee, shall be deemed to be acts of such official or public employee for purposes of applying the prohibitions and restrictions of this Code of Ethics.

Public official means any person elected or appointed to the District Board or persons appointed to any other District board.

Transaction means any matter upon which a public official or public employee performs an official act or action including, but not limited to, contracts, work or business with the District, the sale or purchase of real estate by the District.

Conflict of interest.

- A. No public official or public employee shall perform or participate in an official act or action with regard to a transaction in which he has or knows he will thereafter acquire an interest for profit, without full public disclosure of such interest.
- B. Whenever the performance of an official act or action of a public official or public employee shall include deliberation, voting or the rendering of a decision on his part on any matter in which he has or knows he may acquire an interest, he shall publicly disclose the nature and extent of such interest and disqualify himself from participating in the deliberation and the decision-making process, as well as in the voting. In order to avoid the appearance of impropriety, the public official or public employee who has disqualified himself from participation under this subsection shall not be present in the same room during which the decision-making process, the deliberations or voting on the issue may occur.
- C. No public official or public employee, or family member of a public official or public employee, or paid consultant of the District shall represent any person in any action or proceeding against the interests of the District in any litigation in which the District is a party.
- D. Any contract entered into or other official action of the District Board, a committee or other subdivision thereof, or of any District department, District, board, commission or other body, applied for or in any other manner sought, obtained or undertaken in violation of any of the provisions of this Code of Ethics shall be void, invalid and without any force or effect whatsoever.
- E. No public official or public employee, or family member of a public official or public employee, or paid consultant of the District shall appear on behalf of or represent any person or organization at any proceeding before any board or commission of the District,

except on behalf of himself or a member of his household, or on behalf of an eleemosynary organization, when the expenditure of District funds are not an issue.

Section 3. Gift ban.

- A. Except as permitted in subsection (B), no public official or public employee, as the case may be, and no family member, shall solicit or accept any gift from any person.
- B. Subsection (A) is not applicable to the following exceptions which are mutually exclusive and independent of every other exception:
 - 1. An award publicly presented in recognition of public service;
 - 2. Commercially reasonable loans made in the ordinary course of the lender's business;
 - 3. Complimentary copies of trade publications;
 - 4. Holiday greeting cards;
 - 5. Opportunities, benefits, and services that are available on the same conditions as for the general public;
 - 6. Anything for which the public official or public employee or family member pays the fair market value;
 - 7. Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate;
 - 8. Educational materials;
 - 9. A gift from a relative, meaning those people related to the individual means a spouse, child, parent, sibling, grandparent, grandchild, great-grandchild, aunt, uncle, and first cousin (including all corresponding in-law, foster, adoptive, half and step relations) or any member of the employee's household.
 - 10. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as:
 - a. The history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;

- b. 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
 - c. 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 public officials or public employees or family member.
 - 11. 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 a public official or public employee), if the benefits have not been offered or enhanced because of the official position or employment of the public official or public employee, and are customarily provided to others in similar circumstances;
 - 12. Intra-governmental and inter-governmental gifts;
 - 13. Bequests, inheritances, and other transfers at death; or
 - 14. Reasonable hosting, and food or refreshments not exceeding \$75.00 per person in value on a single calendar day, furnished to the public official or public employee in connection with official District business, if furnished by the sponsor of the event relating to the official District business and the hosting, and food or refreshments are consumed on the premises from which they were purchased, prepared, or catered.
 - 15. Any item or items from any one person during any calendar year having a cumulative total value of less than \$100.
- C. The foregoing regulations in this Section are intended to be no less restrictive than the State Gift Ban Act (5 ILCS 430/10-10, et seq.) and represent the rules required to be adopted thereby, 5 ILCS 430/70-5.
- D. If the State Supreme Court declares the State Gift Ban Act (5 ILCS 430/10-10, et seq.) unconstitutional in its entirety, then this section shall be repealed as of the date that the Supreme Court's decision becomes final and not subject to any further appeals or rehearing. This section shall be deemed repealed without further action by the corporate authorities of the District if the Act is found unconstitutional by the State Supreme Court.
- If the State Supreme Court declares part of the act (5 ILCS 430/10-10, et seq.) unconstitutional, but upholds the constitutionality of the remainder of the act or does not address the remainder of the act, then the remainder of the act as adopted by this section shall remain in full force and effect; however, the part of this section relating to the part of the act found unconstitutional shall be deemed repealed without further action by the corporate authorities of the District.
- E. Any mandatory amendment to the State Gift Ban Act (5 ILCS 430/10-10 et seq.) that becomes effective after the passage of the ordinance(s) from which this Code of Ethics is derived shall be incorporated into this Code of Ethics by reference and shall be applicable to the solicitation and acceptance of gifts. However, any amendment that makes its

provisions optional for adoption by park districts shall be incorporated into this Code of Ethics by reference only after formal action by the corporate authorities of the District.

Section 4. Disclosure of information.

No public official or employee, with respect to any transaction which is or which is reasonably expected to become the subject of an official act or action, shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the District or use such information to advance the interest of such public official or employee, or his family members.

Section 5. Private use of public property.

No public official or employee shall request or permit the use of District-owned vehicles, equipment, materials or property for personal use or convenience except as allowed by administrative order of the District Executive Director or to the extent the same opportunity is available to other residents of the District.

Section 6. Special consideration, treatment or advantage of others.

No public official or public employee shall grant any special consideration, treatment or advantage to any person or business entity beyond that which is available to every other citizen.

Section 7. Prohibited political activities.

- A. No public official or employee shall intentionally perform any prohibited political activity during any compensated time. No officer or employee shall intentionally use any property or resources of the 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:
 - 1. as part of that officer's or employee's duties,
 - 2. as a condition of employment, or
 - 3. 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.
- D. Nothing in this section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this section.

- E. The foregoing regulations in this Section are intended to be no less restrictive than the Section 5-15 of the State Ethics Act (5 ILCS 430/5-15) and represent the rules required to be adopted thereby, 5 ILCS 430/70-5.
- F. If the State Supreme Court declares the Section 5-15 of the State Ethics Act (5 ILCS 430/5-15) unconstitutional in its entirety, then this section shall be repealed as of the date that the Supreme Court's decision becomes final and not subject to any further appeals or rehearing's. This section shall be deemed repealed without further action by the corporate authorities of the District if the act is found unconstitutional by the State Supreme Court.

If the State Supreme Court declares part of the act (5 ILCS 430/5-15) unconstitutional, but upholds the constitutionality of the remainder of the act or does not address the remainder of the act, then the remainder of the act as adopted by this section shall remain in full force and effect; however, the part of this section relating to the part of the act found unconstitutional shall be deemed repealed without further action by the corporate authorities of the District.
- G. Any mandatory amendment to the Section 5-15 of the State Ethics Act (5 ILCS 430/5-15) that becomes effective after the passage of the ordinance(s) from which this Code of Ethics is derived shall be incorporated into this Code of Ethics by reference and shall be applicable to the solicitation and acceptance of gifts. However, any amendment that makes its provisions optional for adoption by park districts shall be incorporated into this Code of Ethics by reference only after formal action by the corporate authorities of the District.

Section 8. Whistleblower protection.

- A. No public official, employee or District shall discharge, threaten or otherwise discriminate against a complainant, or public official or employee acting on behalf of a complainant, regarding compensation, terms, conditions, location or privileges of employment because:
 - 1. The complainant, or public official or employee acting on behalf of the complainant, reports or is about to report, verbally or in writing, a violation or a suspected violation of this Code of Ethics; or
 - 2. A complainant, or public official or employee acting on behalf of the complainant, is requested to participate in an investigation, hearing or inquiry, or any related court action.
- B. This section shall not apply to a complainant, or public official or employee acting on behalf of a complainant, who knowingly makes a false report.

Section 9. Disclosure of interest.

Any public official or employee who has, or whose family members have, an interest in a transaction which is the subject of an official act or action shall disclose on the record of the board or commission which performs such official act or to the District administrator, in the case of public employees, the nature and extent of such interest. Nothing herein shall be construed to permit the District, any public official or employee to participate in any transaction or do business with the District following such disclosure if it is otherwise prohibited by law.

Section 10. Annual disclosure statements.

All public officials and public employees required to file a disclosure of economic interests with the county clerk in conformance with the Illinois Governmental Ethics Act shall file a statement of economic interests with the District clerk before entering upon the duties of office or employment and annually thereafter at the same time that the public official is required to file a disclosure of economic interests with the county clerk, or at such time as may otherwise be established by the District clerk.

Section 11. Incompatible employment.

No public official or public employee, or family member of such public official or public employee, shall engage in private employment with, or render services for, any private person who has business transactions with the District unless such public official shall first make full public disclosure of the nature and extent of such employment or services.

Section 12. Accounting for benefits obtained in violation of article.

Any current or former public official or employee shall, upon demand of the District administrator, account for all benefits accruing to such public official or employee as a result of any violation of this Code of Ethics.

Section 13. Ethics Advisor.

- A. The Board President, with the advice and consent of the Board of Park Commissioners, shall designate an Ethics Advisor for the District. The duties of the Ethics Advisor may be delegated to an officer, employee or agent of the District.
- B. The Ethics Advisor shall provide guidance to the officers and public employees of the District concerning the interpretation of and compliance with the provisions of this Code of Ethics and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the District Board.

Section 14. Complaints.

All complaints for violations of this Code of Ethics shall be processed and adjudicated in the same manner as like crimes, offenses and ordinance violations, as may be applicable.

Section 15. Severability.

If any provision of this Code of Ethics or application thereof to any person or circumstance is held unconstitutional or otherwise invalid, such invalidity does not affect other provisions or applications of this Code of Ethics which can be given effect without the invalid application or provisions, and, to this end, each such invalid provision or invalid application of this Code of Ethics is severable, unless otherwise provided by this Code. It is hereby declared to be the legislative intent of the District that this Code of Ethics would have been adopted had any such unconstitutional or otherwise invalid provision or application not been included.

Section 16. Violations; penalties.

- A. A person who is found guilty of intentionally violating any provision of Prohibited Political Activities of this chapter shall be guilty of a Class A misdemeanor.
- B. A person who is found guilty of intentionally violating any provision of Gift Ban shall be guilty of a business offense and may be fined at least \$1,000 and up to \$5,000.00.
- C. Any person who is found guilty of intentionally making a false report alleging a violation of any provision of this chapter to the local enforcement authorities, the state's attorney or any other law enforcement official shall be guilty of a Class A misdemeanor.
- D. A violation of Section 4 may be prosecuted as a quasi-criminal offense by the District attorney.
- E. In addition to any other penalty that may be applicable hereunder, a public official who is found guilty by a court of competent jurisdiction of violating any provision of Section 4, Section 8, or subsection (c) herein, after a due process hearing before the District Board, may be subject to discipline, or removal from office as otherwise may be authorized by law. Need procedures for e and F
- F. In addition to any other penalty that may be applicable hereunder, a public employee who is found guilty by a court of competent jurisdiction of violating any provision of Sections 4, Section 8, or subsection (c) herein, may be subject to discipline and/or dismissal as may otherwise be determined by the District administrator.
- G. The penalties provided in subsections (A) through (F) are not exclusive and are in addition to any other regulations relating to public official or public employee sanctions or disciplinary procedures as may otherwise be authorized in the District Code for violation of the Code of Ethics or analogous statutory provisions.

Passed this 8th day of June, 2016.



Mary Kay Ludemann, President
Plainfield Park District

ATTEST:



Wendi M. Calabrese
Plainfield Park District

AYES: 7
 NAYS: 0
 ABSENT: 0
 ABSTAIN: 0

APPENDIX D

Abused & Neglected Child Reporting

Definition of Abuse and Neglect

Generally, when we talk about child abuse, we are referring to any maltreatment of a minor. Unfortunately, what one person may consider maltreatment, another may consider appropriate discipline. An abuse act is one in which physical, sexual and/or emotional harm occurs. The Federal Child Abuse Prevention and Treatment Act provides this definition: "Child abuse and neglect means the physical or mental injury, sexual abuse or exploitation, negligent treatment, or maltreatment of a child under the age of eighteen."

The Illinois Department of Children and Family Services (DCFS) describes child abuse as the mistreatment of a child under the age of 18 by a parent, caretaker, someone living in their home or someone who works with or around children. The mistreatment must cause injury or put the child at risk of physical injury. Child abuse can be physical (such as burns or broken bones), sexual (such as fondling or incest), or emotional. DCFS describes neglect happens when a parent or responsible caretaker fails to provide adequate supervision, food, clothing, shelter or other basics for a child.

Mandated Reporting

State law mandates that workers in certain professions must make reports if they have reasonable cause to suspect abuse or neglect. Under the Illinois Abused and Neglected Child Reporting Act (325 ILCS 5/1 et seq), directors and staff assistants of day care centers and nursery schools, recreational program and facility staff, and child care staff are required to report or cause a report to be made to the child abuse Hotline number (1-800-25A-BUSE or 217/524-2006) whenever staff has reasonable cause to believe that a child may be abused or neglected.

All District staff shall be required to sign an Acknowledgement of Mandated Reporter Status.

What To Do When You Suspect Or Discover Child/Sexual Abuse Or Neglect

Understandably, not all abuse or neglect is observable or identifiable. At times, significant judgment and discretion is necessary in identifying actual, potential, or suspected abuse or neglect.

Ordinarily, staff should not substitute your judgment for that of DCFS staff. DCFS is staffed by trained individuals whose primary concern is the welfare of children. DCFS takes great care when speaking with a potential or actual victim to gain the most accurate picture of any alleged incident of abuse. These trained professionals are familiar with appropriate techniques and seek to minimize the negative impact of questioning a child. Ideally, staff will sense both the need and the importance for reporting possible abuse or neglect situations. Remember, staff need only "suspect" abuse. Staff is not intended to be the judge or jury, the investigator, or to substitute staff judgment for that of DCFS and/or other outside investigators such as the police or PDRMA. DCFS, the police, and/or PDRMA are the ones who investigate whether abuse or neglect has occurred or is occurring.

Staff should take the following action when staff suspects, observes, or discovers child abuse or neglect:

- Promptly report your observations or suspicions to your immediate supervisor and/or the program/facility director. He/she will report or cause a report to be made to the child abuse Hotline

number (1-800-25A-BUSE or 217/524-2006). If a supervisor or director is unavailable, you should contact the Hotline directly.

- If, after a report has already been made to the Hotline, you learn of continued or further abuse or neglect, make another report or cause another report to be made. Often, these additional reports enable DCFS and/or the police to act if initial reports proved to be inconclusive. Therefore, do not hesitate to report each new incident of suspected abuse or neglect even if you have already filed a previous report.
- If you believe or suspect the child is in immediate danger, contact both the police and the DCFS Hotline, and do not release the child into the care, custody, or control of any parent or guardian pending police/DCFS authorization.
- If the parent(s) or guardian(s) are not the suspected abuser(s), contact the parent/guardian(s) immediately to report your observations or suspicions.

Complete an Accident/Incident Report – Provide only the known facts and basis for your suspicions. Do not interrogate the child or ask questions to satisfy your own curiosity. Leave the questioning to trained investigators. When feasible, provide the following information:

1. The child's name, address and age
2. The nature of the suspected abuse or neglect, including when and where it occurred
3. The names of suspected perpetrators and their relationship to the child (i.e. parent, foster parent, sibling, relative, teacher, etc.)
4. Any other information you think is important

Immediately fax the Accident/Incident Report to PDRMA at 630/769-0449

When the alleged or suspected perpetrator is staff, immediately contact PDRMA at 630/769-0332 or 630/435-8989. During non-business hours, you will be directed to an emergency service.

In rare instances, you or other park district staff may be the one accused of causing or contributing to the problems. Immediately report any such assertions or allegations (no matter how informally reported to you) to PDRMA, your immediate supervisor, and department head.

Staff Precautions

Any staff working with or interacting with children are potentially vulnerable to charges of sexual or physical abuse. The following precautions will minimize misperceptions and help deter false accusations:

- Always be in view of others
- Do not allow program participants into private staff areas
- Use established procedures for handling discipline
- Be aware of what you share with participants or what you ask – i.e. refrain from discussions of personal relationships, dating, sexual activity, sexual discussions or jokes, etc.
- Supervise private activities in pairs (i.e. participant use of bath rooms or locker rooms)
- Recognize acceptable and unacceptable physical interaction between staff and young participants – i.e. patting a child on the head, back or shoulder vs. a full frontal hug; sitting close vs. holding a child on your lap; light hand slapping or “high fives” vs. touching a child on his/her buttocks or thigh area, etc. Refrain from tickling, kissing, wrestling, and games involving inappropriate touching.

Retaliation Is Prohibited

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

APPENDIX E

BLOODBORNE PATHOGENS AND COMMUNICABLE DISEASES GUIDELINES

The 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; training and record keeping. The District will provide training on an annual basis and / or as needed.

The possibility of infection from exposure to human blood or other infectious material is a risk that individuals face on a daily basis, whether at work or at play. It is the District's desire to exercise appropriate measures to assist in the prevention of the spread of communicable diseases and to minimize the exposure to such communicable diseases whether it is in a work or play environment. The existence of AIDS and other communicable diseases should not warrant panic, hysteria or unreasonable measures, which could have the effect of unnecessarily diminishing the quality of the services, provided by the District. The District Board of Commissioners acknowledge 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 laws.

Participation in Programs by Infected Persons

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

In making such determination, the following factors should be considered:

- The nature of the risk (how the diseases are transmitted)
- The duration of the risk (how long is the carrier infectious)
- The severity of the risk (what is the potential harm to third parties); what is the affected person's physical condition, behavior and ability to control the means by which the disease may be transmitted
- The probabilities that the diseases will be transmitted and will cause varying degrees of harm
- The possibility of increased risk to the infected participant of contraction of opportunistic diseases as the result of a compromised immune system or the possibility of other health or safety risks to such person by virtue of diminished physical or mental capacity attributable directly or indirectly to such infection.

Decisions regarding participation shall, to the extent practicable, be made using the team approach including but not limited to the infected person (unless a minor), the person's physician, public health personnel, appropriate District personnel and, in case of a minor, the minor's parents or legal guardian(s), legal counsel and, if requested by the infected person (or if same be a minor, by the infected person's parent or legal guardian) the infected person's legal counsel. These persons shall comprise the "Review Team". In each case the stage of infection and condition of the infected person will be assessed and the risks and benefits to both the infected person and to others participating in the particular program should

be weighed. The Executive Director will make the final decision after consideration of the Review Team's recommendation.

Restrictions on or temporary exclusions from participation may be advisable or become necessary in the event the infected person has a condition which increases the risk of discharge of body fluids, including blood, or has open or weeping skin sores or rash that cannot be covered, or is incapable of controlling body functions, or exhibits any other conditions or behaviors which the Review Team determines may materially increase the health or safety risks for other participants or the infected person.

If the Executive Director determines that no change is warranted in the person's participation, he/she may continue in that program. The Review Team may recommend that the person's condition and behavior be monitored. The Review Team may re-evaluate the person's participation at any time and confirm or modify its recommendations to the Executive Director.

If the Executive Director determines that it is inadvisable for the person to continue participation, he/she will be removed from the program and return of the program fees shall be dealt with in compliance with the District's refund policy.

Children / Mentally Challenged

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

Even with the incorporation of additional precautions and safety measures, children and mentally challenged persons may at times bite people. Additionally, although the hygienic practices of infected children may improve as the child matures, on the other hand, they may deteriorate if the child's condition worsens. Further, the child's behavior may change for the worse. Accordingly, assessment of a child's as well as a mentally challenged person's participation should be performed regularly by the review team.

Privacy Considerations

The infected person's right to privacy shall be respected, including maintaining confidential records. These records are not subject to disclosure under the Freedom of Information Act. The number of persons affiliated with the District who knows the identity of the infected person will be kept to a minimum. Only the members of the Review Team and those personnel who the Review Team determines have a need to know of the infected person's condition to assure proper care and precaution may be told the identity of the person.

Personnel should be reminded that no information regarding the identity or condition of the person is to be discussed with anyone including, without limitation, their spouses, other family members, or District personnel other than personnel specifically designated by the Executive Director of the District. The legal ramifications to the employee involved and the District of a breach of confidentiality should be clearly explained to employees.

Unless the infected participant (or parent/legal guardian, if a minor) gives written permission, the District may not advise the public or program participants or their parents of the participation in its programs or the

employment by the District of a person infected with the HIV or HBV virus, or AIDS. However, if the above noted permission is given and depending on the circumstances, the District may consider advising the public in whatever means it deems appropriate of the participation in its program or the employment of a person (no name or sex identification) infected with the HIV or HBV virus, or AIDS.

The message should communicate current evidence concerning both the transmission of HIV or HBV and invite questions or comments. Depending on the circumstances the District may elect to hold one or more special meetings to address public concerns. The decision to inform the public or program participants or their parents should be made only after consultation with District's legal counsel.

Apart from a public meeting, all inquiries from the public concerning the participation of persons with HIV, HBV, or AIDS in District programs should be directed to a single spokesperson, such as the Executive Director of the District. No other person associated with the District should divulge any information concerning the participation in its programs of persons infected with the HIV, HBV, or AIDS, other than to point out that the District believes confidentiality for the person, family and staff directly involved is legally required and absolutely essential and further, that the District has received and is receiving expert medical and legal advice on this matter.

District Compliance Section

Introduction

In today's work environment, the possibility of infection resulting from exposure to human blood and other infectious material is real. The threat of infection as a result of occupational exposure to blood and blood by-products is so real that OSHA published its Bloodborne Pathogens Standard (29 CFR 1910.1030), that first appeared in the Federal Register in 1991 and became effective in 1992. In Illinois, public employers are regulated by the Illinois Department of Labor, which has adopted the OSHA Standard. The Illinois Department of Labor is the regulatory agency, which enforces compliance with the OSHA Standards in the state of Illinois. As a result of this standard, employers are required to establish and implement a written Bloodborne Pathogens control program. Bloodborne Pathogens are biological agents, which may be present in human blood and can cause diseases.

Scope

This standard covers all employees who could be "reasonably anticipated as the result of performing their job duties to face contact with blood and other potentially infectious materials. OSHA has not attempted to list all occupations where exposures could occur. "Good Samaritan Acts" such as assisting a co-worker with a nosebleed would not be considered occupational exposure.

Infectious materials include semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, or saliva. Also included is any unfixed tissue or organ other than intact skin from a human (living or dead) and human immunodeficiency virus (HIV) containing cell or tissue cultures, organ cultures, and HIV or Hepatitis B (HBV) containing culture medium or other solutions. This can include blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Methods of Compliance

The standard also requires the practice of "Universal Precautions" or the treatment of all bodily fluids/materials as if infectious and emphasizing engineering and work practice controls. Additional precautions must include regular hand washing. Employers must provide facilities and insure that employees use them following exposure to blood.

Employers must provide, at no cost, and require employees to use appropriate personal protective equipment such as gloves, masks, eye protection, mouth pieces, and resuscitation bags, and must clean, repair, and replace these when necessary. The standard requires a written schedule for cleaning, identifying the method of decontamination to be used in addition to cleaning following contact with blood or other potentially infectious materials. It specifies methods for disposing of contaminated sharps and sets standards for containers for these items and other related waste. Further, the standard includes provisions for handling contaminated laundry to minimizing exposure.

Hepatitis B Vaccination

Vaccinations must be made available to all employees with occupational exposure to blood:

- Within ten working days of assignment
- At no cost
- At a reasonable time and place
- Under the supervision of licensed physicians/licensed health care professionals
- According to the latest recommendations of the US Public Health Service (USPHS) prescreening may not be required as a condition of receiving the vaccine. Employees must sign a declination form if they choose not to be vaccinated (Form F), but may later opt to receive the vaccine at no cost to the employee. Should booster doses later be recommended by the USPHS, employees must be offered the vaccine.

Post-exposure Evaluation and Follow-up

If any employee actually comes into contact with blood or other potentially infectious materials, the District shall provide a confidential medical evaluation and follow-up, again at no cost to the employee. Hepatitis B vaccinations and post-exposure evaluation and follow-up will be provided at a reasonable time and place, by or under the supervision of a licensed physician, and utilizing an accredited laboratory.

Evaluation and follow-up will include at least the following elements:

- Documentation of the route(s) of exposure, and the circumstances under which the exposure occurred.
- Identification and documentation of the source of the blood or other potentially infectious material with which the employee came into contact, including the source individual, if possible.
- Prompt testing of the source material or individual's blood, (with his or her consent) to determine the existence of the HIV or HBV with the results being communicated in confidence to the exposed employee.
- Collection and testing of the exposed employee's blood with his or her consent, for HIV or HBV.
- Post-exposure preventive measures, when medically indicated, as recommended by the U.S. Public Health Service.
- Counseling

Evaluation of reported illnesses

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

- A description of the employee's duties as they relate to the exposure incident.
- Documentation of the route(s) of exposure and the circumstances under which exposure occurred.
- Results of the source material or individual's blood testing, if available.
- All medical records relevant to the appropriate treatment of the employee, including his or her HBV vaccination status, which are the District's responsibility to maintain.

The District will obtain and provide to the employee, within 15 days of its completion a copy of the written opinion of the healthcare professional that performs a post-exposure evaluation. In regards to the Hepatitis B vaccination, the healthcare professional's written opinion shall be limited whether Hepatitis B vaccination is indicated for an employee, and if an employee has received such vaccination.

In regards to post-exposure evaluation and follow-up, the written opinion shall be limited to the following information:

- 1) The employee has been informed of the results of the evaluation.
- 2) The employee has been told about any medical condition resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

General Precautions and Procedures

- 1) Hand washing is the most important technique for preventing the spread of disease. Hand washing should be done frequently by staff, volunteers, and participants and is required before and after food preparation, after toileting, after contact with any body fluids, etc. The District will provide single-use towels or hot air drying machines for such hand washing. Where soap and water is not available, antiseptic tolettes or hand wipes may be used, followed as soon as possible by washing with soap and water.
- 2) Disposable gloves which are impervious to blood must be worn. Be aware some employees may be allergic to latex gloves. This is why an alternative selection needs to be made available such as: glove liners, vinyl or nitrile gloves. Such gloves should be immediately available for use in areas where need is most predictable (first aid kits, near changing tables in day-care facilities, etc.). Care should be taken to avoid any bodily contact with blood or other body fluids of other persons. In particular, exposure of open skin lesions or weeping dermatitis or mucous membranes to blood or body fluids should be avoided. Even though gloves are used, hands must be washed with soap and water immediately and thoroughly after the gloves are removed.
- 3) Soiled surfaces and recreational materials of any kind (including i.e. van/bus seats, exercise mats, changing tables, etc.) should be promptly cleaned with disinfectants such as household bleach (diluted 1 part bleach to 10 parts water). Bleach should not be placed directly on large amounts of protein matter (urine, stool, blood, sputum, etc.) in order to protect the employee from noxious fumes. If a mop is used, it should be rinsed in the disinfectant. These surfaces should be routinely cleaned and disinfected at the end of each work shift.
- 4) Disposable towels or tissues should be used whenever possible. After use, they should be saturated with the disinfectant and disposed of in plastic bags rather than unlined containers.
- 5) When wiping up, emptying regular trash or washroom waste or sanitary napkin containers, or cleaning up sharp objects (i.e. broken glass) employees must wear non-sterile, puncture-resistant gloves.
- 6) Employees should avoid placing their hands in trash or waste containers in order to "pack down" the trash and should otherwise handle trash with care. Puncture-proof or puncture-resistant gloves should be worn when emptying trash or garbage receptacles.

- 7) All cuts and open wounds should be covered following basic First Aid procedures. Protective coverings, band aids, bandage, etc. should be worn by all staff, volunteers or participants and provided by the District. Staff and volunteers are responsible for providing protective coverings to participants who have open lesions.
- 8) Sharing of personal items, such as combs, brushes, toothbrushes, lipstick, etc. should be avoided. Whenever possible, disposable items (i.e. cups and utensils) should be provided and not be shared by others.
- 9) Disinfectant should be stored in a safe area that is inaccessible to participants. Note: Material Safety Data Sheets (SDS) should be maintained for each disinfectant.
- 10) Documentation of incidences of contact with blood or other body fluids should be made whether or not a participant or employee is known to have a communicable disease
- 11) Hand soap and disposable towels or tissues and gloves should be available at all facilities

Cleaning Up Blood or Other Body Fluid Spills

- 1) In situations where bleeding due to lacerations, cuts, etc. must be immediately controlled, first aiders should provide patients with compress material and encourage them to administer self-help through direct pressure on their wound(s).
- 2) Wear disposable gloves which should be discarded following cleanup. When disposable gloves are not available or unanticipated contact occurs, wash hands and other affected areas with soap and water immediately after contact.
- 3) Clean and disinfect soiled area immediately using paper towels, soap, and water.
- 4) Disinfect area with 70%-90% isopropyl alcohol solution, or 1 to 10 chlorine bleach solution.
- 5) Rinse clothing soaked with body fluids and place in a plastic bag to be sent home.
- 6) Place soiled sanitary napkins in plastic bags, secure and dispose.
- 7) Place paper towels and disposable gloves in plastic bags, secure and dispose.
- 8) Wash hands and other skin that may have come in contact with body fluids thoroughly with soap and water or other antiseptic hand cleaner or flush eyes or other mucous membranes with water, immediately or as soon as feasible following contact of such body fluids or other potentially infectious materials.

Kitchen Care

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

Laundry

- 1) Use latex gloves when handling soiled items

- 2) Launder diapers or other items soaked with body fluids separately
- 3) Pre-soak heavily soiled items
- 4) Follow manufacturer's directions for detergent use
- 5) If the material is bleachable, add ½ cup of household bleach to the wash cycle
- 6) If the material is not colorfast, add ½ cup non-chlorine bleach to wash cycle
- 7) Use hot cycle on washer and dryer
- 8) Clean laundry carts when soiled linen is washing before using for clean linen

Cleaning of Equipment

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

Hepatitis A

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

All types of hepatitis damage liver cells and can cause the liver to become swollen and tender. Some types of hepatitis can cause permanent liver damage. Viral hepatitis can be spread from one person to another, but the other types cannot.

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

Worldwide, most people get hepatitis A by eating food or drinking water that is contaminated with the hepatitis A virus (HAV). In the United States, most people become infected with HAV when they come in contact with stool (such as when changing a diaper) or having sex with someone who has the virus. Sometimes large groups of people become infected after eating in a restaurant. This usually happens when an employee with the virus does not wash his or her hands well after using the bathroom and then prepares food.

Your doctor can diagnose hepatitis A infection by doing a blood test. In most cases, HAV infection goes away on its own and usually does not cause long-term illness or liver damage. However, in rare cases, a severe rapidly progressing liver infection called fulminant hepatitis can occur, leading to the need for urgent liver transplantation. In some cases, people die from fulminant hepatitis.

Symptoms of HAV infection include “fever, tiredness, loss of appetite, nausea, abdominal discomfort, dark urine, and jaundice (yellowing of the skin and eyes). Symptoms usually last less than two months; a few persons are ill for as long as six months. The average incubation period for hepatitis A is 28 days (range 15-50 days).

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

HAV infection can be prevented by vaccination with a series of two shots. The vaccine usually is 100% effective in preventing infection if you receive both shots before you are exposed to HAV.

Hepatitis B

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

All types of hepatitis damage liver cells and can cause the liver to become swollen and tender. Some types can cause permanent liver damage. Viral hepatitis can be spread from one person to another, but the other types cannot.

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

Symptoms for HBV are the same as for HAV.

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

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

Short term (acute) infection usually goes away on its own without treatment. Some people have no symptoms. Most people who develop symptoms feel better in 2-3 weeks and recover completely after 4-8 weeks. Other people may take longer to recover.

Long term (chronic) infection occurs when the hepatitis B virus continues to be present in a person's liver and blood for six months or more. Chronic infection can lead to serious liver diseases such as cirrhosis and liver cancer. "Hepatitis B carrier is a term that is sometimes used to indicate people who have chronic (long-term) infection with HBV. If infected, 2% to 6% of persons over 5 years of age; 30% of children 1-5 years of age; and up to 90% of infants develop chronic infection."

Two medications are used to treat chronic HBV: Interferon alfa-2b (an injection) and Lamivudine (a pill). Each medication has advantages and disadvantages. Each is effective over the long term in less than half of the people who take them. Increasingly, hepatitis specialists are prescribing Lamivudine rather than Interferon because it is cheaper and has almost no side effects.

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

Hepatitis C

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

All types of hepatitis can damage liver cells and can cause the liver to become swollen and tender. Some types of hepatitis can cause permanent liver damage. Viral hepatitis can be spread from one person to another, but the other types cannot. Hepatitis C can be diagnosed with a blood test.

Symptoms of hepatitis C are the same as HAV and HBV.

Although there is no vaccine to prevent infection with the hepatitis C virus (HCV), research is under way to develop one. New strains of the original virus can develop that are not affected by a vaccine against the original strain. This complicates efforts to create an effective vaccine.

The outcome of HCV infection varies widely:

- The acute stage, which occurs two weeks to six months after infection usually, is so mild that most people do not know they are sick
- 80% of people who become infected with HCV develop chronic infection, meaning they remain infected for many years, often for the rest of their lives. The majority of people with chronic HCV infection will not develop severe liver damage.
- Although it may take many years, up to 20% of people who have chronic HCV infection develop liver scarring (cirrhosis). Of these people, 1-4% also develops liver cancer.

People often do not know they have hepatitis C until they try to donate blood. All donated blood is screened for hepatitis C and other blood-borne diseases. Donors whose blood tests positive for hepatitis C are notified by the blood donation center.

Chronic hepatitis C may be treated with medications that fight viral infections. Standard treatment combines two antiviral medications: Interferon and Ribavirin. However, this treatment is not an option for everyone and only 30% to 40% of those who receive antivirals are cured of the infection. Early studies indicated that a new treatment using a longer-action form of Interferon (peg interferon) combined with Ribavirin probably will stop the virus more effectively than standard Interferon or Ribavirin.

Human Immunodeficiency Virus (HIV)

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

HIV infects CD4+ cells, a type of white blood cell. White blood cells are an important part of the immune system, which helps you fight infections. As HIV-infected cells CD4+ cells are destroyed or impaired, the immune system becomes less able to fight infection and disease.

HIV is spread from one person to another through contact with blood, semen, or vaginal fluids. Symptoms of early HIV (acute retroviral syndrome) which are often mistaken for symptoms of another viral infection such as influenza or mononucleosis include:

- Fever
- sore throat
- headache
- muscle aches and joint pain
- enlarged lymph nodes in the neck, armpits and groin
- skin rash
- abdominal cramps, nausea or vomiting, and/or

- diarrhea

These early symptoms of HIV usually disappear on their own after 2-3 weeks. Exams and tests play an important role in the diagnosis and treatment of HIV infection. Early diagnosis and an understanding of HIV will help you get the treatment and support you need and improve your chances of staying healthy longer.

Treatment of HIV infection focuses on:

- Slowing the rate at which the virus makes copies of itself (replicates) in the body
- Preventing or controlling opportunistic diseases
- Maintaining good overall health by eating well, reducing stress, and staying physically active

Health professionals and scientists are constantly learning new things about HIV infection and its treatment. By working closely with your health professionals, you will learn:

- When you need to have checkups and blood tests
- What the latest advances in treating HIV infection and opportunistic diseases are and whether they might be right for you
- Where you and your family can get the emotional, social and financial support you need

Acquired Immunodeficiency Syndrome (AIDS)

AIDS is the last of several stages of HIV infection. AIDS is diagnosed when you:

- Have a CD4+ cell count below 200 cells per micro liter of blood
- Develop an opportunistic disease or cancer

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

Nearly all reported cases of AIDS in the United States could be attributed to:

- Men who have sex with men (homosexual men)
- People who inject illegal drugs (IV drug users)
- People who have multiple heterosexual partners, especially if one or both partners inject illegal drugs

Impetigo

Impetigo is a skin infection caused by bacteria. It may affect skin anywhere on the body but usually attacks the area around the nose and mouth.

Symptoms include:

- Round, crusted oozing spots on skin
- Spots grow larger day by day
- Spots appear on hands, face, and parts of the skin not covered by clothes
- Spots are typically tan or yellowish brown crust (honey-colored) in form and

- Are very itchy

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

Impetigo is very contagious. It is important that as soon as the symptoms are noticed that the person be treated by a physician. However, some general practices should be reinforced with staff, volunteers and patrons if symptoms are found:

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

APPENDIX F

FMLA EXPANSION AND EMERGENCY PAID SICK LEAVE POLICY DUE TO COVID-19

Purpose

The purpose of this policy is to comply with the Families First Coronavirus Response Act (FFCRA). This policy will provide eligible employees with leave and paid sick leave. This policy takes effect on April 1, 2020 and will expire on December 31, 2020. Employees who are seeking a leave for reasons outside of this policy may still be eligible under the District's other leave policies such the Family Medical Leave Act policy and/or other leave policies. Please refer to those policies for additional information on non-FFCRA leaves of absences.

For the purpose of this policy, "son or daughter" means the employee's own child under the age of 18, which includes biological, adopted, or foster children, your stepchildren, legal wards, children for whom the employee is standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. The definition also includes an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

Emergency FMLA Leave

Employee Eligibility

All employees who have been employed with the District for at least 30 days prior to the date they wish the leave to start.

Reason for Leave

Eligible employees who are unable to work (or telework) due to a need to care for their son or daughter when the school or place of care has been closed, or their regular childcare provider is unavailable, due to a public health emergency with respect to COVID-19.

Amount of Leave

Employees will have up to 12 weeks of leave to use from April 1, 2020, through December 31, 2020. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

Amount of Pay

Leave is unpaid during the first ten working days. Employees may elect to use any accrued paid vacation, sick or personal leave during this time, including time available under the Emergency Paid Sick Leave Act (discussed below). For the remainder of the leave, employees will be paid 2/3 their regular rate of pay (calculated as 2/3 of their rate of pay multiplied by the number of hours the employee would otherwise be scheduled to work). In no circumstances will that pay exceed \$200 per day, and \$10,000 in total, per employee. Any unused portion of this pay will not carry over nor will it pay out upon termination of employment. The employee can use other accrued paid time off to bring the employee's rate of pay to 100% during the leave. The use of any such paid time does not increase the amount of leave the employee is entitled to under this Act.

Benefits During Leave

The District will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment. This should be arranged with Human Resources. If the employee does not continue these pre-arranged benefit payments, the District may discontinue coverage during the leave. If the employer maintains coverage while the employee is on leave, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Employees will accrue employment benefits, such as vacation pay and sick/personal pay, etc. while on leave.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to Human Resources as soon as practicable. The request must include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a statement that no other person will be providing care for the child during the period for which the employee is receiving family medical leave. If the employee is requesting leave for the need to provide care for a child older than fourteen during daylight hours, the employee must provide a statement that special circumstances exist requiring the employee to provide care.

Job Restoration

An employee who returns to work from an approved FMLA leave of absence is entitled to return to his or her job or an equivalent position without loss of benefits or pay.

Emergency Paid Sick Leave

Eligibility

All employees unable to work (or telework) due to one of the following reasons for leave:

- 1) The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
- 2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- 3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- 4) The employee is caring for an individual who is subject to either number 1 or 2 above.
- 5) The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
- 6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Amount and Reasons for Leave

All eligible full-time employees will have up to 80 hours of emergency paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

Amount of Pay

Emergency paid sick leave will be paid at the employee's regular rate of pay for leave taken for reasons 1-3 above, subject to the caps, described below. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, also subject to the caps described below. Pay will not exceed:

- \$511 per day and \$5,110 in total per employee for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total per employee for leave taken for reasons 4-6 above.

The employee can use other accrued paid time off to bring the employee's rate of pay to 100% during the leave.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

If an employee is using emergency family medical leave, the employee may use emergency paid sick leave during the first ten days of unpaid emergency FMLA. The use of emergency paid sick leave during the first two weeks of emergency family medical leave will not extend the time off available under the emergency family medical leave act.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to Human Resources as soon as practicable. The request must include: the employee's name; the date or dates for which leave is requested; a statement of the COVID-19 related reason the employee is requesting leave as well as written support for such reason; and, a statement that the employee is unable to work or telework.

If the employee is requesting the leave due to a quarantine, the employee must also include: the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine; and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relationship to the employee.

If the leave request is based on a school closing or child care provider unavailability, the statement from the employee should include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a representation that no other person will be providing care for the child during the period for which the employee is receiving the leave. If the request is based on the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

Carryover

Emergency paid sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Job Protections

Employees who take emergency paid sick leave will not be retaliated or discharged for doing so.

APPENDIX G

ACKNOWLEDGEMENT FORMS

Employee Compliance Form – Employee Manual

Employee Consent to Drug/Alcohol Screening and Testing Form

Plainfield Park District

Employee Compliance Form – Policy Manual

I hereby acknowledge that I have received a copy of the Plainfield Park District Employee Manual; that I have been orientated to the material and am fully aware that it is my responsibility to read this manual in full to be aware of all the existing procedures; that I will adhere to all of its rules and regulations; and, that signing below does not constitute an employment contract with the Plainfield Park District.

Should I have any questions regarding the information provided in this manual, I understand that speaking with my direct manager is the best first step in clarifying my uncertainty. Should further interpretation be necessary, I will seek consultation from Human Resources.

Signature

Date

Name (Print)

Job Title

Plainfield Park District

Consent to Drug and/or Alcohol Screening or Testing

I hereby voluntarily consent to submit to drug and/or alcohol screening or testing by a physician, clinic, hospital, laboratory or medical facility chosen by the Plainfield Park District (the "District") at the District's expense to determine if I have alcohol or any controlled substance or cannabis in my system. I hereby consent to the physician, clinic, hospital, laboratory or medical facility taking and analyzing a sample or specimen of my breath, urine, saliva, blood and other similar substance. I also authorize the physician, clinic, hospital, laboratory or medical facility to disclose his/her/its findings, conclusions and opinions regarding the drug and/or alcohol screening or testing to a District official or a designated representative but to no other person without my written consent. If the results of such testing indicate I have violated the District's Alcohol and Drug Abuse Policy, I understand I will be subject to non-hire or disciplinary action up to and including immediate discharge.

If I test positive for a drug that may be legally prescribed for prescription use (including medical marijuana), I hereby further consent to allow the Medical Review Officer of the medical facility that administered the test to contact my physician or pharmacist to verify my reported use of legally prescribed drugs. I authorize my physician or pharmacist to provide the District or its agents with any current prescription information or physician's letters authorizing the use of any such medicines, which may explain the positive test results, and I will execute any required consent or authorization forms. I understand the legal use of certain prescription or over-the-counter drugs may disqualify me from certain jobs due to safety risks.

I also confirm I will cooperate with any disclosure authorization requirements the physician, clinic, laboratory or medical facility has implemented pursuant to applicable law (including the Health Insurance Portability and Accountability Act of 1996, as amended (HIPAA)), that relate to its ability to disclose findings, conclusions and opinions, or other protected health information associated with the drug and/or alcohol screening or testing to a District official or a designated representative. I hereby further confirm I will cooperate with any disclosure authorization requirements that my physician or pharmacist implemented pursuant to applicable law (including HIPAA) to allow it to share information with the medical facility or District regarding my reported use of prescription/OTC drugs in accordance with the District's Alcohol and Drug Abuse Policy.

In consideration of my employment or continued employment, I hereby release and agree to hold the District and its elected officials, Commissioners, officers, members and agents harmless against any and all claims, charges or causes of action whatsoever I now have or may have in the future that may arise from this testing or from any investigation or personnel action related to or arising out of any such testing or screening.

I also acknowledge receiving, reading and understanding the District's Alcohol and Drug Abuse Policy. I understand that, in accordance with this policy, failure to execute this document and submit to drug and/or alcohol screening or testing, or failure to report to the District the use of prescription/OTC drugs as required by the policy, may result in non-hire or disciplinary action up to and including termination. I further acknowledge I have read this consent form carefully, and I am signing of my own free will.

I agree to the screening or testing

I will not agree to the screening or testing

Signature

Date

Name (Print)

Job Title

APPENDIX H

Plainfield Park District

Travel, Meal and Lodging Request Form

Name of Official or Employee: _____

Title/Position of Official or Employee: _____

Name and Date of the Activity/Event: _____

Description of the purpose of the expense: _____

Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable):

Mileage: _____

Meals: _____

Parking: _____

Hotel/Lodging: _____

Car rental: _____

Airfare: _____

Other Transportation (bus, train, taxi, shuttle, etc.): _____

Employee/Officer Signature: _____ Date: _____

Executive Director Authorization: _____ Date: _____