

**BOLINGBROOK PARK DISTRICT  
PERSONNEL POLICY  
MANUAL**



***Bolingbrook Park District***

*... Enriching the Quality of Life!*



**Revised and approved by Ordinance on September 21, 2017**

**BOLINGBROOK PARK DISTRICT  
PERSONNEL POLICIES  
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**BOLINGBROOK PARK DISTRICT  
INTRODUCTION AND AT-WILL EMPLOYMENT DISCLAIMER**

The Personnel 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 needs. While the Park District will normally attempt to provide employees with advance notice of any change, the Park District reserves the right to unilaterally revise, supplement, or discontinue any of these policies at any time without advance notice.

Unless otherwise provided by a signed collective bargaining agreement, an employee is employed with the Bolingbrook Park 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 Park District. Likewise, an employee is free to terminate his/her employment at any time. Any additions, deletions, modifications or amendments to this manual during your tenure with the Park District do not alter the at-will status of your employment relationship with the Park District.

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 head.

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. This form will be maintained in your personnel file. If you have any comments, suggestions or questions about any aspect of your employment, you are encouraged to discuss them with your immediate supervisor or department head.

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.

For any employees who are represented by an “exclusive representative” as such phrase is defined in the *Illinois Public Labor Relations Act*, if this manual contains provisions that address mandatory subjects of bargaining, then the provisions of the manual shall not apply to such employees, unless a different policy is negotiated with the labor organization.

## **BOLINGBROOK PARK DISTRICT MISSION STATEMENT**

**Mission Statement:** The global Mission of what Bolingbrook Park District wants to achieve

To provide park and recreation services in a fiscally responsible manner to enhance the community's quality of life.

**Vision Statement:** Action statement of how Bolingbrook Park District will achieve our Mission

We strive for excellence through leadership, innovation, adaptability, efficiency, trust, and world class service.

**Goals:** Statements of target we need to meet to achieve the Vision of Bolingbrook Park District

- To provide recreational opportunities, facilities, parks, and natural areas to meet the needs of our community.
- To make every attempt to satisfy our customers.
- To provide the best park and recreation value while utilizing financial resources effectively.
- To establish community relationships to expand recreational opportunities and preserve open space.
- To strive for 24 Hour response time.
- To make the right decisions for the right reasons.

**Strategic Initiatives:** Implementation plans of how we will achieve the Goals of Bolingbrook Park District

- Employee Engagement and Satisfaction
- Innovation
- Customer Satisfaction and Loyalty
- Financial Growth and Sustainability



# **1. SECTION 1 - EMPLOYMENT POLICIES AND PROCEDURES**

## **1-1 PURPOSE AND PHILOSOPHY**

The Bolingbrook Park District recognizes that people are its most important resource! No phase of administration is more important than employee relations. This manual has been established to clearly set forth personnel policy procedures and bring a higher degree of understanding, cooperation, efficiency and effectiveness among all Bolingbrook Park District personnel.

The Bolingbrook Park District takes pride in the abilities and accomplishments of its employees. It is the policy of the Board to attract qualified personnel by paying wages and benefits that are competitive with the market and that recognize the value of the jobs performed.

The District prefers mutual cooperation and direct communication with employees. The District tries to follow a policy of concerned individual treatment without outside control or involvement and believes it is not necessary for employees to pay an outside group to intervene on their behalf with the District.

## **1-2 EQUAL EMPLOYMENT OPPORTUNITY**

In accordance with federal, state and local laws, regulations and ordinances, all of the Park District's personnel policies, procedures and decisions pertaining to hire, promotion transfer, layoff, rates of pay, benefits, discipline, discharge and other terms and conditions of employment for all qualified applicants and employees are made without regard to race; color; national origin; religion; sex, sexual orientation and gender identity or expression; age; pregnancy, childbirth and medical or common conditions related to pregnancy or childbirth; disabilities; marital or civil union status; order of protection status; military, discharge or veteran status; citizenship status; or any other characteristic protected by local, state or federal laws, regulations or ordinances.

If an individual who has a disability believes that he/she requires a reasonable accommodation to perform an essential function of his/her position, then he/she should promptly contact Human Resources or any member of management with whom he/she is comfortable discussing the matter.

The Executive Director has overall responsibility for this policy and maintains reporting and monitoring procedures. If you feel that you have been discriminated against in any respect, you should immediately bring the matter to the attention of your supervisor or manager or any other member of management with whom you would feel comfortable raising it. All such complaints will be treated with confidentiality to the maximum extent appropriate and will be thoroughly investigated and reviewed.

Retaliation against any person who has complained about discrimination, filed a charge of discrimination, or who has otherwise participated in any investigation of discrimination will not be tolerated. Such activity is unlawful and will result in severe discipline, up to and including discharge.

## 1-3 DISCRIMINATORY AND SEXUAL HARASSMENT

Employees should be able to work in an atmosphere free from all forms of harassment. Therefore, it is the Park District's policy to prohibit all types of discriminatory practices, including harassment on the basis of any protected characteristic. This policy extends to each and every level of our operations; harassment, whether by a fellow employee, supervisor, manager, vendor, stakeholder, guest or elected official, will not be tolerated. Offensive, derogatory, intimidating or otherwise inappropriate actions, words, jokes, or comments based on an individual's race; color; national origin; religion; sex, sexual orientation and gender identity or expression; age; pregnancy, childbirth and medical or common conditions related to pregnancy or childbirth; disabilities; marital or civil union status; order of protection status; military, discharge or veteran status; citizenship status; or any other characteristic protected by local, state or federal laws, regulations or ordinances are strictly prohibited.

Activities of this nature are unlawful and serve no legitimate purpose; they have a disruptive effect on an employee's ability to perform his or her job and they undermine the integrity of the employment relationship. The purpose of this policy is not to regulate our employees' personal morality. Rather, it is to assure that no one harasses Park District employees on any protected basis.

### **Discriminatory Harassment**

Discriminatory harassment is unlawful verbal or physical conduct relating to an individual's protected characteristic, when the conduct: (1) has the purpose or effect of creating an intimidating, hostile or offensive working environment; (b) has the purpose or effect of unreasonably interfering with an individual's work performance; or (c) otherwise adversely affects an individual's employment opportunities. Some examples of conduct that may constitute prohibited harassment include: Offensive language, slang, slurs, epithets, jokes, teasing, cartoons, stereotypes, threats, statements, etc. displayed or circulated in the workplace of written or graphic material that denigrates or shows hostility of aversion toward an individual or group (including through e-mail).

### **Sexual Harassment**

Acts considered to constitute sexual harassment include, but are not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (a) Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
- (b) Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee/intern; or
- (c) The harassment has the purpose or effect of substantially interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee/intern.

Conduct which may constitute sexual harassment includes:

- Verbal: sexual innuendos, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, “catcalls”, “smacking” or “kissing” noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- Textual/Electronic: “sexting” (electronically sending messages with sexual conduct, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a “reasonable person”.

### **Complaint Reporting Procedure**

Allegations of harassment are taken very seriously. If you believe that you are the victim of harassment, you should do the following:

1. You should immediately bring the matter to the attention of your supervisor or manager. If your supervisor or manager is somehow involved in the harassment, condones the harassment, or ignores the harassment, or if you are uncomfortable talking to him or her, you should report this matter to any other member of management you wish.
2. You may also bypass the above reporting procedure and report incidents of harassment directly to the Human Resources or to the Executive Director.
3. The purpose of this procedure is to establish prompt, thorough, and effective procedures for responding to every report and incident so that problems can be identified and remedied by the municipality. However, all municipal employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Supervisors and managers must report immediately to the Human Resources or to the Executive Director any incidents that they hear or observe that may constitute a violation of this policy.

No supervisor or manager has the authority to condition any tangible job benefit on an employee’s putting up with or agreeing to any conduct that may violate this policy. If you believe that you have been deprived of any job benefit or that you have been threatened, you should immediately report it to one of the individuals listed above. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the Park District will not be presumed to have knowledge of the harassment.

## **Investigation and Disciplinary Action**

All harassment complaints will be actively, thoroughly, and promptly investigated. The Park District will make every reasonable effort to protect the confidentiality of harassment allegations to the maximum extent appropriate under the circumstances. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The Park District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment. If it is determined that harassment has occurred, appropriate disciplinary action will be taken against the offending party, up to and including immediate discharge.

In addition to any and all other discipline that may be applicable pursuant to Park District policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the Park District and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the Park District shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

## **Consequences for Knowingly Making a False Report**

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable Park District policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation

## **Retaliation is Prohibited**

Retaliation against any person who has complained about discrimination or harassment, filed a charge of discrimination or harassment, or who has otherwise testified or participated in an investigation of discrimination or harassment, will not be tolerated. Such activity is unlawful and will result in severe discipline, up to and including discharge. No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

#### **1-4 OPEN DOOR POLICY**

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

#### **1-5 NEPOTISM**

No relative of any elected, appointed, administrative, management or supervisory personnel may be employed in any position in the District. A relative shall include the following: mother, father, husband, wife, civil union partner, brother, sister, son, daughter, grandson, granddaughter, step child, parent or any close relative related by blood, marriage, or process of law (aunt, uncle, etc.).

#### **1-6 CLASSIFICATION, DEFINITIONS AND STATUS OF EMPLOYEES**

##### **1. APPOINTIVE PERSONNEL**

The positions of Executive Director, attorney, Board secretary, treasurer, and other positions that may be designated later by the Board shall be appointive positions of the Board of Park Commissioners. 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.

##### **2. ADMINISTRATIVE PERSONNEL**

Administrative personnel shall include those persons hired in the positions of Department Head, Human Resources, Projects and Safety, and the Administrative Assistant report directly to the Executive Director in the performance of their duties. Though not required, professional certification is desired for Administrative staff.

##### **3. SUPERVISORY PERSONNEL**

Supervisory personnel are those persons hired to direct, coordinate and supervise operating staff. Positions of this type include but are not limited to facility managers, recreation program managers / supervisors, BGNR Managers, Information Technology, Business Office, and Marketing Managers. Supervisory personnel are responsible to their respective department heads. Though not required, professional certification is desired for supervisory staff.

##### **4. FULL-TIME PERSONNEL**

Full-time personnel are persons who are employed by the District for duties and responsibilities on a full-time, year-round basis (40 hours per week or more). Full-time employees may be required to work additional hours as directed to

complete assigned tasks. Full-time personnel are responsible to their supervisors and department heads.

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

*Exempt* employees are employees who are not covered by the minimum wage and overtime compensation provisions of the *Fair Labor Standards Act*, *Illinois Minimum Wage Law* and any applicable local ordinances. Exempt employees are salaried employees who are paid on a weekly basis.

*Non-Exempt* employees are employees who must be paid at least the minimum wage for each hour worked and who are eligible for overtime compensation for hours worked in excess of 40 during a work week in accordance with the *Fair Labor Standards Act*, *Illinois Minimum Wage Law* and any applicable local ordinances. Non-exempt employees commonly utilize a time clock and/or time sheets to document hours worked.

(Please see the Full Time Organizational Chart in Appendix H)

## **5. REGULAR PART-TIME PERSONNEL**

Regular part-time personnel are those employees who are regularly scheduled to work less than eight (8) hours per day or less than forty hours per week for a total of more than six months per year. Regular part-time employees may be required to work more than their generally scheduled hours during busy periods. The number of hours that a part-time employee actually works on occasion will not change the employee's status of classification as a part-time employee. Part-time employees are not entitled to benefits unless specifically noted in the District's policies.

## **6. SHORT TERM AND SEASONAL PERSONNEL**

Short term and seasonal personnel are employed by the District for a specific function or project, and for a temporary and limited period of time, generally less than nine months per year. Short term and seasonal employees are not guaranteed of being rehired in a subsequent season, nor are they entitled to benefits unless specifically noted in the District's policies.

## **7. VOLUNTEERS**

Volunteers donate their time to the District and serve without pay. They are not employees of the District, but are held to the same standard of conduct. Volunteers are in place to support areas, but will not be asked to replace positions held by employees.

# **1-7 HIRING PROCEDURES**

## **1. OBJECTIVES**

- To seek and obtain for each position, a qualified person available who best meets the requirements of the District.
- To extend equal employment opportunities to qualified persons.
- To provide employees with proper direction, leadership, supervision, instruction, equipment and working conditions so that they may render the best possible service.
- To urge the self-improvement of employees, to encourage them to study and seek all possible means of increasing their value to the Park District.
- To treat employees with respect and consideration.
- To endeavor to select candidates for employment who meet required standards, physical fitness, character, training and experience, which apply to a particular job.
- To employ personnel solely on their competence to perform the duties prescribed.

## **2. RESIDENCY REQUIREMENTS**

- The Executive Director shall be required to live within the District.
- Other employees should live close enough so that they can get to work in a timely manner.

## **3. HEALTH / PHYSICAL EXAMINATION**

Full time employees may be required to have a complete physical examination after a position has been offered to the employee, but prior to starting employment. With the District's approval, the employee may satisfy the requirement by having a physician's report submitted to the District if an examination has been completed within six (6) months prior to beginning employment. The requirement for physical examination shall be governed by the nature of the essential duties of the position for which the employee is being considered. The report should indicate the level of health and physical capabilities in relation to the duties required for the position.

## **4. BACKGROUND CHECKS**

The Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning **all** applicants, and shall perform a criminal background check for applicants for **all** positions. The Park District will pay for the cost of the criminal background investigation. Pursuant to said statute, certain convictions shall automatically disqualify the applicant from consideration for working for the Park District. Any other conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the conviction(s) will be considered ~~in relationship to the specific job~~ based on an individualized assessment in accordance with applicable law.

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.

Candidates must sign an acknowledgment of and agree to this policy as a condition of consideration for employment.

The Park District will furnish the applicant upon request with a copy of the criminal background investigation records provided by the Department of State Police.

Criminal background investigations may be required as a condition of continued employment with the Park District if reasonable suspicion or other lawful factors exist for such investigations.

## **1-8 TRANSFERS AND PROMOTIONS**

Employees who want to be considered for other positions in the Park District should indicate their desires in writing to their department heads that will forward the request to the appropriate department head or manager. Department heads should encourage this practice to allow employees who feel they are suited for other positions to be identified and considered when such positions become available. All transfers and advancement will be made on the basis of past performance, ability, attitude, aptitude and other relevant job-related criteria as determined by the Park District in its sole discretion.

Please note that employees requesting a transfer or promotion are subject to the same selection process and employment test requirements as outside applicants.

## **1-9 PERSONNEL INFORMATION**

Upon commencing employment, a personnel file will be established and maintained for each employee. This file may contain, but is not limited to, salary/wage information, the employment application, performance evaluations, leave record and other personnel documents used in determining the employee's qualifications for employment, promotion, transfer, additional compensation, discharge or other disciplinary action. The District will also establish a separate file for medical and benefit records and other confidential information. These files will be retained in a secure location at the District's main office.

Upon written request to Human Resources, an employee may inspect any personnel documents that are, have been or are intended to be used in determining such employee's qualifications for employment, promotion, transfer, additional compensation, discharge or other disciplinary action. Within seven working days of your request, you will be provided with the opportunity to inspect the personnel documents described above during regular business hours, unless the Park District is legally entitled to an extension of this period. Your personnel records may be released to a third party in accordance with the *Freedom of Information Act*, *Illinois Personnel Records Review Act* or any other federal, state or local laws, regulations and ordinances.

## **1-10 IDENTITY PROTECTION POLICY**

The Park District adopts this Identity-Protection Policy pursuant to the Identity 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 G for the full policy.

### **1-11 ADDRESS CHANGE**

All personnel must notify Human Resources as soon as possible when a change in name, address and/or telephone is known. It is the employee's responsibility, upon separation from the District, to assure the District has a current address to send year-end W-2 forms and/or other necessary information.

### **1-12 DUAL & OUTSIDE EMPLOYMENT**

Upon receiving written approval by the Executive Director, a full-time employee will be allowed to secure employment outside of his/her job with the Park District providing: (1) the job does not conflict with or inhibit the employee's efficiency in fulfilling his/her responsibilities with the District; and (2) there is no "conflict of interest" between the District and other place of employment. An administrative or supervisory employee, due to the "on call" nature of their jobs, will be limited to 16 hours per week of employment outside of their duties with the Bolingbrook Park District.

Other full-time employees will be limited to 20 hours per week of outside employment. Any subsequent change in outside employment shall require new written approval thereof by the Executive Director.

Permission for outside employment for any employee may be revoked at any time, at the sole discretion of the Executive Director if it appears that the outside employment presents a possible conflict of interest or interferes with you fulfilling your responsibilities at the District. To avoid potential conflicts of interest, you may not accept work from or work for persons or companies with whom the Park District conducts any form of business. Additionally, you may not work for another employer during the times that you are scheduled or requested to work for the Park District. Failure to terminate outside employment when so directed by the Executive Director may be cause for disciplinary action, up to and including dismissal.

### **1-13 EVALUATIVE PROCESS**

All departments within the Park District shall use approved performance appraisal forms for both full time and part time staff to make personnel decisions related to such matters as promotions, transfers, demotions, terminations and salary adjustments

#### **1. Administrative, Supervisory & Full-time Personnel**

- a. His/her immediate supervisor, using the appropriate evaluation forms, shall evaluate the work performance of each full-time employee annually. This will include a self-review for the employee to complete.
- b. These evaluations shall be shared with the employee and then placed in his/her personnel file.

- c. Each supervisor is to conduct an anonymous 360 review of peers and direct reports (if applicable), and the business office (if applicable).

## **2. Regular Part-time & Short-term and Seasonal Personnel**

- a. The work performance of each regular part-time, short-term or seasonal employee shall be evaluated at appropriate intervals as determined by the supervisor so that adequate guidance and accountability may be recorded.
- b. The written evaluation shall be shared with the employee and then placed in his/her personnel file.
- c. For part time supervisory / leadership positions, the full time supervisor is to conduct an anonymous 360 review of peers and /or direct reports.

### **1-14 SEARCH OF LOCKERS, DESKS, AND OTHER PARK DISTRICT PROPERTY**

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

**Note: Whenever necessary, and at the Park District's discretion, Park District property and employees' work areas (*i.e.*, desks, file cabinets, lockers, vehicles, company-issued laptop computers, tablets, or cellular phone devices, etc.) may be subject to a search without notice. Employees are required to cooperate.**

The Park District will generally try to obtain an employee's consent before conducting a search of Park District property or work areas, but may not always be able to do so.

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

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

### **1-15 DRUG FREE WORK PLACE/SUBSTANCE ABUSE**

The Bolingbrook Park District is vitally concerned about the well-being of its employees, its most valuable asset. It is equally concerned that its reputation and positive image not be compromised in any way. Alcohol and drug abuse have an adverse effect on job performance, create dangerous situations, and undermine the community's confidence in the District.

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. 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.

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

#### **1-16 MODIFIED DUTY**

The District has developed a Modified Duty Program for employees who have sustained injuries or illnesses arising out of and in the course of their employment with the District or who may qualify for the Modified Duty Program as a reasonable accommodation. 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 offered at the sole discretion of the Park District. These factors include, but are not limited to, the aptitude of the employee, the specific physical or mental limitations, the essential functions of the temporary job assignment, the work environment and the ability of the Park District to provide accommodation and whether the employee was injured on the job. Modified duty may not be available for certain positions. Noncompliance or failure to cooperate with the Modified Duty Program may affect an employee's workers' compensation benefits and result in possible disciplinary action, up to and including dismissal.

Please see the entire Modified Duty Program in Appendix B.

#### **1-17 CHILD LABOR LAWS**

The Park District complies with all Federal and Illinois Child Labor Laws regarding the employment of minors. Minor work permits are required for any employee under the age of sixteen (16) in accordance with the Child Labor Laws. The permit must be received prior to employment. A copy must be sent with other employment information for the personnel file. For more information on Child Labor Laws, please see Human Resources.

#### **1-18 ABUSED & NEGLECTED CHILD REPORTING ACT**

It is the policy of Bolingbrook Park District (the "District") to fully comply with the State of Illinois Abused and Neglected Child Reporting Act (the "Act"), codified in 325 ILCS 5/1 *et seq.* Under the Act, "recreational or facility personnel" are mandated reporters. As such, the District will make every reasonable effort to have its employees comply with the Act to report any cases of abuse or neglect of a child (a person under the age of 18 years) participating in District activities and programs or at District facilities to the Illinois Department of Children and Family Services ("DCFS"). All employees of the District shall sign an Acknowledgement Form, as prescribed by DCFS, stating that they are familiar with their responsibilities as mandated reporters under the Act. The District will retain the Acknowledgement Form.

Please refer to Appendix C for the full policy.

## **1-19 ADDITIONAL REPORTING**

The Park District fully complies with the Illinois Department of Economic Security regarding child support reporting requirements.

## **1-20 COMMUNICABLE DISEASES**

It is the Bolingbrook Park District's desire to exercise appropriate measures to assist in the prevention of the spread of communicable diseases. The Board of Commissioners acknowledges its desire and willingness to respond effectively to the genuine concerns of the public as consistent with its obligation to discharge its duties in accordance with applicable law.

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

Please refer to Appendix D for the full policy.

## **2. SECTION 2. PAYROLL POLICIES AND PROCEDURES**

### **2-1 WAGE AND SALARY ADMINISTRATION**

The Bolingbrook Park District takes pride in the abilities and accomplishments of its employees. The District recognizes that the purpose of wage and salary administration is to attract and retain qualified employees. The compensation of employees should bear a definite relationship to the requirements and responsibilities of their positions. Wage and salary ranges shall be adjusted annually based upon market data supplied by the District's consultant. A comprehensive independent review of the salary and wage ranges shall be conducted every three to four years by a qualified consultant.

It is the responsibility of the Executive Director to establish the annual compensation for all personnel, which may consist of base salary and incentive compensation. In the case of the Executive Director, the Board shall establish annual compensation. Progression through the salary/wage range is based upon performance (merit) and an employee's relative position within the range. Tenure shall not be a factor in salary and wage administration.

Please see the salary range schedule in Appendix I.

### **2-2 SALARY AND WAGE SCHEDULE**

The Park District has a salary scale, which lists major positions in the District and assigns a salary range for each. The salary range shall reflect or take into consideration the following:

1. Relative difficulty and responsibility of each position,
2. Availability of employees in particular occupational categories,
3. Prevailing rates of pay for similar employment in private industry in and around the Bolingbrook area,
4. Pay rates in other park districts of comparable size and complexity of operation, and
5. The financial condition of the Park District will take precedence in the consideration of salary increases.

### **2-3 OVERTIME COMPENSATION AND COMPENSATORY OR ADMINISTRATIVE TIME**

1. Non-exempt Employees

Non-exempt employees must receive approval from his or her Immediate Supervisor prior to working any overtime hours. Failure to get approval in advance for overtime hours may result in discipline by the District, up to and including termination.

Non-exempt personnel will be paid overtime pay for hours worked in excess of forty (40) hours in a workweek at the rate of one and one-half times their regular hourly rate. Vacation, Sick, personal, bereavement, or any other approved or unapproved time off work will not count as days worked when computing overtime.

## 2. Exempt Employees

Exempt employees receive no overtime pay regardless of hours worked.

- a. Exempt employees are expected to perform their job duties regardless of hours required. However, exempt employees who are assigned specific tasks in addition to their normal workloads by their department heads and the Executive Director may be granted administrative time. Administrative time is time off approved in advance by the Executive Director in compensation for such additional tasks.
- b. The amount of administrative time to be given to employees shall be determined by their department heads, who shall notify employees of the amount determined. Permission to accumulate or use administrative time must be granted by department heads. Except in special circumstances and only with the approval of the Executive Director, no more than five (5) days of administrative time may be accumulated by exempt employees at one time. Administrative time will be assigned by the department head with the approval of the Executive Director.
- c. Exempt employees who work Bolingbrook Park District recognized holidays shall receive administrative time off at the rate of one time the hours worked, and the employees shall receive full holiday pay as well.

## 2-4 PAYROLL PERIODS AND PAYDAY

Pay periods for employees will be bi-weekly on Friday, for a total of twenty-six (26) pay periods per year. Employees selecting direct deposit will have their pay sent to their banks as of 12:01 am on the Friday of payday. Paychecks will be distributed on the Friday following the end of the recording period. Salaried employees starting or terminating their employment in the middle of a pay period shall be paid at a rate of one-tenth (1/10) of the total bi-weekly salary for each day worked. Hourly paid employees starting or terminating their employment in the middle of a pay period shall be paid for the hours worked during the pay period. Department heads are responsible for the verification of the hours of those employees who work under their jurisdiction.

## 2-5 PAYROLL DEDUCTIONS

Automatic payroll deductions shall be made for federal and state income tax purposes, employee's pension contributions and social security and as ordered by a court or applicable law. Voluntary deductions may be made for elective programs such as: health insurance, supplemental health, tax-deferred retirement plans, credit union accounts, and supplemental life insurance.

Except as required by law or court order, deductions will not be taken without your written authorization. Other involuntary deductions may be made as required by law or court order, such as child support payments and wage garnishments. Also, employees who meet certain hourly requirements will have Illinois Municipal Retirement Fund (IMRF) pension contributions withheld.

## **2-6 WORK SCHEDULES**

ALL administrative and supervisory personnel are, by the nature of their job, called upon to attend work related meetings during evening hours and on weekends. Due to this arrangement, administrative and supervisory personnel are not required to adhere to the regular office hours as long as they work a minimum of forty (40) hours per week.

ALL employees must accept the fact that leisure time activities are enjoyed by the public during hours outside the normal work week; hence, Park District employees' work hours may be other than the normal work week.

Buildings, Grounds, and Natural Resources Department employees (full-time) will work a forty (40) hour week, scheduled to meet the needs of the Park District. During certain seasons, the work week will include Saturdays and Sundays, or night work.

A work week will be from 12:00 a.m. of each Monday through 11:59 p.m. the following Sunday.

In areas where the policy manual is inconsistent with the applicable wage and hour laws, such laws will prevail, including subsequent amendments.

At the Park District's discretion, the Park District may change the work schedules.

## **2-7 RECORDING OF HOURS WORKED**

All non-exempt employees are required to maintain an accurate and legible record of the hours worked, whether by time sheet, or timecard, or automated time processing. These time records, which must be approved by their immediate supervisor, are the basis for the paycheck calculation. Time is computed for payroll purposes to the nearest quarter of an hour (15 minutes) per week. All employees who work seven and one-half (7.5) hours will receive an unpaid meal period of at least twenty (20) minutes.

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

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

If an employee fails to clock or sign in or out, he or she must notify his or her supervisor immediately so the time may be accurately recorded for payroll. If an employee has permission to leave during working hours, they must sign out when they leave and sign in when they return.

Exempt employees are not required to sign in or out; however, vacations, illness and injury days, personal days, and other leave, must be recorded on an absence / leave form and submitted to Human Resources. Violations of this policy may result in disciplinary action, up to and including immediate discharge.

## **2-8 ATTENDANCE & PUNCTUALITY**

1. An employee shall report promptly at the designated starting time and shall devote his/her entire efforts during working hours to assigned duties. An employee may be disciplined, up to and including discharge, for repeated tardiness or unexcused absences. In the event that an employee is unable to report for work due to illness or other emergency, he/she must so inform his/her supervisor or his/her designee no later than thirty (30) minutes after the start of the day the absence occurs. An employee is not permitted to perform any work outside of his/her assigned work hours without the expressed prior approval of his/her supervisor.

Failure to inform the supervisor or authorized staff of a day of absence, or at the agreed intervals in the case of extended illness, may result in a loss of that day's illness and injury pay. Being absent from work three (3) consecutive days without prior approval or without notifying the District will be considered a voluntary termination of employment, unless the circumstances of your absence, in the opinion of the Executive Director, justify the failure to inform the District.

2. The working hours are based upon department needs. A five minute lee-way will be allowed at starting time for an occasional emergency. Continued use of the five minutes will result in disciplinary action.
3. Employees arriving later than 5 minutes past their scheduled start time will be required to wait until the subsequent quarter (1/4) of an hour before clocking-in and beginning work. Employees may not begin to work until the corresponding quarter (1/4) hour has occurred. Employees will not be compensated during this waiting time where no work is being performed.

### **Minutes Late**

0 to 5 minutes  
6 to 15 minutes  
16 to 30 minutes  
31 to 45 minutes

### **Time Charged**

Grace period  
Clock in at XX:15  
Clock in at XX:30  
Clock in at XX:45

Consistent with this policy, Employees arriving late for their scheduled start time will be subject to disciplinary action. Excessive tardiness may subject an employee to further discipline, up to and including discharge.

4. An employee is not to punch-in or begin performing work until the designated start of his/her shift, or at the corresponding quarter (1/4) of an hour if the employee has after the start of his/her shift. If an employee punches in early without authorization from his or her supervisor or department head, he/she will be subject to discipline under this policy, up to and including discharge.



## **2-9 MEAL AND REST PERIODS**

Department heads are authorized to establish and arrange meal 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 head, subject to applicable laws.

Employees who choose to remain working during a rest or meal break cannot leave work early (unless authorized by the employee's supervisor). Employees who are asked to work through their lunch hours and who perform job tasks during this time will be compensated for the time worked. Employees on rest or meal break cannot interfere with employees who are working.

Employees who monitor individuals with development disabilities or mental illness or both and who, in the course of those duties, are required to be on call during an entire shift; those employees shall be allowed to eat a meal during their shift while continuing to monitor those individuals.

## **2-10 EMERGENCY CLOSINGS**

On occasion, due to inclement weather, national crisis, or other emergency, the Park District may suspend operations or release employees for all or part of a normally scheduled workday. The Park District will attempt to notify employees of its closure through announcements on predetermined local area radio stations. Emergency closure is considered unpaid leave for hourly personnel. The Park District makes every effort to ensure the safety of its staff and clients. In the event of severe weather or facilities issues that prohibit the use of the space the Park District may close sites, offices or programs for the safety of the clients and staff.

An emergency closing may be declared at any hour of the day and shall remain effective for the period specified by said authority or eight hours from the time the closing is declared, whichever comes first. In these cases non-exempt hourly employees will only be paid for the hours worked. Exempt employees are required to use their vacation time. However, if the exempt employee does not have enough accrued vacation, they will be advanced the time.

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 vacation or personal 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.

Certain essential services are required to be maintained in any closing. The employees involved in these essential services are excused from work only with the specific authorization of the Executive Director. The Executive Director should make clear beforehand who are essential employees in emergencies, what their obligations are, and establish procedures to let them know whether they will be needed to work. Failure to report to work during emergencies by employees required for essential services may be cause for disciplinary action.

### 3. SECTION 3 TIME OFF BENEFITS

#### 3-1 VACATION

1. Vacations are provided to employees in full-time positions as a means of refreshing one's health, rest, and relaxation.
2. Vacations will be granted to a full-time employee at a time convenient to the District. Vacation is earned throughout the year on a pay period basis. The Executive Director may advance an employee his/her annual vacation allotment subject to a written agreement, signed at the time of the advancement, for reimbursement to the Park District for any unearned, used portion should the employee leave the Park District prior to the time the vacation day(s) have accrued.
3. A maximum of one half the numbers of vacation days earned in the preceding year may be carried forward to the next year, according to the schedule below. Additionally, at the end of the calendar year, pursuant to the Illness and Injury Leave Policy, illness and injury days accumulated in excess of 30 days will be converted to vacation days and credited to the next calendar year's vacation time. The conversion formula is for every three (3) illness and injury days over the 30-day limit, one additional vacation day shall be added. Any balance of hours after conversion shall be forfeited. As a result, a maximum of three (3) additional vacation days converted from unused illness and injury days over 30 may also be carried over into the next calendar year.
4. An employee cannot elect to take pay in lieu of taking the actual vacation time.

In addition, an employee cannot take time off without pay when they still have benefits to use toward their time off.

5. Vacation shall be earned based on the continuous full-time employment completed by an employee. For purposes of vacation, year 1 begins on January 1 following an employee's date of hire. From the date of hire until January 1, vacation is earned for the "year of hire."

<b>Year</b>	<b>Earned Vacation</b>	<b>Maximum Carry Over Per Year</b>
Year of hire	5/26 day per pay period (1 week/yr)	2.5 days
1	<b>5 days, accruing at</b> 5/26 day per pay period (1 week/yr)	2.5 days
2 – 5	<b>10 days, accruing at</b> 5/13 day per pay period (2 weeks/yr)	5.0 days
6 – 10	<b>15 days, accruing at</b> 15/26 day per pay period (3 weeks/yr)	7.5 days
11 & up	<b>20 days, accruing at</b> 10/13 day per pay period (4 weeks/yr)	10.0 days

6. Unused accrued vacation will be paid to an employee at the time of separation.
7. An employee shall complete an Absence / Leave form for vacation to his/her immediate supervisor.
8. When two (2) or more employees in the same department desire the same vacation period, the employee with the longest, continuous full-time service will be given first choice. Personal situations, emergencies and the Park District's needs will also be considered.
9. When a holiday falls during an employee's assigned vacation and the employee is entitled to said holiday, it will not be counted as vacation time. Based on an employee's work schedule, Saturday and Sunday may or may not be considered as work days or vacation days.
10. In case of illness, vacation days may be used if illness and injury leave has been exhausted.
11. The Park District may, in its sole discretion, approve or deny any request for vacation based on any business reason.

### **3-2 HOLIDAYS**

1. Legal holidays observed by the Bolingbrook Park District for full-time employees are as follows:
 

<ol style="list-style-type: none"> <li>a. New Year's Day</li> <li>b. Good Friday</li> <li>c. Memorial Day</li> <li>d. Independence Day</li> <li>e. Labor Day</li> </ol>	<ol style="list-style-type: none"> <li>f. Veteran's Day</li> <li>g. Thanksgiving Day</li> <li>h. Day after Thanksgiving</li> <li>i. Christmas Day</li> </ol>
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And...

<ol style="list-style-type: none"> <li>i. one half day New Year's Eve</li> </ol>	<ol style="list-style-type: none"> <li>j. one half day Christmas Eve</li> </ol>
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2. When one of the following legal holidays falls on a Saturday or Sunday, the nearest working day will be observed as the holiday:
 

<ol style="list-style-type: none"> <li>New Year's Day</li> <li>Independence Day</li> </ol>	<ol style="list-style-type: none"> <li>Veteran's Day</li> <li>Christmas Day</li> </ol>
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3. A full-time hourly employee must work the last scheduled work day before and the first scheduled work day after a holiday or work day designated as such in order to be paid for the holiday, unless the employee is on approved paid leave. An employee who has worked the last scheduled day before the holiday and is unable to work the day after the holiday due to layoff will be paid holiday pay.
4. Holidays are non-cumulative. Any employee who is terminated will not receive pay for holidays not taken.

5. Non-exempt full-time employees shall receive payment for working Bolingbrook Park District recognized holidays at a rate of one and one half times the hours worked, and employees shall receive full holiday pay as well. If employees work the holiday, they shall receive no less than four hours pay even though they may work less than four hours. Holiday pay for non-exempt employees who do not actually work the holiday is not considered “hours worked” for purposes of overtime pay.
6. Exempt employees who work District recognized holidays shall receive administrative time off at the rate of one time the hours worked, and the employees shall receive full holiday pay as well.
7. When a holiday falls during an employee’s assigned vacation and the employee is entitled to said holiday, it will not be counted as vacation time. Based on an employee’s work schedule, Saturday and Sunday may or may not be considered as work days or vacation days.

### **3-3 PERSONAL DAYS – FULL TIME EMPLOYEES**

After six (6) months of continuous employment full-time non-exempt employees shall be granted two (2) personal days per fiscal year. Personal days are granted to employees to allow paid time off for personal reasons of any nature, including holidays not recognized by the Park District. Personal days are not carried from year to year and are not paid out upon termination.

The Park District may, in its sole discretion, approve or deny any request for time off based on any business reason.

### **3-4 PERSONAL TIME OFF (PTO) – PART TIME EMPLOYEES**

Personal Time Off is provided as a means of refreshing one’s health, rest, relaxation and pleasure. Part-time employees who have worked 1000 hours or more in the calendar year are eligible for sixteen (16) hours of Personal Time Off the following calendar year. Personal Time Off may not be used before it is earned by the employee.

Personal Time Off may be used toward established scheduled hours and granted to an employee at a time convenient to the District. Personal Time Off requests must be given in **writing** to the employee’s direct supervisor a minimum of five (5) business days prior to the requested time. When two or more employees in the same department desire the same Personal Time Off period and request it before time off has been granted to another employee, the employee with the longest continuous service will be given first consideration.

If the requested time off is due to illness/injury, the employee is required to request the time as paid personal time off when notifying their supervisor of the illness/injury. It is the responsibility of the employee to request the time be counted toward their paid personal time off.

Personal Time Off hours are earned from the previous year and therefore will be paid out upon termination. PTO hours cannot be carried from year to year.

If a part time employee moves to full time status, the PTO time will be encouraged to be used before they begin working full time.

If a part time employee moves to full time status, they will receive 16 hours of Personal Time upon their start date. (will not need to satisfy 6 month qualification period).

The Park District may, in its sole discretion, approve or deny any request for time off based on any business reason.

### **3-5 ILLNESS AND INJURY PAY**

1. Purpose – This benefit is provided for the purpose of compensating full-time employees when they, or one of their immediate family, are ill or injured, and it is in the best interest of all concerned for the employee to be absent from work. Employees found to be using illness and injury leave for other purposes are subject to stringent discipline up to and including termination as determined by the department head and Executive Director. Illness and injury leave may not be used as additional vacation time. For purposes of this policy, “immediate family” includes spouse or civil union partner, parent, grandchild, spouse’s parent, grandparent, step-parent, sibling, child, or step-child u, unless such child is incapable of self-care and disabled as defined by the Americans with Disabilities Act.
2. Rate – All full-time employees, after sixty (60) days from date of hire, are entitled to an accrual rate of 1.85 hours per pay check.

Beginning each January 1, full-time employees who have been employed for longer than sixty (60) days will be advanced, prior to actual accrual\*\*, ten (10) paid illness and injury days per calendar year.

Unused illness and injury days shall accumulate to a maximum of thirty (30) days (240 hours). At the end of the calendar year, illness and injury days accumulated in excess of 30 days will be converted to vacation days and credited to the next calendar year’s vacation time. The conversion formula is for every three (3) illness and injury days over the 30-day limit, one additional vacation day shall be added. Any balance of hours after conversion shall be forfeited.

Upon separation, for the unused time in the current year to the date the employee has as their final day of work, these hours will be prorated.

If at the beginning of a new calendar year, an employee who has been out for illness/injury, will be reinstated with their benefit upon their return to work.

[Actual accrual rate is 3.08 hours earned per pay period]

A return to work notice from a licensed health care provider is required from employees who are absent three (3) consecutive workdays for reasons of illness or injury.

The Park District may, in its sole discretion, approve or deny any request for sick time off based on any business reason.

### **3-6 BEREAVEMENT**

#### **1. Full Time Staff**

Full-time employees may request up to three (3) days leave with pay in the event of the death of a family member. For the purpose of this policy, the term “family member” includes the following relationships: (spouse, civil union partner, parent or legal guardian, grandparent, grandchild, child, step-child, brother, sister, spouse’s or civil union partner’s parent, or spouse’s or civil union partner’s grandparent). Proof of death and relationship to the deceased may be required.

#### **2. Child Bereavement Leave Act**

Under *Illinois Public Act 099-0703* Employees eligible to take leave under the federal Family and Medical Leave Act (FMLA) are entitled to take up to two weeks (10 work days) of unpaid leave for the loss of a child.

The Act defines “child” as 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 provided under this Act must be used within 60 days after the employee receives notice of the death of his or her child.

Employees may use unpaid bereavement leave:

1. to attend the funeral, or an alternative to a funeral, of a child;
2. to make arrangements necessitated by the death of the child; or
3. to grieve the death of the child.

If an employee suffers the death of more than one child in any 12-month period, the employee is entitled to take up to six weeks of unpaid bereavement leave in the 12-month period. However, an employee who has used all of his or her allotted 12 weeks of FMLA leave may not take additional leave under the Act for reasons related to the death of a child.

Employees must provide the Bolingbrook Park District with at least 48 hours’ advance notice of the intention to take leave under the Act, unless it is not reasonable or practicable.

Additionally, the District may require eligible employees to provide reasonable documentation of the need for leave under the Act. Such documentation may include a death certificate, published obituary, or written documentation of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

Instead of using unpaid leave under the Act, employees may elect to substitute applicable

paid leave. The Bolingbrook Park District will not require employees to substitute available paid leave for unpaid leave provided under the Act.

Employees not eligible for this leave under the FMLA may submit a Request for Leave of Absence Without Pay to the Executive Director, following the above guidelines.

### **3-7 JURY DUTY**

All employees selected for jury duty will be granted time off for the duration of their jury service. A regular full-time employee shall receive the difference between their regular base pay (if exempt) or the number of hours for which the employee was scheduled to work on those days and their jury duty pay, up to a maximum of ten (10) working days per year for jury duty. Any jury duration extending beyond ten (10) working days shall be permitted, but on an unpaid basis. In order to receive pay from the Park District, employees eligible for pay must submit a copy of the check received for jury duty to their immediate supervisor.

All other employees shall receive jury duty leave without pay from the District.

Within 10 days of the date of issuance of the summons, the employee must submit a copy of the summons to his/her immediate supervisor and Human Resources and inform them of the anticipated length of his/her jury service if known. During jury duty, and as promptly as possible, employees must inform their immediate supervisor as to the expected duration of the jury duty. Following jury duty, all employees must provide the Park District with appropriate documentation evidencing the length of their jury duty.

During an employee's jury service, the Park District will treat the employee as being on a leave of absence. The employee will be entitled to participate in insurance or other benefits offered by the Park District to similarly situated employees on leaves of absence.

At the end of an employee's jury service, the employee will be reinstated to his/her position without loss of seniority if applicable.

### **3-8 DISABILITY LEAVE AND IMRF DISABILITY BENEFITS**

If, after one year of service with the District, an employee becomes sick or injured on the job or off the job and is temporarily disabled from performing his/her duties, and if the disability persists for thirty (30) days or more, the employee may be eligible to receive disability benefits under the Illinois Municipal Retirement Fund at a percentage of his/her present rate of pay. If properly certified by a licensed health care provider, such time off will be considered disability leave and the employee will be eligible for a leave of absence from the service of the District for the length of the disability up to a maximum of one year. Such leave will also run concurrently with leave covered by the Family Medical Leave Act. The employee will be allowed to return to work only after securing a licensed health care provider's statement that he/she is capable of performing his/her previously assigned job and duties, subject to applicable reasonable accommodation requirements pursuant to the Americans with Disabilities Act.

When an employee is injured on the job, workers' compensation benefits may also be in effect. In the event of temporary disability, workers' compensation insurance may pay a percentage of the worker's salary. (See also the Workers Compensation Policy herein).

### **3-9 ABSENCE WITHOUT PAY/LEAVE OF ABSENCE**

Unless otherwise required by law, the Executive Director may grant, upon the recommendation of the appropriate department head, a leave of absence without pay for four to six weeks. A leave of absence without pay shall only be granted when it will not unduly interfere with the best interests of the Park District.

Employees requesting leave without pay must provide a written request specifying the reason for the extended leave and the length of time the employee intends to be away. In the case of medical leave not covered by the Family Medical Leave Act, the employee must provide certification of the need for leave from a licensed health care provider.

While a full-time employee is on an approved leave, he/she will be eligible to continue their health insurance coverage in place for them at the start of the leave provided that the employee pays 100% of the premium/contribution. Other employment benefits, if any, such as vacation, illness and injury leave or personal days shall not accrue during any unpaid period of leave. Employees on leave without pay will not forfeit any benefits that accrued prior to the start of the leave.

### **3-10 FAMILY AND MEDICAL LEAVE**

1. If you have been employed by the Park District for at least twelve (12) months (with no break in service of seven (7) or more years except if related to USERRA covered military obligations) and have worked at least 1,250 hours during the 12-month period preceding the start of the leave (which includes all periods of absence from work due to or necessitated by USERRA-covered service), 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:

- a. Because of the birth of your child and in order to care for such child (within 12 months after the birth of the child);
- b. Because of the placement of a child with you for adoption or foster care (within 12 months of the placement of the child);
- c. In order to care for your spouse, child, or parents if they have a "serious health condition;"
- d. Because of a "serious health condition" that makes you unable to perform the functions of your job; or
- e. 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.



2. **Medical Certification** – Any request for a leave under paragraphs 1.c. or 1.d. above, or under the Service Member Family Leave provision below, must be supported by certification issued by the applicable health care provider of the Department of Defense. You are required to submit this information on the forms provided to you and available from the Director or on the Invitational Travel Orders or Authorizations provided to you by the Department of Defense. You may obtain a certification form from the Human Resources and you will be required to have your health care provider fill out the form and return it to the Park District within sixteen (16) days of your receipt of the form.

At its discretion, the Park District may require a second medical opinion and periodic recertification to support the continuation of a leave or under paragraphs 1.c. and 1.d. (except as otherwise provided by the Department of Labor). If the first and second opinions differ, a third opinion can be obtained from a health care provider jointly approved by both you and the Park 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 Company 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.

3. **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:

- a. **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;
- b. **Absence Plus Treatment** A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves either: (1) treatment two or more times (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);

- c. **Pregnancy** Any period of incapacity due to pregnancy, or for prenatal care;
- d. **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;
- e. **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.
- f. **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.

4. **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. 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.
- b. 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.
- c. 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).
- d. 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 included “parents in law”.

5. **Military Caregiver Leave.** If you have been employed by the Park 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 Park 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. 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.
- b. “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.
- c. “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.
- d. “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 (i) may render the Service member medically unfit to perform the duties of the member’s office, grade, rank or rating, or (ii) in the case of a veteran Service member, that manifests itself before or after the member became a veteran.
- e. “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.

6. **Employee Benefits During Family and Medical Leave of Absence** You will be permitted to maintain health, dental, and vision) insurance coverage for the duration of the leave under the same conditions coverage would have been provided if you had remained actively at work. While you are on leave, you will be responsible for paying your share of insurance premiums to the same extent as is you were actively work, therefore, you must make arrangements for the continuation of and payment of normal deductions from your paycheck before you go on leave status. If you do not return to work after the leave, or if you fail to pay your portion of the premiums, you will be required, under certain circumstances, to reimburse the Park District for the costs and expenses associated with insuring you during the leave.

A leave of absence will not affect the continuity of your employment. However, you will not accrue paid vacation or illness or injury time, during any period that you are on an unpaid leave of absence, and you will not be eligible for paid holiday time at any time while you are on leave.

7. **Coordination with Other Policies** – An employee is required to substitute any accrued paid leave, including vacation and sick time, until such paid leave is exhausted as part of the 12-week period. This requirement also applies to illness and injury leave when a serious health condition entitles the employee to leave. If you otherwise qualify for disability pay, you will collect it at the same time you are on 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 12 weeks of Family and Medical Leave. To receive any type of paid time off benefit while on FMLA leave, you are required to meet the Park District's conditions for taking the paid leave (although the Park District may in its discretion waive any procedural requirement for the paid leave in appropriate circumstances).

8. **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 this request could result in a delay of the start of your leave. If your leave request is approved, you will receive an FMLA Response Form.

You must respond to our questions relative to your leave request so that we 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 Park 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 Park 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 Park District consistent with the Park 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 also make a reasonable effort to schedule leave and/or medical treatments so as not to disrupt business 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.

Extensions of a leave of absence beyond the date originally approved are at the sole discretion of the Park District. Your maximum time on a leave of absence, all types combined, and including all extensions, cannot exceed a total of 52 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 discharge.

A leave of absence will not affect the continuity of your employment. Your original date of employment remains the same for seniority purposes. However, you will not accrue any benefits during the period you are on a leave.

9. **Intermittent Leave** – If certified as medically necessary for the serious health condition of either you or your spouse, child or parent (Paragraphs 1.c. and 1.d., above), or to care for a Covered Service member if you are a spouse, child, parent or next of kin to the Covered Service member (Paragraph 5, above), leave may be taken on an intermittent or reduced leave schedule. Intermittent or reduced-schedule leave may be taken in hourly or daily increments. Intermittent leave also may be taken if you qualify for leave because of a qualifying exigency as described in Paragraph 1.e., above, subject to the submission of a certification prescribed by the Secretary of Labor.

If leave is requested on this basis, however, the Park 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. Whether you will be permitted to take intermittent leave for the birth or placement for adoption or foster care of a child under paragraphs 1.a. and 1.b. above on an intermittent basis will be the Park District's sole discretion.

Intermittent leave or reduced-schedule leave will reduce the total amount of leave only by the time actually taken off. For example, if you take four hours of leave for medical treatment, you have used only four hours of the 12 weeks of leave allowed.

If you normally work a part-time schedule, the amount of leave to which you are entitled is determined on a pro-rata basis by comparing the reduced schedule with your normal schedule. Thus, your workweek will consist of the number of hours you usually work. For example, if that workweek is normally 25 hours, the leave period will consist of 12 weeks of 25 hours (300 hours) and any intermittent leave taken will count against this time

10. **Return from a Family and Medical Leave** – Upon return from leave which has extended no longer than a total of twelve (12) workweeks in a rolling twelve (12) month period, 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 actively at work 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.

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 perform the essential functions of the job. A list of the essential job functions will be made available to you for compliance with this requirement prior to the Park 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 from an intermittent or reduced schedule FMLA leave related to your own serious health condition.

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.

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 discharge.

11. **Key Employees** – Certain highly compensated "Key Employees" may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the Company'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 an FMLA Leave.

12. **Anti-Retaliation Provisions.** Be assured that no retaliation will be taken or tolerated against any employee who 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 the Human Resources or the Executive Director so that the matter can be promptly investigated and remedied as appropriate.

13. **Compliance With Other Laws.** In administering this FMLA Policy, the Park District complies with the Americans with Disabilities Act (“ADA”) and any other relevant law. The Park 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.

14. **IMRF Benefits** – Illinois Municipal Retirement Fund provides disability income benefits for pregnancy following a thirty (30) day waiting period. The waiting period begins the day following the employee’s last day of work, which is determined by a physician. Benefits are paid for a maximum of eight (8) weeks following the birth of the child. Additionally, if, after one year of service with the District, an employee becomes sick or injured on the job or off the job and is temporarily disabled from performing his/her duties, and if the disability persists for thirty (30) days or more, the employee may be eligible to receive disability benefits under the Illinois Municipal Retirement Fund at a percentage of his/her present rate of pay.

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

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

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

Employees must provide the 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 the orders. Upon return to the District from your military training, employees must submit a statement signed by an appropriate military official indicating the time spent in military training and/or service.

Pursuant to the Local Government Employees Benefits Continuation Act (50 ILCS 140/2), members of the National Guard or of the United States Armed Services Reserve may be entitled to leave with pay when called into service by the President of the United States as provided by law. Under this Act, and if eligible, an employee’s salary continuation shall include health insurance and any other benefits the employee was receiving at the time he or she was called up. The employee’s salary will be offset by his or her military pay.

Employees are also eligible for leave with pay to take part in annual encampments or training cruises. Employees will receive the difference between their regular salary and their base military pay and should retain their military pay vouchers. Upon return, such employees must furnish official proof of pay during the tour of duty in order to receive pay from the District.



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

Please see your supervisor or Human Resources if you are called to perform military training or military service to more fully discuss your benefits for such training or service.

### **3-12 ILLINOIS FAMILY MILITARY LEAVE**

In recognition of our country's servicemen and women, the Park District offers a period of leave for employees and independent contractors who are parents, and spouses, children and grandparents of service men and women called to extended military service. If the employee's spouse, child, grandchild, or parent has been called to military service for a period exceeding thirty (30) days pursuant to the orders of the Illinois Governor or U.S. President, the employee may be eligible for unpaid leave under the Illinois Family Military Leave Act. To be eligible, the employee must have been employed by the Park District for at least twelve (12) months and have at least 1,250 hours of service during the twelve (12)-month period immediately preceding the start of the leave. Civil union partners are treated as spouses for purposes of this policy.

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 the family member's military unit has been mobilized and is preparing to leave its base to prepare for combat. The employee must substitute any accrued but unused vacation days or personal time (other than illness and injury or disability leave) for unpaid leave under this policy.

Certification from the relevant military authority verifying eligibility as the spouse, 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 in advance of the start of the leave. Leave of shorter duration requires notice to the District as soon as practicable.

If the employee returns to work at the end of the 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 the employee had not been on leave.

Employees will be permitted to maintain health insurance coverage for the duration of the leave under the same conditions coverage would have been provided if they had remained actively at work. However, arrangements must be made for the continuation of and payment of insurance premiums before commencement of leave status.

### **3-13 VESSA Leave**

Under the Illinois Victims' Economic Security and Safety Act (VESSA), 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 violence as provided for under Illinois law.

### **Eligibility**

Generally, to be eligible for VESSA leave, the employee must either be a victim of domestic violence or a family or household member of such a victim. Leave may be taken for the following reasons:

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

“Family or household member” means a spouse, civil union partner, parent, son, daughter and persons jointly residing in the same household whose interests are not adverse to the employee as it relates to the domestic or sexual violence. “Parent” means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter. “Son or daughter” means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.

### **Leave Time**

To take leave of absence under VESSA, employees should contact their supervisor or Human Resources. If applying for VESSA leave for a condition that also qualifies for FMLA leave, the leave time will also count as FMLA leave and will run concurrently with FMLA leave. Otherwise, the VESSA leave time will be in addition to FMLA time off.

### **Notice Required**

Employees must provide their supervisor or 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 their supervisor or 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 their supervisor or Human Resources with certification (a sworn statement) that: (a) states that they or their family member is a victim of domestic 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 professionals who provided assistance to 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 the Human Resources or their supervisor.

### **Confidentiality**

All information provided to the employer regarding notification for VESSA leave and the certification required for VESSA leave shall be retained in the strictest confidence by the employer and separate from the employee's personnel file, subject to disclosure only as required by 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. If an employee fails to return from VESSA leave, for reasons other than the continuation or recurrence of domestic violence, the employee is required to repay the premiums that the Park District paid on their behalf while they were 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, nothing in this policy shall be construed to entitle any restored employee to have accrued any seniority or employment benefits during any period of leave or any right, benefit, or position of employment that the employee would not have received had the leave not been taken.

The Park 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 BLOOD DONATION LEAVE**

The Park District recognizes the importance of blood donation in our community. To encourage employees to contribute to community blood banks, full-time employees who have been employed with the Park District for six (6) or more months may take up to one (1) hour of paid leave from work to donate blood.

An employee may not take this leave more often than once every fifty-six (56) calendar days. In order to take this leave, an employee must complete the absent/leave request form one (1) week prior to the requested leave, and submit it to Human Resources. The District may require the employee to provide proof of blood donation.

### **3-15 SCHOOL VISITATION LEAVE**

An employee who has been employed by the Park District for at least six (6) consecutive months and works at least twenty (20) hours per week may take a total of eight (8) hours of unpaid leave during any school year to attend public or private elementary or secondary school conferences and classroom activities of his or her children, if the conference or activity cannot be scheduled during non-working hours. No more than four (4) hours of leave may be taken in any one day.

Employees must exhaust all available paid time off and other available leave (except illness and injury and disability leave) for school visitation before being eligible for unpaid school visitation leave. A employee who uses school visitation leave may request to “make up the time” by working on a different day or shift, and the Park District will exercise its best efforts to identify any reasonable opportunity for the employee to work the hours missed due to the school visitation leave. Before arranging attendance at the conference or activity, an employee may be asked to provide the District with a written request for leave at least seven (7) days in advance of the time it will be taken; however, in emergency situations, 24 hours’ notice is requested.

Employees should consult with their supervisors to schedule the leave so as not to unduly disrupt the Park District’s operations. As a condition of being granted school visitation leave, employees must provide a verification statement (in accordance with and as defined by applicable Illinois law) from the school within two (2) working days of the school visitation, if requested by the District.

### **3-16 VOTING TIME OFF**

Employees who are eligible to vote at any general, special or popular vote election are encouraged to vote before or after their normal working hours. If voting at those times is not possible, employees may leave work for up to two (2) hours between the time of the opening and the closing of the polls. Employees must request the voting time off from their supervisors prior to the day of the election. Supervisors may determine the actual hours that an employee may leave to vote. Full time exempt employees may adjust their time. Full time non exempt employees may use vacation or PTO time benefits or take time off without pay. Part time employees may use earned PTO time or take time off without pay.

### **3-17 ABSENCE WITHOUT LEAVE**

Absence without leave is any absence from duty including a single day or portion thereof which has not been excused or approved in accordance with established policies and procedures. In such cases, pay is denied for the entire period of absence, and the employee may be subject to disciplinary action including discharge. Any employee absent without leave for three (3) consecutive days shall be deemed to have abandoned his/her position and voluntarily resigned as of the first day of absence or last day actually worked. Where such absence is determined excusable by the department head and there were conditions which rendered prior approval impossible, the Park District may charge the employee’s absence as a vacation day(s), illness and injury day(s), or day(s) of absence without pay.

Regular part-time, short-term or seasonal employees are not entitled to compensation for days absent for any reason

### **3-18 Administrative Time**

If a full time exempt employee works a special event outside of their normal work week, upon approval from their department head, they will be eligible for an administrative day. This day is required to be taken within two weeks of the extra day. This is not a day that is eligible for payout upon termination.

### **3-19 Working from Home**

Bolingbrook Park District does not have a work from home policy. When staff needs to be home for personal or family illness, it is not the Park District's policy to allow the employee to work from home. Staff is required to take a vacation day or sick day for this absence.

## **4. SECTION 4 EMPLOYEE BENEFITS**

### **4-1 INTRODUCTION TO BENEFITS**

The benefits section is a brief overview of the benefits available to eligible employees. This section is not comprehensive and is not intended to be part of or to create any employee benefit plan. Where a particular benefit is the subject of an insurance policy, contract, or plan, the written terms of each will govern all aspects of the benefit including, but not limited to:

- eligibility;
- application procedures;
- premiums and deductibles;
- coverage and benefits; and
- reporting procedures

Except as specifically prohibited or required by law or by the terms of the legal plan documents for a specific benefit plan or program, all benefits described in this section will cease upon the termination of employment for any reason, including retirement.

Unless otherwise prohibited or required by law, the Park District reserves the right to add to, amend or terminate any benefit at any time without notice.

Any questions regarding this section should be directed to the Human Resources Department.

### **4-2 INSURANCE AND HOSPITALIZATION**

1. The Park District provides all eligible employees with group insurance. This insurance will partially or totally cover the following items:
  - a. Life Insurance
  - b. Accidental Death and Dismemberment
  - c. Medical Benefits
  - d. Dental Benefits
  - e. Prescription Coverage
  - f. Vision Benefits

Employees who the Park District views as Full Time will generally be eligible for group health benefits. Please review the plan documents for each benefit described above for the specific eligibility provisions related to that benefit.

2. Once all necessary enrollment information is provided, coverage will begin the first of the month following completion of thirty (30) days of employment.
3. Health, dental, and vision insurance benefits are available to eligible employees through payroll deduction. An employee contribution rate not to exceed 15% for family coverage is offered to eligible employees.

Employees may opt out of the District provided health, dental, and vision insurance plans if, and only if, they provide evidence of coverage under another plan.

4. Unless continuation coverage is otherwise elected, termination of coverage provided by the Park District is the last day of employment for dental and vision and the last day of the month for medical
5. Continuation of health insurance benefits may be available as provided for in the Comprehensive Omnibus Budget Reconciliation Act of 1986 (COBRA) to an employee, spouse and dependent children for up to eighteen months in the event of resignation, reduction of hours, layoff or termination (except where termination results from gross misconduct). Coverage may be available for up to thirty-six months for the spouse and/or dependent children in the event of an employee's death, divorce or separation. If coverage is provided under Medicare or a covered child ceases to be a dependent as defined in the plan, coverage under the plan ends. The initial eighteen-month continuation period may be extended to twenty-nine months if the Social Security Administration determines that a qualified beneficiary was disabled at the time of the original termination or reduction in hours. Additionally, employees who leave employment to serve in the uniformed services may be eligible for continuation coverage for up to twenty-four months.

The full cost of coverage at the group rate is the responsibility of the employee, spouse or dependent child. Employees, as well as their spouses and dependent children, will be notified of their rights for continued health coverage at the time they become covered by the Park District's group health plans and in the event they leave the company or have a reduction in hours. Employees must notify the Park District if an event occurs that would enable the spouse and/or dependent children to exercise their COBRA rights or of an event that terminates COBRA coverage.

The Park District and/or our agent will provide employees with the details of their rights under COBRA in separate notification letters at the appropriate times.

Additional continuation coverage opportunities may be available for certain eligible employees who retire and are eligible to receive an IMRF pension benefit at the time of retirement.

#### **4-3 EMPLOYEE ASSISTANCE PROGRAM**

The Park District provides its full-time employees, their spouses and dependents an employee assistance program (EAP) through an independent firm on a confidential basis.

The EAP offers professional staff, confidential counseling and referral services to individuals who may be experiencing personal problems including, without limitation, alcohol and/or drug abuse, emotional, marital and family problems, legal and financial concerns.

An EAP representative will meet with participants for a maximum of five (5) assessment sessions per presenting problem per contract year without any cost or charge to them and, based upon such assessment, recommend a plan of action. The EAP will be operated and the services of the EAP counselors will be provided on a confidential basis, and all federal and state laws and regulations regarding confidentiality and privacy shall be adhered to. In the case of employer-referred EAP counseling, which may be in addition to or in lieu of disciplinary action, employees may be required to waive certain confidentiality provisions. If and when participants have a need to pursue other counseling or treatment, the participants will bear the cost of such treatment.

#### **4-4 RETIREMENT PLAN (IMRF)**

All full-time and part-time employees who are regularly scheduled to work at least 20 hours each week who are expected to work 1,000 hours or more per year shall be included and must participate in the Illinois Municipal Retirement Fund (IMRF) immediately upon employment. IMRF provides retirement, disability and death benefits to eligible participants. Based on enrollment dates, the plan will designate the employee tier as Tier I. and Tier II. Additional information about the IMRF benefits is available at [www.imrf.org](http://www.imrf.org) or by calling IMRF Member Services at 1-800-275-4673.

#### **4-5 DEFERRED COMPENSATION PLAN**

The Bolingbrook Park District has established a voluntary Deferred Compensation Plan in accordance with state and federal guidelines to aid employees with their long-term financial planning. The plan allows an employee to put money aside for retirement on a tax-deferred basis through payroll deductions. The plan is available to eligible Park District employees and/or IMRF participants, pursuant to Federal legislation permitting such Plans and pursuant to 40 ILCS 5/24-101 et seq. The Park District offers this plan as a voluntary service; employees should consider their financial needs to determine if this plan is in their best interest. The Park District does not subsidize the plan. Please see the Human Resources for more information on this plan.

#### **4-6 WORKERS' COMPENSATION**

Absences caused by work related illness or injuries are covered by Workers' Compensation. The basic purpose of the Illinois Workers' Compensation law is to provide payment of lost wages to an employee for injuries arising out of and in the course of his/her employment. This coverage is provided at no cost to the employee. More detailed information on this law may be obtained from Human Resources.

Any work related injury or illness should immediately be reported to an employee's supervisor. Failure to promptly report an injury may jeopardize an employee's eligibility for worker's compensation benefits. The immediate supervisor shall be responsible for the completion of an employee accident report form and the filing of this form with the Administrative Office within twenty-four (24) hours following the injury. The immediate



supervisor shall instruct the employee injured while on the job to report for an examination at a designated hospital, clinic, or physician's office. No employee shall be allowed to return to work after a work related illness or injury until he/she has supplied the District with a statement from a physician approving the employee's return to work without restrictions, or with restrictions that are acceptable to the District or that can be reasonably accommodated if they involve a disability as defined by the Americans With Disabilities Act.

Under certain circumstances, an employee may be eligible for payment for work related injuries or illness and disability benefits from the Illinois Municipal Retirement Fund (IMRF).

#### **4-7 SOCIAL SECURITY AND MEDICARE**

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

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

#### **4-8 IN-SERVICE TRAINING**

1. All employees are required to attend orientation meetings, staff meetings, and in-service training sessions and will be paid their regular wages, meeting wages, or salary for such attendance.

#### **4-9 PARTICIPATION IN PROFESSIONAL ASSOCIATION MEETINGS, CONFERENCES AND SEMINARS**

The Board of Commissioners recognizes that benefits are derived by the District by the attendance of regular, full-time employees at professional association meetings, conferences and seminars. These activities are intended to provide a constructive forum for the exchange of ideas and the discussion of common problems and often result in stimulating creative thought and new approaches to District activities. Although not a requirement of employment, staff is encouraged to seek professional certification in their area of expertise. This can include but not limited to [CPRP, CPA, CPO, CPM, etc.]

Conferences and seminars for which attendance is most likely to be beneficial to the District are those sponsored by the National, Regional, State, and local park district affiliated organizations.

It is the Board of Commissioners' desire to sponsor reasonable attendance of staff members at professional association meetings, conferences and seminars when such attendance is, in the judgment of the Executive Director, in accordance with District policy on allowable expenses. Budgetary considerations and/or subject matter will be considered in the Executive Director's decision on the number of attendees at any

conference. With the approval of the Executive Director, staff members may attend professional association meetings, conferences, and seminars at their own expense. Staff members who choose to exercise this option may be charged vacation time while attending and/or participating.

#### **4-10 POLICY GOVERNING REIMBURSEMENT OF EXPENSES FOR TRAVEL ON PARK DISTRICT BUSINESS**

It is recognized that in the best interest of the District and for the effective execution of its programs, employees from time to time will be authorized or required to travel on District business. Claims for reimbursement of travel expense must be turned into the Business Office with department head approval.

##### **A. Purpose**

The Bolingbrook Park District will pay or reimburse employee and commissioner travel, meals, and lodging expenses incurred in connection with pre-approved travel, meals and lodging expenses incurred on behalf of the Bolingbrook Park District. Employees and commissioners are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

##### **B. Definitions**

“Entertainment” includes, but 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 commissioners of the Bolingbrook Park District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

##### **C. Authorized Types of Official Business**

Travel, meals and lodging expenses will be either paid by the Park District or reimbursed to employees and commissioners of the Park District only for purposes of official business conducted on behalf of the Bolingbrook Park District. These include but are not limited to , 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 commissioners official duties. This may include IAPD/IPRA Conference, NRPA Conference, other position specific educational conferences. If you are unsure whether an expense is reimbursable or will be paid by the Park District, please contact the Executive Director.

## **D. Categories of Expense**

**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 and economy tickets with his or her personal funds.

**Personal Automobiles** - Mileage reimbursement will be from the work location office to the off-site location of the official business, not from the employee's or commissioner's residence. An employee or commissioner will be reimbursed at the prevailing IRS mileage rate. 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. Employees and commissioners are encouraged to use park district vehicles when available.

**Automobile Rentals** – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as limited in this section. Compact or midsize cars are required for two or fewer employees or commissioners 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. The traveler is required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after official business has ended.

**Public Transportation** – In case of local training or official business where an employee or commissioner chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the travelers's residence), regardless of the transportation method chosen.

**Hotel/Motel Accommodations** – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. 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 Board of Commissioners. When multiple employees or officers are attending the same event, double rooms will be shared if possible.

**Meals** – Meals reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred. These rates, which are regional rates, can be found at [www.gsa.gov](http://www.gsa.gov). Anything in excess of MARA (maximum allowable reimbursement amount) regulation amounts will need submission of receipts and approval of reimbursement by a roll call vote of the Board of Commissioners.

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

**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, Meals, and Lodging Expense Report form and paid by the traveler.

**Accompanied Travel** – When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Bolingbrook Park District.

**Entertainment Expenses** – No employee or commissioner of the Park District shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event, or other official business.

**E. Approval of Expenses for Board Members**

Travel, meals, and lodging expenses incurred by commissioners must be approved in an open meeting by a majority roll-call vote of the Bolingbrook Park District Board of Commissioners. This will be done via approval of the budget and warrant lists.

**F. Approval of Expenses for Staff**

Travel, meals, and lodging expenses for a particular conference incurred by any employee in excess of \$2,500 (including conference registration fees) must be previously approved in an open meeting by a majority roll-call vote of the Bolingbrook Park District Board of Commissioners. In the event that the actual amount reasonably spent by an employee is more than the Maximum Allowable Reimbursement Amount, then the additional amount may be submitted to the Board of Commissioners for approval at an open meeting pursuant to a roll call vote. Approval by the Board of the additional amount is not guaranteed.

**G. Documentation of Expenses**

Before an expense for travel, meals, or lodging may be approved, the following minimum documentation (Exhibit A) must first be submitted in writing to the Executive Director for approval as part of the budget process. The Board of Commissioners must also complete this form (Exhibit A) to be approved in an open meeting by a majority roll- call vote for the Bolingbrook Park District:

- (1) The job title or commissioner position of the individual who received or is requesting the travel, meals, and lodging expense; and
- (2) an estimate of the cost of travel, meals, and/or lodging; and
- (3) the nature of the official business for which the travel, meals, or lodging expense was or will be expended.

Expenses for travel, meals, lodging not included in the budget (unanticipated educational opportunities or business related speaking engagements) may be approved by submitting the following documentation (Exhibit A) to be approved by the Executive Director and in an open meeting by a majority roll- call vote for the Bolingbrook Park District:

- (1) the name and job title of office of the individual requesting the travel, meals, or lodging expense; and
- (2) Cost of travel, meals, and/or lodging; and
- (3) the nature of the official business for which the travel, meals, 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.

The Bolingbrook Park District utilizes a standard Check Request Form for reimbursement of travel, meals, and lodging expenses (Exhibit B).

**Section 2.** The above “Whereas” recitals are incorporated into and made part of this Ordinance.

**Section 3.** All ordinances, resolutions, and regulations in conflict with this Ordinance are hereby repealed to the extent of such conflict.

**This policy becomes effective immediately upon approval of the Ordinance**

VOTE:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_

Board President

\_\_\_\_\_

Board Secretary

**EXHIBIT A**

**Conference Expense Approval Form**

**Employee / Commissioner Name** \_\_\_\_\_

**Employee / Commissioner Title** \_\_\_\_\_

**Conference / Educational Opportunity / Speaking Engagement Title**  
\_\_\_\_\_

**Conference / Educational Opportunity / Speaking Engagement Description**  
\_\_\_\_\_

**Registration Cost** \_\_\_\_\_

**Lodging Cost** \_\_\_\_\_

**\* Est. Travel Cost**   **(Airfare)**   \_\_\_\_\_

**(Rental Car)**   \_\_\_\_\_

**(Mileage)**     \_\_\_\_\_

**(Parking)**     \_\_\_\_\_

**\* Meals Cost**           \_\_\_\_\_

**\* Requires receipt for reimbursement of personal expenses**

**Executive Director Approval:** \_\_\_\_\_

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

#### **4-11 VEHICLE USE AND CAR ALLOWANCE**

Park District vehicles may be used by key personnel for official Park District business and may be allowed other uses as approved by the Board and the Executive Director.

The Executive Director shall be furnished a vehicle for his/her full-time use or be reimbursed on a semi-annual or paycheck basis an amount to compensate for use of his/her personal vehicle.

If an employee is required, in the performance of his/her duties, to use a personal vehicle, the employee shall be reimbursed for actual travel distance at a mileage rate as currently established by the Internal Revenue Service. An employee whose duties involve the use of a personal vehicle shall maintain in effect an insurance policy on their vehicle in accordance with the State of Illinois covering such use and insuring the employee against losses due to property damage and personal injury suffered by him/her and others. An employee may be asked to provide proof of this insurance.

Employees are required to obey all traffic regulations. These regulations include, without limitation, the use of seat belts and mandatory use of headlights when the vehicle's windshield wipers are operated, and use of electronic communication devices including cell phones, personal digital assistants, and mobile/portable computers. Specifically, Employees may not talk on mobile phones, read or enter data into any handheld or other electronic device while behind the wheel of a moving vehicle being used on company business.

Employees operating any vehicle for District business must have a valid driver's license with the proper classification for the type of vehicle being operated. Upon request, employees must show proof of this license. Employees must notify their Immediate Supervisor if the status of their driver's license changes. Driver's abstracts will be requested from the Secretary of State on an annual basis for all agency drivers. Drivers must also pass an "on the road" driving test, administered by the District.

#### **4-12 MEMBERSHIPS**

Employees are encouraged to join and participate in professional associations that promote Park District goals, individual skill development, professional recognition, or relate to their job responsibilities. The Park District will consider payment of professional and service organization dues for appointive, administrative, supervisory and full-time employees who submit requests to the Executive Director.

Professional organizations are defined as any broadly accepted viable organizations relative to the parks and recreation field such as the Illinois Park and Recreation Association, National Recreation and Parks Association, or the South Suburban Park and Recreation Professional Association.

## **4-13 EMPLOYEE RECOGNITION**

### **INTRODUCTION**

The Bolingbrook Park District has developed a formal program to recognize exceptional performance, outstanding customer care and length of service.

We encourage employees to be active in the recognition process; as witnesses to each other's effort and good work, as a nominator for those deserving and ultimately as honored award winners.

### **SUSAN HOSTER-SUGGS AWARD OF EXCELLENCE**

To recognize employees who make a major contribution during the year; or are dependable and steady in the performance of their everyday duties.

### **LENGTH OF SERVICE AWARD**

Length of Service Awards are given to recognized employees who have surpassed three, five, ten, fifteen, twenty, twenty five, thirty, thirty-five, forty, and forty-five years of service. To be eligible, employees must have worked at least 520 hours per year for each year of service.

### **QUALITY SERVICE AWARD**

To recognize employees who deliver quality customer care and service beyond the level of expectation.

### **OTHER FORMS OF RECOGNITION**

Bolingbrook Park District has adopted several other avenues of informal recognition to help focus on team efforts and keep employees motivated.



## **5. SECTION 5. PARK DISTRICT PROPERTY AND FACILITIES**

### **5-1 USE OF PARK DISTRICT SERVICES**

1. The Executive Director and Department Heads, while in the performance of their duties, are entitled to use Park District services and facilities at no charge when such usage furthers the interest of the District. This privilege should not be abused. The Park Board reserves the right, within its discretion, to review and disallow said privilege.

2. Full-time Employees

Full-time employees and their immediate family (spouses, children, parents, sisters and brothers, who reside in the employee's home) shall be entitled to complimentary memberships to Pelican Harbor Indoor/Outdoor Aquatic Park and LifeStyles Fitness Center.

They are also entitled to complimentary program registration for general and percentage based programs, but not contractual lessons. For contractual lessons, employees shall pay the contracted amount only, not the Park District administrative cost. In the case of general and percentage based programs including group lessons, the paid program enrollment must be at a "break even" point before the class will be held. Employees will be put on a waiting list until such time.

Complimentary registrations will not be processed until five (5) days after registration opens so that the general public has first opportunity to register.

On-line registration is not available to employees wishing to use employee credits. Employees registering on-line shall have their registration processed according to standard procedures and shall be charged the entire program fee.

Complimentary registrations do not extend to team sports and golf green fees.

3. Regular Part-time and Seasonal Part-time Employees

Regular part-time employees and Seasonal part-time employees that are in good standing and worked in the previous year are eligible for an Employee Credits. A letter informing staff of the qualifying credits will be mailed after January 1 for the previous year's eligible employees, and will expire on December 31 of the year of issue.

Employee Credits will be earned on a sliding scale as follows:

Level 1	1 – 100 hours	\$ 25 Reward Card
Level 2	101 – 500 hours	\$ 75 Reward Card
Level 3	501 – 1000 hours	\$ 150 Reward Card
Level 4	1001 – 1560 hours	\$ 300 Reward Card

Employee Credits may be applied toward memberships or admission fees at facilities and toward the fees for recreation programs, with a few exceptions (listed below). When using the Employee Credits, Resident ID rates will apply.

**Employee Credits May Not Be Used for:**

**Programs and Services:**

- \* Camp field trip fees
- \* BPD gift cards or gift certificates
- \* Team sports
- \* Uniforms/costumes/t-shirts
- \* Pro shop / point of sales items
- \* Facility reservation deposits
- \* Holiday party guest fee
- \* Fishing Permits
- \* Childcare
- \* Food and Beverage items
- \* Memorial trees or benches
- \* Lifeguard certification/re-certification fees
- \* Park permits
- \* Liquor licenses
- \* Golf carts
- \* Other items designated by Administration

**Contractual Programs:**

Employee Credits earnings can be used to pay the administrative fees only for the following programs/Services:

- \* Contractual Recreation Programs
- \* REACH Extended Care
- \* Massage Therapy
- \* Personal Training
- \* Private Lessons
- \* Birthday Parties

Program registration using the Employee Credits shall not be processed until (5) days after registration opens so that the general public has first opportunity to register.

On-line registration is not available to employees wishing to use Employee Credits. Employees registering on-line shall have their registration processed according to standard procedures and shall be charged the entire program fee.

Employee Credits not used within the year of issue will not be renewable.

4. Interns

For the duration of their internship, student interns will receive facility memberships and complimentary program registration as would a full-time employee.

5. Park Board Members

In order to observe more closely and obtain first-hand experience, Park Board members are entitled to complimentary memberships to all Park District owned and operated facilities and complimentary program registration.

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

Park District vehicles, equipment and property are expected to be handled with respect by employees. Care of vehicles, equipment and property go hand-in-hand with safety. Parks, buildings, vehicles and equipment should not be misused or damaged, and vehicles and equipment should not be removed from the premises without authorization. Property, vehicles and equipment should be checked upon arrival and departure from work. Employees shall pay for broken, lost or damaged equipment if said damage occurred due to willful negligence on their part.

An employee shall not use any facility for personal use after established business hours, without authorization from a Department Head.

## **5-3 INFORMATION SYSTEMS POLICY**

The Park District provides and maintains the following forms of electronic communication: Internal and external electronic mail (e-mail), telephone voice mail, Internet, fax machines, and computer hardware and software. Use of these forms of communication is limited to staff, board, and authorized vendors.

While these services make communication more efficient and effective, inappropriate use may place the Park District at risk. The Information Systems Manager or Human Resources should be notified of unsolicited, offensive materials received by any employee on any of these systems.

Failure to abide by this Policy or to consent to any interception, monitoring, copying, reviewing, and downloading of any communications or files is grounds for discipline, up to and including termination.

### General Guidelines and Principles

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 Park District and are intended for business use.

Employees are reminded that any and all Park District property is to be used primarily for business purposes.

### No Expectation of Privacy

Park District employees have no reasonable expectation of privacy with respect to any computer hardware, software, electronic mail or other computer or electronic means of communication or storage, whether or not the employees have private access or an entry code in the computer system. All electronic communications are Park District property and are routinely monitored. Use of these systems constitutes the employee's acceptance of this policy and violations are subject to disciplinary action.

The Park District reserves the right to monitor and to retrieve and review any message (including e-mails) or file composed, sent or received. It should be noted that although a message or file is deleted or erased, it is still possible to recreate the message.

Electronic mail messages may be “public records” under the Illinois Freedom of Information Act. As such, all messages possibly may be available to the public to inspect and copy, subject to the limited exceptions contained in the law. In order to ensure that such messages comply with this policy, all electronic mail messages are subject to review by authorized Park District employees.

### Confidentiality

Electronic messages may be monitored by service providers and authorized Park District officials, and may be compromised by unauthorized or unintended distribution. Confidentiality may also be compromised because of inadequacy of current technology to protect against unauthorized access. Consequently, all electronic messages shall be limited to non-confidential matters, except for communications with Park District Legal Counsel or Park District Risk Managers.

### Information Sensitivity

Users are also prohibited from using electronic means to seek out personal or confidential information regarding Park District employees, contracts, finances, or other non-public matters, unless otherwise specifically authorized by the Board or Executive Director.

### Harassment

Harassment of any kind is prohibited. Harassment policies apply equally to all electronic media. No messages with derogatory or inflammatory remarks about an individual or group’s race, color, religion, sex, age, citizenship status, national origin, marital or civil union status, parental status, veteran status, physical or mental disability, unrelated to an individual’s ability to perform the essential functions of the job, association with a person with a disability, physical attributes, sexual orientation or preference, or any other legally protected characteristic shall be transmitted.

### User Name/Password

A user name and password is assigned to each employee for their use only; it is not to be shared with other employees. However, the use of passwords for security and confidentiality cannot be guaranteed, and the Park District has the right to remove or change passwords.

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of the Park District’s entire network. As such, all Park District employees (including contractors and vendors with access to Park District systems) are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords. The purpose of this policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change. The scope of this policy

includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any Park District facility, has access to the Park District network, or stores any non-public Park District information.

- User passwords should be changed every 90 days at a minimum.
- Passwords must not be inserted in email messages or other forms of electronic communication.
- Do not share Park District passwords with anyone. All passwords are to be treated as sensitive, Confidential Park District information.

All Park District passwords are required to be a minimum of six alphanumeric characters long, include at least one upper case and one lower case character and include at least one number.

Do not use the same password for Park District accounts as for other non-Park District access (e.g., personal ISP account, option trading, benefits, etc.). Where possible, don't use the same password for various Park District access needs.

If someone demands a password, refer them to this document or have them call the Information Systems Manager.

Do not use the "Remember Password" feature of applications (e.g., Outlook, Yahoo Mail). Do not write passwords down or store them anywhere in your office. Do not store passwords in a file on ANY computer system (including handheld/mobile devices) without encryption. If an account or password is suspected to have been compromised, report the incident to the Information Systems Manager and change all passwords. Password cracking or guessing may be performed on a periodic or random basis by the Information Systems Division or its delegates. If a password is guessed or cracked during one of these scans, the user will be required to change it.

### Antivirus/Malware Protection

To prevent antivirus/malware problems, follow these recommended best practices:

- The Information Systems Division provides installed antivirus software for all Park District desktops, laptops, and servers. Notify Information Systems if at any time you receive a virus warning or a warning that your definitions are out of date
- At any time, if you receive notification of a virus or malware, disconnect your computer/laptop from the network, and contact Information Systems
- Any non-park district system that accesses the Park District network must have up to date antivirus definitions in place prior to accessing the Park District network
- NEVER open any files or macros attached to an email from an unknown, suspicious or untrustworthy source. Delete these emails with attachments immediately, then empty your trash to completely remove them from your system
- Delete spam, chain, and other junk email without forwarding, per the Park District Email Policy.

## E-mail

Use of e-mail provided by the Park District expressly prohibits the following:

- Dissemination or printing of copyrighted materials, including articles and software, in violation of copyright laws.
- Sending, receiving, printing or otherwise disseminating proprietary data or other confidential information of the Park District in violation of proprietary agreements.
- Sending or soliciting sexually oriented or harassing statements, messages, images or language.
- Abusive, profane or offensive language, materials that could negatively reflect upon the Park District and any illegal activities including piracy.
- Operating a business, seeking business opportunities or soliciting money for personal gain.
- Opening attachments from senders unknown to the user as they may contain dangerous viruses.

This list is not intended to be an exhaustive list.

## Email Retention

The Email Retention Policy establishes the default retention period of email. The retention policy applies to:

1. All email provided by the Park District
2. All users and account holders of Park District email
3. All email sent or received using the Park District email system

For simplification, a message archiving appliance retains all email sent and received using the Park District email system. Email will be retained on the message archiving appliance for seven years to meet e-discovery guidelines. This allows users to remove email as necessary from their mailbox without affecting the email retention policy.

## Internet

The Internet is a useful research and communication resource that is provided to Park District employees for uses related to Park District business. Employees accessing the Internet are representing the Park District. All communications shall be for primarily business reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Blog/chat sites may only be used to conduct official Park District business or to gain technical or analytical advice. Use of the Internet must not disrupt the operation of the Park District network or the networks of other users. It must not interfere with the user's job performance productivity.

Employees may not use the Internet:

- To transmit, retrieve or store communications of a defamatory, discriminatory or harassing nature or materials that are obscene, pornographic or violent including gambling sites or any illegal activities.
- To download software from the Internet including games.
- To access other materials that may violate the Park District's harassment policy.

#### Disclaimer of Liability for Use of Internet

The Park District is not responsible for material viewed or downloaded by users from the Internet. Users are cautioned that many internet 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 searches may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to the receipt of unsolicited e-mail containing offensive conduct. Employees accessing the Internet should notify Information Systems Manager immediately if this occurs.

#### Acceptable Encryption

The purpose of this policy is to provide guidance that limits the use of encryption to those algorithms that have received substantial public review and have been proven to work effectively. Additionally, this policy provides direction to ensure that Federal regulations are followed, and legal authority is granted for the dissemination and use of encryption technologies outside of the United States. This policy applies to all Park District employees and affiliates.

Proven, standard algorithms such as DES, Blowfish, RSA, RC5 and IDEA should be used as the basis for encryption technologies. These algorithms represent the actual cipher used for an approved application. For example, Network Associate's Pretty Good Privacy (PGP) uses a combination of IDEA and RSA, or Diffie-Hellman, while Secure Socket Layer (SSL) uses RSA encryption. Symmetric cryptosystem key lengths must be at least 56 bits. Asymmetric crypto-system keys must be of a length that yields equivalent strength. The Park District's key length requirements will be reviewed annually and upgraded as technology allows.

The use of proprietary encryption algorithms is not allowed for any purpose, unless reviewed by qualified experts outside of the vendor in question and approved by the Information Systems Manager. Be aware that the export of encryption technologies is restricted by the U.S. Government. Residents of countries other than the United State should make themselves aware of the encryption technology laws of the country in which they reside.

#### Bluetooth Security

This policy provides for more secure Bluetooth device operations. It protects the company from loss of Personally Identifiable Information (PII) and proprietary company data. This policy covers all Park District Bluetooth devices.

No Bluetooth device shall be deployed on Park District equipment that does not meet Bluetooth v2.1 specifications without written authorization from the Information Systems Manager. Any Bluetooth equipment purchased prior to this policy must comply with all parts of this policy except the Bluetooth version specifications.

When pairing your Bluetooth unit to your Bluetooth enabled equipment (i.e., phone, laptop, etc.), ensure that you are not in a public area. If your Bluetooth enabled equipment asks for you to enter your pin after you have initially paired it, **you must refuse the pairing request and** report it to the Information Systems Manager. Unless your Bluetooth Device itself has malfunctioned and lost its pin, this is a sign of a hack attempt. All Bluetooth Devices shall employ 'security mode 3' which encrypts traffic in both directions, between your Bluetooth device and its paired equipment. **If your device allows the usage of long PIN's, you must use either a 13 alphabetic PIN or a 19 digit PIN (or longer). Switch the Bluetooth Device to use the hidden mode, and activate Bluetooth only when it is needed. Update the device's firmware when a new version is available.** Information Systems has the right to perform audits to ensure compliancy with this policy. In the process of performing such audits, Information Systems shall not eavesdrop on any phone conversation.

The following is a list of unauthorized uses of Park District owned Bluetooth devices:

- Eavesdropping, device ID spoofing, DOS attacks, or any form of attacking other Bluetooth enabled devices.
- Using Park District owned Bluetooth equipment on non-Park District owned Bluetooth enabled devices.
- Unauthorized modification of Bluetooth devices for any purpose.

User responsibilities are:

- It is the Bluetooth user's responsibility to comply with this policy.
- Bluetooth users must only access Park District information systems using approved Bluetooth device hardware, software, solutions, and connections.
- Bluetooth device hardware, software, solutions, and connections that do not meet the standards of this policy shall not be authorized for deployment.
- Bluetooth users must act appropriately to protect information, network access, passwords, cryptographic keys, and Bluetooth equipment.
- Bluetooth users are required to report any misuse, loss, or theft of Bluetooth devices or systems immediately to the Information Systems Manager.

### Remote Access

The purpose of this policy is to define standards for connecting to the Park District's network from any host. These standards are designed to minimize the potential exposure to the Park District from damages which may result from unauthorized use of Park District resources. Damages include the loss of sensitive or company confidential data, intellectual property, damage to public image, damage to critical Park District internal systems, etc. This policy applies to all Park District employees, contractors, vendors and agents with a Park District owned or personally-owned computer or workstation used to



connect to the Park District network. This policy applies to remote access connections used to do work on behalf of the Park District, including reading or sending email and viewing intranet web resources. Remote access implementations that are covered by this policy include, but are not limited to, dial-in modems, frame relay, ISDN, DSL, VPN, SSH, and cable modems, etc.

- It is the responsibility of Park District employees, contractors, vendors and agents with remote access privileges to the Park District's corporate network to ensure that their remote access connection is given the same consideration as the user's on-site connection to the Park District.
- 
- Please review the following for details of protecting information when accessing the network via remote access methods, and acceptable use of the Park District's network:
  - - Acceptable Encryption
    - Virtual Private Network (VPN)
    - Guidelines on Antivirus/Malware Protection
    - Information Systems Policy
- For additional information regarding the Park District's remote access connection options, troubleshooting, etc., contact the Information Systems division.

#### Virtual Private Network (VPN)

The purpose of this policy is to provide guidelines for Remote Access Virtual Private Network (VPN) connections to the Park District corporate network. The policy applies to all Park District employees, contractors, consultants, temporaries, and other workers including all personnel affiliated with third parties utilizing VPNs to access the Park District network. This policy applies to implementations of VPN that are directed through an IPSec Concentrator.

Approved Park District employees and authorized third parties (customers, vendors, etc.) may utilize the benefits of VPNs, which are a "user managed" service. This means that the user is responsible for selecting an Internet Service Provider (ISP), coordinating installation, installing any required software, and paying associated fees. Further details may be found in the *Remote Access Policy*.

Additionally,

- It is the responsibility of employees with VPN privileges to ensure that unauthorized users are not allowed access to Park District internal networks.
- When actively connected to the corporate network, VPNs will force all traffic to and from the PC over the VPN tunnel: all other traffic will be dropped.
- Dual (split) tunneling is NOT permitted; only one network connection is allowed.
- VPN gateways will be set up and managed by the Information Systems division.
- Only laptops with pre-installed antivirus software may access the VPN tunnel remotely. With approval, any other computer connected to Park District internal

networks via VPN or any other technology must use up-to-date antivirus software; this includes personal computers.

- Users of computers that are not Park District owned equipment must configure the equipment to comply with the Park District's VPN and Network policies.
- Only Information Systems division provided VPN clients may be used.
- By using VPN technology with personal equipment, users must understand that their machines are a de facto extension of the Park District's network, and as such are subject to the same rules and regulations that apply to Park District owned equipment, i.e., their machines must be configured to comply with Information Systems Security Policies.

## PENALTIES

Any employee found to have violated any portion of this Information Systems Policy may be subject to disciplinary action, up to and including termination of employment.

### **5-4 PERSONAL ITEMS AND EFFECTS**

While the Bolingbrook Park District does not discourage employees from bringing personal items to work or keeping them at work, employees remain responsible for them. Employees must see that their personal items are properly cared for and secured. The Bolingbrook Park District is not liable for damage to, or theft of, personal items including items employees believe to be work related or believe to enhance the work performance or the environment, (i.e. personal tools, cameras, radios, pictures, knickknacks, etc.).

Employees should take precautions in caring for their personal effects.

### **5-5 PORTABLE DEVICE POLICY**

This section sets forth the Bolingbrook Park Districts ("Park District") policies about cell phone and portable device usage and applies to all Park District employees. For purposes of this policy, the term "cell phone" is defined as any handheld electronic device with the ability to receive and/or transmit voice, text or data messages without a cable connection (including, but not limited to, cellular telephones, digital wireless phones, radio-phones/walkie-talkies, telephone pagers, PDAs (personal digital assistants with wireless communication capabilities, wireless devices, tablets or laptops. For the purposes of this policy, the term "portable devices" is defined as any electronic device that can easily be carried by hand including but not limited to, smart phones, PDAs, tablets and laptops.

#### **1. Use of Park District Cell Phones or Similar Devices**

- a. Cell Phone Use. Park District provided cell phones are issued to employees at the Park District expense for purpose of conducting official Park District business. The Park District offers pre-assigned cell phone models based on required business function. The following positions are required to carry a cell phone 24/7 for Park District business:

- (1) Executive Director
- (2) Superintendents
- (3) Managers

- (4) Supervisors
- (5) Building Technicians

Coordinator positions are required to carry a cell phone during working hours only when the position requires it based on business need. Cell phones and all cell phone features shall be used in accordance with this policy. This includes voice, text, data and camera capabilities. The cell phone should be used when a phone land-line (stationary desk phone) and/or computer is not available or practical. Examples of official Park District business include: Contacting a supervisor, coordinating a meeting with a colleague or checking work voice mail or email while away from the office.

- b. Personal Use. Employees may utilize Park District provided cell phones minimally for personal reasons, such as contacting a family member, doctor or friend on an irregular basis (not more than two or three times per week) for a short (two to three minute) conversation. Employees are prohibited from incurring any fees or charges as a result of personal use of Park District cell phones and/or portable devices. Employees must reimburse the Park District for any fees or charges as a result of personal use of Park District provided cell phones. Employees may utilize personal cell phones for music streaming, video streaming, internet radio, social media and other similar applications available on smart phones and portable devices, however, these applications should not be connected to the Park District wireless services.
- c. Safeguarding Equipment. Employees are responsible for proper safeguarding of their assigned cell phone and/or portable device. Employees must reimburse the Park District when improper or negligent care leads to damage or loss of a cell phone or portable device. Replacement fees are as follows:
  - \$75.00 for standard phone
  - \$150.00 for smart phone (email/internet connected)
  - \$300.00 for laptopIf an employee loses or damages a cell phone or laptop more than once in a two-year period, an additional \$50.00 fee applies to the above rates for each loss/damage. Damage or broken devices that have been properly safeguarded will be replaced by the Park District.
- d. Texting/Email Safety. Texting capabilities are provided as a service on cell phones to enhance communication. Reading, sending or composing texts or emails when driving is prohibited. Further, the Bolingbrook Park District prohibits employees from conducting ANY Park District business with customers via text messages. Please note that the Park District has no access to text messages.
- e. Voice Call Safety. All voice calls are prohibited while driving unless employees utilize a hands-free device. All voice calls are prohibited in

construction, maintenance or school zones. Hands-free devices are not provided by the Park District.

- f. Park District Owned Vehicles. All voice calls at all times in Park District owned vehicles are prohibited while driving unless employees utilize hands-free device. Hands-free devices are not provided by the Park District.
- g. Smart Phone Applications. Applications installed on smart phones are for business purposes. The Park District provides a list of applications it has deemed safe and appropriate for business use. Any applications not on that list need to be approved by the Information Systems Division prior to being installed.
- h. Park District Property. Any cell phones, tablets, PDAs and/or other portable devices provided by the Park District remain the property of the Park District. The cell phone number provided as a part of an employee's cell phone package remains the property of the Park District.
- i. Email and Internet Use. The Information Systems Policy applies to cell phones and portable devices. See the Information Systems Policy for limitations on email and internet use.

## **2. Use of Personal Cell Phones and/or Portable Devices**

- a. Cell Phone Use. While at work, employees are expected to exercise the same discretion in using personal cell phones as they use with Park District phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with the employee's productivity and be distracting to others. Employees should restrict personal calls during work time and should use personal cell phones only during scheduled breaks meal periods in non-working areas. Other personal calls should be made during non-working time whenever possible and employees should ensure that their friends and family members are instructed of this policy. The Park District is not liable for loss of personal cell phones brought into the workplace.
- b. Park District Business. Personal cell phones and/or portable devices should not be utilized for Park District business. To the extent an employee chooses to use a personal cell phone and/or device for Park District related business instead of the device issued by the Park District, the Park District will not reimburse employees for any charges, even if charges are directly related to Park District business.
- c. Portable Devices. Personal portable devices are restricted from work spaces. Personal portable devices may be utilized only during scheduled breaks or meal periods in non-working areas.
- d. Park District Wireless Services. Personal cell phones and portable devices are not permitted to be connected to Park District wireless

services in work spaces for the purpose of music streaming, video streaming, internet radio, social media and other similar applications available on smart phones and/or portable devices.

- e. Texting/Email Safety. Reading, sending or composing texts or emails while driving is prohibited during work hours.
- f. Voice Call Safety. All voice calls placed during business hours are prohibited while driving unless employee utilizes a hands-free device. All voice calls are prohibited in construction, maintenance and school zones.
- g. Park District Owned Vehicles. All voice calls at all times in Park District owned vehicles are prohibited while driving unless employee utilizes a hands-free device.

Violation of this policy may lead to disciplinary action, up to and including termination of employment.

This policy will be updated from time to time as needed in order to address emerging technology, ethical guidelines, legal requirements or for other reasons as deemed necessary by the Bolingbrook Park District.

## **5-6 BLOGGING AND SOCIAL MEDIA POLICY**

In general, the Park 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 Park District employee and discuss matters related to our agency, staff or patrons on your website, weblog, or other online social network (i.e., 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 Park District. In light of these possibilities, we ask that you observe the following guidelines:

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

*The views expressed on this website/web blog/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.

2. Avoid disclosing any information that is confidential or proprietary to the Park District (including our patrons, staff, partner agencies/affiliates or vendors) to any third party that has disclosed information to us.
3. Since your site, blog or other posting is in a public space, you should not make any statements about the Park District, our employees, our patrons, our partners and affiliates, and others that would violate the Park District's Non-Discrimination and Anti-Harassment and workplace violence policies.
4. When using Park District computers, you are subject to the Park District's applicable policies, such as its Internet Use Policy and Computer Use Policy.
5. During both working hours and non-working hours, you are expected to conduct yourself professionally at all times.

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 direct supervisor.

## 6. SECTION 6. EMPLOYEE CONDUCT

### 6-1 INTRODUCTION

Employees of Bolingbrook Park District work together as a team to develop promote and maintain quality recreational programs and facilities for the community. Each employee is expected to be friendly, efficient and professional. Employees are urged to make suggestions to benefit the Park District and its stakeholders which would save time, reduce waste, promote safety, increase efficiency and make the working and recreational experience for all persons more enjoyable.

Park District employees are expected to demonstrate the highest standards of personal and professional integrity, honesty, responsibility, and fortitude in the performance of their duties. Employees have a duty to treat Park District stakeholders and fellow employees honestly, fairly and courteously. To promote orderly, safe and efficient operations, employees are required to carefully read these policies and to conduct themselves accordingly. All employees are required to carefully read these rules and to conduct themselves accordingly. **Note: this list of prohibited conduct in Section 6 of this Manual is non-exhaustive, and the Park District reserves the right to discipline its employees for any legitimate performance reason.**

- Comply with all policies and procedures established by the Board of Park Commissioners, supervisors, and administrative staff of the Park District.
- Comply with the directives of their immediate supervisors, department heads, Superintendents, the Executive Director, and administrative staff in the performance of their duties.
- Expeditiously and diligently perform their duties to the best of their ability.
- Act and conduct themselves at all times in the best interest of the Park District.
- Managers are required to keep employee medical and disciplinary information confidential, with the exception of Human Resources and / or the Executive Director.
- Report to work regularly, promptly and be ready to perform your assigned duties at the beginning of your workday

### 6-2 WORK AREAS

Work areas will be kept clean and orderly at all times. Prior to the end of the workday, all tools and equipment will be cleaned and stored. All items, papers, or information of value must be properly secured. Non-work materials, such as posters, signs, pictures and calendars are permitted to the extent that they do not interfere with the performance of work and they are not offensive to a reasonable person. The Executive Director is the final authority when deciding whether or not a non-work item is permissible.

### **6-3 SECURITY AND KEYS**

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

### **6-4 SMOKE FREE ENVIRONMENT**

In accordance with the State of Illinois' Smoke Free Illinois Act, smoking is prohibited in District facilities and vehicles. In addition, smoking is prohibited within 15 feet of any entrance or exit to a District facility. This policy applies equally to all employees, patrons, and visitors.

### **6-5 UNIFORM AND PERSONAL APPEARANCE**

Public attitude toward the Park District is highly dependent on what is visually presented. Where no prescribed uniform is required, employees are expected to be in neat, clean attire, appropriately dressed for the duties they perform.

The Park District expects that its employees will be mature in choosing the type of clothing, hairstyle, accessories, shoes, and make-up that they wear while working. Employees should avoid extremes in dress and appearance. Clothing and shoes that are torn, frayed, deteriorated, and/or visibly dirty are considered unacceptable attire. Hair must be neat, clean, trimmed and present a groomed appearance. Mustaches and beards are permitted as long as they are neatly trimmed and groomed, and such facial hair does not pose a safety or health risk given the nature of the employee's job responsibilities.

Exposed body piercing jewelry is limited to earrings on the ears, and the style of earring or jewelry may not present a safety hazard to the employee, coworkers, or the public, as determined by the Park District. Tattoos cannot be offensive in nature (i.e., words including profanity and/or symbols). Any tattoo design deemed to be inappropriate by management will not be allowed. Tattoos must not be placed so as to draw inappropriate attention. Excessive visible tattoos will not be permitted.

Any employee who cannot comply with this policy based upon disability, religion, national origin, or other legally recognized basis must forward a written request to the Human Resources for an authorized accommodation from this policy. Said request shall include the accommodation requested, and include the basis for said request.

To best serve the public, it is important that employees holding certain positions in the District be in uniform and identifiable. Uniforms may be provided at the District's expense to employees in designated positions. Employees are responsible for the laundering and upkeep of their uniforms. Employees in these positions are required to



adhere to the prescribed dress code. Failure to wear the prescribed uniform may result in disciplinary action including suspension.

Upon termination, employees are required to return shirts and uniforms to their manager, regardless of their condition.

Employees are prohibited from wearing apparel promoting another local park and recreation agency while on duty.

See Appendix I for Dress Code for Specific BPD Business Units

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

Employees are encouraged to act and conduct themselves at all times in the best interests of the Park District. If an employee reasonably suspects or knows that another Park District employee is engaged in or has engaged in unlawful conduct while on duty, the employee must report such misconduct and any supporting information to his or her supervisor, department head or the Executive Director. If an employee reasonably suspects that the Executive Director is engaged in such conduct, the employee must report such conduct to the Board of Park Commissioners. Employees who report or disclose information in good faith, consistent with this policy, and applicable law, will not be retaliated against for having done so and no adverse action shall be taken against an employee for reporting such information unless it is determined that such report was knowingly false.

## **6-7 VIOLENCE IN THE WORKPLACE**

All people should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be reported to the employee's immediate supervisor and/or department head. All complaints will be investigated.

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

## **6-8 WEAPONS**

The Park District prohibits and does not tolerate weapons at any Park District facility, on any Park District property, or at any Park District-sponsored event, except as otherwise allowed for specific Park District programs. Weapons include visible and concealed weapons. Weapons can include firearms, knives with a blade longer than three (3) inches, explosive materials or any other objects that could be used to harass, intimidate, or injure another individual, employee, manager, or supervisor. If employees know of an employee possessing a weapon, they are encouraged to report it immediately to their immediate supervisor, the department head or the Human Resources. The above policy is subject to the provisions of the Illinois Firearm Concealed Carry Act and shall not apply if the weapon is a covered handgun possessed by a statutorily defined licensee who is not in a prohibited area as defined by such statute (i.e., any Park District building or a portion thereof; any public park, athletic area, or athletic facility controlled by the Park District;

or any private real property of any type where the owner has posted a sign indicating that handguns are prohibited on the property).

## **6-9 ROMANTIC OR SEXUAL RELATIONSHIPS**

1. During working time and in working areas, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or with overall productivity.
2. During non-working time, such as lunches, breaks, and before and after work periods, employees engaging in personal exchanges in non-work areas should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.
3. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate by a reasonable person while anywhere on company premises or during company-sponsored events, whether during working hours or not.
4. Employees who allow personal relationships with co-workers to adversely affect the work environment will be subject to the appropriate provisions of our disciplinary policy, including counseling for minor problems. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.
5. Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates.
6. Any supervisor, manager, executive, company official or other employee must disclose the existence of a romantic or sexual relationship with another employee, regardless of your positions within the organization. Disclosure may be made to the immediate supervisor or the director of human resources (HR). This disclosure will enable us to determine whether any conflict of interest exists because of the relative positions of the individuals involved.
7. With regard to Paragraph 6, when a conflict-of-interest problem or potential risk is identified, we will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure the parties no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions and financial transactions are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases, other measures may be necessary, such as transfer to other positions or departments.
8. With regard to Paragraph 6, if one or both parties refuse to accept a reasonable solution or to offer of alternative position, if available, such refusal will be deemed a voluntary resignation.
9. Failure to cooperate with the BPD to resolve a conflict or problem caused by a romantic or sexual relationship between co-workers or among managers, supervisors or others in positions of authority over another employee in a mutually agreeable fashion may be

deemed insubordination and cause for immediate termination. The disciplinary policy of BPD will be followed to ensure fairness and consistency before any such extreme measures are undertaken.

10. The provisions of this policy apply regardless of the sexual orientation of the parties involved.
11. Where doubts exist as to the specific meaning of the terms used above, employees should make judgments on the basis of the overall spirit and intent of this policy.
12. Any concerns about the administration of this policy should be addressed to the director of HR.

#### **6-10 SOLICITATION, DISTRIBUTION, AND USE OF BULLETIN BOARDS**

Employees may not solicit any other employee during working time, nor may employees distribute literature on Park District premises, which includes all areas where employees perform their assigned work tasks, during working time. Under no circumstances may an employee disturb the work of others to solicit or distribute literature to them during their working time. You may not accept the solicitation or the distribution of literature by any non-employee while on duty. For the purposes of this policy “while on duty” does not include breaks, lunches, or other duty-free periods of time.

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

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

#### **6-11 CONFLICTS OF INTEREST**

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

It is the responsibility of every Park District employee to disclose any personal or financial interest in any person, firm, company or any business entity doing business with

the Park District. Such disclosure should be made in writing by the employee and forwarded to the Executive Director for review of a potential conflict of interest.

If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he or she should contact the Executive Director to obtain advice on the issue.

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

## **6-12 ETHICS**

### Gifts and Gratuities

Employees of the Park District, their spouse or immediate family members living with them, 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, they must not solicit or accept, nor should they expect people who use District programs or facilities to give gifts, gratuities or other rewards, or other monetary awards or favors for performing their job, except as otherwise provided in this section.

Please see the entire policy in Appendix F

### Employee Political Activity

An employee of the Park District serves all Park District residents equally. The political opinions or affiliations of any resident shall in no way affect the amount or quality of service he/she receives from the Park District. An individual's political affiliation, preference, or opinion will not in any way influence his/her appointment, retention, or promotion as a Park District employee. An employee of the Park District shall not be required to contribute money or service to any candidate or political party. Any contribution of money or service shall be at the sole discretion of the employee.

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

For the purpose of this section, employee shall mean any person paid by the Park District in any capacity whether appointed, administrative, supervisory, full-time, short-term, seasonal, and regular part-time.

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

## **7. SECTION 7. SAFETY IN THE WORKPLACE**

### **7-1 INTRODUCTION**

The Bolingbrook Park District maintains that the public and its employees are its most important assets. Therefore, public and employee safety is its greatest responsibility. In all of the District's assignments, the health and safety of all should be the utmost consideration. Personnel at all levels of the Park District workforce are directed to make safety a matter of continuing concern, equal in importance with all other operational considerations. Effective loss prevention is an integral part of the District's management philosophy and procedures.

Each employee is charged with the responsibility of providing a safe environment for the public, patrons and co-workers. Safety adherence and performance is an important measure of supervisory and employee performance evaluations at the Bolingbrook Park District. The Park District will not condone any breach of safety rules or regulations by employees. You are also responsible for reporting any unsafe equipment or condition to the Foreman or Director upon your discovery of such condition. You should make certain that you do not create safety hazards and that safety hazards are eliminated.

### **7-2 RULES**

All employees shall adhere to the following rules:

- a. Failure to report an accident or known hazardous condition may be cause for disciplinary action up to and including dismissal.
- b. Threats, horseplay or fighting will not be tolerated in the work place.
- c. Possession of firearms, alcoholic beverages, illegal drugs, weapons or unauthorized medically prescribed drugs will not be tolerated in the work place.
- d. If you are in a safety-sensitive position or your job duties may pose a threat to the health or safety of other individuals, your immediate supervisor must be informed if you are required to take medication during work hours or if you have been diagnosed with any temporary or permanent impairment 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.
- e.
- f. Personal protective equipment must be used when potential hazards cannot be eliminated.
- g. Equipment is to be operated only by trained and authorized personnel.
- h. Periodic inspections of workstations may be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.

- i. Any potentially unsafe conditions or acts are to be reported immediately to your Foreman or the Director.
- j. If there is any doubt about the safety of a work method, your Foreman should be consulted before beginning work.
- k. All accidents, near misses, injuries and property damage must be reported to the Foreman, regardless of the severity of the injury or damage.
- l. All employees must follow recommended work procedures outlined for their job or facility.
- m. 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.
- n. Any smoke, fire or unusual odors must be reported promptly to your immediate supervisor or the Director.
- o. If you create a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended.
- p. Safety and restraint belts must be fastened before operating any motorized vehicle.
- q. Employees who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals, markers, and all applicable laws.
- r. 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.
- s. All employees must know Park District rules regarding accident reporting, evacuation routes and fire department notification.
- t. Each employee must follow Departmental and facility rules and procedures specific to departmental operations.
- u. Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as required by the Park District or the law.

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

The Bolingbrook Park District Safety Committee shall function as an advisory body to develop and recommend policy and procedures affecting administration of the District's safety program.

The Safety Committee shall include a minimum of seven (7) full-time employees with representation from each department and facility. The committee chair will be appointed by the Executive Director.

The Safety Committee will hold meetings on a regular basis as determined and scheduled by the group. The safety committee will have the following responsibilities:

Set reasonable safety goals and standards on an annual basis.

- Plan and recommend policies and procedures affecting the development and administration of an aggressive accident prevention program.
- Review statistical data, incidents, and reports of safety matters to determine the effectiveness of overall accident prevention efforts and to develop recommendations for improvement.
- 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.
- Make follow-up investigations of accidents and safety inspections, when appropriate.
- Assist in review, preparation and publication of safety procedures.
- 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.
- 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.
- Assure compliance with State and Federal regulations regarding health and safety.

#### **7-4 SAFETY COORDINATOR RESPONSIBILITIES**

Generally, the Safety Coordinator has the overall responsibility for formulating, directing, and coordinating all safety activities throughout the District. Specifically, the Safety Coordinator (Superintendent of Projects, Planning, Loss and Prevention)

acts as Chairperson of the Safety Committee, provides a Safety Coordinator's report during the meeting and has input into the agenda development for each meeting. The Safety Coordinator will perform, without limitation:

- Analyze loss data from accident/incident reports, departmental correspondence and the Park District Risk Management Agency (PDRMA) or other provider.
- Receive and review staff memos, minutes, and safety training rosters relating to loss prevention.
- Provides Executive Director and department heads with regular information on safety, loss control, newsletters, and other safety topics.



- Schedules and participates in safety inspections of sites and facilities to identify unsafe conditions or practices.

## **7-5 STAFF RESPONSIBILITIES**

The success of the District safety program will depend upon the announced and demonstrated interest of management, the sincere and consistent example set by supervisors, and the cooperative, concerted efforts of all employees.

All Park District employees are required, as a condition of employment, to develop safe work habits and to contribute in every manner possible to the safety of themselves, their co-workers, and the general public. To that end, they shall maintain the following standards:

- Continuously observe and evaluate work conditions and work procedures to detect and correct unsafe conditions and practices.
- Promptly investigate accidents and complete required reports.
- Be receptive to and encourage employees to report unsafe practices.
- Participate in training courses designed to increase their professional knowledge of safety supervision principles and techniques.
- Obtain and maintain high standards in housekeeping and personal and environmental sanitation in work activities.
- Ensure that tools, equipment, and protective devices are properly maintained and properly utilized.
- Become thoroughly familiar with and actively enforce all safety procedures applicable to the work they supervise.
- All employees will be directly responsible and held accountable for the safety rules and procedures as stated in this manual and as taught during in-service training programs.

## **7-6 ENFORCEMENT OF STANDARDS**

All safety and health standards adopted by the Bolingbrook Park District must be strictly adhered to by all employees.

Staff not complying with safety policies will initially be given a verbal reprimand. Failure to follow policies may result in an oral reprimand, a written reprimand, suspension or dismissal.

Persons who serve the Bolingbrook Park District in a supervisory capacity are responsible for ensuring the compliance with all rules and regulations of those employees under their direct authority. It is their duty to report any reprimand, other than oral, to the Executive Director.

Supervisory personnel are accountable for the enforcement of safety standards. Failure to enforce safety standards may result in disciplinary action.

#### **7-7 ACCIDENT/INCIDENT REPORTS**

Incidents are defined as “near miss accidents” or minor occurrences with a potential for a claim. Accidents are defined as an occurrence to a degree that it will almost certainly bring about a claim.

Accident/Incident reports must be filed, and the department head must be notified within 24 hours of the accident/incident. Should the accident/incident occur on a weekend, it is the employee’s responsibility to inform the department head the next business day.

Employees should not speak to the media about any accident or incident. The Executive Director is the official spokesperson for the District. All questions should be directed to his/her attention.

#### **7-8 SUPERVISOR’S INVESTIGATION REPORT**

Upon receipt of an accident/incident report, the supervisor is required to thoroughly investigate the accident/incident using the Supervisor’s Investigation Report Form. Recommendations to correct any unsafe condition or unsafe act should be noted. Accident/incident reports and supervisor’s investigation reports should be periodically reviewed by the safety committee.

#### **7-9 UNSAFE CONDITIONS**

Employees are required to immediately report unsafe conditions to their supervisors, a facility manager or the Buildings and Grounds staff.

#### **7-10 REPORTING VEHICLE ACCIDENTS**

Call police immediately for any vehicle accident, no matter how slight, with the exception of a Park District vehicle damaging Park District property; then notify an immediate supervisor.

A vehicle collision report will be filled out following any/all accidents involving Park District vehicles. Employees will follow the same procedures for submitting the report as stated in the accident reporting process.

**RIGHT TO KNOW - See Appendix E**

## **8. SECTION 8 DISCIPLINE AND DISCHARGE**

### **8-1 DISCIPLINARY ACTION**

Employees are expected to meet the Park District's standards of work performance, engage in acceptable conduct and satisfactorily perform their duties under the policies, guidelines and rules contained in this Manual. In addition, employees are expected to follow any other Park 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 compliance with the Park District's policies and procedures.

If an employee does not meet these standards, the Park District may, under appropriate circumstances, take disciplinary action, up to and including dismissal. 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 on areas that need improvement such as work performance, attendance problems, attitude, and personal conduct, general compliance with the Park 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 Park District. An employee may be dismissed, however, after a progressive disciplinary action has not changed any substandard performance or misconduct on your part. Progressive disciplinary actions may range from oral reprimands to termination. This means that, as a general rule, employees will be given an increasingly severe penalty each time an offense is committed, regardless of whether the offenses involve related conduct. Some types of misconduct, however, are so intolerable that termination may be imposed for the first offense.

#### **Oral Reprimands**

Oral reprimands consist of a conference between the employee's supervisor or other Park District official issuing the reprimand and the employee for the purpose of expressing disapproval of misconduct or poor work performance, clarifying applicable rules or standards of performance, policies and procedures and warning that repetition of the misconduct or failure to improve work performance may result in more severe discipline.

Oral reprimands should be documented and will be used for minor misconduct, performance problems, or for first offenses where the offense is not of a sufficiently serious nature to warrant more severe disciplinary action. Documentation of an oral reprimand will be placed in your personnel file.

#### **Written Reprimands**

Written reprimands consist of a written notice presented to the employee expressing disapproval of conduct or poor work performance citing specific examples of such. The letter shall clarify applicable rules, policies or procedures and warn that repetition of the misconduct or failure to improve work performance may result in more severe discipline.

Copies of written reprimands shall be maintained in the employee's personnel file.

Written reprimands may be used for repeated misconduct of a minor nature or for more serious misconduct.

## **Suspension**

Suspensions are a temporary removal from employment. Employee medical and life insurance are the only benefits that continue through a suspension.

Suspensions are used to discipline an employee for serious misconduct, poor performance, or for repeated misconduct or performance problems of a minor nature. The Executive Director or his/her authorized department head may suspend an employee. Depending on the circumstances, the duration of the suspension and whether or not it is with or without pay will be decided in the sole discretion of the Executive Director or his/her authorized department head.

Suspensions must be documented. The reason and the length of time for the suspension must be in writing and presented to the employee with a copy placed in the employees personnel file

## **Dismissal**

Dismissal shall be considered an employer facilitated discharge or separation from the District for any reason.

### **8-2 APPEAL OF DISCIPLINARY ACTION OR DISCHARGE**

An employee may appeal any disciplinary action including (suspension, demotion, or discharge).

Any employee who wishes to appeal a disciplinary action should, within three (3) business days after being notified of the disciplinary action, submit to the employee's department head a written statement outlining the employee's reasons for the appeal. Your request must include an explanation as to why you believe your formal performance evaluation should be changed. You must attach to your request any supporting documentation. .

The employee's department head will forward any timely written appeal to the Executive Director. The Executive Director will review timely, written appeals and may meet with the employee. The employee will be notified of the Executive Director's decision within seven (7) business days. The Executive Director's decision in the matter is final.

### **8-3 DEMOTION AND/OR TRANSFERS**

Demotion is the permanent reduction in grade or class of employment with a corresponding permanent reduction in wage or salary. Demotion may be used to punish serious misconduct, which does not warrant discharge and may be used in addition to other forms of discipline. Additionally, demotion may be used for performance related reasons or in the case of restructuring of a department or the District.

Regarding transfer, any employee may request a demotion to a position suitable to their knowledge, skills and abilities if there is an open position available.

Any demotion or transfer is subject to the approval and in the sole discretion of the Executive Director.

#### **8-4 REDUCTION IN FORCE**

If it becomes necessary to reduce the number of employees, the department head concerned shall prepare a list of those employees to be laid off. The Park District will endeavor to transfer or demote employees rather than lay them off. When the Park District must lay off employees, department heads generally will consider performance levels and longevity with the District in making recommendations.

The Park District will endeavor to give preference to employees laid off due to reduction-in-force when filling positions for which the employees are qualified.

#### **8-5 RESIGNATION**

As an at-will employee, you may resign your position with the Park District at any time, with or without notice or cause. However, full-time or regular part-time employee resigning a position is requested to give sufficient notice of his/her intention to enable the Park District to make proper provision for filling the position. In order to resign in “good standing” sufficient written notice is two (2) weeks at a minimum unless there are extenuating circumstances; however, a one (1) month notice is preferred. The resignation will be placed in the employee’s personnel file. If you fail to resign in good standing, you may not be eligible for rehire.

It is the responsibility of the department head to collect from the employee all Park District keys, uniforms, policy manuals, identification cards and all other Park District property.

All full-time supervisory staff, department heads, and the Executive Director are authorized to accept resignations. Written notification on the appropriate form shall be initiated by the immediate supervisor and forwarded to the Human Resources within two (2) business days so that all pertinent records can be updated prior to the issuance of the final payroll check.

An exit interview is encouraged for each full-time or regular part-time employee to be conducted by Human Resources.

## APPENDIX A

### ALCOHOL AND DRUG ABUSE POLICY

#### **PURPOSE:**

The Bolingbrook Park District is vitally concerned about the well-being of its employees, its most valuable asset. It is equally concerned that its reputation and positive image not be compromised in any way. Alcohol and drug abuse have an adverse effect on job performance, create dangerous situations, and undermine the community's confidence in the District. Since 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 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). (See Appendix B).

#### **ACTS PROHIBITED:**

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis and alcohol, is prohibited on District Property or while on duty and acting on behalf of the District, with the exception of alcohol which may be served at Park District functions or at a Park District-owned bar.

#### **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 Bolingbrook Park District.
6. "District Property" means any building, park, gym, pool, office, common area, open space, vehicle, parking lot, or other area owned, leased, managed, used or controlled by the 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" means legal drugs and controlled substances, including cannabis.
8. "Legal Drugs" mean prescription drugs and over-the-counter drugs which have been obtained legally and are being used in the manner and for the purpose for which they were prescribed or manufactured.
9. "Medical Facility" means any physician, laboratory, clinic, hospital, or other similar entity.
10. "Policy" means this Alcohol and Drug Abuse Policy of the Bolingbrook Park District.
11. "Possess" means to have either in or on an employee's person, personal effects, desk, files, or other similar area.
12. "Public Safety Responsibility" means a position in which the nature of an employee's duties is such that impaired perception, reaction time, or judgment may place a member or members of the public or other employees at risk of serious bodily harm, or is responsible for the administration or enforcement of alcohol/drug policies.
13. "Under the Influence" means that the employee is affected by alcohol or drugs in any determinable manner. A determination of being under the influence can be established by a professional opinion, a scientifically valid test, a layperson's or supervisor's opinion, or the statement of a witness.

#### **VOLUNTARY TREATMENT:**

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. 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 rules of conduct. Seeking such assistance will not be a defense for violating the District's drug and alcohol 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. Employees who suffer from alcohol or drug abuse are encouraged to consult voluntarily with District management 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 for details. District management will attempt to keep such voluntary discussions and medical treatment confidential in accordance with this policy and the Park District will comply with laws related to the confidentiality of medical information.

### **SCREENING AND TESTING:**

The Park District may require employees whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind, or have Public Safety Responsibility to be screened or tested on a random basis, or may require any employee to be screened or tested following a workplace accident involving a possible violation of safety rules, during and after an employee's participation in an alcohol or drug counseling or rehabilitation program, or upon reasonable suspicion that the employee is under the influence of alcohol or drugs. The screening or testing will be conducted by a medical facility selected by the Park District at the Park District's expense. The screening or testing may require an analysis of the employee's breath, urine and/or blood or such similar substance as the medical facility may recommend. Employees who undergo alcohol or drug screening or testing will be given the opportunity, prior to the collection of a specimen or other testing, to disclose the use of legal drugs and to explain the circumstance of their use. If an initial test is positive, a second test will be conducted from the same sample. A confirmed positive drug and/or alcohol test may result in disciplinary action, up to and including discharge.

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

Each employee and prospective employee may also be required to sign a separate consent form requested by the Medical Facility conducting the screening or testing. Refusal to sign any requested consent form will result in non-hire or disciplinary action up to and including dismissal, as deemed appropriate by the Park District, in its sole discretion, under the circumstances.

### **TREATMENT:**

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

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



## **USE OF LEGAL DRUGS:**

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

## **NOTICE OF CONVICTIONS:**

Any employee who is convicted of violating any federal or state criminal drug statute must notify the immediate supervisor as well as the Human Resources 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 Human Resources may subject the employee to disciplinary action, up to and including dismissal.

## **DISCIPLINE/PENALTIES FOR VIOLATION:**

1. An employee who reports to work or is found during working hours to be or to have been under the influence of alcohol, controlled substances, or cannabis or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances, or cannabis while on District property or while on duty and acting on behalf of the District (with the exception of alcohol use permitted at Park District functions or otherwise permitted) , is convicted of a drug related crime, causes financial or physical damage to the District property, its employees or stakeholders as the result of alcohol or drug abuse, or fails to report the use of legal drugs in accordance with this Policy, will be disciplined in accordance with the Disciplinary Action Section of the District's Personnel Policy Manual.<sup>1</sup> 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 assistance or rehabilitation program approved for such purposes by the District and by a federal, state or local health law enforcement or other appropriate agency. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the District. Participation in a treatment program will not, in itself, protect the employee from disciplinary actions should job performance remain unsatisfactory.

2. In addition to the examples of misconduct that may subject an employee to disciplinary action contained in this Policy and the Manual, the 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 Executive Director of a conviction for violating any federal or state Criminal Drug Statute in accordance with the "Notice of Conviction" section of this policy.

### **PRE-EMPLOYMENT SCREENING**

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

### **RECORDS:**

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

**FORM: CONSENT TO DRUG AND/OR ALCOHOL SCREENING OR TESTING**

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

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

I also acknowledge receiving, reading and understanding the District's Alcohol and Drug Abuse Policy. I understand that, in accordance with this policy, failure to execute this document and submit to drug and/or alcohol screening or testing, or failure to report to the District the use of legal drugs as required by the policy, may result in non-hire or disciplinary action, up to and including termination.

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

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

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

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

## APPENDIX B

### MODIFIED DUTY PROGRAM POLICY

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

For purposes of this policy, the following definitions apply:

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

#### OBJECTIVES:

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

## **BASIC PROGRAM REQUIREMENTS:**

1. Employees may be assigned to a Modified Duty assignment when temporarily unable to perform the essential functions of their regular position due to occupational injury or illness, provided that the Modified Duty assignment fulfills a job function(s) useful to the District and is within limitations set by treating and/or evaluating physicians. Modified Duty assignments will not create a new job, but instead will incorporate or modify an existing position on a temporary basis. The assignment may include duties anywhere within the District.
2. A time limit will be established on a case-by-case basis for the length of time that modified duty will be made available. This time limit shall be subject to review and revision at the sole discretion of the District.
3. 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.
4. There should be regular communication among the Human Resources, department head, the employee's immediate supervisor, the physician and workers compensation coverage provider throughout the course of treatment and recovery.
5. Employee Responsibilities: Participates in the Modified Duty program as assigned; reports any problems with Modified Duty assignment to immediate supervisor; to promptly notify the immediate supervisor of any and all changes or modifications to the employee's work restrictions; provides all original copies of physician releases and reports and all medical records and forms to the Human Resources promptly when received; if you are asked to complete a task that you cannot complete or in any way adversely affects your injury, you must immediately notify the person who assigned you the task. In addition, if your injury requires that you see a physician for subsequent visits for the same injury, you must inform your immediate supervisor prior to any and all visits so your immediate supervisor can complete the necessary forms and make the necessary arrangements for your absence if you must visit the doctor during your working hours. If your immediate supervisor is unavailable, you must so contact the supervisor at the succeeding level of authority in your department. In order to avoid disruption of 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 duly 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.

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

**PROCEDURE:**

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

## APPENDIX C

### ABUSED & NEGLECTED CHILD REPORTING ACT

It is the policy of the Bolingbrook Park District (the “District”) to fully comply with the State of Illinois Abused and Neglected Child Reporting Act (the “Act”), codified in 325 ILCS 5/1 et seq. Under the Act, “recreational or facility personnel” are mandated reporters. As such, the District will make every reasonable effort to have its employees comply with the Act to report any cases of abuse or neglect of a child (a person under the age of 18 years) participating in District activities and programs or at District facilities to the Illinois Department of Children and Family Services (“DCFS”). All employees of the District shall sign an Acknowledgement Form, as prescribed by DCFS, stating that they are familiar with their responsibilities as mandated reporters under the Act. The District will retain the Acknowledgement Form.

The District shall not discharge, demote or suspend, or threaten to discharge, demote or suspend, or in any manner discriminate against any employee who makes any good faith oral or written report of suspected child abuse or neglect, or who is or will be a witness or testify in any investigation or proceeding concerning a report of suspected child abuse or neglect.

#### **DEFINITIONS**

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

- (a) inflicts, cause to be inflicted, or allows to be inflicted upon such child physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
- (b) creates a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
- (c) commits or allows to be committed any sex offense against such child, as such sex offenses are defined in the Criminal Code of 1961, as amended, and extending those definitions of sex offenses to include children under 18 years of age;
- (d) commits or allows to be committed an act or acts of torture upon such child;
- (e) inflicts excessive corporal punishment;
- (f) commits or allows to be committed the offense of female genital mutilation, as defined in Section 12-34 of the Criminal Code of 1961, against the child; or

- (g) causes to be sold, transferred, distributed or given to such child under 18 years of age, a controlled substance as defined in Section 102 of the Illinois Controlled Substances Act in violation of Article IV of the Illinois Controlled Substances Act, except for controlled substances that are prescribed in accordance with Article III of the Illinois Controlled Substances Act and are dispensed to such child in a manner that substantially complies with the prescription.

A child shall not be considered abused for the sole reason that the child has been relinquished in accordance with the Abandoned Newborn Infant Protection Act.

“Neglected child” means any child who is not receiving the proper or necessary nourishment or medically indicated treatment including food or care not provided solely on the basis of the present or anticipated mental or physical impairment as determined by a physician acting alone or in consultation with other physicians or otherwise is not receiving the proper or necessary support or remedial care recognized under State law as necessary for a child’s well-being, or other care necessary for his or her well-being, including adequate food, clothing and shelter; or who is abandoned by his or her parents or other person responsible for the child’s welfare without a proper plan of care; or who is a newborn infant whose blood, urine, or meconium contains any amount of a controlled substance as defined in subsection (f) of Section 102 of the Illinois Controlled Substances Act or a metabolite thereof, with the exception of a controlled substance or metabolite thereof whose presence in the newborn infant is the result of medical treatment administered to the mother or the newborn infant. A child shall not be considered neglected for the sole reason that the child’s parent or other person responsible for his or her welfare has left the child in the care of an adult relative for any period of time. A child shall not be considered neglected for the sole reason that the child has been relinquished in accordance with the Abandoned Newborn Infant Protection Act. A child shall not be considered neglected or abused for the sole reason that such child’s parent or other person responsible for his or her welfare depends upon spiritual means through prayer alone for the treatment or cure of disease or remedial care as provided under Section 4 of this Act. A child shall not be considered neglected or abused solely because the child is not attending school in accordance with the requirements of Article 26 of The School Code, as amended (105 ILCS 5/26-1 et seq.).

## **PROCEDURE**

Any employee having reasonable cause to believe a child known to them in their professional or official capacity (as an employee of the District) may be an abused child or a neglected child shall immediately report or cause a report to be made to DCFS.

The required report should be made immediately by telephone to the DCFS “central register” at 1-800-25ABUSE (1-800-252-2873), or in person to the nearest DCFS office.

The initial report shall include, if known (1) the name and address of the child and his parents or other persons having custody of the child; (2) the child’s age; (3) the nature of the child’s condition including any evidence of previous injuries or disabilities; and (4) any other information that the person filing the report believes might be helpful in establishing the cause of abuse or neglect and the identity of the person believed to have caused such abuse or neglect.



The initial report must be confirmed, in writing, to the DCFS Child Protection Service Unit, within 48 hours of the initial report. The written report shall contain the following information to the extent known at the time the report is made:

(1) the names and addresses of the child and his parents or other persons responsible for his welfare; (1.5) the name and address of the school that the child attends (or the school that the child last attended, if the report is written during the summer when school is not in session), and the name of the school district in which the school is located, if applicable; (2) the child's age, sex, and race; (3) the nature and extent of the child's abuse or neglect, including any evidence of prior injuries, abuse, or neglect of the child or his siblings; (4) the names of the persons apparently responsible for the abuse or neglect; (5) family composition, including names, ages, sexes, and races of other children in the home; (6) the name of the person making the report, his occupation, and where he can be reached; (7) the actions taken by the reporting source, including the taking of photographs and x-rays, placing the child in temporary protective custody, or notifying the medical examiner or coroner; and (8) any other information the person making the report believes might be helpful in the furtherance of the purposes of this Act.

In the event that an employee has reasonable cause to suspect that a child has died as a result of abuse or neglect, the employee shall also make an immediate report of their suspicion to the County medical examiner or coroner.

The employee making a report shall also immediately notify the Executive Director that the report has been made. No other disclosure of the report shall be made, except as required by DCFS or as allowed by law. The Executive Director will notify the Board of Commissioners that a report has been made, but will not identify the reporter or child.

## **VIOLATION OF THE ACT**

Employees are advised as follows:

A person required to report suspected child abuse or neglect who willfully fails to do so is guilty of a Class A misdemeanor for a first violation and a Class 4 felony for a second or subsequent violation.

Any person who knowingly transmits a false report to DCFS commits the offense of disorderly conduct, and a second or subsequent violation is a Class 4 felony.

In the event that the District posts the statewide reporting number, there shall also be posted the following notice:

“Any person who knowingly transmits a false report to the Department commits the offense of disorderly conduct under Subsection (a)(7) of Section 26-1 of the Criminal Code of 1961. A first violation of this subsection is a Class A misdemeanor, punishable by a term of imprisonment for up to one year, or by a fine not to exceed \$1,000, or by both such term and fine. A second or subsequent violation is a Class 4 felony.”

## APPENDIX D

### COMMUNICABLE DISEASE

#### **PREFACE**

It is the Bolingbrook Park District's desire to exercise appropriate measures to assist in the prevention of the spread of communicable diseases. The Board of Commissioners acknowledges its desire and willingness to respond effectively to the genuine concerns of the public as consistent with its obligation to discharge its duties in accordance with applicable law.

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

#### **EMPLOYEES**

1. Neither a prospective nor current employee shall be asked or required to respond to the question of whether he/she is infected with the HIV, HBV, AIDS, or any other specific disability. The Park District may uniformly ask whether a prospective employee is willing and able to perform without qualification all the essential functions of the job for which he/she is applying.
2. Testing for HIV, HBV, or AIDS shall not be routinely conducted or required.
3. As provided in the Park District personnel policies and consistent with the Park District's uniformly applied practices and procedures for infectious disease control, as a condition of return to work or continued employment, the Park District may uniformly require an employee whom has been absent from work for three or more consecutive days due to an infectious disease to provide a statement from his/her attending physician that such employee's return to or continued presence at work will not pose any substantial threat of transmission of an infectious disease to the employee's co-workers or to users of the Park District property, when such employee is acting in the ordinary course of his/her duties or in the course of duties which he/she may reasonably be called upon to perform given the nature of the Park District's activities.
4. An employee infected with the HIV, HBV, AIDS or any other disabling disease shall be treated like any other employee with chronic illness or disability. As long as he/she is able to perform the essential functions of his/her job and does not pose a demonstrable risk of communicating a contagious disease to other employees or the public, he/she should be considered otherwise qualified for his/her job. If the infected person is unable to perform the essential functions of his/her job or there is a demonstrable risk of communicating a contagious disease to others, the Park District should also consider whether any "reasonable accommodation" would enable the person to perform those functions. The determination of what constitutes "reasonable accommodation" in the particular

instance shall be made by the Park District in consultation with the review team as defined in paragraph 5.

5. Recommendations regarding employment or continued employment of an infected employee shall, to the extent practical, be made by a review team consisting of the Executive Director or his/her delegate, a Park District attorney and a qualified member of the medical profession. The Park District shall make the final decision after consideration of the review team's recommendation.

Any employee who poses a significant risk of communicating a disease to others will not be allowed to continue in his/her position if reasonable accommodation will not eliminate that risk.

An infected employee's right to privacy shall be respected which includes maintaining confidential medical records.

## **HEPATITIS B VACCINATION SERIES**

### **1. Pre-exposure**

- a. The Park District shall make available the Hepatitis B vaccine series to any employee who must handle blood or is expected to render first aid on a routine and regular basis in the course of his/her employment. This series will be provided at no cost to the employee. If an employee declines to be vaccinated, he or she must sign a Hepatitis B Vaccination Declination form, which the Park District will retain as part of that employee's record.
- b. An employee, whose primary job assignment(s) does not include handling blood or providing first aid, yet may render first aid as a collateral duty, will be offered the Hepatitis B vaccine series as a post-exposure measure. Again, this series will be provided at no cost to the employee.

### **2. Post-exposure**

If any employee actually comes into contact with blood or other potential infectious materials, the Park 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:

- a. Documentation of the route(s) of exposure and the circumstances under which the exposure occurred.

- b. 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.
- c. 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.
- d. Collection and testing of the exposed employee's blood (with his or her consent) for HIV or HBV.
- e. Post-exposure preventative measures, when medically indicated, as recommended by the U.S. Public Health Service.
- f. Counseling.
- g. Evaluation of reported illnesses.

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

- 1. a description of the employee's duties as they relate to the exposure incident;
- 2. documentation of the route of exposure and the circumstances under which exposure occurred;
- 3. results of the source material or individual's blood testing, if available; and
- 4. all medical records relevant to the appropriate treatment of the employee, including his or her HBV vaccination status, which are the Park District's responsibility to maintain.

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

## **EDUCATION AND TRAINING**

In order to minimize workplace exposure to and prevent the spread of infectious diseases, the Park District believes education and training of Park District personnel are essential. Training sessions and materials shall be made available to current employees when a change in job tasks may result in exposure to blood borne pathogens. This training session and material shall be at no cost to the employee.

## **PERSONAL PROTECTIVE EQUIPMENT**

1. The Park District recognizes that the use of personal protective equipment (PPE) helps prevent or reduce occupational exposure to infectious materials. PPE is considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach an employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions or use and for the duration of time which the PPE will be used.
2. The Park District will provide training on, make accessible, and require the use of PPE at no cost to the employee or volunteer. PPE will also be provided in appropriate sizes when necessary.
3. The Park District has identified the following employees/positions which may have a need for PPE:
  - a. Aquatic Personnel
  - b. Recreation Specialists (SRA)
  - c. Day Camp Program Leaders/Childcare/Preschool Instructors
  - d. Custodians
4. Personal Protective Equipment which will be made available and kept in first aid kits will include the following:
  - a. Disposable latex gloves
  - b. Goggles, glasses or protective shields
  - c. CPR microshields/respirators

## **HOUSEKEEPING**

The Park District shall ensure that each worksite is maintained in a clean and sanitary condition and shall develop and implement an appropriate written schedule for cleaning and methods of decontamination based upon the location of the worksite, the type of surface to be cleaned, the type of soil present, and the tasks or procedures being performed in the area. In particular, all equipment and working surfaces must be cleaned and decontaminated after contact with blood or other potentially infectious materials. An appropriate disinfectant shall be used to decontaminate any work surface immediately, or as soon as possible after any known spill of blood and at the end of the work shift if the surface may have become contaminated since the last cleaning.

## **INCIDENT REPORTS**

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

In particular, the Park District will maintain two (2) categories of records:

Medical Records – The Park District shall establish and maintain an accurate record concerning each employee who may come in contact with blood or other possibly infectious materials, including the employee’s name and social security number, his or her Hepatitis B vaccination record, including any declination form signed by the employee, and a copy of the results of all examinations, medical testing and follow-up procedures following an actual contact with blood or other possibly infectious materials. These records shall be maintained during the duration of the employee’s employment, plus an additional thirty (30) years, and shall be kept confidential with the express written consent of the employee or as may be required by law.

Training Records – The Park District shall maintain a record of dates of all employee-training sessions, the contents or a summary of these sessions, the names and qualifications of the persons conducting the sessions and the names and job titles of all persons attending the sessions. These records shall be maintained for a period of three (3) years after the training occurs.

## **STATE REGULATIONS**

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

## APPENDIX E

### YOUR RIGHT TO KNOW

#### **Working with Hazardous Substances**

The Park District is committed to protecting against the dangers of hazardous materials on the job. Safety training and the proper handling and storage of hazardous substances are just a few of the things done to keep employees safe. In addition, the Occupational Safety and Health Administration (OSHA) has issued a regulation that states that employees have a right to know what hazards they face on the job and how they can protect themselves. This is employees RIGHT-TO-KNOW.

OSHA's hazard Communication Standard affects everyone in the workplace who comes into contact with hazardous materials.

Chemical manufacturers must determine the physical and health hazards of each product they make, and they have to let users know about those hazards by providing information on the container label and on a Material Safety Data Sheet (MSDS) for every product.

Employers must develop a written hazard communication program that:

- Tells employees about the Hazard Communication Standard.
- Explains how the standard is in effect in the workplace.
- Provides information and training on hazardous chemicals in the workplace, which includes how to recognize, understand and use labels and MSDS sheets, and the correct safety procedures for working with hazardous substances.

**NOTE: Employees must read labels and MSDS sheets, and they must follow the Park District's safety procedures for storing, handling and using hazardous materials.**

#### **What Information is on the Label?**

Although labels differ from company to company, all labels will contain similar types of information. The label will use words and/or symbols to tell you:

- The common name of the substance.
- The name, address, and emergency phone number of the company that made or imported the substance.
- A signal word that outlines the seriousness of the substance. Signal words, ranked from the most serious to the least serious, are Danger, Warning, and Caution.
- The physical hazards (Will it explode or catch fire? Is it reactive?) and the health hazards (Is it toxic? Could it cause cancer? Is it an irritant?) of the substance.
- The precautionary measures to be taken, including basic protective clothing, equipment, and procedures that are recommended when working with this substance.
- First aid instructions, in case of exposure.

- Proper handling and storing instructions.
- Special instructions concerning children.

While a lot of valuable information can be found on the label, employees should refer to the MSDS sheet if they don't find all of the information needed.

What Information is on MSDS Sheets?

The MSDS sheet is a guide to working safely with hazardous substances. This sheet provides information on everything that is known about the substance, including chemical and physical dangers, safety procedures, and emergency response techniques. Specifically, MSDS sheets cover:

**Identity**, including the manufacturer's name, address and phone number, and the date the substance was produced.

**Hazardous ingredients**, including the substance's hazardous components, its chemical ID, and common names. Worker exposure limits to the substance and other recommended limits are also included.

**Physical and chemical characteristics**, such as boiling point, vapor pressure, vapor density, melting point, evaporation rate, water solubility, and appearance and odor under normal conditions.

**Physical hazards**, including fire and explosion, and ways to handle those hazards (such as firefighting equipment and procedures).

**Reactivity**, including whether or not the substance is stable, and which substances and situation to keep it away from so it won't react.

**Health hazards**, including how the substance can enter the body and the possible health hazards that could arise from exposure. This section also covers signs and symptoms of exposure, such as eye irritation, nausea, dizziness, etc., and whether or not the substance is carcinogenic. Emergency and first aid procedures are also outlined.

**Precautions for safe handling and use**, including what to do if the substance spills or leaks; how to dispose of the substance; equipment needed for cleaning up spills and leaks; proper storage and handling; and any other necessary precautions.

**Control measures** will lessen exposure to the materials. This section outlines the personal protective equipment, clothing, respirators, and ventilation that should be used when handling the substance. Special work or hygiene practices are also outlined.

## **Employee Obligations**

OSHA's Right-to-Know regulation was developed to protect employees on the job. For the Right-to-Know Standard to be effective, employees must:



- Respect all warnings and precautions – don't take any chances!
- Read all substance labels and MSDS sheets
- Follow warning and instructions
- Use the correct personal protective equipment when handling hazardous substances
- Know in advance what could go wrong and what to do about it
- Practice sensible, safe work habits
- Ask their supervisor, when in doubt

NOTE: When we work safely and smart, we make the workplace safer for everyone.

### **ENFORCEMENT OF STANDARDS**

All employees must adhere to the Hazard Communication safety and health standards adopted by the Bolingbrook Park District.

Staff not complying with safety policies will initially be given a verbal reprimand. Failure to follow policies may result in a written reprimand, suspension without pay or dismissal.

Persons who serve the Bolingbrook Park District in a supervisory capacity are responsible for ensuring the compliance with all rules and regulations of those employees under their direct authority. It is their duty to report any reprimand, other than oral, to the Executive Director of Parks and Recreation.

Supervisory personnel are accountable for the enforcement of safety standards. Failure to enforce safety standards may result in disciplinary action.

## APPENDIX F

### ETHICS POLICY

Ethics regulations have been adopted in compliance with the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003).

#### **Section One: Definitions**

- A. "Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.
- B. "Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in Section 1-3 of the Election Code (10 ILCS 5/1-3).
- C. "Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).
- D. "Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.
- E. "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.
- F. "Contribution" has the same meaning as that term is defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).
- G. "Employee" means a person employed by the Park District, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the

direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

- H. "Employer" means the Park District.
- I. "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.
- J. "Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit toward pension benefits, and (iii) health insurance benefits paid for by the employer.
- K. "Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.
- L. "Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.
- M. "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.
- N. "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 fund raiser, political meeting, or other political event.
  - (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
  - (4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
  - (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a

campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

- (6) Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- (7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- (9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- (10) Preparing or reviewing responses to candidate questionnaires.
- (11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- (12) Campaigning for any elective office or for or against any referendum question.
- (13) Managing or working on a campaign for elective office or for or against any referendum question.
- (14) Serving as a delegate, alternate, or proxy to a political party convention.
- (15) Participating in any recount or challenge to the outcome of any election.

O. "Prohibited source" means any person or entity who:

- (1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;
- (2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;
- (3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or
- (4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

**Section Two: Prohibited political activities.**

- A. No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Park District in connection with any prohibited political activity.
- B. At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).  
  
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 Ordinance.
- E. No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

**Section three: Gift ban.**

- A. Except as permitted by this Ordinance, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.
- B. Exceptions. Section three (A) is not applicable to the following:
  - (1) Opportunities, benefits, and services that are available on the same conditions as for the general public.
  - (2) Anything for which the officer or employee, or his or her spouse or member, pays the fair market value.
  - (3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fund-raising event in support of a political organization or candidate.
  - (4) Educational materials and missions.

- (5) Travel expenses for a meeting to discuss business.
- (6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
- (7) 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: (i) 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; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.
- (8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
- (9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
- (10) Intragovernmental and intergovernmental gifts. For the purpose of this Act, "intragovernmental gift" means any gift given to an officer or employee from another officer or employee, and "intergovernmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
- (11) Bequests, inheritances, and other transfers at death.
- (12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

- C. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c) (3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

**Section Four: Complaints/hearings.**

- A. Complaints alleging a violation of this policy shall be filed with the Ethics Commission. (Refer to Ordinance 04-02 an Ordinance Adopting State Ethics Regulations)
- B. The Commission may fine any person who intentionally violates any provision of this policy in an amount of not less than \$1,001 and not more than \$5,000. The Commission may fine any person who knowingly files a frivolous complaint alleging a violation of this policy in an amount of not less than \$ 1,001 and not more than \$5,000. The Commission may recommend any appropriate discipline up to and including discharge.
- C. A complaint alleging the violation of this Act must be filed within one year after the alleged violation.

**Section Seven: Penalties.**

- A. A person who intentionally violates any provision of Section Three of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.
- B. A person who intentionally violates any provision of Section Four of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.
- C. Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.
- D. A violation of Section Three of this Ordinance shall be prosecuted as a criminal offense by the Park District Attorney by filing in the circuit court information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.
- E. A violation of Section Four of this Ordinance may be prosecuted as a quasi-criminal offense by the Park District Attorney, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

- F. In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Section Three or Four of this Ordinance is subject to discipline or discharge.



## APPENDIX G

### IDENTITY PROTECTION POLICY

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

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

Whenever an individual is asked to provide the BOLINGBROOK PARK DISTRICT with a SSN, BOLINGBROOK PARK DISTRICT shall provide that individual with a statement of the purpose or purposes for which the BOLINGBROOK PARK DISTRICT is collecting and using the Social Security number. The BOLINGBROOK PARK DISTRICT shall also provide the statement of purpose upon request. That Statement of Purpose is attached to this Policy.

The BOLINGBROOK PARK DISTRICT shall not:

1. Publicly post or publicly display in any manner an individual's Social Security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
2. Print an individual's Social Security number on any card required for the individual to access products or services provided by the person or entity.
3. Require an individual to transmit a Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.
4. Print an individual's Social Security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the Social Security number to be on the document to be mailed. SSNs may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the Social Security number. A Social Security number that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been

opened.

In addition, the BOLINGBROOK PARK DISTRICT shall not<sup>1</sup> :

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

### **Requirement to Redact Social Security Numbers**

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

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<sup>1</sup> These prohibitions do not apply in the following circumstances:

1. The disclosure of Social Security numbers to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's Social Security number will be achieved.
2. The disclosure of Social Security numbers pursuant to a court order, warrant, or subpoena.
3. The collection, use, or disclosure of Social Security numbers in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
4. The collection, use, or disclosure of Social Security numbers for internal verification or administrative purposes.
5. The disclosure of Social Security numbers by a State agency to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.
6. The collection or use of Social Security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

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

### **Employee Access to Social Security Numbers**

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

### **What does the BOLINGBROOK PARK DISTRICT do with your Social Security Number?**

#### **Statement of Purpose for Collection of Social Security Numbers Identity-Protection Policy**

The Identity Protection Act, 5 ILCS 179/1 *et seq.*, requires each local and State government, including the BOLINGBROOK PARK DISTRICT to draft, approve, and implement an Identity-Protection Policy that includes a statement of the purpose or purposes for which the BOLINGBROOK PARK DISTRICT is collecting and using an individual's Social Security number (SSN). This statement of purpose is being provided to you because you have been asked by the BOLINGBROOK PARK 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:

- Administration purposes;
- Internal verification;
- Vendor services, such as executing contracts and/or billing;
- Child support collection;
- Complaint mediation or investigation;
- Law enforcement investigation; and/or
- Other: \_\_\_\_\_

### **What do we do with your Social Security number?**

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

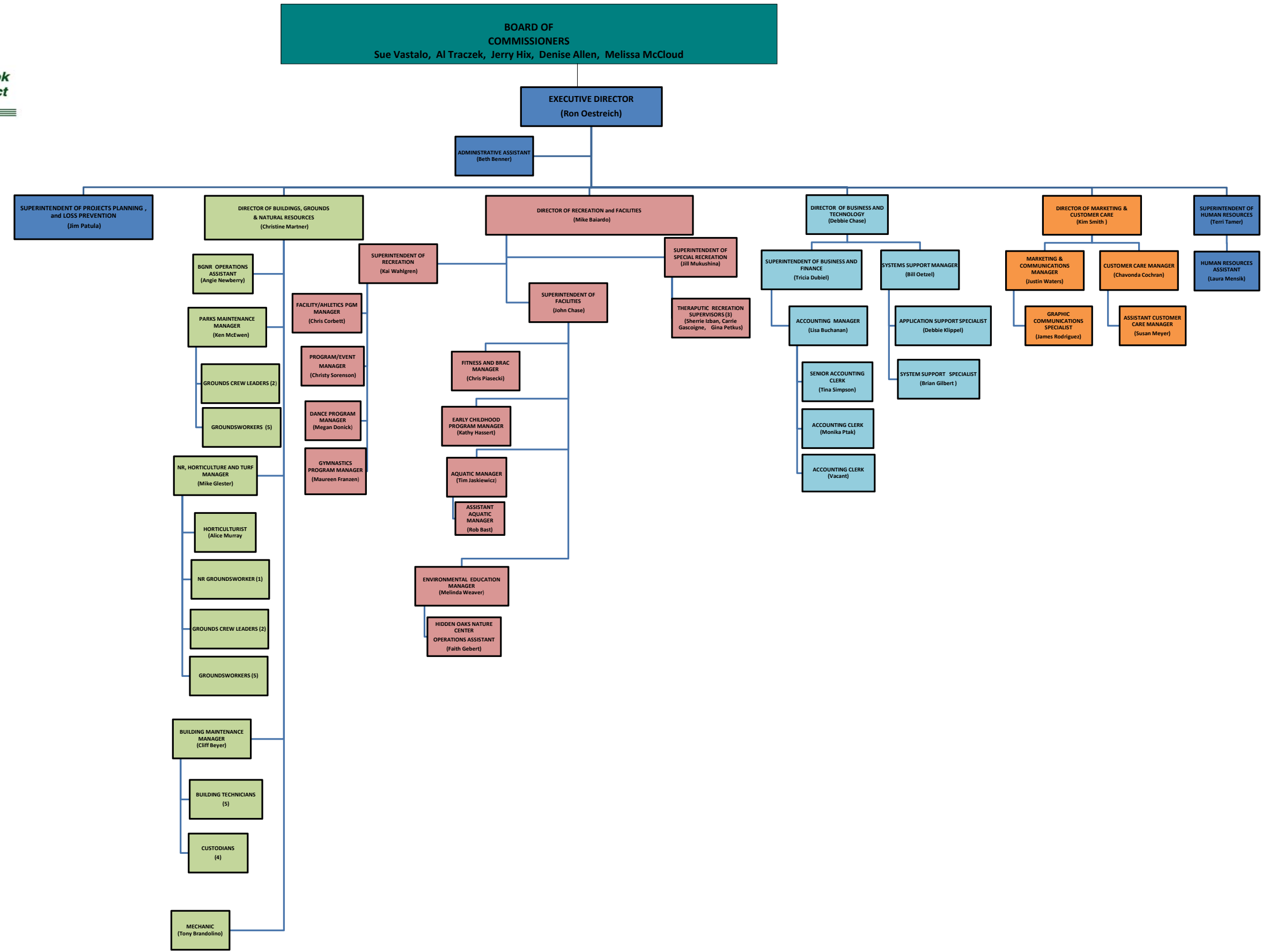
We will not:

- 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 or unless we are confirming the accuracy of your SSN.

**Questions or Complaints about this Statement of Purpose**

Write to the BOLINGBROOK PARK DISTRICT:  
Executive Director or Director of Business and Technology  
201 Recreation Drive  
Bolingbrook, IL 60440



# Workplace Dress Code – Office & Management

*Dress codes are established and dictated by the kind of work performed, the conditions in which it's carried out and the objective you're trying to accomplish*

## Purpose

The Bolingbrook Park District recognizes and respects that deciding on how to dress for work is a personal decision. However, we also ask you to recognize and respect that the dress choices you make affect not just your own comfort, but that of your colleagues and the workplace environment and the image the BPD is trying to convey to our community, participants and visitors.

## What is Appropriate Attire?

Accordingly, all Bolingbrook Park District employees must dress in appropriate business attire during work hours. All clothing must be clean (no stains), well pressed (not wrinkled) and in good condition (no rips, holes or shreds in fabric). All staff must wear name tag.

## What is Inappropriate Attire?

The following items are not considered appropriate business attire for your department and should not be worn during work hours:

- ❖ Hats, visors, stockings caps
- ❖ headbands (work-out style), bandanas
- ❖ Provocative attire including mini-skirts, spandex or lycra, low-cut or see-through pants and tops.
- ❖ Tank tops, midriff tops, tube tops, halter tops, lacey-see through tops, off-one-shoulder tops
- ❖ Trademark clothing (competition to BPD)
- ❖ Skirts (higher than fingertip length)
- ❖ Jeans (except for HERO Friday program, BPD jeans days, by supervisor approval), bib-overalls
- ❖ Cargo pants w/side pockets and strings
- ❖ Casual shorts, biking shorts, lycra yoga pants/shorts.
- ❖ Flannel PJ pants or any type of pajama wear
- ❖ Hiking or Snow boots, Crocs/clogs, gym shoes, slippers/moccasins.
- ❖ Sweat shirts, hoodies, (Unless BPD Logo)
- ❖ Beach type sandals, thong sandals without backs Flip Flops.

## Also Inappropriate for the Workplace

- ❖ Excessive use of cologne, perfume, oils
- ❖ Facial/body piercings (including gauges & plugs)
- ❖ Excessive tattoos that are exposed & may be offensive to others
- ❖ Extreme/bold hair colors (pink, blue, green, yellow, etc.)
- ❖ Unruly facial hair (beards, mustaches). Must be kept clean and trimmed neatly
- ❖ Body odor

## Appropriate Attire for Women

- ❖ Scarfs & wraps worn for religious purposes
- ❖ Hair band to hold back hair
- ❖ Earrings – (must not hang more than 2 inches below earlobe)
- ❖ Camisoles or shells w/spaghetti straps (under blazer or sweater, or other blouse/shirt),
- ❖ Appropriate blouses/shirts.
- ❖ Leggings, (with a long shirt or sweater covering seat).
- ❖ Blazers, dress jackets, sweaters
- ❖ Dresses and Skirts (at or below finger tip length)
- ❖ Slacks/pants, capri pants
- ❖ Shorts (dress, finger tip length) [Mgr. approved]
- ❖ Fashion boots, dress shoes, loafers, heels, sandals-open toe o.k. (must have back strap)
- ❖ Gym shoes (if approved by supervisor)

## Appropriate Attire for Men

- ❖ Scarfs & wraps worn for religious purposes
- ❖ Small flat stud earrings only
- ❖ Appropriate (collar shirts, mock or regular turtle neck, sweaters
- ❖ Suits, sport coats,
- ❖ Dress slacks, khaki style pants
- ❖ Shorts (above knee, cargo) [Mgr. approved]
- ❖ Ties
- ❖ Dress shoes/loafers
- ❖ Gym shoes (if approved by supervisor)



## Enforcement

Appropriate attire must be worn during scheduled work hours, district events, meetings & trainings. Department managers are responsible for monitoring and enforcing this dress code

- Management will address with employee if they seem to be dressed inappropriately
- If the dress code violation warrants, the manager will ask the employee to go home and change into appropriate attire
- If there is a District sponsored event, dress code may be adjusted.
- Repeated dress code violations may result in disciplinary action, up to and including termination

## Requests for Accommodations

The Bolingbrook Park District will enforce the dress code consistently and respectfully with each and every employee; including his/her race, religion, gender, physical-mental condition, nationality, family status, etc. Employees should discuss exemptions or accommodations with Human Resources. All requests for accommodations will be seriously considered based on the particular circumstances involved.

## Where to Go if You Have Questions

If you have questions about this dress code and what you are expected to do to comply with it, please do not hesitate to contact Terri Tamer, Superintendent of Human Resources at [tamer@bolingbrookparks.org](mailto:tamer@bolingbrookparks.org)

*If a new fashion or trend appears in the workplace, please notify HR for decision on whether it is appropriate for our workplace.*

HERO Friday's and special Jeans days from Memorial Day to Labor Day Professional looking shorts and tennis shoes are allowed.

Park District Associates Logo Clothing is acceptable: PDRMA, IRPA, IAPD

# Workplace Dress Code – Buildings, Grounds & Natural Resources

*Dress codes are established and dictated by the kind of work performed, the conditions in which it's carried out and the objective you're trying to accomplish*

## Purpose

The Bolingbrook Park District recognizes and respects that deciding on how to dress for work is a personal decision. However, we also ask you to recognize and respect that the dress choices you make affect not just your own comfort, but that of your colleagues and the workplace environment and the image the BPD is trying to convey to our community, participants and visitors.

## What is Appropriate Attire?

Accordingly, all Bolingbrook Park District employees must dress in appropriate business attire during work hours. All clothing must be clean (no stains), well pressed (not wrinkled) and in good condition (no rips, holes or shreds in fabric).

## What is Inappropriate Attire?

The following items are not considered appropriate business attire for your department and should not be worn during work hours:

- ❖ T-shirts (unless BPD)
- ❖ Camisoles w/spaghetti straps, aprons/smocks, tank tops, midriff tops
- ❖ Tube tops, halter tops, lacey-see through tops, off-one-shoulder tops
- ❖ Trademark clothing. (Competitors)
- ❖ Provocative attire including mini-skirts, spandex or lycra, low-cut or see-through
- ❖ Leggings, pants with stirrups, skirts
- ❖ Casual shorts (above knee), biking shorts, yoga pants/shorts, athletic shorts
- ❖ Flannel PJ pants or any type of pajama wear
- ❖ Crocs/clogs, slippers/moccasins
- ❖ Sandals without back or straps, flip-flops, cleats
- ❖ Cowboy boots, fashion boots, gym shoes (except for custodial staff)

## Not Recommended for Daily Work

### (Ok for Seminars)

- ❖ Dresses & skirts
- ❖ Suits and sport coats
- ❖ Sandals
- ❖ Dress shoes, heels
- ❖ Shirt and Tie

## Also Inappropriate for the Workplace

- ❖ Excessive use of cologne or perfumes
- ❖ Facial/body piercings (includes gauges & plugs)
- ❖ Excessive tattoos that are exposed & may be offensive to others
- ❖ Extreme/bold hair colors (pink, blue, green, yellow, etc.)
- ❖ Unruly facial hair (beards, mustaches). Must be kept clean and well groomed
- ❖ Body odor

## Appropriate Attire for Women

- ❖ Hats, visors, caps, straw hats (Outdoors Only) (BPD or solid primary color, vendors Ok)
- ❖ Scarfs & wraps worn for religious purposes
- ❖ Bandanas, headbands, hairbands (to hold hair back)
- ❖ Flat earrings only. (Dangle earrings may be dangerous)
- ❖ BPD Staff t-shirt or uniform
- ❖ Slacks, uniform pants (jeans: ok if outside 50% of workday)
- ❖ Walking shorts (knee length)
- ❖ Cargo pants and shorts
- ❖ Sweaters, fleece tops, sweat shirts (BPD)
- ❖ Jackets, coats (BPD) camo color allowed for outdoor
- ❖ Safety Vests (see box below)
- ❖ Work or hiking boots, Snow boots (in snowy weather)
- ❖ Gym shoes (custodians only)
- ❖ Snow Pants (weather dependent)

## Appropriate Attire for Men

- ❖ Hats, visors, caps, straw hats (Outdoors Only) (BPD or solid primary color, vendors ok)
- ❖ Scarfs & wraps worn for religious purposes
- ❖ Bandanas, headbands, hairbands (to hold hair back)
- ❖ Flat earrings only.
- ❖ BPD Staff t-shirt or uniform
- ❖ Slacks, uniform pants, (jeans: ok if outside 50% of workday)
- ❖ Walking shorts (knee length)
- ❖ Cargo pants and shorts
- ❖ Sweaters, fleece tops, sweat shirts (BPD)
- ❖ Jackets, coats (BPD), camo color allowed for outdoor
- ❖ Safety Vests (see box below)
- ❖ Work or hiking boots, Snow boots (in snowy weather)
- ❖ Gym shoes (custodians only)
- ❖ Snow Pants (weather dependent)

## Enforcement

Appropriate attire must be worn during scheduled work hours, district events, meetings & trainings. Department managers are responsible for monitoring and enforcing this dress code

- Management will address with employee if they seem to be dressed inappropriately
- If the dress code violation warrants, the manager will ask the employee to punch out, go home and change into appropriate attire, return to work after Changing, and punch back in.
- Repeated dress code violations may result in disciplinary action, up to and including termination

## Requests for Accommodations

The Bolingbrook Park District will enforce the dress code consistently and respectfully with each and every employee; including his/her race, religion, gender, physical-mental condition, nationality, family status, etc. Employees should discuss exemptions or accommodations with Human Resources. All requests for accommodations will be seriously considered based on the particular circumstances involved.

## Where to Go if You Have Questions

If you have questions about this dress code and what you are expected to do to comply with it, please do not hesitate to contact Terri Tamer, Superintendent of Human Resources at [tamer@bolingbrookparks.org](mailto:tamer@bolingbrookparks.org)

*If a new fashion or trend appears in the workplace, please notify HR for decision on whether it is appropriate for our workplace.*

**Park District Associates Logo Clothing is Acceptable: PDRMA, IRPA, IAPD, BPD events, LCSRA,**

**Safety vests are issued to staff and they are required to wear them when they are working within 50 feet of a roadway any time during the day.**

HERO Friday's and special Jeans days from Memorial Day to Labor Day Professional looking shorts and tennis shoes are allowed.

# Workplace Dress Code – Customer Care

*Dress codes are established and dictated by the kind of work performed, the conditions in which it's carried out and the objective you're trying to accomplish*

## Purpose

The Bolingbrook Park District recognizes and respects that deciding on how to dress for work is a personal decision. However, we also ask you to recognize and respect that the dress choices you make affect not just your own comfort, but that of your colleagues and the workplace environment and the image the BPD is trying to convey to our community, participants and visitors.

## What is Appropriate Attire?

Accordingly, all Bolingbrook Park District employees must dress in appropriate business attire during work hours. All clothing must be clean (no stains), well pressed (not wrinkled) and in good condition (no rips, holes or shreds in fabric). All staff must wear name tag.

## What is Inappropriate Attire?

The following items are not considered appropriate business attire for your department and should not be worn during work hours:

- ❖ Hats, stockings caps, visors
- ❖ headbands (work-out style), bandanas
- ❖ T-shirts, polo's, camisoles w/spaghetti straps, aprons/smocks, tank tops, midriff tops
- ❖ Tube tops, halter tops, lacey-see through tops, off-one-shoulder tops
- ❖ Trademark clothing (non-BPD)
- ❖ Skirts (above knee), jeans (except for Hero Friday program), bib-overalls
- ❖ Provocative attire including mini-skirts, spandex or lycra, low-cut or see-through
- ❖ Leggings, pants with stirrups, skorts, cargo pants & shorts w/side pockets and strings
- ❖ Casual shorts (above knee), biking shorts, yoga pants/shorts
- ❖ Flannel PJ pants or any type of pajama wear
- ❖ Hiking or Snow boots, Crocs/clogs, gym shoes, slippers/moccasins.
- ❖ Sweat shirts, hoodies, (Unless BPD Logo)
- ❖ Beach type sandals, thong sandals without backs Flip Flops.

## Also Inappropriate for the Workplace

- ❖ Excessive use of cologne or perfumes, oils
- ❖ Facial/body piercings (including gauges & plugs)
- ❖ Excessive tattoos that are exposed & may be offensive to others
- ❖ Extreme/bold hair colors (pink, blue, green, yellow, etc.)
- ❖ Unruly facial hair (beards, mustaches). Must be kept clean and trimmed neatly
- ❖ Body odor

## Appropriate Attire for Women

- ❖ Scarves & wraps worn for religious purposes only
- ❖ Hair bands (to hold hair back)
- ❖ Earrings – (must not hang more than 2 inches below earlobe)
- ❖ BPD shirts
- ❖ Long sleeve, single color shirt to wear under BPD shirt if cold
- ❖ BPD jacket
- ❖ Sweater – (single neutral color) to wear over BPD shirt if cold
- ❖ Skirts (at or below knee), slacks/pants
- ❖ Capri pants (not cargo), culottes, dress shorts (knee length)
- ❖ Fashion boots, dress shoes, loafers, heels,

## Appropriate Attire for Men

- ❖ Scarves & wraps worn for religious purposes only
- ❖ Small flat stud earrings only
- ❖ BPD shirts
- ❖ Long sleeve, single color shirt to wear under BPD shirt if cold
- ❖ Sweater – to wear over BPD shirt if cold
- ❖ BPD jacket
- ❖ Dress slacks, Docker-style pants
- ❖ Dress shoes/loafers

## Enforcement

Appropriate attire must be worn during scheduled work hours, district events, meetings & trainings. Department managers are responsible for monitoring and enforcing this dress code

- Management will address with employee if they seem to be dressed inappropriately
- If the dress code violation warrants, the manager will ask the employee to go home and change into appropriate attire
- Repeated dress code violations may result in disciplinary action, up to and including termination

## Requests for Accommodations

The Bolingbrook Park District will enforce the dress code consistently and respectfully with each and every employee; including his/her race, religion, gender, physical-mental condition, nationality, family status, etc. Employees should discuss exemptions or accommodations with Human Resources. All requests for accommodations will be seriously considered based on the particular circumstances involved.

## Where to Go if You Have Questions

If you have questions about this dress code and what you are expected to do to comply with it, please do not hesitate to contact Terri Tamer, Superintendent of Human Resources at [ttamer@bolingbrookparks.org](mailto:ttamer@bolingbrookparks.org)

*If a new fashion or trend appears in the workplace, please notify HR for decision on whether it is appropriate for our workplace.*

HERO Friday's and special Jeans days from Memorial Day to Labor Day Professional looking shorts and tennis shoes are allowed.

Park District Associates Logo Clothing is acceptable: PDRMA, IRPA, IAPD



# Workplace Dress Code – Programs

*Dress codes are established and dictated by the kind of work performed, the conditions in which it's carried out and the objective you're trying to accomplish*

## Purpose

The Bolingbrook Park District recognizes and respects that deciding on how to dress for work is a personal decision. However, we also ask you to recognize and respect that the dress choices you make affect not just your own comfort, but that of your colleagues and the workplace environment and the image the BPD is trying to convey to our community, participants and visitors.

## What is Appropriate Attire?

Accordingly, all Bolingbrook Park District employees must dress in appropriate business attire during work hours. All clothing must be clean (no stains), well pressed (not wrinkled) and in good condition (no rips, holes or shreds in fabric). All staff must wear name tag when STAFF shirts are not worn.

## What is Inappropriate Attire?

The following items are not considered appropriate business attire for your department and should not be worn during work hours:

- ❖ Bandanas
- ❖ T-shirts (non-BPD), camisoles w/spaghetti straps, non BPD tank tops, shells, midriff tops
- ❖ Tube tops, halter tops, lacey-see through tops, off-one-shoulder tops
- ❖ Trademark clothing
- ❖ Bib-overalls
- ❖ Provocative attire including mini-skirts, spandex or lycra, low-cut or see-through
- ❖ Shorts (above fingertip length), biking shorts,
- ❖ Flannel PJ pants or any type of pajama wear
- ❖ Crocs/clogs, slippers/moccasins
- ❖ Teva sandals, sandals without backs, flip-flops
- ❖ Work boots, cleats
- ❖ Flip-flops, sandals, aquatic shoes (unless during day camp swim time)

## Not Recommended for This Area

- ❖ Dress shirts & ties
- ❖ Suit coats & blazers
- ❖ High heel shoes & dress shoes

## Also Inappropriate for the Workplace

- ❖ Excessive use of cologne, perfumes, oils
- ❖ Facial/body piercings (including gauges & plugs)
- ❖ Excessive tattoos that are exposed & may be offensive to others
- ❖ Extreme/bold hair colors (pink, blue, green, yellow, etc.)
- ❖ Unruly facial hair (beards, mustaches). Must be kept clean and trimmed neatly
- ❖ Body odor

## Appropriate Attire for Women

- ❖ Wraps or scarfs (ok for religious purposes)
- ❖ Hats, visors, caps (Outdoors Only)
- ❖ Headbands, hairbands (to hold hair back)
- ❖ BPD Staff t-shirt and/or nametag
- ❖ Flat earrings only
- ❖ Tank tops (BPD uniform only)
- ❖ Button-down blouse (depending on program)
- ❖ Dresses/Skirts (optional – at or below knee)
- ❖ Sweaters, fleece tops (BPD)
- ❖ Jackets (as needed)
- ❖ Apron or smock (depending on program)
- ❖ Slacks
- ❖ Jeans (allowed on days with outdoor activities)
- ❖ Yoga pants,
- ❖ Athletic (nylon) pants
- ❖ Shorts (biking/exercising-knee length, cargo)
- ❖ Closed toe shoes / boots

## Appropriate Attire for Men

- ❖ Wraps or scarfs (ok for religious purposes)
- ❖ Hats, visors, caps (Outdoors Camps Only)
- ❖ Headbands, hairbands (to hold hair back)
- ❖ BPD Staff t-shirt and/or nametag
- ❖ Flat earrings only
- ❖ Button-down shirt (depending on program)
- ❖ Sweaters, fleece tops (BPD)
- ❖ Jackets (as needed)
- ❖ Tanks (BPD uniform only)
- ❖ Yoga pants,
- ❖ Athletic (nylon) pants
- ❖ Shorts(biking/exercising-knee length, cargo)
- ❖ Closed toe shoes / boots

## Enforcement

Appropriate attire must be worn during scheduled work hours, district events, meetings & trainings. Department managers are responsible for monitoring and enforcing this dress code.

- Management will address with employee if they seem to be dressed inappropriately
- If the dress code violation warrants, the manager will ask the employee to go home and change into appropriate attire
- Repeated dress code violations may result in disciplinary action, up to and including termination

## Requests for Accommodations

The Bolingbrook Park District will enforce the dress code consistently and respectfully with each and every employee; including his/her race, religion, gender, physical-mental condition, nationality, family status, etc. Employees should discuss exemptions or accommodations with Human Resources. All requests for accommodations will be seriously considered based on the particular circumstances involved. .

## Where to Go if You Have Questions

If you have questions about this dress code and what you are expected to do to comply with it, please do not hesitate to contact Terri Tamer, Superintendent of Human Resources at [tamer@bolingbrookparks.org](mailto:tamer@bolingbrookparks.org)

*If a new fashion or trend appears in the workplace, please notify HR for decision on whether it is appropriate for our workplace.*

HERO Friday's and special Jeans days from Memorial Day to Labor Day Professional looking shorts and tennis shoes are allowed.

Park District Associates Logo Clothing is acceptable: PDRMA, IRPA, IAPD

# Workplace Dress Code – Fitness

*Dress codes are established and dictated by the kind of work performed, the conditions in which it's carried out and the objective you're trying to accomplish*

## Purpose

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## What is Appropriate Attire?

Accordingly, all Bolingbrook Park District employees must dress in appropriate business attire during work hours. All clothing must be clean (no stains), well pressed (not wrinkled) and in good condition (no rips, holes or shreds in fabric).

## What is Inappropriate Attire?

The following items are not considered appropriate business attire for your department and should not be worn during work hours:

- ❖ Stockings caps, hats, visors
- ❖ camisoles w/spaghetti straps, aprons/smocks, tank tops (non-BPD) midriff tops/workout sport bras
- ❖ Tube tops, halter tops, lacey-see through tops, off-one-shoulder tops
- ❖ Jeans (except for Hero Friday program), bib-overalls
- ❖ Provocative attire including mini-skirts, low-cut or see-through
- ❖ Casual shorts (above knee)
- ❖ Flannel PJ pants or any type of pajama wear
- ❖ Hiking or Snow boots, Crocs/clogs, slippers/moccasins
- ❖ Teva sandals, sandals without backs, flip-flops, cleats

## Not Recommended

- ❖ Skirts, dresses
- ❖ Suits, dress shirts, ties
- ❖ Capris, walking shorts
- ❖ Dress shoes, heels

## Also Inappropriate for the Workplace

- ❖ Excessive use of cologne, perfumes, oils
- ❖ Facial/body piercings (including gauges & plugs)
- ❖ Excessive tattoos that are exposed & may be offensive to others
- ❖ Extreme/bold hair colors (pink, blue, green, yellow, etc.)
- ❖ Unruly facial hair (beards, mustaches). Must be kept clean and trimmed neatly
- ❖ Body odor

## Appropriate Attire for Women

- ❖ Headbands and hats (workout style)
- ❖ Bandanas, hairbands (to hold hair back)
- ❖ Scarfs or wraps worn for religious purposes only
- ❖ T-Shirts (BPD, Les Mills, Zumba, etc.)
- ❖ Flat earrings only
- ❖ LifeStyles clothing
- ❖ Tank shirts (BPD uniform only)
- ❖ Yoga pants,
- ❖ Athletic (nylon) pants
- ❖ Shorts (biking/exercising-finger tip length)
- ❖ Closed toe gym shoes / cross trainers

## Appropriate Attire for Men

- ❖ Headbands (workout style)
- ❖ Bandanas, hairbands (to hold hair back)
- ❖ Scarfs or wraps worn for religious purposes only
- ❖ BPD Staff t-shirt and/or nametag
- ❖ Flat earrings only
- ❖ LifeStyles clothing
- ❖ Tank shirts (BPD uniform only)
- ❖ Yoga pants,
- ❖ Athletic (nylon) pants
- ❖ Shorts (biking/exercising-finger tip length)
- ❖ Closed toe gym shoes / cross trainers

## Enforcement

Appropriate attire must be worn during scheduled work hours, district events, meetings & trainings. Department managers are responsible for monitoring and enforcing this dress code

- Management will address with employee if they seem to be dressed inappropriately
- If the dress code violation warrants, the manager will ask the employee to go home and change into appropriate attire
- Repeated dress code violations may result in disciplinary action, up to and including termination

## Requests for Accommodations

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Park District Associates Logo Clothing is acceptable:  
PDRMA, IRPA, IAPD

# Workplace Dress Code – Pelican Harbor

*Dress codes are established and dictated by the kind of work performed, the conditions in which it's carried out and the objective you're trying to accomplish*

## Purpose

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## What is Appropriate Attire?

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## What is Inappropriate Attire in Aquatics?

The following items are not considered appropriate business attire for your department and should not be worn during work hours:

- ❖ Stockings caps, wraps, scarves
- ❖ Headbands (work-out style), bandanas
- ❖ T-shirts (non-BPD), camisoles w/spaghetti straps, aprons/smocks, tank tops (non-BPD) midriff tops
- ❖ Tube tops, halter tops, lacey-see through tops, off-one-shoulder tops
- ❖ Leggings, pants with stirrups, skorts, cargo pants w/side pockets and strings
- ❖ Casual shorts (above finger tip length), biking shorts, Jeans
- ❖ Flannel PJ pants or any type of pajama wear

## Also Inappropriate for the Workplace

- ❖ Excessive use of cologne & perfumes
- ❖ Facial/body piercings (including gauges & plugs)
- ❖ Excessive tattoos that are exposed & may be offensive to others
- ❖ Extreme/bold hair colors (pink, blue, green, yellow, etc.)
- ❖ Unruly facial hair (beards, mustaches). Must be kept clean and trimmed neatly
- ❖ Body odor

## Appropriate Attire: MOD Head Guards, Team Leads, LTS Coordinators

- ❖ Pelican Harbor Polo Shirt
- ❖ Shorts, Capri's, Pants
- ❖ Closed toe gym shoes
- ❖ Hip Pack, Whistle
- ❖ Shades, Hat or Visor (outdoor only)
- ❖ Scarfs & wraps worn for religious purposes only

## Appropriate Attire Lifeguards, Swim Instructors, Park Attendants

- ❖ Pelican Harbor T-shirt / Tank
- ❖ Female: Purchased Swim Suit (Red-LG) (Royal Blue P.A), Cover shorts (Red-LG) (Royal Blue P.A.)
- ❖ Male: Purchased Swim Trunks, (Red-LG), (Royal Blue-P.A.)
- ❖ Hip Pack, Whistle
- ❖ Shades, Hat or Visor (outdoor only)
- ❖ Scarfs & wraps worn for religious
- ❖ Flip-flops, deck shoes, gym shoes, crocs
- ❖ Hairband – to hold hair back (ponytail)
- ❖ Flat earrings only.

## Appropriate Attire Swim Coaches

- ❖ Swim Practices:
- ❖ Female: Purchased Swim Suit and cover shorts
- ❖ Male: Purchased Trunks
- ❖ Pelican Harbor T-shirt / Tank
- ❖ Flip-flops, deck shoes, gym shoes
- ❖ Swim Meets:
- ❖ Pelicans Polo
- ❖ Shorts, Capri's, Pants
- ❖ Closed toe gym shoes

## Appropriate Attire Birthday Party Hosts

- ❖ Staff Issued Hawaiian Shirt
- ❖ Shorts, Capri's, Pants
- ❖ Closed toe gym shoes
- ❖ Nametag

## Appropriate Attire Admissions/ Concessions

- ❖ Staff Issued Pelican Harbor T-shirt
- ❖ Shorts, Capri's, Pants
- ❖ Closed toe gym shoes
- ❖ Hat or hair-net in concessions
- ❖ Nametag

## Appropriate Attire Custodial

- ❖ Staff Issued Pelican Harbor T-shirt
- ❖ Shorts, Capri's, Pants
- ❖ Closed toe gym shoes

## Enforcement

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- If the dress code violation warrants, the manager will ask the employee to go home and change into appropriate attire
- Repeated dress code violations may result in disciplinary action, up to and including termination

## Requests for Accommodations

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# Workplace Dress Code – Hidden Lakes Bait Shop

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- ❖ Fashion boots

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## What is Inappropriate Attire?

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- ❖ Bandanas
- ❖ T-shirts (non-BPD), camisoles w/spaghetti straps, non BPD tank tops, shells, midriff tops
- ❖ Tube tops, halter tops, lacey-see through tops, off-one-shoulder tops
- ❖ Trademark clothing
- ❖ Bib-overalls
- ❖ Provocative attire including mini-skirts, spandex or lycra, low-cut or see-through shorts (above fingertip length), biking shorts, yoga shorts.
- ❖ Flannel PJ pants or any type of pajama wear
- ❖ Crocs/clogs, slippers/moccasins
- ❖ Teva type sandals, sandals without backs, Work boots, cleats
- ❖ Flip-flops, sandals, aquatic shoes

## Not Recommended

- ❖ Dress shirts with ties
- ❖ Suits, Sport Coats
- ❖ Skirts
- ❖ Dress shoes, heels

## Also Inappropriate for the Workplace

- ❖ Excessive use of cologne or perfume
- ❖ Facial/body piercings (including gauges & plugs)
- ❖ Excessive tattoos that are exposed & may be offensive to others
- ❖ Extreme/bold hair colors (pink, blue, green, yellow, etc.)
- ❖ Unruly facial hair (beards, mustaches). Must be kept clean and trimmed neatly
- ❖ Body odor

## Appropriate Attire for Women

- ❖ Wraps or scarfs (ok for religious purposes)
- ❖ Hats, visors, caps (Outdoors Only)
- ❖ Headbands, hairbands (to hold hair back)
- ❖ BPD Staff t-shirt and/or nametag
- ❖ Flat earrings only
- ❖ Tank tops (BPD uniform only)
- ❖ Button-down blouse (depending on program)
- ❖ Dresses/Skirts (optional – at or below knee)
- ❖ Sweaters, fleece tops (BPD)
- ❖ Jackets (as needed)
- ❖ Khaki pants
- ❖ Athletic (nylon) pants
- ❖ Shorts (knee length, cargo)
- ❖ Closed toe shoes / boots / gym shoes

## Appropriate Attire for Men

- ❖ Wraps or scarfs (ok for religious purposes)
- ❖ Hats, visors, caps (Outdoors Camps Only)
- ❖ Headbands, hairbands (to hold hair back)
- ❖ BPD Staff t-shirt and/or nametag
- ❖ Flat earrings only
- ❖ Button-down shirt (depending on program)
- ❖ Sweaters, fleece tops (BPD)
- ❖ Jackets (as needed)
- ❖ Khaki pants
- ❖ Tanks (BPD uniform only)
- ❖ Athletic (nylon) pants
- ❖ Shorts (biking/exercising-knee length)
- ❖ Closed toe shoes / boots

## Enforcement

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