



**MORTON GROVE
PARK DISTRICT**

Memorandum

To: Board of Park Commissioners
From: Laura Kee, Superintendent of Human Resources & Risk Management
Date: August 18, 2021
Subject: Risk Management Procedure Manual

Issue:

The Risk Management Procedure Manual needs to be approved by the Board of Park Commissioners every five years. The last time it was approved was in 2016.

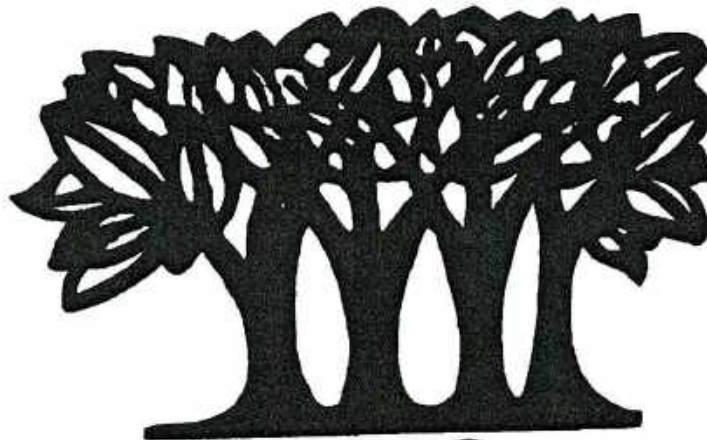
Discussion:

The Risk Management Procedure Manual was created to provide staff an awareness of safe work rules and guidelines for risk management as it relates to their work, purpose, and mission of the District. Staff members are expected to become familiar with the information contained in this Manual, and follow all rules, standards and guidelines outlined herein.

Updates have been made to the Risk Management Procedure Manual. These consist mainly of grammar, punctuation, and corrections to procedures on how staff implements Board policies.

Park Board Action:

For the Board of Park Commissioners to approve the Risk Management Procedure Manual.



Morton Grove
Park District

Personnel Policy Manual

Morton Grove Park District Personnel Policy Manual is a compilation of the policies, procedures, working conditions and behavioral expectations that guide the Park District employee actions in the workplace. This manual sets guidelines of appropriate behavior for employees. Employees are expected to review and abide by the contents. All employees must sign-off that they have received a copy of the Personnel Policy Manual and understand the expectations. Updated copies of the Personnel Policy Manual will be distributed to all full-time employees at quarterly All-Agency meetings.

Board Approved August 18, 2021

Keith White,
President of the Board

Jeffrey Wait,
Executive Director

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**MORTON GROVE PARK DISTRICT
PERSONNEL POLICY MANUAL**

CHAPTER I – STATEMENT OF PURPOSE, PHILOSOPHY AND ADMINISTRATION

Section 1.1: Purpose, Philosophy

This manual has been established to attempt to clearly set forth policy and bring a higher degree of understanding, cooperation, efficiency, and effectiveness among all Morton Grove Park District personnel.

Regardless of the efforts to develop this manual, the District cannot really put into words the importance of each employee. The district provides leisure services primarily through parks, facilities, and recreation programs. Each employee plays an important role in carrying out our mission of providing quality park and recreation services to the citizens of the community. The contents of this manual are established as the basic parameters from which personnel are expected to function. However, the Park District Executive Director may exercise his/her discretion when circumstances arise which are out of the ordinary. The Executive Director shall be responsible for administering the policies established by this manual.

CHAPTER II – DEFINITIONS OF PERSONNEL

Section 2.1: Appointive Personnel

Those personnel appointed by the Board and directly responsible to the Board in performance of their duties shall be called appointive personnel. The Board shall set their compensation and duties. Those appointive positions include the Park District Executive Director, Park District Attorney, Park District Auditor and Park District Secretary. The Park District Board, Attorney and Auditor are not included in the policies or benefits in the Personnel Policy Manual. The Attorney and Auditor are considered as independent contractors.

Section 2.2: Managerial Personnel

Managerial personnel are employees engaged predominantly in executive and management functions and charged with the responsibility of implementing such management policies and practices. Management personnel shall include those individuals hired as Department Heads. Managerial personnel are hired by and are responsible to the Park District Executive Director.

Section 2.3: Supervisory Personnel

A supervisor is an employee whose principal work is substantially different from that of their subordinates and who has authority, in the interest of the District, to hire, transfer, suspend, lay off, recall, promote, recommend discharge, direct, reward or discipline employees, or to adjust their grievances, or to effectively recommend such action, if the exercise of such authority is not of a merely routine or clerical nature, but requires the consistent use of independent judgment. The term supervisor includes only those individuals who devote a preponderance of their employment time to exercising such authority.

Section 2.4: Confidential Personnel

A confidential employee is one whom in the regular course of duty assists and acts in a confidential capacity to persons who formulate and determine management policies about labor relation or who in the regular course of duties has authorized access to information relating to the review of the district's personnel practices. Confidential employees include Appointive, Managerial and Supervisory personnel, the Human Resources Manager, Finance Coordinator, and the Executive Administrative Assistant. Employees will, to the best of their ability, ensure confidentiality with privacy in regard to history, records and discussions about the people we serve, the staff and Park Board.

Section 2.5: Full-Time Personnel

Full-time personnel shall include those individuals who have been employed under a full-time job classification: a minimum of forty hours per week basis for a period of six consecutive months interrupted only by absence with official permission and who have successfully completed the introductory period as defined in Section 2. 6.

Section 2.6: Introductory Personnel

Employee who has been employed by the district in full-time or regular part-time classifications for a period of less than six months and who would become full-time or regular part-time employees at the successful conclusion of the introductory period which is normally six months. Successful completion of the introductory period does not guarantee continued employment for any specific period or otherwise create an employment contract with the Morton Grove Park District. A six-month evaluation will be completed by the Supervisor.

Section 2.7: Regular Part-Time Personnel

Regular part-time personnel are those employees who are regularly scheduled to work less than 8 hours per day or less than 40 hours per week, for a total of more than six months per year. It is the expected annual hourly requirements that will dictate the part-time personnel status and not the actual hours worked. Regular part-time personnel are not entitled to the benefits received by full-time personnel unless specifically noted in these policies.

Section 2.8: Short-Term and Seasonal Personnel

Short-term or seasonal personnel is a person who is employed by the District for less than two quarters during a calendar year. Short-term and seasonal employees are not entitled to the benefits described herein as available to full-time employees. Short-term employees are not assured employment in a subsequent season or year.

Section 2.9: Volunteers

Volunteers are individuals who donate their time to the District without pay and are not employees of the District. It is the policy of the Morton Grove Park District to provide opportunities for volunteers and students so that they can gain practical and professional experience or so that they may simply have an outlet for helping the people we serve.

To be accepted as volunteers, candidates must complete a Volunteer Application for, undergo a background check and be interviewed by a supervisor. If appropriate placements can be made, volunteers and students will be assigned to work under a supervisor, who will see that they adhere to a work schedule, are evaluated, and observe the same rules and code of conduct as all regular staff members at the District. The Executive Director can terminate any volunteer or student relationship with this agency at any time for any reason.

CHAPTER III – EMPLOYMENT PRACTICES

Section 3.1: Recruitment and Selection

All employees of the Park District will be employed strictly on merit. References from the two most recent employers must be received prior to hiring an individual to verify past employment. The Morton Grove Park District, through the appropriate agencies conducts background investigations, validates driver's licenses, and conducts oral and written interviews, does drug and alcohol testing and physical examinations on any phase of physical requirements stated in specific job descriptions. A social security card, birth certificate, photo ID or passport is required upon hiring.

The Park Board of Commissioners emphasizes that upon the recruitment and selection of employees in management positions, the candidate is certified/professionally trained.

Section 3.2: Equal Employment Opportunity

It is the policy of the Morton Grove Park District, in accordance with state and federal laws, to provide equal employment opportunities without regard to race, color, religion, sex, age, national origin, handicap unrelated to job requirements, ancestry, marital status, sexual orientation, and unfavorable military discharge (except dishonorable discharge). This policy applies to all phases of employment, including but not limited to recruitment, hiring, placement, promotion, transfer, termination, rates of pay or other forms of compensation and selection for training.

your department head is the source of the problem, condones the problem, or ignores the problem, report to the Director.

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaints, or reports to the President of the Board of Park Commissioners. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

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

Section 3.21: Pregnancy Discrimination Policy

The Morton Grove Park District prohibits and does not tolerate discrimination against anyone based on pregnancy and is committed to making reasonable accommodation related to pregnancy childbirth, and medical or common conditions related to pregnancy or childbirth. The Park District will treat all

employees and applicants who are pregnant in the same manner as any other employee about job related functions, benefits, opportunities, and purposes. No person or employee, no matter his or her title or position, has the authority, whether express, actual, and apparent or implied, to discriminate against a pregnant employee or applicant.

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

If you have a question, complaint, or problem related to pregnancy discrimination, you should relate such question, complaint, or problem to your department head. If you feel uncomfortable doing so, or if your department head is the source of the problem, condones the problem, or ignores the problem, report to the Director.

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaints, or reports to the President of the Board of Park Commissioners. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

Reasonable Accommodation

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

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

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

Section 3.3: Americans with Disability Act, A.D.A.

In December of 1991, the Morton Grove Park District adopted an ADA Resolution guaranteeing equal opportunity for individuals with disabilities in employment, public accommodation, transportation, recreation, access to public services and telecommunications. A complete copy of the Resolution can be obtained from the ADA administrator.

Section 3.4: Preparation and Review/Job Description

Every full-time position shall be described in a job description prepared by the Park District Executive Director or a Department Manager. At the time of employment, full-time employees will receive a copy of the job description for the position in which they will be employed. Under no condition may an individual be considered for employment until a job description for the person's position has been completed in writing and submitted for approval by the Department Head or Executive Director.

Section 3.5: Contents of Job Description

Each Job description must include the following:

- a. Title and description of position
- b. Department and line of responsibility
- c. Position summary
- d. Responsibilities and duties with essential and marginal functions and considerations
- e. Education/experience requirements
- f. Salary range

Section 3.6: Employee Procedures and Prerequisites

The procedure that should be followed in the employment of any individual shall be as follows:

- a. Completion of an on-line application.
- b. Personal interview by supervisor, Department Manager or Human Resource Manager
- c. Exploration of applicant's ability to carry out the duties of the position. This will include a check of references and a complete background check as stated on the Morton Grove Park District Application for Employment Form
- d. Notification of acceptance or rejection as soon as feasible, or not later than one week after offer
- e. Examination of documents showing that the applicant may legally work in the United States.

Section 3.7: Health

Upon hire staff is required to complete a pre-placement physical examination.

Section 3.8: Drug-Free Workplace

It is our policy to provide a safe, productive, and drug-free environment. While we have no intention of intruding into the private lives of our volunteers and employees, we expect all personnel (manager, employees, and volunteers) to report to work and to remain in a condition suitable to perform their duties at the highest level of efficiency. The impairing influence of drugs and alcohol during working hours is inconsistent with this objective.

Section 3.9: Random Drug Testing:

The Morton Grove Park District conducts random drug testing. Random pulls are held quarterly. If an employee's name is selected, they must report to the examining physician within 24 hours of the notification. All questions should be directed to the Superintendent of Human Resources & Risk Management.

Section 3.10: Legal Medical Marijuana

Legal Drugs: Any substance, the possession or sale of which is not prohibited by law, including prescription drugs and over-the-counter drugs. "Legal drugs" shall also include, but not be limited to medical marijuana when used or possessed by a registered qualifying patient in accordance with 410 ILCS 130/1, *et seq.*

Employees are expected and required to report to work on time and in an appropriate mental and physical condition for work. To do so, employees must not be under the influence of alcohol, illegal drugs, or legal drugs that impair their ability to perform required work safely. Violators will be subject to disciplinary action, up to and including termination.

Employees are strictly prohibited from possessing and/or using medical marijuana on any District owned property including but not limited to all buildings, facilities, and all other public places owned or operated by the Morton Grove Park District.

Employees are strictly prohibited from using medical marijuana during work hours.

Employees are strictly prohibited from reporting for work while under the influence of medical marijuana.

Section 3.11: Nepotism

The employment of a close relative of any full-time Park District employee or Commissioner in a full-time position is prohibited.

Any full time or permanent part time supervisory staff may NOT supervise close relatives.

To this policy, the term "close relative" includes the following relationships, whether established in blood, marriage, or other legal action: mother, father, husband, wife, son, daughter, sister, brother, in-laws, stepchild, aunt, uncle, first cousin, niece or nephew.

Section 3.12: Personnel Information

Upcoming 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, employee's eligibility for employment, promotion, transfer, additional compensation, discharge, or other disciplinary action. This file will be retained in the District's main office and is available for review by the employee at any time during office hours in accordance with the requirements of any applicable provision of the Illinois Access Personnel Records Act.

Section 3.13: Performance Appraisal

- a. The Board of Park Commissioners will evaluate the Executive Director once a year, the date to be established by the Board.

- b. Department heads will be evaluated on an annual basis no later than December 1, by the Executive Director
- c. Full-time will be evaluated by their Department Manager or Supervisor on an annual basis no later than December 1.
- d. The standard performance appraisal forms should be completed. Supervisor shall discuss job performance, efficiency, and dependability during the previous year. The evaluation shall also include an overall performance rating and review of career goals.
- e. Performance appraisals will be discussed between the employee and the Supervisor shortly after the written evaluation is prepared. An employee may submit a written request to the Supervisor or the Executive Director for a review of his/her performance appraisal. The Supervisor or Executive Director shall meet with the employee and the
- f. Performance appraisals will be reviewed by the District in determining promotions, transfers, demotions, terminations, salary adjustments and rehiring. An employee who receives an unsatisfactory rating on his performance appraisal will have 60 days to improve their performance. If performance is not improved, the employee may be reassigned, demoted or terminated.
- g. Employees will be required to sign their evaluation and may make note of any areas of contention.

Section 3.14: Job Openings

Employees who wish to be considered for specific job openings in the Park District shall complete an on-line application and should indicate their desires in writing to their supervisor who will forward the request to the appropriate Department Manager or Executive Director.

Section 3.15: Dual Employment within District

Providing that the dual employment does not fall under the employee's supervision in any manner or otherwise conflict with job responsibilities, a full-time employee may hold an additional part-time or seasonal job with the District upon approval by the appropriate manager.

Section 3.16: Promotions

When the possibility exists, positions in the District may be filled by promotion. The district will consider an employee's ability, aptitude, attitudes, and seniority. Whenever possible, the District will attempt to upgrade qualified employees to more responsible positions.

Section 3.17: Employee Recreation Benefits

- 1. Free membership to Club Fitness and pools.
- 2. Free Group Exercise classes.
- 3. Free Field House/Party Rooms/Parks
 - a. One per year.
 - b. If an employee and a paying guest request the same date, the employee has the option to pay in full or choose another day.
- 4. Programs with a contractual fee, the employee pays the Park District cost. For programs with direct cost associated with the program, i.e., materials, the employee pays the direct cost. Examples of contractual programs include: Hot Shots, Karate, and Music Lessons. Examples of

programs with direct cost include Summer Camp and Pre-school. (Employees and children do not count toward meeting the minimum needed to hold the program and they cannot replace paying patrons).

- a. Private and semi-private lessons are not discounted.

Please note: Benefits subject to the approval of the Executive Director, employee registration does not count toward the minimum or maximum when determining if a class is held or cancelled and paying patrons take priority.

Section 3.18: Communicable Diseases

It is the District's desire to exercise appropriate measures to assist in the prevention of the spread of this and other communicable diseases and to minimize workplace exposure to communicable diseases.

The Morton Grove Park District further recognizes that employees with life-threatening illnesses, or communicable diseases including, but not limited to HIV, AIDS and Hepatitis A, B, & C, 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 district believes it should take affirmative steps to reasonably ensure that they are treated equally with other employees.

The Morton Grove Park District has adopted guidelines to assist the district in striking a reasonable balance between societal and individual concerns relating to HIV, AIDS, Hepatitis A, B, C and other communicable diseases as they pertain to the operations of the district. For further information, see the *Communicable Disease Guidelines Addendum #3-18*.

Section 3.19: Mandated Reporting

The Morton Grove Park District, under the Abused and Neglected Child Reporting Act (325 ILCS 5/4), requires that any employee with reasonable cause to believe that a child is being abused or neglected must report or cause a report to be made to the child abuse Hotline number 1-800-252-2873.

Section 3.20: Non-Discrimination and Harassment

Section 3.20: Non-Discrimination and Harassment

This policy encompasses all employees. The Morton Grove Park District will not tolerate, condone, or allow harassment, including sexual harassment, or discrimination, whether engaged in by elected officials, fellow employees, supervisors, suppliers, vendors, or other non-employees who conduct business or provide services for the Morton Grove Park District. The Park District encourages reporting of all incidents of discrimination or harassment, regardless of who the offender may be.

The Park District recognizes its responsibility to all employees to maintain a working environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. The Morton Grove Park District expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment.

The law and policies of the Park District prohibit disparate treatment based on sex, sexual orientation, or any other protected characteristic. It is the responsibility of each employee, officer and official, park

commissioner, agent, volunteer, and vendor of the Morton Grove Park District as well anyone using the Park District's facilities, to refrain from any harassment, including sexual harassment.

Definition of Sexual Harassment

Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (iii) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. For purposes of this definition, the phrase "working environment" is not limited to a physical location an employee is assigned to perform his or her duties and does not require an employment relationship.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail, text messages or other workplace communications); and other physical, verbal or visual conduct of a sexual nature.

Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related and/or Park District sponsored social events.

Any employee who engages in practices or conduct constituting sexual harassment shall be subject to disciplinary action, up to and including discharge. Any Park District official (including an elected or appointed official) who engages in practices or conduct constituting sexual harassment shall be subject to appropriate remedial action, up to and including removal from office.

Reporting Procedure

The Park District strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. Information received will be handled in a confidential manner, and all harassment complaints will be investigated.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to sexual harassment from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

If you experience or witness sexual harassment, you should deal with the incident(s) as directly and firmly as possible by reporting the incident(s) to your immediate supervisor, your department head, and/or the Park District Executive Director. If your supervisor or department head is the subject of the

complaint, then the employee should report directly to the Executive Director. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint. Following are steps you can take in the reporting process:

- **Direct Communication with the Offender:** If you experience or witness sexual harassment, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed employee, you should clearly state that the conduct is unwelcome, and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.
- **Report to Supervisory and Administrative Personnel:** At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor, department head or the Executive Director. If you feel uncomfortable doing so, or if your immediate supervisor and/or department head is the source of the problem, condones the problem or ignores the problem, report directly to the Executive Director. If the Executive Director is the source of the problem, condones the problem, or ignores the problem, you should contact the Park District Board of Commissioners.
- **Report to Executive Director/ Park Board:** An employee may also report incidents of harassment or discrimination directly to the Executive Director. The Executive Director or his or her designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If your complaint alleges harassment by the Executive Director, or if the Executive Director condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the Park District Board of Commissioners. An investigation will be conducted, and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation.

If from the investigation, it is found that the complaint is valid, immediate, appropriate disciplinary action will be taken. Discipline may range from a written warning placed in the offending employee's personnel file to immediate termination.

You have the right at any time to contact the Illinois Department of Human Rights (IDHR) at 100 W. Randolph St., Ste. 10-100, (312) 814-6200 about filing a formal complaint. Thereafter, depending upon the results of the IDHR's investigation and the time required to complete the investigation, the IDHR may file a complaint with the Illinois Human Rights Commission (HRC), located at 100 W. Randolph St., Ste. 5-100, (312) 814-6269, or you may have the right to file a complaint on your own behalf either in circuit court or directly with the HRC.

All supervisory employees who are aware of any incident(s) of discrimination or sexual harassment in the workplace are responsible for reporting such incident(s) to the Park District Executive Director.

Complaints Against Non-Employees and Third Parties

If you make a complaint alleging sexual harassment against an agent, vendor, supplier, contractor, volunteer, or person using Park District programs or facilities, the Executive Director will investigate the incident(s) and determine the appropriate action, if any. The Park District will make reasonable efforts to protect you from further contact with such persons.

Retaliation Is Prohibited

The Park District prohibits retaliation against any individual who reports sexual harassment, participates in an investigation of such reports, or files a charge of sexual harassment. Retaliation against an individual for reporting sexual harassment, for participating in an investigation of a claim of sexual harassment, or for filing a charge of sexual harassment is a serious violation of this policy and, like sexual harassment itself, will result in disciplinary action, up to and including termination or removal from office against the retaliator.

Should you be subjected to retaliation for reporting sexual harassment, participating in the investigation of any such report, or for filing a charge of sexual harassment with the Illinois Department of Human Rights, at the address and telephone number set forth above, or any other federal, state, or local governmental agency with jurisdiction over such a charge, you have the right to file a charge with the Illinois Department of Human Rights or filing a civil action against the retaliator under the Illinois Whistleblower Act. You also may have recourse under the State Officials and Employees Ethics Act.

False and Frivolous Complaints

Given the seriousness of the consequences for the accused, a false and frivolous charge of harassment is a major offense that can itself result in disciplinary action, up to and including termination or, in the case of an officer, suspension or removal from an elected or appointed position. False and frivolous complaints are those accusations with respect to which the accuser is using a harassment complaint to accomplish an end other than stopping the harassment. The term does not refer to charges made in good faith that cannot be proved.

Responsive Action

Subject to legal guidelines, the Park District will make the initial determination as to whether sexual harassment has occurred based on a review of the facts and circumstances of each situation.

Misconduct constituting sexual harassment or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment or demotion, temporary suspension without pay, termination, or, in the case of an officer, removal from an elected or appointed position, as the Park District believes appropriate under the circumstances.

Park Board

Any commissioner of the Morton Grove Park District Board of Park Commissioners ("Park Board") who believes that s/he has been sexually harassed by another Park Board Commissioner may file a complaint with the Park Board President. If the Board President is the reporting person or is implicated by the allegation, the report can be made to any other Park Board Commissioner. Any report under this section must be referred to the District's legal counsel. The District's legal counsel shall promptly appoint a qualified independent attorney or consultant to review and investigate the allegations. The Executive Director and Board President are hereby authorized and directed to implement and administer the Policy in accordance with applicable law.

CHAPTER IV – CONDITIONS FOR EMPLOYMENT

Section 4.1: Employment-at-Will

All employees will receive a copy of this Personnel Policy Manual. All employees will sign the Employment-at-Will Form at the start of their employment with the District. The form states that the employee has received a Personnel Policy Manual and will read and become familiar with its contents.

Section 4.2: Work Week

The working hours and work week of all District employees are subject to the financial and staffing requirements of the District and may be set at the sole discretion of the District. Employees are not guaranteed any specific number of hours per day or per week. Generally, however, full-time employees normally will be expected to work a minimum of 40 hours per week and part-time employees no more than 1000 hours per year. Each department will set specific work schedules. Due to the nature of their responsibilities, appointive, managerial, and supervisory employees will often work irregular schedules.

Section 4.3: Punctuality

Employees shall report promptly at the designated starting time and shall devote their entire efforts during working hours to assigned duties. Employees may be disciplined and/or discharged for repeated tardiness. If an employee is unable to report for work due to illness or other emergency, they must inform their supervisor or authorized staff no later than 30 minutes after the start of the day the absence occurs. Employees are not permitted to perform any work outside of their assigned work hours without the express prior approval of their supervisor.

Failure to inform the supervisor or authorized staff of a day of absence, or at agreed intervals in the case of an extended illness, will result in a loss of that day's pay. Being absent from work three consecutive days without notifying the District will result in discharge unless unusual circumstances, in the Executive Director's opinion, justify the failure to inform the District.

Section 4.4: Lunch and Rest Periods

Department Supervisors are authorized to establish and arrange lunch periods and reasonable rest periods during each workday that are most consistent with departmental operation. The granting of rest periods is entirely at the discretion of the Department Supervisor. Employees who choose to remain at work during a rest or lunch break shall not leave work early or receive extra pay or compensatory time for the time worked.

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

Section 4.5: Visitors

The primary function of each Morton Grove Park District employee while on the job is to provide quality parks and recreation services to program participants, members, users, guests, and residents, therefore, personal visitors are discouraged while on the job. Staff should not permit a visitor in their area without notification and clearance by their supervisor.

Section 4.6: Children in the Workplace

It is inappropriate for employees to bring children in their care to the workplace during the workday. Bringing children to work should always be avoided. This policy is intended to minimize disruptions and distractions in job duties of the employee and co-workers, to reduce property and general liability, and to maintain the Agency's professional work environment.

Section 4.7: Electronic Monitoring

The Morton Grove Park District may periodically monitor survey or review staff member work performance using mechanical, electronic, or other devices and methods. Among the mechanical or electronic devices that the district may use are telephone, computer, and surveillance system monitoring, observation, and cell phones. These devices and methods may be used to investigate workplace problems.

Section 4.8: Lockers, Desks and Other Park District Property

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

CHAPTER V – SALARIES AND OTHER COMPENSATION

Section 5.1: Wage and Salary Administration

The Park District will adopt a salary scale that lists all positions in the District and assigns a salary range for each. The salary scale shall reflect or take into consideration the following.

- a. Relative difficulty and responsibility of each position
- b. Availability of employees in particular occupational categories
- c. Prevailing rates of pay for similar employment in private industry in and around the Morton Grove area
- d. Pay rates in other park districts of comparable size and complexity of operation
- e. The financial condition of the Park District will take precedence in the consideration of salary increases

All salary ranges will be reviewed and adjusted, if necessary, by the Executive Director and Board at the time the fiscal budget is approved.

The district prefers cooperation and direct communication and does not believe it would be in the best interest of all concerned for District employees to be represented by a union. The District tries to follow a policy of concerned individual treatment without outside control or involvement, and believes it is not necessary for you to pay money to an outside group to intervene on your behalf with the District.

Section 5.2: Payroll

All payroll records shall be kept on file in accordance with applicable laws.

- a. **Pay Periods** – Pay periods for full-time employees is be bi-weekly on FRIDAY for a total of twenty-six pay periods each year. All payroll periods end on Friday. Each Department Supervisor is responsible for the verification of the hours of those employees who work under their jurisdiction.

- b. **Payroll Deductions** – Automatic payroll deductions shall be made for federal and state income tax purposes, employee’s pension contributions and social security. Additional payroll deductions may be made according to special arrangements with the Park District. The Finance Manager shall ensure that an explanation of all deductions is given to new employees.

Section 5.3: Overtime Compensation

Exempt Employees

An exempt employee is *NOT* eligible for overtime compensation. This is in accordance with the Fair Labor Standards Act.

Although exempt employees will not receive overtime compensation, they may occasionally be eligible for administrative time off at the sole discretion of the Department Head or Executive Director.

Section 5.4: Non-Exempt Employees

A non-exempt employee is subject to the overtime provisions of the Fair Labor Standards Act, *are* eligible for overtime compensation. Eligible employees shall be paid at a rate of time and one-half (1-1/2) of the employee’s regular rate of pay for all hours worked more than forty hours in a seven consecutive day work week period beginning at 12.01 a.m. Saturday and continuing through midnight Friday. This includes any pre-approved time off but excludes sick time. All overtime must be pre-approved by their immediate Supervisor, except in emergency situations.

Section 5.5: Overtime Holidays

Overtime Compensation for Holidays – It is the District’s policy that when employees are required to work a recognized holiday, the following compensation arrangement will govern:

Non-Exempt Full-Time Employees – Payment shall be made at the rate of one and half (1 1/2) times regular pay for the hours worked on a paid off holiday.

Section 5.5a Employees on Call

If an employee is called into work while on call, they shall receive no less than two (2) hours pay.

Section 5.6: Park District Vehicles – Assignment and Use

Park District vehicles will be assigned for use by key personnel for official Park District business only. Employees must have a valid driver’s license, drive safely and wear seat belts in accordance with Illinois state law. Also, smoking is prohibited, and seat belts must be always worn.

Section 5.7: Use of Personal Vehicles

If an employee is required, in the performance of their duties, to use a personal vehicle, the employee shall be reimbursed for actual travel as provided in this manual. An employee whose duties involve the use of a personal vehicle shall maintain in effect a policy of insurance covering such use and insuring the employee against losses due to property damage and personal injury suffered by him and others.

Section 5.8: Cell Phone Use & Reimbursement

The Morton Grove Park District provides cellular telephones to certain employees in connection with their job duties. Employees are prohibited from using furnished cellular telephones for their personal benefit.

The district also provides cellular phone stipends to eligible staff. Employees who have been approved to use their personal cellular phone for business will receive a stipend in the amount of \$11.50 per paycheck. The District will not be liable for lost, stolen or damaged personal cell phones.

While at work employees are expected to have minimal personal use of cellular phones. Cellular phones are never to be used while driving any vehicles.

The District expects employees to exercise care and good judgment while using cell phones. Records for business calls or texts are subject to Freedom of Information Act (FOIA) disclosure. By accepting reimbursement for cell phone usage, district employees acknowledge requirements under the FOIA regulation.

CHAPTER VI – EMPLOYEE BENEFITS

Section 6.1: Insurance Benefits

The District currently offers health insurance coverage for regular, full-time employees. All inquiries concerning this coverage should be directed to the Human Resource Manager. Dependent coverage may also be available to certain employees. Employees will contribute a percentage, (which is subject to change) as of the cost of insurance benefits, which will be deducted from their payroll.

All full-time employees will automatically receive life insurance benefits and the Employee Assistance Program (EAP).

Section 6.2: Worker’s Compensation

The Morton Grove Park District strives to provide a safe working environment for all our employees and protects them by providing Worker’s Compensation coverage at no cost to all employees. Absences caused by work related illness or injury are covered by Worker’s Compensation. The basic purpose of the Illinois Worker’s Compensation law is to provide payment of lost wages to employees for injuries arising out of and in the course of their employment. However, District employees should be aware that fraudulent and exaggerated Worker’s Compensation claims are a crime! The intent of this policy is to protect our employees due to on-the-job injuries. If abuse of the Worker’s Compensation occurs, it will likely decrease our workforce due to increased insurance costs.

Any work-related injury or illness should immediately be reported to your 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 Human Resource Manager's office within twenty-four hours following the injury. The immediate supervisor shall instruct employees 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 designated acceptable by the District.

Under certain circumstances, employees are eligible for payment for work related injuries or illness and disability benefits from the Illinois Municipal Retirement Fund. More detailed information may be obtained from the Human Resources Manager.

Section 6.3: Modified Duty:

The Morton Grove Park District is committed to providing employees with every reasonable opportunity to maintain career and employment status and benefits. To that end, we have developed a Modified Duty Program for employees who have sustained work related injuries or illness. We feel that a Modified Duty Program is mutually beneficial and may aid in the employee's recovery.

The purpose of the Modified Duty Program is to provide a temporary modified work assignment, when feasible and applicable.

The feasibility of Modified Duty shall be determined on a case-by-case basis, taking several factors into consideration, including but not limited to, the employee, the specific physical or mental impairment, the essential functions of the job, the work environment, and the ability of the Morton Grove Park District to provide accommodation. Noncompliance with the Modified Duty Program may result in a reduction of workers compensation benefits and possible disciplinary action.

Detailed guidelines for this program, request for modified duty tasks and forms for physician are available by request from the Human Resources Manager.

Section 6.4: Retirement Plan

The Illinois Municipal Retirement Fund (IMRF) provides benefits to employees for retirement, survivor's annuity, disability, and insurance. All employees who work 1000+ hours in a year are included in this plan. IMRF Health Insurance is available at retirement, (at the employee's expense), to any active IMRF employee eligible for an IMRF pension or disability benefits. More detailed information may be obtained from the Human Resources Manager.

Section 6.5: Participation in Professional Association Meetings, Conferences and Seminars

The Board of Commissioners recognizes that there are benefits derived to the district by the attendance of 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 a fresh approach to District activities.

Conference 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 therefore, the Board of Commissioners' desire to sponsor reasonable attendance of staff members (Executive Director yearly to NRPA Congress and Executive Director and appropriate staff yearly to IAPD/IPRA Joint State Conference) at professional association meetings, conferences and seminars when such attendance is, in the judgment of the Park District Executive Director, likely to be beneficial to the District. It is intended to be in accordance with District policy on allowable expenses when traveling on District business. Budgetary considerations and/or subject matter will be considered in the Director's decision on the number of attendees at any conference. If, due to financial constraints of the district and 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 not be charged vacation time while attending and/or participating.

Section 6:6: Allowable Travel Expenses

It is recognized that in the best interests 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. The business travel may be "local" or "regular" (see definitions of same in this policy items A and B).

Claims for reimbursement of monthly mileage must be turned into the Business Office within a month. Claims for reimbursement of travel expenses must be turned into the Superintendent of Human Resources & Risk Management within 30 days of the event.

- A. **Local Business Travel – Reimbursable Expenses** – Local business travel is defined as authorized travel on Park District business where the one-way distance is less than 50 miles and is normally completed within one day or less. This is intended to include consecutive day trips to local conferences and meetings lasting more than one day.

Reimbursable expenses include:

1. Actual cost of local travel by bus, train, taxi, or other public transportation. This includes actual out of pocket expenses when using District vehicle(s).
 2. Use of private automobile at a rate currently allowed by the I.R.S. plus tolls and parking fees. No commuting expenses to and from work will be reimbursed.
 3. Any necessary registration or similar fees.
 4. A per diem allowance in lieu of actual expenses for meals and tips and baggage handling fees, if the trip is of 10 hours or more duration. The allowance is currently set at \$72 for each 24-hour period.
- B. **Regular Business Travel – Reimbursable Expenses** – "Regular" business travel is defined as authorized travel on Park District business where the one-way distance is at least 50 miles.

Reimbursable expenses include:

1. Private Automobile – may be used when the destination is not adequately served by suitable public transportation, or other circumstances make use of such infeasible or unreasonable inconvenient. Reimbursement is at a rate currently allowed by the I.R.S. plus any applicable tolls and parking fees. Extended travel required outside the Chicagoland area (100 miles radius) will be reimbursed based on actual fuel expenses and receipts must be provided. When two or more persons are traveling in the same vehicle, reimbursement is limited to one person.
2. Air and Train Transportation- reimbursement is limited to the lowest fare available.
3. Local Transportation – in getting from home to the airport terminal and to the destination is limited to actual cost, including use of private automobile (see this policy item A.1, & 2. Local Business Travel). Tips are considered part of “actual cost”.
4. Actual cost of lodging – moderately priced accommodations are expected to be selected when available.
5. Registration – any necessary registration or similar fee.
6. Per Diem - A per diem allowance in lieu of actual expenses for meals and tips and baggage handling fees if the trip is of 10 hours or more duration. The allowance is currently set at \$72 for each 24-hour period.
7. Receipts – All receipts must be retained and submitted with the proper paperwork to the Accounting Department within 30 days.
8. Cash advance – a cash advance approximating the estimated cost of the trip will be provided, at the traveler’s option, in lieu of post-trip reimbursement. The same accounting for final allowable expenses is required, i.e., all receipts turned in within 30 days.

Section 6.7: Memberships

The Park District may maintain individual and group memberships in related professional and service organizations which contribute to the public relations, professional knowledge, and general effectiveness of the Park District.

Materials and publications secured because of membership provided by the Park District shall be placed on file in the appropriate office and made available to other employees and Board members.

Memberships in local service organizations shall be provided for Executive Director.

The Executive Director may approve membership in a local service organization for any Manager or Supervisor under the following conditions: A written request is submitted by the interested employee and the budget permits the necessary expenditure.

Approval must be secured from the Executive Director before an employee accepts nomination or appointment to any local service organization office requiring time during normal working hours.

Section 6.8: Education and In-Service Training

Department Managers are responsible for the task of developing a training and educational program in their respective areas.

Full-time employees shall be encouraged to further their education. Tuition and materials for courses which, in the opinion of the Executive Director, will further the employee's qualifications for the job, may be paid by the Park District. Progress reports must be submitted to the Executive Director and made a part of the employee's personnel record. Once the employee completes the course, they will be reimbursed.

The District will reimburse employees for tuition upon presentation of an acceptable final grade in each course of study. An acceptable grade is defined as equivalent to a "C" or better.

The employee must remain employed at the District for two full years after completion of the course. If the staffer is not employed for the full 24 months, he or she may be required to repay 100% of the cost of the course or a portion of the cost based on the number of months they were employed following completion of the course. That sum will be deducted from the employee's final paycheck.

If time off from work is necessary to attend classes, and schedule can be arranged during working hours, such arrangement may be made at the discretion of the Executive Director.

Section 6.9: - Vacation

Vacation time is provided to each regular full-time employee as a means of refreshing one's health, rest, relaxation, and pleasure. Vacation time shall be earned and shall be based on the length of continuous full-time employment. Paid vacation shall be accrued in the year prior to that in which it is used. All paid vacation time that has not been used within one year after it has been accrued will be forfeited; however, the Executive Director shall have the discretion in appropriate circumstances, and in the best interest of the district, to allow an employee to carry forward unused vacation time for a period of up to three (3) additional months, based on the following criteria.

- A prior request for vacation was refused during the year.
- Work demands were heavy and prevented employee from taking vacation.
- Illness or injury in department required additional staff.
-

An employee that resigns or is terminated before exhausting his or her accrued vacation time for the year, will be paid for the remaining balance on their last paycheck.

The amount of paid vacation leave granted to full-time employees is shown in the chart below.

Years of Service	Vacation Days	Accrual Per Month
0 to Less than 1 Full Year	0	1 Day per Month
1 Full Year of Service	12	1.00
2 Full Years to Less Than 5 Full Years	15	1.25
5 Full Years to Less than 10 Full Years	18	1.50
10 Full Years to Less than 15 Full Years	21	1.75
15 Full Years to Less than 20 Full Years	24	2.00
20 Full Years and Longer	27	2.25

- A. A change form must be completed and submitted to the employee's Supervisor. The Supervisor must approve or deny the request and then submit to Human Resources.
- B. Vacation schedule shall be determined by the Supervisor or Department Head. While due consideration for individual employee convenience may be given, the needs of the district in scheduling workload shall be the controlling criteria.
- C. Failure to return to work at the conclusion of an approved vacation may be considered a voluntary abandonment of the position by the employee.
- D. Vacation days are only accrued up to the last day worked. Upon termination any remaining vacation days will be prorated and will be based on the schedule above. (Number of months worked per year).
- E. No more than two (2) weeks of vacation time may be used at any one time.
- F. If an employee resigns or is terminated, any carry over vacation time will not be paid out.

Section 6.10: Sick Leave Policy

All full-time employees shall accrue one (1) day of sick leave for each calendar month of District employment completed. Accumulated sick leave for any full-time employee shall not exceed 120 days, except that additional sick leave may be granted by the Board.

- A. Sick leave shall be allowed when the employee is sick, injured or disabled and to attend to an immediate family member who is ill. The use of sick leave under false pretenses shall be cause for termination. For purposes of this section, immediate family member is defined as spouse, domestic partner, child (to include children by birth, adoption, step, and legal guardian), sibling, or parent of the employee.
- B. Sick time may be taken in increments of 1 hour, with supervisor approval.
- C. Accrued sick leave may be utilized for appointments for an annual physical and/or routine, semi-annual dental exams/cleanings scheduled during staff's working hours.
- D. If staff is unable to report to work due to an illness, the Supervisor must be notified with a reason prior to the designated workday starting time on the day the illness occurs. Failure to inform the Supervisor on each day, unless a physician's statement has been submitted designating a specific period of recuperation, may result in disciplinary action, up to and including termination. If the Supervisor cannot be reached, notify the Department Head. If the Department Head cannot be reached, leave a message on both the Supervisor and the Department Head's voice mail.

- E. If sick leave lasts three (3) consecutive working days or if there is repeated need (within 3 months) for sick leave, the Supervisor may require proof of the illness in the form of a written statement from a healthcare provider.
- F. The district reserves the right to request an "authorization to return to work" for any illness, injury, or medical procedure.
- G. Employees who are unable to return to work after having exhausted their sick leave credit may apply for disability benefits from the Illinois Municipal Retirement Fund (IMRF).
- H. If an employee is on disability for sixty (60) calendar days or more, the employee's position may be filled. Subject to the requirements of the FMLA where applicable, when returning to work, the employee will have to accept whatever position is available, if any are available.
- I. Failure to return to work at the conclusion of an approved sick leave may be considered as a voluntary abandonment of the job by the employee.

Upon resignation or termination an employee will NOT be paid for any unused sick time.

Section 6.11: Holidays

The Park District recognizes the following nine non-working holidays for which full-time employees will be paid:

- 1. New Year's Eve
- 2. New Year's Day
- 3. Memorial Day
- 4. Independence Day
- 5. Labor Day
- 6. Thanksgiving Day
- 7. Day after Thanksgiving
- 8. Christmas Eve
- 9. Christmas Day

An employee must work the last scheduled workday before and the first scheduled workday after a holiday or a workday designated as such to be paid for the holiday unless the employee has been approved for vacation time. Employees who have worked the last scheduled day before the holiday and are unable to work the day after the holiday due to layoff will be paid holiday pay. Employees must request the vacation time at least 48 hours in advance.

If a designated holiday falls on a Saturday and Sunday, the preceding or following workday, as designated by the Executive Director in the best interest of the District, shall be considered as the holiday and employees shall be granted holiday leave with pay for that day. An employee will be granted holiday leave with pay for a holiday which falls during another approved leave with pay, and the day of approved leave with pay will be granted later.

If a full-time employee is required to work on a holiday, the employee will be paid (compensated) in accordance with the Fair Labors Standards Act (See Section 5.04). Those full-time employees who work on-going programs and projects which requires them to work on a holiday, will be given an alternate day off for their holiday, but whenever possible their duties shall be covered by part-time staff.

Holidays are non-cumulative and must be taken with the calendar year earned. Any staff member who is terminated may not receive holiday pay for the holiday not taken.

Section 6.12: Full-time Longevity Service Awards

The Morton Grove Park District honors full-time and regular part-time employees for their service to the organization, by disbursing a onetime cash award on the employee’s 5th, 10th, 15th, 20th, 25th, 30th, and 35th anniversary year of employment. The following annual cash award will be paid to these employees during the first payroll in December:

FULL TIME		PART TIME	
After 5 years of service	\$100	After 5 years of service	\$25
After 10 years of service	\$250	After 10 years of service	\$30
After 15 years of service	\$500	After 15 years of service	\$40
After 20 years of service	\$500	After 20 years of service	\$50
After 25 years of service	\$500 + cake/resolution	After 25 years of service	\$60 + cake @ board meeting
After 30 years of service	\$500 + cake/resolution	After 30 years of service	\$70 + cake @ board meeting
After 35 years of service	\$500 + cake/resolution	After 35 years of service	\$80 + cake @ board meeting

Section 6.13: Flowers

If a full-time, part-time employee or Commissioner experiences major illness, death, or a death in the immediate family, flowers may be sent on behalf of the Morton Grove Park District and the Commissioners. Immediate family includes children, spouses, stepchildren, foster children, parents, siblings, in-laws, and grandparents. All other flowers/donations should be funded by individual voluntary contributions, rather than the District, unless directed by the Board of Commissioners.

Section 6.14: Marriage

In the event of a marriage of a full-time or key part-time employee the employee will be given one paid day off.

Section 6.15: Retirement/Leave Gifts

Morton Grove Park District may recognize eligible full-time and part-time employees when they retire or leave the District. To be eligible, the following requirements must be meant:

- Employee must leave in good standing
- Minimum of ten years for full-time and part-time employees

FULL TIME and Level III Part-Time		Part-Time Employee	
10-19 years of service	\$150 + card & cake	15-24 years of service	\$25 + card
20-30 years of service	\$250 + card, cake, lunch	25-34 years of service	\$75 + card, cake
31-40 years of service	\$350 + card, cake, lunch	35-40 years of service	\$125 + card, cake

Section 6.16: Part-Time /Seasonal Staff Benefits

Employees have their choice of a pool pass or Club Fitness membership. The benefit is valid for the employee only and is not transferable. The benefit starts on the first day worked and ends on the last day worked. Employee may not switch benefit once chosen but will have the option to change their benefit each January 1.

Section 6.17: Use of Park District Property or Equipment

Unless it is specifically assigned or authorized as part of employment duties or is generally available to the public, no employee may use Park District property for personal use, whether during or outside normal hours of business.

For the purposes of this policy, property is defined as, but not limited to, buildings, vehicles, facilities, grounds, tools, implements, building materials, electronic equipment, recreational and rental equipment, and personnel services related to the like. Because safety and liability are of chief concern, it is expected that property, which assigned, authorized, or permitted will be used or operated in a fashion consistent with the Park District's established safety rules and regulations. Instructions on safe and proper use are available. In addition, property use requires the use of permits, waivers, and releases, which conforms with regular service to the public.

Property may not be used over and above the agency's regular operations. Use of agency property in violation of this policy may result in punitive measures such as disciplinary procedures including termination or revocation of privileges.

If this section is violated, the Park District shall not be liable for any claims, costs or damages arising out of or resulting from the use, operations, or possession of Park District property.

Section 6.18 Computer, Electronic Communication, and Social Media Policy

I. Purpose

Computer, e-mail, voicemail, Internet systems, social media sites, and electronic devices are very important ways for us to communicate with each other and our patrons. The purpose for use of the Morton Grove Park District's computer system and devices is to conduct public business and to obtain and convey District information in furtherance of public goals. For both legal and practical reasons, it is essential that we work together to maintain the integrity of these systems and devices.

- A. All park district related business and/or professional communications conducted via email must be done through employee's park district assigned email address.
- B. All information and data generated or gathered by an employee, in the course of their employment and/or utilizing the Morton Grove Park District owned assets, shall be the exclusive property of the Morton Grove Park District. No information or data shall be transferred to, given to, or loaned to any other organization or outside individual except for those instances where it is in the approved course of business for the Morton Grove Park District.

All software purchased by, licensed by, or created by the Morton Grove Park District is to be used exclusively by the Morton Grove Park District and may not be transferred to, given to or loaned

to any other organization or outside individual without the written authorization by the Executive Director.

- C. The use of encryption, the labeling of an email or document as private, the deletion of an email or document, or any other such process or action shall not diminish Morton Grove Park District's rights in any manner.

II. Employer Monitoring of District Equipment

- A. No Expectation of Privacy.
- B. Employees have no expectation of privacy with respect to messages or files sent, received, or stored in the district's computer system, e-mail, voicemail, Internet systems, or other electronic devices. Communications made using the District's computer system or electronic devices are subject to release under the Freedom of Information Act and may also be subject to disclosure in court or internal investigation.
- C. Right to Monitor.
 - 1. The district reserves the right to monitor your District computer, e-mail, voicemail, Internet systems, or other electronic device at any time to make sure employees are complying with this policy. The District reserves the right to use content-management tools to monitor, review, or block content on Internet and social media sites that violate the District's policies.
 - 2. The district can access all communications on District equipment for all reasons including, but not limited to: (i) system administration and maintenance; (ii) when there is an urgent business reason; (iii) to ensure compliance with this policy; and (iv) as required to comply with a court order or legal obligation to produce records or information. (Remember, even if material is erased or deleted from these electronic systems or devices, it can often be reconstructed and retrieved; assume, therefore, that every message you create is public information.)
 - 3. The district also reserves the right to revoke your access to its computer, e-mail, voicemail, Internet systems, or other electronic device with or without notice at any time for any violation of this policy.

III. Employee Use of District Electronic Equipment

We comply with all copyright, licensing, employment-related and other laws, agreements, policies, and regulations. To ensure compliance with these regulations, and to protect our systems from damage due to viruses, we have established the following policies which all employees and officials must follow.

- A. Consent to Policy.

Use of the District's computer, e-mail, voicemail, Internet systems, and electronic devices, including without limitation laptops, tablets, cellular phones, and similar devices, will be deemed to constitute the employee's consent to comply with this policy and recognition that any such messages or communications may be monitored or recorded.

B. District Property.

The computer, e-mail, voicemail, Internet systems, and electronic devices provided for your use are the exclusive property of the District. Anything generated using these systems and devices is the property of the district, even when created using a personal password or using software you downloaded from another source. Please be cautious in what you create on the computer or electronic device since electronic communications may be saved to the computer or electronic device back-up systems and may continue to exist even though the user deletes them from his or her computer or electronic device.

C. Access to Your Account.

You are to access and use only the computer, e-mail, voicemail, Internet accounts, and electronic devices assigned to you. You are responsible for the security of the e-mail, voicemail, Internet accounts and electronic devices assigned to you. E-mail, voicemail, Internet account, or electronic device passwords are not to be disclosed to anyone outside the District.

D. Access to Other's Accounts.

On occasion, you may need to access the computer or the computer files of others. This can only be done when for the purpose of serving the needs of a patron and with permission of your supervisor. Unless you have specific authorization, you are not to:

1. Access another's computer, e-mail, voicemail, Internet accounts, or electronic devices.
2. Listen to or publish another person's e-mail, voice-mail message, text message, or Internet communications.
3. Forward the District's or client-generated e-mail, voicemail, or text messages or Internet communications to anyone outside the District.
4. Copy, retrieve, modify or forward copyrighted materials; or
5. Install any computer programs or applications on any District computer or electronic device without the express permission of the Executive Director.

E. Limited Personal Use.

The District's computer, e-mail, voicemail, Internet systems, and electronic devices are intended to be used for District purposes. Limited personal use may be permitted; however, it must not interfere with the activities required to perform the duties of your position. Abuses of personal use, to be determined in the sole discretion of the district, may result in loss of personal privileges, discipline, or discharge.

F. Inappropriate Material.

Intentional retrieval of any Internet materials or e-mail messages that contain pornographic materials or inappropriate subject matter may lead to immediate termination of all involved (no matter when discovered).

G. Use in a Professional Manner.

The District's computer, e-mail, voicemail, Internet systems, and electronic devices are to be used in a professional manner only. When using the District's computer, e-mail, voicemail, Internet systems, and electronic devices, do not use derogatory, inappropriate and/or non-professional language, including, but not limited to, language which may constitute profanity, slander, obscenity, or any form of harassment. Likewise, you may not use the District's computer, e-mail, Internet systems, and electronic devices to discuss the use of alcohol and drugs or explicitly describe sexual behavior. Use of computer, e-mail, voicemail, the Internet, or electronic devices for an inappropriate purpose or to harass or personally attack other individuals is expressly prohibited. Do not defame, publish, or announce derogatory information to or about another person at the District, the District itself and/or its patrons through the use of the district's computer, e-mail, voicemail, Internet systems and/or electronic devices. Examples of remarks that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, or disability; sexually suggestive, humiliating, or demeaning comments; and threats to stalk, haze or physically injure another employee or patron.

H. Permission to Post Pictures or Images.

Employees must not post pictures of District patrons or other District employees on the Internet without obtaining written permission from the Executive Director.

I. Compliance with Laws.

Use of the District's computer, e-mail, voice mail, Internet systems, or electronic devices in a manner which is a violation of local, state, or federal law will be considered a violation of this policy.

J. Report Improper Access.

If someone else gains access to your computer, e-mail, voicemail, Internet accounts, or electronic devices without your knowledge and permission, and uses your account or device in violation of this policy, you will be held responsible for that violation. Therefore, if you feel that someone has obtained access to your password, you should immediately inform the Executive Director.

IV. Employee Use of Social Media or Other Online Sites

A. Identification as District Employee.

1. Employees who use or are a member of social networking sites are hereby on notice, by receipt of this policy, that by identifying themselves on these websites as a District employee, he or she may be perceived to be holding him or herself

out as a representative of the District. Because the District has limited control over these private sites, the District encourages employees not to list the District as his or her employer.

2. If an employee does identify himself or herself as an employee of the District, any postings that are not done in order to further the business of the District or pursuant to a District marketing plan or strategy pursuant to the instructions of the employee's supervisor must contain a disclaimer that these postings are solely the opinion of the individual employee and that these positions do not reflect the views or philosophy of the District, its officials, employees, or citizens, such as the following:

*The views expressed by the author
on this site is the author's alone and do
not represent the views of the District.*

B. Online Activities.

1. An employee's online presence may reflect the District and, therefore, employees must be aware that his or her actions captured via images, posts, or comments can reflect the image of the District and its other employees. Employees are encouraged to be respectful to the District, officers, employees, agents, and citizens in their online activities.
2. All postings, photos, images, or other communications by an employee regarding service to, or employment with the district, which are false or misleading about the district, its officials or employees, may subject the employee to disciplinary action consistent with this policy.
3. Information published on an employee's social networking site must comply with the District's confidentiality and disclosure policies. This also applies to comments posted on other's social networking sites.
4. The District seal or other logo, trademarks, or symbols used to identify the District may not be used in an unlawful manner.
5. No confidential, personal, or identifying information, including photos, shall be posted with regard to any services rendered by the district or relating to any District patron.
6. Posting photos of employees in their District uniforms is prohibited unless written permission is obtained.
7. District personnel are discouraged from posting any work-related complaints or specific grievances regarding the elected officials, management or supervisory staff, or other employees of the District, but shall instead utilize the procedure in place such as the complaint procedure or the union grievance procedure.

8. Nothing in this Policy should be interpreted nor will it be enforced in such a manner as to violate employees' protected labor and First Amendment rights.

V. Disciplinary Action

All employees who violate this policy may be subject to disciplinary action, up to and including termination. The District further reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct. The disciplinary action will be in accordance with the respective union collective bargaining agreements to which the District is a party, if applicable.

VI. Acknowledgment

District employees must sign the following written acknowledgment that they have received, read, understand, and agree to comply with this policy.

Receipt of District's Computer, Electronic Communication and Social Media Policy

I, _____, have received and reviewed the policy entitled
(Print Name)

"Morton Grove Park District Computer, Electronic Communication, and Social Media Policy for District Employees." My signature below indicates that I understand all of the terms set forth in this policy, that I hereby acknowledge receipt of the policy and that I agree to abide by all the terms specified in the policy.

I understand that if I have questions or concerns at any time about the policy, I will consult my immediate supervisor, my supervisor's manager, or the Executive Director for clarification.

Finally, I understand that the contents of the policy may change at any time.

Please read this policy carefully before you sign this document.

Signature _____

Dated: _____

Section 6.19: General Social Media and Terms of use Policy

I. Purpose

This policy establishes procedures for the establishment and use by the Morton Grove Park District of internet resources commonly referred to as "social media sites" as a means of obtaining or conveying District information to and from its citizens in furtherance of various goals. The District has an overriding interest in obtaining reliable information from and in providing accurate and appropriate information on social media sites.

The purpose for use of social media sites is to obtain and disseminate information useful to and about the District. The District encourages the use of social media to further the goals of the District and the missions of its departments, where appropriate, and subject to the terms and conditions set forth in this social media policy. However, a District social media site is not intended to be a public forum and the comments and discussions that take place on the site will be moderated by the District for compliance with this policy and the terms of use of the respective social media site. The District's predominant and primary internet presence is the District's website (www.mortongroveparks.com), and the District's social media sites are intended to be a supplement to the website.

II. Approval and Administration

- A. The establishment and use by any department of District social media sites are subject to approval by the Executive Director or his/her designees.
- B. All District social media sites shall be administered by the Communication and Marketing Manager ("**Administrator**"). The Administrator and his or her designees shall be trained regarding the terms of the social media policy, including their responsibilities to review content submitted for posting to ensure compliance with the policy. The Administrator will be responsible for monitoring content on District social media sites to ensure adherence to both the District's social media policy and the interest and goals of the District.
- C. Wherever possible, District social media sites should link back to the official District website for forms, documents, online services, and other information necessary to conduct business with the District, and original content should be created or initiated on the District's website rather than the social media sites.
- D. All social networking sites should clearly indicate that any content submitted for posting on the site is subject to public disclosure.
- E. The District reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.
- F. Any content removed based on these guidelines must be retained by the district for a reasonable period, including the time, date and identity of the poster, when available.

III. Comment and Terms of Use Policy

- A. Comments containing any of the following inappropriate forms of content shall not be permitted on District social media sites and are subject to removal and/or restriction by the Administrator or his/her designees:
 - 1. Comments not related to the original topic, including random or unintelligible comments.
 - 2. Profane, obscene, violent, sexual, or pornographic content and/or language.
 - 3. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, or national origin.

4. Defamatory statements or personal attacks.
 5. Threats to any person or organization.
 6. Solicitation of commerce, including but not limited to advertising of any business or product for sale.
 7. Conduct in violation of any federal, state, or local law.
 8. Encouragement of illegal activity.
 9. Information that may tend to compromise the safety or security of the public or public systems.
 10. Spam or links to other sites.
 11. The promotion of services, products, or activities not related to District business.
 12. Content in support of or opposition to political campaigns or ballot measures.
 13. Information about a user that is private or personal; or
 14. Content that violates a legal ownership interest, such as a copyright or trademark.
- B. A comment posted by a member of the public on any District social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the District, nor do the comments necessarily reflect the opinions or policies of the District.
- C. The District reserves the right to deny access to District social media sites for any individual who violates the District's social media policy, at any time and without prior notice.
- D. Departments shall monitor their social media sites for comments requesting responses from the District and for comments in violation of this policy.
- E. When a District employee responds to a comment in his/her capacity as a District employee, the employee's name and title should be made available, and the employee shall not share personal information about himself or herself, or other District employees.
- F. All comments posted to any District Facebook site are bound by Facebook's Statement of Rights and Responsibilities, located at <http://www.facebook.com/terms.php>, and the District reserves the right to report any violation of Facebook's Statement of Rights and Responsibilities to Facebook with the intent of Facebook taking appropriate and reasonable responsive action.
- G. Users who enter private or personal information on District social media sites do so at their own risk, and the District is not responsible for any damages resulting from the public display of, or failure to remove, private or personal information.
- H. The District will post a "terms of use policy" on its website, in substantially the form attached as Exhibit A, and provide links to the policy on its social media sites. The terms of use policy may be amended from time-to-time, without further notice.

IV. Compliance with Laws

- A. All District social media sites must adhere to applicable federal, state, and local laws, regulations, and policies.

- B. District social media sites are subject to the Illinois Freedom of Information Act. Any content maintained in a social media format that is related to District business, including a list of subscribers, posted communication, and communication submitted for posting, may be a public record subject to public disclosure. Content related to District business shall be maintained in an accessible format so that it can be produced in response to a request.
- C. The Illinois Local Records Act applies to social media formats and social media content. The Department maintaining a site shall preserve records required to be maintained pursuant to a relevant records retention schedule for the required retention period on a District server in a format that preserves the integrity of the original record and is easily accessible.
- D. E-discovery laws may apply to social media content and, therefore, content must be able to be managed, stored, and retrieved to comply with these laws.

Section 6.20: Employee Purchase through the Park District

The duties of procuring services or materials on behalf of the Park District are in all cases to be performed without personal favor or gain of any kind. If an employee is offered or receives a special discount or gift of any kind because of the employee's status or business, such an offer or receipt is to be reported in writing to the immediate supervisor and the discount or gift may only be accepted or retained with the approval of the Director.

Section 6.21: Employee Assistance Program

The EAP is a confidential full-time employee benefit that provides no-cost assessment/referral services for the employees and their dependents. It is designed to assist employees whose job performance may be affected by personal problems. The EAP typically addresses crisis intervention, marital/relationship difficulties, family problems, alcohol/drug abuse, emotional problems, legal concerns, and financial problems.

Full-Time employees may seek assistance on their own initiative, or on the recommendation of a supervisor. In either instance, participation is voluntary. The EAP is completely confidential. No information about the nature of the personal problem is shared with the employer. For more information, contact the Human Resource Manager. In special circumstances the Director may provide the EAP for part-time employees on a limited basis.

CHAPTER VII – LEAVE OF ABSENCE

Section 7.1: Sick Leave

When an employee is absent due to illness for more than 3 days a doctor's note stating, "fit for duty" is required.

Section 7.2: Bereavement Leave

All full-time and IMRF part-time employees are allowed up to five (5) working days with pay per calendar year to attend the funeral of a family member, with the approval of the employee's immediate supervisor or department head. Pay is based on the number of hours the employee was regularly scheduled to work those days. These days are to be taken consecutively within a reasonable time of the death or funeral and may not be split or postponed. For purposes of this

policy," family member" is defined as employee's spouse, civil union partner, child, stepchild, foster child, parent, grandparent, sibling, grandchild, parent-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.

Upon returning to work, the employee must record his/her absence as Bereavement Leave, the Park District may charge the employee's absence as vacation or absence without pay.

All employees eligible for leave under the federal Family and Medical Leave Act of 1993 ("FMLA") shall be eligible for bereavement leave in accordance with the Illinois Child Bereavement Leave Act ("ACT") which provides up to a maximum of 2 weeks (10 work days) of unpaid bereavement leave to: (1) attend the funeral or alternative to a funeral of a child, (2) make arrangements necessitated by the death of the child, or (3) grieve the death of a child. The ACT defines "child" as an employee's son or daughter who is biological, adopted, or foster child, a stepchild, a legal ward.

Eligible employees may elect to substitute unused paid leave for unpaid leave under the ACT.

Section 7.3: Jury Duty

All employees are eligible for leave if you are called for jury duty. Full-time employees will be paid the difference between the amount received for each day's jury service and their regular base pay for each day they would have ordinarily been scheduled to work. All other employees will receive jury leave without pay from the Park District. All employees must provide written notice supported with appropriate documentation of jury service (e.g., the jury duty summons) to their supervisor before reporting for jury duty. Following jury duty, all employees must provide the Park District with appropriate documentation evidencing the length of their jury duty. To receive pay from the Park District, full-time employees must submit a copy of the check received for the jury duty to the Finance Manager before the District will pay the difference. Employees may also sign over the jury duty check to the District and receive regular pay for time served.

Section 7.4: Military Leave

In accordance with applicable law, employees will be permitted to complete or perform military service. If an employee is a member of an Armed Forces Reserve Unit and serves the regular annual two weeks duty or is called upon for an emergency, they will not lose benefits, including vacation and Park District continuous service, during the time the employee is on leave. The Park District will pay the employee the difference between their regular rate of pay and the military pay for two weeks excluding allowances received during the training or duty period. If the military pay is higher than the Park District's the employee may keep the salary. In any event, the employee must provide a copy of the military orders to the Department Manager at least 30 days in advance.

Section 7.5: Absence Due to Injury

Employee absence because of an on-the-job injury shall be provided for under "Worker's Compensation", (see Section 6.02).

Section 7.6: 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 absents without leave for three consecutive days shall be deemed to have resigned as of the first day of absence or last day worked. Where such absence is determined excusable by the Department Manager and there were conditions which rendered approval prior to the absence impossible, the Park District may charge the employee's absence as a vacation day or absence without pay.

Section 7.7: Personal Leave

The Executive Director may grant a leave of absence without pay to a regular full-time employee upon the recommendation of the appropriate Department Manager. Such requests must be in writing and submitted to the Department Manager. A personal leave of absence will normally be limited to one year. To be eligible for such a leave an employee must have completed at least one year of continuous employment with the Park District and used his/her vacation.

When the employee returns from personal leave, the District does not guarantee that they will be able to return to the same or similar position. Such placement will depend on the current needs and circumstances of the District. Such decisions will be made at the discretion of the Executive Director.

Section 7.8: Disability Leave

When a regular full-time employee has used all their leave benefits, and the illness, injury, disability, or pregnancy requires an additional period of absence from work, the employee may be granted an unpaid disability leave of absence without a break in continuous service. Such leaves will be for a reasonable period, normally not to exceed one year. The Executive Director must approve an extension beyond one year.

A request for leave of absence must be in writing and submitted to the Department Manager. The Executive Director may grant such leave, upon the recommendation of the appropriate Department Manager. The employee must submit satisfactory medical evidence of the need for leave and may be required to take a physical examination, administered by the Park District's physician, at any time during the leave or prior to return to active employment.

The employee must indicate their intention to return to work. When the employee returns from a leave of absence, the Park District does not guarantee but will make a reasonable effort to place the employee in his or her former position, or a similar position, when one becomes available. If the employee fails to return to work at the end of their disability leave, the Park District will consider the employee as having resigned as of the last date worked.

Section 7.9: Family and Medical Leave Act

Pursuant to the Family and Medical Leave Act ("FMLA"), the Morton Grove Park District offers unpaid family or medical leave to all eligible employees. To qualify an employee must have worked for at least twelve (12) months and have worked at least 1250 hours during the twelve-month period preceding the start of the leave. A leave may be taken for the following reasons.

Eligibility

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

Family or medical leave will consist of appropriate paid leave and unpaid leave. An employee must use all his/her sick bank, and vacation days. The remainder of the leave period will then consist of unpaid leave.

An employee requesting leave must state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave. If the need for leave is foreseeable, the employee should provide the Park District with at least 30 calendar days advance notice prior to the expected start of the leave. In all cases, to minimize disruption to the business and any hardship caused by an absence, the employee should provide the District with as much advance notice as possible, ordinarily within one or two business days of when he/she learns that he/she will need FMLA leave.

Section 7.10: Service Member Family Leave

If an employee is eligible for FMLA leave as stated above and the employee, a spouse, child, parent or next of kin of a Covered Service Member, as defined below, the employee is entitled to a total of twenty-six (26) workweeks of unpaid leave during a rolling 12-month period to care for the covered Service Member. During the rolling 12-month period, if an eligible employee is entitled to a leave under this Service Member Family Leave provision, for reasons which would entitle the employee to a leave under the Eligibility Section, Paragraphs 1 through 5, above the total leave time will not exceed a combined total of twenty-six (26) workweeks.

With respect to a Service Member Leave:

- 1) A "Covered Service Member" means 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 on the temporary disability retired list, for a serious injury or illness.
- 2) "Outpatient status" means the status of a member of the Armed Forces assigned to 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.
- 3) "Next of kin" means the nearest blood relative of that individual.
- 4) "Serious injury or illness" means an injury or illness incurred by the Service Member in the line of duty on active duty in the Armed Forces that may render the Service Member medically unfit to perform the duties of the member's office, grade, rank, or rating.

Section 7.11: Medical Certification

Any request for a leave under the Eligibility Section, Paragraphs 3, and 4 or under the Service Member Family Leave provision above must be supported by certification issued by the applicable health care provider.

The District may require a second medical opinion and periodic recertification's to support continuation of a leave. If the 1st and 2nd opinions differ, a 3rd opinion can be obtained from a health care provider jointly approved by both the employee and the District.

Section 7.12: Intermittent or Reduced Work Schedule Leave

If certified as medically necessary for the serious health condition of either the employee or spouse, child, or parent (under the Eligibility Section paragraphs 3, and 4, above), or to care for a Covered Service Member if the employee is a spouse, child, parent, or next of kin to the Covered Service Member (see Service Member Leave section above), leave may be taken on an intermittent or reduced work schedule. Intermittent leave may also be taken on an intermittent or reduced leave schedule.

Intermittent leave also may be taken if the employee qualifies for leave because of a qualifying exigency as described under the Eligibility Section paragraph 5, above, subject to the submission of a certification prescribed by the Secretary of Labor. If leave is requested on an intermittent basis, however the District may require that the employee transfer 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.

Section 7.13: Employee Benefits during Family and Medical Leave of Absence

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

Section 7.14: Job Restoration

If the employee wishes to return to work at the expiration of the leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If the employee takes leave because of the employee's own serious health condition, the employee will be required to provide medical certification that the employee is fit to perform the essential functions of the job. Employees failing to provide the certification will not be permitted to resume work until it is provided.

Section 7.15: Inclement Weather or Emergency Closings

The Executive Director or his designee may close the Morton Grove Park District offices and facilities due to inclement weather or emergency on days other than regularly scheduled holidays. Should this occur, every attempt will be made to notify staff using a telephone chain. Unless otherwise requested, staff are not expected to work during an emergency closing. The absence will be considered an excused absence for all staff and will not be charged to earned leave time. Should an emergency closing occur

while a staff is already on earned leave time, i.e., sick, vacation, personal, he or she is not entitled to additional wages.

Employees who do not report for work because of the weather or in the absence of a declared emergency closing will be charged one vacation day.

Section 7.16: Victims' Economic Security and Safety Act

The Morton Grove Park District does not discriminate against victims of domestic or sexual violence. As provided in the Victims' Economic Security and Safety Act (VESSA), employees shall have the right to take up to 12 weeks of unpaid leave to deal with the consequences of domestic or sexual violence to themselves or their family members.

VESSA allows full and part-time employees to take up to a total of 12 work weeks of leave from work during any 12-month period to address domestic violence. Examples of addressing domestic violence include seeking medical attention or counseling for injuries or psychological, trauma, obtaining victim services, relocating, seeking legal advice, or participating in related court proceedings.

VESSA is very much like the Family and Medical Leave Act "FMLA". Eligible employees may elect to substitute FMLA leave for leave under VESSA. This new law is NOT cumulative in the sense that a domestic or sexual violence leave could be tacked onto an FMLA leave to provide 24 weeks of leave for the same set of circumstances.

Victims of domestic or sexual violence or employees whose family or household members are victims are covered by VESSA. Acts of domestic and sexual violence are defined in the criminal statutes on those subjects. Stalking is also considered an act of violence giving rise to coverage under VESSA.

Employees may take up to 12 weeks for leave from work to:

- Seek medical services, psychological counseling, legal services, or services from a victim services agency
- Recover from physical or psychological injuries caused to the employee or family or household member by domestic or sexual violence
- Relocate
- Attend or participate in court proceedings or
- Obtain support in several other areas.

The leave can be taken intermittently.

The District may require the employee to provide certification that the domestic or sexual violence has occurred and that the leave is for a legitimate reason connected to the violence. The certificate can consist of a sworn statement from the employee and backup documents from an attorney, clergy member, doctor, or victim services organization or police, court, or other corroborating records. All information provided as part of the certification process will be held in confidentiality by the District.

While leaves are unpaid, the District must continue medical coverage under the same terms and conditions that would have applied if the employee had continued in active employment. Employees don't accrue seniority or employee benefits while on unpaid leave. However, a leave may not result in the loss of employee benefits that had accrued before the leave. When the leave is over, the District will make its best efforts to restore the employee to his/her same job or an equivalent job with

equivalent pay, and benefits. If the employee does not return from the leave, he/she can be required to reimburse the employer for its cost of providing medical coverage during the leave.

The District will make "reasonable accommodation" for eligible employees. Examples of reasonable accommodation include adjustments to job structure, transfers, reassignments, schedule modifications, change of telephone number, seating assignments, installation of locks and implementation of safety procedures.

The district reserves the right to deny or limit requests for accommodation that would cause "undue hardship" (circumstances that would cause significant difficulty and/or expense when considered in light of a series of factors set out in the Act) to the district.

Employees should give the District at least 48 hours advance notice of the employee's intention to take leave, if practicable.

Section 7.17: Conceal Carry/Weapons Policy

The Morton Grove Park District strictly prohibits and does not tolerate the possession of weapons by employees while working in any Park District office, building, park, vehicle, parking area, or property under Park District control, or at any Park District sponsored event. "Weapons" include visible and concealed weapons, including those for which the owner has the required permits or licenses. "Weapons" can include firearms, knives with a blade longer than three inches, explosive materials or other objects that could be used to harass, intimidate, or injure another employee, individual, or supervisor. The Park District will confiscate any weapons discovered on its premises. Employees who violate this policy may be subjected to disciplinary action up to and including termination.

If an employee learns that another employee possesses a weapon on Park District premises, the employee is encouraged to report the presence of the weapon and any concerns or questions, to a manager, department supervisor or the Executive Director.

Nothing in this Section prohibits an employee possessing a valid license under the Firearm Concealed Carry Act from carrying a concealed firearm on or about his or her person within a vehicle into a Park District area and storing a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area. An employee with a concealed carry license may carry a concealed firearm in the immediate area surrounding his or her vehicle within a Park District parking area only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk, provided the licensee ensures the concealed firearm is unloaded prior to exiting the vehicle. For purposes of this section, "case" includes a glove compartment or console that completely encloses the concealed firearm or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other container.

This section does not apply to or affect peace officers, or any person summoned by a peace officer to assist in making arrests or preserving the peace, while engaged in assisting such officer.

CHAPTER VIII – DISCIPLINE, DISCHARGE, LAYOFF, RESIGNATION

Section 8.1: Disciplinary Procedures

- A. **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. Records of oral reprimands will be maintained in employee personnel files. A written accounting of the verbal reprimand will go into the employee's file and be signed by the employee and their supervisor. If an employee refuses to sign, the supervisor should have a witness sign that a copy was given to the employee reprimanded. Oral reprimands will be used for minor misconduct or performance problems or for first offenses where the offense is not of a sufficiently serious nature to warrant more severe disciplinary action.
- B. **Written Reprimands:** Written reprimands consist of completing a disciplinary action form followed by a conference between the employee and the supervisor issuing the reprimand. Copies of written reprimands shall be maintained in employee personnel files. The supervisor and the employee must sign these. If an employee refuses to sign, a witness must sign to attest to the fact the employee was given a copy. Written reprimands will be issued for repeated misconduct of a minor nature or for more serious misconduct, which does not warrant suspension, discharge, or demotion.
- C. **Suspensions:** Suspensions are a temporary removal from employment, including but not limited to salary and benefits (not to include insurance benefits). Suspensions are used to discipline employees for serious misconduct or performance problems or for repeated misconduct or performance problems of a more minor nature. Suspensions must be documented. The reason and the length of time for the suspension must in writing and signed by the employee and supervisor. The Executive Director, upon recommendation of the employees' Department Manager, may suspend an employee.
- D. **Criminal Charges:** Employees who are charged with a criminal offense, other than a minor violation of the traffic laws, may be suspended with the approval of the Executive Director from all rights, assignments, duties, and employment with the Park District.
- E. **Demotion:** Demotion is the permanent reduction in grade or class of employment with a corresponding permanent reduction in 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. Department Managers may demote employees with the approval of the Executive Director. Demotions may be used as an alternative to job loss due to lack of work. An employee may request to be demoted.
- F. **Discharge:** Discharge is the permanent removal from employment with the corresponding permanent loss of all privileges of employment. Discharge will be used for serious misconduct or performance problems and/or repeated misconduct or performance problems of a less severe nature. The following reasons or acts are some examples of misconduct, which may be sufficient to warrant discharge:
- Incompetence, negligence, or inefficiency in the performance duties.
 - Abusive attitude, language or conduct to fellow employees or the public while on duty or while using District vehicles.
 - Insubordination.
 - Violation of laws or the Park District's policies or regulations contained in this manual.

- Violation of rules and regulations for seasonal and temporary employees.
- Use, possession, sale, transfer or being under the influence of alcohol or illegal drugs while on duty or while using District vehicles or while in uniform; or use of alcohol, legal or illegal drugs in any manner, which may impair the employee's ability to perform assigned job duties safely and effectively.
- Falsifying reports or records and/or filing fraudulent insurance claims.
- Unauthorized use of Park District property as specified in Section 6.12 including washing personal cars at the park garage.
- Failure to submit required written reports.
- Failure to wear a prescribed uniform as specified in Section 10.12.
- Repeated unexcused or unapproved absence from work.
- Sleeping on duty.
- Failure to be neat and clean in person and dress while on duty.
- Reporting late for work or for assignments.
- Leaving an assigned area while on duty without prior notice to and approval from immediate supervisor.
- Representing personal opinions as being those of the Park District.
- Smoking or vaping in any smoke free facilities.
- Accepting a gift, or other valuable thing in the course of employment without reporting its receipt to the employee's supervisor or Executive Director or granting any person any consideration, treatment, advantage or favor beyond that which is the general practice to grant or make available to the public at large.
- Conviction of a criminal offense.
- Negligence or willful misconduct causing damage to the public property, personal injury, or waste of public supplies or failing to immediately report to his supervisor or a higher-ranking supervisor any major property damage or personal injury accident, which occurs off or on Park District property and directly involves the Park District.
- Absence without leave or failure to report after leave of absence has expired or has been approved, revoked, or cancelled by the Park District.
- Failure to observe safety rules or failure to use safety devices and/or equipment when required to do so or as recommended by the Safety Committee.
- Failure to abide by posted speed limits and other traffic laws, signs and symbols or local, state and federal statutes.
- Failure or refusal to take appropriate disciplinary action for infractions of work rules, policies, procedures, and any other applicable regulation.
- Any violation of policies or procedures regarding the privacy of individually identifiable health information (or protected health information), as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and as defined by the U.S. Department of Health and Human Services. (See addendum 5-03 HIPAA Medical Privacy Compliance Policy and Procedures).

The Executive Director or his/she designate during his his/her absence, will approve all discharges.

Section 8.2: Reduction in Force

Whenever it becomes necessary to reduce the number of employees, the Department Manager concerned shall prepare a list of those employees to be laid off. The Park District will endeavor, so far as it deems possible, to transfer employees to another department rather than lay them off. When the

Park District must lay off employees, Department Managers generally will, in so far as the Park District deems possible, consider performance levels and seniority in making recommendations.

Seniority is a full-time employee's continuous length of service with the Park District, as a full-time employee. If an employee's continuous full-time employment with the District has been interrupted by a period of more than three months where they were either not employed by the Park District and on sick leave or an approved leave of absence, their service with the Park District prior to the interruption shall not be considered part of the employee's continuous length of service. The Park District will try, so far as management deems possible, to give preference to employees laid off due to a reduction-in-force in filling positions which subsequently open and for which the employee is qualified.

Section 8.3: Resignation

A full-time or regular part-time employee resigning a position should give sufficient notice to enable the Park District to make proper provisions for the filling of their position. Enough notice is two weeks at a minimum; however, a one-month notice is preferred as not to jeopardize the benefits to be paid by the District. All full-time or regular part-time employee resignations shall be in writing and contain the reasons for leaving. A resignation will be placed in the employee's personnel file.

It is the responsibility of the Department Manager before releasing the employee's final check to collect from the employee all Park District keys, uniforms, cell phones, computers, and identification cards.

The Department Manager or Executive Director is authorized to accept all resignations. Appropriate written notification on a Personnel Change Form should be initiated by the immediate supervisor and forwarded to the Human Resources Manager for resignations/terminations so that all pertinent records can be updated prior to the issuance of the final payroll check to the employee. Exit interviews are encouraged for all full-time employees to be conducted by the Human Resources Manager.

Section 8.4: Releasing Information about Staff

The Morton Grove Park District recognizes the individual employee's right to privacy. Therefore, all requests for information about a current, retired or terminated employee must be transferred to the Executive Director or Human Resources Manager, who may disclose to prospective employers' dates of employment, final title or position and job location. With the employee's written permission (release form with signature) the Executive Director may give an employment and salary history.

Information requested by a law enforcement agency will be provided if it is believed that an applicant, employee, or former employee has been engaged in illegal activities; if actions of the individual threaten physical injury to Morton Grove Park District property, other staff members or persons served; or to protect the legal interest of the Morton Grove Park District. In such cases, any release of information will be made only if approved by the Executive Director.

CHAPTER IX – GRIEVANCES AND APPEALS

Section 9.1: Subject Matter

An employee may appeal any disciplinary action, other than an oral reprimand, which is imposed without following the above disciplinary procedures, or specific violations of written District policies, rules or regulations, in the following manner.

Any employee who wishes to appeal a disciplinary action or violation must do so within three working days after being notified of the disciplinary action or violation submit to the employee's Department Manager a short-written statement outlining the employee's reasons for appealing the action. If the employee takes no action within three working days of being notified of the disciplinary action or violation, then the employee forfeits the right to appeal the discipline and the disciplinary action shall stand.

The employee's Department Manager 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 Directors decision. The Executive Directors decision in the matter is final.

Section 9.2: Procedures

An employee having a grievance shall discuss the matter with their immediate supervisor to resolve it. If no resolution is reached, the employee may submit a written notice of grievance describing the complaint to the Department Manager with five working days of the time the employee first became aware of the incident or situation giving rise to the grievance. Such written notice shall state:

- The actions which are being grieved,
- The reason for the grievance including the specific written Park District policy, rule, or regulation which the employee believes has been violated.

The Employee's Department Manager will, within three weeks of receipt of written notice of grievance, meet with the employee to discuss the grievance. Within three weeks following that meeting, the Department Manager shall issue written findings and a decision shall be submitted to the employee and the Executive Director.

An employee not satisfied with the decision may within 5 working days after receipt of the findings and decision of the Department Manager, file a written appeal with the Executive Director.

The Executive Director will meet with the employee after receiving the written appeal. The Executive Director will issue a written decision either affirming or reversing the decision of the Department Manager. Copies of the Executive Director's decision shall be submitted to the employee and placed in the employee's personnel file.

An employee not satisfied with the decision of the Executive Director, may within five working days after receipt of the decision of the Executive Director; file a written appeal with the Board of Park Commissioners. Following receipt of the appeal, the Board shall convene a hearing in which the employee and involved supervisors shall present the facts concerning the grievance. Within fourteen days after the hearing, the Board shall write findings and a final decision. Copies shall be sent to the

employee within five days of the issuance of the decision and shall be placed in the employee's personnel file.

CHAPTER X – GENERAL RULES AND REGULATIONS

Section 10.1: Address Change

All personnel must notify the Personnel Department (Human Resources Manager) as soon as possible when a change in address and/or telephone number is known. These changes will be forwarded to the payroll department and to IMRF and PDRMA if applicable.

Section 10.2: Employee Suggestions

Employee suggestions for the improvement of the Districts Park and recreation services are always welcome regardless of the employee's job. Immediate supervisors, department heads and the Executive Director will attempt to solicit employee suggestions. Suggestions may be presented by letter, memorandum or in person.

If the employee should feel that a suggestion has not received due consideration, they may submit it in writing to the immediate supervisor, who will review the situation with the Executive Director. If the employee's suggestion is adopted and used, this fact will be noted in the employee's personnel file. If the employee believes the Executive Director does not properly consider their idea, they may request the Board of Park Commissioners consider it.

Section 10.3: Transfer

Any employee may submit a request in writing to the Executive Director through the immediate supervisor for a transfer to another department of the District. The heads of both departments affected shall consider the request only if there is an open position for which they determine the employee is qualified. Any requests for transfer should include the employee's reasons for the request. The employee shall be notified within two weeks of the acceptance or rejection of the request.

Section 10.4: Safety

It is the intention of the Morton Grove Park District to develop, implement and administer a safety and comprehensive loss prevention program. The Park District maintains that the public and employees are its most important assets. Therefore, public and employee safety is our greatest responsibility. In all of our assignments, the health and safety of all should be the utmost consideration. Personnel at all levels of the work force are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Every employee should take proper safety precautions, on and off duty. Employee should be aware of all potential and existing hazards to the employees and public and attempt to eliminate them.

The Employee Safety Committee attempts to:

- A. Create and maintain an active interest in safety.
- B. Serve as a communicator of health and safety information.
- C. Inspect and recommend methods for elimination of hazards.

D. Provide information on the improvement of the safety program.

Section 10.5: Concept of Safety

Within all recreational activity, there may be exposure to personal injury or property damage that may be unintentionally hidden. Reviews of operations should include consideration of problems and/or errors, which could occur as it relates to the recreation programs, equipment, job procedures and personnel. Accidents are unplanned events. Proper planning can control accidents. Most Accidents are caused and can be prevented. Loss prevention is to initiate such pre-planning as is necessary to minimize unsafe acts, contain environmental hazards, and control unsafe conditions. Continued emphasis on safe working conditions has been shown to significantly reduce injuries, property damage, and work interruption. Every employee is charged with the responsibility of reporting or identifying unsafe conditions.

Section 10.6: Use of Physical Restraint

Under no circumstances is physical punishment ever to be administered to persons served. On rare occasions, however, it may be necessary to physically restrain or remove a guest from one of our facilities or programs to prevent injury or the threat of injury to the guest, to other guests, to staff or to the public at large. This should be done in the least restraining manner possible, given the specific circumstances of the situation and the disruptive individual.

Whenever possible, a staff member should talk the guest out of his or her inappropriate actions. If, after repeated attempts, this fails, assistance should be solicited. The third party should also attempt to minimize/mediate the situation. If the third party fails and it is the decision of the two staff members that the guest will need to be physically restrained or removed, the following guidelines should be used.

- The staff member should try to contact the Morton Grove Police Department for intervention if adequate time is available. If immediate action is required another staff member should be enlisted to serve as a witness.
- The two staff members should get on either side of the guest and restrain or remove the individual, using the least amount of physical restraint or force.
- Staff members should be careful not to force any joints or apply a pressure point to an artery and to protect the client's head. The exception to this is the case of a violent client who could endanger the lives or safety of other guests or staff.
- All staff members involved independently should submit an incident report within 24 hours to the Executive Director using the Park District Accident/Incident Report Form.

Section 10.7: Smoking and Vaping

The Morton Grove Park District offers a smoke free/vape free environment to all employees. No smoking is allowed inside the facilities and park district vehicles. The designated smoking area is outside the building entrances where an ashtray is available. Smokers are responsible for keeping the area clean and free of smoking debris. Violation of this policy shall result in disciplinary procedures and ultimately termination.

Section 10.8: Outside Work

Regular, full-time Park District employees may not engage in outside work or employment as defined in this section without the expressed written approval of their Department Manager and the Executive Director. Any employee who engages in outside work or employment without such expressed written approval is subject to discipline up to and including discharge. Employees who wish to engage in outside work or employment must first request permission to do so in writing from their Department Manager and the Executive Director.

The Park District generally will permit employees to engage in outside employment or work so long as, in the opinion of the Executive Director and the Department Manager, the outside work or employment would not affect the quality or quantity of the employee's work for the Park District, prevent the employee from devoting his primary interest to the accomplishment of his job or tend to create a conflict, or the appearance of a conflict, between the private interests of the employee and the employee's official responsibility to the Park District. Employees are prohibited from entering any arrangement, which involves the performance of services while on Park District time or while using Park District equipment. No employee shall receive compensation other than from the Park District for the performance of services while on Park District time.

Section 10.9: Board and Committee Meeting Attendance

Appointive personnel who are directly responsible to the Board of Commissioners and Executive Director, Department Heads, Human Resources Manager and Recording Secretary shall attend all monthly Board Meetings.

Other personnel shall not be required to attend these meetings unless specifically requested by the Executive Director.

Section 10.10: Public Relations

All employees of the Park District serve as representatives of the District to members of the public and other persons with whom they deal in their jobs. It is therefore requested that all employees dress in the manner appropriate for their position and be clean, neat and in good appearance during working hours. An employee's conduct reflects credit or discredit on the whole District. Employees should be courteous with the public and all employees of the Park District.

Section 10.11: Political Activity

The Park District does not prohibit you from taking part in election campaigns and other lawful political activities. However, you may not directly or indirectly demand, solicit, collect, or receive any assessment, subscription, or contribution for or against or campaign for or against any politician or political cause while on duty. Employees are also prohibited from any political campaign activities or promotions of any kind while on duty, including without limitations, circulating petitions, and making public presentations on behalf of candidates or issues or distributing literature. For purposes of this paragraph "while on duty" includes those hours you are scheduled to work and are working for the Park District but does not include lunches, or after-hour-duty-free periods of time. Park District employees may not wear or use uniforms, equipment or other property that identifies them as Park District

employees while campaigning. Political patronage or influence is not condoned or tolerated by the Park District in administering the terms and conditions of employment.

Section 10.12: Gifts or Rewards

The duties of the employees are in all cases to be performed without regard to any gift, reward, or favor of any kind.

Section 10.13: Personal Mail

Staff members should not use the Morton Grove Park District as their personal mailing address. All mail, including personal mail, delivered to this address will be opened and routed to the addressee. Personal mail should be delivered to an address other than the District's.

Section 10.14: Solicitation and Distribution

Solicitation by employees will not be permitted during working time or during non-working time in areas where it will disturb other employees who are working. Distribution or circulation of printed material by employees will not be permitted at any time, including working and non-working time in working areas. "Working time" refers to the portion of any workday during which an employee is supposed to be performing actual job duties; it does not include such time as lunch period, break time or other duty-free periods of time. Additionally, employees should not solicit or distribute literature in a manner or location that disturbs members of the public who are transacting business with the Park District.

Section 10.15: Uniforms and Dress Code

The personal appearance of employees conveys to the public a general impression of the Park District. An employee's attire, including jewelry, on the job should be in good taste, clean, neat, and appropriate for the duties being performed. The Park District expects all employees to present a professional image to those using the Park District's facilities.

Certain positions require the wearing of a uniform. If your position does not require you to wear a uniform, you should dress in a professional manner, appropriate to your job.

It is the employee's responsibility to wear his/her nametag and/or uniform while on duty if one has been provided to them. Remember that uniforms, nametags, keys, and other Park District property are to remain the property of the Park District and must be returned upon termination of employment.

Furnished uniforms (clothing) should not be worn outside of working hours, except for going to and from the workplace, or within the confines of the employee's own residence. Work uniforms should not be altered by the employee unless authorized by their immediate supervisor for proper fit purposes. This includes the removal of sleeves, cutting off at midriff, removal of collar, etc.

Exposed body piercing jewelry is strictly limited to earrings, and the style of earring or jewelry may not present a safety hazard to you, your 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 visible as to draw inappropriate attention. Excessive visible tattoos will not be permitted and must be covered by appropriate apparel.

Any employee who cannot comply with this policy based upon disability, religion, natural origin, or other legally recognized basis must forward a written request to the Executive Director for an authorized deviation from this policy. The request shall include the policy exception requested and include the basis for the request.

Below is a general overview of appropriate business attire. This list is all-inclusive and is open to change.

Slacks, Pants, and Suit Pants

Slacks that are like Dockers and other makers of cotton or synthetic material pants, wool pants, dressy capris, and nice-looking synthetic pants are acceptable. Inappropriate slacks or pants include jeans (unless for Fridays or cleaning days), sweatpants, exercise pants, yoga pants, short shorts, shorts, bib overalls, leggings and any other spandex or other form fitting pants such as people wear for biking are unacceptable.

Skirts, Dresses, and Skirted Suits

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Shirts and dresses should be no higher than 3 inches above the knee. Miniskirts, skorts, sun dresses, beach dresses, and spaghetti strap dresses are inappropriate for the office.

Shirts, Tops, Blouses and Jackets

Casual shirts, dress shirts, sweaters, tops, golf type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office if they violate none of the listed guidelines.

Inappropriate attire for work includes tanks tops, midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter tops, bare shoulders, sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress. Exposed underwear also prohibited.

Shoes and Footwear

Conservative athletic or walking shoes, loafer, clogs, sneakers, boots, flats, dress heels, and leather deck type shoes are acceptable for work. Wearing no stockings is acceptable in warm weather. Flashy athletic shoes, flip flops, slippers, and any open toe (depending on work assignment) are not acceptable.

Jewelry, Makeup, Perfume, and Cologne

All jewelry, makeup, perfume, and cologne should be in good taste. Remember, that some people are allergic to the chemicals in perfumes and makeup, so wear these substances with restraint.

Hats and Head Covering

Hats are not appropriate in the office. Head covers that are required for religious purposes or to honor cultural tradition must be approved by the Executive Director.

Section 10.16: Damage to Personal Property

At the discretion of the Executive Director, a partial or full reimbursement may be approved for employees' clothing or personal property, which is damaged because of their work.

Section 10.17: Driver Qualifications Policy

The purpose of this policy is to make it absolutely clear to all employees and prospective employees that the Morton Grove Park District is very concerned about motor vehicle safety. Our greatest concern is for the life and physical well-being of our employees. No monetary consideration can be placed above the safety of an employee. Safety is the responsibility of everyone, and it is the intention of the Park District management to eliminate or reduce driving exposure loss due to motor vehicle accidents. All procedures are to be uniformly followed as management stresses the importance of driver safety in relation to its employees and the public.

Section 10.18: Recycling

The Morton Grove Park District supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures not only by employees but participants in programs and other patrons. This includes a commitment to the purchase, use and disposal of products and materials in a manner that best uses natural resources and minimizes negative effects on the environment.

Special recycling receptacles have been set up to promote the separation and collection of paper, cans, and plastics and ink cartridges.

Section 10.19: The Personnel Responsibility and Work Opportunity Reconciliation Act (PRWORA)

The Morton Grove Park District recognizes the responsibilities for reporting under the Personnel Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, which requires information on new hires in order to assist in child support enforcement programs. The Morton Grove Park District participates fully in the new-hire program adopted by the State of Illinois.

Section 10.20 Reporting Workplace Wrongdoing

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

The Park District does not tolerate theft of property, whether from the Park District, patron or from a co-worker. Employees should seek permission before removing Park District materials, tools, or other

items, including damaged goods, scrap material, or any other material. Any employee who violates this policy may be subject to disciplinary action, up to immediate discharge.

The Park District prohibits false information on any expense account sheet or on any insurance claim submitted under the Park District's health care benefits or worker's compensation benefits program.

The Park District prohibits fighting on its premises. An employee, who instigates physical violence or threatens physical violence, may be subject to disciplinary action, and may be immediately terminated.

The Park District prohibits embezzlement or stealing of Park District funds, including but not limited to stealing money from a Park District account, stealing postage, or unlawful use of telephone privileges. Any employee who violates this policy may be subject to disciplinary action and immediate termination.

If an employee is aware of a careless or negligent act or behavior, they must report the act or behavior to their immediate supervisor. If the employee feels uncomfortable doing so, or if their supervisor is the source of the problem, condones the problem, or ignores the problem, then it should be reported to the supervisor's boss or the Executive Director. If neither of these alternatives is satisfactory the employee can direct their questions, problems, complaint or reports to the President of the Park Board of Commissioners. Employees are not required to directly confront the person who is the source of their report, question, or complaint before notifying any of those individuals listed.

Section 10.21 Identity Protection Policy

The Identity Protection policy is adopted pursuant to the Identity Protection Act (5 ILCS 179/1 et seq.) to protect social security numbers from unauthorized disclosures.

Prohibited Activities: No Park District employees may do any of the following:

- Publicly post or publicly display or otherwise intentionally communicate or otherwise intentionally make available to the public in any manner an individual's social security number.
- Print an individual's social security number on any card required for the individual to access products or services provided by the Park District
- Require an individual to transmit his or her social security number over the internet, unless the connection is secure, or the social security number is encrypted.
- Print an individual's social security number on any material 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. Notwithstanding any provision in this section to the contrary, social security numbers 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 Illinois Department of Revenue, and documents sent as part of an application or policy to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this section may not be printed, in
- The collection, use or disclosure of social security numbers in order to ensure the safety of: state and local government employees; persons committed to

- Prisons, 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 agent facility.
- The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.
- 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.
- 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 or an unclaimed property benefit,

Section 10.22 Telecommuting Policy

To accommodate the needs of our employees, the Morton Grove Park District will permit some employees in specific positions to telecommute and work at home if telecommuting does not impact the employee's productivity or adversely affect the efficient operation of the agency. Some positions within the agency, by their very nature, do not lend themselves to telecommuting. For example, positions that require the supervision of other employees usually cannot be performed off site since it is an integral part of those positions for the supervisors to be available to answer questions and coach employees in their growth and development. The Morton Grove Park District will determine whether a specific job may be performed effectively off site and whether an individual is effective working without supervision at home.

When considering telecommuting, the manager and employee are responsible for ensuring that the following conditions are met:

Telecommuting does not adversely affect the agency, departmental assignments/projects, customer relations, or other work units.

There is adequate and suitable work available for the employee to perform at home with no supervision. The position is appropriate for a telecommuting arrangement.

The employee has maintained a good work record prior to making their request to telecommute (no excessive or unexcused absences and no corrective action within the last six months of employment). Employees interested in telecommuting should discuss with their managers whether telecommuting is an option in their current position. If the manager agrees, the employee and manager should meet with the Executive Director to review and sign the short-term telecommuting agreement.

To be eligible for telecommuting, the employee must have been employed full-time by the Morton Grove Park District for at least one full year.

Revisions:

January 1988 – Reviewed by the law offices of Seyfarth, Shaw, Fairweather and Geraldson by Elise A. Elconin, Berrafato and Porter by Gabriel Berrafato

Updated revisions:

October 1991 – Reviewed by Francis K. Tennant, Park District Attorney
May 1994 -Reviewed by Francis K. Tennant, Park District Attorney
January 1997 – Reviewed by Francis K. Tennant, Park District Attorney
November 1999 – Reviewed by Francis K. Tennant, Park District Attorney
October 2002 – Reviewed by Francis K. Tennant, Park District Attorney
September 2005 – Reviewed by Francis K. Tennant, Park District Attorney
June 2006 – Reviewed by Francis K. Tennant, Park District Attorney
December 2014 – Reviewed by James Rock, Park District Attorney
August 2018 – Dress Code
January 2020 – Sexual Harassment
December 2020 – Telecommuting Policy
August 2021 - Vaping

PERSONNEL POLICY MANUAL RECEIPT ACKNOWLEDGEMENT
EMPLOYMENT AT WILL

This manual contains a general description of Park District basic policies, benefits, and procedures as they currently exist. Unfortunately, booklets of this type and their purpose are often misunderstood. To avoid any such misunderstanding, please be advised that this manual and the benefits, policies and procedures referred to herein, is not intended to be and is not a contract of employment.

I understand and acknowledge that I am employed at will, meaning that I may resign from employment for any reason at any time, with or without cause or notice, and that the Morton Grove Park District may terminate my employment for any reason at any time with or without cause or notice. I understand that this description of my employment relationship with the Morton Grove Park District supersedes any earlier oral or written representations or statements that may have been made to me. I also understand that the fact that I am employed at will cannot be changed by any representative of the Morton Grove Park District.

I understand that the Park District's policies and practices with respect to any matter are not to be considered as creating any contractual obligation on the Park District's part or is stating in any way that termination will occur only for "just cause". Statements of specific grounds for termination set forth in this manual or in any other Park District documents are examples only, not all-inclusive lists, and are not intended to restrict the Park District's right to terminate-at-will.

I understand that completion of a probationary period or an assignment of regular status does not change an employee's status as an employee or change the terms or conditions of employment.

I acknowledge receiving a copy of the 2021 edition of the Personnel Policy Manual on the date written below. I agree to read the manual, study its contents, and follow its policies and procedures. I understand that neither the manual nor any of the Morton Grove Park District's policies or procedures is an express or implied contract.

Signature

Date

Employee name printed: _____