

# Morton Grove Park District

6834 Dempster Street • Morton Grove, Illinois • 60053 847/965-1200



**MORTON GROVE  
PARK DISTRICT**

Regular Board Meeting  
January 15, 2025 at 6:30pm  
Agenda

- I. Roll Call
- II. Pledge of Allegiance
- III. Additions/Changes to the Agenda
- IV. Citizens Comments on Agenda Items/Correspondence
- V. Consent Agenda:
  - a. **Approval of Minutes:** Minutes of the December 20, 2024 Budget and Appropriation Hearing, Truth in Taxation Hearing, and Regular Board Meeting.
  - b. **Approval of Financial Reports**
    - I. Cash Summary and Revenue Report Dated December 31, 2024.
    - II. Invoice Distribution Report ending December 31, 2024 in the amount of \$280,394.98.
    - III. Monthly Budget to Actual report dated December 31, 2024.
    - IV. Card Services report dated December 31, 2024.
- VI. Director's Report
- VII. Attorney's Report
- VIII. Village Liaison Report
- IX. Department Heads' Reports
- X. New Business
  - a. **Administration & Finance Committee - Commissioner Liston, Chair**
    - I. **Information Item:** Full / Part-time Employee Survey Results
    - II. **Information Item:** Aquatic Presentation
    - III. **Action Item:** Approved Vendor List
    - IV. **Action Item:** Transfer of Line-Item Appropriations Between Funds #R-01-25
    - V. **Action Item:** Transfer of Funds Between Line Items
    - VI. **Action Item:** Updates to the Personnel Policy Manual
- XI. Public Comment on Non-Agenda Items
- XII. **Commissioner Comments:** Commissioner Pietron, Minx, Rathunde, Liston, and Khan
- XIII. **Closed Session:** I make a motion for the Board to go into closed session in accordance with the Open Meetings Act section 120/2(c)(1) and for section 120/2(c)(21).
- XIV. **Approval of Closed Session Minutes:** Minutes of November 13, 2024 Closed Session.
- XV. Adjournment

Persons with disabilities requiring reasonable accommodation to participate in Park District meetings should contact Jeffrey Wait, the ADA Compliance Officer at the Prairie View Community Center at 6834 Dempster St. Morton Grove, IL 60053, by phone at 847-965-1200, Monday through Friday 9:00am to 5:00pm or by email to [jwait@mgparks.com](mailto:jwait@mgparks.com), at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter generally require at least 5 business days advance notice. For the deaf or hearing-impaired, please use the Illinois Relay Center voice only operator at (800) 526-0857.

## **Consent Agenda: January 15, 2025 – Commissioner John Liston**

### **Minutes:**

I move to accept the recommendation of the Administration and Finance Committee to approve the minutes of the:

- The Board meeting held on December 20, 2024.

### **And the Financial Reports which include:**

- Cash Summary and Revenue and Expenditure Report dated December 31, 2024,
- Invoice Distribution Report ending December 31, 2024 in the amount of \$280,394.98
- Monthly Budget to Actual Report dated December 31, 2024,
- Card Services Report dated December 31, 2024.

### **AFTER CLOSED SESSION:**

I move to accept the recommendation of the Administration and Finance Committee to approve the minutes of the:

- Closed Session that was held on November 13, 2024.

## Approval of Minutes

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# Morton Grove Park District

6834 Dempster Street ▪ Morton Grove, Illinois ▪ 60053 847/965-1200

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**MORTON GROVE  
PARK DISTRICT**

Minutes of the 877<sup>th</sup> Board Meeting  
December 18, 2024  
Held at Prairie View Community Center

## Budget & Appropriation Public Hearing

- I. **Roll Call:** Commissioner Pietron called the public hearing to order at 6:30pm.

**Commissioners Present:** John Liston, John Pietron, Lisa Rathunde, and Paul Minx.

**Commissioners Absent:** Mazhar Khan was absent with notice.

**Staff Present:** Jeffrey Wait, Executive Director; Sue Braubach, Superintendent of Recreation; Martin O'Brien, Superintendent of Finance; Keith Gorczyca, Superintendent of Parks and Maintenance; and Luisa Brown, Recording Secretary.

**Guests:** Rita Minx, Village of Morton Grove

**Attorney Present:** Steven B. Adams, Robbin Schwartz

- II. **Pledge of Allegiance:** The pledge of allegiance was recited.
- III. **Explanation of Hearing:** The Board of Park Commissioners shall formally present an ordinance providing the Combined Annual Budget and Appropriation for the period beginning January 1, 2025 and ending December 31, 2025 available to the public.
- IV. **Public Comment:** None
- V. **Adjournment:** Commissioner Pietron made a motion, seconded by Commissioner Minx, to adjourn the public hearing.  
**Ayes:** Commissioner Minx, Rathunde, Liston, and Pietron. **Nays:** 0. **Motion carried.**

## Regular Board Meeting

- I. **Call Meeting to Order:** Commissioner Pietron called the Board meeting to order at 6:34pm.
- II. **Additions/Changes to the Agenda:** Closed session was removed from the agenda.
- III. **Appointment of a President Pro Tempore:** Commissioner Minx made a motion, seconded by Commissioner Liston, to appoint Vice President John Pietron to serve as President Pro Tempore with full authority to perform the duties of the office of President of the Morton Park District Park Board, during the President's absence, until further action by this Board; the President Pro Tempore shall have the authority to execute all documents necessary for the conveyance of 6210 Dempster Street to the Village of Morton Grove and for the acquisition of 6140 Dempster Street from the Village.  
**Ayes:** Commissioner Minx, Liston, Pietron, and Rathunde. **Nays:** 0. **Motion carried.**
- IV. **Citizens Comments on Agenda Items/Correspondence:** None

**V. Consent Agenda:**

Commissioner Liston made a motion, seconded by Commissioner Minx, to approve:

- a. The minutes from the Board Meeting held on November 13, 2024.
- b. The Financial Reports:
  1. The Cash Summary and Revenue and Expenditure Report dated November 31, 2024.
  2. The Invoice Distribution Report for the period ending November 31, 2024 in the amount of \$2,336,655.88.
  3. Monthly Budget to Actual report dated November 31, 2024.
  4. Card Service Report dated November 31, 2024.

**Ayes: Commissioner Pietron, Rathunde, Minx, and Liston. Nays: 0. Motion carried.**

- VI. Director's Report:** Director Wait stated that Morton Grove Park District was a recipient of a \$600,000 OSLAD Grant from the State of Illinois for the redevelopment of National Park. Wait announced that planning for National Park will start in the Spring of 2025 and renovations will begin in the Spring of 2026. Wait mentioned that on Friday, December 13<sup>th</sup>, the district held its "Light up the Park" event, and on December 14<sup>th</sup> the district put on its "Santa Comes to Town" event. Three Hundred and forty-three toys were distributed during the event, 244 goodie bags were handed out, and Santa was visited by almost 400 people in the 2.5-hour event. Wait thanked Superintendent Sue Braubach, Superintendent Gorczyca, and the recreation staff for their great jobs with both events. Lastly, Wait congratulated Superintendent Braubach on her 25 years of service to the park district.

- VII. Attorney's Report:** The report was sent electronically earlier in the day.

- VIII. Village Liaison Report :** None

- IX. Department Heads' Report:** Superintendent Braubach introduced the district's new Athletic Supervisor, Collin Jaffe. Braubach mentioned that pool passes for the summer go on sale on January 1<sup>st</sup>, and staff is already working on the summer programs and rehiring workers from last season. Braubach stated the district had its winter dance showcase on December 8<sup>th</sup> consisting of 150 audience members attended. Lastly, Braubach mentioned that in the last week of December, the district will be running its school day-off programs for students on winter break.

Superintendent O'Brien stated the finance department is busy closing out the 2024 financial year. This includes filing the tax levy and filing the appropriation ordinance before the last Tuesday in December. The finance department is also getting W2s and 1099s prepared and ready to send out to staff and vendors.

Superintendent Gorczyca stated that the Oketo Park project is complete. Gorczyca mentioned that the maintenance department conducted a bid opening for Palma Lane Park and the court project that has been submitted to the Village for permitting. Lastly, Gorczyca announced that the maintenance department has started working on the shade structures at Mansfield Park's ballfields.

**X. New Business:**

- a. Administration and Finance Committee – Commissioner Liston, Chair

**Budget & Appropriation #O-04-24:** Commissioner Liston made a motion, seconded by Commissioner Minx, for the Board of Park Commissioners, to approve Ordinance #O-04-24 adopting the combined annual budget and appropriation of funds for the Morton Grove Park District for the period of January 1, 2025 to December 31, 2025.

**Ayes: Commissioners Minx, Pietron, Rathunde, and Liston. Nays: 0. Motion carried.**

**Tax Levy Ordinance #O-05-24:** Commissioner Liston made a motion, seconded by Commissioner Minx, to approve the Property Tax Levy Ordinance #O-05-24.

**Ayes: Commissioners Rathunde, Pietron, Minx, and Liston. Nays: 0. Motion carried.**

**Tax Extension Resolution #R-06-24:** Commissioner Liston made a motion, seconded by Commissioner Minx, to approve the Tax Extension Resolution #R-06-24.

**Ayes: Commissioners Liston, Rathunde, Minx, and Pietron. Nays: 0. Motion carried.**

**Abatement Ordinance #O-06-24:** Commissioner Liston made a motion, seconded by Commissioner Pietron, for the Board of Park Commissioners to approve the Property Tax Abatement Ordinance #O-06-24.

**Ayes: Commissioners Pietron, Rathunde, Minx, and Liston. Nays: 0. Motion carried**

**Travel, Meals, and Lodging Approval:** Commissioner Liston made a motion, seconded by Commissioner Pietron, for the Board of Park Commissioners to approve the Travel, Meals, and Lodging for Commissioners and staff attending IPRA/IAPD's annual conference.

**Ayes: Commissioners Rathunde, Pietron, Minx, and Liston. Nays: 0. Motion carried.**

**Articles of Agreement with M-NASR Approval:** Commissioner Liston made a motion, seconded by Commissioner Pietron, to approve the updated Articles of Agreement with the Maine-Niles Association of Special Recreation.

**Ayes: Commissioners Pietron, Rathunde, Minx, and Liston. Nays: 0. Motion carried.**

**5/3 Bank Easement Agreement Approval:** Commissioner Liston made a motion, seconded by Commissioner Minx, to approve the easement agreement with 5/3 Bank.

**Ayes: Commissioners Liston, Rathunde, Minx, and Pietron. Nays: 0. Motion carried.**

**Palma Lane Development Bid Approval:** Commissioner Liston made a motion, seconded by Commissioner Minx, for the Board of Park Commissioners to accept the bid from Hacienda Landscaping in the amount of \$499,320.

**Ayes: Commissioners Pietron, Rathunde, Minx, and Liston. Nays: 0. Motion carried**

XI. **Public Comment on Non-Agenda Items :** None

XII. **Commissioner Comments:**

**Commissioner Liston:** Thanked the staff for the phenomenal work they have been doing.

**Commissioner Minx:** Congratulated Superintendent Braubach on her 25 years of service and thanked all the staff involved in the "Light Up the Park" and "Santa Comes to Town" events.

**Commissioner Rathunde:** Congratulated Superintendent Braubach on her 25 years of service, and stated she was excited for the 5/3<sup>rd</sup> Bank project. Also, she thanked the staff for all their hard work.

**Commissioner Pietron:** Wished everyone a Merry Christmas and Happy Holidays. Pietron Congratulated Superintendent Braubach on her 25 years of service. Lastly, Pietron stated he will be stepping down after the next Board meeting to give another resident of Morton Grove an opportunity to join the Board.

- XIII. **Adjournment:** Commissioner Minx made a motion, seconded by Commissioner Rathunde, to adjourn the meeting.  
**Motion carried by voice vote.**

The meeting ended at approximately 7:08pm.

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Board President, Mazhar Khan

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Board Secretary, Jeffrey Wait

# Financials

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- Cash Summary
- Revenue and Expenditures Report
- The Invoice Distribution Report
- Monthly Budget Report
- Card Services Report



CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 12/01/2024	Total Debits	Total Credits	Ending Balance 12/31/2024
01	CORPORATE	3,131,687.68	66,727.00	409,287.32	2,789,127.36
02	RECREATION	941,830.56	425,978.76	204,298.14	1,163,511.18
05	POLICE	4,024.85	1,000.00	742.60	4,282.25
10	PAVING & LIGHTING	3,315.04	0.00	0.00	3,315.04
15	MUSEUM	17,670.30	0.00	2,054.68	15,615.62
20	I.M.R.F.	114,297.02	516.89	12,325.40	102,488.51
22	F.I.C.A.	108,139.14	529.17	14,556.02	94,112.29
25	BOND & INTEREST	162,405.12	4,149.01	0.00	166,554.13
26	BOND AND INTEREST - HARRER POOL	204,977.91	0.00	0.00	204,977.91
30	LIABILITY INSURANCE	66,922.32	0.00	8,282.89	58,639.43
35	SPECIAL RECREATION	661,983.17	1,494.70	220,946.32	442,531.55
40	AUDIT	9,064.17	0.00	0.00	9,064.17
70	CAPITAL IMPROVEMENTS	5,186,744.47	220,000.00	168,086.43	5,238,658.04
99	PAYROLL CLEARING FUND	70,523.09	118,895.68	115,608.73	73,810.04
	TOTAL - ALL FUNDS	10,683,584.84	839,291.21	1,156,188.53	10,366,687.52

GL NUMBER	DESCRIPTION	2024		YTD BALANCE		ACTIVITY FOR	AVAILABLE		
		AMENDED BUDGET	2024	12/31/2024	12/31/2024		NORMAL	ABNORMAL	% BDOGT
Fund 01 - CORPORATE									
Fund 01 - CORPORATE:									
TOTAL REVENUES		2,856,212.00		3,051,357.87		(212,835.93)	(195,145.87)	106.83	
TOTAL EXPENDITURES		2,856,212.00		1,968,201.44		131,999.75	888,010.56	68.91	
NET OF REVENUES & EXPENDITURES		0.00		1,083,156.43		(344,835.68)	(1,083,156.43)	100.00	
Fund 02 - RECREATION									
Fund 02 - RECREATION:									
TOTAL REVENUES		3,253,384.00		3,329,025.47		422,602.00	(75,641.47)	102.33	
TOTAL EXPENDITURES		3,253,384.00		3,072,131.98		222,843.10	181,252.02	94.43	
NET OF REVENUES & EXPENDITURES		0.00		256,893.49		199,758.90	(256,893.49)	100.00	
Fund 05 - POLICE									
Fund 05 - POLICE:									
TOTAL REVENUES		10,000.00		9,000.00		0.00	1,000.00	90.00	
TOTAL EXPENDITURES		10,000.00		9,708.84		121.12	291.16	97.09	
NET OF REVENUES & EXPENDITURES		0.00		(708.84)		(121.12)	708.84	100.00	
Fund 15 - MUSEUM									
Fund 15 - MUSEUM:									
TOTAL REVENUES		42,000.00		33,000.00		0.00	9,000.00	78.57	
TOTAL EXPENDITURES		42,000.00		27,671.98		1,881.11	14,328.02	65.89	
NET OF REVENUES & EXPENDITURES		0.00		5,328.02		(1,881.11)	(5,328.02)	100.00	
Fund 20 - I.M.R.F.									
Fund 20 - I.M.R.F.:									
TOTAL REVENUES		175,000.00		141,326.48		516.89	33,673.52	80.76	
TOTAL EXPENDITURES		175,000.00		151,606.05		12,325.40	23,393.95	86.63	
NET OF REVENUES & EXPENDITURES		0.00		(10,279.57)		(11,808.51)	10,279.57	100.00	
Fund 22 - F.I.C.A.									
Fund 22 - F.I.C.A.:									
TOTAL REVENUES		250,000.00		211,326.48		516.89	38,673.52	84.53	
TOTAL EXPENDITURES		250,000.00		229,536.32		14,543.74	20,463.68	91.81	
NET OF REVENUES & EXPENDITURES		0.00		(18,209.84)		(14,026.85)	18,209.84	100.00	
Fund 25 - BOND & INTEREST									
Fund 25 - BOND & INTEREST:									
TOTAL REVENUES		1,100,000.00		1,134,398.92		4,149.01	(34,398.92)	103.13	
TOTAL EXPENDITURES		1,100,000.00		1,102,347.43		0.00	(2,347.43)	100.21	
NET OF REVENUES & EXPENDITURES		0.00		32,051.49		4,149.01	(32,051.49)	100.00	
Fund 26 - BOND AND INTEREST - HARRER POOL									
Fund 26 - BOND AND INTEREST - HARRER POOL:									
TOTAL REVENUES		800,000.00		160,000.00		0.00	640,000.00	20.00	
TOTAL EXPENDITURES		800,000.00		780,075.00		0.00	19,925.00	97.51	
NET OF REVENUES & EXPENDITURES		0.00		(620,075.00)		0.00	620,075.00	100.00	
Fund 30 - LIABILITY INSURANCE									
Fund 30 - LIABILITY INSURANCE:									
TOTAL REVENUES		148,500.00		110,000.00		0.00	38,500.00	74.07	
TOTAL EXPENDITURES		148,500.00		93,619.32		8,282.89	54,880.68	63.04	
NET OF REVENUES & EXPENDITURES		0.00		16,380.68		(8,282.89)	(16,380.68)	100.00	

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 12/31/2024		ACTIVITY FOR MONTH 12/31/2024		AVAILABLE BALANCE	
		AMENDED BUDGET		NORMAL (ABNORMAL)		INCREASE (DECREASE)		NORMAL (ABNORMAL)	% BDT USED
<b>Fund 35 - SPECIAL RECREATION</b>									
Fund 35 - SPECIAL RECREATION:									
	TOTAL REVENUES	396,000.00		408,671.72		1,494.70		(12,671.72)	103.20
	TOTAL EXPENDITURES	396,000.00		380,399.85		220,946.32		15,600.15	96.06
	NET OF REVENUES & EXPENDITURES	0.00		28,271.87		(219,451.62)		(28,271.87)	100.00
<b>Fund 40 - AUDIT</b>									
Fund 40 - AUDIT:									
	TOTAL REVENUES	22,500.00		22,000.00		0.00		500.00	97.78
	TOTAL EXPENDITURES	22,500.00		21,300.00		0.00		1,200.00	94.67
	NET OF REVENUES & EXPENDITURES	0.00		700.00		0.00		(700.00)	100.00
<b>Fund 70 - CAPITAL IMPROVEMENTS</b>									
Fund 70 - CAPITAL IMPROVEMENTS:									
	TOTAL REVENUES	1,973,500.00		1,364,315.00		220,000.00		609,185.00	69.13
	TOTAL EXPENDITURES	1,973,500.00		2,587,618.79		168,086.43		(614,118.79)	131.12
	NET OF REVENUES & EXPENDITURES	0.00		(1,223,303.79)		51,913.57		1,223,303.79	100.00
<b>TOTAL REVENUES - ALL FUNDS</b>									
	TOTAL REVENUES - ALL FUNDS	11,027,096.00		9,974,421.94		436,443.56		1,052,674.06	90.45
	TOTAL EXPENDITURES - ALL FUNDS	11,027,096.00		10,424,217.00		781,029.86		602,879.00	94.53
	NET OF REVENUES & EXPENDITURES	0.00		(449,795.06)		(344,586.30)		449,795.06	100.00

GL Number	Invoice Line Desc	Vendor	PAID Invoice Description	Amount	Check #
Check 40884					
02-07-593823	PROGRAM SUPPLIES-B4	BOBS DAIRY SERVICE	339241 MILK FOR B4	48.37	40884
		Total For Check 40884		48.37	
Check 40885					
02-21-570600	BLDG-LANDSCAPE-POOL - BLDG BORNQUIST, INC.	BORNQUIST	BORNQUIST 1/2 HOUR FIELD L	645.00	40885
		Total For Check 40885		645.00	
Check 40886					
01-20-520225	MATRL-SUPP-R & R - VEHICLE CASSIDY TIRE & SERVICE		FRONT TIRES FOR TRUCK 50	607.80	40886
		Total For Check 40886		607.80	
Check 40887					
02-10-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR JACOBS G	23.86	40887
		Total For Check 40887		23.86	
Check 40888					
70-10-586450	EXP MISCELLANEOUS-CLUB FIT DIRECT FITNESS SOLUTIONS,		EXCERCISE MACHINE	6,095.00	40888
		Total For Check 40888		6,095.00	
Check 40889					
02-33-570200	BUILDING & LANDSCAPE-BUILD GRAINGER		V-BELTS AND EXHAUST BELTS	602.96	40889
		Total For Check 40889		602.96	
Check 40890					
02-33-552300	CONTRACT SVCS-CONTRACTUAL	GROOT, INC.	GARBAGE SERVICES FOR PVCC	370.42	40890
		Total For Check 40890		370.42	
Check 40891					
01-10-520140	MATRL AND SUPP-OFFICE EXP	HINCKLEY SPRINGS	WATER FOR PVCC	79.93	40891
		Total For Check 40891		79.93	
Check 40892					
02-08-592917	CONTRACTING SERVICE-SANTA	HOUSE OF RENTAL	EQUIPMENT RENTAL FOR SANTA	1,530.00	40892
		Total For Check 40892		1,530.00	
Check 40893					
70-10-586136	SHADE STRUCTURES FOR PARKS INNOVATION LANDSCAPE, INC		FOOTINGS WORK	7,300.00	40893
70-10-586149	OKETO PARK RENOVATION - OS INNOVATION LANDSCAPE, INC		PLAYGROUND RENOVATION	139,195.04	40893
		Total For Check 40893		146,495.04	
Check 40894					
01-20-554100	CONTRACTUAL SERVICES-AGREE LRS HOLDINGS, LLC		TRASH PICK UP 6250 DEMPSTE	1,265.34	40894
		Total For Check 40894		1,265.34	
Check 40895					
01-20-520400	MATRL-SUPP-SUPPLIES - TOOL LURVEY LANDSCAPE SUPPLY		TREES FOR THE PARK DISTRIC	46.00	40895
01-20-570400	BLDG-LANDSCAPE-TREES-SHRUB LURVEY LANDSCAPE SUPPLY		TREES FOR THE PARK DISTRIC	151.00	40895
		Total For Check 40895		197.00	
Check 40896					
35-10-552705	CNTRCT SVCS-ADA INCLUSION	MAINE-NILES ASSN OF SP REC	INCLUSION SERVICES FOR 11/	530.49	40896
		Total For Check 40896		530.49	
Check 40897					
01-20-520312	MATERIALS AND SUPPLIES-JAN MENARDS		WORK GLOVES	76.98	40897
01-20-520321	MATRL AND SUPP-MAINT. - MA MENARDS		CORDS AND WASHER PIECES	47.45	40897
01-20-520400	MATRL-SUPP-SUPPLIES - TOOL MENARDS		CORDS AND WASHER PIECES	3.50	40897
01-20-560300	EQUIPMENT-NEW EQUIP - BLDG MENARDS		SUPPLIES FOR PVCC	73.97	40897
01-20-570400	BLDG-LANDSCAPE-TREES-SHRUB MENARDS		WHITE PINE TREE FOR CHRIST	44.99	40897
02-33-520312	MATERIALS AND SUPPLIES-JAN MENARDS		SUPPLIES FOR PVCC	85.94	40897
02-33-520321	MATRL AND SUPP-MAINT. - MA MENARDS		SUPPLIES FOR PVCC	80.88	40897
02-33-560200	EQUIPMENT-NEW EQUIP - MAIN MENARDS		SUPPLIES FOR PVCC	50.55	40897
		Total For Check 40897		464.26	
Check 40898					
02-33-560200	EQUIPMENT-NEW EQUIP - MAIN MST5 RECEIVABLES LLC		SOCKETS TO REMOVE VAN 46 S	33.06	40898
		Total For Check 40898		33.06	

GL Number	Invoice Line Desc	Vendor	PAID	Invoice Description	Amount	Check #
Check 40899						
01-20-520312	MATERIALS AND SUPPLIES-JAN NORTH AMERICAN CORP OF ILL AIR FRESHNER FOR FIELDHOUS				83.40	40899
				Total For Check 40899	83.40	
Check 40900						
70-10-586136	SHADE STRUCTURES FOR PARKS OZINGA READY MIX CONCRETE	CONCRETE FOR MANSFIELD PAR			2,619.00	40900
				Total For Check 40900	2,619.00	
Check 40901						
01-10-520130	MATRL AND SUPP-OFFICE EXP	PETTY CASH-MARTIN O'BRIEN	PETTY CASH		73.00	40901
02-05-593618	PROGRAM SUPPLIES-MUSIC	PETTY CASH-MARTIN O'BRIEN	PETTY CASH		44.44	40901
02-07-593823	PROGRAM SUPPLIES-B4	PETTY CASH-MARTIN O'BRIEN	PETTY CASH		30.46	40901
02-07-593825	PROGRAM SUPPLIES-BASE	PETTY CASH-MARTIN O'BRIEN	PETTY CASH		297.10	40901
				Total For Check 40901	445.00	
Check 40902						
01-10-554100	CONTRACTUAL SERVICES-AGREE PROSHRED CHICAGO		SHREDDING SERVICES		78.62	40902
				Total For Check 40902	78.62	
Check 40903						
02-10-560810	EQUIPMENT-NEW EQUIP - COMP REACH MEDIA NETWORK		REACH PLAYER LICEMSE RENEW		700.00	40903
				Total For Check 40903	700.00	
Check 40904						
01-10-551120	CONTRACT SVCS-LEGAL - EXTR ROBBINS SCHWARTZ		PROFESSIONAL SERVICES REND		2,832.75	40904
				Total For Check 40904	2,832.75	
Check 40905						
02-35-589110	EXP MISC.-MARKETING SPECIA TOWN SQUARE PUBLICATIONS		AD FOR CHAMBER MAGAZINE		875.00	40905
				Total For Check 40905	875.00	
Check 40906						
01-10-540150	UTILITIES-TELEPHONE	VERIZON WIRELESS	CELL PHONE BILLS		273.93	40906
02-10-540150	UTILITIES-TELEPHONE	VERIZON WIRELESS	CELL PHONE BILLS		273.93	40906
02-33-540150	UTILITIES-TELEPHONE	VERIZON WIRELESS	CELL PHONE BILLS		282.24	40906
				Total For Check 40906	830.10	
Check 40907						
01-10-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	FIRELINE		188.85	40907
				Total For Check 40907	188.85	
Check 40908						
01-10-520110	MATRL AND SUPP-OFFICE EXP	ACCURATE OFFICE SUPPLY CO.	30 CT OF PAPER		1,285.80	40908
				Total For Check 40908	1,285.80	
Check 40909						
01-20-520321	MATRL AND SUPP-MAINT. - MA ANDERSON LOCK CO		PREMIUM COMINATED CORE		261.20	40909
				Total For Check 40909	261.20	
Check 40910						
02-32-552300	CONTRACT SVCS-CONTRACTUAL	COMCAST CABLE	LOBBY TV CABLE		52.45	40910
				Total For Check 40910	52.45	
Check 40911						
02-10-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR PARKING		552.75	40911
				Total For Check 40911	552.75	
Check 40912						
01-10-581400	EXP MISCELLANEOUS-DUES & S CONSUMER REPORTS		SUBSCRIPTION RENEWAL		26.00	40912
				Total For Check 40912	26.00	
Check 40913						
30-10-582650	EXP MISC.-SAFTY TRAIN & SU GREG RAUHUT		2024 SAFTEY BOOTS		150.00	40913
				Total For Check 40913	150.00	
Check 40914						
02-35-554400	CONTRACT SVCS-AGREEMENTS - HAGG PRESS INC.		WINTER SPRING - ACTIVITY G		15,454.00	40914
				Total For Check 40914	15,454.00	
Check 40915						

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 40915					
02-01-592193	CONTRACTINGSERVICES-HOT SH HOT SHOTS SPORTS		FALL 1 2024 INOVICE	13,112.74	40915
02-07-592813	CONTRACTING SERVICES-BIRTH HOT SHOTS SPORTS		NOVEMEMER HOT SHOTS BDAYS	1,155.00	40915
Total For Check 40915				14,267.74	
Check 40916					
02-35-589110	EXP MISC.-MARKETING SPECIA J & D INSTANT SIGNS, INC.		NAME PLAQUES FOR STAFF AND	77.50	40916
Total For Check 40916				77.50	
Check 40917					
99-10-210955	PAYABLES-EMP FLEX SPENDING JEFF WAIT		FLEX SPENDING PAYROLL 26	117.07	40917
Total For Check 40917				117.07	
Check 40918					
01-10-554100	CONTRACTUAL SERVICES-AGREE KASEYA US LLC		MONTHLY SUBSCRIPTION	557.05	40918
Total For Check 40918				557.05	
Check 40919					
01-10-554100	CONTRACTUAL SERVICES-AGREE LEAF		COPIER RENTALS	63.71	40919
02-10-554100	CONTRACTUAL SERVICES-AGREE LEAF		COPIER RENTALS	63.71	40919
Total For Check 40919				127.42	
Check 40920					
02-08-593939	HOT COCO SUPPLIES	MAGIC BY RANDY INC.	HOT COCOA SOCIAL	450.00	40920
Total For Check 40920				450.00	
Check 40921					
30-10-532610	INSURANCE-PROPERTY	PARK DISTRICT RISK MANAGEM	PROPERTY/LIABILITY	2,702.15	40921
30-10-532611	INSURANCE LIABILITY	PARK DISTRICT RISK MANAGEM	PROPERTY/LIABILITY	1,445.70	40921
30-10-532615	INSURANCE-EMPLOYMENT PRACT	PARK DISTRICT RISK MANAGEM	PROPERTY/LIABILITY	484.56	40921
30-10-532620	INSURANCE-POLLUTION LIABIL	PARK DISTRICT RISK MANAGEM	PROPERTY/LIABILITY	83.94	40921
30-10-532630	INSURANCE-WORKERS COMP	PARK DISTRICT RISK MANAGEM	PROPERTY/LIABILITY	3,416.54	40921
Total For Check 40921				8,132.89	
Check 40922					
01-10-540120	UTILITIES-HEATING FUEL	SYMMETRY ENERGY SOLUTIONS	ELECTRIC BILL FOR ALL PARK	282.77	40922
02-10-540120	UTILITIES-HEATING FUEL	SYMMETRY ENERGY SOLUTIONS	ELECTRIC BILL FOR ALL PARK	148.54	40922
02-21-540120	UTILITIES-HEATING FUEL	SYMMETRY ENERGY SOLUTIONS	ELECTRIC BILL FOR ALL PARK	2.00	40922
02-22-540120	UTILITIES-HEATING FUEL	SYMMETRY ENERGY SOLUTIONS	ELECTRIC BILL FOR ALL PARK	40.60	40922
02-33-540120	UTILITIES-HEATING FUEL	SYMMETRY ENERGY SOLUTIONS	ELECTRIC BILL FOR ALL PARK	427.95	40922
15-10-540120	UTILITIES-HEATING FUEL	SYMMETRY ENERGY SOLUTIONS	ELECTRIC BILL FOR ALL PARK	48.88	40922
Total For Check 40922				950.74	
Check 40923					
15-10-520110	MATRL AND SUPP-OFFICE EXP	ULINE	30LNS KRAFT PAPER ROLL	107.57	40923
Total For Check 40923				107.57	
Check 40924					
01-10-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER BILL FOR ALL PARKS	113.31	40924
02-10-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER BILL FOR ALL PARKS	88.13	40924
02-21-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER BILL FOR ALL PARKS	75.54	40924
02-22-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER BILL FOR ALL PARKS	62.95	40924
02-33-540130	UTILITIES-WATER	VILLAGE OF MORTON GROVE	WATER BILL FOR ALL PARKS	453.24	40924
Total For Check 40924				793.17	
Check 40929					
02-32-513700	SALARIES & WAGES-GROUPX IN	BODYMINDSPIRITFITNESS CORP	NOVEMBER GROUPEX CLASSES	810.00	40929
Total For Check 40929				810.00	
Check 40930					
01-10-554100	CONTRACTUAL SERVICES-AGREE CANON U.S.A, INC.		COPIER LEASE	73.84	40930
02-10-554100	CONTRACTUAL SERVICES-AGREE CANON U.S.A, INC.		COPIER LEASE	73.83	40930
Total For Check 40930				147.67	
Check 40931					
02-33-540110	UTILITIES-ELECTRICTY	COMED	ELECTRIC BILL FOR 8830 OAK	83.52	40931

GL Number	Invoice Line Desc	Vendor	PAID	Invoice Description	Amount	Check #
Check 40931		Total For Check 40931			83.52	
Check 40932		Total For Check 40932			19.48	
01-20-520323	MATRL AND SUPP-MAINT. - MA	DES PLAINES MATERIAL & SUP		BALANCE FORWARD	19.48	40932
Check 40933		Total For Check 40933			973.64	
02-32-520210	MATERIALS AND SUPPLIES-EQU	DIRECT FITNESS SOLUTIONS,		PREVENTATIVE MAINTENANCE	973.64	40933
Check 40934		Total For Check 40934			14,177.99	
01-10-481810	MISCELLANEOUS REV-MISC. -	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	737.82	40934
01-10-520130	MATRL AND SUPP-OFFICE EXP	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	21.81	40934
01-10-551400	CONTRACTUAL SERVICES-BAMBO	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	807.84	40934
01-10-554100	CONTRACTUAL SERVICES-AGREE	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	75.56	40934
01-10-580100	EXP MISC.-HUMAN RESOURCE E	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	27.97	40934
01-10-581110	EXP MISCELLANEOUS-COMMISSI	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	815.97	40934
01-10-581120	EXP MISC-COMM EXPENSE - ED	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	780.00	40934
01-10-581200	EXP MISC.-EDUCATIONAL SEMI	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	480.00	40934
01-10-581250	EXP MISCELLANEOUS-BUSINESS	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	263.35	40934
01-10-581400	EXP MISCELLANEOUS-DUES & S	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	558.99	40934
01-10-589105	EXP MISCELLANEOUS-EMPLOYEE	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	22.48	40934
01-20-560300	EQUIPMENT-NEW EQUIP - BLDG	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	75.96	40934
01-20-570150	BLDG-LANDSCAPE-GENERAL PAR	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	125.98	40934
02-01-593141	PROGRAM SUPPLIES-SPORTS TO	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	57.90	40934
02-04-490513	PROGRAM FEES REV-ADULT DAN	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	79.61	40934
02-04-593514	PROGRAM SUPPLIES-DANCE - C	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	518.45	40934
02-05-593624	PROGRAM SUPPLIES-YOUTH CON	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	65.05	40934
02-06-592715	CONTRACTING SERVICES-TODDL	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	270.00	40934
02-06-593711	PROGRAM SUPPLIES-PRE SCHOO	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	112.14	40934
02-07-592819	CONTRACTING SERVICES-GAP	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	941.76	40934
02-07-593825	PROGRAM SUPPLIES-BASE	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	818.11	40934
02-08-593925	PROGRAM SUPPLIES-SILVER BE	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	159.61	40934
02-08-593946	PROGRAM SUPPLIESHOLIDAY HO	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	188.77	40934
02-08-593950	PROGRAM SUPPLIES-FREE EVEN	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	389.20	40934
02-08-593952	GINGERBREAD HOUSE	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	186.81	40934
02-10-520110	MATRL AND SUPP-OFFICE EXP	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	58.63	40934
02-10-554100	CONTRACTUAL SERVICES-AGREE	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	11.99	40934
02-10-581200	EXP MISC.-EDUCATIONAL SEMI	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	1,825.00	40934
02-10-589105	EXP MISCELLANEOUS-EMPLOYEE	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	50.00	40934
02-32-520110	MATRL AND SUPP-OFFICE EXP	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	111.35	40934
02-32-520210	MATERIALS AND SUPPLIES-EQU	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	76.98	40934
02-32-520211	MATRL AND SUPP-PREVENTATIV	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	38.99	40934
02-32-520335	MATERIALS AND SUPPLIES-SUP	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	690.00	40934
02-32-520360	MATRL AND SUPP-SUPPLIES - F	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	64.93	40934
02-32-552300	CONTRACT SVCS-CONTRACTUAL	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	699.00	40934
02-33-520312	MATERIALS AND SUPPLIES-JAN	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	57.28	40934
02-33-570200	BUILDING & LANDSCAPE-BUILD	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	110.56	40934
02-35-521584	MATERIALS AND SUPPLIES-BAN	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	821.18	40934
02-35-554100	CONTRACTUAL SERVICES-AGREE	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	809.99	40934
02-35-554405	CONTRACTUAL SERVICES-PUBLI	ELAN FINANCIAL SERVICES		DECEMBER CREDIT CARD STATE	170.97	40934
Check 40935		Total For Check 40935			2,600.00	
01-20-554100	CONTRACTUAL SERVICES-AGREE	GREEN TURF INC.		REMOVE AND STUMP GRIND AT	2,600.00	40935
Check 40936		Total For Check 40936			192.76	
01-10-554100	CONTRACTUAL SERVICES-AGREE	LEAF		COPIER RENTALS	192.76	40936
02-10-554100	CONTRACTUAL SERVICES-AGREE	LEAF		COPIER RENTALS	192.76	40936

GL Number	Invoice Line Desc	Vendor	PAID	Invoice Description	Amount	Check #
Check 40936						
Total For Check 40936					385.52	
Check 40937						
70-10-586450	EXP MISCELLANEOUS-CLUB FIT LIFE FITNESS			INTEGRITY + CROSS TRAINER	6,922.39	40937
Total For Check 40937					6,922.39	
Check 40938						
01-20-554100	CONTRACTUAL SERVICES-AGREE LRS HOLDINGS, LLC			PORTA POTTIES	920.00	40938
Total For Check 40938					920.00	
Check 40939						
35-10-552705	CNTRCT SVCS-ADA INCLUSION MAINE-NILES ASSN OF SP REC INCLUSION SERVICES FOR 11/				415.83	40939
Total For Check 40939					415.83	
Check 40940						
01-20-520321	MATRL AND SUPP-MAINT. - MA MENARDS			PLUMBING REPAIR GARAGE	120.24	40940
01-20-520323	MATRL AND SUPP-MAINT. - MA MENARDS			CHRISTMAS LIGHTS	132.33	40940
01-20-520400	MATRL-SUPP-SUPPLIES - TOOL MENARDS			TAMPER PROOF TORX SET	77.16	40940
02-21-570600	BLDG-LANDSCAPE-POOL - BLDG MENARDS			TAMPER PROOF TORX SET	231.64	40940
Total For Check 40940					561.37	
Check 40941						
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS NAPA			OIL FILTER	37.02	40941
01-20-520400	MATRL-SUPP-SUPPLIES - TOOL NAPA			PICK SET	9.99	40941
01-20-520500	MATRL-SUPP-SUPPLIES - GAS NAPA			MOTOR OIL	102.96	40941
Total For Check 40941					149.97	
Check 40942						
01-10-540120	UTILITIES-HEATING FUEL	NICOR GAS		GAS BILL FOR ALL PARKS	282.35	40942
02-10-540120	UTILITIES-HEATING FUEL	NICOR GAS		GAS BILL FOR ALL PARKS	525.13	40942
02-22-540120	UTILITIES-HEATING FUEL	NICOR GAS		GAS BILL FOR ALL PARKS	250.85	40942
02-33-540120	UTILITIES-HEATING FUEL	NICOR GAS		GAS BILL FOR ALL PARKS	417.42	40942
15-10-540120	UTILITIES-HEATING FUEL	NICOR GAS		GAS BILL FOR ALL PARKS	107.71	40942
Total For Check 40942					1,583.46	
Check 40943						
01-10-540150	UTILITIES-TELEPHONE	PEERLESS NETWORK, INC.		PHONE SERVICES	1,090.91	40943
02-10-540150	UTILITIES-TELEPHONE	PEERLESS NETWORK, INC.		PHONE SERVICES	1,090.91	40943
02-33-540150	UTILITIES-TELEPHONE	PEERLESS NETWORK, INC.		PHONE SERVICES	1,123.96	40943
Total For Check 40943					3,305.78	
Check 40944						
15-10-520110	MATRL AND SUPP-OFFICE EXP	ULINE		KRAFT PAPER	107.57	40944
Total For Check 40944					107.57	
Check 40954						
70-10-586100	EXP MISCELLANEOUS-PVCC GEN BILL'S PLUMBING & SEWER, I NEW EJECTOR PUMPS FOR PVCC				5,955.00	40954
Total For Check 40954					5,955.00	
Check 40955						
02-10-554100	CONTRACTUAL SERVICES-AGREE CANON FINANCIAL SERVICES,			DECEMBER 2024 COPIER MAINT	520.07	40955
Total For Check 40955					520.07	
Check 40956						
02-32-554200	CONTRACT SVCS-AGREEMENTS - COMCAST CABLE			TELEVISIONS FOR PVCC FITNE	591.57	40956
Total For Check 40956					591.57	
Check 40957						
02-33-552300	CONTRACT SVCS-CONTRACTUAL CRNE'S ENVIRONMENTAL CONTR NEW THERMOSTATS FOR PVCC				7,695.00	40957
02-33-570200	BUILDING & LANDSCAPE-BUILD CRNE'S ENVIRONMENTAL CONTR NEW THERMOSTATS FOR PVCC				12,245.00	40957
Total For Check 40957					19,940.00	
Check 40958						
01-20-554100	CONTRACTUAL SERVICES-AGREE LRS HOLDINGS, LLC			HARRER POOL GARBAGE	461.97	40958
Total For Check 40958					461.97	
Check 40959						



GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 40959					
02-33-520321	MATRL AND SUPP-MAINT. - MA	MENARDS	SUPPLIES FOR PVCC	6.90	40959
Total For Check 40959				6.90	
Check 40960					
01-10-540110	UTILITIES-ELECTRICTY	MIDAMERICAN ENERGY SERVICE	DECEMBER 2024 ELECTRICITY	1,230.61	40960
02-10-540110	UTILITIES-ELECTRICTY	MIDAMERICAN ENERGY SERVICE	DECEMBER 2024 ELECTRICITY	570.85	40960
02-21-540110	UTILITIES-ELECTRICTY	MIDAMERICAN ENERGY SERVICE	DECEMBER 2024 ELECTRICITY	815.98	40960
02-22-540110	UTILITIES-ELECTRICTY	MIDAMERICAN ENERGY SERVICE	DECEMBER 2024 ELECTRICITY	372.04	40960
02-33-540110	UTILITIES-ELECTRICTY	MIDAMERICAN ENERGY SERVICE	DECEMBER 2024 ELECTRICITY	4,922.42	40960
15-10-540110	UTILITIES-ELECTRICTY	MIDAMERICAN ENERGY SERVICE	DECEMBER 2024 ELECTRICITY	238.31	40960
Total For Check 40960				8,150.21	
Check 40961					
02-21-540120	UTILITIES-HEATING FUEL	NICOR GAS	DEC 2024 NATURAL GAS	380.47	40961
Total For Check 40961				380.47	
Check 40962					
15-10-554600	CONTRACTUAL SERVICES-PROF	SHERI COZZI	MUSEUM CLEANING DEC 2024	220.00	40962
Total For Check 40962				220.00	

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User: lgonzalez  
DB: Morton Grove Pa

INVOICE GL DISTRIBUTION REPORT FOR MORTON GROVE PARK DISTRICT  
INVOICE ENTRY DATES 12/01/2024 - 12/31/2024  
JOURNALIZED  
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 01 CORPORATE	20,662.70	
			Fund 02 RECREATION	81,469.53	
			Fund 15 MUSEUM	830.04	
			Fund 30 LIABILITY INSURANC	8,282.89	
			Fund 35 SPECIAL RECREATION	946.32	
			Fund 70 CAPITAL IMPROVEMEN	168,086.43	
			Fund 99 PAYROLL CLEARING F	117.07	
				<hr/>	
				280,394.98	

Calculations as of 12/31/2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget AMT CHANGE
Fund: 01 CORPORATE					
ESTIMATED REVENUES					
Dept 10 - ADMINISTRATION					
01-10-411100	TAX RECEIPTS REV-REAL ESTATE TAXE	2,460,000.00	2,460,000.00	2,683,232.94	(223,232.94)
01-10-412100	TAX RECEIPTS REV-REPLACEMENT TAXE	9,030.00	9,030.00	9,516.80	(486.80)
01-10-430100	INTEREST-INTEREST INCOME	271,416.00	271,416.00	217,625.13	53,790.87
01-10-481810	MISCELLANEOUS REV-MISC. - GENERAL	19,494.00	19,494.00	602.71	18,891.29
01-10-481850	MISCELLANEOUS REV- PVCC PARKING L			44,000.00	(44,000.00)
01-10-485500	MISCELLANEOUS REV-MMASR RENT	96,272.00	96,272.00	96,380.29	(108.29)
Totals for dept 10 - ADMINISTRATION		<u>2,856,212.00</u>	<u>2,856,212.00</u>	<u>3,051,357.87</u>	<u>(195,145.87)</u>
TOTAL ESTIMATED REVENUES		2,856,212.00	2,856,212.00	3,051,357.87	(195,145.87)

Calculations as of 12/31/2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget AMT CHANGE
Fund: 01 CORPORATE APPROPRIATIONS					
Dept 10 - ADMINISTRATION					
01-10-511100	SALARIES & WAGES-DIRECTOR	178,376.00	175,876.00	173,563.68	2,312.32
01-10-511200	SALARIES-SUPERINTENDENT OF HR & R	83,740.00	69,740.00	69,327.76	412.24
01-10-511300	SALARIES-SUPERINTENDENT OF FINANC	129,585.00	129,585.00	127,595.40	1,989.60
01-10-511900	SALARIES & WAGES-IT PROGRAMMER	81,421.00	81,421.00	77,464.00	3,957.00
01-10-512720	SALARIES & WAGES-FINANCE COORDINA	62,602.00	62,902.00	62,875.05	26.95
01-10-513211	SALARIES & WAGES-SECURITY PART TI	111.00	5,111.00	5,000.00	111.00
01-10-520100	MATRL AND SUPP-BANK SERVICE CHARG	500.00	1,100.00	1,021.56	78.44
01-10-520110	MATRL AND SUPP-OFFICE EXP - SUPPL	5,744.00	5,744.00	3,365.45	2,378.55
01-10-520130	MATRL AND SUPP-OFFICE EXP - POSTA	2,500.00	2,500.00	1,128.90	1,371.10
01-10-520140	MATRL AND SUPP-OFFICE EXP - BOTTL	800.00	900.00	821.71	78.29
01-10-520160	MATRL AND SUPP-OFFICE EXP - PUBLI		300.00	292.04	7.96
01-10-530310	INSURANCE-INS - HEALTH & LIFE - D	311,563.00	311,563.00	256,075.24	55,487.76
01-10-540110	UTILITIES-ELECTRICTY	19,200.00	19,200.00	15,824.31	3,375.69
01-10-540120	UTILITIES-HEATING FUEL	12,000.00	12,000.00	5,740.89	6,259.11
01-10-540130	UTILITIES-WATER	1,800.00	1,800.00	1,478.08	321.92
01-10-540150	UTILITIES-TELEPHONE	25,300.00	25,300.00	16,488.12	8,811.88
01-10-551120	CONTRACT SVCS-LEGAL - EXTRA SERVI	43,200.00	53,700.00	43,640.84	10,059.16
01-10-551400	CONTRACTUAL SERVICES-BAMBOO PAYRO	14,500.00	14,500.00	13,322.47	1,177.53
01-10-552100	CNTRCT SVCS-BS&A SOFTWARE SERVICE	5,000.00	5,000.00	4,291.00	709.00
01-10-552200	CONTRACT SVCS-NETCOMM 2000 IT ASS	20,000.00	23,000.00	21,172.98	1,827.02
01-10-554100	CONTRACTUAL SERVICES-AGREEMENTS -	30,000.00	34,000.00	32,669.67	1,330.33
01-10-560100	EQUIPMENT-NEW EQUIP - OFFICE	1,000.00	1,000.00	203.98	796.02
01-10-560800	EQUIPMENT-NEW EQUIP - COMPUTER -	10,000.00	10,000.00	9,662.68	337.32
01-10-560810	EQUIPMENT-NEW EQUIP - COMPUTER -	4,000.00	7,200.00	7,161.20	38.80
01-10-580100	EXP MISC.-HUMAN RESOURCE EXPENSES	5,000.00	5,000.00	4,641.17	358.83
01-10-580200	EXP MISC.-EXECUTIVE DIRECTOR SEMI	1,000.00	1,100.00	1,046.58	53.42
01-10-580201	EXP MISC.-RENEWAL OF STRATEGIC PL	1,000.00	1,000.00		1,000.00
01-10-581100	BUSINESS MEETINGS	100.00	100.00		100.00
01-10-581110	EXP MISCELLANEOUS-COMMISSIONERS E	3,000.00	4,000.00	3,952.05	47.95
01-10-581120	EXP MISC-COMM EXPENSE - EDUC SEMI	8,000.00	8,000.00	2,311.73	5,688.27
01-10-581200	EXP MISC.-EDUCATIONAL SEMINARS -	13,763.00	13,763.00	7,396.35	6,366.65
01-10-581250	EXP MISCELLANEOUS-BUSINESS MEALS	1,000.00	1,600.00	1,558.06	41.94

Calculations as of 12/31/2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget Amt Change
Fund: 01 CORPORATE					
APPROPRIATIONS					
Dept 10 - ADMINISTRATION					
01-10-581300	EXP MISC.-EMPLOYEE TRAVEL ALLOWAN	1,500.00	1,500.00	214.00	1,286.00
01-10-581400	EXP MISCELLANEOUS-DUES & SUBSCRIP	13,885.00	13,885.00	13,880.81	4.19
01-10-581500	EXP MISCELLANEOUS-UNIFORMS	1,000.00	1,000.00	788.50	211.50
01-10-581600	EXP MISC.-MORTON GROVE SPECIAL EV	2,000.00	2,000.00	387.14	1,612.86
01-10-589105	EXP MISCELLANEOUS-EMPLOYEE RECOGN	500.00	900.00	878.77	21.23
01-10-589110	EXP MISC.-MARKETING SPECIAL EVENT	1,000.00	1,500.00	1,488.19	11.81
01-10-589200	EXP MISCELLANEOUS-EQUITY TRANSFER	960,000.00	924,100.00	160,000.00	764,100.00
Totals for dept 10 - ADMINISTRATION		2,055,690.00	2,032,890.00	1,148,730.36	884,159.64
Dept 20 - PARKS MAINT					
01-20-511400	SALARIES-SUPERINTENDENT OF PARKS	101,984.00	97,184.00	97,111.80	72.20
01-20-512120	SALARIES & WAGES-PARKS FOREMAN	96,064.00	93,264.00	93,200.20	63.80
01-20-512130	SALARIES & WAGES - FULLTIME	410,274.00	373,274.00	373,051.31	222.69
01-20-512150	SALARIES & WAGES-FULLTIME - OT	10,000.00	18,100.00	18,023.09	76.91
01-20-513100	SALARIES & WAGES-SUMMER STAFF	20,000.00	14,300.00	14,290.01	9.99
01-20-520221	MATRL-SUPP-R & R - BLDG REPAIR SE	6,500.00	2,700.00	2,610.72	89.28
01-20-520225	MATRL-SUPP-R & R - VEHICLE REPAIR	8,000.00	8,000.00	7,891.10	108.90
01-20-520230	MATERIALS AND SUPPLIES-RENTAL MAC	500.00	1,100.00	1,012.38	87.62
01-20-520312	MATERIALS AND SUPPLIES-JANITOR SU	13,000.00	10,800.00	10,725.82	74.18
01-20-520318	MATRL AND SUPP-MAINT. - MATLIS -	500.00	500.00	341.40	158.60
01-20-520321	MATRL AND SUPP-MAINT. - MATILS -	5,000.00	5,300.00	5,224.60	75.40
01-20-520323	MATRL AND SUPP-MAINT. - MAT'LS -	8,000.00	5,100.00	5,071.49	28.51
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS - VEHI	8,000.00	13,100.00	13,031.95	68.05
01-20-520327	MATRL- SUPP-MAINT. - BALL FIELDS	1,200.00	1,200.00	561.29	638.71
01-20-520328	MATRL-SUPP-MAINT. -PLAYGROUND MUL	5,500.00	6,700.00	6,675.76	24.24
01-20-520335	MATERIALS AND SUPPLIES-SUPPLIES -	500.00	1,600.00	1,522.36	77.64
01-20-520400	MATRL-SUPP-SUPPLIES - TOOLS & HAR	6,500.00	2,700.00	2,630.08	69.92
01-20-520500	MATRL-SUPP-SUPPLIES - GAS & OIL V	25,000.00	21,400.00	20,500.57	899.43
01-20-554100	CONTRACTUAL SERVICES-AGREEMENTS -	39,000.00	96,000.00	95,527.02	472.98
01-20-560200	EQUIPMENT-NEW EQUIP - MAINT	2,500.00	3,700.00	3,650.73	49.27
01-20-560300	EQUIPMENT-NEW EQUIP - BLDG	500.00	600.00	548.93	51.07
01-20-570150	BLDG-LANDSCAPE-GENERAL PARK IMPRO	11,000.00	15,700.00	15,601.01	98.99
01-20-570200	BUILDING & LANDSCAPE-BUILDING REP	3,000.00	1,700.00	1,600.70	99.30
01-20-570300	BLDG-LANDSCAPE-GRASS-SEED-SOD-FER	4,000.00	1,700.00	1,682.73	17.27

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GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget AMT CHANGE
Fund: 01 CORPORATE					
APPROPRIATIONS					
Dept 20 - PARKS MAINT					
01-20-570400	BLDG-LANDSCAPE-TREES-SHRUBS-FLOWE	5,000.00	15,300.00	15,265.05	34.95
01-20-570410	BLDG-LNDSCP-BLK DIRT-SAND-FILL-BA	5,000.00	9,900.00	9,889.69	10.31
01-20-581200	EXP MISC.-EDUCATIONAL SEMINARS -	2,500.00	1,900.00	1,862.37	37.63
01-20-581500	EXP MISCELLANEOUS-UNIFORMS	1,000.00	400.00	366.92	33.08
01-20-581501	PRAIRIE VIEW ICE ARENA	500.00	100.00		100.00
Totals for dept 20 - PARKS MAINT		800,522.00	823,322.00	819,471.08	3,850.92
TOTAL APPROPRIATIONS		2,856,212.00	2,856,212.00	1,968,201.44	888,010.56

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GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget Amt CHANGE
Fund: 01 CORPORATE					
NET OF REVENUES/APPROPRIATIONS - FUND 01				1,083,156.43	(1,083,156.43)
	BEGINNING FUND BALANCE	1,696,975.40	1,696,975.40	1,696,975.40	
	ENDING FUND BALANCE	1,696,975.40	1,696,975.40	2,780,131.83	(1,083,156.43)
Fund: 02 RECREATION					
ESTIMATED REVENUES					
Dept 01 - ATHLETICS					
02-01-490105	PROGRAM FEES REV-PICKLEBALL	12,289.00	12,289.00	17,548.07	(5,259.07)
02-01-490131	PRGM REV-SOFTBALL - ADULT LEAGUE	19,700.00	19,700.00	18,250.00	1,450.00
02-01-490141	PROGRAM FEES REV-SPORTS TOURNAMEN	2,880.00	2,880.00	1,240.00	1,640.00
02-01-490170	PRGM REV-YOUTH ATHLETIC CONTRACT	20,020.00	20,020.00	8,365.80	11,654.20
02-01-490176	PROGRAM FEES REV-ISKC KARATE	63,608.00	63,608.00	74,387.00	(10,779.00)
02-01-490179	PROGRAM FEES REV-TKDO	9,800.00	9,800.00	3,818.71	5,981.29
02-01-490182	PROGRAM FEES REV-AYSO SOCCER SETU	3,000.00	3,000.00		3,000.00
02-01-490191	PRGM REV- VOLLEYBALL			(182.00)	182.00
02-01-490193	PROGRAM REVENUE HOT SHOTS	96,583.00	96,583.00	143,295.37	(46,712.37)
02-01-490212	PROGRAM FEES REV-INDOOR COURT REN	35,000.00	35,000.00	33,257.50	1,742.50
02-01-490512	PROGRAM FEES -OUTDOOR FIELDS/COUR	54,893.00	54,893.00	57,791.50	(2,898.50)
Totals for dept 01 - ATHLETICS		317,773.00	317,773.00	357,771.95	(39,998.95)
Dept 03 - CAMPS					
02-03-490412	PROGRAM FEES REV-CAMP	249,995.00	249,995.00	253,696.84	(3,701.84)
02-03-490417	PROGRAM FEES REV-CAMP EXTENDED	15,800.00	15,800.00	15,329.50	470.50
02-03-490418	PRGM REV-RISE-N-SHINE (BEFORE CA	8,040.00	8,040.00	10,944.00	(2,904.00)
Totals for dept 03 - CAMPS		273,835.00	273,835.00	279,970.34	(6,135.34)
Dept 04 - DANCE					
02-04-490513	PROGRAM FEES REV-ADULT DANCE			(79.61)	79.61
02-04-490514	PROGRAM FEES REV-DANCE CLASSES	37,000.00	37,000.00	43,456.65	(6,456.65)
02-04-490520	PROGRAM FEES REV-DANCE - RECITAL	4,350.00	4,350.00	2,380.00	1,970.00
Totals for dept 04 - DANCE		41,350.00	41,350.00	45,757.04	(4,407.04)
Dept 05 - ARTS & CRAFTS					
02-05-490617	PROGRAM FEES REV-GUITAR LESSONS	2,880.00	2,880.00		2,880.00
02-05-490618	PROGRAM FEES REV-MUSIC	4,770.00	4,770.00	7,162.00	(2,392.00)
02-05-490622	PROGRAM FEES REV-LAUGUAGE CLASSES	1,800.00	1,800.00	1,187.00	613.00
02-05-490623	PROGRAM FEES REV-ADULT GENERAL IN	2,580.00	2,580.00	2,760.00	(180.00)
02-05-490624	PROGRAM FEES REV-YOUTH CONTRACTUA	17,904.00	17,904.00	12,892.00	5,012.00
Totals for dept 05 - ARTS & CRAFTS		29,934.00	29,934.00	24,001.00	5,933.00
Dept 06 - PRESCHOOL-INFANTS					
02-06-490711	PROGRAM FEES REV-PRE SCHOOL	105,017.00	105,017.00	113,891.16	(8,874.16)
02-06-490715	PROGRAM FEES REV-TODDLER VARIETY	3,800.00	3,800.00	3,969.00	(169.00)
02-06-490716	PROGRAM FEES REV-INDOOR PLAYGROUN	1,500.00	1,500.00	510.00	990.00

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GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget AMT CHANGE
Fund: 02 RECREATION					
ESTIMATED REVENUES					
Dept 06 - PRESCHOOL-INFANTS					
Totals for dept 06 - PRESCHOOL-INFANTS		110,317.00	110,317.00	118,370.16	(8,053.16)
Dept 07 - VARIED INTERESTS					
02-07-490813	PROGRAM FEES REV-BIRTHDAY PARTIES	14,940.00	14,940.00	12,501.00	2,439.00
02-07-490815	PROGRAM FEES REV-PIANO LESSONS	28,228.00	28,228.00	28,145.00	83.00
02-07-490818	PROGRAM FEES REV-STEM CLASSES			1,400.00	(1,400.00)
02-07-490819	PROGRAM FEES REV-GAP	18,240.00	18,240.00	23,225.00	(4,985.00)
02-07-490820	PROGRAM FEES REV-EARLY RELEASE	6,800.00	6,800.00	9,202.00	(2,402.00)
02-07-490821	PROGRAM FEES REV-PUPPY TRAINING	8,700.00	8,700.00	9,381.99	(681.99)
02-07-490823	PROGRAM FEES REV-B4	35,178.00	35,178.00	39,683.00	(4,505.00)
02-07-490825	PROGRAM FEES REV-BASE	177,900.00	177,900.00	182,950.40	(5,050.40)
02-07-490826	PROGRAM FEES REV-KINDER ODYSSEY D	85,150.00	85,150.00	85,517.00	(367.00)
02-07-490840	PROGRAM FEES REV-MAGIC	1,460.00	1,460.00	753.00	707.00
Totals for dept 07 - VARIED INTERESTS		376,596.00	376,596.00	392,758.39	(16,162.39)
Dept 08 - SPECIAL EVENTS					
02-08-490911	PROGRAM FEES REV-SK RUN			61.00	(61.00)
02-08-490912	PROGRAM FEES REV-HALLOWEEN PARTY	1,200.00	1,200.00	1,564.00	(364.00)
02-08-490914	PROGRAM FEES REV-COLD BREWS	3,300.00	3,300.00	600.00	2,700.00
02-08-490917	PROGRAM FEES REV-SANTA COMES TO T	5,000.00	5,000.00	6,593.01	(1,593.01)
02-08-490919	PRGM REV-DADDY DAUGHTER DATE NIG	2,085.00	2,085.00	1,770.00	315.00
02-08-490921	PRGM REV-MOTHER/DAUGHTER EVENT			1,094.00	(1,094.00)
02-08-490922	PROGRAM FEES REV-GARAGE SALES			1,260.00	(1,260.00)
02-08-490925	PROGRAM FEES REV-GRINCH HOLIDAY E	450.00	450.00	1,387.89	(937.89)
02-08-490926	PROGRAM FEES REV-SUMMER CONCERTS			(1,350.00)	1,350.00
02-08-490936	PROGRAM FEES REV-FAMILY CAMPOUTS	1,250.00	1,250.00	1,519.00	(269.00)
02-08-490938	PROGRAM FEES REV-EGGSTRAVAGANZA	1,200.00	1,200.00	1,304.41	(104.41)
02-08-490939	PROGRAM FEES REV-FAMILY FUN NIGHT	600.00	600.00	25.00	575.00
02-08-490943	PROGRAM FEES REV-FAMILY EVENTS	1,480.00	1,480.00	587.90	892.10
02-08-490946	PROGRAM FEES REV-HOLIDAY HOUSE VI	1,720.00	1,720.00	1,260.00	460.00
02-08-490947	PROGRAM FEES REV-ANIMAL EVENTS	330.00	330.00	484.00	(154.00)
02-08-490952	PROGRAM FEES-GINGERBREAD HOUSE MO	720.00	720.00	592.25	127.75
Totals for dept 08 - SPECIAL EVENTS		19,335.00	19,335.00	18,752.46	582.54
Dept 09 - SENIOR FITNESS					
02-09-490224	WELLNESS PROGRAMS			42.00	(42.00)
02-09-490231	PROGRAM FEES REV-PERSONAL TRAININ	5,700.00	5,700.00	10,902.00	(5,202.00)



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GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget Amt CHANGE
Fund: 02 RECREATION					
ESTIMATED REVENUES					
Dept 09 - SENIOR FITNESS					
02-09-490232	PROGRAM FEES REV-CONTRACTUAL FITN	1,000.00	1,000.00	10.00	990.00
Totals for dept 09 - SENIOR FITNESS		6,700.00	6,700.00	10,954.00	(4,254.00)
Dept 10 - ADMINISTRATION					
02-10-411100	TAX RECEIPTS REV-REAL ESTATE TAXE	1,281,000.00	1,281,000.00	1,053,728.15	227,271.85
02-10-411200	TAX RECPT REV-REAL ESTATE TAXES-A	41,000.00			
02-10-412100	TAX RECEIPTS REV-REPLACEMENT TAXE		41,000.00	50,000.00	(9,000.00)
02-10-430100	INTEREST-INTEREST INCOME			217,625.12	(217,625.12)
02-10-481810	MISCELLANEOUS REV-MISC. - GENERAL	1,744.00	1,744.00	70.00	1,674.00
02-10-481850	MISCELLANEOUS REV- REC TRAC CONTR			71.43	(71.43)
02-10-485601	DONATION FOR BASE PROGRAM - JUDY			500.00	(500.00)
Totals for dept 10 - ADMINISTRATION		1,323,744.00	1,323,744.00	1,321,994.70	1,749.30
Dept 21 - HARRER POOL					
02-21-420210	FEES AND ADMISSIONS-POOL PASSES	93,000.00	93,000.00	98,214.00	(5,214.00)
02-21-420220	FEES AND ADMISSIN-POOL - DAILY RE	160,000.00	160,000.00	145,710.00	14,290.00
02-21-420230	FEES AND ADMISSIONS-LIMITED POOL	5,000.00	5,000.00	8,694.00	(3,694.00)
02-21-420250	FEES AND ADMISSIONS-POOL - SWIM L	6,500.00	6,500.00	3,693.00	2,807.00
02-21-420260	FEES AND ADMISSIONS-WATER EXERCIS	5,500.00	5,500.00	3,976.54	1,523.46
02-21-420280	FEES AND ADMISSIONS-POOL - RENTAL	11,000.00	11,000.00	8,404.00	2,596.00
Totals for dept 21 - HARRER POOL		281,000.00	281,000.00	268,691.54	12,308.46
Dept 22 - ORIOLE POOL					
02-22-420210	FEES AND ADMISSIONS-POOL PASSES	73,000.00	73,000.00	75,000.00	(2,000.00)
02-22-420220	FEES AND ADMISSIN-POOL - DAILY RE	55,000.00	55,000.00	54,925.00	75.00
02-22-420250	FEES AND ADMISSIONS-POOL - SWIM L	20,000.00	20,000.00	18,587.26	1,412.74
02-22-420280	FEES AND ADMISSIONS-POOL - RENTAL	14,500.00	14,500.00	10,288.00	4,212.00
02-22-420282	FEES AND ADMI-POOL - RENTALS - DA	10,000.00	10,000.00	864.00	9,136.00
02-22-490479	PROGRAM FEES REV-TIGER SHARKS	5,500.00	5,500.00	2,634.00	2,866.00
Totals for dept 22 - ORIOLE POOL		178,000.00	178,000.00	162,298.26	15,701.74
Dept 24 - CONCESSIONS					
02-24-420242	FEES AND ADMISSIONS-CN - HARRER I	13,000.00	13,000.00	14,615.29	(1,615.29)
Totals for dept 24 - CONCESSIONS		13,000.00	13,000.00	14,615.29	(1,615.29)
Dept 31 - FIELD HOUSE AND PVCC RENTALS					
02-31-440200	RENTALS-RENTALS - PVCC ROOMS	4,000.00	4,000.00	7,951.50	(3,951.50)
02-31-440202	RENTALS-PVCC RENTALS - GYM	1,500.00	1,500.00	306.00	1,194.00
02-31-440501	RENTALS-FIELDHOUSE RENTALS - NATI	31,000.00	31,000.00	33,929.00	(2,929.00)
02-31-440505	RENTALS-FIELDHOUSE RENTALS - HARR	3,500.00	3,500.00	820.00	2,680.00

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GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget AMT CHANGE
Fund: 02 RECREATION					
ESTIMATED REVENUES					
Dept 31 - FIELD HOUSE AND PVCC RENTALS					
02-31-440506	RENTALS-ORIOLE PALM ROOM	5,000.00	5,000.00	5,187.50	(187.50)
Totals for dept 31 - FIELD HOUSE AND PVCC RENTAL		45,000.00	45,000.00	48,194.00	(3,194.00)
Dept 32 - FITNESS CENTER					
02-32-420300	FEES AND ADMISSIONS-FITNESS CLASS	600.00	600.00	2,613.45	(2,013.45)
02-32-420305	FEES AND ADMISSIN-OPEN GYM - GUES	12,500.00	12,500.00	19,555.20	(7,055.20)
02-32-460110	MEMBERSHIPS-RB - FITNESS MEMBERSH	195,000.00	195,000.00	217,277.20	(22,277.20)
02-32-480530	MISCELLANEOUS REV-VENDING MACHINE	3,500.00	3,500.00	2,000.49	1,499.51
Totals for dept 32 - FITNESS CENTER		211,600.00	211,600.00	241,446.34	(29,846.34)
Dept 35 - MARKETING					
02-35-450584	SPONSORSHIP	24,000.00	24,000.00	23,450.00	550.00
02-35-450586	ACTIVITY GUIDE ADVERTISING	1,200.00	1,200.00		1,200.00
Totals for dept 35 - MARKETING		25,200.00	25,200.00	23,450.00	1,750.00
TOTAL ESTIMATED REVENUES		3,253,384.00	3,253,384.00	3,329,025.47	(75,641.47)

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GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget AMT CHANGE
Fund: 02 RECREATION					
APPROPRIATIONS					
Dept 01 - ATHLETICS					
02-01-591105	INSTRUCTOR SALARIES-PICKLEBALL	2,160.00	6,560.00	6,518.00	42.00
02-01-591131	INSTR SAL-SOFTBALL - ADULT SOFTBA	2,261.00	1,761.00	1,711.07	49.93
02-01-591141	INSTRUCTOR SALARIES-SPORTS TOURNA	300.00	400.00		400.00
02-01-591212	STAFF FOR INDOOR COURT RENTALS		(300.00)		(300.00)
02-01-592105	CONTRACTING SERVICES-PICKLEBALL	500.00			
02-01-592131	CONTRACTING-SOFTBALL - ADULT SOFT	7,400.00	4,400.00	4,373.00	27.00
02-01-592141	CONTRACTING SERVICES-SPORTS TOURN			50.00	(50.00)
02-01-592170	CONTRACTING-YOUTH ATHLETIC CONTRA	14,014.00	3,814.00	3,775.30	38.70
02-01-592176	CONTRACTING SERVICES-ISKC KARATE	44,525.00	36,325.00	36,304.50	20.50
02-01-592179	CONTRACTING SERVICES-TKDO	6,860.00	2,860.00	2,825.90	34.10
02-01-592193	CONTRACTINGSERVICES-HOT SHOTS	67,608.00	86,608.00	86,558.99	49.01
02-01-593105	PROGRAM SUPPLIES-PICKLEBALL	1,250.00	1,450.00	1,390.24	59.76
02-01-593131	PRGM SUPP-SOFTBALL - ADULT SOFTBA	4,600.00	3,900.00	3,883.33	16.67
02-01-593141	PROGRAM SUPPLIES-SPORTS TOURNAMEN	1,000.00	400.00	331.19	68.81
02-01-593175	PROGRAM SUPPLIES-SD 67 SOCCER GOA		4,300.00	4,255.00	45.00
02-01-593212	PROGRAM SUPPLIES - GYM RENTALS	1,000.00	1,000.00	622.23	377.77
02-01-593512	PROGRAM SUPPLIES-FIELD RENTAL	750.00	750.00	700.00	50.00
Totals for dept 01 - ATHLETICS		154,228.00	154,228.00	153,298.75	929.25
Dept 03 - CAMPS					
02-03-591412	INSTRUCTOR SALARIES-CAMP COUNSELO	125,256.00	94,856.00	94,743.24	112.76
02-03-591417	INSTRUCTOR SALARIES-CAMP SUPERVIS		39,400.00	39,337.08	62.92
02-03-592412	CONTRACTING SERVICES- CAMP	33,939.00	32,839.00	32,797.61	41.39
02-03-593412	PROGRAM SUPPLIES-CAMP	8,216.00	8,316.00	8,293.37	22.63
Totals for dept 03 - CAMPS		167,411.00	175,411.00	175,171.30	239.70
Dept 04 - DANCE					
02-04-591514	INSTRUCTOR SALARIES-DANCE - CREAT	13,471.00	13,471.00	12,770.01	700.99
02-04-591515	INSTRUCTOR SALARIES-DANCE - PLANN	5,100.00	5,100.00	4,347.59	752.41
02-04-591520	INSTRUCTOR SALARIES-DANCE - RECIT	700.00	700.00		700.00
02-04-592520	CONTRACTING SERVICES-DANCE - RECI	2,650.00	2,650.00	2,295.00	355.00
02-04-593514	PROGRAM SUPPLIES-DANCE - CREATIVE	4,500.00	1,300.00	1,263.29	36.71
02-04-593520	PROGRAM SUPPLIES-DANCE - RECITAL	425.00	425.00		425.00
Totals for dept 04 - DANCE		26,846.00	23,646.00	20,675.89	2,970.11
Dept 05 - ARTS & CRAFTS					
02-05-591618	INSTRUCTOR SALARIES-MUSIC	3,105.00	3,105.00	2,337.35	767.65

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Fund: 02 RECREATION					
APPROPRIATIONS					
Dept 05 - ARTS & CRAFTS					
02-05-591623	INSTR SAL-ADULT GENERAL INTEREST	1,860.00	4,260.00	4,246.95	13.05
02-05-591624	INSTRUCTOR SALARIES-YOUTH CONTRAC		500.00	432.34	67.66
02-05-592617	CONTRACTING SERVICES-GUITAR LESSO	1,247.00	1,247.00		1,247.00
02-05-592622	CONTRACTING SERVICES-LANGUAGE CLA	832.00	1,232.00	1,151.00	81.00
02-05-592623	CONTRACTING-ADULT GENERAL INTERES		400.00	380.00	20.00
02-05-592624	CONTRACTING SERVICES-YOUTH CONTRA	12,532.00	3,732.00	2,763.17	968.83
02-05-593618	PROGRAM SUPPLIES-MUSIC	135.00	235.00	209.75	25.25
02-05-593623	PROGRAM SUPPLIES-ADULT GENERAL IN	75.00	75.00		75.00
02-05-593624	PROGRAM SUPPLIES-YOUTH CONTRACTUA		200.00	173.33	26.67
Totals for dept 05 - ARTS & CRAFTS		19,786.00	14,986.00	11,693.89	3,292.11
Dept 06 - PRESCHOOL-INFANTS					
02-06-591711	SALARIES-PRE SCHOOL TEACHERS	99,581.00	60,881.00	58,098.43	2,782.57
02-06-591712	INSTR SAL-PRESCHOOL TEACHER PLANN		300.00	244.72	55.28
02-06-591713	SALARIES-PRE SCHOOL AIDES		37,000.00	36,937.68	62.32
02-06-591715	INSTRUCTOR SALARIES-TODDLER VARIE	216.00	216.00		216.00
02-06-592711	CONTRACTING SERVICES-PRE SCHOOL		700.00	677.13	22.87
02-06-592715	CONTRACTING SERVICES-TODDLER VARI	516.00	1,116.00	1,108.14	7.86
02-06-593711	PROGRAM SUPPLIES-PRE SCHOOL	3,930.00	3,930.00	1,041.19	2,888.81
02-06-593715	PROGRAM SUPPLIES-TODDLER VARIETY	700.00	700.00	25.33	674.67
02-06-593716	PROGRAM SUPPLIES-INDOOR PLAYGROUN	400.00	500.00	454.68	45.32
Totals for dept 06 - PRESCHOOL-INFANTS		105,343.00	105,343.00	98,587.30	6,755.70
Dept 07 - VARIED INTERESTS					
02-07-591813	INSTRUCTOR SALARIES-BIRTHDAY PART	4,000.00	4,100.00	1,543.04	2,556.96
02-07-591815	INSTRUCTOR SALARIES-PIANO LESSONS	18,102.00	19,402.00	19,356.30	45.70
02-07-591817	INSTRUCTOR SALARIES-GAP SUPERVISO		900.00	807.37	92.63
02-07-591819	INSTRUCTOR SALARIES-GAP	7,920.00	7,920.00	7,500.51	419.49
02-07-591820	INSTRUCTOR SALARIES-EARLY RELEASE	1,580.00	1,580.00		1,580.00
02-07-591823	INSTRUCTOR SALARIES-B4	22,950.00	22,950.00	10,178.53	12,771.47
02-07-591825	INSTRUCTOR SALARIES-BASE	110,835.00	85,535.00	69,185.52	16,349.48
02-07-591826	INSTRUCTOR SALARIES-KINDER ODY DI	53,108.00	53,108.00	51,297.61	1,810.39
02-07-591828	BASE PLANNING		100.00	78.40	21.60
02-07-591830	INSTRUCTOR SALARIES-BASE SITE SUP		21,500.00	21,479.58	20.42
02-07-592813	CONTRACTING SERVICES-BIRTHDAY PAR	4,500.00	4,500.00	4,591.00	(91.00)

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APPROPRIATIONS					
Dept 07 - VARIED INTERESTS					
02-07-592815	CONTRACTING SERVICES-PIANO LESSON	600.00	600.00	235.00	365.00
02-07-592818	CONTRACTING SERVICES-STEM CLASSES		900.00	840.00	60.00
02-07-592819	CONTRACTING SERVICES-GAP	4,944.00	4,944.00	4,320.15	623.85
02-07-592821	CONTRACTING SERVICES-PUPPY TRAINI	5,762.00	5,862.00	5,800.69	61.31
02-07-592840	CONTRACTING SERVICES-MAGIC	1,022.00	1,022.00	1,015.80	6.20
02-07-593813	PROGRAM SUPPLIES-BIRTHDAY PARTIES	1,980.00	1,980.00	1,892.73	87.27
02-07-593815	PROGRAM SUPPLIES-PIANO LESSONS	250.00	250.00	145.77	104.23
02-07-593819	PROGRAM SUPPLIES-GAP	1,000.00	1,000.00	877.00	123.00
02-07-593820	PROGRAM SUPPLIES-EARLY RELEASE	1,300.00	1,300.00	1,300.00	
02-07-593823	PROGRAM SUPPLIES-84	3,576.00	3,576.00	2,765.93	810.07
02-07-593825	PROGRAM SUPPLIES-BASE	12,040.00	12,440.00	12,381.43	58.57
02-07-593826	PROGRAM SUPPLIES-KINDER OODY DIST	1,500.00	1,500.00	1,450.09	49.91
Totals for dept 07 - VARIED INTERESTS		256,969.00	256,969.00	219,042.45	37,926.55
Dept 08 - SPECIAL EVENTS					
02-08-591925	INSTRUCTOR SALARIES-GRINCH HOLIDAY	100.00	100.00		100.00
02-08-592912	CONTRACTING SERVICES-HALLOWEEN PA	2,700.00	1,900.00	1,670.00	230.00
02-08-592914	CONTRACTING SERVICES-COLD BREWS	1,200.00	1,200.00	698.64	501.36
02-08-592917	CONTRACTING SERVICE-SANTA COMING	800.00	2,200.00	2,180.00	20.00
02-08-592919	CONTRACTING-DADDY DAUGHTER DATE N	300.00	300.00	300.00	
02-08-592925	CONTRACTING SERVICES-GRINCH HOLID	650.00	650.00	650.00	
02-08-592926	CONTRACTING-SUMMER CONCERT SERIES	15,000.00	10,500.00	10,450.00	50.00
02-08-592935	CONTRACTING SERVICES-MOVIES IN TH	1,530.00	1,530.00	1,059.99	470.01
02-08-592939	CONTRACTING SERVICES-FAMILY FUN N	700.00	700.00	375.00	325.00
02-08-592943	CONTRACTING SERVICES-HOT WHEELS C	1,120.00	20.00		20.00
02-08-592945	CONTRACTING SERVICES-BACK TO SCHO	5,000.00	5,000.00	4,811.50	188.50
02-08-592946	CONTRACTING SERVICES-HOLIDAY HOUS	775.00	975.00	900.00	75.00
02-08-592950	FREE EVENTS	3,000.00	2,300.00	2,222.31	77.69
02-08-593911	PROGRAM SUPPLIES-5K RUN		100.00	8.89	91.11
02-08-593912	PROGRAM SUPPLIES-HALLOWEEN PARTY	1,000.00	2,200.00	2,182.53	17.47
02-08-593914	PROGRAM SUPPLIES-COLD BREWS	710.00	110.00	42.77	67.23
02-08-593917	PROGRAM SUPPLIES-SANTA COMING TO	4,200.00	5,100.00	5,006.44	93.56
02-08-593919	PRGM SUPP-DADDY/DAUGHTER DATE NIG	1,000.00	1,000.00	971.88	28.12
02-08-593921	PRGM SUPP-MOTHER/DAUGHTER TEA		300.00	270.90	29.10

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APPROPRIATIONS					
Dept 08 - SPECIAL EVENTS					
02-08-593925	PROGRAM SUPPLIES-GRINCH HOLIDAY E	200.00	300.00	252.85	47.15
02-08-593926	PROGRAM SUPPLIES-SUMMER CONCERT S	385.00	385.00	210.44	174.56
02-08-593936	PROGRAM SUPPLIES-FAMILY CAMPOUT	650.00	650.00	607.74	42.26
02-08-593938	PROGRAM SUPPLIES-EGGSTRAVAGANZA	700.00	1,000.00	926.35	73.65
02-08-593939	HOT COCO SUPPLIES	40.00	540.00	482.96	57.04
02-08-593943	PROGRAM SUPPLIES-HOT WHEELS CLASS		100.00	73.99	26.01
02-08-593945	PROGRAM SUPPLIES-BACK TO SCHOOL B	250.00	250.00	45.53	204.47
02-08-593946	PROGRAM SUPPLIESHOLIDAY HOUSE VIS	425.00	425.00	267.77	157.23
02-08-593947	PROGRAM SUPPLIES-STEMULATION	200.00	200.00	38.36	161.64
02-08-593950	PROGRAM SUPPLIES-FREE EVENTS	1,000.00	1,000.00	904.52	95.48
02-08-593952	GINGERBREAD HOUSE	450.00	450.00	257.46	192.54
Totals for dept 08 - SPECIAL EVENTS		44,085.00	41,485.00	37,868.82	3,616.18
Dept 09 - SENIOR FITNESS					
02-09-591231	INSTRUCTOR SALARIES-PERSONAL TRAI	4,000.00	6,600.00	6,564.68	35.32
Totals for dept 09 - SENIOR FITNESS		4,000.00	6,600.00	6,564.68	35.32
Dept 10 - ADMINISTRATION					
02-10-511500	SALARIES-SUPERINTENDENT OF RECREA	97,803.00	96,003.00	95,942.00	61.00
02-10-511800	SALARIES & WAGES-COMMUNICATION MA	71,742.00	68,942.00	68,870.81	71.19
02-10-512300	SALARIES & WAGES-RECREATION SUPER	293,670.00	260,670.00	259,749.92	920.08
02-10-512710	SALARIES-GUEST SERVICES COORDINAT	51,943.00	51,043.00	51,001.20	41.80
02-10-513301	PT AQUATIC SUPERVISOR		11,000.00	10,961.52	38.48
02-10-520100	MATRL AND SUPP-BANK SERVICE CHARG	51,760.00	51,060.00	51,020.48	39.52
02-10-520110	MATRL AND SUPP-OFFICE EXP - SUPPL	6,000.00	3,900.00	3,813.00	87.00
02-10-530310	INSURANCE-INS - HEALTH & LIFE - D	201,015.00	171,015.00	149,077.71	21,937.29
02-10-540110	UTILITIES-ELECTRICTY	19,200.00	17,200.00	13,466.61	3,733.39
02-10-540120	UTILITIES-HEATING FUEL	10,800.00	8,800.00	5,532.96	3,267.04
02-10-540130	UTILITIES-WATER	1,800.00	1,800.00	1,070.15	729.85
02-10-540150	UTILITIES-TELEPHONE	25,300.00	25,300.00	16,488.12	8,811.88
02-10-554100	CONTRACTUAL SERVICES-AGREEMENTS -	40,000.00	40,000.00	38,225.22	1,774.78
02-10-560100	EQUIPMENT-NEW EQUIP - OFFICE	1,700.00	200.00	162.98	37.02
02-10-560810	EQUIPMENT-NEW EQUIP - COMPUTER -	1,000.00	1,000.00	700.00	300.00
02-10-580202	HARRER MASTER PLAN COSTS		10,000.00	9,906.80	93.20
02-10-581200	EXP MISC.-EDUCATIONAL SEMINARS -	5,448.00	5,748.00	5,659.78	88.22

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APPROPRIATIONS					
Dept 10 - ADMINISTRATION					
02-10-581210	EXP MISC-EDUCATIONAL COMPUTER TRA	500.00	500.00		500.00
02-10-581300	EXP MISC.-EMPLOYEE TRAVEL ALLOWAN	100.00	3,900.00	3,849.55	50.45
02-10-581310	EXP MISC-EMPLOYEE CPR TRAINING		50,000.00	49,717.78	282.22
02-10-581400	EXP MISCELLANEOUS-DUES & SUBSCRIP	500.00	2,600.00	2,550.40	49.60
02-10-581500	EXP MISCELLANEOUS-UNIFORMS	2,191.00	2,191.00	2,169.34	21.66
02-10-581600	EXP MISC.-MORTON GROVE SPECIAL EV	500.00			
02-10-589105	EXP MISCELLANEOUS-EMPLOYEE RECOGN	1,000.00	1,000.00	387.00	613.00
02-10-589110	EXP MISC.-MARKETING SPECIAL EVENT		100.00	11.99	88.01
Totals for dept 10 - ADMINISTRATION		883,972.00	883,972.00	840,335.32	43,636.68
Dept 21 - HARRER POOL					
02-21-513302	SALARIES & WAGES-POOL - MANAGER B	45,000.00	38,500.00	38,419.65	80.35
02-21-513306	SALARIES & WAGES-POOL - GUARDS RE	185,000.00	162,500.00	162,446.54	53.46
02-21-513307	SALARIES & WAGES-POOL HEAD LIFE		17,800.00	17,748.16	51.84
02-21-513308	SALARIES & WAGES-POOL - CASHIERS	48,000.00	45,000.00	44,972.80	27.20
02-21-513309	SALARIES & WAGES-POOL - WATER EXE	1,000.00			
02-21-513310	SALARIES & WAGES-INCENTIVES	500.00	500.00	352.80	147.20
02-21-513314	SALARIES & WAGES-POOL - SWIM LESS	3,200.00	1,900.00	1,847.19	52.81
02-21-513326	SALARIES & WAGES-END OF YEAR INCE	500.00	500.00		500.00
02-21-520110	MATRL AND SUPP-OFFICE EXP - SUPPL	550.00	550.00	236.69	313.31
02-21-520260	MATRL AND SUPP-REPAIR EQUIP - MAI	2,800.00	8,500.00	8,410.07	89.93
02-21-520312	MATERIALS AND SUPPLIES-JANITOR SU	1,500.00	1,900.00	1,827.85	72.15
02-21-520313	MATRL AND SUPP-SUPPLIES - GUARD T	4,200.00	4,200.00	3,835.00	365.00
02-21-520314	MATRL AND SUPP-SUPPLIES - WATER E	300.00	300.00		300.00
02-21-520331	MATRL AND SUP-SUPPLIES - INSPECTI	5,000.00	300.00	290.00	10.00
02-21-540110	UTILITIES-ELECTRICTY	14,400.00	28,400.00	25,150.32	3,249.68
02-21-540120	UTILITIES-HEATING FUEL	24,000.00	17,000.00	11,367.19	5,632.81
02-21-540130	UTILITIES-WATER	24,000.00	15,200.00	12,470.93	2,729.07
02-21-552200	CONTRACT SVCS-NETCOMM 2000 IT ASS	500.00	500.00		500.00
02-21-553100	CONTRACTUAL SERVICES-POOL - CHEMI	20,000.00	18,900.00	18,888.10	11.90
02-21-554100	CONTRACTUAL SERVICES-AGREEMENTS -	500.00	1,200.00	1,200.00	
02-21-560700	EQUIPMENT-NEW EQUIP - POOL	20,000.00	12,600.00	12,501.88	98.12
02-21-570600	BLDG-LANDSCAPE-POOL - BLDG & REPA	4,000.00	28,700.00	28,644.10	55.90
02-21-584100	EXP MISC.-POOL - GUARD SUITS & SU	5,000.00	5,300.00	5,200.90	99.10

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APPROPRIATIONS					
Dept 21 - HARRER POOL					
02-21-584300	EXP MISCELLANEOUS-POOL - SPECIAL	2,500.00	1,500.00	1,433.37	66.63
02-21-584400	EXP MISCELLANEOUS-POOL - MISC EXP	500.00	1,200.00	1,129.86	70.14
Totals for dept 21 - HARRER POOL		412,950.00	412,950.00	398,373.40	14,576.60
Dept 22 - ORIOLE POOL					
02-22-513302	SALARIES & WAGES-POOL - MANAGER R	35,000.00	35,000.00	34,948.21	51.79
02-22-513306	SALARIES & WAGES-POOL - GUARDS RE	175,000.00	172,400.00	172,395.59	4.41
02-22-513307	SALARIES & WAGES-POOL HEAD LIFE		14,200.00	14,192.28	7.72
02-22-513308	SALARIES & WAGES-POOL - CASHIERS	35,000.00	31,400.00	30,781.56	618.44
02-22-513310	SALARIES & WAGES-INCENTIVES	500.00	500.00	319.36	180.64
02-22-513314	SALARIES & WAGES-POOL - SWIM LESS	14,000.00	4,900.00	4,839.71	60.29
02-22-520110	MATRL AND SUPP-OFFICE EXP - SUPPL	600.00	600.00	35.43	564.57
02-22-520260	MATRL AND SUPP-REPAIR EQUIP - MAI	1,500.00	1,500.00	1,317.16	182.84
02-22-520312	MATERIALS AND SUPPLIES-JANITOR SU	3,500.00	1,900.00	1,800.20	99.80
02-22-520313	MATRL AND SUPP-SUPPLIES - GUARD T	4,300.00	4,300.00	3,910.00	390.00
02-22-520330	MATRL AND SUPP-SUPPLIES - FIRST A	600.00	600.00	70.37	529.63
02-22-520331	MATRL AND SUP-SUPPLIES - INSPECTI	5,000.00	1,500.00	1,450.00	50.00
02-22-520332	MATRL AND SUPP-LEARN TO SWIM EXPE	500.00	500.00		500.00
02-22-540110	UTILITIES-ELECTRICTY	19,200.00	19,200.00	15,086.79	4,113.21
02-22-540120	UTILITIES-HEATING FUEL	13,200.00	13,200.00	5,285.26	7,914.74
02-22-540130	UTILITIES-WATER	12,000.00	12,000.00	9,396.24	2,603.76
02-22-552200	CONTRACT SVCS-NETCOMM 2000 IT ASS	500.00	500.00		500.00
02-22-553100	CONTRACTUAL SERVICES-POOL - CHEMI	15,000.00	18,100.00	18,053.70	46.30
02-22-554100	CONTRACTUAL SERVICES-AGREEMENTS -	500.00	3,900.00	3,868.91	31.09
02-22-560700	EQUIPMENT-NEW EQUIP - POOL	10,000.00	5,400.00	5,389.94	10.06
02-22-570600	BLDG-LANDSCAPE-POOL - BLDG & REPA	11,000.00	15,300.00	15,299.31	0.69
02-22-584100	EXP MISC.-POOL - GUARD SUITS & SU	4,900.00	4,900.00	4,533.81	366.19
02-22-584300	EXP MISCELLANEOUS-POOL - SPECIAL	1,500.00	1,500.00	1,226.10	273.90
02-22-584400	EXP MISCELLANEOUS-POOL - MISC EXP	800.00	800.00	539.76	260.24
Totals for dept 22 - ORIOLE POOL		364,100.00	364,100.00	344,739.69	19,360.31
Dept 31 - FIELD HOUSE AND PVCC RENTALS					
02-31-513151	SALARIES-FIELDHOUSE RENTAL ATTEND	18,000.00	17,000.00	14,884.04	2,115.96
02-31-513155	BUILDING ATTENDANT	6,000.00	1,700.00	1,669.79	30.21
02-31-513520	SALARIES-CT DESK - ATTENDANTS PT	120,000.00	124,300.00	124,201.38	98.62



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APPROPRIATIONS					
Dept 31 - FIELD HOUSE AND PVCC RENTALS					
Totals for dept 31 - FIELD HOUSE AND PVCC RENTAL		144,000.00	143,000.00	140,755.21	2,244.79
Dept 32 - FITNESS CENTER					
02-32-513610	SALARIES & WAGES-FITNESS - FITNES	90,000.00	84,400.00	84,305.54	94.46
02-32-513700	SALARIES & WAGES-GROUPX INSTRUCTO	40,000.00	43,300.00	43,201.48	98.52
02-32-520110	MATRL AND SUPP-OFFICE EXP - SUPPL	300.00	300.00	156.38	143.62
02-32-520120	MATRL AND SUPP-OFFICE EXP - PRINT	1,500.00			
02-32-520210	MATERIALS AND SUPPLIES-EQUIPMENT	6,000.00	2,200.00	2,108.46	91.54
02-32-520211	MATRL AND SUPP-PREVENTATIVE MAINT	4,000.00	4,400.00	4,304.99	95.01
02-32-520335	MATERIALS AND SUPPLIES-SUPPLIES -	2,700.00	3,700.00	3,651.58	48.42
02-32-520360	MATRL AND SUPP-SUPPLIES - FITNESS	2,500.00	700.00	682.65	17.35
02-32-520370	MATRL AND SUPP-SUPPLIES - GROUPX	1,000.00	1,000.00	443.27	556.73
02-32-552300	CONTRACT SVCS-CONTRACTUAL SERVICE	9,000.00	10,100.00	10,044.54	55.46
02-32-554200	CONTRACT SVCS-AGREEMENTS - MARKET	4,500.00	4,500.00	4,845.61	(345.61)
02-32-560600	EQUIPMENT-NEW EQUIP - FITNESS CEN	1,000.00	8,900.00	8,888.95	11.05
02-32-581900	EXP MISCELLANEOUS-UNIFORMS	1,200.00	1,200.00	1,170.20	29.80
Totals for dept 32 - FITNESS CENTER		163,700.00	164,700.00	163,803.65	896.35
Dept 33 - MAINTENANCE (PVCC)					
02-33-512130	SALARIES & WAGES - FULLTIME	169,594.00	165,094.00	165,021.02	72.98
02-33-512150	SALARIES & WAGES-FULLTIME - OT	7,000.00	7,200.00	7,163.12	36.88
02-33-513110	SALARIES-PART TIME MAINTENANCE PV	29,000.00	24,300.00	24,203.60	96.40
02-33-520227	MATRL AND SUPP-EQUIP MAINT SERVIC	2,500.00	1,100.00	1,010.84	89.16
02-33-520312	MATERIALS AND SUPPLIES-JANITOR SU	8,000.00	11,700.00	11,653.23	46.77
02-33-520319	MATRL AND SUPP-SUPPLIES - VANDALI	500.00	500.00		500.00
02-33-520321	MATRL AND SUPP-MAINT. - MAT'LS -	3,000.00	3,000.00	2,961.82	38.18
02-33-520323	MATRL AND SUPP-MAINT. - MAT'LS -	500.00	500.00		500.00
02-33-520327	MATRL- SUPP-MAINT. - BALL FIELDS	600.00	600.00	176.33	423.67
02-33-540110	UTILITIES-ELECTRICTY	78,000.00	74,700.00	63,807.48	10,892.52
02-33-540120	UTILITIES-HEATING FUEL	18,000.00	18,000.00	9,849.00	8,151.00
02-33-540130	UTILITIES-WATER	6,000.00	6,000.00	5,156.85	843.15
02-33-540150	UTILITIES-TELEPHONE	25,300.00	25,300.00	16,987.76	8,312.24
02-33-552300	CONTRACT SVCS-CONTRACTUAL SERVICE	12,000.00	16,400.00	16,373.65	26.35
02-33-554100	CONTRACTUAL SERVICES-AGREEMENTS -	10,000.00	8,400.00	8,333.90	66.10
02-33-560200	EQUIPMENT-NEW EQUIP - MAINT	2,500.00	1,700.00	1,624.13	75.87
02-33-570200	BUILDING & LANDSCAPE-BUILDING RSP	24,000.00	32,000.00	31,972.63	27.37

Calculations as of 12/31/2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget AMT CHANGE
Fund: 02 RECREATION					
APPROPRIATIONS					
Dept 33 - MAINTENANCE (PVCC)					
Totals for dept 33 - MAINTENANCE (PVCC)		396,494.00	396,494.00	366,295.36	30,198.64
Dept 35 - MARKETING					
02-35-513584	SALARIES-BROCHURE PROOF READER		200.00	142.12	57.88
02-35-520110	MATRL AND SUPP-OFFICE EXP - SUPPL		100.00	26.99	73.01
02-35-520130	MATRL AND SUPP-OFFICE EXP - POSTA	26,000.00	26,000.00	15,183.33	10,816.67
02-35-521584	MATERIALS AND SUPPLIES-BANNER MAT	3,000.00	3,000.00	2,821.83	178.17
02-35-554100	CONTRACTUAL SERVICES-AGREEMENTS -	11,000.00	11,200.00	11,174.19	25.81
02-35-554400	CONTRACT SVCS-AGREEMENTS - BROCHU	52,000.00	52,000.00	49,387.50	2,612.50
02-35-554405	CONTRACTUAL SERVICES-PUBLIC RELAT	15,000.00	15,300.00	15,237.81	62.19
02-35-554406	BROCHURE PROOF READER - MARKETING	500.00	500.00		500.00
02-35-589110	EXP MISC.-MARKETING SPECIAL EVENT	2,000.00	1,200.00	952.50	247.50
Totals for dept 35 - MARKETING		109,500.00	109,500.00	94,926.27	14,573.73
TOTAL APPROPRIATIONS		3,253,384.00	3,253,384.00	3,072,131.98	181,252.02

Calculations as of 12/31/2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget AMT CHANGE
Fund: 02 RECREATION					
NET OF REVENUES/APPROPRIATIONS - FUND 02				256,893.49	(256,893.49)
BEGINNING FUND BALANCE		694,583.38	694,583.38	694,583.38	
ENDING FUND BALANCE		694,583.38	694,583.38	951,476.87	(256,893.49)
Fund: 05 POLICE					
ESTIMATED REVENUES					
Dept 10 - ADMINISTRATION					
05-10-412100	TAX RECEIPTS REV-REPLACEMENT TAXE	10,000.00	10,000.00	9,000.00	1,000.00
Totals for dept 10 - ADMINISTRATION		10,000.00	10,000.00	9,000.00	1,000.00
TOTAL ESTIMATED REVENUES		10,000.00	10,000.00	9,000.00	1,000.00

Calculations as of 12/31/2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget AMT CHANGE
Fund: 05 POLICE					
APPROPRIATIONS					
Dept 10 - ADMINISTRATION					
05-10-513810	SALARIES & WAGES-POLICE - PT TIME	10,000.00	10,000.00	9,708.84	291.16
Totals for dept 10 - ADMINISTRATION		10,000.00	10,000.00	9,708.84	291.16
TOTAL APPROPRIATIONS		10,000.00	10,000.00	9,708.84	291.16

Calculations as of 12/31/2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget AMT CHANGE
Fund: 05 POLICE					
NET OF REVENUES/APPROPRIATIONS - FUND 05				(708.84)	708.84
BEGINNING FUND BALANCE		4,612.57	4,612.57	4,612.57	
ENDING FUND BALANCE		4,612.57	4,612.57	3,903.73	708.84
Fund: 15 MUSEUM					
ESTIMATED REVENUES					
Dept 10 - ADMINISTRATION					
15-10-412100	TAX RECEIPTS REV-REPLACEMENT TAXE	42,000.00	42,000.00	33,000.00	9,000.00
Totals for dept 10 - ADMINISTRATION		42,000.00	42,000.00	33,000.00	9,000.00
TOTAL ESTIMATED REVENUES		42,000.00	42,000.00	33,000.00	9,000.00

Calculations as of 12/31/2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget AMT CHANGE
Fund: 15 MUSEUM					
APPROPRIATIONS					
Dept 10 - ADMINISTRATION					
15-10-512905	SALARIES & WAGES-ASST. MUSEUM CUR	22,000.00	22,000.00	16,249.87	5,750.13
15-10-520110	MATRL AND SUPP-OFFICE EXP - SUPPL	2,200.00	2,200.00	845.36	1,354.64
15-10-520312	MATERIALS AND SUPPLIES-JANITOR SU	500.00	500.00	71.70	428.30
15-10-540110	UTILITIES-ELECTRICTY	3,600.00	3,600.00	2,678.22	921.78
15-10-540120	UTILITIES-HEATING FUEL	2,160.00	2,160.00	1,405.18	754.82
15-10-540130	UTILITIES-WATER	600.00	600.00	188.85	411.15
15-10-554100	CONTRACTUAL SERVICES-AGREEMENTS -	1,940.00	1,940.00	1,035.00	905.00
15-10-554600	CONTRACTUAL SERVICES-PROF SERV -	6,000.00	6,000.00	3,369.22	2,630.78
15-10-570200	BUILDING & LANDSCAPE-BUILDING REP	3,000.00	3,000.00	1,828.58	1,171.42
Totals for dept 10 - ADMINISTRATION		42,000.00	42,000.00	27,671.98	14,328.02
TOTAL APPROPRIATIONS		42,000.00	42,000.00	27,671.98	14,328.02

Calculations as of 12/31/2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget AMT CHANGE
Fund: 15 MUSEUM					
NET OF REVENUES/APPROPRIATIONS - FUND 15				5,328.02	(5,328.02)
BEGINNING FUND BALANCE		9,752.94	9,752.94	9,752.94	
ENDING FUND BALANCE		9,752.94	9,752.94	15,080.96	(5,328.02)
Fund: 20 I.M.R.F.					
ESTIMATED REVENUES					
Dept 10 - ADMINISTRATION					
20-10-411100	TAX RECEIPTS REV-REAL ESTATE TAXE	140,000.00	140,000.00	141,326.48	(1,326.48)
20-10-411200	TAX RECPT REV-REAL ESTATE TAXES-A	35,000.00	35,000.00		35,000.00
Totals for dept 10 - ADMINISTRATION		175,000.00	175,000.00	141,326.48	33,673.52
TOTAL ESTIMATED REVENUES		175,000.00	175,000.00	141,326.48	33,673.52

Calculations as of 12/31/2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget AMT CHANGE
Fund: 20 I.M.R.F.					
APPROPRIATIONS					
Dept 10 - ADMINISTRATION					
20-10-552400	EXP MISCELLANEOUS-IMRF EXPENSE	175,000.00	175,000.00	151,606.05	23,393.95
Totals for dept 10 - ADMINISTRATION		175,000.00	175,000.00	151,606.05	23,393.95
TOTAL APPROPRIATIONS		175,000.00	175,000.00	151,606.05	23,393.95



Calculations as of 12/31/2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget AMT CHANGE
Fund: 20 I.M.R.F.					
NET OF REVENUES/APPROPRIATIONS - FUND 20				(10,279.57)	10,279.57
	BEGINNING FUND BALANCE	112,768.08	112,768.08	112,768.08	
	ENDING FUND BALANCE	112,768.08	112,768.08	102,488.51	10,279.57
Fund: 22 F.I.C.A.					
ESTIMATED REVENUES					
Dept 10 - ADMINISTRATION					
22-10-411100	TAX RECEIPTS REV-REAL ESTATE TAXE	140,000.00	140,000.00	141,326.48	(1,326.48)
22-10-411200	TAX RECPT REV-REAL ESTATE TAXES-A	110,000.00	110,000.00		110,000.00
22-10-412100	TAX RECEIPTS REV-REPLACEMENT TAXE			70,000.00	(70,000.00)
Totals for dept 10 - ADMINISTRATION		250,000.00	250,000.00	211,326.48	38,673.52
TOTAL ESTIMATED REVENUES		250,000.00	250,000.00	211,326.48	38,673.52

Calculations as of 12/31/2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget AMT CHANGE
Fund: 22 F.I.C.A.					
APPROPRIATIONS					
Dept 10 - ADMINISTRATION					
22-10-582500	EXP MISCELLANEOUS-F.I.C.A. EXPENS	250,000.00	250,000.00	229,536.32	20,463.68
Totals for dept 10 - ADMINISTRATION		250,000.00	250,000.00	229,536.32	20,463.68
TOTAL APPROPRIATIONS		250,000.00	250,000.00	229,536.32	20,463.68

Calculations as of 12/31/2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget AMT CHANGE
Fund: 22 F.I.C.A.					
NET OF REVENUES/APPROPRIATIONS - FUND 22				(18,209.84)	18,209.84
BEGINNING FUND BALANCE		112,322.13	112,322.13	112,322.13	
ENDING FUND BALANCE		112,322.13	112,322.13	94,112.29	18,209.84
Fund: 25 BOND & INTEREST					
ESTIMATED REVENUES					
Dept 10 - ADMINISTRATION					
25-10-411100	TAX RECEIPTS REV-REAL ESTATE TAXE	1,100,000.00	1,100,000.00	1,134,398.92	(34,398.92)
Totals for dept 10 - ADMINISTRATION		1,100,000.00	1,100,000.00	1,134,398.92	(34,398.92)
TOTAL ESTIMATED REVENUES		1,100,000.00	1,100,000.00	1,134,398.92	(34,398.92)

Calculations as of 12/31/2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget AMT CHANGE
Fund: 25 BOND & INTEREST					
APPROPRIATIONS					
Dept 10 - ADMINISTRATION					
25-10-582510	EXP MISC.-LIMITED GO BOND PRINCIP	1,059,000.00	1,043,000.00	1,042,765.00	235.00
25-10-582520	EXP MISC.-LIMITED GO BOND INTERES	40,000.00	57,000.00	59,582.43	(2,582.43)
25-10-586000	EXP MIS-BOND REGISTRAR & LEGAL CO	1,000.00			
Totals for dept 10 - ADMINISTRATION		<u>1,100,000.00</u>	<u>1,100,000.00</u>	<u>1,102,347.43</u>	<u>(2,347.43)</u>
TOTAL APPROPRIATIONS		<u>1,100,000.00</u>	<u>1,100,000.00</u>	<u>1,102,347.43</u>	<u>(2,347.43)</u>

Calculations as of 12/31/2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget AMT CHANGE
Fund: 25 BOND & INTEREST					
NET OF REVENUES/APPROPRIATIONS - FUND 25				32,051.49	(32,051.49)
BEGINNING FUND BALANCE		134,502.64	134,502.64	134,502.64	
ENDING FUND BALANCE		134,502.64	134,502.64	166,554.13	(32,051.49)
Fund: 26 BOND AND INTEREST - HARRER POOL					
ESTIMATED REVENUES					
Dept 10 - ADMINISTRATION					
26-10-480435	MIS REV-EQUITY TRANSFER IN SPECIA	800,000.00	800,000.00	160,000.00	640,000.00
Totals for dept 10 - ADMINISTRATION		800,000.00	800,000.00	160,000.00	640,000.00
TOTAL ESTIMATED REVENUES		800,000.00	800,000.00	160,000.00	640,000.00

Calculations as of 12/31/2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget AMT CHANGE
Fund: 26 BOND AND INTEREST - HARRER POOL					
APPROPRIATIONS					
Dept 10 - ADMINISTRATION					
26-10-582510	EXP MISC.-LIMITED GO BOND PRINCIP	290,000.00	290,000.00	280,000.00	10,000.00
26-10-582520	EXP MISC.-HARRER POOL INTEREST EX	509,000.00	509,000.00	499,600.00	9,400.00
26-10-586000	EXP MIS-BOND REGISTRAR & LEGAL CO	1,000.00	1,000.00	475.00	525.00
Totals for dept 10 - ADMINISTRATION		800,000.00	800,000.00	780,075.00	19,925.00
TOTAL APPROPRIATIONS		800,000.00	800,000.00	780,075.00	19,925.00

Calculations as of 12/31/2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget AMT CHANGE
Fund: 26	BOND AND INTEREST - HARRER POOL				
	NET OF REVENUES/APPROPRIATIONS - FUND 26			1620,075.00	620,075.00
	BEGINNING FUND BALANCE	825,052.91	825,052.91	825,052.91	
	ENDING FUND BALANCE	825,052.91	825,052.91	204,977.91	620,075.00
Fund: 30	LIABILITY INSURANCE				
	ESTIMATED REVENUES				
Dept 10 -	ADMINISTRATION				
30-10-412100	TAX RECEIPTS REV-REPLACEMENT TAXE	148,500.00	148,500.00	110,000.00	38,500.00
	Totals for dept 10 - ADMINISTRATION	148,500.00	148,500.00	110,000.00	38,500.00
	TOTAL ESTIMATED REVENUES	148,500.00	148,500.00	110,000.00	38,500.00

Calculations as of 12/31/2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget AMT CHANGE
Fund: 30 LIABILITY INSURANCE					
APPROPRIATIONS					
Dept 10 - ADMINISTRATION					
30-10-532610	INSURANCE-PROPERTY	30,000.00	32,800.00	29,723.65	3,076.35
30-10-532611	INSURANCE LIABILITY	16,000.00	17,500.00	15,902.70	1,597.30
30-10-532615	INSURANCE-EMPLOYMENT PRACTICES	6,000.00	9,000.00	8,122.61	877.39
30-10-532620	INSURANCE-POLLUTION LIABILITY	1,500.00	1,500.00	1,240.02	259.98
30-10-532630	INSURANCE-WORKERS COMP	35,000.00	38,100.00	34,472.81	3,627.19
30-10-582615	EXP MISC.-COLLISION SELF INS. DED		2,000.00	1,921.54	78.46
30-10-582620	EXP MISCELLANEOUS-UNEMPLOYMENT CO	3,000.00	3,000.00	597.39	2,402.61
30-10-582635	EXP MISCELLANEOUS-UST RECOVERY	44,000.00	31,600.00		31,600.00
30-10-582650	EXP MISC.-SAFTY TRAIN & SUBSCRIPT	13,000.00	13,000.00	1,638.60	11,361.40
Totals for dept 10 - ADMINISTRATION		148,500.00	148,500.00	93,619.32	54,880.68
TOTAL APPROPRIATIONS		148,500.00	148,500.00	93,619.32	54,880.68



Calculations as of 12/31/2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget AMT CHANGE
Fund: 30 LIABILITY INSURANCE					
NET OF REVENUES/APPROPRIATIONS - FUND 30				16,380.68	(16,380.68)
	BEGINNING FUND BALANCE	42,258.75	42,258.75	42,258.75	
	ENDING FUND BALANCE	42,258.75	42,258.75	38,639.43	(16,380.68)
Fund: 35 SPECIAL RECREATION					
ESTIMATED REVENUES					
Dept 10 - ADMINISTRATION					
35-10-411100	TAX RECEIPTS REV-REAL ESTATE TAXE	396,000.00	396,000.00	408,671.72	(12,671.72)
Totals for dept 10 - ADMINISTRATION		396,000.00	396,000.00	408,671.72	(12,671.72)
TOTAL ESTIMATED REVENUES		396,000.00	396,000.00	408,671.72	(12,671.72)

Calculations as of 12/31/2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget AMT CHANGE
Fund: 35 SPECIAL RECREATION					
APPROPRIATIONS					
Dept 10 - ADMINISTRATION					
35-10-552700	CONTRACTUAL SERVICES-SRA CONTRIBU	150,000.00	150,000.00	142,606.16	7,393.84
35-10-552705	CNTRCT SVCS-ADA INCLUSION PROGRAM	20,000.00	20,000.00	12,843.69	7,156.31
35-10-582705	EXP MISCELLANEOUS-ADA COMPLIANCE	226,000.00	226,000.00	224,950.00	1,050.00
Totals for dept 10 - ADMINISTRATION		396,000.00	396,000.00	380,399.85	15,600.15
TOTAL APPROPRIATIONS		396,000.00	396,000.00	380,399.85	15,600.15

Calculations as of 12/31/2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget AMT CHANGE
Fund: 35 SPECIAL RECREATION					
NET OF REVENUES/APPROPRIATIONS - FUND 35				28,271.87	(28,271.87)
	BEGINNING FUND BALANCE	414,259.68	414,259.68	414,259.68	
	ENDING FUND BALANCE	414,259.68	414,259.68	442,531.55	(28,271.87)
Fund: 40 AUDIT					
ESTIMATED REVENUES					
Dept 10 - ADMINISTRATION					
40-10-412100	TAX RECEIPTS REV-REPLACEMENT TAXE	22,500.00	22,500.00	22,000.00	500.00
Totals for dept 10 - ADMINISTRATION		22,500.00	22,500.00	22,000.00	500.00
TOTAL ESTIMATED REVENUES		22,500.00	22,500.00	22,000.00	500.00

Calculations as of 12/31/2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget AMT CHANGE
Fund: 40 AUDIT					
APPROPRIATIONS					
Dept 10 - ADMINISTRATION					
40-10-582800	EXP MISCELLANEOUS-AUDIT EXPENSE	22,500.00	22,500.00	21,300.00	1,200.00
Totals for dept 10 - ADMINISTRATION		22,500.00	22,500.00	21,300.00	1,200.00
TOTAL APPROPRIATIONS		22,500.00	22,500.00	21,300.00	1,200.00

Calculations as of 12/31/2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget AMT CHANGE
Fund: 40 AUDIT					
NET OF REVENUES/APPROPRIATIONS - FUND 40				700.00	(700.00)
BEGINNING FUND BALANCE		8,364.17	8,364.17	8,364.17	
ENDING FUND BALANCE		8,364.17	8,364.17	9,064.17	(700.00)
Fund: 70 CAPITAL IMPROVEMENTS					
ESTIMATED REVENUES					
Dept 10 - ADMINISTRATION					
70-10-480410	MIS. REV-INCOME BOND PROCEEDS ROL	1,140,000.00	1,140,000.00	1,090,315.00	49,685.00
70-10-480422	MISCELLANEOUS REV-OSLAD GRANT PRO	447,500.00	447,500.00		447,500.00
70-10-480423	MISCELLANEOUS REV-MEMBERSHIP INIT			50,000.00	(50,000.00)
70-10-480434	MISC. REV-EQUITY TRANS ORIGLE POO	160,000.00	160,000.00		160,000.00
70-10-480435	MIS REV-EQUITY TRANSFER IN SPECIA	226,000.00	226,000.00	220,000.00	6,000.00
70-10-481811	PROCEEDS OF SALE OF ASSET			4,000.00	(4,000.00)
Totals for dept 10 - ADMINISTRATION		1,973,500.00	1,973,500.00	1,364,315.00	609,185.00
TOTAL ESTIMATED REVENUES		1,973,500.00	1,973,500.00	1,364,315.00	609,185.00

Calculations as of 12/31/2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 Amended Budget AMT CHANGE
Fund: 70 CAPITAL IMPROVEMENTS					
APPROPRIATIONS					
Dept 10 - ADMINISTRATION					
70-10-586000	EXP MIS-BOND REGISTRAR & LEGAL CO	8,500.00	8,500.00	8,475.00	25.00
70-10-586098	EXP MISC.-BOND PRINCIPAL ORIOLE P	460,000.00	455,000.00	455,000.00	
70-10-586099	EXP MISC.-BOND INTEREST ORIOLE PO	180,000.00	176,300.00	176,300.00	
70-10-586100	EXP MISCELLANEOUS-PVCC GENERAL EX	75,000.00	106,000.00	105,323.98	676.02
70-10-586101	PVCC ROOF PROJECT		43,000.00	658,374.39	(615,374.39)
70-10-586114	EXP MISCELLANEOUS-PARKS GENERAL E	30,000.00	8,400.00	8,400.00	
70-10-586116	EXP MISC.- BALL FIELDS RENOVATION	20,000.00	2,300.00	2,229.00	71.00
70-10-586135	EXP MIS - BASKETBALL & TENNIS COU	200,000.00	104,100.00	104,044.00	56.00
70-10-586136	SHADE STRUCTURES FOR PARKS	20,000.00	10,300.00	10,293.85	6.15
70-10-586145	EXP MISCELLANEOUS-POOLS GENERAL E	20,000.00			
70-10-586146	EXP MISC.-PLAYGROUND GENERAL EXPE	20,000.00			
70-10-586149	OKETO PARK RENOVATION - OSLAD	800,000.00	831,400.00	831,327.53	72.47
70-10-586151	PALMA LANE RENOVATIONS - OSLAD		44,400.00	44,346.64	53.36
70-10-586152	NATIONAL PARK RENOVATIONS - OSLAD		21,200.00	21,152.83	47.17
70-10-586169	EXP MISCELLANEOUS-ORIOLE POOL REN		13,900.00	13,882.00	18.00
70-10-586170	EXP MISCELLANEOUS-HARRER POOL REN		7,500.00	7,464.00	36.00
70-10-586175	EXP MISCELLANEOUS-SAFETY EQUIPMEN		26,000.00	25,967.50	32.50
70-10-586200	EXP MISC.-CORPORATE COMPUTER EXPE	13,000.00			
70-10-586206	EXP MISCELLANEOUS-CORPORATE WEBSI	20,000.00			
70-10-586314	EXP MISCELLANEOUS-PARKS DEPT VEH	62,000.00	85,400.00	85,328.03	71.97
70-10-586450	EXP MISCELLANEOUS-CLUB FITNESS EQ	45,000.00	29,800.00	29,710.04	89.96
Totals for dept 10 - ADMINISTRATION		1,973,500.00	1,973,500.00	2,587,618.79	(614,118.79)
TOTAL APPROPRIATIONS		1,973,500.00	1,973,500.00	2,587,618.79	(614,118.79)
NET OF REVENUES/APPROPRIATIONS - FUND 70				(1,223,303.79)	1,223,303.79
BEGINNING FUND BALANCE		6,456,907.23	6,456,907.23	6,456,907.23	
ENDING FUND BALANCE		6,456,907.23	6,456,907.23	5,233,603.44	1,223,303.79
ESTIMATED REVENUES - ALL FUNDS		11,027,096.00	11,027,096.00	9,974,421.94	1,083,156.43
APPROPRIATIONS - ALL FUNDS		11,027,096.00	11,027,096.00	10,424,217.00	(1,083,156.43)
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS				(449,795.06)	
BEGINNING FUND BALANCE - ALL FUNDS		10,512,359.88	10,512,359.88	10,512,359.88	
ENDING FUND BALANCE - ALL FUNDS		10,512,359.88	10,512,359.88	10,062,564.82	449,795.06







Wait	12/16/2024	Morettis	Food for staff at Santa Comes to Town	120.85	01-10-581250
	<b>Card number</b>	<b>1294</b>		<b>\$1,704.15</b>	
Lindahl	11/16/2024	Fun Express	Santa Stocking Delivery	\$130.99	02-08-593946
Lindahl	11/18/2024	Amazon	Kindler Odyssey Supplies	\$19.92	02-03-593938
Lindahl	11/10/2024	Walmart	Preschool Supplies	\$31.48	02-06-593711
Lindahl	11/11/2024	Amazon	Preschool Supplies	\$30.17	02-06-593711
Lindahl	11/13/2024	Amazon	Preschool Supplies	\$17.99	02-06-593711
Lindahl	11/14/2024	Amazon	Santa Stocking Delivery	\$7.96	02-08-593946
Lindahl	11/18/2024	Amazon	Kindler Odyssey Supplies	\$19.99	02-03-593938
Lindahl	11/18/2024	Amazon	Kindler Odyssey Supplies	\$18.99	02-03-593938
Lindahl	11/21/2024	PDRMA	Help 1 course	\$150.00	02-10581200
Lindahl	11/21/2024	Amazon	Santa Stocking Delivery	\$12.89	02-08-593946
Lindahl	11/22/2024	Amazon	Kindler Odyssey Supplies	\$7.19	02-03-593938
Lindahl	11/22/2024	Rock n Kids	Contract program	\$270.00	02-06-592715
Lindahl	11/26/2024	Amazon	Santa Stocking Delivery	\$13.95	02-08-593946
Lindahl	12/3/2024	Amazon	Santa Stocking Delivery	\$22.98	02-08-593946
Lindahl	12/3/2024	Michaels	Gingerbread Workshop	\$186.81	02-08-591952
Lindahl	12/4/2024	Dollar Tree	Preschool Supplies	\$5.00	02-06-593711
Lindahl	12/5/2024	Amazon	Kindler Odyssey Supplies	\$13.52	02-03-593938
Lindahl	12/9/2024	Dollar Tree	Preschool Supplies	\$27.50	02-06-593711
	<b>Card Number</b>	<b>8341</b>		<b>\$987.33</b>	
Shigko	11/13/2024	IPRA	IPRA Conference Full Package	\$480.00	02-10-581200
Shigko	11/14/2024	Michaels Store	Bulletin Board Fitness Desk	\$9.99	02-32-520110
Shigko	11/14/2024	Great American Bagel	Staff food for Preventative Maintenance Help	\$21.76	02-32-520110
Shigko	11/18/2024	ERC Products	Wipes Fitness Center	\$690.00	02-32-520335
Shigko	11/22/2024	Park District	Human Resource Class Park District	\$150.00	02-10-581200
Shigko	11/25/2024	Walgreens	Batteries Fitness	\$21.99	02-32-520210
Shigko	11/26/2024	Amazon	Punching Bag	\$54.99	02-32-520210
Shigko	12/4/2024	Echelon	Treadmill Subscription	\$699.00	02-32-552300
Shigko	12/4/2024	Amazon	Blood pressure cuff	\$38.95	02-32-520360
Shigko	12/8/2024	Amazon	Internal SSD Wellbeats hardware	\$79.60	02-32-520110
	<b>Card number</b>	<b>332</b>		<b>\$2,246.28</b>	
Khzakia	11/15/2024	Marianos	Snacks for Team Bonding	\$27.97	01-10-580100
	<b>Card number</b>	<b>3354</b>		<b>\$27.97</b>	
Carderas					
	<b>Card number</b>	<b>1315</b>		<b>\$0.00</b>	
Shorten	11/12/2024	Dairy Queen	Birthday Party Supplies	\$92.00	02-07-593813
Shorten	11/12/2024	IAPD/IPRA	Conference	\$480.00	02-10-581200
Shorten	11/13/2024	Legoland Discovery Center	School Day Off Trip	\$234.85	02-07-592819
Shorten	11/21/2024	Amazon	School Day Off (Purchase from Donation)	\$504.34	02-07-593825
Shorten	11/22/2024	Legoland Discovery Center	School Day Off Trip	\$267.58	02-07-592819
Shorten	11/22/2024	AMC Theaters	School Day Off Trip	\$414.57	02-07-592819
Shorten	11/25/2024	Dairy Queen	Birthday Party Supplies	\$46.00	02-07-593813
Shorten	11/25/2024	PDRMA	Continuing Edu Course	\$150.00	02-10-581200
Shorten	11/26/2024	Amazon	Office Supplies	\$18.69	02-10-520110
Shorten	11/26/2024	Amazon	Birthday Party Supplies	\$29.37	02-07-593813
Shorten	11/27/2024	OTC Brands	BASE Supplies	\$55.07	02-07-593825

Shorten	11/27/2024	AMC Theaters	School Day Off Trip	\$34.76	02-07-592819
Shorten	12/5/2024	Amazon	Birthday Party Supplies	\$49.31	02-07-593813
Shorten	12/9/2024	Walmart	Birthday Party Supplies	\$42.02	02-07-593813
				\$2,408.56	
			Total:	\$14,177.99	

January 15, 2025

To the Finance Officer:

The payment of the above listed accounts has been approved by the Board of Park Commissioners at their regular scheduled board meeting and you are hereby authorized to pay the attached vendors from the appropriate funds.

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President

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Treasurer

## Motions/New Business

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**MORTON GROVE PARK DISTRICT  
BOARD MOTIONS  
January 15, 2025**

**Administration and Finance Committee – Commissioner Liston, Chair**

**Approved Vendor List:** I move for the Board of Park Commissioners to approve the attached vendors list.

**Transfer of Line-Item Appropriations Between Funds:** I move for the Board of Park Commissioners to approve Resolution #R-01-25 to authorize the transfer of appropriations between funds.

**Transfer of Funds Between Line Items:** I move for the Board of Park Commissioners to approve the transfer of appropriations between the listed line items.

**Updates to the Personnel Policy Manual:** I move for the Board of Park Commissioners to approve the updates to the personnel policy manual.



**MORTON GROVE  
PARK DISTRICT**

## Memorandum

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**To:** Board of Park Commissioners  
**From:** Marty O'Brien, Superintendent of Finance  
**Date:** January 15, 2024  
**Regarding:** Approved Vendor List

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**Issue:**

To approve the list of Park District vendors as stated in the Morton Grove Park District Administrative Policy Manual.

**Discussion:**

The Morton Grove Park District has a policy where any vendor the park district uses needs to be approved in advance. This process allows the Finance Department to process payments and release checks without having to wait until the next monthly board meeting. This will also allow the District to take advantage of any discounts available for accelerating payments.

**Park Board Action:**

For the Board of Park Commissioners to approve the attached vendors.

VENDOR CODE	VENDOR NAME	INACTIVE	1099
00475	ABT	N	N
00580	SKOKIE ACE HARDWARE	N	Y
01175	JOHNSON CONTROLS SECURITY SOLUTIONS	N	N
02465	AIS INTERNATIONAL	N	N
03065	ALARM DETECTION SYSTEMS, INC.	N	N
03633	CORPORATE TRUST-AMALGAMATED BANK	N	N
03634	AMALGAMATED BANK OF CHICAGO	N	N
04113	ANDERSON LOCK CO	N	N
05113	ARLINGTON POWER EQUIPMENT INC.	N	N
05735	ATLAS BOBCAT, LLC	N	N
06745	ACCURATE INDUSTRIES	N	N
08884	STEVE BENO	N	N
09665	BISHOP PLUMBING, INC.	N	N
100000	LINCOLN AQUATICS	N	N
100001	PLAYPOWER LT FARMINGTON	N	N
100002	NETCOMM 2000, INC.	N	N
100003	INFRARED ROOFING TECHNOLOGIES, LLC	N	N
100004	KNAPHEIDE CHICAGO	N	N
100005	HOME DEPOT CREDIT SERVICES	N	N
100006	EVANSTON ORGANICS	N	N
100007	PIZZO & ASSOCIATES, LTD.	N	N
100008	U.S. TENNIS COURT CONSTRUCTION	N	N
100009	DON HEDEKER	N	Y
100010	TODD DONNELLY	N	Y
100011	KASEYA US LLC	N	N
100012	CODECO INDUSTRIES INC.	N	N
100013	BRIAN WISMER ENTERTAINMENT	N	N
100014	DO IT TENNIS	N	N
100015	KRUEGER INTERNATIONAL, INC.	N	N
100016	FLOOR & WALL CARPET CO. INC	N	N
100017	DAUGHERTY SALES INC.	N	N
100018	PEERLESS ENTERPRISES	N	N
100019	SOUTH SIDE CONTROL SUPPLY CO.	N	N
100020	REX RADIATOR AND WELDING CO., INC.	N	N
100021	JUMPGUY INFLATABLES	N	N
100022	GAME TIME	N	N
100023	HIGH STAR TRAFFIC	N	N
100024	MORTON GROVE PARK DISTRICT	N	N
100025	INNOVATION LANDSCAPE, INC	N	N
100026	360 CHICAGO TOURS LLC	N	N
100027	MIDWEST APPLIED SOLUTIONS, INC.	N	N
100028	FILTER SERVICES INC.	N	N
100029	THE SCRIBBLE BOOKS COMPANY, INC.	N	N
100030	ELAN FINANCIAL SERVICES	N	N
100031	ILLINOIS DEPARTMENT OF REVENUE	N	N
100032	LIVESTEAM	N	N
100033	MSTS RECEIVABLES LLC	N	N
100034	CDW GOVERNMENT	N	N
100035	RIDDIFORD ROOFING COMPANY	N	N
100036	GLENVIEW PARK DISTRICT	N	N
100037	BORNQUIST, INC.	N	N
10016	BLUE PEAK	N	N
10205	BONO CONSULTING, INC.	N	N

VENDOR CODE	VENDOR NAME	INACTIVE	1099
10954	BRONZE MEMORIAL COMPANY	N	N
11340	BS&A SOFTWARE	N	N
11341	BSN SPORTS, IC.	N	N
11415	BUCKERIDGE DOOR COMPANY	N	N
11480	BUGLE NEWSPAPERS	N	N
12515	FRANCESCA CAMPOBASSO	N	N
12775	CANON FINANCIAL SERVICES, INC.	N	N
13106	CASE LOTS, INC	N	N
13113	CASSIDY TIRE & SERVICE	N	N
13435	CENTRAL POOL SUPPLY, INC.	N	N
13436	SYMMETRY ENERGY SOLUTIONS	N	N
13900	CHICAGO KITE	N	N
13907	CMFP DEPT MG-06A	N	N
13908	CHICAGO TRIBUNE MEDIA GROUP	N	N
14314	CITI CARDS	N	N
14315	CITYTECH USA, INC.	N	N
14404	CLASSIC DESIGN AWARDS, INC.	N	N
14995	JOHN COHN	N	Y
15184	COLLEY ELEVATOR CO.	N	N
15265	COMCAST CABLE	N	N
15272	COMED	N	N
15355	CONNELLY'S ACADEMY	N	N
15394	CONSERV FS	N	N
15415	COOK COUNTY DEPT PUBLIC HEALTH	N	N
15439	COSTCO MEMBERSHIP	N	N
15915	SHERI COZZI	N	Y
16074	CREATIVE RESOURCE PERSONNEL	N	N
16075	PLERUS PRINTING	N	N
16090	CRESCENT ELECTRIC SUPPLY CO	N	N
16125	CRNE'S ENVIRONMENTAL CONTROL	N	N
16215	CROWN TROPHY OF SKOKIE	N	N
16415	TERRY CULLEN	N	Y
16416	TIM CULLEN	N	Y
16425	CUMMINS NPOWER	N	N
17225	DENNIS H. DAMON	N	Y
17895	WENDY DECARLO	N	Y
18600	DIRECT ENERGY BUSINESS	N	N
18608	DIRECT FITNESS SOLUTIONS, LLC	N	Y
18685	THOMAS D. DIXON	N	Y
18806	DONE DEAL PROMOTIONS	N	Y
20855	JAMES ECKWALL	N	Y
23122	ALERE ESCREEN	N	N
23886	ENERGYM GYMNAST I CS	N	N
25395	E-TOWN TENNIS	N	N
25985	TIAA COMMERCIAL FINANCE, INC.	N	N
27525	FAST SIGNS	N	N
27545	THE FAUCET SHOPPE	N	Y
27905	FERRET BACKGROUND CHECK	N	N
28332	FINAL GROVE MUSIC, INC.	N	N
28336	FIRST STUDENT	N	N
28876	FOLDING PARTITION SERVICES	N	N
29155	FRAMEWORK COMMUNICATIONS	N	Y
29250	FRIEL ELECTRIC	N	Y



VENDOR CODE	VENDOR NAME	INACTIVE	1099
29405	FRONTLINE TECHNOLOGIES	N	Y
29406	THE FUN ONES	N	N
30358	GARVEY'S OFFICE PRODUCTS	N	N
30733	GEMPLER'S INC	N	N
31614	NAPA	N	N
31915	GOLF MILL FORD, INC.	N	N
32191	GOVERNMENT FINANCE OFFICERS	N	N
32192	GOVHR USA	N	Y
32265	GRAPHIC ARTS SERVICE	N	N
3247	ALLSTAR ASPHALT, INC.	N	N
32542	GRAINGER	N	N
32543	GRAF TREE CARE, INC.	N	N
32620	GREEN TURF INC.	N	N
32632	LES GREENBERG	N	Y
32916	GUIDE BOOK PUBLISHING	N	Y
32935	GROOT, INC.	N	N
33524	GYMNASTS ETC	N	N
33525	GYMNASTICS SPOT	N	N
33527	GYMNASTICS X-CALIBUR	N	N
33687	HACIENDA LANDSCAPING INC.	N	N
34070	HALOGEN SUPPLY COMPANY, INC.	N	N
34725	HARRIS COMPUTER SYSTEMS	N	N
35428	HEARTLAND SPORTS, LLC	N	Y
35435	JERRY HEIDLARF	N	N
35885	HESCO, INC	N	Y
36215	HILL MECHANICAL GROUP	N	N
36515	HITCHCOCK DESIGN, INC.	N	N
37385	HOT SHOTS SPORTS	N	Y
37425	HOUSE OF RENTAL	N	N
37685	HP PRODUCTS	N	N
41708	STEVE JONES	N	N
41752	NCPERS GROUP LIFE INSURANCE	N	N
41753	ILLINOIS ASSOC. PARK DISTRICTS	N	N
41756	ILLINOIS DEPT. OF AGRICULTURE	N	N
41767	IGFOA	N	N
41773	ILLINOIS LIQUOR CONTROL COMM.	N	N
41778	IL OFFICE STATE FIRE MARSHAL	N	N
41780	ILLINOIS SHOTOKAN KARATE CLUB	N	N
42075	IMPACT NETWORKING, LLC	N	N
42390	INTERSTATE BATTERY	N	N
45385	J & D INSTANT SIGNS, INC.	N	N
45686	JAMES DRIVE SAFETY LANE, LLC	N	Y
45865	TOM JAWORSKI	N	Y
45911	JC LICHT, LLC - DEPT #10472	N	Y
45985	JEFF ELLIS & ASSOCIATES, INC.	N	N
47405	JOSEPH MULLARKEY DISTRIBUTORS	N	N
48265	MAGIC OF GARY KANTOR	N	Y
49336	FEDEX	N	N
49576	THE KIPLINGER LETTER	N	N
4993	AQITY RESEARCH & INSIGHTS, INC.	N	N
51196	LAGUNA ASSC. OF THE MIDWEST	N	Y
51815	LEADING EDGE AUTOMOTIVE	N	N
53145	LOMBARD PARK DISTRICT	N	N

VENDOR CODE	VENDOR NAME	INACTIVE	1099
53375	LOW VOLTAGE WORKS, INC.	N	N
53725	LURVEY LANDSCAPE SUPPLY	N	N
54085	NORTH SHORE OFFICIALS ASSOCIATION	N	Y
54420	MAINE-NILES ASSN OF SP RECREATION	N	N
54423	MAINE EAST HIGH SCHOOL 207	N	N
54426	MAINE TOWNSHIP TOWN HALL	N	N
56280	MC MASTER-CARR SUPPLY CO	N	N
56525	MEDIEVAL TIMES	N	N
56665	MENARDS	N	N
57024	MIDWEST COMMERCIAL FITNESS	N	N
57416	MINUTEMAN PRESS-MORTON GROVE	N	N
58280	MORTON GROVE FOUNDATION	N	N
58284	MORTON GROVE PUBLIC LIBRARY	N	N
58355	MORTON GROVE DAYS COMMISSION	N	N
58375	MORTON GROVE CHAMBER OF COMMERCE	N	N
58392	MORTON GROVE SUPPLY COMPANY	N	N
58905	THE MULCH CENTER	N	Y
59839	NATIONAL RECREATION & PARK ASS	N	N
60773	NILES TOWNSHIP FOOD PANTRY	N	N
60775	DAIRY QUEEN OF NILES	N	Y
61162	NORTH BRANCH RESTORATION PROJ.	N	N
61176	NORTH SHORE FAUCETS	N	N
61177	NORTH SHORE UNIFORM	N	N
61305	NOVATRONICS	N	N
61595	NUTOYS LEISURE PRODUCTS	N	N
62395	O'BRILL COMPANY	N	N
66066	OZINGA READY MIX CONCRETE INC.	N	N
69054	JENNY PARISI	N	N
69071	PARK DISTRICT RISK MANAGEMENT	N	Y
69350	TOTAL SIGHT - PARTY PRINCESS PRODUC	N	Y
69356	PATYK FARMS	N	N
69918	PERFORMANCE SOUND, LLC	N	N
70257	PETTY CASH-MARTIN O'BRIEN	N	N
70850	PIONEER PRESS	N	N
70905	PITNEY BOWES GLOBAL FINANCIAL	N	Y
70907	PLAYWORLD SYSTEMS, INC	N	N
71285	POLICE LAW INSTITUTE	N	N
71460	POSTMASTER	N	N
71760	PRAIRIE GYMNASTICS CLUB	N	Y
71956	PROSAFETY, INC.	N	N
71966	PROMO GEAR PLUS,LLC	N	Y
72926	QUICK SCORES LLC	N	N
73574	RC JUGGLE ENTERTAINMENT	N	N
73655	RECORD A HIT, INC.	N	N
73797	REGIONAL TRUCK EQUIPMENT	N	N
73865	FERGUSO	N	N
74874	RUSS ROBIN	N	Y
75344	FERNANDO RODRIGUEZ	N	Y
75635	ROSE PEST SOLUTIONS	N	N
75639	JOHNSTONE SUPPLY	N	N
75903	FRANK ROWLEY	N	Y
76373	JIM RUSHMEYER	N	Y
76377	RUSSO POWER EQUIPMENT	N	N

VENDOR CODE	VENDOR NAME	INACTIVE	1099
76885	SAFETY KLEEN	N	N
76991	SANTO SPORT STORE	N	N
77016	SANTA'S VILLAGE	N	Y
77505	SCHUBERT TENNIS	N	N
77563	ROBBINS SCHWARTZ	N	Y
77564	SCOTT SCHWARTZ	N	N
78114	SERVICE SANITION	N	N
78305	SHARPER DOT PRINTING, INC.	N	N
78575	SHERWIN WILLIAMS COMPANY	N	N
78875	TOM SHUNICK	N	N
79725	PAT SLEINE	N	N
79726	SKOKIE VALLEY MATERIAL	N	N
79885	SMART SIGN	N	N
80596	SPECTRIO, LLC	N	N
80597	SPEED PRO IMAGING	N	Y
80960	STATE INDUSTRIAL PRODUCTS	N	N
81005	STALKER SPORTS FLOORS	N	N
81126	CASHIER, BOILERS	N	N
81925	P.R. STREICH & SONS, INC.	N	N
82475	SWANK MOTION PICTURES, INC	N	N
82825	SYSKO FOOD SERVICES	N	N
83165	BRAD TANDET	N	N
84326	SCOTT THOMPSON	N	N
84386	THOR GUARD INC	N	N
85060	TOWN SQUARE PUBLICATIONS	N	Y
85186	TRAVELING WORLD OF REPTILES	N	Y
85485	JOE TUDISCO	N	N
87705	THE ULTIMATE SCHOOL OF GUITAR	N	Y
88140	UNIVERSITY OF ILLINOIS PSEP	N	N
88904	U.S. ARBOR PRODUCTS, INC.	N	N
88905	U.S. FIRE & SAFETY EQUIPMENT	N	N
90095	VERIZON WIRELESS	N	N
90096	VERMONT SYSTEMS, INC.	N	N
90205	VCG UNIFORM	N	N
90331	VILLAGE OF MORTON GROVE	N	N
92005	WALLACE ENTERTAINMENT	N	Y
92265	WAREHOUSE DIRECT	N	N
94005	WILLIAMS ASSOCIATES ARCHITECTS, LTD	N	N
94118	WILD DAISY	N	Y
94645	WINTRUST BANK	N	N
95845	THE W-T GROUP, LLC	N	Y
98265	ZAKER VIDEO PRODUCTIONS, INC.	N	N
98587	UPLAND DESIGN	N	N
98588	VETERANS FLOORS INC.	N	N
98591	TIME TO RUN	N	Y
99646	4IMPRINT, INC.	N	N
99650	LAUTERBACH & AMEN, LLP	N	Y
99653	PARKREATION, INC.	N	N
99655	WINDY CITY LIGHTS INC.	N	N
99666	SUNSHINE ARTS AND CRAFTS	N	N
99669	SOCCER MADE IN AMERICA	N	N
99674	STEINER ELECTRIC COMPANY	N	N
99676	DARLEY	N	N

VENDOR CODE	VENDOR NAME	INACTIVE	1099
99677	KIDZMAGIC	N	Y
99678	BRADY INDUSTRIES OF ILLINOIS, LLC	N	N
99679	SEGAL CONSULTING	N	N
99680	MID-AMERICA SPORTS ADVANTAGE	N	N
99681	GIFTS GALORE, LLP	N	Y
99683	LEE N' EDDIES	N	N
99684	GALETON	N	N
99685	WATERMASTER, INC.	N	N
99687	CARROT-TOP INDUSTRIES, INC.	N	N
99688	BURRIS EQUIPMENT	N	N
99690	GROWER EQUIPMENT	N	N
99692	FUNTOPIA ADVENTURE PARK	N	Y
99693	RIVER TRAILS PARK DISTRICT	N	N
99694	WATER PRODUCTS-AURORA	N	N
99695	SCHULTZ BARREL & DRUM	N	N
99696	WHEELING PARK DISTRICT	N	N
99697	SCHURING & SCHURING, INC.	N	N
99700	REINDERS, INC.	N	N
99701	FIFTH THIRD BANK	N	N
99702	AMERICAN LEAK DETECTION	N	Y
99703	ERC WIPING PRODUCTS	N	N
99705	BUSHNELL INCORPORATED	N	N
99706	GROVER FABRICATION AND WELDING	N	Y
99707	HOLLIS ZELESKY	N	Y
99708	LEARN FOR LIFE CPR, INC	N	N
99710	BILLY CROFT PRODUCTIONS	N	Y
99712	SKYE ENTERTAINMENT GROUP, LTD.	N	Y
99713	THE GARLAND COMPANY, INC.	N	N
99714	CONNEY SAFTEY	N	N
99715	BILL'S PLUMBING & SEWER, INC.	N	N
99716	TANGERINE PROMOTIONS - BAMKO LLC	N	Y
99717	TRENT ANDERSON	N	Y
99718	SKYZONE ELMHURST	N	N
99719	REID SPEARS	N	Y
99720	MATTHEW KERR	N	Y
99721	FRANK CANINO	N	Y
99722	ETHAN BELL	N	Y
99723	ARTS WARRIOR	N	Y
99724	ADAM MICHAELS	N	Y
99725	DEPARTMENT OF THE TREASURY	N	N
99726	LIFE FITNESS	N	N
99727	THOMAS PUMP COMPANY, INC.	N	N
99728	THE BAREFOOT HAWAIIAN INC.	N	N
99729	ULTIMATE NINJAS LIBERTYVILLE	N	N
99730	DOG WASTE DEPOT	N	N
99731	STEVE BELLIVEAU	N	Y
99732	ACCURATE OFFICE SUPPLY CO.	N	N
99733	GAYLORD BROS., INC.	N	N
99734	FASTENAL COMPANY	N	N
99735	ACTION TERRITORY	N	Y
99736	THE LIFEGUARD STORE	N	Y
99737	TERRY LIVINGSTON	N	Y
99738	BOBS DAIRY SERVICE	N	N

VENDOR CODE	VENDOR NAME	INACTIVE	1099
99739	MAGIC BY RANDY INC.	N	Y
99741	LEGOLAND DISCOVERY CENTER	N	N
99742	MARTIN IMPLEMENT	N	N
99743	ROCK 'N' KIDS, INC.	N	N
99744	RECREONICS	N	N
99745	D&R TRUCKING COMPANY	N	N
99746	GK ELITE SPORTSWEAR	N	Y
99747	STEM ENRICHMENT SERVICES	N	N
99748	FIRST AMERICAN TITLE INS. COMPANY	N	N
99749	ARAMSCO INC.	N	N
99750	BATTERIES PLUS LLC	N	N
99752	CHILDREN'S THEATRE COMPANY	N	N
99755	PUBLIC COMMUNICATIONS INC.	N	N
99756	SUSAN STEIN, RDN, LD	N	Y
99757	LOGO IT, INC.	N	N
99758	NILES WEST H.S. ATHLETIC DEPARTMENT	N	N
99759	CHAPMAN AND CUTLER LLP	N	Y
99760	U.S. WATER HEATING SOLUTIONS	N	Y
99762	ILLINOIS DEPT. OF NATURAL RESOURCES	N	N
99763	ASCAP	N	Y
99764	BMI	N	N
99766	CHICAGO SKY	N	Y
99767	PETER NERAD	N	Y
99768	WELLBEATS, INC	N	N
99769	COURTESY PLUMBING & SERVICES, INC.	N	N
99770	ROCK YOUR BEAT	N	N
99771	KIPLINGER TAX LETTER	N	N
99772	ENCHANTED CASTLE	N	Y
99773	DREAMS GYMNASTICS CLUB	N	N
99774	LIPONI FOUNDATION	N	N
99776	VOLLMAR CLAY PRODUCTS CO.	N	N
99777	FLUORECYCLE, INC.	N	N
99778	IMAGINE NATION, LLC	N	Y
99779	MEDLIN COMMUNICATIONS, INC	N	N
99780	SKOKIE PARK DISTRICT	N	N
99782	ERIKSSON ENGINEERING ASSOCIATES, LTD	N	N
99783	ANCHOR INDUSTRIES INC	N	N
99784	BOWER CONSULTING GROUP, LLC	N	Y
99785	SEECO CONSULTANTS	N	N
99786	JASON KOLLUM	N	Y
99787	M.G.M.G. DISTRIBUTORS	N	N
99788	ULINE	N	N
99789	W.B. OLSEN	N	N
99790	YOUNG REMBRANTS	N	Y
99791	LANDMARK FORD INC.	N	N
99792	A&B ENVIRONMENTAL CONSTRUCTION	N	N
99794	ILLINOIS DEPT. OF PUBLIC HEALTH	N	N
99795	NAC SUPPLY, INC.	N	N
99797	PEERLESS FENCE	N	N
99800	A-MONK'S SIGN COMPANY INC	N	N
99801	NICK AND ERNIE'S/FIX AUTO SKOKIE	N	N
99802	DEMARR SEALCOATING INC.	N	N
99803	MIDWEST WRECKING CO	N	N

VENDOR CODE	VENDOR NAME	INACTIVE	1099
99804	POWER EQUIPMENT LEASING	N	N
99806	JENSEN'S PLUMBING & HEATING	N	N
99807	SCHAEFGES BROTHERS INC	N	N
99809	GORDON BANNERMAN LIMITED	N	N
99810	REACH MEDIA NETWORK	N	N
99811	ALTHOFF INDUSTRIES INC	N	N
99812	WESTERN ARCHITECTURAL IRON CO	N	N
99813	DBM SERVICES INC	N	N
99814	ELLIOT CONSTRUCTION CORP	N	N
99815	NATIONAL HEAT & POWER CORP	N	N
99816	LANGUAGE IN ACTION, INC.	N	N
99817	HILL FIRE PROTECTION, LLC	N	N
99818	J.S. RIEMER, INCORPORATED	N	N
99819	LIZ BERG MUSIC, LLC	N	Y
99820	SERENDIPITY BAND LLC	N	Y
99821	BOPOLOGY, INC.	N	Y
99822	ROB LOAR	N	Y
99823	FRANK AND DAVE INC.	N	Y
99824	CADILLAC GROOVE	N	Y
99825	R.E. ALLEN AND ASSOCIATES, LTD.	N	N
99826	BEACON ATHLETICS	N	Y
99827	AUTOMATIC DOOR AUTHORITY	N	N
99828	RASCO MASON CONTRACTORS	N	N
99829	V AND J LANDSCAPING AND SERVICES	N	N
99830	KELLY STACHURA	N	Y
99831	PRESTIGE DISTRIBUTIONS, INC	N	N
99832	KNUCKLEBALL COMEDY LLC	N	Y
99833	A-1 ROOFING COMPANY	N	N
99834	LRS HOLDINGS, LLC	N	Y
99835	SOUND PLANNING ASSOCIATES, INC.	N	N
99836	C.A.D. CONTRACT GLAZING, INC	N	N
99837	ROYCE ROLLS RINGERS CO.	N	N
99839	ASCHER BROTHERS INC.	N	N
99840	SOIL AND MATERIAL CONSULTANTS, INC.	N	N
99841	BENNETT DOOR SERVICES, INC.	N	N
99842	PLANNING RESOURCES INC.	N	N
99843	MENCONI TERRAZZO, LLC	N	Y
99844	PIONEER ATHLETICS	N	Y
99846	GLI SERVICES, INC.	N	N
99847	NICOR GAS	N	N
99848	MIDWEST GROUNDCOVERS LLC	N	Y
99849	LANDSCAPE STRUCTURES INC.	N	N
99850	GOODMARK NURSERIES	N	N
99851	JOHNSON HEALTH TECH NA INC.	N	N
99852	ACTION FENCE CONTRACTORS INC.	N	N
99853	DOUGLAS FLOOR COVERING, INC.	N	N
99854	BREEZY HILL LANDSCAPING	N	N
99856	COLOR YOUR OWN	N	N
99857	PAUL MARGOLIS- DBA I MAK M LAF	N	Y
99859	BODYMINDSPIRITFITNESS CORP.	N	N
99860	NATIONAL SALT SUPPLY	N	N
99861	AQUA PURE ENTERPRISES, INC.	N	N
99862	LEAF	N	Y

VENDOR CODE	VENDOR NAME	INACTIVE	1099
99863	PEERLESS NETWORK, INC.	N	N
99864	THE BOELTER COMPANIES, INC.	N	N
99865	ABBAY PAVING CO., INC	N	N
99866	KESSOR ENTERPRISES, LTD	N	N
99867	EVANS AND SON BLACKTOP, INC	N	N
99868	OLD TOWN SCHOOL OF FOLK MUSIC	N	N
99869	ROUTE 12 RENTAL	N	N
99870	JULIA ZOLTOWSKY	N	Y
99871	GLOBAL FIRE PROTECTION COMPANY	N	N
99872	CIAO BELLA SEWING	N	Y
99873	GOLF SCHOOL DISTRICT 67	N	N
99874	SAFTEY FIRSQAQUATICS, LLC	N	N
99875	OVIDIO SALGADO	N	N
99876	NATIONAL BUISNESS FURNITURE	N	N
99877	HINCKLEY SPRINGS	N	N
99878	ALEN	N	N
99879	KIRBYBUILT	N	N
99880	MISFITS CONSTRUCTION COMPANY	N	N
99881	UNCLE JON'S MUSIC, INC.	N	N
99882	OUTCAST JAZZ BAND, LLC	N	N
99883	SECOND HAND SOUL BAND, INC.	N	N
99884	THE WAYOUTS, LLC	N	N
99885	NVB PLAYGROUNDS DBAAA STATE OF PLAY	N	N
99886	TIGERMEDICAL	N	N
99887	JAMIE CERVANTES	N	N
99888	ADVOCATE CHRIST MEDICAL CENTER-CPC	N	N
99889	MITYLITE INC.	N	N
99890	H&H ELECTRIC CO.	N	N
99891	ARTHUR CLESSENS INC	N	N
99892	TREDROC TIRE SERVICES	N	N
99893	ILLINOIS STATE POLICE BUR OF IDENTI	N	N
99894	JOHN WONDRASEK CREATIVE SERVICES	N	N
99895	H. M. WITT & CO.	N	N
99896	ICOOK, INC	N	N
99897	GEORGE'S LANDSCAPING INC.	N	N
99898	STAS USA LLC	N	N
99899	LITANIA SPORTS GROUP	N	N
99900	GMS HEATING & COOLING	N	N
99901	UNIVAR SOLUTIONS	N	N
99902	MTJ ENTERTAIN LLC,C/O STEVE SCHNECK	N	Y
99903	KIEFER AQUATICS	N	N
99904	SPORTSKIDS, INC	N	N
99905	JOHN COYNE	N	N
99906	GOLD MEDAL CHICAGO ML30	N	N
99907	JLH LAND SURVEYING INC.	N	N
99908	NILES PARK DISTRICT	N	N
99909	ORIGINAL WATERMEN, INC.	N	N
99910	CAPITAL ONE TRADE CREDIT	N	N
99911	COMPUTER EXPLORERS	N	Y
99912	NORTH AMERICAN CORP OF ILLINOIS	N	N
99913	AHW LLC - WAUCONDA	N	Y
99914	CASINO GROUP INC.	N	N
99915	CANON U.S.A, INC.	N	N

VENDOR CODE	VENDOR NAME	INACTIVE	1099
99916	MIDWEST GLASS TINTERS, INC.	N	N
99917	THE DAVEY TREE EXPERT COMPANY	N	N
99918	EMINJAYIN PRODUCTIONS	N	N
99919	MAD SCIENCE OF NORTHERN ILLINOIS	N	N
99920	PECOVER DECORATING SERVICES	N	N
99921	DES PLAINES MATERIAL & SUPPLY	N	N
99922	TRI-STATE CUT STONE & BRICK CO	N	N
99923	MULTIPLE CONCRETE ACCESSORIES	N	N
99924	JAYNE MANGIONE	N	Y
99925	S & S GLASS COMPANY, INC.	N	N
99926	FAST MRO SUPPLIES, INC.	N	N
99927	CONSUMER REPORTS	N	N
99928	SIGNARAMA	N	N
99929	CHANG'S TAEKWONDO	N	N
99930	IMPERIAL SERVICE SYSTEMS, INC.	N	N
99931	SPORTS IMPORTS	N	N
99932	BASS/SCHULER ENTERTAINMENT	N	N
99933	SMARTY PANTS WORLD LLC	N	Y
99934	OCCUPATIONAL HEALTH CENTERS OF IL	N	N
99935	EXCEL AERIAL IMAGES	N	Y
99936	JOSEPH AUDIO VIDEO SOLUTIONS INC.	N	N
99937	TIERRA	N	N
99938	MIDAMERICAN ENERGY SERVICES, LLC	N	N
99939	DAVID MACK	N	Y
99940	KELSO-BURNETT CO	N	N
99941	CELEBRATION AUTHORITY	N	N
99943	NORTHERN TOOL & EQUIPMENT	N	N
99944	THE POWER OF DANCE	N	N
99945	THE CHICAGO CUBS	N	N
99946	J & J ENTERPRISE	N	N
99947	BRADLEY WHITE	N	Y
99948	DAVID DOWNER	N	Y
99949	STARLIGHT CITY	N	N
99950	MUSIC BY LISE	N	Y
99951	KOHL CHILDREN'S MUSEUM	N	N
99952	EPACT NETWORK LTD.	N	N
99953	PROSHRED CHICAGO	N	N
99954	KYLOR BERKMAN	N	N
99955	BOWLERO NILES	N	N
99956	CORE-VETTE CORING AND SAWING	N	N
99957	CHAMPION POOL SUPPLY	N	N
99958	ATHLETICS PUTTERMAN	N	N
99959	JENNINGS CHEVROLET	N	N
99960	STARLIGHT EXPRESS COACHES INC.	N	N
99961	NAMI CCNS	N	N
99962	DONNA HEDRICK	N	N
99963	TREND CARPETS INC.	N	N
99964	PETE THE PAINTER	N	N
99965	CHESS WIZARDS, INC.	N	N
99966	MAXX CONTRACTORS CORP.	N	N
99967	BLACK BEAR INNOVATIONS, INC.	N	Y
99968	SKYHAWKS SPORTS ACADEMY, INC.	N	N
99969	PREMISTAR-NORTH	N	N



VENDOR CODE	VENDOR NAME	INACTIVE	1099
99970	CLOWNING AROUND ENTERTAINMENT INC	N	N
99971	BILL'S AUTO & TRUCK REPAIR	N	N
99972	PLATINUM POOL	N	N
99973	OTIS ELEVATOR COMPANY	N	N
99974	O'REILLY	N	N
99975	ROYAL PRINCESS PARTIES LLC	N	N
99976	J&M BUILDING MAINTENANCE, INC.	N	N
99977	WILMETTE TRUCK & BUS	N	N
99978	WILLIAMS ROOFING & INSULATION, INC.	N	N
99979	HEARTLAND BEVERAGE, LLC	N	Y
99980	MUSCO SPORTS LIGHTING, LLC	N	N
99981	D. BOND & ASSOCIATES INC.	N	N
99982	ILLUMINATED BREW WORKS	N	N
99983	HINSHAM SEALANTS, INC.	N	N
99984	INVEX DESIGN	N	N
99985	UNCLAIMED PROPERTY DIVISION	N	N
99986	ABBOTT TREE CARE PROFESSIONALS, LLC	N	N
99987	WHITE CAP, L.P.	N	N
99988	METAL OPTIONS EXCHANGE CORP	N	N
99989	HR SOURCE	N	N
99990	ROD BAKER FORD	N	N
99991	HAGG PRESS INC.	N	N
99992	DAIRY QUEEN OF WILMETTE	N	N
99993	GREMLEY & BIEDERMANN	N	N
99994	STRATUS BUILDING SOLUTIONS	N	N
99995	PROAUTO	N	N
99996	SECOND CHANCE CARDIAC SOLUTIONS, INC	N	N
99997	DEFRANCO PLUMBING	N	N
99998	TALEWISE LLC	N	Y
99999	INDEPENDENCE PAINTING CO	N	N
MISC		N	N



**MORTON GROVE  
PARK DISTRICT**

# Memorandum

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**To:** Board of Park Commissioners

**From:** Jeffrey Wait, Executive Director  
Marty O'Brien, Superintendent of Finance

**Date:** January 15, 2025

**Regarding:** Resolution #R-01-25 – Transfer of Appropriations Between Funds

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**Issue:**  
Authorization for a budget appropriation transfer of \$700,000 from the Corporate Fund to the Bond and Capital Project Funds.

**Discussion:**  
As part of the audit, the Finance Department enters accrual entries associated with prior year expenses. Due to the replacement of the PVCC roof and the higher cost to issue debt the Bond and Capital funds exceeded their original budget.

The park district code allows the board of park commissioners by two thirds vote to amend the appropriation ordinance. The transfers we are asking the park board of commissioners to approve are as follows:

Amount	From	To
\$5,000	Corporate Fund	Bond Fund
\$695,000	Corporate Fund	Capital Projects Fund

**Park Board Action:**  
For the Board of Park Commissioners to approve Resolution #R-01-24 to authorize the transfer of appropriations between funds.

MORTON GROVE PARK DISTRICT  
RESOLUTION #R-01-25

RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS

BE IT RESOLVED. By the Board of Commissioners of the Morton Grove Park District, that the following amounts be transferred immediately:

Amount	From	To
\$5,000	Corporate Fund	Bond Fund
\$695,000	Corporate Fund	Capital Projects Fund

Resolved this 15th day of January 2025

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Board President, Mazhar Khan  
Morton Grove Park District

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Board Secretary, Jeffrey Wait  
Morton Grove Park District



**MORTON GROVE  
PARK DISTRICT**

## Memorandum

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**To:** Board of Park Commissioners  
**From:** Marty O'Brien, Superintendent of Finance  
**Date:** January 15, 2025  
**Regarding:** Transfer of Funds between Line Items

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**Issue:**

To transfer 2024 appropriations between the line items that have excess funds to the items that are in need.

**Discussion:**

The Board passed the 2024 Appropriation Ordinance at the December 20, 2023 Board meeting. Per state law, after the first six months, the Board has the authority to transfer funds from any line item anticipated to have excess funds to a line item that needs funds. At the completion of this process, the 2024 appropriations for all the individual line items will exceed the individual expenditures.

**Park Board Action:**

For the Board of Park Commissioners to approve the transfer of appropriations between the listed line items.

Morton Grove Park District  
Journal Entry

Post Date: 12/31/2024

Entry Date: 01/03/2025 JE #

399, 400 & 401

Description: Budget Transfers 2024

GL #	Description	Increase/(Decrease)
01-10-511100	SALARIES & WAGES-DIRECTOR	-2,500.00
01-10-511200	SALARIES-SUPERINTENDENT OF HR & RISK	-14,000.00
01-10-512720	SALARIES & WAGES-FINANCE COORDINATOR	300
01-10-513211	SALARIES & WAGES-SECURITY PART TIME	5,000.00
01-10-520100	MATRL AND SUPP-BANK SERVICE CHARGES	600
01-10-520140	MATRL AND SUPP-OFFICE EXP - BOTTLED WTR	100
01-10-520160	MATRL AND SUPP-OFFICE EXP - PUBLICATIONS	300
01-10-551120	CONTRACT SVCS-LEGAL - EXTRA SERVICE	10,500.00
01-10-552200	CONTRACT SVCS-NETCOMM 2000 IT ASSISTANCE	3,000.00
01-10-554100	CONTRACTUAL SERVICES-AGREEMENTS - MAINT	4,000.00
01-10-560810	EQUIPMENT-NEW EQUIP - COMPUTER - SOFT	3,200.00
01-10-580200	EXP MISC.-EXECUTIVE DIRECTOR SEMINARS	100
01-10-581110	EXP MISCELLANEOUS-COMMISSIONERS EXPENSE	1,000.00
01-10-581250	EXP MISCELLANEOUS-BUSINESS MEALS	600
01-10-589105	EXP MISCELLANEOUS-EMPLOYEE RECOGNITION	400
01-10-589110	EXP MISC.-MARKETING SPECIAL EVENT	500
01-10-589200	EXP MISCELLANEOUS-EQUITY TRANSFER	-35,900.00
01-20-511400	SALARIES-SUPERINTENDENT OF PARKS & FAC	-4,800.00
01-20-512120	SALARIES & WAGES-PARKS FOREMAN	-2,800.00
01-20-512130	SALARIES & WAGES - FULLTIME	-37,000.00
01-20-512150	SALARIES & WAGES-FULLTIME - OT	8,100.00
01-20-513100	SALARIES & WAGES-SUMMER STAFF	-5,700.00
01-20-520221	MATRL-SUPP-R & R - BLDG REPAIR SERVICE	-3,800.00
01-20-520230	MATERIALS AND SUPPLIES-RENTAL MACHINERY	600
01-20-520312	MATERIALS AND SUPPLIES-JANITOR SUPPLIES	-2,200.00
01-20-520321	MATRL AND SUPP-MAINT. - MAT1LS - BLDG	300
01-20-520323	MATRL AND SUPP-MAINT. - MAT'LS - GROUNDS	-2,900.00
01-20-520325	MATRL-SUPP-MAINT. - MAT'LS - VEHICLES	5,100.00
01-20-520328	MATRL-SUPP-MAINT. -PLAYGROUND MULCH	1,200.00
01-20-520335	MATERIALS AND SUPPLIES-SUPPLIES - SAFETY	1,100.00
01-20-520400	MATRL-SUPP-SUPPLIES - TOOLS & HARDWARE	-3,800.00
01-20-520500	MATRL-SUPP-SUPPLIES - GAS & OIL VEHICLES	-3,600.00
01-20-554100	CONTRACTUAL SERVICES-AGREEMENTS - MAINT	57,000.00
01-20-560200	EQUIPMENT-NEW EQUIP - MAINT	1,200.00

01-20-560300	EQUIPMENT-NEW EQUIP - BLDG	100
01-20-570150	BLDG-LANDSCAPE-GENERAL PARK IMPROVEMENTS	4,700.00
01-20-570200	BUILDING & LANDSCAPE-BUILDING REPAIR	-1,300.00
01-20-570300	BLDG-LANDSCAPE-GRASS-SEED-SOD-FERTILIZER	-2,300.00
01-20-570400	BLDG-LANDSCAPE-TREES-SHRUBS-FLOWERS	10,300.00
01-20-570410	BLDG-LNDSCP-BLK DIRT-SAND-FILL-BALL MIX	4,900.00
01-20-581200	EXP MISC.-EDUCATIONAL SEMINARS - STAFF	-600
01-20-581500	EXP MISCELLANEOUS-UNIFORMS	-600
01-20-581501	PRAIRIE VIEW ICE ARENA	-400
02-01-591105	INSTRUCTOR SALARIES-PICKLEBALL	4,400.00
02-01-591131	INSTR SAL-SOFTBALL - ADULT SOFTBALL	-500
02-01-592105	CONTRACTING SERVICES-PICKLEBALL	-500
02-01-592131	CONTRACTING-SOFTBALL - ADULT SOFTBALL	-3,000.00
02-01-591141	INSTRUCTOR SALARIES-SPORTS TOURNAMENTS	100
02-01-592170	CONTRACTING-YOUTH ATHLETIC CONTRACTUAL	-10,200.00
02-01-592176	CONTRACTING SERVICES-ISKC KARATE	-8,200.00
02-01-592179	CONTRACTING SERVICES-TKDO	-4,000.00
02-01-592193	CONTRACTINGSERVICES-HOT SHOTS	19,000.00
02-01-593105	PROGRAM SUPPLIES-PICKLEBALL	200
02-01-593131	PRGM SUPP-SOFTBALL - ADULT SOFTBALL	-700
02-01-593141	PROGRAM SUPPLIES-SPORTS TOURNAMENTS	-600
02-01-593175	PROGRAM SUPPLIES-SD 67 SOCCER GOALS	4,300.00
02-01-591212	STAFF FOR INDOOR COURT RENTALS	-300
02-03-591412	INSTRUCTOR SALARIES-CAMP COUNSELOR	-30,400.00
02-03-591417	INSTRUCTOR SALARIES-CAMP SUPERVISOR	39,400.00
02-03-592412	CONTRACTING SERVICES- CAMP	-1,100.00
02-03-593412	PROGRAM SUPPLIES-CAMP	100
02-04-593514	PROGRAM SUPPLIES-DANCE - CREATIVE	-3,200.00
02-05-591623	INSTR SAL-ADULT GENERAL INTEREST	2,400.00
02-05-591624	INSTRUCTOR SALARIES-YOUTH CONTRACTUAL	500
02-05-592622	CONTRACTING SERVICES-LANGUAGE CLASSES	400
02-05-592623	CONTRACTING-ADULT GENERAL INTEREST	400
02-05-592624	CONTRACTING SERVICES-YOUTH CONTRACTUAL	-8,800.00
02-05-593618	PROGRAM SUPPLIES-MUSIC	100
02-05-593624	PROGRAM SUPPLIES-YOUTH CONTRACTUAL	200
02-06-591711	SALARIES-PRE SCHOOL TEACHERS	-38,700.00
02-06-591712	INSTR SAL-PRESCHOOL TEACHER PLANNING	300
02-06-591713	SALARIES-PRE SCHOOL AIDES	37,000.00
02-06-592711	CONTRACTING SERVICES-PRE SCHOOL	700
02-06-592715	CONTRACTING SERVICES-TODDLER VARIETY	600
02-06-593716	PROGRAM SUPPLIES-INDOOR PLAYGROUND	100
02-07-591815	INSTRUCTOR SALARIES-PIANO LESSONS	1,300.00
02-07-591817	INSTRUCTOR SALARIES-GAP SUPERVISOR	900
02-07-591825	INSTRUCTOR SALARIES-BASE	-25,300.00

02-07-591828	BASE PLANNING	100
02-07-591830	INSTRUCTOR SALARIES-BASE SITE SUPERVISOR	21,500.00
02-07-591813	INSTRUCTOR SALARIES-BIRTHDAY PARTIES	100
02-07-592818	CONTRACTING SERVICES-STEM CLASSES	900
02-07-592821	CONTRACTING SERVICES-PUPPY TRAINING	100
02-07-593825	PROGRAM SUPPLIES-BASE	400
02-08-592912	CONTRACTING SERVICES-HALLOWEEN PARTY	-800
02-08-592917	CONTRACTING SERVICE-SANTA COMING TO TOWN	1,400.00
02-08-592926	CONTRACTING-SUMMER CONCERT SERIES	-4,500.00
02-08-592943	CONTRACTING SERVICES-HOT WHEELS CLASSIC	-1,100.00
02-08-592946	CONTRACTING SERVICES-HOLIDAY HOUSE VISIT	200
02-08-592950	FREE EVENTS	-700
02-08-593911	PROGRAM SUPPLIES-5K RUN	100
02-08-593912	PROGRAM SUPPLIES-HALLOWEEN PARTY	1,200.00
02-08-593914	PROGRAM SUPPLIES-COLD BREWS	-600
02-08-593917	PROGRAM SUPPLIES-SANTA COMING TO TOWN	900
02-08-593921	PRGM SUPP-MOTHER/DAUGHTER TEA	300
02-08-593925	PROGRAM SUPPLIES-GRINCH HOLIDAY EVENT	100
02-08-593938	PROGRAM SUPPLIES-EGGSTRAVAGANZA	300
02-08-593939	HOT COCO SUPPLIES	500
02-08-593943	PROGRAM SUPPLIES-HOT WHEELS CLASSIC	100
02-09-591231	INSTRUCTOR SALARIES-PERSONAL TRAINING	2,600.00
02-10-511500	SALARIES-SUPERINTENDENT OF RECREATION	-1,800.00
02-10-511800	SALARIES & WAGES-COMMUNICATION MANAGER	-2,800.00
02-10-512300	SALARIES & WAGES-RECREATION SUPERVISOR	-33,000.00
02-10-512710	SALARIES-GUEST SERVICES COORDINATOR	-900
02-10-513301	PT AQUATIC SUPERVISOR	11,000.00
02-10-520100	MATRL AND SUPP-BANK SERVICE CHARGES	-700
02-10-520110	MATRL AND SUPP-OFFICE EXP - SUPPLIES	-2,100.00
02-10-530310	INSURANCE-INS - HEALTH & LIFE - DISTRICT	-30,000.00
02-10-540110	UTILITIES-ELECTRICTY	-2,000.00
02-10-540120	UTILITIES-HEATING FUEL	-2,000.00
02-10-560100	EQUIPMENT-NEW EQUIP - OFFICE	-1,500.00
02-10-580202	HARRER MASTER PLAN COSTS	10,000.00
02-10-581310	EXP MISC-EMPLOYEE CPR TRAINING	50,000.00
02-10-581400	EXP MISCELLANEOUS-DUES & SUBSCRIPTIONS	2,100.00
02-10-581300	EXP MISC.-EMPLOYEE TRAVEL ALLOWANCE	3,800.00
02-10-581200	EXP MISC.-EDUCATIONAL SEMINARS - STAFF	300
02-10-581600	EXP MISC.-MORTON GROVE SPECIAL EVENTS	-500
02-10-589110	EXP MISC.-MARKETING SPECIAL EVENT	100
02-21-513302	SALARIES & WAGES-POOL - MANAGER REG	-6,500.00
02-21-513306	SALARIES & WAGES-POOL - GUARDS REG	-22,500.00
02-21-513307	SALARIES & WAGES-POOL HEAD LIFE GUARDS	17,800.00
02-21-513308	SALARIES & WAGES-POOL - CASHIERS REG	-3,000.00

02-21-513309	SALARIES & WAGES-POOL - WATER EXERCISE	-1,000.00
02-21-513314	SALARIES & WAGES-POOL - SWIM LESSONS	-1,300.00
02-21-520260	MATRL AND SUPP-REPAIR EQUIP - MAINT	5,700.00
02-21-520312	MATERIALS AND SUPPLIES-JANITOR SUPPLIES	400
02-21-520331	MATRL AND SUP-SUPPLIES - INSPECTION FEES	-4,700.00
02-21-540110	UTILITIES-ELECTRICTY	14,000.00
02-21-540120	UTILITIES-HEATING FUEL	-7,000.00
02-21-540130	UTILITIES-WATER	-8,800.00
02-21-553100	CONTRACTUAL SERVICES-POOL - CHEMICALS	-1,100.00
02-21-554100	CONTRACTUAL SERVICES-AGREEMENTS - MAINT	700
02-21-560700	EQUIPMENT-NEW EQUIP - POOL	-7,400.00
02-21-570600	BLDG-LANDSCAPE-POOL - BLDG & REPAIR	24,700.00
02-21-584100	EXP MISC.-POOL - GUARD SUITS & SUPPLIES	300
02-21-584300	EXP MISCELLANEOUS-POOL - SPECIAL EVENTS	-1,000.00
02-21-584400	EXP MISCELLANEOUS-POOL - MISC EXPENSE	700
02-22-513306	SALARIES & WAGES-POOL - GUARDS REG	-2,600.00
02-22-513307	SALARIES & WAGES-POOL HEAD LIFE GUARDS	14,200.00
02-22-513308	SALARIES & WAGES-POOL - CASHIERS REG	-3,600.00
02-22-513314	SALARIES & WAGES-POOL - SWIM LESSONS	-9,100.00
02-22-520312	MATERIALS AND SUPPLIES-JANITOR SUPPLIES	-1,600.00
02-22-553100	CONTRACTUAL SERVICES-POOL - CHEMICALS	3,100.00
02-22-554100	CONTRACTUAL SERVICES-AGREEMENTS - MAINT	3,400.00
02-22-560700	EQUIPMENT-NEW EQUIP - POOL	-4,600.00
02-22-570600	BLDG-LANDSCAPE-POOL - BLDG & REPAIR	4,300.00
02-22-520331	MATRL AND SUP-SUPPLIES - INSPECTION FEES	-3,500.00
02-31-513151	SALARIES-FIELDHOUSE RENTAL ATTENDANT	-1,000.00
02-31-513155	BUILDING ATTENDANT	-4,300.00
02-31-513520	SALARIES-CT DESK - ATTENDANTS PT	4,300.00
02-32-513610	SALARIES & WAGES-FITNESS - FITNESS ATTEN	-5,600.00
02-32-513700	SALARIES & WAGES-GROUPX INSTRUCTORS	3,300.00
02-32-520120	MATRL AND SUPP-OFFICE EXP - PRINTING	-1,500.00
02-32-520210	MATERIALS AND SUPPLIES-EQUIPMENT REPAIR	-3,800.00
02-32-520211	MATRL AND SUPP-PREVENTATIVE MAINTENANCE	400
02-32-520335	MATERIALS AND SUPPLIES-SUPPLIES - SAFETY	1,000.00
02-32-520360	MATRL AND SUPP-SUPPLIES- FITNESS CLASSES	-1,800.00
02-32-552300	CONTRACT SVCS-CONTRACTUAL SERVICES	1,100.00
02-32-560600	EQUIPMENT-NEW EQUIP - FITNESS CENTER	7,900.00
02-33-512130	SALARIES & WAGES - FULLTIME	-4,500.00
02-33-512150	SALARIES & WAGES-FULLTIME - OT	200
02-33-513110	SALARIES-PART TIME MAINTENANCE PVCC	-4,700.00
02-33-520227	MATRL AND SUPP-EQUIP MAINT SERVICE	-1,400.00
02-33-520312	MATERIALS AND SUPPLIES-JANITOR SUPPLIES	3,700.00
02-33-540110	UTILITIES-ELECTRICTY	-3,300.00
02-33-552300	CONTRACT SVCS-CONTRACTUAL SERVICES	4,400.00



02-33-554100	CONTRACTUAL SERVICES-AGREEMENTS - MAINT	-1,600.00
02-33-560200	EQUIPMENT-NEW EQUIP - MAINT	-800
02-33-570200	BUILDING & LANDSCAPE-BUILDING REPAIR	8,000.00
02-35-513584	SALARIES-BROCHURE PROOF READER	200
02-35-520110	MATRL AND SUPP-OFFICE EXP - SUPPLIES	100
02-35-554100	CONTRACTUAL SERVICES-AGREEMENTS - MAINT	200
02-35-554405	CONTRACTUAL SERVICES-PUBLIC RELATIONS	300
02-35-589110	EXP MISC.-MARKETING SPECIAL EVENT	-800
25-10-582510	EXP MISC.-LIMITED GO BOND PRINCIPAL EXP	-16,000.00
25-10-582520	EXP MISC.-LIMITED GO BOND INTEREST EXP	17,000.00
25-10-586000	EXP MIS-BOND REGISTRAR & LEGAL COSTS	-1,000.00
30-10-532610	INSURANCE-PROPERTY	2,800.00
30-10-532611	INSURANCE LIABILITY	1,500.00
30-10-532615	INSURANCE-EMPLOYMENT PRACTICES	3,000.00
30-10-532630	INSURANCE-WORKERS COMP	3,100.00
30-10-582615	EXP MISC.-COLLISION SELF INS. DEDUCT.	2,000.00
30-10-582635	EXP MISCELLANEOUS-UST RECOVERY	-12,400.00
70-10-586098	EXP MISC.-BOND PRINCIPAL ORIOLE POOL	-5,000.00
70-10-586099	EXP MISC.-BOND INTEREST ORIOLE POOL	-3,700.00
70-10-586100	EXP MISCELLANEOUS-PVCC GENERAL EXPENSE	31,000.00
70-10-586101	PVCC ROOF PROJECT	43,000.00
70-10-586114	EXP MISCELLANEOUS-PARKS GENERAL EXPENSE	-21,600.00
70-10-586116	EXP MISC. - BALL FIELDS RENOVATIONS	-17,700.00
70-10-586135	EXP MIS - BASKETBALL & TENNIS COURTS	-95,900.00
70-10-586136	SHADE STRUCTURES FOR PARKS	-9,700.00
70-10-586145	EXP MISCELLANEOUS-POOLS GENERAL EXPENSE	-20,000.00
70-10-586146	EXP MISC.-PLAYGROUND GENERAL EXPENSE	-20,000.00
70-10-586149	OKETO PARK RENOVATION - OSLAD	31,400.00
70-10-586151	PALMA LANE RENOVATIONS - OSLAD	44,400.00
70-10-586152	NATIONAL PARK RENOVATIONS - OSLAD	21,200.00
70-10-586169	EXP MISCELLANEOUS-ORIOLE POOL RENOVATION	13,900.00
70-10-586170	EXP MISCELLANEOUS-HARRER POOL RENOVATION	7,500.00
70-10-586175	EXP MISCELLANEOUS-SAFETY EQUIPMENT & AED	26,000.00
70-10-586200	EXP MISC.-CORPORATE COMPUTER EXPENSE	-13,000.00
70-10-586206	EXP MISCELLANEOUS-CORPORATE WEBSITE	-20,000.00
70-10-586314	EXP MISCELLANEOUS-PARKS DEPT VEHICLES	23,400.00
70-10-586450	EXP MISCELLANEOUS-CLUB FITNESS EQUIPMENT	-15,200.00



**MORTON GROVE  
PARK DISTRICT**

## Memorandum

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**To:** Board of Park Commissioners  
**From:** Michelle Trevino, Human Resources and Risk Manager  
Jeffrey Wait, Executive Director  
**Date:** January 15, 2025  
**Subject:** Personnel Policy Manual Updates

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**Issue:**

The Personnel Policy Manual requires updates to incorporate recent legislative and organizational changes.

**Discussion:**

The Personnel Policy Manual provides guidelines on policies, procedures, working conditions, and behavioral expectations for Park District employees. It serves as a comprehensive reference that outlines appropriate behavior, workplace conduct, and job expectations. The manual is regularly updated to reflect changes in laws, regulations, and organizational priorities, ensuring it remains relevant and effective.

Recent updates to the Personnel Policy Manual include revisions to the following policies:

Section 5.3	Overtime Compensation Exempt Employees	Page 14
Section 6.8	Education Reimbursement	Page 19
Section 6.9	Vacation	Page 20
Section 6.10	Sick Leave Policy	Page 21
Section 6.11	Holidays	Page 22
Section 6.16	Part-Time /Seasonal Staff Benefits	Page 23
Section 7.2	Bereavement Leave	Page 33
Section 10.15	Uniforms and Dress Code	Page 47
Section 10.22	Telecommuting Policy	Page 51

Staff will be informed of these changes and required to acknowledge their understanding by signing the manual.

**Park Board Action:**

For the Board of Park Commissioners to approve the updates to the Personnel Policy 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  
Last updated on January 15, 2025

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Mazhar Khan  
President

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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.

The District recognize it can be burdensome for an exempt employee to work beyond 40-hours to fulfill their job responsibilities. The District offer exempt employees the ability to flex their time to minimize working beyond 40-hours. Flextime is the ability to adjust working hours for a day or for the week. For example, if an employee has a meeting at night, they could start the day after the normal start time so that the meeting is within an 8-hour day. If an employee has a Saturday event, they could not come to work on another day that week.

An exempt employee may be granted flextime at the sole discretion of their Department Dead or the Executive Director based on the operational needs of the District. All adjustments must be done within the same pay period.

## **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 Reimbursement**

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.

#### **Eligibility:**

To be eligible for tuition reimbursement, employees must meet the following criteria:

1. Full-Time Employment: Employees must be classified as full-time, working a minimum of 40 hours per week.
2. Performance: Eligible employees should have a track record of consistently receiving performance evaluations that exceeds expectations.
3. Relevance to Job: Courses or Programs pursued by employees should be directly related to their current job responsibilities.
4. If the budget allows for the expense.

#### **Program Approval Process:**

Employees who meet the eligibility criteria and wish to pursue educational opportunities must request approval prior to enrolling in a course or program. The employee must submit a request for tuition reimbursement to their immediate supervisor or HR Department. The request should include:

- Course or Program details
- Estimated costs.

#### **Covered Expenses:**

1. The maximum annual amount available to an employee is \$2,500 per calendar year.

#### **Reimbursement Process:**

1. The District will reimburse employees at 100% of the cost for any course where a grade of "B" or better was attained.

2. Employees who receive a grade lower than a "B" shall not be reimbursed.
3. Any amount reimbursed by the district will be paid through the payroll system and will be subject to applicable taxes, including withholding.
4. Final grades must be submitted to the Human Resource and Risk Manager or Executive Director and made a part of the employee's personnel record.
5. Once the employee completes the course, they will be reimbursed.

The employee must remain employed in 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 the schedule can be arranged during working hours, such arrangement may be made at the discretion of their immediate supervisor or the Executive Director.

#### **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 for their 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. At the end of each calendar year, a full-time employee may receive payment for up to five (5) unused vacation days that have been accrued and accumulated during the calendar year. This must be requested on the appropriate form provided by the Human Resources and Risk Manager and approved by the Executive Director per the directions on such form. All vacation time must be exhausted before taking any

vacation without pay. All other 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.

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

- 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 it to Human Resources.
- B. The employee's supervisor or Department Head shall determine the vacation schedule. 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 6.9:—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.

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- 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.G. 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.
- J. All sick time must be exhausted before taking any sick time without pay.

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

#### **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.
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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 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. Juneteenth
5. Independence Day
6. Labor Day
7. Thanksgiving Day
8. Day after Thanksgiving
9. Christmas Eve
10. Christmas Day

In general, holidays which fall on Saturday shall be observed the previous Friday, and holidays which fall on Sunday shall be observed the following Monday.

In addition to the above, full-time employees have one floating holiday to be used annually at the employee's discretion. The floating holiday must be one (1) 8-hour day. The floating holiday should be requested at least two (2) weeks in advance of the desired date and is subject to the approval of your immediate supervisor. A floating holiday is non-cumulative and must be taken during the calendar year granted or it will be forfeited without compensation. Employees shall not be compensated for any unused floating holiday at separation. Except as otherwise provided herein, any employee absent the working day prior to or after a holiday will not receive pay for that holiday unless the absence is due to a pre-approved vacation or if an exception is made by an immediate supervisor.

Employees who have worked the last scheduled day before the holiday and cannot work the day after the holiday due to layoff will be paid holiday pay.

If an employee is on an approved vacation leave during a period in which a holiday falls, the holiday will not count as a day of used vacation leave and the employee will receive the holiday pay. For example, if you take as vacation leave Monday through Friday and a holiday falls on that particular Friday, you will be considered to have used only four (4) days of vacation. Holidays will not be paid to employees on any type of unpaid leave.

If a full-time non-exempt employee is required to work on a holiday, the employee will be paid (compensated) in accordance with the Fair Labor Standards Act (See Section 5.04). Full-time exempt employees required to work on one of the aforementioned holidays will be granted time off on an alternate day to be mutually selected by the employee and their supervisor.

Holidays are non-cumulative and must be taken on the actual date of the recognized holiday. An employee who is terminated may not receive holiday pay for the holiday not taken.

### **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 Labor 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 within 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 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup>, 30<sup>th</sup>, and 35<sup>th</sup> 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 met:

- 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**

The Morton Grove Park District values its part-time seasonal staff and is committed to providing certain benefits to enhance their experience during their employment.

**Eligibility:**

- Minimum Hours: Employees must work a minimum of 10 hours per week during their employment period.
- Seasonal Status: Staff must be employed in a seasonal capacity.

**Benefits:**

- Pool Pass: Eligible part-time seasonal staff members will receive a pool pass that provides access to Herrer and Oriole Pool.
- Club Fitness Membership: Part-time staff will be granted club fitness membership during their employment.
- Program Access: Part-time staff members are entitled to participate in programs organized and run by the park district during their employment. If a program reaches full capacity, paying patrons will be prioritized over part-time employees which means patrons will have the first opportunity to enroll in the program.

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.

The benefit is valid for the employee only and is not transferable. The benefit starts on the first day of work and ends on the last day of work.

**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 sued 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](http://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, otherwise 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") who have worked 12 months employment, which includes 1,250 hours, shall be eligible for bereavement leave under 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. Plan necessitated by the death of the child
3. Grieve the death of a child
4. A miscarriage
5. An unsuccessful round of intrauterine insemination or an assisted reproductive technology procedure (e.g., artificial insemination or embryo transfer)
6. A failed adoption match or adoption that is not finalized because another party contests it

7. A diagnosis that negatively impacts pregnancy or fertility, or a stillbirth

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

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

**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.~~

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~~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 1<sup>st</sup> and 2<sup>nd</sup> opinions differ, a 3<sup>rd</sup> 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. Employees' 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. Remember that uniforms, name tags, 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 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 must be covered up during work hours.

Any employee who cannot comply with this policy based on 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 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.
- Yoga pants are permitted if they are of high quality, opaque (not see-through), and in solid, neutral colors such as black, navy, or other dark shades. They should be paired with a longer top that covers the hips and provides a polished look (e.g., tunics, blouses, or long sweaters).
- Inappropriate pants include jeans (unless for Fridays or cleaning days), sweatpants, exercise pants, short shorts, shorts, bib overalls, and any other spandex or form-fitting pants designed for biking.

#### **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. Skirts 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 tank 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 or it has the park district logo, shirt, jacket, or dress. Exposed underwear is also prohibited.

#### **Shoes and Footwear**

- Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work.
- Flashy athletic shoes, flip flops, slippers, and any open-toe shoes (except for office work) are not acceptable.

#### **Jewelry, Makeup, Perfume, and Cologne**

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

#### **Hats and Head Covering**

- Hats and head coverings are generally not appropriate in the office. However, when a head covering is based on the employee's sincerely held religious beliefs or practices, the District shall make an exception to the restriction on hats and head coverings unless it such exception would pose an undue hardship on the District, as discussed in the section titled "Religious Dress and Grooming Practices" below.

#### **Maintenance Staff**

Unless supplied with a uniform, staff must wear issued shirts and/pants. No sweatpants, nylon, or track pants may be worn. Steel or safety toe work shoes/boots must be worn at all times. District issued outerwear must be worn as issued. All Personal Protective Equipment will be supplied by the District and shall be utilized as required.

#### **Religious Dress and Grooming Practices**

The District will consider requests for an exception to this Dress Code based on an employee's sincerely held religious beliefs. The employee should request an exception by informing their supervisor about their religious beliefs and how the Dress Code conflicts with those beliefs. The District will assess each request on a case-by-case basis to determine if a reasonable accommodation is possible without causing undue hardship on the District, such as significant disruption to the workplace, significant financial burden on the District, and unfair advantages or disadvantages for other employees. To assist the District in making its determination, the District may discuss with the employee their religious beliefs and how they are impacted by this Dress Code.

#### **Enforcement**

All Supervisors will enforce uniform requirements. In the event there is a difference of opinion between the employee and the Supervisor regarding appropriate clothing, grooming, or appearance the Executive Director will make the final decision.

#### **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

### Objective

The Morton Grove Park District (the "District") considers working remotely (or "telecommuting") a possible alternative work arrangement. The District considers telecommuting to be a viable, flexible work option when both the position and the nature of the job responsibilities are suited to such an arrangement. Telecommuting may be appropriate for some positions, but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with the District.

### General Procedures

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. A supervisor can suggest telecommuting as a possible work arrangement, or an employee may initiate a request for telecommuting. The District may authorize a telecommuting arrangement if certain eligibility requirements are met and, upon such authorization, the employee will sign a Telecommuting Agreement providing the details of such arrangement.

The District will review an approved telecommuting arrangement on a regular basis to determine whether approval for continuation is warranted. Any telecommuting arrangement may be modified, suspended or discontinued at any time, with or without notice, at the discretion of the District. Notwithstanding the foregoing, every effort will be made to provide advance notice of such change to accommodate commuting, child-care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible. An employee may discontinue a telecommuting arrangement at any time.

### **Eligibility**

The District will consider an employee's request to work remotely, provided such an arrangement will not impact the employee's productivity or adversely impact the District's operations. Not all positions are eligible for telecommuting and not all telecommuting requests will be authorized.

The Executive Director and the requestor's immediate supervisor will determine whether to approve a specific job for remote work and whether the requestor will effectively work remotely. Before approving remote work for an employee, the employee's immediate supervisor must determine the suitability of such an arrangement. The immediate supervisor will review certain criteria to make this determination, including but not limited to:

- Employee suitability: Individuals requesting telecommuting arrangements must be employed with the District for at least six months and must have a satisfactory performance record. An assessment of the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuting will be made.
- Job responsibilities: Job responsibilities will be reviewed to determine if the position is suitable for a remote work arrangement. There must be acceptable and suitable work available for the employee to perform off-site.
- Equipment needs, workspace design considerations and scheduling issues: Physical workspace needs, the proposed location for the telework, and any scheduling issues will be reviewed. The employee must have a well-defined workspace suitable for conducting District-related business, existing internet access, and other support systems already in place.
- District operations: Assessment of whether the employee's telecommuting arrangement will adversely impact the District's operations.

### **General Requirements**

If the employee is determined to be eligible for a telecommuting arrangement by his or her immediate supervisor, with concurrence from the Executive Director, the employee and the employee's immediate supervisor shall complete a Telecommuting Agreement with the following information:

- The anticipated duration of the remote work arrangement.
- The hours and days the employee will work remotely.
- The hours and days the employee must be present in the workplace.



- Employee expectations for attendance at required meetings and training.
- Employee expectations regarding response time for phone calls and emails and how the employee will communicate with supervisor and co-workers.
- The performance criteria to be used to determine whether the arrangement is effective.

Upon execution of the Telecommuting Agreement, the employee will commence a 30-day trial period. Evaluation of telecommuter performance during the trial period will be in accordance with the Telecommuting Agreement and include regular interaction by phone and e-mail between the employee and the employee's immediate supervisor, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the immediate supervisor will evaluate and recommend whether continuance of the telecommuting arrangement may be approved and, if so, will provide any recommended modifications to the arrangement.

An appropriate level of communication between the employee working remotely and the employee's immediate supervisor will be agreed to as part of the telecommuting arrangement and shall be set forth in the Telecommuting Agreement. During the trial period, the level of communication will be more frequent and structured. After conclusion of the trial period, the immediate supervisor and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

In order to remain eligible for telecommuting, the employee must continue to maintain satisfactory performance standards and will be subject to the District's normal conduct and performance expectations for its staff. Evaluation of telecommuter performance beyond the trial period will be completed on as-needed basis and at least annually, consistent with that received by employees working at the office in both content and frequency and in accordance with the District's Personnel Policies. Additionally, the employee must comply with all District rules, policies, practices and instructions that would apply if the employee were physically working at the District.

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

The employee is solely responsible for determining any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based or other telework office.

#### **Equipment**

On a case-by-case basis, the District will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems,

phone and data lines and other office equipment) for each telecommuting arrangement. The human resource and information system departments will serve as resources in this matter.

Equipment supplied by the District will be maintained by the District. Equipment supplied by the employee, will be maintained by the employee. The District accepts no responsibility for damage or repairs to employee-owned equipment. The District reserves the right to make determinations as to appropriate equipment for the employee's teleworking needs, subject to change at any time. Equipment supplied by the District is to be used by the employee for business purposes only. The employee will not make any changes to security or administrative settings on District equipment, unless otherwise approved. As part of the Telecommuter Agreement, the telecommuter must sign an inventory of all District property received and agree to take appropriate action to protect the items from damage or theft.

All equipment provided by the District shall remain the District's sole property. Upon conclusion of the telecommuting arrangement or upon separation of employment, whichever is earlier, all District property will be returned to the District in good working condition on or before the employee's final day of teleworking or employment with the District, as applicable, unless other arrangements have been made.

The employee will establish an appropriate work environment within his or her home, or other location for telecommuting purposes. The District will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, lighting, repairs or modifications to the home office space.

#### **Security**

Consistent with the District's expectations of information security for employees working at the office, telecommuting employees shall ensure the protection of proprietary District and customer information accessible from their home or other telework office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the teleworking environment. Failure to take appropriate steps to ensure information remains protected while teleworking may result in termination of the telecommuting arrangement and/or disciplinary action.

#### **Safety**

Employees are expected to maintain their home or other telework workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home or other telework office location and in conjunction with his or her regular work duties are normally covered by the District's workers' compensation policy. If any such injuries occur, the employee is responsible for notifying his/her supervisor within 24 hours of the occurrence. The employee is liable for any injuries sustained by visitors to the telecommuting employee's worksite.

#### **Time Worked**

Telecommuting employees, regardless of whether classified as exempt or non-exempt under the Fair Labor Standards Act, must accurately record all hours worked using the District's timekeeping system. Hours worked by non-exempt employees in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure

to comply with this requirement may result in the immediate termination of the employee's telecommuting arrangement and/or disciplinary action.

### **Ad Hoc Arrangements**

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, federal or state stay-at-home order, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

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

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

### **Changes; Violations of this Policy**

A remote work arrangement is not intended to be permanent and may be revised, suspended or terminated at any time by the District, with or without advance notice. It will be reviewed on an as-needed basis. An employee working remotely remains an at-will employee, and any violation of the remote work arrangement may result in disciplinary action, up to and including termination. An employee may discontinue a telecommuting arrangement at any time. **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: \_\_\_\_\_

## Board Updates & Information

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# Morton Grove Park District

## UPDATE & INFORMATION

January 15, 2025

### 1 RECREATION AND PROGRAMMING REPORT – SUE BRAUBACH

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#### General/Special Events

- Tessa and Sarah hosted walk in interviews on January 7<sup>th</sup> for summer staff. We had 47 students show up and apply for jobs.
- Rec Staff will be attending the Annual IPRA Conference January 23<sup>rd</sup> -25<sup>th</sup>.
- Staff is finishing up their plans for summer programs and events.
- Upcoming Events:
  - Jan 11<sup>th</sup> Community Blood Drive 8:00 am-12:00 pm PVCC
  - Jan 17<sup>th</sup> Hot Cocoa Social 4:30 pm-6:00 pm PVCC
  - Feb 7<sup>th</sup> My Little Sweetheart Dance 6:30 pm-8:30 pm Civic Center
  - Feb 13<sup>th</sup> Valentine Cake Decorating 6:00 pm-6:45 pm PVCC

#### Fitness – Matt Shipko

- New Year New Me: Full Body Bootcamp: Program is filled with twelve participants. This is a six-week program every Saturday for new and current members to start the new year in the right direction with one of our fitness instructors.
- Candlelight Yoga is scheduled to take place on Thursday, January 23<sup>rd</sup>.
- Current fitness special is running January through March. Individuals who purchase a year membership get one month free.
- December fitness special 30 Days for \$30 sold 87 total monthly memberships.

#### Athletics – Collin Jaffe

- Open Gym and indoor gym rentals will continue using the PVCC Gym into the summer.
- We have booked a private pickleball rental that will rent the gym for two days per week through January for one hour.
- Hot Shots started their first classes of the year this week. There are 111 participants among the twelve classes offered this winter.
- Shotokan Karate classes start this week with strong registration.

#### Cultural Arts/Dance/Adult/Sponsorships – Claire Baumgartner

- Winter Piano and Voice lessons began in January with 22 piano students and six voice students.
- Dog and Puppy training classes are scheduled to begin Thursday, January 9<sup>th</sup>. We have five puppies, and ten dogs enrolled.
- The Morton Grove Singers return to rehearsal on January 9<sup>th</sup>. They will be getting ready for shows at the Hot Cocoa Socials on January 17<sup>th</sup> and February 28<sup>th</sup>.
- Dance began after a break for winter the week of January 6<sup>th</sup>. Adult Hip Hop (seven enrollees) and Dance w/ Me ballet (six enrollees) will begin new sessions.
- Social Square Dancing began its first session on January 6<sup>th</sup> with five people enrolled.

- Our First Paint n Snack program will take place on January 11<sup>th</sup> with 10 enrollees.
- Play and Spin will sponsor our upcoming My Little Sweetheart Dance on February 7<sup>th</sup>.

#### Camps/Pre-School/Kinder Odyssey- Sarah Lindahl

- Registration for Preschool 25-26 begins February 3<sup>rd</sup>.
- Open House for Preschool will be Saturday, February 1<sup>st</sup> from 9:30-11:30 am
- Camp staff from 2024 have been emailed about returning this summer.
- Walk in Interviews were conducted on Tuesday January 7<sup>th</sup> from 3:00-6:00 pm.
- Summer Camp Registration will be on Monday, March 3<sup>rd</sup> for residents.

#### Aquatics/Gap/B4 School/BASE – Tessa Shorten

- We have begun the search for summer pool staff including lifeguards, cashiers, and swim instructors.
- We have Niles West pool reserved for Lifeguard swim tests in February.
- An interest form has been sent out to past lifeguards and cashiers, 22 cashiers plan to return along with 45 lifeguards.
- Winter break School Day Off was a success, the next School Day Off program will take place on January 20<sup>th</sup>.

## 2 FINANCE DEPARTMENT REPORT - MARTY O'BRIEN

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- All full-time and part-time employee wages and health benefits were reviewed and updated.
- I attended a Zoom accounting software class to receive updates on the new tax laws and year end processing requirements.
- The 2024 tax levy and 2025 budget have been filed with the Cook County Clerk's office.
- The Finance Department is in the process of printing and distributing W-2s and 1099s.
- We are in the process of identifying all employees and board members who must file with the Cook County Ethics board.
- The external auditors are scheduled to start their preliminary field work for the 2024 financial audit on January 16, 2025.

#### Marketing – Kathy Herrmann

- Work begins on the Summer Activity Guide on January 16<sup>th</sup>; first draft goes to Recreation staff in February. Goes to printer early March. Summer resident registration begins March 31<sup>st</sup>. Nonresident registration begins April 7<sup>th</sup>.
- Work begins on Camp Guide that will be posted on website on February 12<sup>th</sup>.
- Newsletters have been sent to District 67, 63, 70, and 69. All Districts are posted on the website except for District 70, which disseminates through emails to all parents.
- Promotional flyers to Kinder Odessey, Park View, and Hynes to go out to student's week of January 8<sup>th</sup>.
- Signage and targeted eblasts scheduled for all seasonal promotions.



## Information Technology – Emmanuel Cardenas

- We are working with a 3<sup>rd</sup> party company to assess our infrastructure to find any areas of improvement.
- Kaseya user rollout is ongoing along with the training.
- We are continuing to remap our cabling throughout the building. Maintenance has been very helpful in finding where everything is going.
- Our servers and critical network equipment have received software updates after hours to avoid end-user downtime.

## **3 HUMAN RESOURCES & RISK MANAGEMENT – MICHELLE KHZAKIA**

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- The personnel policy has been updated to reflect the latest policies. These adjustments ensure that we remain aligned with current standards and guidelines.
- We have started receiving applications for our summer seasonal positions, including roles in camp and aquatics. We are excited to see the interest and will be reviewing applications.
- The Safety Committee will meet in January to review current safety protocols, discuss any updates, and plan for the year ahead. We aim to ensure our operations remain safe for both staff and participants.
- As we begin the new year, there have been no new worker compensation claims to report. This is a positive indicator of our commitment to safety in the workplace.
- We are gearing up for our annual training. These are essential to keeping our staff well-prepared and informed on safety, operations, and policies for the upcoming year.
- Guest Services have been busy with registration.

## **4 PARKS AND MAINTENANCE REPORT – KEITH GORCZYCA**

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- No Update.