

WINNETKA PARK DISTRICT PERSONNEL POLICY MANUAL

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INTRODUCTION

The Winnetka Park District Board of Park Commissioners or the “Board of Park Commissioners”) welcomes you to the Winnetka Park District. The goal of the Board is to provide the community with quality parks, recreational facilities and programs. A key to achieving that goal is your performance as a Park District employee.

We take pride in keeping an open line of communication with our employees. If you have any comments, suggestions or questions about any aspect of your employment, you are encouraged to discuss them with your Immediate Supervisor, Department Head or the Human Resources Administrator who will listen to your concerns, take appropriate action if necessary, and/or provide you with the information you need or direct you to someone who can provide you with that information.

PURPOSE AND DISCLAIMER

The Park District has prepared this Personnel Policy Manual ("Manual") as a reference guide for its employees. It includes a summary of the Park District's current basic policies and rules as well as benefits which the Park District makes available to its employees. It supersedes all prior manuals, handbooks, policy statements, practices or customs. Please note that this Manual does not purport to be an all-encompassing statement of the Park District's policies, rules and benefits. The Park District may, from time to time, modify, revise, add to, supplement, delete or discontinue any of the policies, rules or benefits described in this Manual. Whenever possible, we will attempt to give you advance notice of such changes.

Employees of the Park District are expected to demonstrate the highest standards of personal and professional integrity, honesty and responsibility in the performance of their duties. Employees are expected to serve the public with respect, concern, courtesy, diligence, and responsiveness, and to approach their duties with dedication and a positive, cooperative, and supportive attitude.

Each employee is expected to review this Manual and to become familiar with its contents and must sign, date and return the Employee Acknowledgement Form found on the last page of this Manual. The Park District will retain this form in the employee's personnel file. Employees are required to comply with all policies, rules and procedures established in this Manual. To the extent any provision of this Manual conflicts with a federal, state or local law, the law will apply.

NOTHING CONTAINED IN THIS MANUAL OR ANY WRITTEN OR ORAL STATEMENT CONTRADICTING, MODIFYING, INTERPRETING, EXPLAINING OR CLARIFYING ANY PROVISION OF THIS MANUAL IS INTENDED TO CREATE OR SHALL CREATE AN EMPLOYMENT CONTRACT, EITHER EXPRESS OR IMPLIED, BETWEEN THE PARK DISTRICT AND ANY EMPLOYEE. AS A PARK DISTRICT EMPLOYEE, YOU ARE AN AT- WILL EMPLOYEE. EMPLOYEES MAY TERMINATE EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR NOTICE. LIKEWISE THE PARK DISTRICT RETAINS THE RIGHT TO TERMINATE AN EMPLOYEE AT ANY TIME, WITH OR WITHOUT CAUSE OR NOTICE.

The Board has reviewed and approved the policies and procedures in this Manual and will, in the future, review and revise the policies, and procedures contained in the Manual as it deems appropriate in its sole and exclusive discretion and without prior notice. This Manual supersedes all prior manuals, handbooks, policy statements, practices or customs.

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

Where the context of this Manual permits, words in the masculine gender shall include the feminine and neuter genders and words in the singular number shall include the plural number. The descriptive headings of the various sections or parts of this Manual are for convenience only. They shall not affect the meaning or construction or be used in the interpretation of this Manual or any of its provisions.

I. EMPLOYMENT POLICIES AND PROCEDURES

A. Equal Employment Opportunity

It is the policy of the Winnetka Park District, in accordance with state and federal law, to provide equal employment opportunities to all qualified persons. All personnel policies and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, discharge and other terms and conditions of employment are made and executed without regard to race, color, religion, sex, sexual orientation, civil union partnership, pregnancy, national origin, citizenship status, ancestry, age, marital status, military status, physical or mental disability unrelated to a person's ability to perform the essential functions of the job, association with a person with a disability, unfavorable discharge from military service, record of arrest or any other classification protected by local, state, or federal law.

B. Non-Discrimination and Anti-Harassment Policy

The Park District is committed to a working environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. The Park District expects that all relationships among persons in the workplace to be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, officer, official, park commissioner, agent, volunteer, and vendor of the Park District as well as anyone using the Park District's facilities, to refrain from any type of harassment. The Park District will not tolerate sexual or any other type of harassment of or by any of its employees, unpaid interns, or elected officials. Actions, words, jokes, or comments based on an individual's sex, race, national origin, age, religion, sexual orientation, civil union partnership, pregnancy, or any other legally protected characteristic will not be tolerated.

Definition of Harassment

1. Sexual Harassment. Sexual harassment may occur whenever there are unwelcome sexual advances, request for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:
 - a. Submission to the conduct is made either implicitly or explicitly as a condition of the individual's employment;
 - b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee or unpaid intern; or
 - c. The harassment has the purpose or effect of substantially interfering with the employee's or unpaid intern's work performance or creates an intimidating, hostile, or offensive working environment to the employee or unpaid intern.

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 texting and/or e-mail); and other physical, verbal or visual conduct of a sexual nature.

2. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, age, national origin, ancestry, sexual orientation, civil union partnership, pregnancy, disability or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or show hostility or aversion toward an individual or group (including through e-mail).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related social events.

Any employee engaging in practices or conduct constituting sexual harassment, discrimination or harassment of any kind shall be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited

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

Procedures for Filing a Complaint

You are encouraged to immediately report any incident of harassment in the workplace that is prohibited by this policy, so that the District can respond promptly and take appropriate action. You should report harassment regardless of who the offender may be or whether or not you are the intended victim. If the District's investigation substantiates your complaint, the harassing employee will be subject to disciplinary action, as appropriate, up to and including dismissal. The District will not retaliate against you for making a complaint, even if the complaint is not substantiated, provided that you made the complaint in good faith. In addition, the District will not retaliate against any witness

or other person supporting a claim of harassment if his or her testimony is made in good faith.

If you witness or experience harassment in the workplace that is prohibited by this policy, you should respond to the incident(s) as directly and firmly as possible by clearly communicating your disapproval of the conduct to the offending person, your supervisor, Human Resource and Benefits Administrator and/or 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). Documentation can include letters, notes, memos, and telephone messages. It is not necessary that the harassment be directed at you for you to make a complaint. To the greatest extent possible, the District will keep your complaint confidential.

Your response to harassment in the workplace may include any or all of the following steps:

1. **Direct Communication with Offender.** If harassment occurs in the workplace, you should directly and clearly express your objection to the offending person(s) regardless of whether or not 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. Your initial response may be oral or written, but you should document your objection. If subsequent communication to the offending person is necessary, it should be made in writing.
2. **Report to Supervisory and Administrative Personnel.** At the same time that you communicate directly with the offending person, you also should promptly report the offending behavior to your Immediate Supervisor or the Executive Director, especially if you feel threatened or intimidated by the offending person. If the harasser is your Immediate Supervisor, you should report the problem to any other male or female supervisor or the Executive Director. Any supervisor who receives a report of harassment must immediately notify the Executive Director. The Executive Director or his designee will immediately investigate the complaint and take appropriate corrective action if the complaint is substantiated. All employees must cooperate with any investigation by the Executive Director or his/her designee of a complaint of harassment.
3. **Report to Executive Director/Board of Park Commissioners.** An employee may also report any incidents of harassment that is prohibited by this policy directly to the Executive Director. The Executive Director or his designee will immediately investigate the complaint and take appropriate corrective action when a complaint is substantiated. If your complaint alleges harassment by the Executive Director, you should immediately report the incident or incidents in writing directly to the Board of Park Commissioners. One member of the Board of Park Commissioners or the Board's designee will conduct the investigation and appropriate action will be taken when an allegation is determined to be valid. At no time will the investigation be conducted by personnel involved in the alleged harassment. All employees must cooperate with any investigation of workplace harassment.

Harassment Allegation Against Non-employees/Third Parties

If a complaint is made alleging harassment or discrimination against an agent, vendor, supplier, contractor, volunteer, elected/appointed official or person using Park District programs or facilities, the Director will investigate the incident(s) and determine the appropriate action, if any. The Park District will make reasonable efforts to protect the affected employee from further contact with such persons. Please recognize, however, that the Park District has limited control over the actions of non-employees.

IMPORTANT NOTICE TO ALL EMPLOYEES:

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure.

An employee's failure to report any incidents of harassment, discrimination or retaliation could affect his or her rights in pursuing legal action.

Responsibility of Supervisors and Witnesses

Any Supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any employee or unpaid intern should immediately advise the Director. The Director will investigate the conduct and resolve the matter as soon as possible.

All employees and unpaid interns are encouraged to report incidents of harassment, regardless of who the offender may be or whether or not they are the intended victim.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The Park District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. *However, it is impossible to guarantee absolute confidentiality.* The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The Park District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment.

Employees must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination of employment. No employee/individual making a complaint will be retaliated against even if the complaint is not substantiated, provided the complaint was made in good faith. In addition, witnesses will not be retaliated against if his or her testimony is made in good faith.

Responsive Action

The Park District will determine what constitutes harassment, discrimination or retaliation based on a review of the facts and circumstances of each situation. Misconduct constituting harassment, discrimination 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, temporary suspension without pay or

termination of employment, as the Park District believes appropriate under the circumstances.

False and Frivolous Complaints

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

Resolution Outside of the Park District

While the Park District hopes to be able to resolve any complaints of harassment, the Park District acknowledges the employees right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, (312) 814-6200, (TDD 312-263-1579) or the Federal Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (TDD 1-800-669-6820) about filing a formal complaint.

C. Americans With Disabilities Act

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

The Park District will make all decisions concerning recruitment, placement, selection, training, hiring, advancement, discharge or other terms, conditions, or privileges of employment based on job-related qualifications and abilities.

The ADA does not require the Park District to make the *best* possible accommodation, to reallocate essential job functions, to create new positions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.). See Section I.E of this Manual for the Park District’s policy on reasonable accommodation.

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

D. Pregnancy Discrimination

The Park District prohibits and does not tolerate discrimination against anyone on the basis of pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth. The

Park District is also committed to providing reasonable accommodation for an applicant or employee with any medical or common condition related to pregnancy or childbirth, provided that such an accommodation does not constitute an undue hardship on the Park District.

The Park District will treat all applicants and employees who are pregnant, affected by childbirth, or experiencing any medical or common conditions related to pregnancy or childbirth in the same manner as any other applicant or employee with regard to all employment decisions, 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, apparent or implied, to discriminate against an applicant or employee on the basis of pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth. The Park District will not deny or remove an employee from a position on the basis of pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth. All decisions by the Park District regarding the placement in or continuation of a job of an employee who is pregnant, considering pregnancy, affected by childbirth, or experiencing any medical or common conditions related to pregnancy or childbirth 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.

Employees and applicants who have a medical or common condition related to pregnancy or childbirth have the right to: 1) ask for reasonable accommodation including, but not limited to, more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk, time off to recover from the pregnancy, or leave necessitated by pregnancy, childbirth or medical or common conditions resulting from pregnancy or childbirth; and 2) continue to work if a reasonable accommodation is available which would allow the employee to continue performing her job. Employees and applicants affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth also have the right to reject an accommodation offered by the Park District that the employee does not desire. See Section I.E of this Manual for the Park District’s policy on 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 Human Resource and Benefits Administrator of the Executive 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.

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

E. Reasonable Accommodation

Employees who believe they need a reasonable accommodation to perform the essential functions of their job should contact his or her Immediate Supervisor or the Director. The Park District encourages individuals with disabilities or with a medical or common condition related to pregnancy or childbirth to come forward and request reasonable accommodation. If you feel uncomfortable making an accommodation request to your Immediate Supervisor or you believe your accommodation request was not properly managed, report to the Director.

On receipt of an accommodation request, your Supervisor and the Director will meet with you to discuss and identify the precise limitations resulting from the disability or the medical or common condition related to pregnancy or childbirth and the potential accommodation that the Park District might make to help overcome those limitations and perform the essential job functions of your position. The Park District may request that the employee provide reasonable documentation from the employee's health care provider concerning the need for reasonable accommodation.

The Park District is committed to providing reasonable accommodation to qualified individuals with a disability or with any medical or common condition related to pregnancy or childbirth, provided that such an accommodation does not constitute an undue hardship on the Park District's operations. 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 on the Park District's ability to provide its services to the public.

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

F. Open Door Policy

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

G. Anti-Nepotism Policy

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

1. Create a supervisor/subordinate relationship with a family member;
2. Have the potential for creating an adverse impact on work performance; or
3. Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse, civil union partner, parent, child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild, and members of the employee's household. This policy also applies to the hiring of individuals in a romantic relationship with "District employee". (Please review the Park District's Policy on Employee Relationships in Section VI.Q). Any exception to this policy requires the Executive Director's approval.

Employees who become immediate family members or establish a romantic relationship after becoming employed by the District may continue employment as long as the relationship does not create a condition described in subparagraphs (1) through (3). If one of the conditions outlined should occur, attempts will be made to find a suitable position within the Park District to which one of the employees will transfer. If an employee becomes an immediate family member or establishes a romantic relationship with another employee, the Park District will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision, the Park District will decide in its sole discretion who will remain employed.

H. Introductory Period

Introductory Employees:

During the first six (6) months of employment with the Park District (the "Introductory Period"), all employees are classified as Introductory Employees for purposes of orientation, evaluation, and training, if any. Introductory Employees may also include employees who have previously served with the Park District and are beginning a new position.

Introductory Period:

All employees are hired on a six (6) month introductory basis. Your Immediate Supervisor and/or Department Head will utilize your Introductory Period for your orientation, training if required, and to evaluate your performance, including determining if you appear to possess the aptitude and attitude necessary to meet the required standards of the position offered. You may be terminated at any time during this period if your Supervisor concludes that you are not progressing or performing satisfactorily. Your Immediate Supervisor and/or Department Head may, but is not required to, extend your Introductory Period to a maximum of an additional three (3) months. **Additionally, as is true at all times during an employee's employment with the Park District, employment is not for any specific time and may be terminated at will, with or without cause and without prior notice.** Failure to complete the Introductory Period satisfactorily may be grounds for immediate discharge.

1. If you are reassigned or promoted to another position with the Park District, you may be required to serve an Introductory Period, not to exceed six (6) months, in your new position.

2. Successful completion of the Introductory Period does not guarantee continued employment for any specific period of time or otherwise create an employment contract between you and the Park District. You will remain an at-will employee.

I. Definitions, Status and Classifications of Employees

1. Definitions/Status

Department Heads:

The positions of Chief Financial Officer, Superintendent of Recreation, Superintendent of Parks, Communications and Marketing Manager and Superintendent of Facilities. These employees are hired by and are responsible directly to the Executive Director who shall set their compensation and duties.

Executive Director or Director:

The Executive Director of the Winnetka Park District.

Facility Managers and Supervisors:

Employees who manage and/or have supervisory responsibility over employees employed at specific Park District facilities or grounds. Management and supervisory personnel are hired by and responsible directly to the Superintendent of Recreation, the Superintendent of Parks, or the Superintendent of Facilities who shall set their compensation and duties as approved by the Executive Director.

Immediate Supervisor:

Person authorized to direct your daily activities; the person to whom you report on a daily basis.

2. Classifications

For purposes of salary administration and eligibility for overtime payments and employee benefits, the Park District classifies its employees as follows:

Full-time Employees:

Employees who are designated as Full-time by the Executive Director or the Board. Full-time Employees are scheduled to regularly work 40 hours per workweek. Full-time Employees may be required to work additional hours as necessary to complete properly all assigned tasks and as needed during busy periods. Short-term and Part-time Employees are excluded from the Full-time Employees classification regardless of the number of hours worked. Full-time Employees may be "exempt" or "nonexempt" as defined below.

Part-time Employees:

Employees who are designated as Part-time by the Executive Director or the Board. Part-time Employees are generally scheduled to regularly work less than 40 hours per work-week. Part-time Employees may be required to work forty (40) hours or more per work week during busy periods. However, the number of

hours a Part-time Employee actually works will not change the employee's status as a Part-time Employee. Unless specifically stated otherwise in writing by the Executive Director or the Board, Part-time Employees are ineligible to receive benefits. Short-term Employees are excluded from the Part-time Employees classification regardless of the number of hours worked.

Short-term Employees:

Employees who are designated as short-term by the Executive Director or the Board. Short-term Employees are employed for a specific function, and for a temporary and limited period of time generally not exceeding two consecutive calendar quarters during a calendar year. However, any Short-term Employee who works more than two (2) consecutive calendar quarters shall not become a Full-time or Part-time Employee unless so designated in writing by the Executive Director or the Board. The Park District does not guarantee that Short-term Employees will be rehired in a subsequent calendar year or season or if rehired, for the same position. Short-term Employees are not considered Full-time or Part-time Employees for benefit purposes and are thus ineligible to receive benefits.

For purposes of salary administration and eligibility for overtime payments and employee benefits, the Park District classifies its employees as follows:

Nonexempt Employees

Are considered to be regular Full-time employees. Nonexempt employees are required to be paid overtime at the rate of time and one half their regular rate of pay for all hours actually worked beyond forty hours in a workweek, in accordance with applicable federal wage and hour laws. Nonexempt employees will be paid for the hours worked.

Exempt Employees

Are considered to be regular Full-time employees upon successfully completing the introductory period. They are employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a workweek. This typically includes; executives, professional employees, outside sales representatives, and certain employees in administrative positions are typically exempt.

Exempt employees are expected to work a minimum of 40 hours per week. If an employee consistently has a pattern of missing time and/or consistently works a work week of less than 40 hours, disciplinary action may be taken.

Employees will be informed of their initial employment classifications and of their status as an exempt or nonexempt employee upon hire. Employees changing positions during their employment as a result of promotion, transfer, or otherwise, will be informed of any changes in their status.

J. Hiring Procedures

The Park District attempts to hire and retain the best available, suitable and qualified individuals for all staff positions determined at its sole discretion. The Park District may need to reorganize departments or reassign responsibilities within a department or position from time to time in order to best serve the public and better utilize its limited resources.

1. Position Vacancies

The Park District will attempt to post all position vacancies on Park District Facility bulletin boards. Seasonal positions are generally not posted, but a list of these positions, if available, may be obtained from the appropriate Facility Manager or on the Park District Web Site. The Park District may also recruit applicants for position vacancies from outside of the organization.

2. Transfer and Promotion

The Park District encourages job satisfaction through transfers and promotions. An employee interested in a particular opening should apply, by completing and submitting an application to the open position's Supervisor and notifying his or her Immediate Supervisor. All transfers and advancement will be made on the basis of past performance, ability, attitude, aptitude and other relevant job-related criteria, the employee's ability to meet the posted requirements for the position opening as determined by the Park District in its sole discretion and the Park District's staffing needs. Please note that employees requesting a transfer or promotion are subject to the same selection process and employment test requirements as outside applicants.

3. Employment Selection

Employment decisions will be based upon the selection or recommendations of the personnel interviewing applicants, as well as input from personnel under whose direction the applicant would work. The Park District will attempt to employ the best available, suitable and qualified applicant for each position, based on application materials, personal interviews, reference checks and any other tests, methods or means available to evaluate an applicant's qualifications and suitability for a particular position. All employment decisions will be made in the sole discretion of the Park District. All employees are hired as at-will employees.

4. Application and Selection Process

- a. An "Application Form for Employment" must be completed by all applicants for positions of employment with the Park District. Some positions may also require the submission of a resume and references. Applicants are required to furnish information and complete any and all forms deemed necessary, in the Park District's sole discretion, to inform it of an applicant's qualifications and suitability for a prospective position with the Park District. The provision of false, incomplete or misleading information in the employment application or other material or information submitted in connection with an application or in response to any question, may result in a non-hire decision, rescission of an offer of employment or dismissal of an employee.

- b. The selection process involves an evaluation of the applicant's apparent qualifications for the position sought. To be considered, the applicant must meet requirements of the job as listed in the job description and/or classified ad or job posting. This includes, but is not limited to, a review of the application materials, one or more interviews by phone or in person, verification of information obtained from the application and/or interview, checking of references, testing and/or any other means required to adequately evaluate an applicant's apparent qualifications and suitability to perform properly the necessary and essential functions of the particular position. The Park District attempts to base employment, advancement, and promotion decisions on a person's apparent suitability for the position including, without limitation, his past performance, applicable educational and other required credentials, future potential, his aptitude and attitude and ability to meet posted requirements of the job.
- c. Candidates selected for full-time positions (and in some cases, other employee classifications) will be given a formal, written offer of employment which will include the job title, expected starting date, starting rate of pay and any other details related to the position. The offer of employment will be contingent upon the individual's successful completion of one or more pre-employment tests and criminal background investigations applicable to the position as described in Section I.J.5 of this Manual. A signed copy of the offer letter will be put in the employee's file. This employment offer does not constitute an offer for an actual or implied employment contract and will not change or modify the at-will employment relationship between employees and the Park District.

5. Conditions to Commencement of Employment

a. Proof of Right to Work

All candidates will be required to furnish the Park District with proof of citizenship or right to work by completing the federal Form I-9 within the first three (3) days of employment. You will also be required to furnish the Park District with certified proof of date of birth at the time of hire.

b. Physical Examination

All applicants for Full-time employment will be required to undergo a medical examination after an offer of employment has been made but prior to starting employment. Employment shall be conditioned on the results of such examination. The medical examination will be performed by a physician selected by the Park District and at Park District expense. This medical examination is necessary to determine if the employee can perform the essential functions of the job with or without reasonable accommodations. The Park District may also require drug and/or alcohol testing.

You must consent to the disclosure of the physician's findings, conclusions and opinions to the Park District. Your medical records will be maintained in a

separate file and will not be released or disclosed without your written consent, except to persons with a lawful right or need to know.

Full-time Employees may be required to undergo subsequent medical examinations when such examinations are job-related and consistent with business necessity. Such examinations will be conducted under the same procedures and guidelines as outlined above for pre-employment medical examinations.

c. Pre-Employment Drug Test:

Full-time employees are required to submit to Alcohol and Drug Screening at the Park District's expense as part of their pre-employment physical examination. *Please see Appendix D for the comprehensive Alcohol and Drug Policy.*

d. State Criminal Conviction/Child Abuse Background Check:

The Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning all applicants, and shall perform a criminal background investigation for applicants of all positions. A conviction of any of the offenses listed in 70 ILCS 1205/8-23 shall automatically disqualify the applicant from consideration for working for the Park District. Any other conviction(s) shall not automatically disqualify the applicant from consideration for working for the Park District but will be considered as a factor for hiring purposes. In addition, employees in applicable positions may be required to submit to the background check requirements of the Department of Children and Family Services. No employee shall begin employment until all pre-employment criteria and testing has been met. *Please see Appendix A for the Park District's Criminal Background Check Policy.*

e. Driver's License Abstract:

Although employees are not generally required to have a driver's license as a condition of their employment, any employee who may be expected to drive either his personal vehicle or a Park District vehicle in the course of his normal duties will be required to have a valid driver's license with the proper classification for the vehicle(s) the employee is expected to operate, including positions that require a CDL license. Before such an employee has started work, and generally on an annual basis thereafter for full time employees, the Park District will request a driver's license abstract from the Illinois Secretary of State's Office. Negative results from the Secretary of State's Office may be grounds for a non-hire decision, rescission of an offer of employment or termination.

f. Communication and Course of Action:

In the event the District receives an adverse examination, investigation or testing results of an employee or prospective employee, the appropriate Supervisor and

the Director will determine the appropriate action and, if applicable, any conditions of employment.

K. Outside Employment

You may work in a job outside of the Park District provided you receive prior written permission from the Park District. You must notify your Immediate Supervisor or Department Head, who in turn will notify the Executive Director, of your intention to seek and maintain outside employment. If you already are engaged in outside employment, you must similarly notify your Immediate Supervisor or Department Head. The Executive Director will notify you if it is determined in the Executive Director's sole discretion that the outside employment will interfere with your ability to perform your Park District duties or present a possible conflict of interest and may prohibit you from holding a second job. To avoid potential conflicts of interest, you may not accept work from, or work for, persons or companies with whom the Park District conducts any form of business. In any event, you may not work for another employer during the times that you are scheduled or requested to work for the Park District.

Failure to request permission to secure and maintain outside employment or failure to terminate outside employment when so directed by the Executive Director may be cause for disciplinary action up to and including dismissal. Once approved, permission to secure outside work can be revoked if the Executive Director determines that the outside work presents a conflict of interest or interferes with your responsibilities at the Park District.

L. Performance Evaluations

If you are a Full-time Employee, your Department Head will prepare and review with you annually a written statement of employee objectives for the succeeding year. These objectives will be signed by both you and the Department Head and will be placed in your personnel file. These objectives will be used, in conjunction with other resources, to evaluate your job performance and determine salary adjustments, if any.

Your Immediate Supervisor and/or Department Head informally evaluate your performance on a daily basis. They will attempt to notify you of observed deficiencies in your work performance or inappropriate conduct. Formal performance evaluations will be discussed with you, at least once a year, to better determine the acceptability and proficiency of your attitude and job performance. The evaluation process is also designed to provide you with an opportunity to delineate your ambitions, desires, and concerns and to establish goals. You and your Immediate Supervisor must sign your evaluation form which will be placed in your personnel file. Please note, salary reviews and performance evaluations are not necessarily the same.

M. Personnel Records

All personnel and payroll records are confidential, and access to such records is limited in order to preserve such confidentiality. The Human Resource Manager maintains the employee records. An employee may view his/her personnel file during regular business hours within seven (7) days of a written request to the Human Resource Manager in accordance with applicable law and

Park District procedures. The employee's Immediate Supervisor and/or the Director may view the employee's file.

Employees are responsible for notifying a member of the Human Resources Department of any changes in the information provided to the company regarding name, address, telephone number, beneficiaries under insurance policies, and any other information necessary to keep personnel files current.

N. Smoke Free Workplace

Smoking is prohibited in or on any Park District owned, leased or licensed building, facility, equipment, or vehicle or while working directly with the public, except in designated areas. Smoking is also prohibited fifteen (15) feet from any entrance, exit, window that opens, and ventilation intakes that serve an enclosed area where smoking is prohibited in any Park District owned, leased or licensed building or facility. For purposes of the section, "smoking" shall include use of any electronic cigarettes.

O. Search of Lockers, Desks, and Other Park District Property

To safeguard the property and personal safety of our employees and the Park District, the Park District reserves the right, upon reasonable suspicion that an employee possesses illegal drugs or items or other materials that may pose a risk of harm to other employees or the public, or has taken without permission property of the District, to inspect any packages, parcels, purses, handbags, gym bags, briefcases, lunch boxes, or any other possessions or articles carried to and from Park District property by employees and all other persons leaving and entering the Park District's premises.

All lockers, offices, desks, telephones, computers, files, vehicles owned or leased by the Park District are the property of the Park District and are issued for the use of employees only during their employment with the Park District. Employees have no reasonable expectations of privacy regarding the contents of these items which may be inspected by the Park District at any time.

The Park District is not responsible for the loss of any employee's personal property.

Employees working on Park District premises or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who, after the inspection, are believed to be in possession of Park District property without authorization, confidential material, stolen property, weapons, alcohol, or illegal drugs, or any other item(s) deemed unauthorized by the Park District or in violation of any law, will be subject to disciplinary action, up to and including termination of employment.

P. Alcohol and Drug Abuse

The Park District has implemented an Alcohol and Drug Abuse Policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety, and efficiency (*See Appendix D & H*). Since Park District employees operate, supervise and maintain parks, facilities, programs and equipment for use by members of the public and perform services that may have a direct effect on the health and safety

of members of the public and fellow employees, the Park District wishes to maximize the health and safety of its patrons and employees.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, cannabis or alcohol is prohibited on Park district property while acting on behalf of the Park District. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

In accordance with the federal and state Drug Free Workplace Acts (41 U.S.C.A. § 701 et seq. and 30 ILCS 580/1 et seq.), the Park District has resolved to maintain a drug free workplace.

The purpose of this policy is to inform employees of the Park District's policy relating to alcohol and drugs. As such, **all** Park District employees will abide by its terms. As with all policies in this Handbook, this policy is subject to periodic addition, modification, or deletion.

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

Please review the comprehensive Alcohol and Drug Abuse Policy in Appendix D & Alcohol and Drug Procedures for CDL Employees in Appendix H.

Q. Modified Duty Program

The Park District is committed to providing injured or ill employees with available and reasonable opportunities to maintain career and employment status and benefits, and to maximize the Park District's ability to provide its services offered to the public. To that end, we have developed a Modified Duty Program for employees who have sustained injuries or illnesses arising out of and in the course of their employment with the Park District ("work-related injury").

The purpose of the Modified Duty Program is to provide a temporary modified work assignment, when feasible, available and applicable. The feasibility of modified duty will be determined on a

case-by-case basis, taking several factors into consideration in the sole discretion of the Park District. These factors include, but are not limited to, the attitude and aptitude of the employee, his/her specific physical or mental limitations, the essential functions of the temporary job assignment, the work environment and the ability of the Park District to provide accommodation. Modified duty may not be available for certain positions. Noncompliance or failure to cooperate with the Modified Duty Program may affect your workers compensation benefits and result in possible disciplinary action, up to and including termination of employment.

Please see the entire Modified Duty Program in Appendix F.

R. Telecommuting

The Park District will allow an Exempt employee in some instances to do a portion of their work from home if it does not disrupt their productivity and responsibilities. Job Descriptions will be designated as to whether that job is eligible for telecommuting. When a job is designated as telecommuting, the eligible the manager will need to determine whether telecommuting can be performed on a regular or intermittent basis. All telecommuting must be approved of in advance by the Immediate Supervisor/Manager and the written approval of the Executive Director. If the level of productivity or quality standards of the work performed while telecommuting is found to be unacceptable, the individual may lose their telecommuting privilege

II. PAYROLL POLICES AND PROCEDURES

A. Compensation

Our goal is to provide good working conditions, fair compensation, and opportunity for advancement in exchange for loyal and capable service. Salaries will be based upon:

1. Relative difficulty and responsibility of the position.
2. Requisite qualifications for the position.
3. Prevailing rates of pay for similar park district or public sector jobs.
4. The financial position of the Park District.
5. Length of service.
6. Employee work performance and qualifications including without limitation conduct, attitude and aptitude.
7. Other factors as deemed appropriate in the Park District's sole discretion.

B. Salary Review (Adjustments)

Salary adjustments, if any, will generally be based upon the merit of your work performance or other factors such as budget conditions. Salary adjustments will not be given based on length of service. You will receive a salary review prior to the beginning of every fiscal year. You may receive additional salary reviews during the fiscal year at the sole discretion of the Executive Director. Your review will be completed and you will be evaluated pursuant to the evaluation form provided by the Park District.

C. Overtime Compensation

Because of the nature of the Parks and Recreation field and the public services to be rendered, it is implicit in the nature of all Park District positions that you may have to work beyond your generally scheduled work hours. If you are required to work more than your generally scheduled work hours in any week and you are a non-exempt employee (as defined by the Fair Labor Standards Act ("FLSA")), you will receive overtime pay or you may be granted compensatory time off by your Immediate Supervisor. For hours that you work in excess of your generally scheduled work week, you will be paid straight time up to forty (40) hours, and time and one-half for any hours worked over forty (40) in a single work week. If you and your Immediate Supervisor agree that you will be given compensatory time off in lieu of overtime pay, said compensatory time off must be taken within thirty (30) days of accruing said time off or within a reasonable time after making the request to use said time as long as the time off does not unduly disrupt the operations of the Park District as determined by you Immediate Supervisor and the Executive Director. Compensatory time off is given at a rate of straight time up to forty (40) hours and at time and one-half for any hours worked over forty (40) in a single work week. In no event shall a non-exempt employee accumulate more than 80 hours of compensatory time off.

Any and all overtime hours must be approved by your Immediate Supervisor prior to working the overtime. Overtime hours may also be worked at the express direction of your Immediate Supervisor when it is impractical to issue written permission. However, such authorization must be memorialized within twenty-four (24) hours following the overtime hours worked.

Exempt employees (as defined by the FLSA) are ineligible for overtime pay or compensatory time off but may be permitted by their Immediate Supervisor to take administrative time off as outlined in Section II.D below.

You are required to work overtime when necessary and your unwillingness or refusal to do so may be cause for disciplinary action up to and including dismissal.

D. Administrative Time

Administrative Time is defined as time off which may be granted to exempt employees (as defined by the FLSA). Due to the requirement that these individuals work additional hours in the evening and on weekends, they may be granted time off from work when their schedules and Park District operations permit. Administrative Time must be approved by the employee's Immediate Supervisor, who shall use proper care and judgment before granting the request, prior to the employee taking any time off. Administrative Time need not and may not be granted on an hour-for-hour basis for each hour worked in excess of 40 per week (i.e., two hours worked over forty hours does not necessarily mean that the employee will be granted two hours of Administrative Time).

E. Holiday Pay

From time to time the Park District may require that you work on holidays. When employees in the classification of Department Heads, Facility Managers, and Supervisors are required to work, their Immediate Supervisor may grant Administrative Time as compensation. Other Full-time

Employees will be compensated at a pay rate of time and one-half for the number of hours worked on the holiday.

The Executive Director reserves the right to arrange holiday work schedules so to as to keep Park District facilities and programs staffed and operational. As such, the Executive Director may grant any employee a day off different than the legally recognized holiday in lieu of financial consideration. This day off must be taken during the same fiscal year as the legally recognized holiday for which it substitutes.

F. Car Expense Reimbursement

Depending upon the nature of an employee's duties and responsibilities, budgetary constraints, and Park District policy, employees who are required to perform a significant amount of driving on official Park District business may be offered the use of a Park District vehicle or, in the alternative, reimbursement for expenses for use of their personal automobile. The decision whether or not to offer an employee the use of a Park District vehicle or reimburse an employee for automobile expenses (i.e., insurance, vehicle maintenance, gasoline, and/or oil), will be made in the sole discretion of the Board.

If you occasionally use your personal automobile for official Park District business you may be reimbursed at the budgeted rate for authorized travel in accordance with Park District's Ordinance No. 546, an Ordinance Regulating Travel, Meal and Lodging Expenses, provided that you submit an approved gas allowance form, obtain prior written approval from your Immediate Supervisor and/or Department Head (before incurring the expense), substantiate all claims for reimbursement with appropriate documentation (e.g., completed Travel, Meal, Lodging Reimbursement Request Form, receipts), and provide proof of the mileage used for Park District business and that the vehicle was used on Park District business. Reimbursement for any such expenses shall only be made upon the Board's approval in accordance with the Park District's Ordinance No. 546. Whenever possible, you should use Park District vehicles to conduct Park District business.

G. Payroll Period and Method of Salary and Wage Payment

All employees are paid on alternate Fridays for the previous two (2) weeks of work which begins Monday and ends the Sunday preceding pay day. Exempt employees are paid one/twenty-sixth (1/26) of their annual salary rate on each pay day.

If payday is a Park District-recognized holiday, employees will be paid on the preceding working day. Paychecks will be delivered to Immediate Supervisors, who will attempt to distribute them no later than the end of the workday. Paychecks may not be given to anyone other than the employee to whom it belongs without his/her consent. Employees should make arrangements with their Immediate Supervisor to collect a paycheck if they are not scheduled to work on a payday. If employment is terminated in the middle of a pay period, the employee will be paid for the actual hours worked on the next pay date following the last day worked.

In the event of a lost paycheck, the Business Office must be notified in writing as soon as possible before a replacement check can be issued. In the event the lost paycheck is recovered and the Park District identifies the endorsement as that of the employee, the employee must remit

the amount of the replacement check to the Park District within 24 hours of the time it is requested. Failure to remit the amount of the replacement check to the Park District may result in disciplinary action, up to and including termination. If an employee loses or damages their paycheck, the employee may be charged an administrative fee from the Business Office to recover the costs in reissuing the check.

The Park District makes every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. Employees should review their paystubs and report any errors or questions to the Business Office. Any necessary corrections will be made promptly.

Periodically, the Park District may perform or cause to be performed a payroll audit at which time employees may be required to pick up their paycheck from the Director or other person designated by the Park District.

H. Payroll Deductions

The Park District will automatically withhold and deduct from your paycheck federal and state income taxes, health insurance premiums if applicable, contributions to the Illinois Municipal Retirement Fund if applicable, Social Security taxes, and any other item ordered by a court or applicable law. Except as required by law or court order, deductions will not be taken without the employee's written authorization. Voluntary deductions may be made for elective programs such as health insurance, tax- deferred retirement plans, credit union accounts, and supplemental life insurance. You may request further explanation of this policy, including the particular deductions that the Park District will automatically make, by contacting the Business Office during normal business hours.

Safe Harbor Policy – Deductions prohibited under FSLA will not be made from an Exempt Employee's salary. If you are concerned that prohibited deductions have been made from your wages, you should contact the Executive Director of Parks and Recreation. The Executive Director will review your salary to determine if any prohibited deductions have been made. If any prohibited deductions have been made the amount of the deduction will be repaid to you as soon as practicable after the error is realized.

I. Work Week

The normal work week is 12:01 a.m. Monday through 12:00 midnight Sunday. Department work schedules are established by the employee's Immediate Supervisor or Department Head based on the needs of the Park District. The number of working hours that will be scheduled is subject to the financial and staffing requirements of the Park District and employees are not guaranteed any specific number of hours per day or week. The responsibilities of certain positions may require an employee to be on call on a 24-hour basis. The Park District may change any employee's work schedule at the District's sole discretion. Your unwillingness or refusal to work overtime when requested to do so by the Park District may be cause for disciplinary action up to and including dismissal.

Any change in work schedules or exchange of work periods among employees may not be made without the prior, written approval of your Immediate Supervisor and the completion of

appropriate written documentation (e.g., adjusted work schedule). Violation of this policy may result in disciplinary action, up to and including termination of employment.

Due to the nature of the positions of Executive Director of Parks and Recreation, Department Heads, Facility Managers and Supervisors, employees in these categories are expected to work a schedule that fulfills the objectives of the Park District and the department in which they are employed including without limitation attending work related meetings during evening hours and weekends.

J. Recording of Hours Worked

All non-exempt employees are required to maintain an accurate and legible record of the hours worked by completing weekly time sheets. In most cases, these time records, which must be signed by the employee and approved by the employee's Immediate Supervisor, are the basis for paycheck calculation. Time is computed to the nearest quarter of an hour (15 minutes) per week. Employees are responsible for their own time records. Violation of this policy may result in appropriate disciplinary action, up to and including termination of employment.

Exempt employees may be required to complete time sheets for compensatory time purposes.

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

Once an employee signs in (punches in), work is to commence immediately. Failure to do so is considered falsification of timekeeping records. An employee shall not punch in no more than 15 minutes prior to their scheduled start time.

If an employee forgets to sign in or out (punch in or out), he must notify his Supervisor immediately so the time may be accurately recorded for payroll.

K. Lunch and Rest Periods

All employees who work 7½ continuous hours per day are entitled to an unpaid meal period after having worked 5 continuous hours. Department Heads 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 Head.

Authorized rest breaks are to be taken away from the designated work area but employees are not permitted to leave Park District premises during this period. Rest or break time is compensated as work time.

Employees are strongly encouraged to eat at a location away from their desk (as in the lunch room provided), especially when dealing with the general public.

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

L. Emergency Closings

On occasion, due to inclement weather, national crisis, or other emergency, the Park District may close for all or part of a normally scheduled workday. The Park District will attempt to notify employees of its closure through announcements on predetermined local area radio stations. In some cases, emergency closure is considered *unpaid leave*.

III. TIME OFF BENEFITS

A. Attendance

Attendance is an essential part of your total job performance and is critical to the smooth and efficient operation of the Park District. Absenteeism and tardiness are expensive, disruptive and place an unfair burden on your fellow employees and your Immediate Supervisor. Accordingly, it is imperative that you report to work regularly, promptly and be ready to perform your assigned duties at the beginning of your work day.

If you are going to be late or absent for any reason you or someone else for you must telephone your Immediate Supervisor prior to your scheduled starting time. If your Immediate Supervisor is not available, contact your Department Head. It is your personal responsibility to ensure that proper notification is given.

Your notice must include a reasonable explanation for your absence or tardiness, and a statement as to when you expect to arrive at or return to work. You may be required to present a doctor's note or other documentation substantiating the length of and reasons for your absence or tardiness. Engaging in outside employment is not a reason for any absence or tardiness.

The foregoing notice requirements apply to each day of absence or tardiness, including without limitation consecutive days. Failure to satisfy these requirements may subject you to disciplinary action up to and including dismissal. Moreover, if you fail to report to work on two (2) consecutive working days without notifying your Immediate Supervisor or Department Head you will be considered to have voluntarily abandoned your employment with the Park District and for that reason you will be dismissed.

Even though you provide proper notice of your absence or tardiness, continued irregular attendance or excessive absenteeism or tardiness, as determined in the sole discretion of the Park District, constitutes unsatisfactory performance and will subject you to disciplinary action up to and including dismissal.

In calculating an employee's attendance record, all absences, whether paid or unpaid, authorized or unauthorized, or with or without notice, will be counted except for absence due to the following:

- Approved emergency leave
- Approved military leave
- Approved personal leave

- Approved Family or Medical leave
- Approved vacation leave

If you find it necessary to leave work because of illness or personal emergency you must obtain prior approval from your Immediate Supervisor or Department Head.

B. Holidays

All Full-time Employees may receive the following recognized legal holidays off with pay unless, in the Park District's sole discretion, your services are needed to operate the Park District's facilities, programs, or general operations:

New Year's Day
Presidents Day
Memorial Day
Independence Day
Labor Day

Columbus Day
Veterans Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Day

The Park District will close at noon on December 24 (Christmas Eve) and December 31 (New Year's Eve). Special Park District facilities will operate as scheduled on these days.

When legal holidays fall on a Saturday or a Sunday, the Executive Director has the sole discretion to declare either the preceding Friday or the following Monday a holiday.

The Park District has the right to require employees to work on holidays if the need arises.

In order to receive Holiday pay, you must be on the active payroll the first scheduled work day before and after the Holiday as well as the Holiday itself and you must have worked the first scheduled work day before and after the Holiday, unless you were on vacation or other approved paid leave on either or both days.

C. Discretionary Holidays

Each Full-time Employee is granted one discretionary holiday for every three (3) months worked (up to a maximum of 4 discretionary holidays per calendar year). A discretionary holiday may be taken at any time during the three (3) month period. If not used, it will carry over to the next three (3) month period. Discretionary holidays are not cumulative and must be used prior to December 31st of each year. If you do not use your discretionary holidays prior to the end of the calendar year in which they are granted, such days are forfeited and you will not receive financial compensation for them. Further, you will not receive compensation for granted but unused discretionary holidays upon termination and you cannot use discretionary holidays as notice time prior to termination.

In order to use a discretionary holiday, you must complete and return the appropriate form, or complete the appropriate online process, to your Immediate Supervisor at least one (1) week in advance of the desired day(s) off. Use of discretionary holidays is subject to the approval of your Immediate Supervisor. Your Immediate Supervisor shall grant or deny your request

depending on the work load during the particular day(s) requested. If it is determined in your Immediate Supervisor's sole discretion that your presence is necessary for the efficient or safe operation of the Park District, you may be required to reschedule your discretionary holiday.

D. Vacation Leave

If you are a Full-Time Employee, you will begin accruing vacation during your first completed payroll period. You will accrue 3.08 hours for every two week payroll period. Upon successful completion of your introductory period, you will be able to take your earned accrued vacation after obtaining approval from your immediate supervisor. Anytime requested prior to completion of your introductory period is at the sole discretion of your supervisor.

All Full-time Employees earn vacation leave in accordance with the following schedule.

<u>Years of Service</u>	<u>Vacation Leave Earned Per Year</u>
Six months, but less than three (3) years	Ten (10) days
Three (3) years, but less than five (5) years	Twelve (12) days
Five (5) years, but less than ten (10) years	Fifteen (15) days
Ten (10) years +	Twenty (20) days

After ten (10) years of service, an additional day for each year served will be given up to 25 days.

Years of service for purposes of determining earned vacation will be based on your annual anniversary date of employment.

Where possible, employees should schedule vacation during slack periods. If you wish to be granted vacation time, you must complete and return to your Immediate Supervisor a written request for vacation at least two (2) weeks in advance of the day that your requested vacation is scheduled to begin. If you are eligible and desire to take three (3) or more weeks of continuous vacation, you must submit a written request for vacation to your Immediate Supervisor at least thirty (30) days in advance. All requests for vacation leave are subject to the approval of your Immediate Supervisor and the Executive Director. Your Immediate Supervisor shall approve or disapprove the dates requested depending on the work load during the particular time requested. Your Immediate Supervisor may require you to reschedule your vacation if he determines, in his sole discretion, that your presence is necessary for the efficient or safe operation of the Park District. Your Immediate Supervisor shall then submit said form to the Executive Director for his approval and signature. The Executive Director also has the same right to request that you change the dates your vacation is scheduled to begin.

You are encouraged to take your vacation time during the year in which it is earned. Under no circumstances will you be allowed to accumulate more vacation time than earned by you during two (2) years of service. As an example, if you have 10 years of service, you are granted 20 vacation days per year. You will only be allowed to accumulate 40 vacation days at any given time during employment. Any vacation days in excess of the 40 days will be lost if not taken in the year in which it is earned.

Upon termination of employment, you will be paid for earned but unused accumulated vacation time.

Vacation pay is based upon your regular hourly rate of pay or rate of salary at the time the vacation leave is taken or at the time your employment with the Park District is terminated.

If you fail to return to work following the end of an approved vacation the Winnetka Park District may consider you to have voluntarily abandoned your job and, for that reason, you will be dismissed.

At the sole discretion of the Executive Director, a new employee may be granted vacation leave based upon previous work experience, at the start of such employee's employment with the Park District.

E. Sick Days

If you are a Full-time Employee you are eligible for paid sick days which are granted at a rate of one (1) work day for each full month of service. Sick days may be used, as necessary, for temporary absences due to your illness or injury or due to an illness or injury of a member of your "immediate family." As used in this paragraph, the term "immediate family" means your spouse, child, parent, sibling, legal guardian, grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law, stepparent or grandchild.

In order to receive sick pay, you or someone else for you must notify your Immediate Supervisor of your intended absence at least one (1) hour in advance of your regularly scheduled starting time and must, upon the request of your Immediate Supervisor, submit a doctor's statement verifying your or your family member's illness or injury. Such a statement will automatically be required if you are absent for a period of three (3) or more consecutive days or for repeated absences over a limited period of time. If it appears that your illness or injury will require an extended absence, you may be placed on a Personal Leave of Absence (see Section III.I below) or you may qualify for Family and Medical Leave (see Section III.H). You may also qualify for Family and Medical Leave if your spouse's, civil union partner's, child's, or parent's illness or injury will require you to take an extended absence.

Sick days may be used only for legitimate illness or injury. They are not to be used for personal matters. Any employee who makes a claim for sick pay under false pretenses will be subject to disciplinary action up to and including dismissal. You may not work for another employer in any capacity on a paid sick day.

You may accumulate up to thirty (30) sick days. Once you establish and maintain a bank of thirty (30) accumulated sick days, you will receive compensation, at a rate of seventy-five percent (75%) of your regular daily rate of pay, for any additional granted but unused sick days (e.g., 12 additional days of unused sick leave = 9 days of pay). The amount of compensation will be calculated at the end of each calendar year.

Sick days are provided as a benefit for active Park District employees. Employees will not receive a payment for any unused sick days upon termination of employment.

F. Paid Sick and Vacation Leave Sharing and Donation Policy

Policy Statement

The Winnetka Park District recognizes that employees may have a family emergency or a personal crisis that causes a severe impact to them resulting in a need for additional paid time off in excess of their available paid sick and vacation time. To address this need, all eligible employees will be allowed to donate paid sick and vacation time from their unused balance to their co-workers in need of additional sick and vacation time. All donations of paid sick and vacation time shall be in accordance with this Policy and the procedures outlined herein. This Policy is strictly voluntary.

Eligibility

Employees who donate paid sick and vacation time must have been continuously employed with the Winnetka Park District for a minimum of 1 year prior to the effective date of donation.

Guidelines

1. Any employee desiring to receive paid sick and vacation time donated from their co-workers must have a condition that meets one of the following criteria:
 - a. Family Health Related Emergency- Critical or catastrophic illness, injury or disability of the employee, or an immediate family member, that poses a threat to life and/or requires inpatient or hospice health care. Immediate family member is defined as spouse, domestic partner, child, parent or other relationship in which the employee is the legal guardian or sole caretaker.
 - b. Other Personal Crisis- A personal crisis of a severe nature that directly impacts the employee. This may include a natural disaster impacting the employee's primary residence such as a fire, tornado, or severe storm.
2. Employees who donate paid sick or vacation time from their unused balance must adhere to the following requirements:
 - a. Donation minimum- Four (4) hours
 - b. Donation maximum- the lesser of forty (40) hours or fifty percent (50 %) of the donating employee's current balance
3. Employees who donate time must have sufficient time in their balance and will not be permitted to exhaust their balances due to the fact that they may experience their own personal need for time off. All donations are voluntary and will be kept confidential.

4. Employees cannot borrow against future paid sick and vacation time to donate.
5. Employees receiving donated paid sick and vacation time may receive no more than 480 hours (12 weeks) within a rolling twelve (12) month period.
6. Employees who are currently on an approved leave of absence cannot donate sick/personal time.
7. All donations are donations of time (hours/days) and not donations of dollars represented by the time.
8. Amounts paid by an employer pursuant to this Policy may be includible in the gross income of the recipient and the Park District will treat said amounts as wages for employment tax purposes.

Procedure

1. Employees applying for donated sick/personal time are required to complete a Request for Donation of Paid Sick and Vacation Time Form which includes authorization to present their request to the employees of the Winnetka Park District for the sole purpose of soliciting donations.
2. Employees who wish to donate paid sick and vacation time to a co-worker in need must complete a Authorization of Donation of Paid Sick and Vacation Time Form.
3. All forms must be returned to the Human Resources Administrator.
4. The Human Resources Administrator and the Executive Director are directed to administer this Policy in a manner consistent with state and federal law.

Approval

1. Requests for donations of paid sick and vacation time must be approved by the Human Resources Administrator, the employee's immediate Supervisor and the Park District's Executive Director.

2. If the recipient employee has available in his or her balance paid sick leave, vacation or other paid leave applicable to the employee's circumstances, such leave must be used prior to any donated paid sick and vacation time. Donated paid sick and vacation time may only be used for time off related to the approved request. Paid sick and vacation time donated that is in excess of the time off needed will be returned to the donor.
3. The Winnetka Park District Board of Park Commissioners may terminate this Policy at any time in its sole discretion. In the event of termination, any donated paid sick or vacation time shall remain available for use by the employee receiving same, but no further donations will be authorized.

G. Bereavement Leave

1. Full time Employees who need time off to attend to matters brought about by the death of a family member shall be allowed up to 3 consecutive working days off with pay. If needed an employee may request additional time off. Additional time off will be unpaid, unless the employee uses vacation time. The following will be considered family members for funeral leave purposes, if they are the Employee's:

Mother	Grandmother	Mother-in-law
Father	Grandfather	Father-in-law
Husband	Brother	Brother-in-law
Wife	Sister	Sister-in-law
Civil Union Partner	Niece	Aunt
Son	Nephew	Uncle
Daughter		
Grandchild		

Nothing in this Section F.1 is meant to diminish the rights of an employee under the Illinois Child Bereavement Leave Act should the employee be eligible for leave under that Act.

2. Child Bereavement Leave

In the event of a death of a child, an employee may be entitled to unpaid bereavement leave in accordance with the Illinois Child Bereavement Leave Act (820 ILCS 154/1 *et seq.*) (the "Act"). In order to be eligible for leave under the Act, an employee must have been employed by the Park District for at least 12 months and have at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. The Act provides eligible employees with a maximum of two weeks (10 work days) of unpaid bereavement leave to: (1) attend the funeral or a funeral alternative of a child; (2) make arrangements necessitated by the death of a child; or (3) grieve the death of a child. Leave under the Act must be completed within 60 days after the date on which the employee receives notice of the death of the child. The employee shall provide at least 48 hours' advance notice of the employee's intention to take bereavement leave under the Act, unless providing such notice is not reasonable and practicable.

In the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of 6 weeks of unpaid bereavement leave during the 12-month period.

The Act defines “child” as an employee’s son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

Eligible employees may elect to substitute any unpaid or any accrued and unused paid leave available to the employee under any other federal, state, or local law, or Park District policy, for unpaid leave under the Act. An employee eligible for leave under the Act shall not entitle the employee to unpaid leave that exceeds or is in addition to the amount of leave available to the employee under FMLA.

The Park District may require reasonable documentation of proof of death and relationship of the deceased. Documentation of proof of death may include, but is not limited to, a death certificate, a published obituary, or written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

H. Jury Duty

All employees are eligible for leave in the event of jury duty. Full-time Employees will be paid their regular base pay for those days served. In addition, they will be allowed to keep their juror stipend to cover additional expenses incurred. 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 Immediate Supervisor before reporting for jury duty. All employees must provide a copy of the jury service summons to their Supervisor or Department Head within ten (10) days of the date of issuance of the summons to the employee.

I. Family and Medical Leave

This section briefly summarizes rights and regulations under the Family and Medical Leave Act of 1993 ("FMLA"). Revisions to specific provisions of the FMLA may be made from time to time by Congress and not be reflected in this summary. You should make certain to receive from the Human Resource Manager at, or prior to the time you request leave, a current summary of the provisions of the FMLA.

The FMLA provides eligible employees with up to twelve (12) workweeks of unpaid leave for certain family and medical reasons during a twelve (12)-month period. During this leave, an eligible employee is entitled to continued group health plan coverage as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee generally will be reinstated to his/her prior job or to an equivalent position.

Certain highly compensated key employees may be denied reinstatement when necessary to prevent substantial and grievous economic injury to the Park District’s operations. A key employee is a salaried employee who is among the ten percent (10%) of the highest paid employees of the Park District. Employees will be notified of their status as a key employee, when applicable, after they request a FMLA leave

Eligibility

Any Full-time or Part-time employee who has worked for the Park District for at least twelve (12) months, and for at least 1,250 hours during the twelve (12)-month period immediately preceding the start of the leave is eligible for:

1. Up to a total of twelve (12) workweeks of unpaid leave during any rolling twelve (12) month period for one or more of the following reasons: (a) birth and care of a newborn child; (b) placement of a son or daughter for adoption or foster care in the employee's home; (c) to care for the employee's parent, spouse civil union partner, or child (but not in-law) with a serious health condition; (d) to attend the employee's own serious health condition which renders the employee unable to perform the functions of the employee's job; or (e) because of any qualifying emergency (as the Secretary of Labor shall determine) arising out of the fact that your spouse, civil union partner, child, or parent as a military member in the Regular Armed Forces or the National Guard and Reserves, is under a "covered active duty" (deployment to a foreign country or has been notified of an impending call or order to covered active duty) in support of a contingency operation; or 2. Up to Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, civil union partner, son, daughter, parent, or next of kin (Military Caregiver Leave).]

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

- a. Hospital Care. Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity relating to the same condition;
- b. Absence Plus Treatment. A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves either: (1) treatment of two (2) or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or (2) treatment by a health care provider on at least one (1) occasion that results in a regimen of continuing treatment under the supervision of the health care provider;
- c. Pregnancy. Any period of incapacity due to pregnancy or for prenatal care;
- d. Chronic Conditions Requiring Treatment. A chronic condition that requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider; continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity;
- e. Permanent/Long-Term Conditions Requiring Supervision. A period of incapacity that is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider;
- f. Multiple Treatments (non-chronic conditions). Any period of absence to receive multiple treatments (including any period of recovery there from) by a healthcare provider or by a provider of health care services under orders of, or in referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

For purposes of 1.e., above, a qualifying exigency for which an employee may take FMLA leave include making alternative child care arrangements for a child of the military member when the deployment of the military member necessitates a change in the existing child care arrangement; attending certain military ceremonies and briefings; taking leave to spend time with a military member on Rest and Recuperation leave during deployment; or making financial or legal arrangements to address a covered military member's absence; or certain activities related to care of the parent of the military member while the military member is on covered active duty. An employee may take qualifying exigency leave for the deployment of a son or daughter of any age.

Also for purposes of 1.e, above, the protections afforded by Uniform Services Employment and Reemployment Rights Act (USERRA) extend to all military members (active duty and reserve), and all periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

The entitlement to leave for the birth or care of a newborn child or for placement of a child for adoption or foster care will expire twelve (12) months from the date of the birth or placement. For purposes of this policy, the terms "child" and "parent" include step, adoptive or foster children or parents, as well as legal wards or guardians and primary caregivers.

Military Caretaker Leave: If you are eligible for FMLA leave as stated above and you are a spouse, civil union partner, child, parent or next of kin of a covered service member, as defined below, you are entitled to a total of twenty-six (26) workweeks of unpaid leave during a 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 **Military Caretaker** Leave provision, for reasons which also would entitle the employee to a leave under the Eligibility Section, Paragraphs a. through e. above, the total leave time will not exceed a combined total of twenty-six (26) workweeks.

With respect to **Military Caretaker** Leave:

1. A "Covered Service Member" means a member of the Armed Forces, including a member of the National Guard or Reserves, and a "covered veteran" (individual who is discharged or released under conditions other than honorable discharge at any time during the five years prior to the first date the eligible employee takes FMLA leave to care for the covered veteran) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
2. "Outpatient status" means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
3. "Next of kin" means the nearest blood relative of that individual.

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

Spouses or Civil Union Partners Employed by the Park District

If your spouse or civil union partner also works for the Park District and you both become eligible for a leave under the Eligibility Section, Paragraphs 1.a. or 1.b., or for the care of a sick parent under Eligibility, Paragraph 1.c., the two of you together will be limited to a combined total of twelve (12) workweeks of leave in any rolling 12-month period. In addition, if you and your spouse or civil union partner both become eligible for a leave under the Military Caretaker Leave provision above or under a combination of the Military Caretaker Leave provision and the Eligibility Section, Paragraphs 1.a. through 1.e., the two of you together will be limited to a combined total of twenty-six (26) workweeks of leave in an rolling 12-month period, but if the leave taken by you and your spouse or civil union partner includes leave described under the Eligibility Section, Paragraphs 1.a. through 1.e., that leave shall be limited to a combined total of twelve (12) workweeks of leave in any rolling 12-month period.

Length of Time

Employees qualifying for leave under the FMLA may take up to a maximum of twelve (12) calendar weeks of leave over a rolling twelve (12) month period measured retroactively from the last day of leave.

Intermittent or Reduced Work Schedule Leave

If certified as medically necessary for the serious health condition of either you or your spouse, child or parent (under the Eligibility Section above), or to care for a covered service member if you are a spouse, civil union partner, child, parent or next of kin to the covered service member (See Military Caretaker Leave section above), leave may be taken on an intermittent or reduced leave schedule. Intermittent leave also may be taken if you qualify for leave because of a qualifying exigency as described under the Eligibility Section, subject to the submission of a certification prescribed by the Secretary of Labor. If leave is requested on an intermittent basis, however, the District may require that you transfer temporarily to an alternative position which better accommodates recurring periods of absence or to a part-time schedule, provided that the position offers equivalent pay and benefits.

Limitations on FMLA Leave

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

Coordination with Other Policies

You must substitute any accrued paid vacation days, personal time, and sick days (if you otherwise qualify) for unpaid leave under this policy, and any such paid time off must be taken concurrently with your Family and Medical Leave. If you otherwise qualify for disability pay, you will collect it at the same time you are on Family and Medical Leave. Similarly, if you otherwise qualify for any other type of leave of absence, you must take that leave at that same time as you are taking your Family and Medical Leave. All time missed from work that qualifies for both Family and Medical Leave, and for workers' compensation, will be counted toward your Family and Medical Leave.

Benefit Continuation

While a full-time employee is on FMLA leave, the Park District will maintain the employee's group health insurance coverage under the same conditions that the employee had at the start of FMLA leave for a period not to exceed the FMLA twelve (12)-week period. The employee will be responsible for any premium contribution and/or payment to other employee elected benefit programs. To the extent that an employee's FMLA leave is paid, the employee's portion of health insurance premiums will be deducted from the employee's salary. For the portion of FMLA leave that is unpaid, the employee's portion of health insurance premiums may be paid pursuant to a system voluntarily agreed to by the Park District and the employee. Other benefits, if any, such as vacation, sick leave, or personal days, **shall not** accrue while an employee is on FMLA leave. Employees on FMLA leave, however, will not forfeit any benefits that accrued prior to the start of FMLA leave by virtue of taking FMLA leave.

Requesting Leave

Requests for FMLA leaves must be made in writing, (forms available from the Human Resource Manager). At least thirty (30) days advance notice for the birth or adoption of a child or for planned medical treatment should be given. In cases of emergency, notice should be given as soon as is practical (usually within one (1) or two (2) business days). A delay in submitting this request may result in a delay of the start of the employee's leave.

1. The request must specify, in detail, the reasons for requesting the leave and the length of time the employee intends to be away.
2. In cases where an employee requests leave for the employee's own serious health condition or to care for a seriously ill family member, the Park District may require medical certification from a health care provider to support the request. Medical certification forms are available from the Human Resource Manager.
3. If the Park District has reason to doubt the employee's initial certification, the Park District may: (a) with the employee's permission, have a designated health care provider contact the employee's health care provider in an effort to clarify or authenticate the initial certification; and/or (b) require the employee to obtain a second opinion by an independent Park District-designated provider at the Park District's expense. If the initial and second certifications differ, the Park District may, at its expense, require the employee to obtain a third, final and binding opinions from a jointly selected health care provider.
4. A request for a leave of absence must be approved by the employee's Supervisor(s) and the Director.
5. An approved medical leave of absence will be considered FMLA if it qualifies as such under the FMLA regulations promulgated by the U.S. Department of Labor.

In any case in which the necessity for leave under Eligibility Section, Paragraph 1e. above is foreseeable, whether because your spouse, civil union partner, child or parent is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, you shall provide such notice to the Park District as is reasonable and practicable.

Reporting While on Leave

During FMLA leave, the Park District may request that the employee provide recertification of a serious health condition at intervals in accordance with the FMLA. In addition, during FMLA leave, **the employee must provide the Park District with periodic reports regarding the employee's status and intent to return to work.** If the employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide the Park District with reasonable notice (*i.e.*, within two (2) business days) of the employee's changed circumstances and new return to work date. If the employee gives the Park District notice of the employee's intent not to return to work, the employee will be considered to have voluntarily resigned.

Other Employment

An employee who is on leave under this policy may not work for any other employer on a full-time, part-time or sporadic basis. Violation of this policy may result in disciplinary action, up to and including termination.

Return from Leave

Except as noted above with respect to certain highly compensated key employees, upon returning from FMLA leave, the employee normally will be reinstated to the employee's original or equivalent position with equivalent pay and benefits. In the case of an employee's own serious health condition, a physician's statement certifying the employee's ability to perform the essential

functions of the job is required prior to any reinstatement. However, an employee may be reinstated only if he would have continued to be employed had FMLA leave not been taken. Thus, an employee will not be reinstated if, because of a layoff, reduction in force, disciplinary action or other reason, the employee would not be employed at the time job restoration is sought.

Failure to Return to Work Following FMLA Leave

An employee who fails to return to the available position on the first day after the leave of absence has expired will be considered to have voluntarily resigned. However, pursuant to the Park District's Americans With Disabilities Act Policy, prior to expiration of their FMLA leave, employees may request extended unpaid leave as a "reasonable accommodation" under the ADA. The Park District may recover health insurance premiums that the Park District paid on behalf of the employee during any unpaid FMLA leave except the Park District's share of such premiums may not be recovered if the employee fails to return to work because of the employee's or a family member's serious health condition or because of other circumstances beyond the employee's control. In such cases, the Park District may require the employee to provide medical certification of the employee's or the family member's serious health condition.

Additional Information

For further information or clarification about FMLA leave, please contact the Human Resource Manager.

J. Personal Leave of Absence

Full-time Employees may be granted an unpaid personal leave of absence up to six (6) months. In order to be eligible for such leave, you must submit a written application for a personal leave of absence to your Department Head or to the Executive Director at least three (3) months in advance of the date on which you want your leave to begin, except in cases of emergencies or unforeseen circumstances in which case a written application must be made as soon as practicable but in no case later than forty-eight (48) hours after discovering the circumstances that will require you to request such leave. The application must specify, in detail, the reasons for requesting leave and the length of time you plan to be away.

All personal leaves must be approved in writing by your Department Head and the Executive Director. The purpose for which leave is requested, the length of time you plan to be away, the staffing requirements in your facility or department, and your position, work record and length of service will be considered in determining whether or not to grant you leave. Permission to take leave and length of the leave will be determined at the sole discretion of the Executive Director. Leaves of absence will not be granted during the first year of employment except in cases of extreme emergency. In no case will a leave of absence be granted to allow an employee to engage in employment elsewhere.

Additional leave time, for a period of up to three (3) months may be granted for good and sufficient reasons as determined in the sole discretion of the Park District. Requests for additional leave time must be made in writing to your Department Head and the Executive Director prior to expiration of the initial leave period and must specify the reasons for the request and the amount of additional time sought.

Any employee applying for, or granted such leave, must use and exhaust all accrued personal, vacation, sick and compensatory time prior to the status of unpaid Personal Leave. All time stated above shall be included as part of the six (6) month limit of Personal Leave Absence

While you are on an approved personal leave of absence, you will continue to be covered under the Park District's health insurance program for a period of up to one (1) month at the District's expense. If the leave of absence extends beyond one (1) month, your insurance will be continued provided that you pay any and all monthly premiums in advance. Other employment benefits, if any, such as vacation, sick leave, or personal days, shall not accrue during a personal leave of absence. Employees on a personal leave, however, will not forfeit any benefits that accrued prior to the start of the leave.

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

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

Upon expiration of the leave, the Park District will attempt to reinstate you to the same job or a job similar to the one vacated. However, reinstatement after a personal leave of absence is dependent on the availability of a job and is not guaranteed.

If you fail to return to an available job on the first scheduled work day after the leave of absence has expired or you engage in outside employment during the leave period, you will be deemed to have voluntarily abandoned your employment with the Park District and for that reason you will be dismissed. However, pursuant to the Park District's American With Disabilities Act Policy, employees may request extended unpaid leave as a "reasonable accommodation" under the ADA.

K. School Visitation Rights Act

If you have worked for the Park District at least six (6) months for an average of at least twenty (20) hours per week, you may be eligible to take up to eight (8) hours of school visitation leave per school year to attend school conferences or classroom activities related to your child(ren) if the conference or classroom activities cannot be scheduled during non-work hours. You are eligible to take such leave only if you have exhausted all accrued vacation leave, personal leave, compensatory leave, discretionary holidays, and any other leave that is granted to you, other than sick or disability leave. For purposes of this policy, "school" means any public or private primary or secondary school or educational facility located in Illinois or a state that shares a common boundary with Illinois.

Before arranging attendance at the school conference or activity, you must provide the Park District with a written request for leave at least seven (7) days in advance of the requested time off. In an emergency situation, you may give twenty-four (24) hours' notice. In addition, you

must consult with your Immediate Supervisor to schedule the leave so as not to unduly disrupt operations.

School visitation leave shall be unpaid. However, you may choose to make up the time on a different day or shift if such arrangement may reasonably be provided by the Park District. If you choose not to make up the time taken, or an arrangement to make up such time cannot be made, you will not be compensated for the time taken.

Upon completion of a school visitation, you must obtain documentation of your visit from the school administrator and submit such documentation to the Park District. **Failure to submit the documentation to the Park District within 2 working days of your school visit may subject you to disciplinary action up to and including dismissal.**

L. Military Leave

Military leave will be granted to Full-time Employees who must be absent from work because of service in the United States uniformed services and to employees who are members of the Illinois National Guard called into service or training of the United States or the State of Illinois (together “Uniformed Services”) in accordance with all applicable State and Federal laws. .

It is the Park District’s policy that no employee or prospective employee should be subjected to any form of discrimination based on that person’s past, present or future membership in, or obligation to perform service for, any of the Uniformed Services.

1. Notice Requirements: Employees must give advance notice to their Immediate Supervisor, Division Head or Director of their military leave, by submitting a copy of their orders, or other notices concerning the leave, unless precluded from doing so by military necessity or the giving of notice is otherwise impossible or unreasonable. The Park District requests that such notice be provided in writing and be provided to the District at least thirty (30) days prior to departure for service when it is feasible to do so. Employees are requested to complete the Military Leave of Absence Record Form as soon as the employee learns of his or her upcoming military service. Failure to provide notice may result in denial of protection under applicable State and Federal laws.
2. Unpaid Time-off Prior to Military Service: The Park District will provide sufficient unpaid time off to employees prior to the commencement of their military service to travel safely to the service site and arrive fit to perform the service. The length of such unpaid time off will depend on such factors as how much notice the employee received of service, the location of the employee’s service, the time needed by the employee to rest before service begins, the time needed to arrange the employee’s affairs, and the time required for the employee to report to duty.
3. Compensation and Benefits during Military Leave: All military leave for covered military service shall be unpaid unless otherwise required by the Illinois Local Government Employees Benefits Continuation Act. Pursuant to the Local Government Employees Benefits Continuation Act (50 ILCS 140/2), if you are a member of the National Guard or of the United States Armed Services Reserve, you may be entitled to leave with pay when called into service by the President of the

United States as provided by law. Under this Act, and if eligible, your salary continuation shall include health insurance and any other benefits you were receiving at the time you are called up. Your salary will be offset by your military pay. Employees should retain their military pay vouchers. Upon your return, you must furnish official proof of pay during your tour of duty in order to receive pay from the District.

Employees on unpaid military leave are not required to use accrued vacation, annual or similar paid leave in lieu of unpaid military leave; however, they may elect to use accrued paid leave at their discretion. In such cases, employees must notify the Park District in writing in advance of their military leave of their request to use accrued paid leave during their military leave.

Employees on unpaid military leave may also elect to continue their existing employer-based group health insurance coverage for themselves and their dependents for up to twenty-four (24) months provided they pay the cost of such coverage, unless otherwise required by any applicable law. The Park District will continue to make pension contributions for employees on military leave in accordance with the Park District's policy for nonmilitary leaves of absence.

4. Reinstatement: Following release from military service, an employee shall have such right to return, and only such right, as may be required by State and Federal law in effect at that time the employee applies for reinstatement. Employees reinstated following military leave will receive seniority and other benefits equivalent to the seniority and benefits that the employee had at the beginning of the military leave, plus any additional seniority and benefits the employee would have accrued, with reasonable certainty, had the individual remained continuously employed.

An employee is not entitled to reinstatement if any of the following exist:

- The employee failed to apply for reinstatement in a timely manner;
 - The Park District's circumstances have so changed as to make reemployment impossible or unreasonable;
 - The employee's employment prior to military service was for a non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period;
 - The employee did not receive an honorable discharge from, or otherwise satisfactorily complete his service, with, the military;
 - Any other reason permitted under State and Federal law.
5. Employee Obligation: This policy shall be read in conjunction and consistent with all applicable State and Federal laws governing military leave. Employees are responsible for compliance with their obligations under these laws and failure to do so may result in the loss of any right afforded the employee.

M. Family Military Leave Act

Thirty (30) days of unpaid family military leave are granted under the Family Military Leave Act to employees who are spouses, parents, grandparents or children of soldiers called into active military duty. The leave must be taken during the period of military deployment orders are in effect. Unpaid leave under this Act can be taken only after the employee has exhausted all accrued vacation, personal leave, and compensatory time.

For purposes of this Act, employee is defined as a person employed for at least twelve (12) months with at least 1,250 hours of service during the twelve (12) month period immediately preceding the commencement of the leave.

If the leave under this Act is for five (5) consecutive work days or more, the employee must provide the Park District with at least fourteen (14) days notice in advance of the leave date. For leave less than five (5) consecutive work days, the employee should provide as much advance notice as is practicable. The Park District may require certification from the proper military authority to verify the employee's eligibility for the family military leave requested.

Employees shall maintain benefits at the employee's expense for the duration of the leave.

N. Absence without Leave

Absence without leave including absence for a single day or portion of a day, which has not been granted or approved in accordance with established policy and procedure, is considered unapproved absence. In such cases, pay may be denied and the employee may be subject to disciplinary action, up to and including termination.

Exempt Employees working less than forty (40) hours in a given work week may, in the sole discretion of the Executive Director, receive a deduction in their pay for absences from work of a day or more for personal reasons, other than sickness or disability, unless they are on approved paid leave. In addition Exempt Employees who are absent for a day or more because of sickness or disability but do not have any available personal leave may also, in the sole discretion of the Executive Director, receive a deduction in their pay for such absences. All other employees will receive a deduction in their pay for all absences from work unless they are on approved leave. Any District employee absent without leave for an entire work week will not be paid for that entire week.

No employee may be absent without authorization from his Immediate Supervisor, Department Head, or the Executive Director. After two (2) days of unauthorized absence, the Executive Director may declare your position voluntarily abandoned and for that reason you will be dismissed.

O. Victim's Economic Security and Safety Act

The Victims' Economic Security and Safety Act ("VESSA") provides that, "An employee who is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence may take unpaid leave from work to address domestic or sexual violence" for a total of twelve (12) workweeks of leave during any twelve (12) month period.

1. Reasons for Leave

- a. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or a member of his or her family or household;
- b. Obtaining services from a victim services organization for the employee or a family or household member;
- c. Obtaining psychological or other counseling for the employee or family or household member;
- d. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or family or household member from future domestic or sexual violence; or
- e. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to the domestic or sexual violence.

VESSA defines "domestic violence" as including "acts or threats of violence, not including act of self-defense" by one person against another member of his or her family or household. "Sexual violence" is defined as sexual assault or stalking, as those terms are used in the Illinois Criminal Code.

For purposes of this Section regarding individuals entitled to leave under VESSA:

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

2. Eligibility

All employees are covered under VESSA. Leave may be taken intermittently or on a reduced work schedule, meaning a schedule that reduces the number of hours worked during a workweek or a workday. Employees must provide the Park District with at least forty-eight (48) hours' notice of his or her intention to take the leave, unless giving such notice is not practicable.

VESSA expressly provides that it "does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by the federal Family and Medical Leave Act of 1993." In other words, VESSA does not permit an employee to take more than twelve (12) weeks of leave during any twelve (12)-month period if the employee already has taken a twelve (12)-week leave under the FMLA **for the same reason.**

3. Certification and Confidentiality

An employee who requests leave under VESSA is required to provide certification both that the employee or a member of his or her family or household is a victim of domestic or sexual violence, and that he or she is seeking leave for one of the five purposes listed above. Certification must be provided within a “reasonable period” after the leave is requested.

The certification required from the employee by VESSA includes a sworn statement from the employee seeking the leave and (i) documentation from a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or a family or household member has sought assistance in addressing domestic or sexual violence; (ii) a police or court record; or (iii) other corroborating evidence.

During an employee’s leave under VESSA, the Park District may require the employee to report periodically on the status of the leave and the intention of the employee to return to work.

All information provided to the Park District, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained leave pursuant to this policy, shall be **retained in the strictest confidence by the Park District**, except to the extent that disclosure is: (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable Federal or State law.

4. Employment and Benefits

An employee returning from a leave authorized by VESSA normally will be restored to the position of employment held by the employee when the leave commenced or to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. Employees will not accrue any seniority or other benefits during the leave.

While a Full-time Employee is on leave under VESSA, the Park District will maintain the employee's group health insurance coverage under the same conditions that the employee had at the start of the leave for a period not to exceed the twelve (12)-week period. The employee will be responsible for any premium contribution and/or payment to other employee elected benefit programs.

5. Other Employment

An employee who is on leave under VESSA may not work for any other employer on a full-time, part-time, or sporadic basis. Violation of this policy may result in disciplinary action, up to and including termination.

6. Failure to Return from Leave

The Park District may recover the premium that the Park District paid for maintaining coverage for the employee and the employee's family or household member under such group health plan during any period of leave under this policy if: (i) the employee **fails to return** from leave under this policy after the period of leave to which the employee is entitled has expired; and ii) the employee **fails to return** to work for a reason other than the continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave or other circumstances beyond the control of the employee. The Park District may require an employee who claims that the employee is unable to return to work because of a reason described above to provide, within a

reasonable period after making the claim, certification to the Park District that the employee is unable to return to work because of that reason.

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

P. Employee Blood Donation Leave

In accordance with the Illinois Blood Donation, Full-time Employees who have been employed for a period of six (6) months or more, are entitled up to one hour to donate blood every 56 days, and up to 2 hours to donate blood platelets in accordance with appropriate medical standards. Employees wishing to take blood donation leave must submit a written request to their Supervisor or Department Head and provide medical documentation of the proposed donation. Blood donation leave may be taken only when it will not interfere with the District's operations, as determined in the sole discretion of the Supervisor and/or Department Head.

Q. Leave to Vote

You may be entitled to up to two hours of paid leave for purposes of voting at any election presented to the voters of this State if on the day of election your working hours begin less than two hours after the opening of the polls and end no less than two hours before the closing of the polls. In order to qualify you must request such leave prior to the day of election. The Executive Director shall specify the hours during which such leave may be taken.

R. Leave Without Pay

If you are a Full-time Employee, you may be granted leave without pay. In order to be eligible for such leave, you must make a written application to your Department Head or the Executive Director at least thirty (30) days in advance of the date in which you want your leave to begin. The application must specify, in detail, the reasons for requesting leave and the length of time you plan to be away. Leave without pay will be granted only upon the written approval of both your Department Head and the Executive Director and will be granted for a period of time as determined to be appropriate in the Executive Director's sole discretion. The Park District will continue your health insurance under the Park District's health insurance program for a period of up to one (1) month at the District's expense. If your leave without pay extends beyond one (1) month, your insurance will be continued provided that you pay any and all monthly premiums in advance (i.e., you will be responsible for paying any and all monthly premiums).

Any employee applying for, or granted such leave, must use and exhaust all accrued personal, vacation, sick and compensatory time prior to the status of Leave Without Pay. All time stated above shall be included as part of the time off requested by the employee.

Upon expiration of the leave, the Park District will attempt to reinstate you to the same job or a job similar to the one vacated. However, reinstatement is dependent on the availability of a job and is not guaranteed.

If you fail to return to an available job on the first scheduled work day after the leave of absence has expired or you engage in outside employment during the leave period, you will be deemed to have voluntarily abandoned your employment with the Park District and for that reason you will be dismissed.

S. Outside Employment While on Leave

If you are on leave under any District policy you may not engage in, or have, outside employment on a full-time, part-time or sporadic basis, either as an employee, independent contractor or in a self-employed capacity without the express, written permission of the Executive Director, which permission may be granted or denied at the sole discretion of the Executive Director. Violation of this Policy may result in disciplinary action up to and including dismissal.

IV.EMPLOYEE BENEFITS

A. Disclaimer

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

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

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

Benefits under the plans described herein will be paid only if the plan administrator decides in his/her discretion that the applicant is entitled to them.

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

B. Health Benefits

Any insurance plan(s) in which the Park District may participate are selected at the sole discretion of the Board. The insurance plan(s) and participant eligibility requirements are described in a summary plan provided by the insurance companies, which is available in the Business Office. You should contact the Business Office for an in depth explanation of insurance.

The Park District provides a comprehensive medical benefits package for Full-Time Regular Employees, after 30 days of hire. Any changes made to the insurance plan will be communicated to employees in a reasonable amount of time. The Park District insures you and those dependents listed on the insurance policy. In order to add or delete dependents from these benefits you must report changes to the Human Resources Department and complete the necessary paperwork. Participation in these programs, including without limitation eligibility, co-payments, deductibles, family coverage and other terms and conditions of the programs are subject to change with or without notice through the rules of the insurance plans in which the Park District participates or through Board policy. In the event that you leave our employment, we are required by law to offer COBRA continuation coverage as defined in our Medical Plan. You may elect COBRA and continue to participate in the health plan at your own expense.

C. Illinois Municipal Retirement Fund (IMRF)

1. Employee Participation. Any employee working 1,000 hours or more per year must participate in the Illinois Municipal Retirement Fund (IMRF). The Park District shall contribute to IMRF, for each employee, a percentage of that employee's salary based on current

2. IMRF Regulations. Because benefits differ with regard to the employee's contribution, consult the Business Office for specific benefits on retirement, widow's annuity, disability and insurance, and other elements of the IMRF program.

3. Termination of Employment. When an employee terminates his employment with the Park District, the employee's share of contributions to the retirement portion of IMRF is refundable in accordance with applicable law. Contributions toward Social Security are not refundable.

D. Social Security

All employees will have Social Security contributions deducted from their paycheck in accordance with applicable law and regulations. The Park District will match all deductions that employees contribute to Social Security as required by Social Security regulations. The Social Security Administration recommends that individuals periodically verify their personal earnings and benefits. Information on requesting an account balance is available from the local Social Security Administration.

E. Unemployment Compensation

Park District employees are provided with Unemployment Compensation coverage in accordance with Illinois law. This coverage is provided at no cost to the employee. Should an employee become unemployed, he/she may be entitled to receive unemployment benefits provided he/she meets certain eligibility requirements. Additional information can be obtained from the local Unemployment Insurance office.

F. Indemnification and Liability Insurance

The Park District is required by state statute (70 ILCS 1205/08-20) to indemnify and protect employees “against civil rights, damage claims and suits, constitutional rights damage claims and suits, death and bodily injury damage claims and suits, and property damage claims and suits, including defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed within the scope of employment, or under the direction, of the Board.” Such indemnification and protection shall extend to employees of the Park District at the time of the incident from which a claim arises. However, the Park District is statutorily prohibited from indemnifying employees for “punitive” damages.

You may be covered by the Park District’s liability insurance to defend any civil action that may be brought against you or the Park District, its agents, or any other employee for damages arising out of the lawful performance of your duties.

G. Worker’s Compensation

As a Park District employee, you are covered under the Illinois Workers' Compensation Act. The Act provides for medical care and replacement of wages if you sustain an injury arising out of and occurring in the course of your employment with the Park District. Non-job-related illnesses or injuries, or illnesses or injuries not related to the performance of your assigned duties are **not** covered under the Act.

All employees must adhere to the following conditions:

1. Any work-related injury or illness (**even if the employee is uncertain if the injury or illness is work-related, but suspects it might be work-related**) must immediately be reported directly to the employee’s Immediate Supervisor or Department Head if the Immediate Supervisor cannot be reached directly.

Note: Failure to immediately report an injury or illness may jeopardize the employee’s eligibility for worker’s compensation benefits.

2. Upon notification, the Park District shall instruct the employee to report to a designated hospital or physician for an examination or treatment. In the case of an emergency, the employee should go to the nearest hospital emergency room for

treatment and then utilize the Park District's Physician Network Referral Service if additional treatment is necessary.

3. All medical evaluations by any licensed physician must be submitted to the Human Resource Managers for the duration of your period of leave.
4. The Park District reserves the right to have the employee examined by a licensed physician of its own choice at any time during the period of leave. This examination will be at the Park District's expense and the physician will submit the results to the Park District. The employee is entitled to a copy of this report.
5. The Park District may assign an injured employee to a modified duty assignment in accordance with the Park District's Modified Duty Program.
6. No employee shall be allowed to return to work without a statement from a physician approving the employee's return to work without restrictions, or with restrictions acceptable to the Park District.
7. The Park District reserves the right to re-assign the employee to another position at the same pay and benefits the employee received at the time of the injury.
8. When an employee has been released by a licensed physician to return to work on a modified duty basis, the employee may periodically be requested to return for medical evaluations. For these doctor visits, the employee will be compensated at the employee's current rate of pay **only** for the period of time necessary for the visit, including reasonable transportation time. The Park District reserves the right to verify the time of the visit. Time taken over and above that that is necessary will be charged to the employee's available sick, personal or other time off. If the employee does not have any available time, the employee will be compensated only to the extent required by law.

H. Employee Training and Reimbursement

1. Conferences, Seminars and Meetings

A. General Policy

It is the Park District's philosophy that attendance at conferences, seminars and meetings benefits you as well as the Park District. Therefore, an annual budgeted amount may be passed by the Board to allow eligible Park District employees to attend conferences, seminars, and meetings with respect to their functions with the Park District. Persons authorized to attend conferences, seminars and meetings will be paid their usual salary for the time they are absent from work during the conference, seminar or meeting.

In addition, the Park District may reimburse the employee's travel, lodging and meal expenses associated with Park District approved conferences, seminars and meetings, provided that: 1) the employee substantiates such expenses with appropriate documentation as required by the Park District's Ordinance No. 546, an Ordinance Regulating Travel, Meal and Lodging Expenses; 2) such expenses do not, without Board approval, exceed the maximum allowable amount as set forth by the Park District's Ordinance No. 546; and 3) such expenses are otherwise approved by the Board.

Conference, seminar and meeting attendance must be approved by your Immediate Supervisor and the Executive Director. The final decision on whether to permit an employee to attend a conference, seminar or meeting will be made in the sole discretion of the Executive Director.

For all travel, lodging and food expenses, you have the option of: 1) seeking advance payment for such expenses by submitting an estimated amount of the expenses and a completed Travel, Meal, Lodging Expense Reimbursement Request Form for the same to the Board for approval; or 2) be reimbursed for the expenses incurred by submitting a completed Travel, Meal, Lodging Expense Reimbursement Request Form and receipts for the same to the Board for approval. In the event you were advanced an amount for expenses, you must pay any amount in excess of the amount advanced with your own personal credit card and seek reimbursement for the remainder in accordance with the Park District's Ordinance No. 546. For some travel and lodging expenses, the Park District may elect to directly pay the providers for these expenses.

a. Travel Allowance

For Park District approved conferences, seminars and meetings that are more than one hundred (100) miles from Winnetka, the Park District will determine the mode of transportation (car, train, bus or plane) to be used for travel purposes. In the event the travel is by train, bus or plane, the Park District will either purchase the ticket on your behalf, advance the amount of the ticket to you, or reimburse you for the travel expenses as detailed in above Section I.1.A. Unless otherwise approved by the Executive Director, employees will travel by car for conferences, seminars or meetings within a one hundred (100) mile radius of Winnetka.

Employees who use a personal car to travel to any Park District approved conference or seminar will either be reimbursed for mileage incurred in attending the event, or the employee may seek advance payment for such expenses as detailed in above Section I.1.A. The amount per mile allowed for such expenses will be the mileage rate currently established by the Internal Revenue Service for tax return purposes or other rate as determined by the Board. In the case of a private car being used and more than one individual from the Park District traveling, it is expected that the individuals will travel together and only one individual, the owner of the car, will receive mileage reimbursement upon approval of the Board. If you travel using a Park District owned vehicle, the direct operational costs of the vehicle will be paid by the Park District.

b. Lodging

You will only be advanced or reimbursed for an amount covering a single room, provided you submit your request for advancement or reimbursement as detailed in above Section I.1.A. In all cases, however, you must supply a statement from the hotel upon return from the conference, seminar or meeting stating the amount paid for your lodging. You may not be reimbursed more than this amount. If you were given an advance to pay for lodging, you must return any amount of the advance beyond the rate paid for a single room during your approved stay at the conference, seminar or meeting. The Park District may elect to pay the hotel

directly for lodging arrangements made prior to the conference, seminar or meeting dates.

c. Food

The Park District will pay for breakfast, lunch and dinner expenses associated with Park District approved conferences, seminars and meetings to the extent the registration fee for the conference, seminar or meeting does not include a fee for food and subject to the maximum allowed as set forth in the Park District's Ordinance No. 546 for each meal. As with other expenses, you may either: 1) request advance payment for food expenses associated with any District approved conference, seminar or meeting; or 2) request reimbursement for food expenses as detailed in above Section I.1.A. .

d. Registration

The Park District will pay the total cost of registration for approved conferences, seminars and meetings.

e. Room and Board

In the event room and board are furnished, the Park District will pay the exact cost of room and board and reimburse the individual for any travel and food expenses as provided in the above paragraphs.

2. Professional Memberships

Full-time Employees have the opportunity to join professional organizations related to their function with the Park District. The Park District will assume annual payment of dues for memberships in professional organizations as budgeted for by the Park District and approved by the Executive Director in his sole discretion.

Participation in association activities during normal working hours must be approved in advance by the employee's Immediate Supervisor, and approval is contingent upon the employee's ability to meet his work responsibilities.

I. Tuition Reimbursement

We encourage Full-time Employees to further their education to enhance their professional skills in relation to their job with the Park District. Tuition for Full-time Employees for part-time attendance at college, or correspondence courses may be paid for by the Park District if, in the sole discretion of the Executive Director, such classes will further the development of the employee's job-related skills and qualifications and benefit the Park District.

Full time Employees must receive written permission from the Executive Director prior to registering for classes in order to be eligible for tuition reimbursement under the following circumstances:

- a. In order to be eligible for tuition reimbursement an employee must have completed one full year of work for the Park District as a full time employee.

- b. An employee must remain employed 12 months after receiving the reimbursement or must repay the Park District in full.
- c. An employee must remain employed 24 months after receiving tuition reimbursement or must repay the Park District 50% of the reimbursement.
- d. If an employee should suffer a permanent disability or death, reimbursement would be waived.
- e. An employee must receive a C or better for undergraduate courses and a B or better for graduate course in order for tuition to be reimbursed.
- f. Maximum reimbursement per fiscal year is \$2,500 for employees with less than three years full time experience and \$5,000 for employees with more than three years full time experience.
- g. Books purchase expenses are not reimbursable.

J. Length of Service Reward

The Winnetka Park District values its employees and is appreciative for years of service. To that end, the Park District would like to formally recognize employees for years of service with the following to be presented at a Board meeting closest to the anniversary date of the employee.

5 years	\$100
10 years	\$150
15 years	\$200
20 years	\$250
25 years	\$500
30 years	\$500

V. PARK DISTRICT PROPERTY AND FACILITIES

A. Use of Park District Facilities and Programs

All Full-time Employees and their immediate family are entitled to free usage of all Park District facilities and programs (but must pay for private instruction and direct expenses.) The only condition is that the normal registration process must be followed and appropriate fees be paid as outlined in the facility manuals. For purposes of this paragraph "immediate family" shall include an employee's spouse and children residing with the employee.

B. Use of Park District Information, Property and Equipment

Protection of the Park District's business information, property and all other Park District assets is vital to the interests and success of the Park District. Except in the ordinary course of performing duties for the Park District, or as otherwise expressly permitted by your Immediate

Supervisor or the Executive Director, no Park District property may be removed from the Park District's premises. At the beginning of employment, a record will be placed in the employee's personnel file which lists any and all Park District items issued to the employee and will be updated to include any additional items during his/her employment. During the exit interview, before the employee leaves the Park District, this list will be used to account for the return of any and all Park District property and information that the employee has in his possession, including without limitation, portable phone, keys, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment or office supplies. Violation of this policy is a serious offense and may result in appropriate disciplinary action, up to and including termination of employment.

No employee, Board member or member of the public may use Park District property for personal use without proper authorization. No Park District property may be released for personal use without the prior written approval of the facility manager and/or Department Head who is responsible for the equipment or property. Personal use of Park District vehicles can only be approved by the Director.

For the purpose of this section, Park District property is defined as buildings, vehicles, facilities, grounds, tools, implements, building materials, electronic equipment, recreation and rental equipment and all other equipment, supplies, or property owned, leased or in the possession of the Park District. Because safety and liability are of chief concern, it is expected that Park District property that is assigned, or authorized or permitted to be used will be operated **only** by the employee who has been given prior authorization and the employee will observe all applicable laws, ordinances, rules and regulations in the operation of the same. Instructions on safe and proper use will be provided upon request. Employees are not permitted to keep or store any illegal or prohibited items or substances in or on District property. Any such property reasonably suspected of having or holding illegal or prohibited items is subject to search by the Park District.

In addition, the use of some Park District property may require permits, waivers and releases. The employee will be responsible for the full cost of repair or replacement of Park District property, in the sole discretion of the Park District that is damaged or lost while it is in the employee's care and custody.

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

The Park District's equipment, such as telephones, postage, facsimile and copier machines, is intended for business purposes only. While this equipment is to be used for Park District purposes, the Park District realizes that there are times when an employee may need to use this equipment for personal reasons. It is expected that good judgment will be used in limiting the length and frequency of such usage and that prior approval from your Superintendent or Director be obtained. Personal usage of this or other equipment that results in a charge to the Park District should be reported immediately to your Supervisor so that reimbursement can be made.

Upon termination of employment, the employee must return all Park District property, uniforms, equipment, work product, documents and other property in his possession or control.

C. Use of Park District Computer Systems

It is the policy of the Park District that the use of its computers and software is limited solely to District business. Except as otherwise provided below, employees are not allowed to use the computer system for their personal benefit unless prior approval from your Superintendent or Executive Director is obtained. Employees are strictly forbidden from installing software on the Park District's computer system. Further, this policy reaffirms that the Park District's employees have no reasonable expectation of privacy with respect to any computer hardware, software, electronic mail or other computer or electronic means of communication or storage, whether or not the employees have private access or an entry code into the computer system, all of which are the property of the Park District. The Park District reserves the right to monitor the use of its computer system and to access, retrieve and/or delete any information or material stored in, created on, or sent or received through the system.

Subject to approval from the employee's Department Head, an employee's occasional use of Park District computer facilities for personal use, outside projects and to engage in discussion with one or more other District employees to improve wages, hours, safety, workload, or other terms of employment for the benefit of all District employees, or other discussions protected under federal labor law, during non-work hours may be acceptable. Please be aware that the Park District may purge files on its computer at any time, without notice. The Park District is not responsible for any personal files or outside project files that may be purged or lost.

The use of the system for such personal efforts must occur during the employee's non-working hours, and any files created are to be deleted at the end of the project or personal use. Also, because of the normal heavy load on the system, personal use and outside projects will not receive priority over operational requirements, system maintenance, or file back up.

D. Voice Mail and E-Mail

Every Park District employee is responsible for using the Voice Mail and Electronic Mail (E-mail) systems properly and in accordance with this policy. Any questions about this policy should be addressed to the Human Resource Manager.

The Voice Mail and E-mail systems are the property of the Park District and are provided only for use in conducting Park District business. All communications and information transmitted by, received from, or stored in this system are Park District records and property of the Park District. While the Voice Mail and E-mail systems are to be used for Park District purposes, the Park District realizes that there are times when an employee may need to use these systems for personal reasons. It is expected that good judgment will be used in limiting the length and frequency of such usage.

If an employee abuses his/her right to use the, violates this policy or any applicable law regarding his or her use of the Internet, he/she may be subject to disciplinary action, up to and including termination of employment.

See Appendix B for comprehensive Voice Mail and E-Mail Policy. Employees are required to sign a Voice Mail/E-mail/Internet Policy Acknowledgment Form to be placed in their file, as a condition of employment.

E. Internet Use

The Park District recognizes that the Internet may have useful applications to the Park District, and employees are encouraged to use the Internet for specific Park District business purposes. Personal use of the Internet while on duty is prohibited. 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, breaks, lunches, or other non-working periods of time.

If an employee abuses his/her right to use the Internet, violates this policy or any applicable law regarding his or her use of the Internet, he/she may be subject to disciplinary action, up to and including termination of employment and may also be subject to civil and criminal liability.

Employees are required to sign a Voice Mail/E-mail/Internet Policy Acknowledgment Form to be placed in their file, as a condition of employment.

See Appendix C for comprehensive Internet Use Policy.

F. Tape Recording

It is a violation of Park District policy to record conversations with a tape recorder or other recording device unless prior approval is received from a Department Head and *all* parties to the conversation give their consent.

The purpose of this policy is to eliminate a chilling effect on the expression of views that may exist when one person is concerned that his conversation with another is being secretly recorded. This concern can inhibit spontaneous and honest dialogue especially when sensitive or confidential matters are being discussed. It is also a criminal offense to record someone without his or her consent.

Violation of this policy will result in disciplinary action, up to and including termination of employment.

G. Travel and Vehicle Use

Prior approval must be obtained by the Immediate Supervisor in order for you to operate a motor vehicle, whether owned by the Park District or your own personal vehicle, on Park District business. The following general rules apply to the use of motor vehicles on Park District business. Please see a Supervisor for further details. No non-employee may drive Park District vehicles.

1. Applicable to All Vehicle Operated on Park District Business

- a. Use of any vehicle for Park District business must be authorized by the employee's Immediate Supervisor.
- b. Employees operating any vehicle for Park District business must have a valid driver's license with the proper classification for the type of vehicle being operated and must show proof of such license upon request. You must notify your Immediate Supervisor if the status of your driver's license changes.
- c. Employees are required to obey all traffic laws and regulations and all other applicable laws and regulations in the employee's use and operation of a vehicle. This includes, without limitation, the use of seat belts and the "headlight law," under which vehicles must have their headlights on when their windshield wipers are on. Additionally, employee shall not use any hand held phone or device while operating a vehicle in accordance with Section VI.L.5 of this Manual and in accordance with state and local laws.
- d. All accidents must be immediately reported to the employee's Immediate Supervisor. Immediately following an accident, the employee may be required to undergo a post accident drug and alcohol screen if a reasonable suspicion exists that the employee is under the influence of alcohol or drugs. The employee's Immediate Supervisor will be responsible for accompanying the employee to be tested. A copy of the police report, if applicable, must also be included.
- e. No employee may be under the influence of alcohol, illegal substances, or legal drugs that cause drowsiness or alter judgment, perception, or reaction time while operating any vehicle for Park District business. "Under the influence" means that the employee is affected by alcohol or drugs in any determinable manner. For purposes of this policy, a determination of being under the influence can be established by a professional opinion, a scientifically valid test, a lay person's opinion, or the statement of a witness.

2. Park District-Owned Vehicles

In addition to the regulations listed above, the following rules apply to any employee who has been granted authorization by a Supervisor to operate a Park District vehicle.

- a. Park District owned vehicles may be taken home when authorized by the Director and only in cases where the employee is subject to emergency calls during off-duty hours.
- b. Employees operating Park District vehicles must be 18 years of age or older.
- c. Park District vehicles will not be used to transport Park District patrons unless the vehicle and employee are authorized to do so or in case of emergency.
- d. Any employee who is required to have a Commercial Drivers License (CDL) as a condition of employment is subject to random drug and alcohol testing in accordance with Department of Transportation regulations. *Please review the Park District's policy in Appendix H.*
- e. Employees are responsible for the care and conservation of Park District vehicles, and must immediately report any accident, breakdown or malfunction of any unit so that necessary repairs may be made.

- f. The Park District has the right to search any Park District vehicle at any time, with or without notice. Therefore, employees have no reasonable expectation of privacy with respect to Park District vehicles.

3. Personal Vehicles

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

- a. Employees using their personal vehicle for Park District business are required to carry liability insurance on their vehicle in accordance with applicable law and may be asked to provide proof of this insurance.
- b. An employee may never use his/her personal vehicle to transport participants in any Park District programs.
- c. Reimbursement for authorized use of personal vehicles will be made in accordance with Section II.F of this Manual.

H. Use of Lockers, Desks and Other Park District Property

Lockers, desks, vehicles, computer disks and files, equipment and other Park District containers and property that you are permitted to use during your employment are and remain the property of the Park District. You are not permitted to keep or store any illegal or prohibited items or substances in or on such property. Any such property reasonably suspected of having or holding illegal or prohibited items or substances or missing or stolen Park District funds or property is subject to search by the Park District. See Section I.O for the District's policy on Search of Lockers, Desks, and Other Park District Property.

VI. EMPLOYEE CONDUCT

A. Introduction

Employees of the Park District work together as a team to develop, promote, and maintain our quality recreational programs and facilities for the community. Each employee is expected to work toward meeting our goal of providing services in a friendly, efficient and professional manner. Employees are urged to make any suggestions they feel will be of benefit to the Park District and our patrons which would save time, reduce waste, promote safety, increase efficiency and make the working and recreational experience for all persons more enjoyable.

As an employee of the Park District, you are expected to demonstrate the highest standards of personal and professional integrity, honesty and responsibility in the performance of your duties. You are further expected to serve the public with respect, concern, courtesy, diligence, and responsiveness, and to approach your duties with dedication and a positive, cooperative, and supportive attitude.

B. Compliance With Park District Policies and Procedures

You are required to comply with all policies, rules and procedures established by the Board, Executive Director, Department Heads, Facility Managers and Supervisors, and your Immediate Supervisor. You are also required to comply with the directives of your Immediate Supervisor, Facility Manager, Department Head, and the Executive Director in the performance of your duties.

C. Expeditionary and Diligent Performance of Duties

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

D. Cooperation/Courtesy

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

E. Acting in Park District Interest

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

F. Accurate Records

Every report that an employee produces or for which the employee provides information, and every record that an employee maintains or for which the employee provides information is important to the proper administration of the Park District including without limitation, the proper expenditure of public funds. Accordingly, employees are required to provide accurate, truthful and complete information in connection with such reports and records. It is a violation of this policy for an employee to knowingly provide false, inaccurate or incomplete information in, or for the use of, any such report or record. It is also considered substandard job performance for an employee to provide false, inaccurate or incomplete information in, or for the use of, any such report or record as the result of his negligence in the performance of his duties for the District.

G. Attendance, Punctuality and Dependability

Attendance is an essential part of your total job performance and is critical to the smooth and efficient operation of the Park District. Absenteeism and tardiness are expensive, disruptive, and place an unfair burden on your fellow employees and supervisors. Accordingly, it is imperative that you report to work regularly, promptly and ready to perform your assigned duties at the beginning of your workday. Absenteeism and tardiness may reduce an employee's chances for advancement and may result in disciplinary action, up to and including termination of employment.

If an employee is going to be late or absent for any reason, he/she or someone else for him/her must telephone the Immediate Supervisor at least one hour prior to the scheduled starting time, or as soon as possible in the case of an emergency. If the employee's Immediate Supervisor is

not available, the Supervisor at the next highest level of authority should be contacted. If the employee is unable to contact either Supervisor directly, a voice mail message can be left. **It is the employee's personal responsibility to ensure that proper notification is given.**

If an employee is more than three (4) hours late without prior approval, the employee may be required to use vacation, sick or personal day.

If an employee must leave work early because of an illness or personal emergency, every reasonable effort to promptly advise the Immediate Supervisor must be made. If the Immediate Supervisor is not available, the Supervisor at the next highest level of authority must be notified.

Notice must include a reasonable explanation for the employee's absence or tardiness, and a statement as to when the employee expects to arrive at or return to work. A doctor's note or other documentation substantiating the length of and reasons for the absence or tardiness may be required.

The foregoing notice requirements apply to each day of absence or tardiness, including without limitation consecutive days. Failure to satisfy these requirements may result in loss of pay for the time in question and/or disciplinary action, up to and including termination of employment. Moreover, if an employee fails to report to work on two (2) consecutive working days without notifying any Supervisor, he/she will be considered to have voluntarily abandoned his/her employment with the Park District and for that reason, will be treated as having resigned.

Attendance is an essential function of every job. Even though proper notice of an employee's absence or tardiness is given, continued irregular attendance or excessive absenteeism or tardiness, as determined in the sole discretion of the Park District, constitutes unsatisfactory performance and will subject the employee to disciplinary action up to and including termination of employment.

H. Proper Dress and Appearance

Your personal appearance conveys to the public a general impression of the Park District. Your attire while on duty should be in good taste, neat and clean as appropriate to your duties. Uniforms, shirts, safety equipment and other appropriate attire may be required for certain jobs or by certain departments and employees who are issued such clothing must wear it while on duty. For specific details see applicable department work rules.

Any employee who cannot comply with Park District dress code policy based upon medical necessity, disability, religion, national origin, or other legally recognized basis must forward a written request to the Director for an authorized deviation from this policy. Said request shall include the policy exception requested, and include the basis for said request.

I. Work Areas

1. Work areas will be kept clean and orderly at all times.
2. Apparel such as boots, coats and umbrellas will be stored in designated areas.

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

J. Sobriety and Substance Abuse

Employees are expected and required to report to work on time and in an appropriate state of mental and physical preparedness and condition.

At no time during working hours should an employee be under the influence or in the possession of alcohol or illegal drugs. If an employee works on or near vehicles or machinery, handles hazardous materials or substances of any kind, or has public safety responsibilities (*i.e.*, transporting Park District patrons to outings or supervising programs or facilities operations) and has taken or is under the influence of legal drugs that may cause drowsiness or alter judgment, perception or reaction time, it must be reported to the Immediate Supervisor. Legal drugs are defined as prescription drugs and over-the-counter drugs which have been obtained legally and are being used in the manner and for the purpose for which they were prescribed or manufactured.

Any employee using a prescription drug(s) that may have adverse side effects, must inform his or her Supervisor or Department Head as soon as possible that they are taking medication on the advice of a physician. Such employees are responsible for disclosing to the Supervisor or Department Head the possible side effects of the drug on work safety or performance and the expected duration of its use.

Employees are forbidden to sell or make transactions involving illegal drugs during work or at Park District facilities, properties, or in its vehicles. Violators may be subject to immediate disciplinary action, including, but not limited to, termination of employment. Any sale of illegal drugs during work or on Park District's premises, facilities, or in Park District vehicles will be treated as gross misconduct, punishable by immediate discharge for the first offense.

Procedure for Reporting Possession or Use of Alcohol or Illegal Drugs

If an employee is aware of possession or use of alcohol or illegal drugs by other employees, he/she is encouraged to discuss questions, problems, complaints, or reports with his/her Immediate Supervisor or Human Resource Manager. If the employee feels uncomfortable doing so, or if the Supervisor or the Human Resource Manager is the source of the problem, condones the problem, or ignores the problem, the employee should report to the Supervisor's Supervisor or the Director.

If none of these alternatives is satisfactory to the employee, then he/she can direct questions, problems, complaints, or reports to the President of the Board of Park Commissioners.
Please review the comprehensive Alcohol and Drug Abuse Policy in Appendix D.

K. Weapons Policy

Weapons Policy: For purposes of this section, the following words shall have the meanings set forth in this section:

“Concealed Firearms” shall mean loaded or unloaded Handgun[s] carried on or about a Person completely or mostly concealed from view of the public or on or about a Person within a vehicle.

"Firearm" means any device, by whatever name known, which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas or escape of gas; excluding however:

Any pneumatic gun, spring gun, paint ball gun, or B-B gun which expels as single globular projectile not exceeding .18 inch in diameter or which has a maximum muzzle velocity of less than 700 feet per second;

Any pneumatic gun, spring gun, paint ball gun, or B-B gun which expels breakable paint balls containing washable marking colors;

Any device used exclusively for signaling or safety and required or recommended by the United States Coast Guard or the Interstate Commerce Commission;

Any device used exclusively for the firing of stud cartridges, explosive rivets or similar industrial ammunition; and

An antique firearm (other than a machine-gun) which, although designed as a weapon, the Department of State Police finds by reason of the date of its manufacture, value, design, and other characteristics is primarily a collector's item and is not likely to be used as a weapon.

“Handgun” shall mean any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand. A “Handgun” does not include a stun gun or taser, a machine gun, a short barreled rifle, or shotgun as these weapons are defined in the Illinois Criminal Code. A Handgun also does not include any pneumatic gun, spring gun, paint ball gun or B-B gun which expels a single projectile not exceeding .18 inch in diameter, or which has a maximum muzzle velocity of less than 700 feet per second, or which expels breakable paint balls containing washable marking colors. A Handgun is one type of Firearm.

"Licensee" shall mean an employee who has a license from the Illinois Department of State Police to carry a Concealed Firearm.

"Weapons" are Firearms, Concealed Firearms, knives with a blade longer than three (3) inches, explosive materials, any device listed in 720 ILCS 5/24 *et seq.*, or any other objects that could be used to harass, intimidate, or injure another individual, employee, manager, or supervisor.

The Park District strictly prohibits and does not tolerate Weapons in the workplace, at any Park District facility, on any Park District property, or at any Park District-sponsored event. Except as provided hereunder, no employee is authorized to possess a Weapon during working hours on any Park District property or at any Park District-sponsored event. During non-working hours and employee must observe and follow all laws, rules and ordinances of the State of Illinois, the Village of Winnetka and the Winnetka Park District with regard to the possession and use of Weapons. During working hours, a Licensee may carry a Concealed Firearm on or about his or her person within a vehicle into a parking area on Park District property and may store a Concealed 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. A Licensee may carry a Concealed Firearm in the immediate area surrounding his or her vehicle within an otherwise prohibited parking lot area on Park District property only for the limited purpose of storing or retrieving a Concealed Firearm within the vehicle's trunk, if the Licensee ensures that the Concealed Firearm is unloaded prior to exiting the vehicle. The term "case" as used above 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.

Employees are prohibited from displaying, brandishing, discharging or otherwise using any and all Weapons within the workplace, during work functions, or while engaged in any business on behalf of the Park District.

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

If you know of an employee possessing a Weapon in violation of this policy, you are strongly encouraged to discuss your questions, problems, complaints, or reports with your Immediate Supervisor. If you feel uncomfortable doing so, or if your Supervisor is the source of the problem, condones the problem, or ignores the problem, report to the Supervisor's Supervisor, Department Head, or the Executive Director.

L. Telephone and Cellular Telephone Usage

1. Telephones

Office telephones are a vital part of our operations. Because of the large volume of business transacted by telephone, personal use of the telephone should be limited and personal calls should be brief. Personal long distance calls are prohibited and employees who violate this policy will be required to reimburse the Park District and are subject to disciplinary action, up to and including termination.

2. Personal Cellular Phones

While at work, employees are to exercise the same discretion in using personal cellular phones as they do for company phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees

are therefore asked to make any personal calls on non-work time when possible and to ensure that friends and family members are aware of the Park District's policy. Flexibility will be provided in circumstances demanding immediate attention. The same considerations shall be made in regards to texting.

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

3. Camera Phones

Use of camera phones and any other electronic equipment with photographic capabilities is prohibited in any sensitive or restricted areas. This would include areas where an individual may have a reasonable expectation of privacy (i.e. locker rooms, restrooms, showers etc.) and areas holding confidential records. Violation of this policy may result in disciplinary action, up to and including termination.

4. Personal Use of Park District – Provided Cellular Phones

Where job or business needs demand immediate access to an employee, the Park District may issue a business cell phone to an employee for work-related communications. Such phones are to be used for business reasons only. Phone logs will be audited regularly to ensure no unauthorized use has occurred.

If an employee experiences a severe personal emergency that results in the need to use the Park District's cellular phone, he or she is required to report this use to his or her Immediate Supervisor within 48 hours. The employee may be required to give authorization to deduct the cost of the call from his or her paycheck when the bill is received. Failure to report such use may result in disciplinary action. Failure to reimburse the Park District for the cost of the call may result in possible disciplinary action.

Employees in possession of Park District equipment such as cellular phones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment or at any time upon request, the employee must produce the phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested (for example, 24 hours) may be required to pay the cost of replacement.

Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

5. Safety Issues for Cellular Phone Use

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees shall pull off to the side of the road and safely stop the vehicle before placing or accepting a call or otherwise to use their phone. If use of the phone is unavoidable and pulling over is not an option, employees are expected to keep the use short, use hands-free options,

refrain from discussion of complicated or emotional issues and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. In absolutely no circumstances should an employee be texting while driving.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for business use, are also expected to abide by these provisions. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Violations of these policies will be subject to the highest forms of discipline, including termination.

M. Employee Cooperation

Park District employees provide a service to the community, and each employee must cooperate with fellow workers and the public in order to set a high standard of work performance. Unwillingness or failure to cooperate will subject the employee to disciplinary action, up to and including termination of employment. The employees of the Park District must function as a team, and each employee is required to make a positive contribution in the interest of effective and efficient public service.

Wrongful conduct, including without limitation insubordination, which causes employee divisiveness, loss of morale, or work place disruption will not be condoned and may lead to disciplinary action, up to and including termination of employment.

N. Carelessness

The Park District prohibits, forbids, and does not tolerate carelessness, substandard or hazardous work practices within its facilities, on its property, or while conducting Park District business.

The Park District expects and demands that its employees perform their employment duties with care and attention to our patrons' needs, the safety and welfare of both patrons and fellow employees, and to Park District quality standards and requirements. Carelessness or negligent conduct may result in disciplinary action, up to and including termination of employment. Employees who fail to respond to the Park District's efforts to correct carelessness may be subject to disciplinary action, up to and including termination of employment.

Procedure for Reporting Careless, Hazardous, or Substandard Work Practices

If an employee is aware of careless or negligent conduct, he/she must report it to a Supervisor or Department Head. If the employee feels uncomfortable doing so, or if the Supervisor or Department Head is the source of the problem, condones the problem, or ignores the problem, it should be reported to the Executive Director. If none of these alternatives is satisfactory to the

employee, then the employee may direct questions, problems, complaints, or reports to the Board of Park Commissioners.

While open communication and cooperation among employees is encouraged, an employee is not required to directly confront the person who is the subject of the report, question, or complaint before notifying any of those individuals listed.

O. Workplace Wrongdoing

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

The Park District does not tolerate theft of property, whether from the Park District, a patron or a co-worker. Employees should seek permission from Management before removing Park District material, 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 and including termination of employment.

The Park District prohibits giving false information on any expense account sheet or on any claim submitted under the Park District's health care benefits or workers' compensation benefits program. An employee who violates this policy may be subject to disciplinary action up to and including termination.

The Park District prohibits fighting on its premises. An employee who instigates physical violence, or threatens physical violence, may be subject to disciplinary action, up to and including termination of employment.

The Park District prohibits horseplay, practical jokes and pranks. Any employee who violates this policy may be subject to disciplinary action, up to and including termination of employment.

The Park District prohibits embezzlement or stealing of Park District funds, including but not limited to, taking money from any petty cash account or cash drawer, obtaining an unauthorized loan, stealing money from a Park District account, misappropriation of funds, making personal or other unauthorized use of a Park District credit card, stealing postage, or unlawful use of telephone privileges. Any employee who violates this policy may be subject to disciplinary action, up to and including termination of employment.

Procedure for Reporting Workplace Wrongdoing

If an employee suspects or has knowledge that another employee is engaged in conduct that is either unlawful or violates Park District policies, it must be reported to the Immediate Supervisor, Executive Director, or any other individual in a supervisory capacity.

If these alternatives are unsatisfactory, then questions, problems, complaints, or reports can be directed to the Board of Park Commissioners. Employees are not required to directly confront the person who is the subject of the report, question, or complaint before notifying any of those individuals listed.

If an employee has knowledge of, or aids another employee who is engaged in conduct that is either unlawful or violates Park District policies and fails to report the conduct to management, that employee may be subject to disciplinary action up to and including termination.

P. Security and Keys

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

Q. Employee Relationships

Consenting “romantic” or sexual relationships or close friendships between a supervisor/manager and an employee working under his/her supervision may at some point lead to unhappy complications and significant difficulties for all concerned – the employee, the supervisor/manager and the Park District. Any such relationship may, therefore, be contrary to the best interests of the Park District.

Accordingly, the Park District strongly discourages such relationships and any conduct (such as dating between a supervisor/manager and an employee or a supervisor’s preferential treatment of a close friend) that may reasonably be expected to result from these types of relationships.

The Park District does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that exist or should be an important part or extension of the working environment; and the policy articulated above is not to be relied upon as justification or excuse for a supervisor’s/manager’s refusal to engage in such social interaction with employees.

If a romantic or sexual relationship between a supervisor/manager and an employee should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager promptly to disclose the existence of the relationship to the Supervisor’s Department Head. The employee may make the disclosure as well, but the burden of doing so shall be upon the supervisor/manager.

The Park District recognizes the ambiguity of and the variety of meanings that can be given to the term “romantic”. It is assumed, or at least hoped, however, that either or both of the parties to such a relationship will appreciate this meaning of the term as it applies to either or both of them and will act in a manner consistent with this policy.

The Department Head shall inform the Executive Director and others with a need-to-know of the existence of the relationship, including in all cases the person responsible for the employee’s work assignments.

Upon being informed or learning of the existence of such a relationship, the Park District may take all steps that it, in its discretion, deems appropriate. At a minimum, the employee and supervisor/manager may not thereafter be permitted to work together on the same matters (including matters pending at the time disclosure of the relationship is made), and the supervisor/manager must withdraw from participation in activities or decisions (including, but not limited to, hiring, evaluations, promotions, compensation, work assignments and discipline) that may reward or disadvantage any employee with whom the supervisor/manager has or has had such a relationship.

In addition, and in order for the Park District to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, any person who believes that he or she has been adversely affected by such a relationship, notwithstanding its disclosure, is encouraged to make his or her views about the matter known to the Department Head or the Director.

This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described.

R. Violence in the Workplace

The Park District strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence, including but not limited to, threatening, intimidation, coercing, using abusive language or interfering with the performance of others, must be reported to the Department Head. All complaints will be investigated.

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

See Appendix G for comprehensive Workplace Violence Policy.

S. Political Activities

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

Park District rules do not preclude an employee from becoming a political candidate or from taking part in election campaigns and other lawful political activities during non-working hours. However, employees may not engage in political activities at any time while on duty or when they may be identified as an employee of the Park District by any means such as uniform, insignia, motor vehicle or in any other manner. Political activities include, but are not limited to, running as a candidate for public office, soliciting or receiving funds for a political party, candidate for public office or referendum campaign, soliciting votes for such party, or candidate or referendum campaign, attending political rallies, circulating petition, distributing political literature, or encouraging others to do any of the above activities. 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, breaks, lunches, or other non-working times, except to the extent that the employee’s activity identifies him as a District employee (for example, passing out

political literature on your lunch break while wearing a Park District uniform would be prohibited).

Employees engaged in permitted political activity are also prohibited from interrupting or disturbing other employees while they are on duty.

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

T. Solicitation, Distribution and Use of Bulletin Boards

Employees may not solicit any other employee during working time, nor may employees distribute non-work materials or literature during working time or in working areas. Under no circumstances may an employee disturb the work of others to solicit or distribute literature to them during their working time.

Employees may not accept the solicitation or the distribution of literature by any non-employee while on duty. For the purposes of this policy "while on duty" does not include breaks, lunches, or other non-working periods of time.

U. Bulletin Boards

Bulletin boards maintained by the Park District are to be used only for posting or distributing material authorized by the administrative staff. Internal job openings will be posted on bulletin boards. Supervisors are responsible for providing a job description suitable for posting when an opening exists.

All posted material must have authorization from administrative staff. All employees are expected to check these bulletin boards periodically for new and/or updated information and to follow the rules set forth in all posted notices. Employees are not to remove material from the bulletin boards.

Any employee who violates this policy is subject to disciplinary action, up to and including termination of employment.

V. Gifts and Gratuities

You must not solicit or accept any gift, gratuity or other reward from any person, business or entity that is doing business with the Park District or is attempting to secure business from the Park District. Further, you must not solicit or accept, nor should you expect people who use our programs or facilities to give you gifts, gratuities or other rewards, or other remunerative devices or favors for performing your job, except as otherwise provided in this section. If someone offers or gives you a gift as a result of your position as our employee, you must report it to the Executive Director. If any such offers or gifts are made to the Executive Director, the Executive Director must report it to the Board. This policy does not apply to

nominal non-cash matters, with a value not exceeding \$75.00, such as a cup of coffee, a soft drink, a sandwich, or other similar items. However, you must report such non-cash gifts to your Department Head or to the Executive Director. If you are in doubt about any provision of this section, contact your Department Head; Department Heads may contact the Executive Director and the Executive Director may contact the Board. This policy applies to all employees. Retention of any gift will be conditional upon the approval of the Executive Director after consultation with the appropriate Department Head. Violation of any part of this policy may subject you to disciplinary action up to and including dismissal.

W. Conflict of Interest

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

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

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

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

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

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

X. Dual Employment within the Park District

Upon approval of the appropriate Department Head, you may be permitted to take an additional part-time or short-term job with the Park District provided your ability to perform your primary job is not compromised in any way.

Y. Communication Policy

All Department Heads of the Park District must inform the Executive Director when meeting with outside organizations, affiliates and concerned citizens. The Department Heads must provide the Executive Director with the subject matter in advance of the meeting. The Executive Director and the Department Head will discuss the results after the meeting and the Executive Director will be given a written report, even if the Executive Director was present at the initial meeting. The Executive Director will keep the Board informed regarding any communication issue that may arise.

Z. SOCIAL MEDIA AND BLOGGING

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

Such activities at or outside of work may affect your job performance, the performance of others, staff morale, teamwork, and/or the reputation or business interests of our agency. In light of these possibilities, we ask that you observe the following guidelines:

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

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

Avoid disclosing any information that is confidential or proprietary to the agency (including our patrons, staff, partner agencies/affiliates or vendors) to any third party that has disclosed information to us. Confidential or proprietary information includes that information exempt from disclosure under the Freedom of Information Act, the Open Meetings Act, under any other federal or state law, and any attorney-client privileged information.

Since your site or blog is a public space, we strongly encourage you to be respectful to the Park District, our employees, our patrons, our partners and affiliates, and others.

You may provide a link from your site to the District website. However, you will require permission to use the District logo or reproduce any District material on your site.

When using District computers, you are subject to both the District's policies regarding Internet Use Policy (Section V.E, Appendix C) and Use of Park District Computer Systems (Section V.C)

Recognize that both during working hours and non-working hours, you are an ambassador of the District. You are expected to conduct yourself at all times in the best interest of the District. Further, all employees are expected to promote teamwork and inspire trust and confidence. For example, if your views negatively impact the reputation or integrity of the District, hurt staff morale, and/or create friction among staff, you may be disciplined, up to and including termination.

Lastly, use your best judgment. Your actions both in and outside the workplace reflect on your judgment, decision-making, professionalism, maturity, and commitment to the District. If you're about to publish something that makes you even the slightest bit uncomfortable, review the guidelines above and consider the potential consequences of your actions. Ultimately, you have sole responsibility for what you post to your blog or publish in any form of online social media.

Notwithstanding the forgoing, this Policy is not intended to infringe on an employee's right to act with one or more employees to improve wages, hours, safety, workload, and other terms of employment for the benefit of all District employees.

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

Violation of this policy may result in appropriate disciplinary action, up to and including termination of employment.

VII. SAFETY IN THE WORKPLACE

A. General Safety Policy and Rules

It is the Park District's policy to constantly strive for a high level of safety in all facilities, programs and activities. The safety of Park District employees and persons participating in Park District or programs or using Park District facilities is of utmost importance. We are firmly committed to complying with applicable safety and health standards and will do our best to ensure that all work areas are free from known hazardous conditions. The Park District will not condone any breach of safety rules or regulations by employees. Employees who fail to follow safety procedures and guidelines may be subject to discipline up to and including dismissal.

It is your responsibility to know and comply with all health and safety policies, rules and regulations, and to act in a safe manner. Carelessness, inattention, neglect and disregard for safety rules cause accidents. Therefore, you must at all times be careful, attentive, alert, and follow proper safety procedures.

You are responsible for immediately reporting any unsafe equipment or condition upon your discovery of such to your Immediate Supervisor or Department Head. You are also responsible for cleaning any clutter following a job or task which could pose a risk of harm and your co-workers or Park District patrons. We must all work together to achieve a safe and healthy working environment.

B. Workplace Injury/Accident Reporting

If you are involved in a work-related accident or injury, no matter how minor, you must immediately report the same to your Immediate Supervisor or, if he is not available, your Department Head. If you have knowledge of, or are a witness to, a work-related accident or injury, or any accident or injury on Park District property, you must similarly report any and all information regarding the same to your Immediate Supervisor or Department Head. In addition to the foregoing, if you are involved in a vehicular accident resulting in personal injury or property damage while on duty or while using Park District equipment or vehicles, you must report the accident, no matter how minor, to your Immediate Supervisor or Department Head immediately following or as soon as practicable after the accident.

All reported accidents and injuries may be investigated by the Park District or its insurer. You must cooperate fully in such investigations. However, you must not speak with any person concerning the accident except those persons to whom you are to report as provided above, or to such other persons to whom you are directed to speak by your Immediate Supervisor, Department Head or the Executive Director. A primary purpose of any investigation is to determine possible methods and/or procedures that may be implemented so that similar accidents can be prevented in the future, not to fix the blame on any individual. However, if it is determined that an accident or injury was caused by carelessness, inattention, neglect or failure to follow safety policies, rules, regulations or any other applicable policy, rule or regulation, the responsible employee may be subject to appropriate disciplinary action up to and including dismissal.

See Appendix J for the Park District's complete Safety Policy.

VIII. DISCIPLINARY ACTION

A. Disciplinary Actions

You are expected to engage in acceptable conduct and to satisfactorily perform your duties under the policies and guidelines contained in this Manual, other Park District policies, rules and guidelines as promulgated periodically, performance standards as determined by the Park District in its sole discretion, the directions of your Immediate Supervisor, Facility Manager and Supervisor, Department Head, and the Executive Director, and in accordance with federal, state and local law. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the Park District's policies and procedures.

While we hope and expect the need for disciplinary action will be rare, when your job performance, attitude or conduct falls short of our established standards and expectations, the

District will take appropriate corrective action. Such action may range from verbal and written warnings to termination. Depending upon the conduct at issue and/or past performance/disciplinary actions, termination may be immediately imposed.

Your Immediate Supervisor and/or Department Head may apply progressive discipline when, in your Immediate Supervisor's, and/or Department Head's sole discretion, it is appropriate. You may be dismissed after disciplinary action has not changed any substandard performance or misconduct on your part. ***However, the Park District in its sole discretion may forgo lesser forms of discipline and proceed immediately to your dismissal. Nothing in this section shall limit or restrict the Park District's right to dismiss you at any time, with or without cause or notice. As a Park District employee, you are an at-will employee with the right to terminate your employment at any time, with or without cause or notice. Likewise the Park District retains the right to terminate you at any time, with or without cause or notice.***

1. Oral Warnings

Oral warnings may be issued by your Immediate Supervisor or Department Head if in your Immediate Supervisor's or Department Head's opinion, the nature of your conduct or nonperformance is not sufficient to warrant more severe disciplinary action. Oral warnings will be issued by your Immediate Supervisor or Department Head for the purpose of expressing disapproval of conduct or poor work performance and/or attendance, clarifying applicable procedures or guidelines, and warning that repetition of the conduct or failure to improve work performance may result in more severe discipline. Your Immediate Supervisor or Department Head imposing the oral warning will discuss the warning with you and suggest how to correct the offending conduct. Documentation of any oral warnings may be placed in your personnel file.

2. Written Reprimands

Written reprimands may be issued by your Immediate Supervisor or Department Head. Written reprimands consist of a conference between you and your Immediate Supervisor and/or Department Head, who will issue a written communication expressing disapproval of conduct or poor work performance and/or attendance and warning you that repetition of the conduct or failure to improve work performance may result in more severe discipline. Copies of written reprimands will be sent to and approved by the Executive Director and will be maintained in your personnel file. Written reprimands will be used for poor work performance. Poor attendance or repeated misconduct of a minor nature or for more serious misconduct which in your Immediate Supervisor's or Department Head's opinion does not warrant suspension, discharge or demotion at the current time.

You are required to sign the written reprimand indicating your receipt of the reprimand and understanding of the reason for the reprimand. You will also be given an opportunity to provide written comments on the form. If you refuse to sign the written reprimand, another supervisory employee of the Park District may be asked to witness your refusal which will be indicated on the written reprimand.

3. Disciplinary Probation

Disciplinary Probation may be imposed by your Immediate Supervisor or Department Head with the Executive Director's approval for a period of one to

three consecutive months. This may be done simultaneously with or following the receipt of an oral warning, written reprimand, suspension or demotion. You will be given a written explanation of the reasons for probation and the terms thereof. If you do not improve your work performance, attendance or conduct, you will be dismissed. Please be advised that as an at-will employee, you may be dismissed at any time, with or without cause or notice even if you are on probation or successfully complete your probation. No employee has a guarantee to continued employment with the Park District.

The Park District reserves the right to extend any disciplinary protection period as deemed necessary in the Park District's sole discretion.

4. Suspension

A suspension is defined as temporarily relieving an employee from duties. Depending on the circumstances, a suspension may be with or without pay, in the sole discretion of the Park District. Your Department Head may suspend you, with the Executive Director's approval, for such period of time deemed appropriate at the discretion of the Executive Director or the Department Head.

A written notification of suspension shall be made by the Department Head and/or Executive Director indicating the reasons for and duration of your suspension. You will be given an opportunity to respond to the reason(s) for your suspension. The duration of your suspension shall be determined in the sole discretion of the Executive Director. Unpaid suspensions of non-exempt employees will be based on daily increments. To the extent permitted by law, unpaid suspensions of exempt employees will be based on weekly increments, except in instances of infraction of workplace conduct rules. Unpaid suspensions of exempt employees for infractions of workplace conduct rules may be based on daily increments.

A copy of such document will be placed in your personnel file. You are required to sign the written notice of your suspension indicating receipt and understanding of the reason(s) provided in the suspension memorandum. You will also be given an opportunity to provide written comments on the notice. If you refuse to sign, another Supervisor will be asked to witness your refusal. A copy of the notice will be placed in your personnel file.

5. Demotion

Demotions are permanent changes in your job classification with a corresponding permanent reduction in your salary. Demotions may be used by your Department Head, with the Executive Director's approval, where in your Department Head's or Executive Director's opinion, demotion is the appropriate action for your misconduct or failure to satisfactorily perform your job functions. Demotion may be used in addition to other forms of discipline.

A written notification of demotion shall be made by the Department Head and/or Executive Director indicating the reasons for the demotion. You are required to sign the written notice of your demotion indicating receipt and understanding of

the reason(s) provided in the demotion memorandum. You will be given an opportunity to respond to the reason(s) for your demotion.

6. Dismissal

A dismissal is a termination of employment instituted by the Park District. You may be dismissed for any lawful reason at any time. All Park District employees serve at the will of the Park District.

The Executive Director has the option of giving Full-time Employees severance pay. Employees may be dismissed for any lawful reason at any time.

The notice of dismissal, including the effective date and time of dismissal shall be in writing and shall state the specific reasons for dismissal, if any. Under ordinary circumstances, the Executive Director will meet with the employee prior to dismissal to explain the reasons for dismissal, if any, contained in the notice and offer the employee the opportunity to respond to the charges. You are required to sign the written notice of your dismissal indicating your receipt of the notice and understanding of the reason for the dismissal. If you refuse to sign, another supervisor may be asked to witness your refusal. A copy of the notice will be placed in your personnel file. The employee may further respond through the formal review procedure outlined in Section VIII.D.

B. Examples of Causes for Disciplinary Action

You may be warned, reprimanded, suspended, placed on disciplinary probation, demoted and/or dismissed whenever it is determined, in the Park District's sole discretion, to be in its best interests. Nevertheless, listed below are some examples of reasons for disciplinary action. This list, however, does not constitute an exhaustive list of all of the acts which may subject you to disciplinary action including termination of employment, and does not change the employment-at-will relationship between the employee and the Park District. Instead, the following list sets forth some of the more typical cases that arise in the course of an employment relationship. They include but are not limited to:

1. Failure to adhere to Park District policies and/or procedures including without limitation safety policies, ordinances and procedures.
2. Absence from duty without permission, habitual tardiness, excessive absenteeism, or misrepresentation of material facts relating to the use of leave.
3. Extending breaks or lunches and/or not taking breaks or lunches at scheduled times.
4. Leaving job during working hours without permission.
5. Failure to obey any lawful official rule, regulation or order, or failure to obey any proper direction made or given by your supervisor(s).
6. Inability or unwillingness to take orders from supervisor(s).
7. Uncooperative, hostile or discourteous attitude or conduct toward your supervisor(s), the Board, co-workers or members of the public or threatening

or striking any person who is in or on Park District property or participating in Park District activities.

8. Being wasteful of or the willful destruction of Park District supplies, materials, vehicles, equipment, tools, working time or other Park District property.
9. Failure to wear uniform or safety equipment (*e.g.*, safety shoes, glasses, goggles and/or face shield) as required by this Manual and/or department manuals, rules and/or procedures or the failure to wear appropriate clothing for duties as required by this Manual or department manual, rules and/or procedures.
10. Endangering one's safety and/or the safety of others because of failure to act properly and safely in the performance of job duties.
11. Failure to follow any federal, state, local or Park District law, rule or regulation while on duty or while in or on Park District property or engaging in criminal activity while on duty or while in or on Park District property.
12. Failing to report an accident or known hazardous conditions to your Immediate Supervisor.
13. Gambling or fighting while on duty.
14. Being under the influence or possession of intoxicants or illegal drugs while on duty or on Park District property or failing to notify the Park District that you are taking legal drugs when such notice is required.
15. Theft or misappropriation or the careless, negligent or improper use of funds or property belonging to the Park District, fellow employees or the public.
16. Possession of weapons in or on Park District property or while on duty.
17. Felony conviction.
18. Incompetent, inefficient or negligent performance of duties; inability or failure to perform duties properly.
19. Failure to maintain valid driver license or other license or certification which may be required for your position or as provided in this Manual.
20. Smoking in restricted areas.
21. Harassment of other employees or members of the public.
22. Dishonesty; lying to Park District personnel or falsifying or providing misleading information on forms, records or reports provided to or on behalf of the Park District including without limitation accident reports, employment applications/resumes, financial reports, reimbursement reports and departmental reports.
23. Time card or sign-in book violations.
24. Unauthorized possession, use or copying of any records that are the property of the Park District.
25. Sleeping on duty.

26. Violation of employee policies, rules or guidelines or engaging in any conduct determined by the Park District in its sole discretion not to be in its best interests.
27. 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).

C. Review of Disciplinary Action Other Than Dismissal

In the case of disciplinary action other than dismissal, you may request a review of the action by submitting a written request to the employee who levied the disciplinary action against you (i.e. your Immediate Supervisor, Department Head or the Executive Director) within five (5) working days from the date the action was taken. Such employee will meet with you and issue a written determination within ten (10) working days of receipt of your written request. This determination shall be final if the employee who levied the discipline was the Executive Director. However, if the Executive Director did not levy the disciplinary action you may seek review by your Department Head, if the employee who levied the disciplinary action was your Immediate Supervisor, or by the Executive Director, if the employee who levied the disciplinary action was your Department Head, by submitting a written request along with the written determination of the employee who levied the disciplinary action within five (5) working days after the date of the written determination. Your Department Head or the Executive Director will meet with you and issue a written determination within ten (10) working days of his receipt of your written request. The decision at this level of authority shall be final.

The Park District's failure to strictly adhere to the time limits or the procedure in this section (h) shall not affect the resolution of any disciplinary action. This procedure will be followed to the extent that it is, in the Park District's sole discretion, practicable. Nothing contained in this Section shall alter your status as an at-will employee whose employment status may be altered or terminated at any time.

D. Review of Dismissal

The decision to dismiss an employee shall be final unless a request for review of the termination is submitted to the Director within five (5) working days from the date the action was taken. The Director or a designee may meet with the employee and investigate the circumstances surrounding the termination of employment. The Director or the designee(s) should issue a written determination within ten (10) working days of receipt of the employee's written request. The Director's decision (or designee's) shall be final.

If a Department Head has been terminated, he/she may make a request to the President of the Board ("President") to have his/her termination reviewed by the Board. The Director's decision to dismiss shall be final unless the Department Head submits a written request for review of termination to the President within (5) working days from the date the action was taken. The President and the Board may meet with the employee and investigate the circumstances surrounding the termination. The President on behalf of the Board should issue a written

determination within ten (10) working days of receipt of the employee's written request. The Board's decision shall be final.

Nothing in this Section VIII.D shall limit or restrict the Park District's right to dismiss an employee at any time, with or without cause.

The Park District's failure to strictly adhere to the time limits or the procedure in this Section VIII.D shall not affect the resolution of any disciplinary action. This procedure will be followed to the extent that it is, in the Park District's sole discretion, practicable. The Park District reserves the right to proceed directly to the Director's or the designee's review of an employee's termination of employment.

E. Employee's Response

You may respond to any disciplinary action taken against you by preparing a written response stating your position or objection to the disciplinary action and having it placed in your personnel file. It is your responsibility to make certain that your written response is placed in your personnel file. **Nothing in this Section VIII.E shall limit or restrict the Park District's right to dismiss you at any time, with or without cause or notice. As an at-will employee of the Park District, you may terminate your employment at any time, with or without cause or notice and the Park District retains a similar right.**

IX. GRIEVANCE PROCESS AND PROCEDURE

We encourage you to attempt to resolve problems with the person(s) involved. If that is unsuccessful or if, for any reason, you feel uncomfortable discussing the problem with the person(s) involved, you may use the following procedure:

Step 1: You may present a grievance to your Immediate Supervisor. Your Immediate Supervisor will meet with you and should give you a response within three (3) working days of discussing the grievance with you. In most cases, the problem can and should be resolved with a frank and open discussion between you and your Immediate Supervisor. However, if a satisfactory resolution is not reached at this level, you may proceed to step 2.

Step 2: You may present a written grievance to your Department Head. Your Department Head will investigate the matter, discuss the matter with you and your Immediate Supervisor and should give you a written response within three (3) working days of discussing the grievance with you. If a satisfactory resolution is still not reached, you may proceed to step 3.

Step 3: You may present a written grievance, along with your Department Head's response, to the Human Resource and Benefits Administrator or the Executive Director. You, your Department Head, and the Executive Director will jointly discuss the grievance and attempt to work out a satisfactory resolution. The Executive Director may also conduct an independent investigation. The Executive Director should issue a written decision within ten (10) working days of discussing the grievance with you unless investigation requires a longer period of time. The decision of the Executive Director is final and not subject to further review.

Department Heads, Facility Managers, and Supervisors may bring grievances directly to the Executive Director for review.

Note that the Park District's failure to strictly adhere to the time suggestions stated above will not affect the resolution of the grievance.

This grievance procedure does not apply to performance evaluations, suspensions, dismissals or other disciplinary actions which are governed by above Sections VIII A, C and D.

The Park District will not discriminate or retaliate against any employee who, in good faith, processes a grievance through this procedure or, in good faith, testifies, assists or participates in a grievance procedure investigation.

X. SEPARATION OF EMPLOYMENT

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

A. Layoffs

A layoff is a non-disciplinary time off without pay. An employee may be subject to layoff at any time at the Park District's discretion. Employees may be laid-off whenever there is a lack of work or funds or a change in functions directly or indirectly creates a surplus of employees for the workload of the Park District. Although not required, the Park District will attempt to give an employee prior notice of layoff when practicable. A permanent layoff is a layoff without expectation of recall.

B. Resignations

A resignation is a voluntary separation from or abandonment of employment. As an at-will employee, you may resign with or without cause or notice at any time. However, the Park District requests that an employee give the Executive Director sufficient notice of his/her intention to resign to enable the Park District to minimize departmental hardship and to make proper provisions for the filling of the vacant position. The Park District requests that employees give written notice to the Executive Director at least fifteen (15) working days prior to your last work day in order to leave in good standing. You may not use sick leave, vacation days, discretionary holidays, or any other leave of absence or time off after you have submitted your resignation. Vacation compensation will be paid in accordance with the policies contained in this Manual and applicable law. Short-term Employees will not be deemed in good standing if they resign or abandon their job before the end of the program or period for which they are employed. An employee who fails to resign in good standing will not be eligible for rehire unless there is good cause, as determined in the sole discretion of the Park District, for not complying with this policy.

C. Retirement

Retirement means a resignation for the purpose of obtaining retirement and/or social security benefits.

D. Return of Park District Property

Before officially separating from the Park District's employment for any reason, you must return all Park District property, including without limitation keys, uniforms, equipment, and identification, and credit cards.

E. Upon Separation of Service

Upon separation, your vacation leave earned, but not used, will be paid to you or your heirs at your rate of pay as of your separation date in accordance with Park District policy. Your health insurance may be continued under COBRA (the Consolidated Omnibus Budget Reconciliation Act) and applicable Illinois law. The Business Office will provide you with the appropriate information when you separate from the Park District.

F. References

It is the District's general policy to confirm only the dates of a former employee's employment and his or her position with the District if the prospective employer or personnel recruiter does not provide the inquiry in writing on letterhead and provide a written release, approved by the District, from the former employee. However, upon inquiry by a prospective employer, the District reserves the right to release truthful information, or information the District believes in good faith is truthful, about a current or former District employee's job performance. **Such truthful disclosure shall not include any disciplinary report, letter or reprimand, or other disciplinary action without written notice to the employee, unless otherwise required by law. Records of disciplinary action which are more than four (4) years old shall not be released by the District to a third party unless otherwise required by law.** All inquiries for references should be referred to the Executive Director. The Executive Director will provide a written release form upon request.

Appendix A

Winnetka Park District Criminal Background Check Policy

In accordance with state law, the Winnetka Park District (“Park District”) requires criminal background investigations on every applicant for employment (whether full-time, part-time or seasonal) with the Park District. **Every applicant is required as a condition of employment to authorize such investigation.** The investigation is conducted to determine if the applicant has been: (i) convicted of, or adjudicated a minor for, any of the criminal or drug offenses enumerated in 70 ILCS 1205/8-23(c) or (d); or (ii) convicted of, within 7 years of the application for employment with the Park District, any other felony under Illinois law, or other state or federal law.

The following general rules and procedures, or such other additional rules and procedures as may hereafter be prescribed by applicable law, will be followed by the Park District when requesting and obtaining conviction information:

- (a) The Park District shall not knowingly employ a person for whom a criminal background investigation has not been initiated. The Park District may, in its sole discretion, defer the commencement date of an applicant’s employment after the initiation of the background investigation and until the Park District has received and is satisfied with the results of the investigation.
- (b) The background investigation shall be conducted by the Illinois Department of State Police (“Department”). Upon receipt of the applicant’s authorization, the requisite information concerning the applicant shall be submitted by the Park District to the Department on forms prescribed by the Department. The applicant shall not be charged a fee by the Park District for the investigation.
- (c) The Park District has designated its Executive Director (the “Director”) as the person who shall receive from the Department any information concerning the record of convictions of the applicant. Any information concerning the record of convictions obtained by the Director shall be confidential and may only be transmitted to those persons who are necessary to the decision on whether to employ the applicant.
- (d) A copy of the record of convictions obtained from the Department shall be provided to the applicant. The applicant shall have seven (7) days after his receipt of a record of convictions within which to notify the Park District and the Department if the record is inaccurate or incomplete in any respect.
- (e) If the applicant has commenced employment with the Park District prior to the Park District’s receipt from the Department of a record of convictions, and the convictions record indicates that the applicant has been convicted of, or adjudicated a minor for, one or more of the criminal offenses enumerated in 70

ILCS 1205/8-23(c), or has been convicted of or adjudicated a minor for, one or more of the drug offenses enumerated in 70 ILCS 1205/8-23 (d) and the individual's sentence for said conviction ended less than 7 years prior to the date of application for employment with the Park District, the Park District shall place the applicant/employee on unpaid administrative leave during this seven (7) day period. If the applicant has commenced employment with the Park District prior to the Park District's receipt from the Department of record of convictions, and the convictions record indicates that the applicant has not been convicted of any criminal or drug offense enumerated in 70 ILCS 1205/8-23 (c) or (d), but the applicant has been convicted of another offense, or has been convicted of or adjudicated a minor for, one or more of the drug offenses enumerated in 70 ILCS 1205/8-23 (d) but the individual's sentence for said conviction ended 7 or more years prior to the date of application of employment with the Park District, the Park District may, after giving consideration to the factors discussed in subparagraph 2(i) below, place the applicant/employee on administrative leave during this seven (7) day period.

- (f) If the applicant/employee challenges the conviction record as inaccurate or incomplete within said seven (7) day period, the Park District may extend the administrative leave for such period of time as it determines reasonable under the circumstances. If, after such challenge is made by an applicant, the Department advises the Park District that the record of convictions was inaccurate and the applicant has no record of convictions for, or adjudication as a minor for, any criminal or drug offense which is of such nature that it either would (i) preclude the Park District's employment of the applicant as provided in 70 ILCS 1205/8-23 (c) or (d), or (ii) provide discretionary authority to the Park District not to employ the applicant after consideration of the factors described in subparagraph 2(i) below, the Park District shall permit the applicant to return from administrative leave, and shall provide the applicant with back pay to the start of the administrative leave.
- (g) If an applicant, who has commenced employment prior to the Park District's receipt of the record of convictions, does not challenge the accuracy or completeness of the record of convictions within the seven (7) day period following his receipt of such record, and the convictions record indicates that the applicant has been convicted of, or adjudicated a minor for, one or more of the criminal offenses enumerated in 70 ILCS 1205/8-23(c) or has been convicted of, or adjudicated a minor for, one or more of the drug offenses enumerated 70 ILCS 1205/8-23 (d) and the individual's sentence for said conviction ended less than 7 years prior to the date of application of employment with the Park District, the applicant's employment with the Park District shall be deemed to have terminated automatically on the date of his receipt of the record of convictions.
- (h) If an applicant, who has commenced employment prior to the Park District's receipt of the record of convictions, does not challenge the accuracy or completeness of the record of convictions within the seven (7) day period following his receipt of such record, and the convictions record indicates that the applicant has not been convicted of, or adjudicated a minor for, one or more of the

criminal offenses enumerated in 70 ILCS 1205/8-23 (c), but has been convicted of adjudicated a minor for, one or more of the drug offenses enumerated in 70 ILCS 1205/8-23 (d) and the individual's sentence for said conviction ended 7 or more years prior to the date of application of employment with the Park District, or has been convicted of another offense, the Park District may in its discretion terminate the employment of the applicant after considering the factors described in subparagraph 2(i) below.

- (i) If the record of criminal convictions of an applicant/employee indicates that the applicant/employee has not been convicted of, or adjudicated a minor for, any offense described in 70 ILCS 1205/8-23 (c) or (d), but has been convicted of another offense, or has been convicted of adjudicated a minor for, one or more of the drug offenses enumerated in 70 ILCS 1205/8-23 (d), but the individual's sentence for said conviction ended 7 or more years prior to the date of application of employment with the Park District, the conviction(s) will be considered in relationship to the specific job. The applicant will be notified that he or she may be excluded from employment based on his or criminal background check and will have the opportunity to demonstrate that the exclusion should not apply. Some of the factors to be considered include: a) the nature and gravity of the conviction(s), including facts and circumstances surrounding the offense; b) relationship of the conviction(s) to the nature and essential duties of the position sought and the circumstances under which the job is performed such as supervision, oversight, interaction with co-workers and presence or involvement of vulnerable individuals; c) the number of convictions; d) age at the time of the convictions; e) length of time elapsed since the last conviction; f) length and consistency of employment history before and after the offense and conduct; g) evidence that the individual performed the same type of work, post-conviction, with the same or different employer, with no known incidents of criminal conduct; h) evidence, if any, of rehabilitation; i) references regarding the person's character; j) inaccuracies in the criminal background check; and k) any other relevant factors in accordance with applicable law.
3. The Park District may also require criminal background investigations for volunteers, or classes of volunteers, as a condition of the Park District's acceptance of their volunteer services to or on behalf of the Park District. In such event, the rules and procedures provided for in paragraph 2, above, for applicants for employment and employees, shall be followed for volunteers.
4. Criminal background investigations may also be required periodically during a person's continuing employment with the Park District or provision of volunteer services to or on behalf of the Park District. In such event the rules and procedures provided for in paragraph 2, above, shall be followed.
5. The foregoing Policy and Procedures are based on current legal requirements. In the event of any change in the applicable requirements which would require revision of any provision of the Policy and Procedures, such changed requirements shall automatically be deemed to be incorporated in and made a part of the Policy and Procedures.

6. **The Policy and Procedures stated herein do not constitute and shall not be construed as a contract of employment or as part of a contract of employment. All persons hired to work for the Park District (except those persons, if any, who have a separate written contract of employment signed by that person and a Park District officer authorized by the Park Board in the particular instance) are “at will” employees. The Park District retains the right to terminate the employment of any employee at any time for any lawful reason, and the employee retains a similar right to terminate his own employment with the District at any time.**

**AUTHORIZATION AND RELEASE FORM TO VERIFY
BACKGROUND, REFERENCES AND PAST EXPERIENCE
Winnetka Park District**

Please note that the authorization to research your background, references and past experience is broad in scope unless specifically limited by you on this form. It authorizes the Winnetka Park District, its directors, officials, officers, employees and its designees to research all legally obtainable information related to your background, references and past experience as well as authorizing any person so contacted to release such information. Accordingly, if there is any information you do not want disclosed or any person you do not wish to be contacted, you should so indicate on this authorization form. ***Please note that by signing this form you are releasing the Winnetka Park District, its directors, officials, officers, employees and designees, and any person contacted, from any claims you or any person claiming through you may have by virtue of the disclosure of any such information as authorized by you. No person has the authority to modify or lessen the scope of this release given by you and you may not rely on any implied or actual representations to the contrary.***

I, the undersigned applicant, hereby authorize the Winnetka Park District, through its directors, officials, officers, employees and designees (collectively "District Personnel"), to make such independent investigation as it/they shall in its/their sole discretion deem necessary or desirable in connection with my employment application, including without limitation, contacting past employers, references and state and other local governmental authorities and agencies, including without limitation, the Secretary of State and the State Police, in order to determine my apparent suitability for employment with the Winnetka Park District. I hereby also authorize each and every party so contacted to release to District Personnel any and all information which Association Personnel shall request in connection with my employment application.

In consideration of the Winnetka Park District accepting my application and considering me for the position for which I am applying and in order to induce my prior employers and all other parties contacted pursuant to this authorization to release such information, I hereby release and hold harmless each such party contacted and District Personnel from and against any claims, suits or proceedings which I or anyone claiming through me might have by virtue of the disclosure of such information by any party contacted or by virtue of the obtainment of such information by District Personnel. I agree to fully indemnify and forever release and hold harmless the Winnetka Park District, District Personnel and each party or person supplying District Personnel with information relative to this application from and against any and all claims, suits, proceedings or liability of whatsoever nature which I or anyone claiming through me might otherwise have or which may result by virtue of this investigation or disclosure of such information (including but not limited to personal opinions and observations concerning my personal character).

I, understand and acknowledge that any false or misleading answer or statement, or any omission of any answer or statement made by me in this employment application may result in non-hire or, if I am hired, disciplinary action up to and including dismissal.

Dated this _____ day of _____, 200__.

APPLICANT

Printed Name:

Appendix B

Winnetka Park District Voice Mail and E-Mail Policy

Every Park District employee is responsible for using the Voice Mail and Electronic Mail (E-mail) systems properly and in accordance with this policy. Any questions about this policy should be addressed to the Human Resource Manager.

The Voice Mail and E-mail systems are the property of the Park District and are provided only for use in conducting Park District business. All communications and information transmitted by, received from, or stored in this system are Park District records and property of the Park District. While the Voice Mail and E-mail systems are to be used for Park District purposes, the Park District realizes that there are times when an employee may need to use these systems for personal reasons. It is expected that good judgment will be used in limiting the length and frequency of such usage.

Employees have no right or expectation of personal privacy in any matter stored in, created, received, or sent over the Park District Voice Mail or E-mail systems.

The Park District, in its discretion as owner of the Voice Mail and E-mail systems, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over these systems, for *any* reason and without the permission of any employee.

Even if employees use a password to access the Voice Mail or E-mail systems, the confidentiality of any message stored in, created, received, or sent from the Park District from the Park District Voice Mail or E-mail systems still cannot be assured. Use of passwords or other security measures does not in any way diminish the Park District's right to access materials on its system, nor does use of any passwords create any privacy rights of employees in the messages and files on the system. Any password used by an employee must be revealed to the Park District as Voice Mail messages or E-mail files may need to be accessed by the Park District in an employee's absence.

Employees should be aware that deletion of any E-mail messages or files will not truly eliminate the messages from the system. All E-mail messages are stored on a central back-up system in the normal course of data management.

Even though the Park District reserves the right to retrieve and listen to or read any Voice Mail or E-mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail messages that are not sent to them nor are employees authorized to listen to any Voice Mail messages that are not sent to them without the permission of the intended recipient. Any exception to this policy must receive the prior approval of the Park District Management.

The Park District's policies against sexual or other harassment apply fully to the Voice Mail and E-mail systems, and any violation of those policies is grounds for disciplinary action up to and including termination of employment. Therefore, no Voice Mail or E-mail messages should be

created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, sexual orientation, civil union partner, pregnancy, disability or any other classification protected by law.

The Voice Mail and E-mail systems may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.

The E-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from Park District Management. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult the employee's Department Head or Director.

Users should routinely delete outdated or otherwise unnecessary Voice Mails and E-mails. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

Employees are reminded to be courteous to other users of the systems and always to conduct themselves in a professional manner. Voice Mails and E-mails are sometimes misdirected or forwarded and may be heard by or viewed by persons other than the intended recipients. Users should create Voice Mail messages and write E-mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on Park District letterhead.

Any employee who discovers misuse of the Voice Mail or E-mail systems should immediately contact his Supervisor, Department Head, or Director.

Violations of the Park District's voice Mail and E-mail policy will result in disciplinary action, up to and including termination of employment.

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

Appendix C

Winnetka Park District Internet Use Policy

Management approval is required before anyone can post any information on commercial on-line systems or the Internet. Any approved material that is posted should obtain all proper copyright and trademark notices. Absent prior approval from the Park District to act as an official representative of the Park District, employees posting information must include a disclaimer in that information stating, *"Views expressed by the author do not necessarily represent those of the Winnetka Park District."*

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

Duty not to waste computer resources: Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

No expectation of privacy: The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system.

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

Blocking of inappropriate content: The Park District may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by Park District networks. In the event an employee nonetheless encounters inappropriate or sexually explicit material while browsing on the Internet, they should immediately disconnect from the site, regardless of whether the site was subject to Park District blocking software.

Prohibited activities: Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, sexual

orientation, pregnancy, civil union partnership, disability, or other characteristic protected by law), or in violation of the Park District's equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in the Park District's computers. Employees encountering or receiving this kind of material should immediately report the incident to their Immediate Supervisors or the Human Resource Manager. The Park District's equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for disciplinary action up to and including termination.

Games and entertainment software: Employees may not use the Park District's Internet connection to download games or other entertainment software.

Illegal copying: Employees may not illegally copy material protected under copyright law or make that material available to others for copying. Employees are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. An employee may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of their Department Head or Director.

Accessing the Internet: To ensure security and to avoid the spread of viruses, employees accessing the internet through a computer attached to the Park District's network must do so through an approved internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer used is not connected to the Park District's network.

Virus detection: Files obtained from sources outside the Park District, including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage the Park District's computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-Park District sources, without first scanning the material with Park District-approved virus checking software. If an employee suspects that a virus has been introduced into the Park District's network, they should notify their Supervisor immediately.

Sending unsolicited e-mail (spamming): Without the express permission of their Immediate Supervisors, employees may not send unsolicited e-mail to persons with whom they do not have a prior relationship.

Amendment and revisions: As with all Park District policies, this policy may be amended or revised from time to time as the need arises. Users will be provided with copies of all amendments and revisions.

Notwithstanding the forgoing, this Policy is not intended to infringe on an employee's right to act with one or more employees to improve wages, hours, safety, workload, and other terms of employment for the benefit of all District employees.

Violations of this policy and any applicable laws will be taken seriously and may result in disciplinary action, up to and including termination of employment, and may subject an employee to civil and criminal liability.

Use of the Internet via the Park District's computer system constitutes consent by the user to all of the terms and conditions of this policy.

Employee Acknowledgment

I acknowledge that I have received a copy of Winnetka Park District's Voice Mail, E-Mail and Internet Policies. I agree to read them thoroughly, and agree that if there is any policy or provision I do not understand, I will seek clarification from my Immediate Supervisor or Executive Director.

I understand that my use of the Park District's Voice Mail, E-mail and Internet systems constitutes my consent to all the terms and conditions of these policies.

In particular, I understand that (1) the Voice Mail and E-mail systems and all information transmitted by, received from, or stored in that system are the property of the Park District, and (2) I have no expectation of privacy in connection with the use of the Voice Mail and E-mail systems or the Internet or with the transmission, receipt, or storage of information in that system.

I agree not to use a code, access a file, or retrieve stored communications unless authorized. I acknowledge and consent to the Park District's monitoring my use of the Voice Mail and E-mail system and the Internet at any time at its discretion, including printing and reading all Emails entering, leaving, or stored in the system.

Please sign and date this acknowledgment and return to your Immediate Supervisor.

Name of employee (Please print)

Employee's Signature

Date

Winnetka Park District Alcohol and Drug Abuse Policy

PURPOSE: The Winnetka Park District has implemented this policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety, and efficiency. Since Park District employees operate, supervise and maintain parks, facilities, programs, and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, the Park District wishes to assure the health and safety of its patrons and employees.

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

The purpose of this policy is to inform employees of the Park District's investigation, treatment and disciplinary policy relating to alcohol and drugs. As such, **all** Park District employees will abide by its terms. As with all policies in this Manual, this policy is subject to periodic addition, modification, or deletion.

This policy does not replace any of the provisions or requirements of the Park District's Controlled Substance and Alcohol Testing Policy for position that require a Commercial Driver's License (CDL.)

Park District employees who operate Park District commercial motor vehicles and possess a commercial driver's license have special responsibilities necessitated by the fact that they operate vehicles that require additional skill and attentiveness over that of non-commercial motor vehicles. As part of its continuing commitment to safety and to comply with federal law, the Park District has established a controlled substance and alcohol testing policy for Park District positions that require a commercial driver's license ("CDL Testing Policy"). Both the Park District and the federal government recognize that it is important to establish programs to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. The CDL Testing Policy is in addition to and supplements and complements rather than supersedes all other Park District policies, rules, procedures, and practices, including without limitation this Alcohol and Drug Abuse Policy. However, for persons to whom the CDL Testing Policy applies, in the event of any conflict between any of the provisions of the CDL Testing Policy and the provisions of any other Park District policy, rule, procedure, or practice, the provisions of the CDL Testing Policy will control.

ACTS PROHIBITED: The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis and alcohol, is prohibited on Park District Property or while acting on behalf of the Park District.

DEFINITIONS: For purposes of this Policy, the following definitions apply:

1. **"Alcohol"** means any substance containing any form of alcohol, including but not limited to: ethanol, methanol, propanol and isopropanol.
2. **"Cannabis"** is defined as provided in the Cannabis Control Act (720 ILCS 550/1 et seq.) which provisions are specifically incorporated in this Policy by reference and includes Medical Marijuana.
3. **"Controlled Substance"** means a controlled substance in schedules I through V of section 812 of Title 21 of the United States Code, which provisions are specifically incorporated in this Policy by reference.
4. **"Criminal Drug Statute"** means a criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance or cannabis.
5. **"Director"** is the Executive Director of the Winnetka Park District.
6. **"District Property"** means any building, park, gym, pool, office, common area, open space, vehicle, parking lot, or other area owned, leased, managed, used or controlled by the Park District. District Property also includes property used by Park District patrons while on Park District sponsored events or field trips or property of others when presence thereon by the Park District employee is related to employment with the Park District.
7. **"Drugs"** mean Legal Drugs and controlled substances, including cannabis.
8. **"Legal Drugs"** mean prescription drugs and over-the-counter drugs which have been obtained legally and are being used in the manner and for the purpose for which they were prescribed or manufactured. For purposes of this Policy, Legal Drugs does not include Medical Marijuana.
9. **"Medical Marijuana"** means marijuana used by registered patients with debilitating medical conditions who are engaged in the medical use of marijuana in compliance with the Illinois Compassionate Use of Medical Cannabis Pilot Program (410 ILCS 130/1 *et seq.*).
10. **"Medical Facility"** means any physician, laboratory, clinic, hospital, or other similar entity.
11. **"Policy"** means this Alcohol and Drug Abuse Policy of the Winnetka Park District.
12. **"Possess"** means to have either in or on an employee's person, personal effects, desk, files, or other similar area.

13. **"Public Safety Responsibility"** means a position in which the nature of an employee's duties is such that impaired perception, reaction time, or judgment may place a member or members of the public or other employees at risk of serious bodily harm, or is responsible for the administration or enforcement of alcohol/drug policies.
14. **"Under the Influence"** means that the employee is affected by alcohol or drugs in any determinable manner. A determination of being under the influence can be established by a professional opinion, a scientifically valid test, a lay person's opinion, or the statement of a witness.

VOLUNTARY TREATMENT: It is the responsibility of each employee to seek assistance **before** Alcohol or Drug problems lead to disciplinary action. Employees who suffer from alcohol or drug abuse are encouraged to consult voluntarily with Park District management and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's group health plan. Please see the Human Resource and Benefits Administrator for details. Park District management will attempt to keep such voluntary discussions and medical treatment confidential in accordance with this Policy.

SCREENING AND TESTING: The Park District may require employees whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind, or have Public Safety Responsibility to be screened or tested on a random basis, or may require any employee to be screened or tested following a work place accident involving a possible violation of safety rules, during and after an employee's participation in an Alcohol or Drug counseling or rehabilitation program, or upon reasonable suspicion that the employee is Under the Influence of Alcohol or Drugs. The screening or testing will be conducted by a Medical Facility selected by the Park District at the Park District's expense. The screening or testing may require an analysis of the employee's breath, urine and/or blood or such similar substance as the Medical Facility may recommend. Employees who undergo Alcohol or Drug screening or testing will be given the opportunity, prior to the collection of a specimen or other testing, to disclose the use of Legal Drugs and to explain the circumstance of their use.

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

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

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

Participation in such treatment will be at the employee's expense. The employee must enter the treatment program within ten (10) days from the time of recommendation of treatment. The Park District may reinstate the employee provided that the employee submits a statement issued by the Medical Facility certifying successful completion of the treatment program, that the employee is released to return to work, and that the employee agrees to all conditions of reinstatement as determined by the Park District, which may include, but is not limited to, future Alcohol and/or Drug testing. This section will be construed in a manner consistent with your rights and obligations under the Illinois Compassionate Use of Medical Cannabis Pilot Program (410 ILCS 130/1 *et seq*), including any applicable interpretive rules that may be adopted, now or in the future, pursuant to this Program. Be assured that the Park District respects the rights of our employees who are registered patients with debilitating medical conditions who are engaging in the uses of Medical Marijuana in compliance with law. However, as with Alcohol and Drugs, employees may not operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind, supervise minors, or have Public Safety Responsibility while impaired. Additionally, employees may be disciplined or discharged for reporting to work in possession of or Under the Influence of Cannabis. In all cases, an employee who is a registered patient engaged in the use of Medical Marijuana is subject to all of the Park District's normal drug testing requirements, personnel policies and disciplinary penalties for policy violations.

USE OF LEGAL DRUGS: Any employee who operates or maintains a vehicle or machinery, handles hazardous materials or substances of any kind, or has Public Safety Responsibility and who has taken a Legal Drug must report the use of such Legal Drug to their Immediate Supervisor if the Legal Drug may cause drowsiness or if it may alter judgment, perception or reaction time. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether or not the Legal Drug may have such a potential side effect. The information will be retained by the Park District in a confidential manner and will be disclosed only to persons who need to know. The employee's Immediate Supervisor, after conferring with the Department Head or Director, will decide whether or not the employee may safely continue to perform the job while using the legal drug. Failure to declare the use of such Legal Drugs may be cause for discipline up to and including dismissal.

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

DISCIPLINE/PENALTIES FOR VIOLATION

1. An employee who reports to work or who is found during working hours to be or to have been Under the Influence of Alcohol, Controlled Substances, or Cannabis or who manufactures, possesses, uses, sells or dispenses Alcohol, Controlled Substances, or Cannabis while on District Property, or while acting on behalf of the Park District elsewhere, is convicted of a drug related crime, causes financial or physical damage to the District, District Property or its employees or patrons as a result of Alcohol or Drug abuse, or fails to report the use of Legal Drugs in accordance with this Policy, will be disciplined in accordance with the Handbook. In addition to or in the alternative, depending on the circumstances as determined by the District in its sole discretion, the District may require the employee to successfully complete an Alcohol and/or Drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency and by the District. On the first occurrence, discipline may consist of suspension with or without pay, termination of employment, and/or successful completion of a Drug assistance or rehabilitation program as deemed appropriate by the District, in its sole discretion, under the circumstances. The employee will be terminated on the second occurrence.
2. The District will terminate an employee: (1) if the employee refuses to submit to diagnosis, testing or screening upon request of the District; (2) if the employee tampers in any way with the specimen given to the Medical Facility for purposes of Drug screening or testing; (3) if the Medical Facility recommends treatment and the employee refuses to undergo such treatment; (4) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) if the employee, who undergoes treatment, is again Under the Influence of Alcohol or Drugs in violation of this Policy; or, (6) if the employee fails to notify the Director of a conviction for violating any Federal or State Criminal Drug Statute in accordance with this Policy.
3. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the District. Participation in a treatment program will not, in itself, protect the employee from disciplinary actions should job performance remain unsatisfactory. The District, however, will not take adverse action against an employee because he voluntarily and successfully completes medical treatment.

PRE-EMPLOYMENT SCREENING: As a final prerequisite in the Park District's employment selection procedure, persons offered a full-time position with the Park District will be required to undertake a physical examination as a condition of employment which may include a Drug and Alcohol screening test.

INSPECTIONS: In order to assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using Alcohol, Controlled Substances, or Cannabis, employees may be subject to inspection as follows:

1. Lockers, desks, files, vehicles, equipment and other containers and property owned or leased by the Park District and which an employee is permitted to use during employment with the Park District, are and remain the property of the Park District. Employees are not permitted to keep Controlled Substances, Cannabis or Alcohol in or on such property. Any such property reasonably suspected of having or holding such substances is subject to search by the Park District.
2. Any refusal to submit to such an inspection will be treated as an act of insubordination and may result in disciplinary action up to and including dismissal.

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

CONSENT TO DRUG AND/OR ALCOHOL SCREENING OR TESTING

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

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

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

Name: _____

Date: _____

Witness: _____

Appendix E

Winnetka Park District Bloodborne Pathogens and Infectious Diseases Program

General

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

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

2. Decisions regarding participation shall, to the extent practicable, be made using the team approach including the infected person (unless a minor), the person's physician, public health personnel, appropriate (PD, SRA, or FPD) personnel and, in case of a minor, the minor's parents or legal guardian(s), (PD, SRA, or FPD)'s legal counsel and, if requested by the infected person (or if same be a minor, by the infected person's parent or legal guardian) the infected person's legal counsel. These persons shall comprise the "review team". In each case the stage of infection and condition of the infected person will be assessed and the risks and benefits to both the infected person and to others participating in the particular program should be weighed. The Director will make the final decision after consideration of the review team's recommendation.

3. Restrictions on or temporary exclusions from participation may be advisable or become necessary in the event the infected person has a condition which increases the risk of discharge of body fluids, including blood, or has open or weeping skin sores or

rash that cannot be covered, or is incapable of controlling body functions, or exhibits any other conditions or behaviors which the review team determines may materially increase the health or safety risks for other participants or the infected person.

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

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

Children/Mentally Challenged

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

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

Privacy Considerations

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

Personnel should be reminded that no information regarding the identity or condition of the person is to be discussed with anyone including, without limitation, their spouses, other family members, or (PD, SRA, or FPD) personnel other than personnel specifically designated by the Director of the (PD, SRA, or FPD)). The legal ramifications to both

the employee involved and the (PD, SRA, or FPD) of a breach of confidentiality should be clearly explained to employees.

B. Unless the infected participant (or parent/legal guardian, if a minor) gives written permission, the (PD, SRA, or FPD) may not advise the public or program participants or their parents of the participation in its programs or the employment by the (PD, SRA, or FPD) of a person infected with the HIV or HBV virus, or AIDS. However, if the above noted permission is given and depending on the circumstances, the (PD, SRA, or FPD) may consider advising the public in whatever means it deems appropriate of the participation in its program or the employment of a person (no name or sex identification) infected with the HIV or HBV virus, or AIDS.

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

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

COMPLIANCE SECTION

Introduction

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

Scope

This standard covers all employees who could be “reasonably anticipated as the result of performing their job duties to face contact with blood and other potentially infectious materials. OSHA has not attempted to list all occupations where exposures could occur. “Good Samaritan Acts” such as assisting a co-worker with a nose bleed would not be considered occupational exposure.

Infectious materials include semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, or saliva. Also included is any unfixed tissue or organ other than in tact skin from a human (living or dead) and human immunodeficiency virus (HIV) containing cell or tissue cultures, organ cultures, and HIV or Hepatitis B (HBV) containing culture medium or other solutions. This can include blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Exposure Control Plan

One of the primary elements of OSHA/IDOL’s bloodborne pathogens standard, it is a requirement that employers prepare a written exposure control plan. The exposure control plan requires employers to identify in writing tasks and procedures as well as job classifications where occupational exposure to blood occurs- without regard to personal protective clothing and equipment. It must also set forth the schedule for implementing other provisions of the standard and specify the procedure for evaluating circumstances surrounding exposure incidents. The plan must be accessible to employees and available to IDOL upon request. Plans must be formally reviewed and updated at least annually or more often if necessary to accommodate workplace changes and afford equal protection for potential exposures.

Most employees will have no anticipated exposure to blood and blood by-products. For this group of employees a general understanding of your bloodborne pathogens exposure control plan is needed. They should be trained in emergency response procedures and in the location and general use of personal protective equipment. They should also be aware of the steps you will take in the event of an exposure incident. Please note: according to the Illinois Department of Labor, PD, SRA, or FPD’s are not required to provide to their employees the pre-exposure Hepatitis B vaccination series.

A second class of employees may have some potential for exposure to blood or blood by-products, when performing secondary or “collateral” duties (i.e., first aid, cleanup) of their job within the park or recreation setting. These personnel include but are not limited to:

- Health Club Supervisors
- Lifeguards
- Recreation Specialists (Special Recreation Agencies)
- Licensed Day Care Workers
- Day Camp Program Leaders

- Custodians
- Coaches for Contact Sports

These employees may require a more comprehensive understanding of your bloodborne pathogens exposure control program. These employees should be provided information on the availability of Hepatitis B vaccinations.

The Agency's policy regarding the use of personal protective equipment and post-exposure evaluation procedures in potential exposure incidents must be explicit with these employees. They need to be thoroughly familiar with personal protective equipment use and other aspects of your exposure control program. Training for these workers is as extensive as that provided to the class where all employees have a high likelihood of exposure.

Methods of Compliance

The standard also requires the practice of "Universal Precautions", or the treatment of all bodily fluids/materials as if infectious and emphasizing engineering and work practice controls. Additional precautions must include regular hand-washing. Employers must provide facilities and insure that employees use them following exposure to blood.

Employers must provide, at no cost, and require employees to use appropriate personal protective equipment such as gloves, masks, eye protection, mouth pieces, and resuscitation bags, and must clean, repair, and replace these when necessary. The standard requires a written schedule for cleaning, identifying the method of decontamination to be used in addition to cleaning following contact with blood or other potentially infectious materials. It specifies methods for disposing of contaminated sharps and sets standards for containers for these items and other related waste. Further, the standard includes provisions for handling contaminated laundry to minimizing exposure.

Hepatitis B Vaccination

Vaccinations must be made available to all employees with occupational exposure to blood:

- Within ten working days of assignment
- At no cost
- At a reasonable time and place
- Under the supervision of licensed physicians/licensed health care professionals
- According to the latest recommendations of the US Public Health Service (USPHS)

Prescreening may not be required as a condition of receiving the vaccine. Employees must sign a declination form if they choose not to be vaccinated, but may later opt to receive the vaccine at no cost to the employee. The declination form may be found in Sub

Appendix 1 of this guide. Should booster doses later be recommended by the USPHS, employees must be offered them.

Post-exposure Evaluation and Follow-up

If any employee actually comes into contact with blood or other potentially infectious materials, the (PD, SRA, or FPD) shall provide a confidential medical evaluation and follow-up, again at no cost to the employee. Hepatitis B vaccinations and post-exposure evaluation and follow-up will be provided at a reasonable time and place, by or under the supervision of a licensed physician, and utilizing an accredited laboratory. Evaluation and follow-up will include at least the following elements:

- Documentation of the route(s) of exposure, and the circumstances under which the exposure occurred.
- Identification and documentation of the source of the blood or other potentially infectious material with which the employee came into contact, including the source individual, if possible.
- Prompt testing of the source material or individual's blood, (with his or her consent) to determine the existence of the HIV or HBV with the results being communicated in confidence to the exposed employee.
- Collection and testing of the exposed employee's blood with his or her consent, for HIV or HBV.
- Post-exposure preventive measures, when medically indicated, as recommended by the U.S. Public Health Service.
- Counseling.
- Evaluation of reported illnesses.

The (PD, SRA, or FPD) will provide the healthcare professional who is responsible for an employee's Hepatitis B vaccination, or for an exposed employee's post-exposure evaluation, with a copy of the OSHA/IDOL regulations. The (PD, SRA, or FPD) will also provide the healthcare professional who is responsible for an exposed employee's post-exposure evaluation with:

- A description of the employee's duties as they relate to the exposure incident;
- Documentation of the route(s) of exposure and the circumstances under which exposure occurred;
- Results of the source material or individual's blood testing, if available; and
- All medical records relevant to the appropriate treatment of the employee, including his or her HBV vaccination status, which are the (PD, SRA, or FPD) responsibility to maintain.

The (PD, SRA, or FPD) will obtain and provide to the employee, within 15 days of its completion a copy of the written opinion of the healthcare professional who performs a post-exposure evaluation. In regards to the Hepatitis B vaccination, the healthcare professional's written opinion shall be limited whether Hepatitis B vaccination is indicated for an employee, and if an employee has received such vaccination. In regards to post-exposure evaluation and follow-up, the written opinion shall be limited to the

following information: 1.) The employee has been informed of the results of the evaluation; and 2.) The employee has been told about any medical condition resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

Sub-Appendix 1
Hepatitis B Vaccination Declination Form

(PD, SRA, or FPD)

HEPATITIS B PRE-EXPOSURE VACCINATION DECLINATION FORM

I understand and acknowledge that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection which is known to be a serious disease. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine series, at no charge to myself. However, I decline the Hepatitis B vaccination series at this time. I understand and acknowledge that by declining this vaccine series, I continue to be at risk of acquiring Hepatitis B. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the Hepatitis B vaccine series, I can receive the vaccination series at no charge to me.

Employee's Signature

Print Name:

Social Security Number:

Date: _____

SUB-Appendix 2 Exposure Control Plan

In accordance with the OSHA/IDOL Bloodborne Pathogens Standard, 29 CFR 1910.1030, which has been adopted by the Illinois Department of Labor, the following exposure control plan has been developed:

A. Purpose

The purpose of this exposure control plan is to:

1. Eliminate or minimize employee occupational exposure to blood or certain other body fluids;
2. Comply with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030.

B. Exposure Determination

OSHA/IDOL requires employers to perform an exposure determination concerning those employees who may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. An occupational exposure is defined in CFR 1910.1030(b) as a “reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties.”

In addition, OSHA/IDOL requires a listing of job classifications where some employees may have occupational exposure. Since not all employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, task or procedures that would cause these employees to have occupational exposure also are required to be listed in order to clearly understand which employees are considered to have occupational exposure.

C. Implementation Schedule and Methodology

OSHA/IDOL also requires that this plan include a schedule and method of implementation of the various requirements of the standard. The following complies with this requirement:

1. Compliance Methods

Universal precautions will be observed at the Winnetka Park District in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be used to eliminate and minimize exposure to employees at this facility. Where occupational exposure remains after employing these controls, personal protective equipment shall also be used.

Hand washing facilities shall be made available to employees who incur exposure to blood and other potentially infectious materials. OSHA/IDOL requires that these facilities be readily accessible after exposure. (If hand washing facilities are not feasible, the employer is required to provide either an antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes.) When these alternatives are used, the hands are also to be washed with soap and running water as soon as feasible thereafter. Employers who must provide alternatives to readily accessible hand washing facilities should list the location, tasks, and responsibilities to ensure maintenance and accessibility of these alternatives.

The Department Head or Supervisor shall ensure that after the removal of personal protective gloves, employees wash their hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

They shall also ensure that if employees incur exposure to their skin or mucous membranes, those areas are washed or flushed with water as soon as feasible following contact.

2. Contaminated Equipment/Area

The Department Head or Supervisor is responsible for ensuring that equipment that is contaminated with blood or other potentially infectious materials is decontaminated as necessary unless the decontamination of the equipment is not feasible.

3. Personal Protective Equipment (PPE)

PPE Provision

Department Head, Supervisor or Safety Coordinator is responsible for ensuring that the following provisions are met.

All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. Protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach employees' clothing, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the time the protective equipment is used. All personal protective equipment will be cleaned, laundered and disposed of by the employer at no cost to employees. All repairs and replacements will be made by the employer at no cost to employees.

Gloves

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials or contaminated items or surfaces. Disposable

gloves used at this facility are not to be washed or decontaminated for reuse. Contaminated gloves must be properly disposed of in leak-proof containers.

4. Hepatitis B Vaccine and Post-Exposure Evaluation and Follow-up

General

Recreation agencies should understand that the requirement of providing the pre-exposure Hepatitis B vaccine and vaccination series to its employees is voluntary. According to OSHA/IDOL, most PD, SRA, and FPD employees are not considered to have an occupational exposure hazard because these employees generally are not designated as being *responsible* for rendering medical assistance as part of their jobs. Also, according to OSHA/IDOL, the mere fact that “CPR or first aid training is provided to employees does not invoke coverage by this Standard.” With this in mind, the PD, SRA, or FPD may decide to make available the Hepatitis B vaccine and vaccination series to all employees who may have occupational exposure and **must** conduct post-exposure follow-up to employees who have had an exposure incident.

The Human Resource Manager shall ensure that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post-exposure follow-up, including prophylaxis, are:

- A) Made available at no cost to the employee;
- B) Made available to the employee at a reasonable time and place;
- C) Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional; and
- D) Provided according to the recommendations of the U.S. Public Health Service.

All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

Hepatitis B Vaccination

Human Resource Manager is in charge of the Hepatitis B vaccination program. (The Winnetka Park District contracts with Omega to provide this service.)

Hepatitis B vaccination shall be made available after an employee has received the training in occupational exposure and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that an employee is immune or the vaccine is contraindicated for medical reasons. Training should include information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.

Participation in a pre-screening program shall not be a prerequisite for receiving Hepatitis B vaccination.

If the employee initially declines Hepatitis B vaccination but at a later date (while still covered under the standard) decides to accept the vaccination, the vaccination shall then be made available.

All employees who decline the offered Hepatitis B vaccination shall sign an OSHA-required waiver indicating their refusal.

If a routine booster dose of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster doses shall be made available.

Post-Exposure Evaluation and Follow-up

All exposure incidents shall be reported, investigated and documented. When any employee incurs an exposure incident, it shall be reported to the Safety Coordinator.

Following a report of an exposure incident, an exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

- A) Documentation of the route of exposure and the circumstances under which the exposure incident occurred.
- B) Identification and documentation of the source individual, unless it can be established that identification is unfeasible or prohibited by state or local law.
- C) The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV or HIV infectivity. If consent is not obtained, the Human Resource Manager shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
- D) If a source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- E) Results of the source individual's testing shall be made available to an exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Collection and testing of blood for HBV and HIV serological status will comply with the following:

- A) After consent is obtained, an exposed employee's blood sample shall be collected (as soon as feasible) and tested.
- B) The employee will be offered the option of having his or her blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA/IDOL standard. All post-exposure follow-up will be performed by (insert name of clinic, physician, and department).

Information Provided to the Health Care Professional(s)

The Winnetka Park District shall obtain and provide the employee with a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation.

The health care professional's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for an employee and if the employee has received such vaccination.

The health care professional's written opinion for post-exposure follow-up shall be limited to the following information:

- A) A statement that the employee has been informed of the results of the evaluation; and
- B) A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

Note: All other findings or diagnoses shall remain confidential and shall not be included in the written report.

5. Information and Training

The Safety Coordinator is assigned to ensure training upon initial assignment to tasks where occupational exposure may occur and that training is repeated within 12 months. Training shall be tailored to the education and language level of an employee and offered during his/her work shift. The training will be interactive and cover the following:

- A) A copy of the standard and an explanation of its contents;
- B) A discussion of the epidemiology and symptoms of bloodborne diseases;
- C) An explanation of the modes of transmission of bloodborne pathogens;
- D) An explanation of the Winnetka Park District Bloodborne Pathogen Exposure Control Plan (this program) and how to obtain a copy;
- E) The recognition of tasks that may involve exposure;
- F) An explanation of the use and limitations of methods to reduce exposure. For example, engineering controls, work practices and personal protective equipment (PPE);
- G) Information on the types, proper use, location, removal, handling, decontamination and disposal of PPEs;
- H) An explanation of the basis of selection of PPEs;
- I) Information on the Hepatitis B vaccination, including efficacy, safety, method of administration and benefits and that it will be provided free of charge;
- J) Information on appropriate actions to take and persons to contact in an emergency involving blood and other potentially infectious materials;

- K) An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting and medical follow-up;
- L) Information on the evaluation and follow-up required after an employee exposure incident.

The person conducting the training shall be knowledgeable in the subject matter.

Employees who received training on bloodborne pathogens in the 12 months preceding the effective date of this policy need only receive training in provisions of the policy that were not covered previously.

Additional training will be provided to employees if there are any changes in tasks or procedures affecting the employee's occupational exposure.

Sub-Appendix 3 and 4 are provided to assist with the training process.

6. Recordkeeping

Medical Records

The Human Resource Director is responsible for maintaining medical records (indicated below). These records will be kept in the Administrative Office.

(If you contract for post-exposure follow-up and Hepatitis B vaccination evaluation, make sure that your contract language includes provisions for recordkeeping that are consistent with the requirements of 1910.20)

Medical records will be maintained in accordance with OSHA Standard 29 CFR 1910.20. These records are confidential and must be maintained for at least the duration of employment plus 30 years. The records will include:

- A) The employees name and Social Security number
- B) His or her hepatitis B vaccination record, including any declination form signed by the employee
- C) A copy of the results of all examinations, medical testing and follow-up procedures following an actual contact with blood or other possibly infectious materials.

Employees are **not** and shall not be required to provide the employer signed medical authorizations pertaining to medical care and treatment prior to the date of exposure. However, if voluntary and upon express written consent of the employee, the employer may obtain medical records pertaining to medical care and treatment rendered the employee prior to the date of the exposure. These records shall be kept confidential and otherwise maintained in accordance with the above-noted guidelines.

Training Records

The Safety Coordinator is responsible for maintaining the following training records.

Training records must be maintained for three years from the date of training. The following information will be documented:

- A) The dates of the training sessions;
- B) An outline describing the material presented;
- C) The names and qualifications of persons conducting the training; and
- D) The names and job titles of all persons attending the training sessions.

Availability

All of an employee's records are available to the employee in accordance with 29 CFR 1910.1020.

All of an employee's records are available to the Director of the Illinois Department of Labor and the Director of the National Institute for Occupational Safety and Health upon request.

Transfer of Records

If this facility is closed or there is no successor employer to receive and retain the records for the prescribed period, the Director of the NIOSH shall be contacted for final disposition.

7. Evaluation and Review

The Safety Coordinator is responsible for annually reviewing this program, its effectiveness and for updating this program as needed.

8. Outside Contractors

While the written exposure control plan does not have to address information obtained from and provided to outside contractors, you may wish to establish standard operating procedures for these situations and append them to this document.

Sub-Appendix 3 Training Guidelines

A. General Precautions and Procedures

1. Hand washing is the most important technique for preventing the spread of disease. Hand washing should be done frequently by staff, volunteers, and participants and is required before and after food preparation, after toileting, after contact with any body fluids, etc. The (PD, SRA, or FPD) will provide single-use towels or hot air drying machines for such hand washing. Where soap and water is not available, antiseptic towelettes or hand wipes may be used, followed as soon as possible by washing with soap and water.
2. Disposable gloves which are impervious to blood must be worn. **Be aware some employees may be allergic to latex gloves. This is why an alternative selection needs to be made available such as: glove liners, vinyl or nitrile gloves.** Such gloves should be immediately available for use in areas where need is most predictable (first aid kits, near changing tables in day-care facilities, etc.). Care should be taken to avoid any bodily contact with blood or other body fluids of other persons. In particular, exposure of open skin lesions or weeping dermatitis or mucous membranes to blood or body fluids should be avoided. Even though gloves are used, hands must be washed with soap and water immediately and thoroughly after the gloves are removed.
3. Soiled surfaces and recreational materials of any kind (including i.e., van/bus seats, exercise mats, changing tables, etc.) should be promptly cleaned with disinfectants such as household bleach (diluted 1 part bleach to 10 parts water). Bleach should not be placed directly on large amounts of protein matter (urine, stool, blood, sputum, etc.) in order to protect the employee from noxious fumes. If a mop is used, it should be rinsed in the disinfectant. These surfaces should be routinely cleaned and disinfected at the end of each work shift.
4. Disposable towels or tissues should be used whenever possible. After use they should be saturated with the disinfectant and disposed of in plastic bags rather than unlined containers.
5. When wiping up, emptying regular trash or washroom waste or sanitary napkin containers, or cleaning up sharp objects (i.e., broken glass) employees must wear non-sterile, puncture-resistant gloves.
6. Employees should avoid placing their hands in trash or waste containers in order to "pack down" the trash and should otherwise handle trash with care. Puncture-proof or puncture-resistant gloves should be worn when emptying trash or garbage receptacles.
7. All cuts and open wounds should be covered following basic First Aid procedures. Protective coverings, band aids, bandage, etc. should be worn by all staff, volunteers or

participants and provided by the (PD, SRA, or FPD). Staff and volunteers are responsible for providing protective coverings to participants who have open lesions.

8. Sharing of personal items, such as combs, brushes, toothbrushes, lipstick, etc. should be avoided. Whenever possible, disposable items i.e. cups and utensils should be provided and not be shared by others.
9. Disinfectant should be stored in a safe area that is inaccessible to participants. Note: Material Safety Data Sheets (MSDS) should be maintained for each disinfectant.
10. Documentation of incidences of contact with blood or other body fluids should be made whether or not a participant or employee is known to have a communicable disease.
11. Hand soap and disposable towels or tissues and gloves should be available at all facilities.

B. Cleaning Up Blood or Other Body Fluid Spills

1. In situations where bleeding due to lacerations, cuts, etc. must be immediately be immediately controlled, first aiders should provide patients with compress material and encourage them to administer self-help through direct pressure on their wound(s).
2. Wear disposable gloves which should be discarded following cleanup. When disposable gloves are not available or unanticipated contact occurs, wash hands and other affected areas with soap and water immediately after contact.
3. Clean and disinfect soiled area immediately using paper towels, soap, and water.
4. Disinfect area with 70%-90% isopropyl alcohol solution, or 1 to 10 chlorine bleach solution.
5. Rinse clothing soaked with body fluids and place in a plastic bag to be sent home.
6. Place soiled sanitary napkins in plastic bags, secure and dispose.
7. Place paper towels and disposable gloves in plastic bags and dispose of same.
8. Wash hands and other skin that may have come in contact with body fluids thoroughly with soap and water or other antiseptic hand cleaner or flush eyes or other mucous membranes with water, immediately or as soon as feasible following contact of such body fluids or other potentially infectious materials.

C. Food Handling

1. Maintain a clean area in the kitchen for serving food.
2. Utensils should be washed, rinsed and sanitized prior to food preparation.
3. Maintain a separate area of the kitchen for cleanups.
4. All leftover food, dishes, and utensils should be treated as if they were contaminated.
5. Pour liquids into sink drains.
6. Place disposable dishes in plastic-lined, covered waste receptacles.
7. Rinse dishes and utensils with warm water before placing them into dishwashers.
8. Rinse recyclables (cans, bottles, etc.) prior to placing in recycle bins.
9. Clean sinks, counter tops, tables, chairs, trays and other areas; follow up by applying an approved disinfectant.
10. Wash hands prior to removing clean dishes from the dishwasher or from cabinets.

D. Laundry

1. Use latex gloves when handling soiled items.
2. Launder diapers or other items soaked with body fluids separately.
3. Pre-soak heavily soiled items.
4. Follow manufacturer's directions for detergent use.
5. If the material is bleachable, add ½ cup of household bleach to the wash cycle.
6. If the material is not colorfast, add ½ cup non-chlorine bleach to wash cycle.
7. Use hot cycle on washer and dryer.
8. Clean laundry carts when soiled linen is washing before using for clean linen.

E. Diapering

1. Use preferred equipment for diapering such as a changing table, hand washing

facility, disposable baby wipes, plastic bags, covered receptacle (especially for cloth diapers), disinfectant, and personal protective equipment.

2. Wash hands in all cases of diapering.
3. Put on latex gloves.
4. Remove soiled diaper and place in appropriate receptacle. Disposable plastic bag should be removed once per day.
5. If other clothing is soiled, remove, rinse and place it directly in a plastic bag that is marked with child's name, secured and sent home at the end of the day.
6. Cleanse the genitals, perineum and buttocks with disposable baby wipes or soap and water.
7. Rinse well and dry skin prior to applying a clean diaper.
8. Wash the child's hands and then your own hands.
9. Wear disposable latex gloves to rinse and wring out cloth diapers in the toilet.
10. Report abnormal conditions (blood, etc.) to administration so that parents and Health Professionals can be properly notified.

F. Cleaning of Equipment

1. Wash all toys with soap and water and rinse thoroughly as needed. Toys that participants put into their mouths should be washed after each use and should not be shared.
2. Clean all equipment such as mats, wedges, feeding chairs, etc., with soap and water as needed.
3. Use disinfectant solution to clean equipment when contact with blood or other body fluids has been made.
4. Clean cooking equipment thoroughly using soap and hot water.

G. Use of Microshield or Respirators for CPR

The micro-shield or respirator is designed to prevent direct physical contact between the rescuer and victim. This equipment shall be provided by the (PD, SRA, or FPD) under conditions where staff/volunteers may be required to administer CPR or artificial respiration.

1. Follow instructions for use that are provided with the mouthpiece.

2. Instructions will be in the package or within the confines of the first aid kit.
3. Discard micro-shields or respirators after use.
4. Wash hands immediately or as soon as possible after removal and disposal of equipment for CPR or artificial respiration.

H. First Aid Training

Unless first aid is specific to a job description (i.e. Park Police, lifeguard) park and recreation employees should understand that the care which they provide is purely from a moral standpoint, and that they are regarded as "Good Samaritans" in doing so.

1. First aid/CPR training should be preceded by an introduction to communicable disease protection.
2. First aid students should be provided with disposable latex gloves in order to promote their use (i.e., bleeding and bandaging segments). All practice sessions should take place with the disposable gloves being worn.
3. Instructors should explain sanitary manikin practice. Each student should be provided their own micro-shield, respirator, manikin face/airway, or manikin depending upon the type of equipment used for practice.
4. Manikin Practice
 - a. Manikins should be sanitized prior to the practice session.
 - b. New disposable head bags, airways, etc. should be inserted.
 - c. Face pieces (dental inserts) should be disinfected by placing the items in a sodium hypochlorite solution with a minimum 500 ppm freely accessible chlorine (1/4 cup of domestic liquid bleach to approximately 1 gallon of clean water for 10-15 minutes.)
 - d. Always rinse the items in clean water after disinfection and allow to dry before storing.
 - e. Instructor trainees should be encouraged to immediately clean manikins following a First Aid/CPR class they may teach.
 - f. Manikin clothing, accessories and carrying bag should be cleaned and disinfected as well.

Sub-Appendix 4

Communicable Diseases-Bloodborne

Hepatitis A

Hepatitis means inflammation of the liver. Most people have heard of the different types of hepatitis that are caused by viruses, such as hepatitis A, B, or C. However, hepatitis has many other causes, including certain medications, long term alcohol use, and exposure to certain industrial chemicals.

All types of hepatitis damage liver cells and can cause the liver to become swollen and tender. Some types of hepatitis can cause permanent liver damage. Viral hepatitis can be spread from one person to another, but the other types cannot.

Hepatitis A is one of several forms of viral hepatitis. It is one of the most widely reported diseases that is preventable by receiving a vaccine.

Worldwide, most people get hepatitis A by eating food or drinking water that is contaminated with the hepatitis A virus (HAV). In the United States most people become infected with HAV when they come in contact with stool (such as when changing a diaper) or having sex with someone who has the virus. Sometimes large groups of people become infected after eating in a restaurant. This usually happens when an employee with the virus does not wash his or her hands well after using the bathroom and then prepares food.

Your doctor can diagnose hepatitis A infection by doing a blood test. In most cases, HAV infection goes away on its own and usually does not cause long term illness or liver damage. However, in rare cases, a severe rapidly progressing liver infection called fulminant hepatitis can occur, leading to the need for urgent liver transplantation. In some cases, people die from fulminant hepatitis.

Symptoms of HAV infection include “fever, tiredness, loss of appetite, nausea, abdominal discomfort, dark urine, and jaundice (yellowing of the skin and eyes). Symptoms usually last less than two months; a few persons are ill for as long as six months. The average incubation period for hepatitis A is 28 days (range 15-50 days).”¹

You can only be infected with HAV once. You then have developed immunity to the virus which keeps you from ever becoming infected again.

HAV infection can be prevented by vaccination with a series of two shots. The vaccine usually is 100% effective in preventing infection if you receive both shots before you are exposed to HAV.

Hepatitis B

Hepatitis is inflammation of the liver. Most people have heard of the different types of hepatitis that are caused by viruses, such as hepatitis A, B, or C. However, hepatitis has many other causes, including certain medications, long term alcohol use, and exposure to certain industrial chemicals.

All types of hepatitis damage liver cells and can cause the liver to become swollen and tender. Some types can cause permanent liver damage. Viral hepatitis can be spread from one person to another, but the other types cannot.

Hepatitis B is one of several forms of viral hepatitis. Your doctor can diagnose infection with hepatitis B virus (HBV) by doing a blood test.

Symptoms for HBV are the same as for HAV.

The hepatitis B virus is spread from one person to another through body fluids, including blood, semen, and vaginal fluids (including menstrual blood). The virus can be passed from a mother to her newborn baby during deliver (prenatal transmission). However, most people in the United States acquire HBV infection as adolescents or adults.

HBV is a heartier virus than HIV. According to the Center for Disease Control, it can survive for at least one week in dried blood on environmental surfaces or contaminated needles and other sharp objects.

Short term (acute) infection usually goes away on its own without treatment. Some people have no symptoms. Most people who develop symptoms feel better in 2-3 weeks and recover completely after 4-8 weeks. Other people may take longer to recover.

Long term (chronic) infection occurs when the hepatitis B virus continues to be present in a person's liver and blood for six months or more. Chronic infection can lead to serious liver diseases such as cirrhosis and liver cancer. "Hepatitis B carrier is a term that is sometimes used to indicate people who have chronic (long-term) infection with HBV. If infected, two percent to 6% of persons over 5 years of age; 30% of children 1-5 years of age; and up to 90% of infants develop chronic infection."²

Two medications are used to treat chronic HBV: Interferon alfa-2b (an injection) and Lamivudine (a pill). Each medication has advantages and disadvantages. Each is effective over the long term in less than half of the people who take them. Increasingly, hepatitis specialists are prescribing Lamivudine rather than Interferon because it is cheaper and has almost no side effects.

Vaccination can prevent hepatitis infection; the vaccine is up to 95% effective. Although the vaccine is not widely used among adults, those at risk for infection should be vaccinated. Currently 42 states require childhood immunization against HBV.

Hepatitis C

Hepatitis means inflammation of the liver. Most people have heard of the different types of hepatitis that are caused by viruses, such as hepatitis A, B, or C. However, hepatitis has many other causes, including certain medications, long term alcohol use, and exposure to certain industrial chemicals.

All types of hepatitis damage liver cells and can cause the liver to become swollen and tender. Some types of hepatitis can cause permanent liver damage. Viral hepatitis can be spread from one person to another, but the other types cannot. Hepatitis C can be diagnosed with a blood test.

Symptoms of hepatitis C are the same as HAV and HBV.

Although there is no vaccine to prevent infection with the hepatitis C virus (HCV), research is under way to develop one. New strains of the original virus can develop that are not affected by a vaccine against the original strain. This complicates efforts to create an effective vaccine.

The outcome of HCV infection varies widely:

- The acute stage which occurs two weeks to six months after infection usually is so mild that most people don't know they are sick.
- 80% of people who become infected with HCV develop chronic infection, meaning they remain infected for many years, often for the rest of their lives. The majority of people with chronic HCV infection will not develop severe liver damage.
- Although it may take many years, up to 20% of people who have chronic HCV infection develop liver scarring (cirrhosis). Of these people, 1-4% also develop liver cancer.

People often don't know they have hepatitis C until they try to donate blood. All donated blood is screened for hepatitis C and other blood-borne diseases. Donors whose blood tests positive for hepatitis C are notified by the blood donation center.

Chronic hepatitis C may be treated with medications that fight viral infections. Standard treatment combines two antiviral medications: Interferon and Ribavirin. However this treatment is not an option for everyone and only 30% to 40% of those who receive antivirals are cured of the infection. Early studies indicated that a new treatment using a longer-action form of Interferon (peginterferon) combined with Ribavirin probably will stop the virus more effectively than standard Interferon or Ribavirin.

Human Immunodeficiency Virus (HIV)

The human immunodeficiency virus (HIV) attacks and gradually weakens your immune system. A weakened immune system makes you more susceptible to opportunistic infections and cancers.

HIV infects CD4+ cells, a type of white blood cell. White blood cells are an important part of the immune system which helps you fight infections. As HIV-infected cells CD4+ cells are destroyed or impaired, the immune system becomes less able to fight infection and disease.

HIV is spread from one person to another through contact with blood, semen, or vaginal fluids. Symptoms of early HIV (acute retroviral syndrome) which are often mistaken for symptoms of another viral infection such as influenza or mononucleosis, include:

- fever,
- sore throat,
- headache,
- muscle aches and joint pain,
- enlarged lymph nodes in the neck, armpits and groin,
- skin rash,
- abdominal cramps, nausea or vomiting, and/or
- diarrhea.

These early symptoms of HIV usually disappear on their own after 2-3 weeks. Exams and tests play an important role in the diagnosis and treatment of HIV infection. Early diagnosis and an understanding of HIV will help you get the treatment and support you need and improve your chances of staying healthy longer.

Treatment of HIV infection focuses on:

- Slowing the rate at which the virus makes copies of itself (replicates) in the body;
- preventing or controlling opportunistic diseases; and
- maintaining good overall health by eating well, reducing stress, and staying physically active.

Health professionals and scientists are constantly learning new things about HIV infection and its treatment. By working closely with your health professionals, you will learn:

- When you need to have checkups and blood tests;
- what the latest advances in treating HIV infection and opportunistic diseases are and whether they might be right for you; and
- where you and your family can get the emotional, social and financial support you need.

Acquired Immunodeficiency Syndrome (AIDS)

AIDS is the last of several stages of HIV infection. AIDS is diagnosed when you:

- Have a CD4+ cell count below 200 cells per microliter of blood;
- develop an opportunistic disease or cancer.

More than half of the adults with HIV who do not receive treatment develop AIDS within 12 or 13 years. Once the HIV infection progresses to AIDS, death often occurs within 18 to 24 months or sooner in rapid progressors and young children.

Nearly all reported cases of AIDS in the United States can be attributed to:

- Men who have sex with men (homosexual men);
- people who inject illegal drugs (IV drug users);
- people who have multiple heterosexual partners, especially if one or both partners inject illegal drugs.

Impetigo

“Impetigo is a skin infection caused by bacteria. It may affect skin anywhere on the body but usually attacks the area around the nose and mouth”.³

Sounds or symptoms include:

- round, crusted oozing spots on skin;
- spots grow larger day by day;
- spots appear on hands, face, and parts of the skin not covered by clothes;
- spots are typically tan or yellowish brown crust (honey-colored) in form; and
- are very itchy.

While this infection is not life threatening in most cases, it is very contagious. Scratching, wearing or touching clothing, towels, or linens, or direct contact can spread impetigo. It is important to wash hands regularly with antibacterial soap and launder clothing, linens and towels after each use. Do not share items with a person who is still contagious.

Impetigo is very contagious. It is important that as soon as the symptoms are noticed that the person be treated by a physician. However, there are some general practices that should be reinforced with both staff and patrons if symptoms are found.

1. Exclude person infected from program until 48 hours after the start of treatment.
2. Exclude person from handling or serving food until 48 hours after the start of treatment.
3. Wash hands frequently.
4. Launder towels, clothes, linens or other items after each use and do not share.
5. Avoid contact with babies.
6. Lightly cover the affected area to avoid incidental contact with others.

Appendix F Winnetka Park District Modified Duty Program Policy

The Winnetka Park District is committed to providing employees with available, reasonable opportunities to maintain career and employment status and benefits. To that end, we have developed a Modified Duty Program for employees who have sustained injuries or illnesses arising out of or occurring in the course of their employment with the Park District ("work related injury"). The Winnetka Park District feels that a Modified Duty Program is mutually beneficial and may aid in the employee's recovery.

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

For purposes of this policy, the following definitions apply:

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

Objectives

1. To return occupationally injured employees to work as soon as possible provided there is not a probability of re-injury to themselves and return to work does not directly or indirectly adversely jeopardize the safety of others.
2. To minimize financial hardship and emotional stress to the employee who has sustained an occupational injury.

3. To assist employees in returning to work at a level close to their pre-injury earnings and productivity.
4. To retain qualified and experienced Park District employees.
5. To further the Park District's commitment and obligation to provide recreational programs, services and facilities to the public.

Basic Program Requirements

1. Employees may be assigned to a Modified Duty assignment when temporarily unable to perform the essential functions of their regular position due to occupational injury or illness, provided that the Modified Duty assignment fulfills a job function(s) useful to the Park District and is within limitations set by treating and/or evaluating physicians. Modified Duty assignments will not create a new job, but instead will incorporate or modify an existing position on a temporary basis. The assignment may include duties anywhere within the Park District.
2. A time limit will be established on a case-by-case basis for the length of time that modified duty will be made available.
3. The Park District will compensate an employee on modified duty at the employee's regular pay rate if possible. If this is not possible, the employee will be compensated no less than of what the employee's average weekly regular wage (excluding overtime) was prior to the accident, injury or illness. Compensation may be made by the Park District and/or the Park District's workers' compensation coverage provider, the Park District Risk Management Agency (PDRMA.)
4. There should be regular communication among the Risk Manager, Payroll/Benefits Manager, Facility Manager, the employee's Immediate Supervisor, the physician and PDRMA throughout the course of treatment and recovery.
5. Employee Responsibilities: Participates in the Modified Duty program as assigned; reports any problems with Modified Duty assignment to Immediate Supervisor; provides all original copies of physician releases and reports and all medical records and forms to the Payroll/Benefits Manager promptly when received; if you are asked to complete a task that you cannot complete or in any way adversely affects your injury, you must immediately notify the person who assigned you the task. In addition, if your injury requires that you see a physician for subsequent visits for the same injury, you must inform your Immediate Supervisor prior to any and all visits so your Immediate Supervisor can complete the necessary forms and make the necessary arrangements for your absence if you must visit the doctor during your working hours. If your Immediate Supervisor is unavailable, you must so contact the Supervisor at the succeeding level of authority in your department. In order to avoid disruption of Park District operations, you should schedule doctor's appointments during non-work hours. Please note, under the Illinois Workers'

Compensation Act (820 ILCS 305/12), the Park District may ask an employee entitled to receive disability payments under the Act to undergo an examination by a duly qualified medical practitioner or surgeon selected by the Park District at any time and place reasonably convenient to the employee, for the purpose of determining the nature, extent and probable duration of the injury received by the employee, and for purposes of ascertaining the amount of compensation which may be due the employee from time to time for disability according to the provisions of the Act.

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

Procedure

1. The Department Head is typically responsible for the management of employees on Modified Duty status. He may also coordinate Modified Duty assignments with other departments, the Risk Manager, Payroll/Benefits Manager and PDRMA. Each department is responsible for keeping a list of Modified Duty assignments up-to-date, and for advising the Risk Manager of any changes to their modified duty lists.
2. When an employee is injured, the attending physician will be asked to complete a Physician's Evaluation of Functional Capabilities. This form, sent to the physician by the Payroll/Benefits Manager, requests a list of the duties the employee is capable of performing and any physical limitations he may have.
3. The Physical Evaluation Form must be returned by the employee to the Payroll/Benefits Manager, who will contact the employee's Immediate Supervisor. The Immediate Supervisor will work with the Facility Manager in assigning modified duty to the employee, if possible or applicable.
4. In some cases, departments may not have any available Modified Duty tasks. If so, the Risk Manager will be contacted to work with other departments to arrange Modified Duty assignments in their Facility.
5. All Modified Duty Assignments are subject to continuing review of the existing medical restrictions of the employee, and departments will continue to develop and coordinate appropriate duty assignments with the Risk Manager, Payroll/Benefits Manager and PDRMA, and monitor ongoing medical status and work adjustment.
6. When applicable, the possibility of medical management and/or vocational services will be explored and communicated to all parties involved.

7. Employees will be compensated at the pre-determined rate of pay while performing Modified Duty assignments, including time necessary to report to a physician's office for further review. Time above and beyond that which is necessary for the doctor's visit, including reasonable transportation time, will be charged against the employee's available sick, personal, or other time off. If the employee does not have any available time, he will be compensated for such time only to the extent required by law.

Appendix G

Winnetka Park District Workplace Violence Policy and General Procedures

Policy Statement

The Winnetka Park District maintains a zero tolerance towards workplace violence, or the threat of violence, by any of its employees, residents, patrons, or general public, and/or anyone who conducts business with the Park District. It is the intent of the Winnetka Park District to provide a workplace, which is free from intimidation, threats or violent acts.

Definitions

Workplace violence includes, but is not limited to, harassment, threats, physical attack, or property damage. A threat is the expression of intent to cause physical or mental harm regardless of whether the person the threat has the present ability to carry out the threat and regardless of whether the threat is contingent, conditional, or future. Physical attack is unwanted or hostile physical contact with another person such as hitting, fighting, pushing, shoving, or throwing objects. Property damage is intentional damage to property, which includes property owned by the Park District, employees or others.

Prevention of Workplace Violence

The Park District subscribes to the concept of safe work environment and supports the prevention of workplace violence. Prevention efforts include, but are not limited to, informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy, and providing a reporting hierarchy within which to report incidents of violence without fear of reprisal.

Reporting Threats - Internal and External

Each incident of violent behavior, whether the incident is committed by another employee or an external individual such as a patron, vendor, or citizen, must be reported to the Department Head. The Department Head will assess and investigate and determine the appropriate action to be taken. The Department Head will inform the Director of all incidents of workplace violence.

In critical incidents in which serious threat or injury occurs, emergency responders such as Police, Fire/Paramedic personnel must immediately notified. As necessitated by the seriousness of the incident, the Director may assemble a threat Management Team that may consist of staff and others deemed necessary. The Threat Management Team is responsible for establishing the protocol in the event of a threat or violent incident that may include but is not limited to:

Evaluating potential violence problems, assessing an employee's fitness for duty(through mental Health professionals) selecting intervention techniques, establishing a plan for the protection of co-workers and other potential targets, coordinating with affected parties such as victims, families, employees, media or law enforcement personnel, referring victims to appropriate

assistance and community service programs, assuring that immediate (within 24 hours) and on-going counseling is available to traumatized individuals.

Any employee who acts in good faith by reporting real or implied violent behavior will not be subjected to any form of retaliation or harassment. Any action of this type resulting from a report of violence must be reported to the appropriate management staff for investigation and decision regarding proper action.

Prohibited Actions and Sanctions

It is a violation of this policy to engage in any act of workplace violence. Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Park District property shall be removed from the premises as quickly as safety permits, and shall remain off Park District premises pending the outcome of an investigation. Any employee who has been determined to be in violation may be subject to disciplinary action up to and including termination of employment and, depending on the violent act, may be subjected to criminal sanctions. Any other person who has been determined to be in violation will be subject to suspension and/or termination of any business relationship, suspension of any memberships, and/or criminal prosecution.

Security

On an annual basis or whenever the physical layout of the workplace is significantly altered, the Department Head will examine the escape routes of the work area and communicate any changes to all department employees. All employees should openly communicate with each other to be aware of any unusual activity that may identify the potential for or actual occurrence of a violent incident.

Employee Training

The Department Head or his/her designee, will orient all new employees to procedures regarding reporting incidents of violence, what to do if the employee is threatened and/or if an incident of violence actually takes place, and dealing with the after effects of an act of violence. The Department Head or his/her designee will review these procedures to all department employees on an annual basis.

Appendix H
Winnetka Park District
Alcohol and Drug Procedures for CDL Employees
D.O.T. DRUG AND ALCOHOL PROCEDURE

Introduction

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

Adverse Effects of Alcohol and Drug Use

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

The impairments drugs cause mean that users (and their nearby co-workers) suffer more accidental injuries and motor vehicle accidents. Drugs can also rob the user of his or her ability to place for and reach long-term goals, to deal constructively with stress and anxiety, or to have successful and satisfying friendships and family relationships. Because drug use is unlawful, lives can be ruined when users are arrested, jailed or injured by drug-related violence.

The District has gathered a variety of pamphlets and other materials about alcohol and drugs. These materials are available from the Human Resource and benefits Administrator. In addition, full-time employees may access the confidential Employee Assistance Program (E.A.P.) for information and assistance with alcohol or drug use. Full-time employees may obtain information about the District's E.A.P. through the employees' Immediate Supervisor or the Benefits Administrator.

Affected Employees

1. The following employees are subject to these alcohol and drug procedures, restrictions, and requirements: All employees who are required to have a valid CDL drivers license as a condition of employment and operate a commercial vehicle for the Winnetka Park District. This includes full-time and part-time employees.
2. The above employees are subject to these procedures and regulations at all times while on duty including all overtime and call back time. An exception may be made by the Director to

exempt an employee from alcohol use restrictions if the employee is attending off site training and is not expected to return to duty for the remainder of the day.

Employee Requirements (382.201 to .215):

To meet the D.O.T. regulations, the following requirements are placed upon affected employees. Exceptions to these requirements may be made by the Executive Director in making temporary work assignments for employees.

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

Tests Performed

A brief description of the testing procedure follows.

Alcohol Test

1. Employee immediately reports to the designated testing facility, shows a photo identification card, and signs testing form. Employee blows into alcohol testing device. If employee cannot exhale sufficient quality of air through the machine for a complete test a medical exam will be performed.

2. If test results are negative the employee returns to work. Results will be reported to the Executive Director. If test results are positive, another test will be performed after a 15-minute wait but before 20 minutes. The employee may not eat or drink anything nor belch during the waiting period for the retest. If retest results are negative, test is reported to the Executive Director as negative. If retest results are positive, the test results are immediately reported to the Director.

3. Controlled Substances Test: Testing will only be performed for the five controlled substances prohibited by the D.O.T. regs - Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine. Employee immediately reports to the designated testing facility, shows a photo identification card, and signs the testing form.

4. Employee provides a urine sample. If unable to provide sufficient quantity for testing, the employee will be asked to drink water (up to 24 oz. in two hours) and attempted again. Hospital personnel will perform required testing to verify that the specimen sample has not been tampered with. The employee returns to work.

5. Sample is sent to Lab where it is split in half. A screening test is performed on a portion of one of the sample splits. If negative results are obtained the testing is reported as negative to the medical review officer (M.R.O.) who in turn reports negative results to the Executive Director. If screening tests are positive, sophisticated confirmation testing is performed on the rest of the split sample. Results are reported to the M.R.O. If negative the M.R.O. reports a negative result to the Executive Director.

6. If the results are positive, confirming the presence of one of the five controlled substances, the M.R.O. will contact the employee to talk over the results of the test to determine if there is a legitimate clinical reason for the presence of the drug, and will decide if test results are negative or positive. If the employee cannot be reached by the M.R.O., the Executive Director will be contacted to tell the employee to contact the M.R.O. If contact is not made in 72 hours the M.R.O. will determine the test results as positive. The M.R.O. reports to the Executive Director test results as positive or negative.

7. If test results are positive, the employee will be removed from duties of operating or maintaining a commercial class vehicle. The employee has 72 hours in which to request a retest of the second split sample, and can request that the split sample be tested at a second lab. A negative retest of the split sample will cancel the first positive results.

Six circumstances under which testing will be performed:

1. Pre-employment Testing (382.301.413)

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

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

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

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

2. Random Testing (382.305)

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

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

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

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

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

3. Reasonable Suspicion Testing (382.307)

When a supervisor has reason to believe that an employee has alcohol or controlled substances in their system they contact another maintenance supervisor (or equally trained supervisor) who will also observe the employee. If both supervisors are in agreement, the employee will be driven the designated testing facility for alcohol or controlled substances testing as appropriate.

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

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

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

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

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

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

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

4. Post-Accident Testing (382.303)

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

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

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

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

5. Return to Duty Testing (382.309):

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

a. Have been removed from duty of operating or maintaining a commercial class vehicle for refusing to test or testing positive for controlled substances or alcohol greater than 0.04.

Employee will be responsible for all costs associated with this classification of return to duty testing or

b. Have not been in a random testing pool for more than 30 days. (Employees who have been on extended leave).

6. Follow-up Testing (382.311,.605)

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

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

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

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

7. Consequences of failed or refused tests (382.605)

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

b. The employee selects a substance abuse professional (S.A.P.). The employee is responsible for payment to the substance abuse professional and subsequent counseling and rehabilitation. The employee's medical insurance may be used to help pay for these services. A list of S.A.P.'s will be provided the employee, however, the employee is free to choose any certified S.A.P.

The employee signs a release allowing the Park District to release the test results to the S.A.P. and signs a release for the S.A.P. to report back to the Director.

c. The S.A.P. will report back to the Director that the employee:

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

d. The employee is responsible for obtaining any counseling or rehabilitation prescribed the S.A.P. and must provide appropriate releases for counseling and rehabilitation professionals to

report back to the S.A.P. Employees are advised that the U.S. D.O.T. regulations require that the additional counseling and rehabilitation not be performed by any business entity in which the S.A.P. has a financial interest.

- e. When the S.A.P. reports to the Director that the employee may return to full duty of operating and maintaining commercial class vehicles the employee must:

Test negative in return to duty alcohol or controlled substances testing (or both tests if so indicated by the S.A.P.).

Continue with any rehabilitation therapy if so prescribed by the S.A.P.

Test negative in unannounced follow up testing as prescribed by the S.A.P. or at a minimum, six tests in the first 12 months of returning to duty as ordered by the Director.

Required Training

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

Appendix I
Winnetka Park District
Abused and Neglected Children Policy

Definition of Abuse and Acknowledgment of Mandated Reporter Status Form

As required by Illinois State Statute, recreation professionals are considered mandated reporters of child abuse and neglect. As mandated reporters, it is essential to understand what constitutes abuse and neglect. The *Manual for Mandated Reporters* issued by the Illinois Department of Children & Family Services and the Illinois Abused and Neglected Child Reporting Act (325 ILC5 5/1 *et seq.*) provide various guidelines and information regarding the reporting of child abuse and neglect. For easier detection of child abuse and for the reporting of abuse, the following two areas are highlighted below:

1. Definition of abuse and neglect - What is abuse? What is neglect?

Physical Abuse as defined by the Illinois Abused and Neglected Child Reporting Act (ANCRA), (Sec.3) occurs when a parent or a person responsible for the child's welfare:

- “inflicts, causes to be inflicted, or allows to be inflicted upon such child physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function”. Such common injuries include bruises, human bites, bone fractures, and burns.
- “creates a substantial risk of physical injury” likely to have the physical impacts listed above. Examples in DCFS allegation definitions include such incidents as choking or smothering a child, shaking or throwing a small child, and violently pushing or shoving a child into fixed objects. Other circumstances include incidents of domestic violence in which the child was threatened, violations of orders for the perpetrator to remain apart from the child, and a history of past sexual abuse which may place other children at risk.
- “acts of torture” which is defined by DCFS as “deliberately and/or systematically inflicting cruel or unusual treatment which results in physical or mental suffering”.
- “inflicts excessive corporal punishment” is included in ANCRA, but is not specifically further defined by DCFS. However, bruises inflicted on a child, especially a young child, are usually considered as meeting this definition.
- “commits or allows to be committed the offense of female genital mutilation”.
- “causes to be sold, transferred, distributed, or given to such child under 18 years of age, a controlled substance” (i.e. illegal drugs) except when prescribed by a physician.

Sexual abuse occurs when a person responsible for the child's welfare commits any of the following acts:

- Sexually transmitted diseases are by DCFS definition “diseases which were acquired originally as a result of sexual penetration or conduct with an individual who was afflicted”.
- Sexual penetration includes any contact between the sex organ of one person and the sex organ, mouth, or anus of another person. Typical acts include vaginal, oral and anal sex.
- Sexual exploitation is defined by DCFS as “sexual use of a child for sexual arousal gratification, advantage, or profit”. This includes such acts as explicit verbal enticements, child pornography, self-masturbation in the child’s presence, and forcing a child to watch sex acts.
- sexual molestation is defined by DCFS as “sexual conduct with a child when such contact, touching, or interaction is used for arousal or gratification of sexual needs or desires”. Examples include fondling a child or having the child touch the perpetrator sexually. (DCFS Procedures 300.Appendix B)

For both physical and sexual abuse, parents and caretakers are charged with the responsibility to take reasonable steps to stop abuse. If they do not, they may be charged with abuse themselves. (ANCRA Sec.3)

Neglect occurs when a person responsible for the child deprives or fails to provide the child with adequate food, clothing, shelter, or needed medical treatment. Neglect is also alleged when an adult provides inadequate supervision of a child. This can occur when children are left either unsupervised or in the care of someone unable to supervise due to his/her condition. Children can suffer injuries that are the result of “blatant disregard” and are considered neglect. According to DCFS: “Blatant disregard is a situation in which the risk of harm to a child is so imminent and apparent that it is unlikely that any parent or caretaker would expose the child to such without taking precautionary measures to protect the child.” (DCFS Proc.300 App.B)

2. Reporting Form - Acknowledgment of Mandated Reporter Status

ACKNOWLEDGMENT OF MANDATED REPORTER STATUS

I, _____, understand that when I am employed as a
(Employee Name)

_____, I will become a mandated reporter under the
(Type of Employment)

Abused and Neglected Child Reporting Act (325 ILCS 5/4). This means that I am required to report or cause a report to be made to the child abuse Hotline number (1-800-25A-BUSE) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, 365 days per year.

I further understand that the privileged quality of communication between me and my patient or client is not grounds for failure to report suspected child abuse or neglect. I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor. This does not apply to physicians who will be referred to the Illinois state Medical Disciplinary Board for action.

I also understand that if I am subject to licensing under the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Naprapathic Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

Signature of Applicant/Employee

Date

Appendix J Winnetka Park District Safety Policy

Safety Policy Statement

The Winnetka Park District wishes to provide a safe work place to its employees and safe recreation to the public. It is the intention of the Winnetka Park District to develop, implement and administer a safety and comprehensive loss control program. In all of our assignments, the health and safety of all should be of paramount consideration.

Personnel at all levels are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Each supervisor is responsible for work being performed in a safe manner, inspections being conducted on a regular basis, hazards and dangers being confronted and accidents investigated.

We are confident that this program will be successful and expect your cooperation and support.

Supervisor's Report of Employee Injury or Illness

Every Employee Must:

Report any work related employee injury or illness to the Human Resource and Benefits Administrator.

Render all injured employees immediate first aid or assistance. Use caution in moving Any seriously injured person.

For serious employee injury, call 911, if within the Village of Winnetka for Fire Department paramedics. If outside a 911 area, phone the designated emergency number. Seriously injured employees shall be taken to the nearest available hospital. An emergency contact, usually a spouse or parent, shall be called in the event of a serious injury. The Department Head and the Business office shall also be called in case of a serious injury.

Promptly report all injuries, even if they do not require immediate medical attention, to your Supervisor. A report shall be completed at that time and may be noted as record only.

Your Supervisor is responsible for investigating all reports of employee injury or illness. These may involve checking for hazards, interviewing witnesses and generally verifying the facts of the stated injury.

If the first aid care is not sufficient, or the employee requests additional medical care, the Supervisor shall direct the employee to the preferred immediate care facility. This is

Northbrook Omega Services, 2150 Pfingsten Rd., Suite 3000,
Glenview, Illinois (847) 657-1700.

If an employee desires treatment elsewhere, this is allowed by the Illinois Worker's Compensation Act. All billing and reports must be forwarded by the employee, to the Business office. For convenience of billing and reporting, the preferred clinic is the recommended care provider.

Hazardous conditions or practices shall be immediately corrected. However, materials that may point to the negligence of others shall be held for further investigation.

A Supervisor's Report of Employee Injury or Illness shall be completed by the Supervisor, for every reported employee injury or illness. This must be received by the Business office, with a copy to the Department Head within 24 hours of an employee injury or notice of injury. Failure to do so shall result in disciplinary action up to and including termination of employment.

Supervisor's Report of Public or Participant Injury or Illness

Every Employee Must:

1. Report any **non-employee** injury or illness involving a member of the public, or a program participant.
2. Render immediate first aid or assistance to the injured or ill person. Use caution in moving any seriously injured person. See emergency response plan.
3. For serious injury, phone 911, if within the Village of Winnetka, for Fire Department paramedics. If outside the 911 area, phone your designated emergency number. Please note that we do not authorize treatment, but only give notice that a serious injury has occurred. An emergency contact, usually a spouse or parent, shall be called in the event of a serious injury. The Department Head and the Business office shall also be called in case of serious injury.
4. In case of injury to a participant, instructors are reminded to never leave your class alone without adult supervision. Instructors have a duty to stay with all classes involving minors.
5. The Supervisor taking this report is responsible for investigating the report of public or participant injury or illness. This may involve checking for hazards, interviewing witnesses, etc. However, when dealing with the public, it is very important that you:

Do Not Make Any Promises To Any Injured Party Or Their Representatives. Be courteous, helpful, and mention that you will take a report for our records. **Refrain from Any Comments About Fault or Responsibility.**

6. If medical treatment is requested by the participant, or public, you ARE NOT AUTHORIZED TO APPROVE treatment or care. It is the decision of the injured party, if they wish to go for medical care, at their own expense.

Hazardous conditions or practices shall be immediately corrected. However, materials that may point to the negligence of others shall be held for further investigation.

A Supervisor's Report of Public or Participant Injury or Illness shall be completed by the Supervisor, for every reported participant or public injury or illness. It must be received by the Business office, with a copy to the Department Head within 24 hours of the first notice of injury.

Supervisor's Report of Vehicle Accident

1. Use the vehicle accident sheet located in the glove compartment of the Park District vehicle. The Supervisor, in conjunction with the employee involved shall complete this form.
2. All employees operating personal vehicles for Park District business are required to have, a minimum, (a) a valid drivers license appropriate to the classification of the vehicle and (b) insurance coverage as required by state law. This personal auto insurance is primary coverage, for which a mileage reimbursement is paid to employees using their personal vehicles.
3. All employees operating Park District vehicles or equipment are required to have a valid driver's license, appropriate to the classification of the vehicle or the equipment they operate.
4. At the vehicle accident scene, information shall be gathered to allow completion of the vehicle accident report. If available, an accident packet may be used to obtain preliminary accident information with witness and exoneration cards, at the accident scene.
5. At the accident scene, it is important to preserve evidence and identify witnesses. Put on emergency flashers and post reflector triangles to prevent additional accidents. If there is a question as to the facts of an accident, do not move your vehicle until police have viewed the scene.
6. Employees shall report accidents immediately to their Supervisor. Police having jurisdiction shall be contacted and a report taken for every accident. The officer's name, his badge number and the police report number shall be noted on the Park District report form.
7. For all serious accidents, the Department Head, and the Business office, shall also be

immediately notified by the Supervisor.

8. Hazardous conditions or practices shall be immediately corrected. However, materials that may point to the negligence of others, shall be held for further investigation.
9. A Supervisor's Report of Vehicle Accident shall be completed by the Supervisor, in conjunction with the operating employee, for every vehicle accident. It must be received by the Business office, with a copy to the Department Head, within 24 hours of an accident.

Supervisor's Report of Property or Valuable Loss

1. Report any loss of building contents, personal property, or currency / negotiable property. This property may be owned by the Park District, or others. This loss may have arisen due to weather conditions, or other acts of God, theft, vandalism, mysterious disappearance, etc.
2. Whenever dealing with a member of the public, it is very important that you **Do Not Make Any Promises**. Refrain From Any Comments About Fault or Responsibility.

Any loss or damage of a serious nature shall also be called in to the Department Head and the Business office.

3. The Winnetka Police Department, shall be called and a report taken, for every loss of a criminal nature. The officer, his/her badge number and the police report number, shall be noted on our report.
4. Supervisor's Report of Property or Valuables Loss shall be completed by the Supervisor, for very first notice of property or valuables loss. This must be Received by the Business office, with a copy to the Department Head, within 24 hours of the first notice of loss.

Emergency Phone Numbers for the Winnetka Park District

(Please take note that when calling from any district telephone, you must dial (8) for an outside line).

Police Department	911
Fire Department (Paramedics)	911
Poison Control Center	1-800-942-5669
Evanston Hospital	(847) 570-2111
Glenbrook Hospital	(847) 657-5632
International Fire Equipment	(847) 438-2343

Non-Emergency Telephone Numbers

Police (Non-Emergency)	(847) 501-6034
Fire Department	(847) 501-6029
Evanston Hospital	(847) 570-2000
Glenbrook Hospital	(847) 657-5800
OMEGA Industrial Clinic	(847) 657-7466

Park District Office Hours

Monday through Friday 8:30 a.m. – 5:00 p.m.

Saturday 9:00 a.m. – 12:00 p.m.

NOTE – These numbers will help both you and program participants when you have questions regarding weather, cancellations, etc.

Administration	(847) 501-2040
Recorded Information (rain-outs, cancellations, etc.)	(847) 446-0080
Winnetka Golf Club	(847) 501-2050
Winnetka Ice Arena	(847) 501-2060
A.C. Nielsen Tennis Center	(847) 501-2065
Winnetka Service Center	(847) 501-2052

Vehicle Operation Procedures

Vehicle Operators – All District personnel required to operate District vehicles and equipment as a part of their job responsibilities shall have appropriate State of Illinois license according to vehicle type. Operators must be 18 years or older. Operators are responsible for reporting any mechanical problem discovered via written repair orders. Operators should bear in mind that they and their vehicle are highly visible representatives of the Park District when on the road, and should conduct themselves accordingly.

When driving or riding as a passenger in any Park District vehicle, all staff are to be properly seated, and seat belts must be worn at all times.

Vehicle Cleanliness and Appearance – A high standard of vehicle cleanliness and appearance, both interior and exterior shall be required, consistent with the particular working environment. Department Heads of the District are responsible for enforcing cleanliness standards for the vehicles assigned to their departments, and will be held accountable for the appearance of that portion of the District's fleet under their operational control.

Product Warning Label Procedure

Warning labels are designed to alert you that a chemical is dangerous. They must identify all the hazards of a chemical, but they may not tell you everything you need to know

about controlling those dangers. More detailed information can be found in the MSDS (Material Safety Data Sheet).

With few exceptions, labels are required on the following:

- All containers of hazardous materials in the work place.
- All containers of hazardous materials being shipped from one work place to another.
- Warning Labels must provide the following information:
 - The name of the chemical.
 - All its physical hazards and health hazards.
- Labels on containers being shipped from one location to another must also give the name, address and phone number of a responsible source of information about the chemical. This would normally be the manufacturer. Information may be given in words, symbols, or pictures. Labels must be easy to see and easy to read.

The following exceptions apply to the labeling requirements:

- If several stationary containers in a single area hold similar chemicals, the warning may be given on an area hold similar chemicals, the warning may be given on an area sign, rather than labeling on each container.
- For stationary process containers, standard operating procedures or other written warnings may be used instead of container labels.
- Pipes need not be labeled.
- Portable containers do not have to be labeled if the chemical is transferred from a labeled container and is immediately used by the worker who transferred it.
- If containers are already adequately labeled with the product name and appropriate hazard warnings, we will not be required to label the containers again. However, where existing labels are damaged or destroyed, we are required to label the container appropriately.

All employees should use warning label information, as follows:

- Read the label on the container of every chemical you use.
- Check the MSDS (Material Safety Data Sheet) whenever you need more information about how to control the materials' hazards.
- Follow instructions that the product label gives you.

All employees working with hazardous chemicals that require labeling should do the following:

- Review the MSDS or ask your supervisor if the product you are using requires a warning label, and what should be marked.
- All indicated personal protective equipment should be worn when handling hazardous materials.
- Any questions regarding application or use should be directed to your supervisor.

Written Hazard Communication Plan

The Winnetka Park District recognizes the need to inform all employees of hazardous chemicals that may be found in the work place. To this end, we are committed to the use of non-hazardous chemicals wherever possible. However, where hazardous chemicals cannot be avoided, we recognize the need to obtain a Material Safety Data Sheet and to carefully assess chemical hazards before introduction into the work place.

Material Safety Data Sheets

Material safety data sheets will be required for every new hazardous chemical and sent to the Safety Coordinator for assessment and compilation. All posted MSDS's will then be updated. MSDS's will be kept in ring binders and posted at major Park District work locations. These locations will be well marked for use by all employees.

The Safety Coordinator will answer all written requests by employees for Material Safety Data Sheets within 10 days. If an MSDS is not immediately available, a good faith effort will be made by the park district to obtain an MSDS within the initial 10 days. Failure to obtain an MSDS, after a good faith effort, does not give employees the right to refuse work with a particular chemical.

Warning Labels

Warning labels will be available at specified locations in the work place for use by all employees. Warning labels will be required on all chemical containers as outlined in the Product Warning Label Procedure.

Employee Information and Training

Employees will be given information and training on hazardous and toxic chemicals at the time of their initial assignment, annually and whenever a new hazard is introduced into the work area. Employees will also be informed of the OSHA requirements and any operations in the work area where hazardous materials are present.

The written Hazard Communication Program will be available, upon request, to all employees, from the Assistant Secretary of Labor and the OSHA Executive Director or their designated representatives, in accordance with OSHA 20 CFR 1910.20(e).

Hazardous Chemical Emergency

All hazardous chemical emergencies should be reported immediately to the Department Head and the Safety Coordinator. For a serious emergency, fire department paramedics, or the fire department hazardous materials team, should be contained, and the hazardous chemical kept away from all storm sewers and waterways.

First Aid

In the case of any serious injury avoid moving the victim unless absolutely necessary. Also avoid giving medical care beyond your own training. Use only that first aid knowledge you have gathered in training. Concentrate your efforts on getting help and on stabilizing the victims stable condition. All Park District staff should become familiar with first aid procedures. CPR/AED/first aid training is routinely offered for Winnetka Park District staff. For information contact your Supervisor.

Employee Safety Committee Statement

The purpose of this committee is to review accidents, conduct safety inspections, plan safety seminars and recommend changes in procedures that will promote safety. It is also the responsibility of the committee to assist in providing a safe working environment for our employees and participants. The committee must also be concerned with the safety of patrons utilizing our parks, facilities and programs.

Safety Committee Responsibilities

1. Establish and meet specific short – term and long term safety and loss control program goals and objectives.
2. Review all District injuries, accidents and incidents (near misses) and develop countermeasures for prevention.
3. Discuss existing safety policies. Make recommendations for modifications / upgrading and advertise or utilize policies in the preparation of educational materials.
4. Oversees the completion of, and reviews all inspections and coordinates a self-inspection program schedule.
5. Develop recommendations and target dates (time lines) for loss control program improvement.
6. Concentrate heavily upon needs and concerns which arise during the summer months.

Building Inspections

Each Winnetka Park District building will be inspected on a monthly basis. Particular attention will be placed on the general condition of building, fire protection, housekeeping, and maintenance of tools and equipment.

Inspection Process

Each building will be divided into inspection zones based on structural make-up, activity areas, and the potential for fire or other catastrophic emergencies.

A minimum of two persons will conduct the walk through inspection with a facility representative to ensure that all obvious hazards are noted. The inspection team will normally consist of the safety coordinator, a safety committee member, and a facility representative to guide the inspection team and unlock any secured areas.

Documentation

The inspection team will complete an inspection report form for each inspection and re-inspection. The federal OSHA CRF 1910 general industry standards will be used to establish any violations.

The completed inspection form will be sent to the safety coordinator and the Facility Manager so that corrective actions can begin. All safety inspections will be reviewed by the safety committee and kept on file.

Re-Inspections

- a. Any required repair or other corrective action must commence within 30 days after the completed inspection form is submitted. The 30 day time period will begin when the inspection report has been received by the safety coordinator.
- b. Any remaining incomplete or uncorrected items on the safety inspection following 30 days period will be referred to the Department Head and Executive Director.
- c. Certain hazardous conditions may require immediate action to prevent injury. Discretion will be given to the inspection team to make this recommendation, but approval from the safety coordinator and Executive Director should also be sought when necessary.

Parks and Playground Inspections

Frequency

An in-depth systematic, preventive playground maintenance inspection will be performed each month by a trained parks department employee to identify any wear, damage, vandalism or related hazards.

Inspection Process

The monthly inspections will be conducted on foot, and will require the inspector to look for wear, structural integrity, and preventative parts replacement. Attention will also be given to playground surfaces, equipment footings, and landing areas.

Documentation

We will use a checklist inspection form to identify any needed repairs, vandalism, or equipment replacement for each park. The maintenance supervisor and safety coordinator will keep these records.

Staff Responsibility

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

Enforcement of Standards:

1. All safety and health standards adopted by the Winnetka Park District must be strictly adhered to by all persons employed by the Winnetka Park District.
2. Any employee found to be in violation of a safety standard will be issued a safety violation notice by his/her supervisor. This reprimand shall be kept on file for one year, during which period a second offense will warrant disciplinary action by the Department Head and the Executive Director. Disciplinary actions may include a reprimand, suspension or dismissal, and shall be the responsibility of management to administer.
3. Any employee who is disciplined has a right to appeal.

Employee Safety Training Program

The Winnetka Park District Safety Training Program will be conducted on an on-going basis and will involve members from each department. Although the Safety Coordinator is responsible for reviewing the Safety Orientation Checklist with each employee, Department Heads are ultimately responsible for providing the proper safety related training for their staff and all new employees in their department.

The Park District recognizes the benefits of developing a Job Safety Analysis (JSA) Program to establish standard safe job procedures. The JSA procedures will maximize efficiency by identifying the fastest and safest steps in accomplishing a task, reducing training time without compromising thoroughness.

New employee orientations will include safety training immediately after hire, while other specific training will take place on an ongoing basis.

The Safety Committee is responsible for ensuring that proper safety training is provided for present staff and all new employee. As a condition of continued employment, employees will be required to attend any safety training programs that are scheduled by Park District management.

Environmental Policy

Statement of Philosophy. The community and the Park District are increasingly aware of the environmental issues which affect the quality of life within the District. It is the intent of the Winnetka Park District to assume a leadership role in the development and use of sound environmental policies, practices and educational opportunities.

By incorporating the following environmental principles and practices and by prescribing to our statement of philosophy, the Park District shall set a high standard of leadership and competency

in maintaining and improving the quality of the environment.

Environmental Principles.

The Winnetka Park District will to the greatest extent practicable:

- A. Promote the acquisition, protection and environmentally sensitive management of open space and natural habitat areas.
- B. Protect, enhance and interpret the historic natural resource heritage exemplified by Winnetka's lakefront, ravines, bluffs, prairie remnants and woodlands.
- C. Design, develop and maintain parks, facilities and natural areas in a manner that enhances and protects the environment through conservation of soil, water and energy; by minimizing the adverse impact on air and water quality; by reducing waste; and by utilizing utilities in the most efficient manner possible.
- D. Encourage recycling practices that utilize renewable resources and minimize the use of non-renewable ones.
- E. Practice integrated pest management which reduces or eliminates-the District's dependence on pesticides.
- F. Abide by the federal and state Endangered Species Protection Acts in order to avoid adverse impacts on endangered or threatened species during park operations.
- G. Function as a role model within the community by actively promoting public awareness and educational programs which encourage environmentally sensitive lifestyles.
- H. Utilize only native species in the replacement of trees and shrubs.

Environmental Practices.

- A. The District shall develop relationships and agreements with public and private organizations And individuals in order to have open space and natural habitats preserved and/or managed. Some examples of these types of relationships are:
 - 1. Habitat preservation and restoration at Crow Island Woods, Dunbaugh Park, Bell Woods and bluff areas along Lake Michigan.
 - 2. Management and operation of public open space through agreements with the Village of Winnetka, School District #36, and cultural and historic committees, commissions and societies.
- B. The District will adequately plan and construct, using the latest available information, new

and renovated open space areas and facilities. These projects shall not negatively impact the environment and shall conserve soil, water and energy resources and protect indoor and outdoor air quality.

C. In accordance with the Illinois Smoke Free Act, smoking is prohibited in the following areas:

1. Buildings and facilities - Smoking is prohibited in all buildings and facilities owned, leased, licensed, or controlled by the District. Smoking is also ventilation intakes that serve an enclosed area where smoking is prohibited in any Park District owned, leased or licensed building or facility. Prohibited fifteen (15) feet from any entrance, exit, window that opens, and
2. Vehicles and equipment - Smoking is prohibited in all motor vehicles and equipment owned, leased or otherwise used by the Winnetka Park District to transport members of the public.

“No Smoking” signage shall be appropriately posted in all public areas of the District.

D. The District recognizes the importance of both safe and attractive parks and open space and has established a balanced Integrated Pest Management Program.

1. Select appropriate plant species and their proper location.
2. Use of preventative maintenance procedures.
3. Promote early detection of problems.
4. Utilize, where possible, natural control methods.
5. Minimize overall pesticide use.
6. Test for better application methods.

Where and when pesticide use is necessary, the following standardized and uniform procedures for the application and safe handling of pesticides will be adhered to.

- a. Administration. The District will comply with the Federal Insecticide, Fungicide and Rodenticide Act and the Illinois Department of Agriculture regulations governing the use of pesticides. Compliance includes state certification of all employees involved with the implementation of this program.
- b. Staff will participate in training sessions sponsored by affiliated professional park organizations designed to improve the supervision, safe handling and application of pesticides.
- c. Characteristics. Pesticides used by the District in the form of herbicides, insecticides

or fungicides will be of the “General Use” classification. “Restricted Use” pesticides are prohibited.

- d. Notification Pesticide application notices will be posted 24 hours prior to the treatment and will remain up until 24 hours after completion of treatment. Posting will otherwise comply with Illinois EPA requirements for the application of pesticides.
- e. Application. General use pesticides used by the District and registered with the Federal EPA will always be used according to specific label directions and procedures to ensure safe and effective application, storage and disposal.
- f. Calibration of equipment and application rates will be according to manufacturer’s recommendations so that minimal amounts of pesticides are applied.
- g. Playground areas will be excluded from herbicide application.

The District is committed to reducing solid waste by utilizing renewable or reusable resources as well as minimizing its dependence on non-renewable ones. To achieve this goal the following objectives will be targeted:

- 1. Maximize aluminum collection at all indoor facilities and expand collection to all developed parks.
- 2. Increase paper collection by recycling newspapers and all office paper types at indoor facilities.
- 3. Continue recycling of trees as wood chips and firewood.
- 4. Compost all leaves, grass and other landscape materials.
- 5. Maximize used oil collection and recycling.
- 6. Incorporate glass recycling at all indoor facilities and developed parks.
- 7. Use recycled paper to the greatest feasible extent.
- 8. Use recycled products, such as, biodegradable bags, recycled paper, etc., in all feasible situations.
- 9. Continue the use of paper products in place of styrofoam or plastic and phase out environmentally damaging products.
- 10. Recycle batteries, antifreeze and freon whenever feasible.
- 11. Comply with all other applicable federal, state and local environmental regulations and guidelines.

EMPLOYEE SAFETY POLICY ACKNOWLEDGEMENT

I hereby acknowledge receipt of the Winnetka Park District Safety Policy. I agree and represent that I have read or will read this policy in its entirety.

I understand and will comply with this policy and any and all other Park District policies, rules and guidelines as promulgated periodically. I further understand that violating this policy or any Park District policy, rule, or guideline may subject me to disciplinary action up to and including dismissal.

Signature: _____

Print Name: _____

Date: _____

END

Tracking

Review and Update:	November 2016
Administration Committee:	December 8, 2016
Board First Reading:	December 15, 2016
Board Second Reading & Adoption:	
Review Date:	October 2018

EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge receipt of the Winnetka Park District Personnel Policy Manual and Appendices ("Manual"). I agree and represent that I have read or will read this Manual in its entirety. I understand that this Manual has been developed as a reference guide for Winnetka Park District ("Park District") employees and that neither the Manual nor its individual terms or any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Manual is intended to create or shall create an employment contract, either express or implied, on the part of Park District. I also understand that the policies, benefits and rules contained in this Manual can be changed or discontinued by Park District at any time.

I further understand that I am an at-will employee as provided in the Manual. In addition, I understand that no representative of Park District, other than the Executive Director with the Board's express approval, has authority to enter into any employment agreement for any specific period of time or to make any binding representation or agreement, whether oral or written, contrary to the foregoing.

I understand and will comply with all policies within this Manual and any and all other Park District policies, rules and guidelines as promulgated periodically. I further understand that violating any policy within this Manual or any other Park District policy, rule or guideline may subject me to disciplinary action up to and including dismissal.

My decision to continue my employment with Park District after this revision and any future revision to this Manual shall be deemed to constitute my agreement with all such revisions

Name _____ (Please print)

Signature _____

Date _____