

Agenda - June 4, 2019

1.2; Non-Discrimination and Anti-Harassment Policy

2.2; Fair Labor Standards Act: Overtime & Compensatory Time

2.3; Payroll Periods and Payday

3.2; Vacation Leave

4.13; Expense Reimbursement

6-9; Telephone and Cellular Telephone Usage

9.1; Grievance Process & Procedure

June - July 2019 Meeting and Event Reminder



**Committee of the Whole Meeting of the West Chicago Board of Park Commissioners
in the Park District ARC Center Meeting Room 105
201 W National Street, West Chicago, IL 60185.**

**Tuesday, June 4, 2019
6:00 p.m.**

Any individual with a disability requiring a reasonable accommodation to participate in this meeting should contact Melissa Medeiros within a reasonable time at the West Chicago Park District Administrative offices, 201 W National Street, West Chicago, IL 60185 or call (630) 231-9474 ext. 100, Monday through Friday 8:30am to 5:00pm. Requests for a qualified interpreter require a five working day notice.

I. Call to Order and Roll Call

II. Pledge of Allegiance

III. Public Comment

Visitors are welcome to address the Board of Park Commissioners. You are asked to sign in and wait to be recognized by the Board President. When recognized, please state your name, address and the item you wish to discuss. It is requested that one spokesperson for a group be appointed to the present the views of the entire group. There will be a 5-minute time limit per speaker.

IV. Approve Meeting Agenda

V. Finance Department – Superintendent of Finance, Leslie Hoffmann

A. Review of Personnel Policies

- 1.2; Non-Discrimination and Anti-Harassment Policy
- 2.2; Fair Labor Standards Act: Overtime & Compensatory Time
- 2.3; Payroll Periods & Payday
- 3.2; Vacation Leave
- 4.13; Expense Reimbursement
- 6.9; Telephone and Cellular Telephone Usage
- 9.1; Grievance Process & Procedure

B. Analysis of 2019 Salary Survey

VI. Miscellaneous

VII. Closed Session

A closed session may be called pursuant to the Open Meetings Act

2(c)1: Discussion of the appointment, employment, compensation, discipline, performance and dismissal of specific employees or legal counsel

2(c)2: Collective bargaining matters between the district and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees

2(c)3: Consideration of the appointment of a member to fill a vacancy on any public body but only by the public body which has the power to appoint

2(c)4: Meetings of an ethics commission, ethics officer or ultimate jurisdictional acting under the State Officials and Employees Ethics Act - Hearing evidence or testimony presented to a quasi-adjudicative body provided the body prepares and makes available for public inspection a written decision and provided that the subject matter was otherwise appropriate for the closed meeting

2(c)5: The lease or purchase of specific real property for the use of the public body is being considered

2(c)6: The setting of the price for sale or lease of real property owned by the district is being considered

2(c)7: Consideration of the sale or purchase of securities, investments or investment contracts

2(c)8: Consideration of security procedures to respond to actual, threatened or reasonably potential danger to safety of employees, the public or public property 2(c)11: Pending or probable litigation by or against the district or an employee

2(c)12: Establishing reserves or the settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim might be prejudiced, or to review or discuss claims, loss or risk management information, records, data, advice, or communications from or with respect to any insurer of the local public entity or any intergovernmental risk management association or self-insurance pool of which the local government is a member

2(c)16: Consideration of self-evaluation, practices and procedures or professional ethics when meeting with a representative of a statewide association of which the public body is a member

2(c)21: Approval of closed meeting minutes or to review them on a semi-annual basis as required

2(c)28: Meetings between internal or external auditors and governmental audit committees, finance committees and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards

VIII. Open Meeting

IX. Call to Order and Roll Call

X. Action on Closed Session Items

XI. Adjourn Open Meeting

Section 1: Employment Policies and Procedures

1.2 NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

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A. Introduction

The Park District is committed to a work 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. Therefore, the Park District expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, intern, 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 sexual and other harassment. The Park District will not tolerate sexual or any other type of harassment of or by any of its employees, interns, elected officials, or others. Actions, words, jokes, or comments based on an individual's gender, pregnancy, child birth or related medical conditions, race, color, national origin, age, religion, disability, sexual orientation, civil union partnership, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, pregnancy, child birth or related medical conditions, sexual orientation, civil union partnership, race, color, national origin, age, religion, disability, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the Park District prohibit disparate treatment on the basis of gender, pregnancy, child birth or related medical conditions, sexual orientation, civil union partnership, race, color, national origin, age, religion, disability, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

B. Definitions of Harassment

1. **Sexual harassment** may occur whenever there are unwelcome sexual advances, requests 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 a condition of the individual's employment;
 - b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee/ intern; or
 - c. The harassment has the purpose or effect of interfering with the employee/ intern's work performance or creating an environment that is intimidating, hostile, or offensive to the employee/ 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 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 unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, civil union partnership, age, national origin, 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 shows 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.

Note	Any employee/ intern engaging in practices or conduct constituting sexual harassment, discrimination, harassment, or retaliation (as discussed later in this policy) of any kind shall be subject to disciplinary action, up to and including discharge.
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C. Retaliation Is Prohibited

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

In addition to the Park District's prohibition on retaliation, various state and federal laws prohibit retaliation for reports of discrimination, harassment, or retaliation. For instance, protections against retaliation exist under the Illinois Human Rights Act, and, depending on the circumstances, protections against retaliation may exist under the Illinois Whistleblower Act and/or the State Officials and Employee Ethics Act.

D. Reporting Procedure

The Park District strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination, or retaliation. Therefore, while no fixed reporting period has been established, the Park District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing, discriminatory, or retaliatory conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued. However, nothing in this policy shall require individuals who believe they are being subjected to harassing, discriminatory, or retaliatory behavior to so advise the offender.

If you experience or witness harassment, discrimination, or retaliation of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to ~~your immediate supervisor, your department head, and/or the Director~~ **the Human Resources Manager**.—You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, texts, social media postings, tweets, e-mails, and telephone messages can strengthen documentation. It is not necessary that the discrimination, harassment, or retaliation be directed at you to make a complaint.

- **Direct Communication with Offender:** If there is harassing, discriminatory, or retaliatory behavior in the workplace, and if you feel comfortable doing so, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed employee/ intern, and if you feel comfortable doing so, you should also clearly state that the conduct is unwelcome and the offending

Section 1: Employment Policies and Procedures

behavior must stop. However, you are **not** required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. Further, you are **not** required to directly confront the person who is the source of your report, question, or complaint if you feel uncomfortable doing so. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.

- ~~Report to Supervisory and Administrative Personnel~~ **Human Resources Manager:** At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person **and do not initiate direct communication**, you should promptly report the offending behavior to the **Human Resources Manager regardless of who the source of the problem is. your immediate supervisor, your Department Head or the Superintendent of the Department. If you feel uncomfortable doing so, or if your immediate supervisor and/or Department Head and/or Superintendent are the Human Resources Manager is not available or is** the source of the problem, condones the problem or ignores the problem, please report the conduct directly to the Director. If the Director ~~is the source of the problem~~, condones the problem or ignores the problem, you should immediately report the incident or incidents **in writing** directly to the President of the Board of Park Commissioners.
- ~~Report to Director/President of the Board of Park Commissioners:~~
An employee/ intern may also report incidents of harassment, discrimination, or retaliation directly to the Director. If your complaint alleges harassment, discrimination, or retaliation by the Director, or if the Director condones the problem or ignores the problem, you should immediately report the incident or incidents **in writing** directly to the President of the Board of Park Commissioners.

When an allegation of discrimination, harassment, or retaliation is reported, an investigation will be conducted within a prompt period of time and appropriate remedial action will be taken when an allegation is determined to be substantiated. At no time will personnel involved in the alleged discrimination, harassment, or retaliation conduct the investigation.

Nothing in this policy precludes a report of discrimination, harassment, or retaliation to the Illinois Department of Human Rights, which is the State agency responsible for enforcing the Illinois Human Rights Act,

as described in the “Conclusion” section below. Further, the IDHR maintains a hotline for confidential reports of sexual harassment.

E. Harassment Allegations against Non-Employees/Third Parties

If you make a complaint alleging harassment, discrimination, or retaliation against an agent, vendor, supplier, contractor, volunteer or person using Park District programs or facilities, the Director (or her designee) will promptly investigate the incident(s) and determine the appropriate remedial action, if any. The Park District will take reasonable efforts to protect you 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/ interns who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure.

F. Responsibility of Supervisors and Witnesses

Any supervisory employee **or witness** who becomes aware of any possible sexual or other harassment, discrimination, and/or retaliation of or by any employee/ intern should immediately advise **the Human Resources Manager (or the Director in the Human Resources Manager’s absence)**, who **is expected to** ~~and the Director (or his or her designee) will~~ investigate the conduct promptly and take prompt remedial action if the allegations are substantiated.

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

G. 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, as the Park District must be able to fully investigate and take prompt remedial action when necessary. 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 knowledge relevant to the allegations. The Park District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment, discrimination, or retaliation. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to an including termination.

H. Responsive Action

After investigation, the Park District will determine whether a complaint of harassment, discrimination or retaliation has been substantiated or not based on a review of the facts and circumstances of each situation. Misconduct constituting a violation of this policy (such as engaging in harassment, discrimination, or retaliation), will be dealt with appropriately. Appropriate responsive action for a substantiated complaint may include, by way of example only: 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), as the Park District believes appropriate under the circumstances.

I. False and Frivolous Complaints

Given the possibility of serious consequences for an individual accused of sexual or other harassment, discrimination, or retaliation, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and ~~may~~ **will** result in disciplinary action, up to and **possibly** including dismissal.

J. Conclusion

While we hope to be able to resolve any complaints of discrimination, harassment, or retaliation 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. The IDHR also has a reporting hotline, which includes a method for the intake of anonymous phone calls regarding allegations of sexual harassment. If the IDHR determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor, or an employee may have the ability to file a civil action for harassment or retaliation at that point.

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Section 2: Payroll Policies and Procedures

2.2 Fair Labor Standards Act: Overtime & ~~Compensatory Time~~

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Definitions.....	1	Overtime Obligations And Approval	2
Exempt Employee.....	1	Compensation.....	2
Non-Exempt Employee	1		
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Introduction

The West Chicago Park District compensates all employees in accordance with the Fair Labor Standards Act (FLSA).

Definitions

Exempt Employee

An employee to whom the overtime provisions of the Fair Labor Standards Act do not apply.

Non-Exempt Employee

An employee subject to the overtime provisions of the Fair Labor Standards Act.

Workweek

The workweek begins at 12:01 am Sunday and ends at 12:00 midnight the following Saturday.

Eligibility

Non-exempt employees are entitled to overtime compensation at the rate of one and one-half times their established pay rate for all hours worked in excess of 40 in a single workweek. The FLSA does not require any leaves of absence such as vacation leave or sick leave to be considered as hours worked for overtime purposes. For purposes of overtime calculation, “hours worked” shall **not** include any form of leave, or other non-working time, whether paid or unpaid. Exempt employees are not eligible for overtime pay or compensatory time. ~~Compensatory time may be offered to exempt employees under certain circumstances as set forth herein below.~~

Overtime Obligations and Approval

Because of the nature of the Parks and Recreation field and the public services to be rendered, you may be required to work more than your standard hours per workweek. Depending on the West Chicago Park District work needs, employees may be required to work overtime. Employees are required to work overtime when necessary and any employee’s unwillingness or refusal to do so may be cause for disciplinary action, up to and including dismissal.

Note	For all non-exempt employees, prior approval of the employee’s immediate supervisor is required before any non-exempt employee works overtime. Employees working overtime without approval may be subject to disciplinary action.
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Compensation

~~In order to reward and recognize the time, dedication and effort of full-time staff, the West Chicago Park District may allow staff to take compensatory time off (“comp time”).~~

~~For every special event that the exempt salaried staff member works, eight hours or more, the staff member will receive an additional day eight (8) hours off. The staff member should fill out the Vacation/Personal Comp Time request Form when asking for approval to take the day off, indicating it is compensatory time and what event the compensatory time pertains to.~~

~~A special event is defined as an event that lasts eight hours or more and meets one or both of the criteria:~~

- ~~1. Event is held partially or completely on a weekend.~~
- ~~2. Event is overnight in nature.~~

~~Exempt staff is allowed to accumulate a maximum of eighty (80) hours compensatory time days at any given time. Each Superintendent will be responsible for tracking his or her department compensatory time.~~

~~Upon termination of employment of an exempt staff member, all accumulated comp time expires and is not eligible to be paid out.~~

~~At the discretion of their supervisor, full-time, non-exempt employees may elect to receive comp time, in lieu of pay, for special events only. The comp time shall be issued at the same rate of time as if the employee was being paid. If the special event hours would have entitled the employee to overtime pay and the comp time is not being taken during the same work week as the special event, then the comp time will be granted at time and a half. Furthermore, at the end of each calendar year, any accumulated, unused comp time will be paid out to full-time non-exempt employees.~~

~~Staff members should fill out the Vacation/Personal/Comp Time Request Form when asking for approval to take comp time, indicating it is compensatory time and what event the compensatory time pertains to. Any time off must be approved by the staff member's immediate supervisor.~~

Compensatory time will no longer be permitted after June 11, 2019. Any current exempt staff members who have accumulated compensatory time may use said time through December 31, 2019.

WEST CHICAGO PARK DISTRICT

Section 2: Payroll Policies and Procedures

2.3 Payroll Periods & Payday

West Chicago Park District employees are paid bi-weekly (every other) Friday for the two week (14 day) period which ends at midnight the preceding Saturday. ~~If payday is a Park District recognized holiday, employees will be paid on the preceding working day. All employees who receive a check are required to pick up their paycheck at the Administration Building. Please make arrangements with your immediate supervisor to collect your paycheck if you are not scheduled to work on a payday. Paychecks that are not picked up by Thursday before the next payday, will be mailed.~~ Paychecks are mailed to employees at their address on file with the Finance Office.

~~If you terminate your employment in the middle of a pay period, you will be paid for the actual hours you worked.~~

Employees may be paid by check or through direct deposit of funds to either a savings or checking account at their bank of choice (providing the bank has direct deposit capability). ~~To activate direct deposit, employees should complete the Direct Deposit Authorization that is part of their new hire employee packet. form from the Finance Office may be obtained and the employee should have his bank complete the form. The completed form must then be returned with a voided personal check or a savings deposit slip to the Finance Office. Due to banking requirements, it may take several weeks for activation of the Direct Deposit; Direct deposit~~ paystubs are mailed to employees at their address on file with the Finance Office.

The Park District reserves the right to choose up to 3 payrolls within any given calendar year to require all staff to pick up their paychecks and paystubs with a valid ID. Notification and details will be provided in a timely manner if such procedure is to occur.

In the event of a lost paycheck, the Finance 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 West Chicago 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 demanded.

Employees are required to notify the Finance Department if they did not receive their paycheck within 15 days of the paycheck date. Employees are highly encouraged to deposit or cash their payroll checks immediately upon receipt, but no later than 30 days after the paycheck date. An employee must deposit or cash each paycheck within 90 days of the paycheck date. Failure to deposit or cash each paycheck within 90 days may result in discipline up to and including suspension.

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Section 3: Time off Benefits

3.2 Vacation Leave

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Eligibility

Full-time **and part-time classification I (PTI)** employees earn paid vacation leave beginning at the onset of employment as outlined below. **If an employee moves between classifications, the accumulation schedule for the new classification, if applicable, begins in the month of the employment change.**

Individuals must be employed at the end of the month in order to earn vacation hours for that month. The month of hire will count as a month in vacation accumulation. Employees will not earn vacation in any month that the employee does not work any hours.

Amount of Vacation-**Full-Time**

The basis for administering the full-time vacation policy is the calendar year, January 1 through December 31. The number of eligible vacation **hours** is determined by an employee's total full-time calendar years of service while employed by the West Chicago Park District on a continuous ~~full-time~~ basis. The year of hire will count as one calendar year of service.

If an employee moves from a PTI to a full-time position, the employee will be considered to have 1 year of full-time service credit for every 2 complete years of PTI employment, in order to determine the employee's beginning full-time monthly accrual.

Full-time employees hired June 11, 2019 or prior: eligible to earn 8 hours of vacation per month during the first 3 years of full-time employment. Beginning January 1st of the 4th year, these full-time employees are eligible to earn 10 hours of vacation per month through the 9th year of full-time employment. Beginning January 1st of the 10th year, full-time employees are eligible to earn 13.33 hours of vacation per month through the end of their full-time employment. Please note this Full-time employees may accumulate a total of 400 hours of accrued vacation. Once a full-time employee reaches 400 hours, they will not continue to accrue monthly vacation until the employee uses some of the unused hours

Full-time employees hired after June 11, 2019: eligible to earn 8 hours of vacation per month during the first 7 years of full-time employment. Beginning January 1st of the 8th year, these full-time employees are eligible to earn 10 hours of vacation per month through the 14th year of full-time employment. Beginning January 1st of the 15th year, full-time employees are eligible to earn 13.33 hours of vacation per month through the end of their full-time employment. Please note this Full-time employees may accumulate a total of 400 hours of accrued vacation. Once a full-time employee reaches 400 hours, they will not continue to accrue monthly vacation until the employee uses some of the unused hours.

In the event an employee moves from full-time to a part-time role, the employee will be paid out their accrued vacation, up to the 400 hour full-time limit, in the next scheduled payroll.

Amount of Vacation-PTI

PTI employees are eligible to earn 4 hours of vacation per month during every full month they are employed through the end of their PTI employment. PTI employees may accumulate a total of 40 hours of accrued vacation. Once an employee reached 40 hours, they will not continue to accrue monthly vacation until the employee uses some of the unused hours.

Employees who moved from PTI to another part-time classification that does not earn vacation will discontinue earning vacation in the month of the change and will be paid out their accrued vacation, up to the PTI 40 hours accumulation limit, in the next scheduled payroll.

Permanent Part-time First Calendar Year of Employment

~~2. PTI employees are eligible for 4 hours (1/2) vacation day per month of continuous employment. The month of hire will count as one full month of employment.~~

Calendar Years of Service Completed	Vacation Days
1—3	12
4	15
5	15
6	15
7	15
8	15
9	15
10	20
11	20

12	20
13 and over	20

If you are a new employee, the park district may give you vacation credit for service years with other Park Districts, associations and businesses. In order to qualify, the Director may require you to submit written verification of dates of your employment with prior employers.

Vacation as Sick Leave or Other Leave

Eligible vacation hours may be used in lieu of paid sick leave **only when** and if all accrued sick leave has been exhausted. At the discretion of the West Chicago Park District, vacation hours may be required to be used for other types of leave, providing that the benefits associated with those leaves are exhausted.

Scheduling Vacation

The minimum duration of vacation leave **is 4 hours for exempt staff and 1 hour for non-exempt staff**. Vacation leave must be approved in advance by your immediate supervisor. Your written vacation request should be **made-completed** at least thirty (30) days prior to the planned leave. Your ~~coordinator or superintendent~~ **supervisor** will make every effort to comply with your request for vacation time. A vacation request is not a guarantee of approval; ~~In all cases,~~ your immediate supervisor **may deny** ~~will schedule~~ your vacation leave ~~when he West Chicago Park District can best afford to be without your services~~. Your ~~coordinator or superintendent~~ **supervisor** will approve or disapprove the dates requested **and depending** on the workload during the particular time requested. When two or more employees in the same department request the same days off (and it is not possible to let both have it) the department superintendent will decide based on factors such as seniority, timeliness of vacation request, personal situations, and emergencies. Your ~~coordinator or superintendent~~ **supervisor** may require you to reschedule your vacation if it is determined that your presence is necessary for the efficient or safe operation of the West Chicago Park District.

An employee cannot request to be paid vacation hours for periods of time they are not regularly scheduled to work. Any vacation requested where employee will be gone for more than 10 consecutive business days must be approved by department Superintendent and the Executive Director.

Note:

~~Vacations of more than ten (10) consecutive work days must receive prior approval from the executive Director.~~

Vacation Accumulation

~~Vacation days can be accumulated and carried forward to the next calendar year. Vacation days shall not accumulate beyond forty days total. Vacation days, over forty (40), not used will be forfeited without compensation.~~

Vacation Pay upon Termination

If your employment is terminated for any reason, **subject to the applicable cap on the accrual of vacation hours** you will receive pay for any accrued and unused vacation hours, including the hours earned during the calendar year of your termination.

If you fail to return to work following the end of an approved vacation leave we may consider you to have voluntarily resigned your position with the Park District effective immediately.

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Section 4: Employee Benefits

4.13 Expense Reimbursement

~~The West Chicago Park District may reimburse employees for necessary and reasonable expenses incurred while on authorized Park District business. In order to qualify for reimbursement, you must request prior written approval from your immediate supervisor for expenses and provide proof of the expenses incurred on official Park District business (e.g., submission of an approved reimbursement form and other appropriate documentation such as receipts as required by the Park District).~~

It is the policy of the West Chicago Park District, under the Illinois Wage Payment and Collection Act (820 ILCS 115/9.5), to reimburse employees of the Park District, for all necessary expenditures or losses incurred by the employee within the employee's scope of employment and directly related to services performed for the Park District. The West Chicago Park District is not responsible for losses due to an employee's own negligence, losses due to normal wear or losses due to theft unless the theft was a result of the Park District's negligence.

Officers and officials of the Park District may be subject to additional conditions or restrictions for reimbursement of expenses related to their specific offices and other state statutes or local ordinances.

Expenses related to attendance at certain educational conferences, workshops, and seminars that may require travel outside of the Park District are excluded from this policy and shall be governed by Policy 4.9, the Travel, Meal and Lodging Expense Reimbursement Policy.

"Necessary expenditures" means all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the Park District subject to the provisions of this Policy.

Authorized expenditures can include pre-approved: lap top, tablet, mileage, tools, equipment, Internet, meals, registration fees, training expenses, tolls and parking fees. Expenses for cell phone use shall be governed by Policy 6.9, Telephone and Cellular Telephone Usage.

Unauthorized expenditures would include home Internet service, maintenance, insurance and gas expenses incurred on personal vehicles, alcoholic beverages and entertainment expenses. Any expenditure that is

not requested and approved prior to purchase is deemed an unauthorized expenditure and may not be reimbursed.

Expense Reimbursement Form

An employee shall submit a written request to purchase any of the above authorized expenditures at least three business days in advance of incurring the expense on the Expense Reimbursement Form. If the expense is found to be a necessary expense, the employee will be reimbursed as provided in this policy. If the expense is not approved following a written request, the employee will not be entitled to reimbursement. If an expense is not pre-approved reimbursement will be subject to the discretion of the employee's department head, however there is no obligation on the part of the Park District to pay for an expense that has not been pre-approved.

Authorization for Recurring Expenses

For expenses which are subject to frequent recurrence (e.g. monthly), an employee shall complete an Expense Reimbursement Form at least annually, in advance. Such form shall describe both the recurring expense and the aggregate annual expense for which the employee is seeking reimbursement and an explanation for why the cost is a necessary expense, as defined in this policy. If the expense is found to be a necessary expense, the employee will be reimbursed as provided in this policy.

Reimbursement Procedure for Authorized Expenditures

An employee shall submit a pre-approved Expense Reimbursement Form along with appropriate supporting documentation not later than 30 calendar days after incurring the expense. Where supporting documentation is nonexistent, missing or lost, the employee shall submit a signed statement regarding any such receipts. An employee may not be entitled to reimbursement if the employee has failed to comply with this Expense Reimbursement Policy.

6.9 Telephone and Cellular Telephone Usage

Office telephones are a vital part of our agency operations. Because of the large volume of agency business transacted by telephone, personal use of the telephone should be limited and personal calls should be brief. Personal long distance calls are prohibited on park district phone lines.

We consider two different elements to address, cell phone allowances and cell phone usage and responsibilities.

Cell Phone Allowances/Reimbursement:

In lieu of a park district issued cell phone and to avoid inconvenience to the employee, the district allows eligible employees to obtain a monthly allowance to use their personal cell phones for business purposes.

This policy will apply to employees who are expected to use a cell phone for District business and who receive compensation **or reimbursement** from the District to offset the cost of the cell phone for business related data use, calls, texts and/or e-mail.

Eligible employees will receive a monthly cell phone allowance or reimbursement; amount of allowance or reimbursement is determined by the Executive Director. An allowance is processed through payroll after the end of the month and is subject to all applicable payroll taxes. You must be employed the entire month to qualify for allowance in any given month. Reimbursement for cell phone expenses shall be processed in accordance with the Policy 4.13, Expense Reimbursement Policy. Reimbursement payments shall not be subject to applicable payroll taxes.

Eligibility for an allowance or reimbursement is determined by employee's department Superintendent and is subject to change or cancellation as determined by the Executive Director. **Eligibility shall be determined by whether use of a cell phone is required of the employee in the discharge of employment duties and inures to the primary benefit of the Park District. Mere convenience or personal preference shall not be sufficient to qualify for reimbursement of cell phone expenses.**

An employee who receives an allowance must provide the phone number to the District within 5 days of activation and must be available for calls (in

possession of the phone with it charged and turned on) during those times and only those times specified by management. Non-exempt employees shall only be eligible for reimbursement of cell phone expenses and are not to answer business calls or check business e-mails beyond their regular work hours except as they may be specifically and individually mandated by the District.

An employee will be responsible for choosing their own call phone/data plan, services, features and carrier. Because the employee is personally responsible for the account, the employee may use the account for both personal and business purposes. The West Chicago Park District does not accept any liability or claims, charges or disputes between the service provider and the employee. As noted above, recipients of this allowance must notify the Park District of the cell phone number and must continue to maintain the cell phone/data plan while in receipt of the allowance. If the employee terminates the wireless contract at any point, he or she must notify his/her supervisor within 5 business days to terminate the stipend or repay any allowance received beyond the time of cancellation. The cell phone will belong to the employee, not the District. The Park District will not pay for the amortized or lump sum cost of the phone, activation fees or insurance.

The employee must pay all charges on his/her personal phone plan. If the employee leaves the position, he/she continues to be responsible for the contract obligations of his/her cell phone plan.

Lost or broken equipment will be the responsibility of the employee. In the event of loss, the employee must notify the District immediately so that it may take appropriate measures to protect any confidential information.

Any cell phone that has data capabilities must be secured based on current security standards as may be updated from time to time, including password protection and encryption. If a cell phone with data capabilities is stolen or missing, it must be reported to the employee's supervisor, the wireless device service provider and to the District's IT provider immediately.

Cell Phone Usage and Responsibilities:

Cell Phone and internet device usage for personal purposes during work hours should be brief and not interfere with an employee's discharge of employment duties, except in emergency situations or as explicitly (expressly) allowed by the supervisor as detailed below. Personal cell phone usage is limited to non-work periods such as unpaid breaks, lunchtime and other times as approved by a supervisor.

In any emergency, (when an employee is allowed a cell phone as part of their job responsibilities,) the supervisor must be immediately informed and kept informed of the emergency situation. If the immediate supervisor is not available, the next level of management must be informed and kept informed.

Unless required by specific job duty, cell phone and internet usage for work purposes will only be allowed where permission has been expressly granted by the supervisor. Non-exempt employees shall not answer business calls

or check business e-mails beyond their regular work hours except as they may be specifically and individually mandated by the District.

Posting of any media (text, comment, photo, video, or audio) created while at work, to any personal or public account is not allowed at any time by any employee. Media posting is the responsibility of the Communications and Marketing Department.

Cell phone and internet usage must never distract you from your complete attention to patrons and participants, your constant awareness of your surroundings and environment, and from your duties and responsibilities as an employee of the West Chicago Park District.

Violations to our Cell Phone Personal Usage policy do not necessarily need tangible proof of violation for an employee to be disciplined. An employee may be disciplined based solely on the good faith belief of the word of a credible authority.

Any violation of this policy is grounds for discipline up to and including termination of employment.

The West Chicago Park District is aware that employees may use their personal cell phones or similar devices for personal purposes while driving a vehicle. Due to extensive research that indicates that cell phone use while driving is dangerous and may even approach the equivalent danger of driving while intoxicated, the District strictly prohibits employee use of cell phones, either hands on or free, for any purpose, while driving for business purposes. The prohibition of cell phone or similar device use while driving includes, but is not limited to: placing calls, answering calls, text messaging, internet use, receiving or responding to e-mail, checking for phone messages or any other purpose or activities related to your employment or the business, meetings or civic responsibilities performed for or attended, in the name of the Park District. **Should you need to engage in any District business on a cell phone while driving, you are required to stop your vehicle in a safe location so that you may safely use your cell phone.**

Freedom of Information Act/Local Records Act

The West Chicago Park District is a public body subject to the Illinois Freedom of Information Act and Local Records Act. As such, it is required to maintain certain records and to provide certain records upon request and in accordance with law. Employees must provide access to their phones upon demand for the purpose of compliance if and when necessary. Employees will be provided with training and education as to the types of District-related records that must be retained on their personal devices and the length of time such records must be retained.

9.1 Grievance Process & Procedure

All employees are encouraged to follow our open communication procedures as explained in our 9.2 Open Communication Policy.

If the employee complaint is regarding conduct or comments an employee believes to be harassment, discrimination, or retaliation, the employee should submit the written complaint directly to Human Resources, following the complaint process as described in 1.2 Non-Discrimination and Anti-Harassment Policy.

Any employee who has a grievance arising from his employment with the West Chicago Park District is encouraged 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:

1. In most cases, the problem can and should be resolved with a frank and open discussion between you and your immediate supervisor. Please initiate the discussion by scheduling a meeting with your supervisor within three (3) working days after the attempt for resolution described above is unsuccessful. Your supervisor should give you a response within three (3) working days of discussing the grievance with you. The response should include a detailed description of the situation and the reasoning for the response and any action taken. However, if a satisfactory resolution is not reached at this level you may present a written grievance to the Human Resources Manager. You may present a written grievance to your immediate supervisor. Your immediate supervisor will meet with you and will ordinarily strive to 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 will proceed to step 2.
2. You may present a written grievance to the Human Resources Manager. Generally, employees must submit their grievance within ten (10) working days of the occurrence that forms the basis of the grievance. The Human Resources Manager will meet with you and may subsequently consult with staff or management in order to obtain additional information and resolution. You may present a written

~~grievance to the supervisor at the succeeding level of authority, your Superintendent, (unless your Superintendent is your immediate supervisor, in which case you would proceed to Human Resources or the Director).~~ That supervisor will meet with you and your immediate supervisor and will strive to give you. The Human Resources Manager will strive to give you a written response within three (3) working days of discussing the grievance with you. Again, the response should include a detailed description of the situation and the reasoning for the response and any action taken. If you are not satisfied with the resolution at this stage, you may continue this process through each succeeding level of authority in your department up to present your grievance to the Director.

3. In the event it is necessary for you to process your grievance up to the Director, employees must submit their grievance within fifteen (15) working days of the occurrence that forms the basis of the grievance. The Director will strive to issue a written decision within five (5) working days of discussing the grievance with you unless investigation requires a longer period of time. Any decision of the Director is final and not subject to further review.

If you feel uncomfortable discussing your grievance with your immediate supervisor you may immediately proceed to step 2. In all cases, the Director's decision in step 3, if needed, shall be final. The Park District's failure to strictly adhere to the time frames suggested 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 may be reviewed in accordance with Sections 8-1, 8-3 and 8-4, respectively.

The Park District will not discriminate or retaliate against an employee if the employee, in good faith, processes a grievance through this procedure or, in good faith, testifies, assists or participates in a grievance procedure investigation. While the Park District will share information relating to a grievance only on a need-to-know basis in order to thoroughly investigate the matter and take prompt remedial action if warranted, the Park District cannot guarantee 100% confidentiality.

~~A copy of the grievance and documentation of the resolution of the grievance will be placed in the employee's personnel file.~~ A copy of the grievance and documentation of the resolution of the grievance will be kept in the Human Resources Department. Both the employee and supervisor involved in the grievance may choose to involve Human Resources at any point during the situation.



Reginald Bass
Diana Gunderson
Frank Lenertz
Rick Spencer
Courtney Voelz
Tony Zaputil
commissioners@we-goparks.org

Michael Gasparini
Superintendent of Parks
mgasparini@we-goparks.org

Leslie Hoffmann
Superintendent of Finance
lhoffmann@we-goparks.org

- Touch a Truck @ Turtle Splash Parking Lot - 9am to 11am

- Committee of the Whole meeting @ ARC - 6pm (Focus is Finance Department)

- Railroad Days Parade - meet @ Maintenance Garage 1pm
- Hello Summer @ The Shell - 4:30pm to 10pm

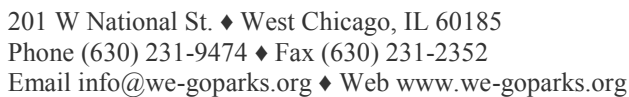
- Board Meeting @ ARC - 6:30pm

- Senior Social Gathering (Father's Day Celebration) @ ARC - 12pm to 2pm

- Funds Fore Fun @ Prairie Landing - 7:30am to 3pm

Hello Summer / Senior Social Gathering - Contact Mary at mlester@wego-parks.org
Touch a Truck / Funds Fore Fun - Contact Lily Medina at lmedina@wego-parks.org

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Reginald Bass
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Michael Gasparini
Superintendent of Parks
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Leslie Hoffmann
Superintendent of Finance
lhoffmann@we-goparks.org

July 4

- Independence Day - ARC Center and Administrative Officers Closed

July 9

- Board Meeting @ ARC - 6:30pm

July 11

- Senior Social (Celebrating Independence) @ ARC - 12pm to 2pm
- Annie @ Wheaton Academy - 12pm (camp show) / 7pm (general public)
- Railroad Days @ Pioneer Park

July 12

- Annie @ Wheaton Academy - 12pm (camp show) / 7pm (general public)
- Railroad Days @ Pioneer Park

July 13

- Annie @ Wheaton Academy - 12pm (general public)
- Railroad Days @ Pioneer Park

July 14

- Railroad Days @ Pioneer Park

July 16

- Board Meeting @ ARC - 6pm

If you are interested in helping with a July event...

Senior Social - Contact Mary at mlester@we-goparks.org

Annie - Contact Melissa at mmedeiros@we-goparks.org