

Agenda - March 5, 2019

Employee Policy 2.8; Emergency Closings

Employee Policy 3.1; Holidays

Employee Policy 6.9; Telephone and Cellular Telephone Usage

Employee Policy 6.20; Blogging and Social Media

2019 Meeting Schedule



**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, March 5, 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. Parks Department - Superintendent of Parks, Michael Gasparini

VI. Miscellaneous

- A. Review Changes to Employee Policy 2.8; Emergency Closings
- B. Review Changes to Employee Policy 3.1; Holidays
- C. Review Changes to Employee Policy 6.9; Telephone and Cellular Telephone Usage
- D. Review Changes to Employee Policy 6.20; Blogging and Social Media
- E. Review Changes to the 2019 Meeting Schedule of the Board of Park Commissioners

VII. Adjourn Open Meeting

WEST CHICAGO PARK DISTRICT

Section 2: Payroll Policies and Procedures

2.8 Emergency Closings

On occasion, due to inclement weather, national crisis, or other emergency, the West Chicago Park District may close **some or all of its facilities for all or part of a normally scheduled workday**. The Park District will attempt to notify employees of its closure through announcements through email, phone and website communications.

Compensation for Hours Not Worked Due to an Emergency Closing.

1. **Full-time non-exempt employees who were scheduled to work during the Emergency Closing, but who did not work due to the closure, will receive regular pay at their regular hourly rate for the hours they were scheduled to work during the closure. The hours paid as Emergency Closing should be commented as “Emergency Closing” when recording the scheduled hours to be paid during the closing.**
2. **Full-time exempt employees who were scheduled to work during the Emergency Closing, but who did not work due to the closing, will receive their regular salary. The comment “Emergency Closing” should be used to when recording the scheduled hours to be paid during the closing.**
3. **Emergency Closing is considered unpaid leave for all other classifications of employees. All unpaid Part-time Classification I employees who were scheduled to work during the Emergency Closing can request to be paid by using any accrued and available PTO vacation or personal hours, within that same time period for the equivalent number of hours that were scheduled. This process is not automatic, employee will need fill out a PTO request and have it approved by their supervisor. Sick hours cannot be used for this purpose.**
4. **All employees who were not scheduled to work during the Emergency Closing due to their customary schedule and unrelated to the special closure will not receive compensation for those hours.**
5. **Full-time employees who were not scheduled to work during the Emergency Closing due to scheduled time off (e.g. comp time, vacation, sick, personal leave or any leave) that was pre-approved and unrelated to the Emergency Closing will not be charged leave time.**

Payroll compensation is at the final approval of the Executive Director.

WEST CHICAGO PARK DISTRICT

Section 3: Time Off Benefits

3.1 Holidays

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Introduction

The West Chicago Park District observes the following **administrative** holidays:

New Years Day

Presidents Day

Friday before Easter

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

New Years Eve

Administrative holidays falling on a weekend will be observed the preceding Friday or following Monday.

The West Chicago Park District observes the following **ARC** holidays (ARC center closed):

New Years Day

Memorial Day

Easter

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

Full-time Employees:

Full-time employees are entitled to receive the above **administrative** holidays with pay. **Full-time exempt employees will receive regular salary amount and full-time non-exempt employees will be paid for the hours they would normally be scheduled to work if the day had not been a holiday.** If a full-time **exempt** employee is ~~scheduled~~**required** to work on ~~one of these~~ an **administrative** holiday, employee will be **offered compensatory time off equivalent to the hours worked. The compensatory time off must be used by the end of the calendar year and approved by the employee's supervisor.** ~~or compensation with pay at the rate of 1½ times the regular rate of pay will be given in addition to the holiday pay.~~ **Full-time exempt employees required to work on one of the aforementioned holidays will be granted time off for the workday.** **If a full-time non-exempt employee is scheduled**~~required~~ to work on ~~one of these~~ an **administrative** holiday, employee will be paid for the hours worked and also paid for the holiday hours he or she would normally be entitled to. ~~If the workday falls in the 1st quarter of the year, it must be used by the end of the first quarter of the following year.~~

Permanent Part-time Classification I Employees:

Permanent Part-time (PPT) Classification I **administrative/office** employees are entitled to receive pay for the **administrative** holidays listed above. PPT Classification I **administrative/office** employees will be paid 4 hours for each administrative holiday listed above if they would normally be scheduled to work on the day of the week the holiday falls. If the employee would not normally be scheduled to work on day of the week the holiday falls, they will not receive pay for it. If a PPT Classification I administrative employee is ~~scheduled~~ required to work on ~~one of these~~ a scheduled administrative holiday, employee will be paid for the hours worked and also paid for the 4 holiday hours he or she would normally be entitled to.

PPT Classification I non-administrative employees are entitled to receive pay for the ARC holidays listed above. PPT Classification I non-administrative employees will be paid 4 hours for each ARC holiday listed above if they would normally be scheduled to work on the day of the week the holiday falls. If the employee would not normally be scheduled to work on day of the week the holiday falls, they will not receive pay for it. If a PPT Classification I non-administrative employee is ~~scheduled~~ required to work on ~~one of these~~ a scheduled ARC holiday, employee will be paid for the hours worked and also paid for the 4 holiday hours he or she would normally be entitled to.

For all employees (full-time and PPT) eligible for holiday pay and PTO, if ~~you are on an approved vacation leave~~ an employee schedules or incurs PTO during a time period in which a holiday falls, the holiday will not count as a day of **PTO** ~~vacation leave~~. For example, if ~~you~~ an employee takes vacation leave Monday through Friday and a holiday falls on that particular Friday, ~~you~~ employee will be considered to have used only four (4) days of vacation. **Employees cannot at any time receive holiday pay and PTO pay for the same day.**

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.** ~~Personal long distance calls must be billed to the employee's home phone or credit card or placed collect.~~

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

Cell Phone Allowances:

Cell phones:

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 reimbursement** 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 from the District to offset the cost of the cell phone for business related calls, texts and/or e-mail.

Reimbursement:

Eligible employees **will receive a monthly cell phone allowance; amount of allowance is determined by the Executive Director.** ~~be reimbursed on a monthly basis as follows: Smart phones: \$50/month or Standard phones: \$25/month.~~ The **allowance reimbursement** is processed through payroll **after the end of the month** and is subject to all applicable payroll taxes. ~~The reimbursement will be processed after the end of the month.~~ You must be employed the entire month to qualify for **allowance reimbursement** in any given month.

Eligibility for the **allowance reimbursement** and employee's level of ~~reimbursement~~ is determined by employee's department Superintendent and is subject to change or cancellation as determined by the Executive Director.

The employee 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 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 as well as their carrier~~. Because the employee is ~~now~~ personally responsible for the account, the employee may use the account for both personal and business purposes. ~~The employee may also, at their own expense, add extra services or equipment features, as desired.~~ 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 stipend~~ received beyond the time of cancellation. ~~The employee may choose a device with more features than suggested by their supervisor and pay the difference if he or she chooses.~~ The cell phone will belong to the employee, not the District. The Park District will not pay 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~~ department of ~~provider~~ immediately.

Cell Phone Usage and Responsibilities:
Employee Responsibilities:

Cell Phone and internet device usage for personal purposes is prohibited during work hours, 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 by situation where permission has been expressly granted by the supervisor.

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 of any employee, patron or participant participating or involved in any park district program. 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 business purposes while driving ~~their personal~~ 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 ~~personal~~ cell phones, either hands on or free, for ~~business~~ any purpose related in any way to the Park District, while driving. 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. ~~or any other District activities not named here while driving. You may not use your cellular phone to receive or place calls, text messages, surf the internet, check phone messages or receive or respond to email while driving if you are in any way doing activities related to your employment. The District recognizes that other distractions occur while driving; however, curbing the use of cell phones while driving is one way to minimize the risk. 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.** ~~for how long and are expected to comply with these requirements.~~

6.20 Blogging and Social Media Policy

“Social media” refers to a variety of online communities like blogs, social networks, chat rooms and forums. This policy covers all of them.

We consider two different elements to address, using social media at work and representing our Agency through social media.

Due to the instantaneous nature of some social media outlets, violations to our Social Media 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.

Using Social Media At Work:

Social Media access should be restricted to business use only by management staff and restricted to emergency use only by non-management staff. Personal web-browsing and social media access is prohibited during work periods and whenever the employee is being paid i.e. on the clock. This includes any paid break and lunch periods.

While at work, the employee is not allowed to record or repost any media communication (text, comment, photo or video) of any participant, employee or associate of the Park District without the express permission of their manager or as assigned to do so as part of their specific job responsibilities.

The Park District strongly discourages the employee from interacting/following any minor in Park District programs through Social Media.

Representing our Agency through Social Media:

Employees should use discretion at all times, while posting to social media and consider the ramifications of their postings. Your postings may be inaccurate, misunderstood, misperceived or result in rumors that can negatively impact the image of the West Chicago Park District and our staff.

Posting content may also be considered violations of our discipline, anti-harassment or other policies.

In general, the West Chicago 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, Second Life, etc.), 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 of 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:

1. Make it clear that the views you express are yours alone and that they do not necessarily reflect the view of the West Chicago Park District. Only those employees officially designated by the West Chicago Park District have the authorization to speak on behalf of the agency. To help reduce the potential for confusion, we suggest that you put the following notice - 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”

Many bloggers and social network users put a similar disclaimer on their home page stating who they work for, and that they are not speaking officially. This is good practice, but may not have much legal effect. While it is not necessary to post this notice on every page, please use reasonable efforts to draw attention to it - if at all possible, from the home page of your site.

2. Be careful to avoid disclosing any information that is confidential or proprietary to the West Chicago Park District (including our patrons, staff, partner agencies/affiliates or vendors); to any third party that has disclosed information to us.
3. Since your site, blog or other posting is in a public space, be respectful to the West Chicago Park District, our employees, our patrons, our partners and affiliates, and others. For example, refrain from posting personal insults or obscenity, or engaging in any conduct that would not be acceptable in the workplace. Show proper consideration for others’ privacy and for topics that may be considered objectionable, inflammatory, or counterproductive to morale or teamwork.
4. 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.

5. When using West Chicago Park District computers, you are subject to both agency's Internet Use Policy (Park District Property and Facilities; 5.5) and Computer Use Policy (Use of Park District Computer Systems; 5.3).
6. One of the West Chicago Park District's core values is "trust and personal responsibility in all relationships." As a public agency, the District trusts – and expects – staff to exercise personal responsibility whenever they participate in social media. Remember, what you publish will be around for a long time, so consider the content carefully and also be judicious in disclosing personal details.
7. Blogs, wikis, virtual worlds, social networks, or other sites hosted outside the West Chicago Park District's protected intranet environment should not be used for internal communications among fellow employees. It is fine for staff to disagree, but please do not use your external blog or other online social media to air differences in an inappropriate or counterproductive manner.
8. Recognize that both during working hours and non-working hours, you are an ambassador of the West Chicago Park 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 West Chicago Park District, hurt staff morale, and/or create friction among staff, you may be disciplined, up to and including termination.
9. 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 West Chicago Park District. If you are 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. If you have any questions about these guidelines or any matter related to your site that these guideline do not address, please direct them to the ~~Superintendent of Finance and Personnel~~ **Human Resources Manager or the Superintendent of your department..**



West Chicago Park District Board of Park Commissioners 2019 Meeting Schedule

Committee of the Whole Meetings

The Committee of the Whole hold their monthly meeting every first Tuesday of the month at the ARC Center, 201 W. National Street, West Chicago, IL beginning at 6:00 p.m. There is no January, July or August Committee of the Whole Meeting. This meeting is open to the public and includes Public Participation on the Agenda.

February 5, 2019 – (Superintendent of Recreation)
March 5, 2019 – (Superintendent of Parks)
April 2, 2019 – (ARC Report – Superintendent of Recreation)
May 7, 2019 – (Special Events / Zone 250 Report / Capital Projects – Various Staff)
June 4, 2019 – (Superintendent of Finance)
September 3, 2019 – (Superintendent of Recreation)
October 1, 2019 – (Parks Tour - Superintendent of Parks)
November 5, 2019 – (Tree Inventory Update, Capital Projects – Various Staff)
December 3, 2019 – (Recap of 2019 / Vision for 2020 - Executive Director)

Regular and Special Meetings

The Board of Park Commissioners of the West Chicago Park District hold their regular monthly meeting every second Tuesday of the month at the ARC Center (unless noted otherwise), 201 W. National Street, West Chicago, IL beginning at 6:30 p.m. (unless noted otherwise) This meeting is open to the public and includes Public Participation on the Agenda.

January 8, 2019
February 12, 2019
March 12, 2019
March 19, 2019 (6pm – Dyer Parks Maintenance Facility, 830 W. Hawthorne Lane, West Chicago, IL)
April 9, 2019
May 14, 2019
May 21, 2019 (6pm – Dyer Parks Maintenance Facility, 830 W. Hawthorne Lane, West Chicago, IL)
June 11, 2019
July 9, 2019
July 16, 2019 (6pm – Dyer Parks Maintenance Facility, 830 W. Hawthorne Lane, West Chicago, IL)
August 13, 2019

September 10, 2019

September 17, 2019 (6pm – Dyer Parks Maintenance Facility, 830 W. Hawthorne Lane, West Chicago, IL)

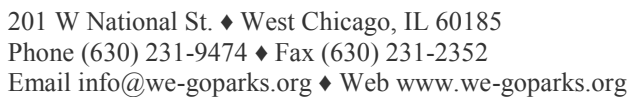
October 8, 2019

October 26, 2019 (Commissioner and Staff Retreat at Cantigny Golf, 27W270 Mack Road, Wheaton, IL
60189 – 9 a.m. to 1 p.m.)

November 12, 2019

December 10, 2019

**Approved December 11, 2018 by the Board of Park Commissioners – Revised and approved
on March 12, 2019 by the Board of Park Commissioners.**



Reginald Bass
Diana Gunderson
Frank Lenertz
Edward “Ted” Pavlica III
Rick Spencer
Courtney Voelz
Tony Zaputit
commissioners@we-goparks.org

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

Brian Kaspar
Superintendent of Recreation
bkaspar@we-goparks.org

- Committee of the Whole Meeting @ ARC - 6pm (focus is Parks Department)

- Aristocats Kids @ ARC - 11am and 1pm

- Board Meeting @ ARC - 6:30pm

- Senior Social (St. Patrick's Day) @ ARC - 12pm to 2pm

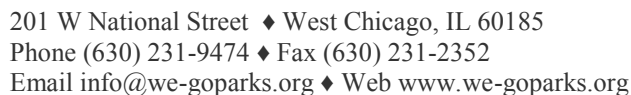
- Daddy Daughter Date Night @ ARC - 5pm to 7:30pm

- Board Meeting@ Dyer Parks Maintenance Facility - 6pm

Senior Social Gathering / Daddy Daughter Date Night - Contact Mary at mlester@we-goparks.org

- 5 - 80 and over @ ARC - 2pm to 4pm (MARY)

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Reginald Bass
Diana Gunderson
Frank Lenertz
Edward “Ted” Pavlica III
Rick Spencer
Courtney Voelz
Tony Zaputit
commissioners@we-goparks.org

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

Brian Kaspar
Superintendent of Recreation
bkaspar@we-goparks.org

April 2

- Committee of the Whole meeting @ ARC - 6pm (focus is Recreation / ARC Report)

April 5

- Spring Dance Recital @ Wheaton Academy - 7pm

April 9

- Board Meeting @ ARC - 6:30pm

April 11

- Senior Social Gathering (Chicken with Police Dept.) @ ARC - 12pm to 2pm

April 19

- Administrative Offices Closed

April 20

- Breakfast with the Bunny @ ARC - 8am to 9:30am

April 21

- ARC Center and Administrative Offices Closed

April 27

- Mother Son Hoe Down @ ARC - 5pm to 7:30pm

If you are interested in helping with an April event...

Senior Social Gathering / Breakfast with the Bunny / Mom Son Hoe Down
- Contact Mary at mlester@we-goparks.org
Spring Dance Recital - Contact Jenni Shipp at jshipp@we-goparks.org

>>>>>>>>>>>>>>>>> March