

## Agenda -January 7, 2020

6.1; Employee Conduct

6.5; Sobriety and Substance Abuse

6.8; Workplace Wrongdoing

January - February 2020 Meeting and Event Reminder

January - February 2020 Community Calendar



## **AGENDA**

**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, January 7, 2020  
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. Recap of 2019 and Vision for 2020**

**VI. Miscellaneous**

**A. Review – Changes to the following Employee Policies:**

- 6.1; Employee Conduct
- 6.5; Sobriety and Substance Abuse
- 6.8; Workplace Wrongdoing

**B. IPRA Conference**

**C. January 2020 / February 2020 District Meeting and Event Reminder**

**D. January 2020 / February 2020 Community Events**

**VII. Adjourn Open Meeting**

# WEST CHICAGO PARK DISTRICT

## Section 6: Employee Conduct

### 6.1 Introduction

Employees of the West Chicago 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 a West Chicago Park District employee, you are expected to demonstrate the highest standards of personal and professional integrity, honesty, responsibility, and fortitude in the performance of your duties. Employees are expected to treat Park District patrons and their fellow employees honestly, fairly and courteously.

Unwillingness or failure to cooperate will subject the employee to disciplinary action, up to and including termination.  
Wrongful conduct, including without limitation, insubordination, which engenders employee divisiveness, loss of morale, or work place disruption will not be condoned and may lead to disciplinary action, up to and including termination.

The rules identified below have been prepared to serve as a guide for employee conduct while acting on behalf of the Park District. These rules are designed to promote orderly, safe and efficient operations. They have been developed through common sense and years of experience, and all employees are required to carefully read these rules and to conduct themselves accordingly.

# WEST CHICAGO PARK DISTRICT

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## Section 6: Employee Conduct

### 6.5 Sobriety & Substance Abuse

Introduction.....	1	Procedure for Reporting Possession of Use of Alcohol or Illegal Drugs .....	2
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#### Introduction

Employees are expected and required to report to work on time and in an appropriate mental and physical condition for work. To do so, employees must not have alcohol, **cannabis** or illegal drugs in their system. Violators may be subject to disciplinary action, up to and including dismissal.

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At no time during your service to the West Chicago Park District should you be under the influence or in the possession of alcohol, cannabis or illegal drugs during working hours. If you work on or near vehicles or machinery, handle hazardous materials or substances of any kind, or have public safety responsibilities (*i.e.*, transporting Park District patrons to outings or supervising programs or facilities operations) and you have taken or are under the influence of legal drugs, you must report the use of such legal drugs to your immediate supervisor if the legal drug may cause drowsiness or alters perception or reaction time.

**Any employees who are using prescription drugs that may have adverse side effects should inform their 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.**

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Employees are forbidden to sell or make transactions involving illegal drugs or cannabis 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. Any sale of illegal drugs or cannabis during work or on Park District's premises, facilities, or in Park

## **Section 6: Employee Conduct**

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District vehicles will be treated as gross misconduct, punishable by immediate discharge for the first offense.

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### **Procedure for Reporting Possession of Use of Alcohol or Illegal Drugs**

If you know of possession or use of alcohol, cannabis or illegal drugs by employees, you are encouraged to discuss your questions, problems, complaints, or reports with your immediate supervisor or Superintendent of Finance. 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 or the Director.

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaints, or reports to the President of the Board.

# 6.8 Workplace Wrongdoing Policy

Introduction..... 1      Procedure for Reporting Workplace Wrongdoing.....2

Introduction

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

The Park District does not tolerate wrongful conduct, including without limitation, insubordination, which engenders employee divisiveness, loss of morale, or work place disruption will not be condoned and may lead to disciplinary action, up to and including termination.

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

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

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

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

The Park District prohibits embezzlement or stealing of Park District funds, including but not limited to, stealing money from a Park District account, stealing postage, or unlawful use of telephone privileges. Any employee

who violates this policy may be subject to disciplinary action, up to immediate discharge.

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## Procedure for Reporting Workplace Wrongdoing

If you are aware of a careless or negligent act or behavior, you must report the act or behavior to 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 or the Director.

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaint, or reports to the ~~President of the Board~~. **Human Resources Manager or follow the 9.1 Grievance Process Procedure.** 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.

**Commissioners**

Reginald Bass  
Frank Lenertz  
Rick Spencer  
Scott Turney  
Courtney Voelz  
Tony Zaputil  
[commissioners@we-goparks.org](mailto:commissioners@we-goparks.org)

**Gary Major**  
Executive Director  
[gmajor@we-goparks.org](mailto:gmajor@we-goparks.org)

**Michael Gasparini**  
Superintendent of Parks  
[mgasparini@we-goparks.org](mailto:mgasparini@we-goparks.org)

**Leslie Hoffmann**  
Superintendent of Finance  
[lhoffmann@we-goparks.org](mailto:lhoffmann@we-goparks.org)

**Gina Radun**  
Superintendent of Recreation  
[gradun@we-goparks.org](mailto:gradun@we-goparks.org)

## **January 2020**

### **Meeting and Event Reminder**

#### **January 7**

- Committee of the Whole Meeting @ ARC - 6pm (Recap of 2019 and Vision for 2020 )

#### **January 9**

- Senior Social (ABC's of Downsizing) @ ARC - 12pm to 2pm

#### **January 11**

- New Year's Fitness Open House @ ARC - 7am to 7pm

#### **January 14**

- Board Meeting @ ARC - 6pm

#### **January 23 - 25**

- IPRA Conference

#### **If you are interested in helping with a January event...**

Senior Social - Contact Mary at [mlester@we-goparks.org](mailto:mlester@we-goparks.org)

Fitness Open House - Contact Kolbe at [kkasper@we-goparks.org](mailto:kkasper@we-goparks.org)

#### **Save the Date!**

**March 21 - Daddy Daughter Date Night - 5 to 7:30pm (Mary)**

**April 4 - Easter Egg-Stravaganza - 9:30 to 11:30am (Mary)**

**April 25 - Mother Son Date Night - 5 to 7:30pm (Mary)**



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[commissioners@we-goparks.org](mailto:commissioners@we-goparks.org)

**Gary Major**

Executive Director  
[gmajor@we-goparks.org](mailto:gmajor@we-goparks.org)

**Michael Gasparini**

Superintendent of Parks  
[mgasparini@we-goparks.org](mailto:mgasparini@we-goparks.org)

**Leslie Hoffmann**

Superintendent of Finance  
[lhoffmann@we-goparks.org](mailto:lhoffmann@we-goparks.org)

**Gina Radun**

Superintendent of Recreation  
[gradun@we-goparks.org](mailto:gradun@we-goparks.org)

## **February 2020**

### **Meeting and Event Reminder**

#### **February 4**

- Committee of the Whole Meeting @ ARC - 6pm (Recreation Department)

#### **February 8**

- Jungle Book Kids @ ARC - 10am and 2pm

#### **February 11**

- Board Meeting @ ARC - 6pm

#### **February 14**

- Senior Social Gathering (Masquerade Ball) @ ARC - 12pm to 2pm

#### **If you are interested in helping with a December event...**

Jungle Book Kids - Contact Jenni Shipp at [jshipp@we-goparks.org](mailto:jshipp@we-goparks.org)

Social Gathering - Contact Mary at [mlester@we-goparks.org](mailto:mlester@we-goparks.org)

#### **Holiday Closures:**

**February 17 - Administrative Offices are Closed**

## View All Calendars Combined

January 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29 <b>Week 1</b>	30	31	<b>1</b> <a href="#">New Year's Day</a> <b>7:00 PM</b> <a href="#">VFW Bingo</a>	<b>2</b> <b>7:00 PM</b> <a href="#">Infrastructure Committee</a> <a href="#">Infrastructure Committee Meeting</a> <a href="#">Cultural Arts Commission</a> <a href="#">District 33 Board of Education Meeting</a>	<b>3</b> <b>9:00 AM</b> <a href="#">Hatchimals</a> <b>6:30 PM</b> <a href="#">First Friday Family Fun Night</a> <b>7:00 PM</b> <a href="#">Civil Air Patrol Meeting</a> <a href="#">American Legion bingo</a>	<b>4</b>
<b>5</b> <b>Week 2</b> <a href="#">Click for Elem. Wkly Activities</a> <a href="#">Click for H.S. Wkly Activities</a> <a href="#">Click for H.S. Wkly Sports - Community High School</a> <a href="#">Click for Leman Middle School Wkly Sports</a> <b>9:30 AM</b> <a href="#">Family Worship Service</a> <b>2:00 PM</b> <a href="#">VFW Auxiliary Bingo</a>	<b>6</b>	<b>7</b> <b>7:00 PM</b> <a href="#">Plan Commission</a>	<b>8</b> <b>7:00 PM</b> <a href="#">Introduction to Tai Chi &amp; Qi Gong</a> <a href="#">VFW Bingo</a>	<b>9</b>	<b>10</b> <b>7:00 PM</b> <a href="#">Civil Air Patrol Meeting</a> <a href="#">American Legion bingo</a>	<b>11</b> <a href="#">Kickoff Free Fitness Week</a> <b>7:00 AM</b> <a href="#">New Year's Fitness Open House</a> <b>9:00 AM</b> <a href="#">Community Clothing Closet</a>
<b>12</b> <b>Week 3</b> <a href="#">Kickoff Free Fitness Week</a> <a href="#">Click for Elem. Wkly Activities</a> <a href="#">Click for H.S. Wkly Activities</a> <a href="#">Click for H.S. Wkly Sports - Community High School</a> <a href="#">Click for Leman Middle School Wkly Sports</a> <b>9:30 AM</b> <a href="#">Family Worship Service</a> <b>2:00 PM</b> <a href="#">VFW Auxiliary Bingo</a>	<b>13</b> <a href="#">Kickoff Free Fitness Week</a> <a href="#">Benjamin District #25 Board of Education Meeting</a> <b>7:00 PM</b> <a href="#">Development Committee</a>	<b>14</b> <a href="#">Kickoff Free Fitness Week</a> <b>4:30 PM</b> <a href="#">Civil Service Commission</a> <b>6:30 PM</b> <a href="#">Park Commissioner Board Meeting</a>	<b>15</b> <a href="#">Kickoff Free Fitness Week</a> <b>7:00 PM</b> <a href="#">Microsoft Word: Level 1</a> <a href="#">VFW Bingo</a> <a href="#">Environmental Commission</a>	<b>16</b> <a href="#">Kickoff Free Fitness Week</a> <b>7:00 PM</b> <a href="#">Microsoft Word: Level 2</a> <a href="#">District 33 Board of Education Meeting</a>	<b>17</b> <a href="#">Kickoff Free Fitness Week</a> <b>7:00 PM</b> <a href="#">Civil Air Patrol Meeting</a> <a href="#">American Legion bingo</a>	<b>18</b> <b>9:30 AM</b> <a href="#">ACT Practice Exam</a>
<b>19</b> <b>Week 4</b> <a href="#">Click for Elem. Wkly Activities</a> <a href="#">Click for H.S. Wkly Activities</a> <a href="#">Click for H.S. Wkly Sports - Community High School</a> <a href="#">Click for Leman Middle School Wkly Sports</a> <b>9:30 AM</b> <a href="#">Family Worship Service</a> <b>2:00 PM</b> <a href="#">VFW Auxiliary Bingo</a>	<b>20</b> <a href="#">Martin Luther King's Birthday</a> <b>9:00 AM</b> <a href="#">Pension Fund Board of Trustees Meeting</a>	<b>21</b> <b>7:00 PM</b> <a href="#">Plan Commission</a>	<b>22</b> <b>7:00 PM</b> <a href="#">Chicago's Musical Milestones from the 1930s to 1990s</a> <a href="#">VFW Bingo</a>	<b>23</b> <b>6:00 PM</b> <a href="#">Finance Committee</a> <b>7:00 PM</b> <a href="#">Fire Protection District Trustees Meeting</a>	<b>24</b> <b>7:00 PM</b> <a href="#">Civil Air Patrol Meeting</a> <a href="#">American Legion bingo</a>	<b>25</b>
<b>26</b> <b>Week 5</b> <a href="#">Click for Elem. Wkly Activities</a> <a href="#">Click for H.S. Wkly Activities</a> <a href="#">Click for H.S. Wkly Sports - Community High School</a> <a href="#">Click for Leman Middle School Wkly Sports</a> <b>9:30 AM</b> <a href="#">Family Worship Service</a> <b>2:00 PM</b> <a href="#">VFW Auxiliary Bingo</a>	<b>27</b> <b>7:00 PM</b> <a href="#">Public Affairs Committee</a>	<b>28</b> <b>6:00 PM</b> <a href="#">Historical Preservation Commission</a>	<b>29</b> <b>7:00 PM</b> <a href="#">VFW Bingo</a>	<b>30</b>	<b>31</b> <b>7:00 PM</b> <a href="#">Civil Air Patrol Meeting</a> <a href="#">American Legion bingo</a>	1

## View All Calendars Combined

February 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 <b>Week 5</b>	27	28	29	30	31	<b>1</b>
<b>2</b> <b>Week 6</b> <a href="#">Click for Elem. Wkly. Activities</a> <a href="#">Click for H.S. Wkly. Activities</a> <a href="#">Click for H.S. Wkly. Sports - Community High School</a> <a href="#">Click for Leman Middle School Wkly. Sports</a> <b>9:30 AM</b> <a href="#">Family Worship Service</a> <b>2:00 PM</b> <a href="#">VFW Auxiliary Bingo</a>	<b>3</b>	<b>4</b> <b>7:00 PM</b> <a href="#">Plan Commission</a>	<b>5</b> <b>7:00 PM</b> <a href="#">VFW Bingo</a>	<b>6</b> <b>7:00 PM</b> <a href="#">Infrastructure Committee</a> <a href="#">Cultural Arts Commission</a> <a href="#">District 33 Board of Education Meeting</a>	<b>7</b> <b>6:30 PM</b> <a href="#">First Friday Family Fun Night</a> <b>7:00 PM</b> <a href="#">Civil Air Patrol Meeting</a> <a href="#">American Legion bingo</a>	<b>8</b> <b>9:00 AM</b> <a href="#">Community Clothing Closet</a> <b>10:00 AM</b> <a href="#">Jungle Book Kids</a>
<b>9</b> <b>Week 7</b> <a href="#">Click for Elem. Wkly. Activities</a> <a href="#">Click for H.S. Wkly. Activities</a> <a href="#">Click for H.S. Wkly. Sports - Community High School</a> <a href="#">Click for Leman Middle School Wkly. Sports</a> <b>9:30 AM</b> <a href="#">Family Worship Service</a> <b>2:00 PM</b> <a href="#">VFW Auxiliary Bingo</a>	<b>10</b> <a href="#">Benjamin District #25 Board of Education Meeting</a> <b>7:00 PM</b> <a href="#">Development Committee</a>	<b>11</b> <b>4:30 PM</b> <a href="#">Civil Service Commission</a> <b>6:30 PM</b> <a href="#">Park Commissioner Board Meeting</a>	<b>12</b> <b>7:00 PM</b> <a href="#">VFW Bingo</a>	<b>13</b>	<b>14</b> <b>7:00 PM</b> <a href="#">Civil Air Patrol Meeting</a> <a href="#">American Legion bingo</a>	<b>15</b> <b>9:30 AM</b> <a href="#">SAT Practice Exam</a>
<b>16</b> <b>Week 8</b> <a href="#">Click for Elem. Wkly. Activities</a> <a href="#">Click for H.S. Wkly. Activities</a> <a href="#">Click for H.S. Wkly. Sports - Community High School</a> <a href="#">Click for Leman Middle School Wkly. Sports</a> <b>9:30 AM</b> <a href="#">Family Worship Service</a> <b>2:00 PM</b> <a href="#">VFW Auxiliary Bingo</a>	<b>17</b>	<b>18</b> <b>7:00 PM</b> <a href="#">Plan Commission</a>	<b>19</b> <b>6:30 PM</b> <a href="#">Fraud and Identity Theft Education</a> <b>7:00 PM</b> <a href="#">VFW Bingo</a> <a href="#">Environmental Commission</a>	<b>20</b> <b>7:00 PM</b> <a href="#">District 33 Board of Education Meeting</a>	<b>21</b> <b>7:00 PM</b> <a href="#">Civil Air Patrol Meeting</a> <a href="#">American Legion bingo</a>	<b>22</b>
<b>23</b> <b>Week 9</b> <a href="#">Click for Elem. Wkly. Activities</a> <a href="#">Click for H.S. Wkly. Activities</a> <a href="#">Click for H.S. Wkly. Sports - Community High School</a> <a href="#">Click for Leman Middle School Wkly. Sports</a> <b>9:30 AM</b> <a href="#">Family Worship Service</a> <b>2:00 PM</b> <a href="#">VFW Auxiliary Bingo</a>	<b>24</b> <b>7:00 PM</b> <a href="#">Public Affairs Committee</a>	<b>25</b> <b>6:00 PM</b> <a href="#">Historical Preservation Commission</a>	<b>26</b> <b>7:00 PM</b> <a href="#">VFW Bingo</a>	<b>27</b> <b>6:00 PM</b> <a href="#">Finance Committee</a> <b>7:00 PM</b> <a href="#">Fire Protection District Trustees Meeting</a>	<b>28</b> <b>7:00 PM</b> <a href="#">Civil Air Patrol Meeting</a> <a href="#">American Legion bingo</a>	<b>29</b>

All calendars are subject to change. Under no circumstances will the City of West Chicago or any of its partner organizations be held liable for any problems or issues arising from submissions to the calendar.