

Agenda - July 16, 2019

Employee Policy 4.10; Tuition Reimbursement

Employee Policy 4.11; Training & Professional
Participation



AGENDA

Regular 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, July 16, 2019
6:30 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. President's Comments

IV. 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.

V. Approve Meeting Agenda

VI. Unfinished Business – tabled from March 19, 2019 meeting

A. District/Board - Review Discussion

- Vision of District as a whole and individual parks

B. Director Search

- Outside Search – conducted on our own or through a service such as IAPD.
- What leadership qualities are we looking for

C. Review Employee Policies 4.10; Tuition and Reimbursement and 4.11; Training and Professional Participation.

- Notes from March 19, 2019 are as follows:
 - Has to be a Superintendent
 - Broad Policy
 - What does the wording “The Park District” mean – does that include the Board
 - Define what “partially” means
 - The Director can approve education under \$500.00, anything over \$500.00 must be approved by the Board
 - Employee pays all fees associated with the course
 - Employee should not have to take personal time for education

- If employee leaves early the repayment will be deducted from last pay check
- One conference per year for all employees with the exception of Superintendents and Director

VII. New Business

A. IAPD Board Self-evaluation Program

VIII. 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

- IX. Open Meeting**
- X. Call to Order and Roll Call**
- XI. Action on Closed Session Items**
- XII. Adjourn Open Meeting**

WEST CHICAGO PARK DISTRICT

Section 4: Employee Benefits

4.10 Tuition Reimbursement

The West Chicago Park District recognizes the mutual benefit in the employee pursuing continued education. Therefore, the park district has established a tuition reimbursement policy to encourage continued education. This policy is contingent upon funds being included in the budget. The employee is encouraged to speak to his or her's supervisor during the budgetary process to make the request.

If an employee is a regular, full-time employee and has worked for the Park District at least one (1) year, he may be eligible to participate in the Park District's tuition reimbursement program.

The Park District will partially reimburse the employee for tuition for certain courses that it believes are job-related. Eligible courses must be directly and substantially related to an employee's improving productivity in his or her current job. (Costs for textbooks and materials will not be reimbursed.) The amount an employee receives will depend on the Park District's approval and upon the grade received.

To receive tuition reimbursement, an employee must apply and be approved before the course begins. This is how the program works:

1. Complete a Tuition Reimbursement Form. See your Superintendent or Superintendent of Finance for the form.

If Park District Management approves the form, return the signed form to your Superintendent.

The employee pays the initial course fees.

2. Employees should seek to exhaust all other sources of assistance (veteran's benefits, scholarships and grants).
3. Employees may be required to furnish information about the accreditation of the particular educational institution. **Courses are to be taken on the employee's own time, unless otherwise approved by the Superintendent and Director.**
4. Once the employee receives his grade(s), the employee should attach the tuition bill and the final grades to a copy of the initial Tuition Reimbursement Form and give them to the appropriate Superintendent.

5. Within thirty (30) days, the employee will receive a reimbursement. [For 100 percent reimbursement, the employee must receive a grade of “A” or “B” and points in the range of 3.0 -4.0. Reimbursement of 70 percent is offered for a “C” (2.5-2.9/pass). No reimbursement is provided for a grade below 2.5. In courses where the employee only receives a “Pass/Fail” grade, reimbursement of 100 percent of the costs of the program is offered.]

If an employee resigns or is terminated for cause before receiving a grade, the employee will not be reimbursed for tuition expenses. If an employee resigns or is terminated for cause within twelve (12) months after receiving reimbursement, the employee must repay the Park District in full for the class or program.

4.11 Training & Professional Participation

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Introduction

All employees are required to attend orientation meetings, staff meetings, and in-service training sessions that are designed to improve the overall job performance, communication and efficiency of the Park District.

In the best interest of the Park District, employees may attend professional conferences and seminars and belong to professional associations as budgeted and approved by the Director. Such activities should further the insight of staff into better ways to operate and provide recreational activities to the public.

You are encouraged to discuss advancement and professional development opportunities with your immediate supervisor. When possible, authorization may be given for attendance at conferences, seminars, workshops, conventions and technical meetings and participation in professional organizations that are related to your position within the Park District.

Attendance at conferences, seminars, workshops, conventions and technical meetings and participation in professional organizations must be approved in advance. You should check with your immediate supervisor for applicable policies, procedures and approvals.

Professional and Community Organizations:

Employees are encouraged to join and participate in professional and community associations that promote Park District goals, individual skill development, professional recognition, or relate to your job responsibilities. However, employee participation in such associations must not conflict with the Park District's interests. Depending upon the benefits

derived from membership by the Park District, the Park District may pay all or part of the membership fees.

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