

**Rockford Park District
2010
Seasonal Handbook**



**ROCKFORD
PARK DISTRICT**



2010 SEASONAL HANDBOOK
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Welcome Team Member:

Congratulations and welcome to the Rockford Park District team. We are pleased that you have chosen to join us in carrying out our mission to help our citizens enjoy life through quality parks and recreation. We believe you will find your employment with the District a meaningful and successful experience, as well as an opportunity to discover and develop your talents and abilities.

This Employee Handbook is provided to guide and assist you in your daily operations and decisions. Please read and study it. Our workplace and the world in which we live are becoming more complex. It is important for all of us to be able to work in a personalized environment that encourages, supports and embraces creative learning, innovative growth, and effective decision making. Knowing and understanding the policies that guide our decisions is the foundation for building this environment.

You are now a very important team member of the Rockford Park District. Our Board and citizens have very high service expectations! I know you are up to the challenge and I thank you for your commitment to serving the citizens of the Rockford Park District.

Sincerely,

Tim Dimke
Executive Director

2010 SEASONAL HANDBOOK

Introduction

Welcome to the Rockford Park District. The growth and reputation of the Rockford Park District are the direct results of individual efforts and close cooperation by all of our employees. Our future success will depend upon continuation of these efforts, along with good safety habits, and adherence to the highest professional standards and ideals.

Rockford Park District Purpose Statement

As determined by Illinois Case law, the State's PURPOSE in establishing park districts was to provide a legal structure for local communities to establish and maintain public park and recreation systems that provide for the health, well-being and entertainment of their citizens.

Rockford Park District Mission Statement

It is the mission of the Rockford Park District to help its citizens enjoy life by providing a quality park and recreation system.

The Board of Commissioners has developed the following beliefs, referred to as Priority Result Statements which guide the District in its planning and decision making process.

Global Priority Result

PARK SPACE AND RECREATION ARE ESSENTIAL FOR THE QUALITY OF LIFE IN THE ROCKFORD PARK DISTRICT, RESULTING IN A HIGH RETURN ON INVESTMENT OF AVAILABLE RESOURCES.

Priority Result I

WELL MAINTAINED PARK SPACE AND RECREATIONAL FACILITIES MEET THE RECREATIONAL NEEDS OF THIS AND SUCCEEDING GENERATIONS OF DISTRICT RESIDENTS.

Priority Result II

RESIDENTS ARE INVOLVED IN DIVERSE AND WELL SUPPORTED RECREATIONAL ACTIVITIES FOR THEIR HEALTH, WELL-BEING, AND ENTERTAINMENT.

Priority Result III

RESIDENTS VALUE RECREATION AS ESSENTIAL FOR A HEALTHY LIFE.

Priority Result IV

RESIDENTS HAVE EXCEPTIONAL PARKS AND RECREATION FACILITIES, SERVICES, AND PROGRAMS AT A REASONABLE COST.

AT-WILL DISCLAIMER

There are several things that are important to keep in mind about this manual.

First, it contains only general information and guidelines. It is not intended to be comprehensive, all-inclusive, or to address all of the possible applications of, or exceptions to, the general policies and procedures described. Rather, this manual has been prepared for employees as a general reference guide.

Second, this manual supersedes all previously issued manuals. An employee's decision to continue employment with the Park District after this revision and all future revision to this manual shall be deemed to constitute their agreement with all such revisions. The Rockford Park District reserves the right in the future to revise, supplement or discontinue any of the policies, guidelines or benefits described in this manual. However, the Park District will make every attempt to give employees a reasonable amount of notice of any future changes to this manual.

Third, **nothing contained in this manual shall create an employment contract.** Illinois is an "at-will" state which means that an employee may be terminated at-will or may resign at-will. However, it is the practice here at the Park District, where deemed practical by the Park District, to counsel employees regarding inappropriate behavior, performance or policy violations and to allow employees the opportunity to correct and improve their performance or conduct. The failure by the employee to correct and improve performance or conduct after receiving such notice may result in termination. Of course, the Park District also reserves the right to terminate an employee without prior notice in situations where it determines that the performance or conduct is of such an extreme concern that other corrective measures are not appropriate.

Fourth, each employee is expected to review this manual and become familiar with its contents. Upon receipt of this manual, employees must sign, date and return the Employee Acknowledgement Form. If an employee has any comments, suggestions, or questions about any aspect of this manual, they are encouraged to discuss them with their immediate supervisor. The supervisor will listen to the employee's concerns, attempt to resolve those concerns or, if necessary, direct them to someone who can provide them with further assistance.

EMPLOYEE ACKNOWLEDGEMENT FORM

I hereby acknowledge receipt of the Rockford Park District employee handbook. I agree and represent that I have read this handbook thoroughly and in its entirety. I agree that if there is any policy or provision in the handbook that I do not understand, I will seek clarification from my supervisor, manager, Deputy Director or the Human Resource Department.

I understand that this handbook has been developed as a general reference guide for Rockford Park District employees and that neither the handbook nor its individual terms or any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this handbook is intended to create or shall create an employment contract, either express or implied, on the part of the Park District. I also understand that the policies, benefits and rules contained in this handbook can be changed or discontinued by the Park District at any time, with or without advance notice. I understand that nothing contained in this handbook may be construed as creating a promise of future benefits or a binding contract with the Park District for benefits or for any other purpose.

I further understand that I am an at-will employee as provided in the handbook and as such, employment with the Park District is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. In addition, I understand that no representative of the Park District, other than the Executive Director with the Board's express approval, has authority to enter into any employment agreement for any specific period of time or to make any binding representation or agreement, whether oral or written, contrary to the foregoing.

I understand and will comply with all policies within this handbook and any and all other Park District policies, rules and guidelines as promulgated periodically. I further understand that violating any policy within this handbook or any other Park District policy, rule or guideline may subject me to disciplinary action up to and including dismissal.

Please sign and date this acknowledgement and return it to the Human Resource Department.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the Rockford Park District, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, national origin, age, ancestry, pregnancy, arrest record, military status or unfavorable discharge from military service, citizenship, marital status, sexual orientation, mental or physical disability unrelated to a person's ability to perform the essential functions of the job with or without a reasonable accommodation, genetic information, or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

We make reasonable accommodations when necessary for all employees and/or applicants with disabilities, provided the individual is otherwise qualified to perform the essential functions of the job and such accommodations can be provided without an undue hardship. Such individuals are encouraged to discuss their need for a reasonable accommodation with the Director of Human Resources (*See The Americans With Disabilities Act Policy*).

The Human Resource Department has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to the Director of Human Resources or the Executive Director. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination.

ANTI- HARASSMENT POLICY

The Rockford 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 unlawful discriminatory practices, including harassment. Therefore, the Park District expects that all relationships among persons in the workplace will be professional and free of unlawful bias, prejudice and harassment.

It is the responsibility of each and every employee, officer, official, park commissioner, agent, volunteer, and vendor of the Park District, as well as anyone using the Park District's facilities, to refrain from sexual and other unlawful harassment. The Park District will not tolerate sexual or any other type of harassment of or by any of its employees, vendors, contractors, and commissioners. Unlawful actions, words, jokes, or comments based on an individual's race, color, religion, sex, national origin, age, handicap/disability, ancestry, pregnancy, sexual orientation, marital status, citizenship, arrest record, military status or unfavorable discharge from the military service, citizenship, mental or physical disability unrelated to a person's ability to perform the essential functions of the job, genetic information, 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, 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 sex 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.

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; or
 - c. The harassment has the purpose or effect of interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee.

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, whistling, or touching, pinching, or brushing the body; suggestive or insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects, contents, slogans, or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

While the most commonly recognized forms of sexual harassment involve the types of conditions described above and such is prohibited at all times, non-sexual conduct can also constitute a violation of applicable law when conduct is directed at a person because of his or her gender.

2. Harassment on the basis of any other protected characteristic is also strictly prohibited. Any verbal or physical conduct that denigrates or shows hostility toward an employee because of the employee's race, color, religion, sex, national origin, age, handicap/disability, ancestry, pregnancy, sexual orientation, marital status, citizenship, arrest record, military status or unfavorable discharge from the military service, mental or physical disability unrelated to a person's ability to perform the essential functions of the job, or any other characteristic protected by law.

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, voice mail, or similar systems).

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

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

RETALIATION IS PROHIBITED

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

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 or discrimination. 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 or discriminatory conduct from promptly advising the offender that their behavior is unwelcome and requesting that it be discontinued.

If an employee experiences or witnesses harassment or discrimination of any kind, they should deal with the incident(s) as directly and firmly as possible by clearly communicating their position to the offending person, their immediate supervisor, Deputy Director, the Director of Human Resources, and/or the Executive Director. If the incident involves the Executive Director, the employee may communicate their position to the President of the Board of Commissioners. The employee 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, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at the employee to make a complaint.

- **Direct Communication with Offender:** If there is harassing or discriminatory behavior in the workplace, the employee may directly and clearly express their objection to the offending person(s) regardless of whether the behavior is directed at them. If the employee is being harassed, they should clearly state that the conduct is unwelcome and the offending behavior must stop. *However, the employee is not required to directly confront the person who is the source of their report, question, or complaint before notifying any of those individuals listed below.* The initial communication may be oral or written, but

documentation of the notice should be made. If subsequent communication is needed, it should be put in writing.

- **Report to Supervisory and Administrative Personnel:** At the same time direct communication is undertaken, or in the event an employee feels threatened or intimidated by the offending person, they should promptly report the offending behavior to their immediate supervisor, Deputy Director, Director of Human Resources, or the Executive Director. If the employee feels uncomfortable doing so, or if their immediate supervisor and/or department head is the source of the problem, condones the problem or ignores the problem, the report should be submitted directly to the Director of Human Resources or the Executive Director. If the Executive Director is the source of the problem, condones the problem, or ignores the problem, the employee should contact the President of the Board of Park Commissioners.
- **Report to Executive Director/President of the Board of Commissioners:** An employee may also report incidents of harassment or discrimination directly to the Executive Director. The Executive Director or his designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If an employee's complaint alleges harassment by the Executive Director, or if the Executive Director condones the problem or ignores the problem, the employee should immediately report the incident or incidents to the President of the Board of Commissioners.

HARASSMENT ALLEGATIONS AGAINST NON-EMPLOYEES/THIRD PARTIES

If an employee makes a complaint alleging harassment or discrimination against an agent, vendor, supplier, contractor, volunteer or person using Park District programs or facilities, the Executive Director, or his/her designee, will investigate the incident(s) and determine the appropriate action, if any. The Park District will make a reasonable effort to protect its employee from further contact with such persons. Please recognize, however, that the Park District has limited control over the actions of non-employees other than to take reasonable measures to stop that behavior once it becomes known to the Park District.

IMPORTANT NOTICE TO ALL EMPLOYEES:

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action.

RESPONSIBILITY OF SUPERVISORS AND WITNESSES

Any supervisor who becomes aware of any possible sexual or other unlawful harassment or discrimination of or by any employee must immediately advise the Director of Human Resources or the Executive Director who will investigate the conduct and resolve the matter as soon as possible.

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

THE INVESTIGATION

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. An investigation will be conducted and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation. The Park District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The Park District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment. All employees must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination.

RESPONSIVE ACTION

The Park District will determine what constitutes harassment, discrimination or retaliation based on a review of the facts and circumstances of each situation. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as the Park District believes appropriate under the circumstances.

FALSE AND FRIVOLOUS COMPLAINTS

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

RESOLUTION OUTSIDE OF PARK DISTRICT

While we hope to be able to resolve any complaints of harassment within the Park District, we acknowledge an employees' right to contact:

Illinois Department of Human Rights

(312) 814-6200 Chicago

(312) 263-1579 TDD Chicago

(217) 785-5100 Springfield

(217) 785-5119 TDD Springfield

Illinois Human Rights Commission

(312) 814-6269 Chicago

(312) 263-1579 TDD Chicago

(217) 785-4350 Springfield

(217) 785-5119 TDD Springfield

Equal Employment Opportunity Commission

(312) 353-2713 Chicago

(800) 669-3362

(800) 800-3302 TDD

AMERICANS WITH DISABILITIES ACT

The Rockford Park District is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the Park District's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of an individual's disability or perceived disability as long as the employee can perform the essential functions of the job with or without a reasonable accommodation. Consistent with this policy of non-discrimination, the Park District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Park District aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Park District.

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

An employee with a disability who believes they need a reasonable accommodation to perform the essential functions of their job should contact their supervisor or manager. The Park District encourages individuals with disabilities to come forward and request reasonable accommodation if necessary to allow them to perform their job effectively. If an employee feels uncomfortable making an accommodation request to the manager or believes the accommodation request was not properly managed, he should notify the Director of Human Resources or the Executive Director.

On receipt of an accommodation request, the supervisor, and/or manager, and/or Deputy Director will meet with the employee to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the Park District might make to help the employee overcome those limitations and perform the essential job functions of the position. The supervisor must notify the Human Resource Department of the request for accommodation and the outcome of the request.

The Park District will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the Park District's overall financial resources, the accommodation's impact on the operation of the department, including the ability of other employees to perform their duties, and on the Park District's ability to provide its services to the public.

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

The ADA does not require the Park District to make the best possible accommodation, to reallocate essential job functions, to create new positions, or to provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should immediately notify their supervisor, manager, Deputy Director, Director of Human Resources, or the Executive Director. The Park District will make every reasonable effort to handle such inquiries or complaints in a responsible and confidential manner.

OPEN DOOR POLICY

The Rockford Park District promotes an atmosphere for employees to talk freely with members of the management staff. Employees are encouraged to openly discuss any problems with their immediate supervisor so appropriate action may be taken. If the supervisor, manager or Deputy Director cannot be of assistance, the Director of Human Resources and Executive Director are available for consultation and guidance. The Park District is interested in all of our employees' success and happiness. We therefore welcome the opportunity to help employees, whenever feasible.

ANTI-NEPOTISM

It is the Rockford Park District's intent to recruit, hire, promote, compensate, transfer, reward, and discipline on the basis of individual merit in order to avoid the suggestion of favoritism in the making of such decisions.

This policy applies to the following "covered relationships":

Family Member: spouse, child, parent, brother, sister, grandparent, grandchild, aunt, uncle, niece, nephew, as well as in-law and step-relative.

Members of the Same Household: family members or others residing, fully or partially, in the same residence as another employee of the Park District.

Like or Similar Relationships: other relationships that may or may not involve family members or members of the same household but that may create similar opportunities for favoritism.

Employees, in a "covered relationship", may be employed anywhere in the Park District except within the span of control of one another (i.e. position where one may exercise direct control, or may influence employment decisions affecting wages, work hours and other conditions of employment.) In all other instances, employees in a "covered relationship" may be employed anywhere in the Park District provided it is not in a direct reporting relationship.

If a "covered relationship" develops which results in violation of this policy, the Park District will use its best efforts to work on a transfer, where possible. However, no employee is guaranteed a similar position, the same pay or continued employment. Such issues must be resolved within the time limits established by the Park District.

A Deputy Director may recommend exceptions to this policy. Exceptions will be allowed only in the case of extreme circumstances and with appropriate safeguards so that the

intent of the policy may be maintained. The Executive Director and the Director of Human Resources must approve all such exceptions to this policy prior to hiring, transfer or other employment decision-making.

If any employee feels that circumstances have arisen or may arise that result in a violation of this policy, such circumstances must be immediately reported to the Director of Human Resources. Such reports will not result in retaliation towards the reporting employee. Failure of any employee to report a relationship that is in violation of this policy may result in disciplinary action.

SCREENING PROCESS

PROOF OF ELIGIBILITY TO WORK

Within three business days of the date employment begins, Park District employees are required to provide adequate documentation of their eligibility to work in the United States. All new employees will be required to furnish the Park District with proof of citizenship or right to work by completing the Federal Form I-9 and providing appropriate supporting documentation within the first three days of employment.

PRE-PLACEMENT MEDICAL EXAMINATION

The Park District requires all police staff, bus drivers, drivers of agency vehicles which require a commercial driver's license and other positions deemed appropriate by the Park District, to successfully complete a medical examination after a position has been offered to the employee, but prior to starting employment. This medical examination is necessary to determine if the employee can perform the essential functions of the job offered, with or without a reasonable accommodation on the part of the Park District.

A physician of the Park District's choice and at Park District expense will perform the examination. Employees must consent to the disclosure of the physician's findings, conclusions, and opinions to the Park District. An employee's medical records will be maintained in a separate confidential medical file. Information contained in the medical file will not be released or disclosed without the employee's written consent, by court order, or except to persons with a lawful right or need to know.

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

STATE CRIMINAL CONVICTION BACKGROUND CHECK

The Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning all applicants, and shall perform a criminal background check for applicants for all positions. Pursuant to statute, any conviction of offenses enumerated in subsection (c) of the statute shall automatically disqualify the applicant from consideration for working for the Park District. Any other conviction(s) may not automatically disqualify the applicant from consideration, but rather, the conviction(s) will be considered in relationship to the specific job.

Applicants may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation. All information concerning the record of

convictions shall be confidential and will only be transmitted to those persons who are necessary to the decision process. *Please refer to the Criminal History Check, Arrest and Conviction Policy.*

PRE-EMPLOYMENT DRUG TEST

The Park District requires drug testing for applicants offered a full-time position with the District. Employees who are required to have a commercial driver's license (CDL) for their position with the Park District will be tested in accordance with the Park District policy.

DRIVER'S LICENSE ABSTRACT

Although employees are not generally required to have a driver's license as a condition of their employment, any employee who may be expected to drive either his personal vehicle or a Park District vehicle in the course of his normal duties will be required to have a valid driver's license with the proper classification for the vehicle(s) the employee is expected to operate. Before such an employee has started work, and generally on an annual basis thereafter, the Park District will request a driver's license abstract review from the Illinois Secretary of State's office or respective out-of-state issuing authority.

REFERENCE CHECKS

In accordance with the Employment Record Disclosure Act the Rockford Park District has set guidelines for disclosing employment information on former and current employees. Due to the potential legal liability to the Park District, please direct all inquiries about former and current employees and their employment with the Park District, to the Human Resource Department.

CRIMINAL HISTORY CHECK, ARREST AND CONVICTION POLICY

The Rockford Park District will conduct criminal history checks in an effort to foster a safe and secure environment for children and the public as a whole and in keeping with the legal requirements established by the Park District Code Section 8-23 of the State of Illinois.

Any person applying for a position with the Park District must complete and sign a Conviction Information Request form. Criminal history checks will be performed prior to the applicant beginning their duties and whenever the Park District has reason to suspect that a subsequent conviction may have occurred. A criminal history check will be conducted annually on all returning seasonal employees.

If the results of the criminal history check are received after an employee has begun work, the Park District reserves the right to terminate or limit employment opportunities depending on the results.

The results of the criminal history check will be kept strictly confidential. The Executive Director, Director of Human Resources or their designee are the only people who shall review or have access to the reports. However, information regarding the reports may be shared with the hiring supervisor/manager on a "need-to-know" basis.

- A. If a background check discloses a conviction the following will apply:
- persons convicted of any crime included in Section 8-23 of the Park District Code shall be disqualified from any position
 - persons convicted of a violent crime or crime against a person within the prior 20 years shall be disqualified from any position
 - persons convicted of a theft-related crime or other crime against property within the prior 15 years shall be disqualified from any position involving the handling of Park District funds
 - persons convicted of a driving-related crime (manslaughter, DUI with injury to person) within the prior 5 years may be disqualified from any position which involves driving employees, program participants or Park District vehicles
- B. All other convictions shall be reviewed on a case-by-case basis using such factors as:
- seriousness and/or nature of conviction
 - relationship of conviction to job responsibilities
 - number of convictions
 - age at time of conviction
 - length of time elapsed since last conviction
 - evidence of rehabilitation and references regarding person's character

The Park District reserves the right to revise the criteria and to exclude from employment or to otherwise limit employment opportunities to new employees and returning seasonal employees who have been convicted of crimes that are not listed above.

A copy of each criminal conviction report received from the Illinois State Police shall be sent to each person who has a criminal record for their verification.

The Park District reserves the right to conduct a criminal background check upon its receipt of credible information that any regular or seasonal employee has been convicted of a crime that may not make them suitable for employment. If an employee is convicted of a criminal offense, they must report the conviction information to the Director of Human Resources at the time of the conviction. The Park District reserves the right to investigate any employee who is arrested while employed by the Park District and based on this information, make its own determination as to whether there is merit to the allegations leading to the arrest. The Park District may take appropriate action as a result of the investigation.

The Executive Director shall exercise discretion in a uniform manner so that similar convictions and circumstances result in similar treatment by the Park District. Legal counsel may be consulted on such issues.

The Park District may establish stricter standards that apply to the Park District Police Department employees.

Section 8-23 – Park District Code / Table of Convictions:

- Committing or attempting to commit first degree murder
- A Class X felony
- Indecent solicitation of a child
- Public indecency
- Soliciting for a prostitute
- Soliciting for a juvenile prostitute
- Pandering
- Keeping a place of prostitution
- Patronizing a prostitute
- Pimping
- Prostitution
- Juvenile pimping
- Exploitation of a child
- Obscenity
- Child pornography
- Harmful material
- Aggravated or criminal sexual assault
- Predatory criminal sexual assault of a child
- Criminal or aggravated criminal sexual abuse
- Offenses contained in the Cannabis Control Act
- Offenses defined in the Illinois Controlled Substances Act

Any offense committed or attempted in any other state or against the laws of the United States, which, if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Further, no Park District shall knowingly employ a person who has been found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile court Act of 1987.

REGISTERED CHILD SEX OFFENDER

The Rockford Park District is committed to fostering a safe and secure environment for children and the public as a whole. While we cannot guarantee complete safety within our programs and facilities, we will make reasonable efforts, in keeping with applicable State and Federal legal principles, to provide a safe environment insofar as the presence of Child Sex Offenders at our facilities is concerned.

The Child Sex Offender and Murderer Community Notification Law outlines child sex offender's restrictions as follow:

- It is unlawful for a child sex offender to knowingly be present in any public Park building or on real property comprising any public Park when persons under 18 years of age are present in the building or on the grounds **and** to approach, contact, or communicate with a child under 18 years of age **unless** the offender is a parent or guardian of a person under 18 years of age present in the building or on the grounds.

- It is unlawful for a child sex offender to knowingly loiter on a public way within 500 feet of a public park building or real property comprising any public park while persons under 18 years of age are present in the building or on the grounds **and** to approach, contact, or communicate with a child under 18 years of age **unless** the offender is a parent or guardian of a person under 18 years of age present in the building or on the grounds.
- It is unlawful for a child sex offender to knowingly reside within 500 feet of a playground or a facility providing programs or services **exclusively** directed toward persons under 18 years of age **unless** the property is owned by the child sex offender and was purchased before the effective date of this amendatory act.
- It is unlawful for a child sex offender to knowingly operate, manage, be employed by, volunteer at, be associated with or knowingly be present at any facility providing programs or services **exclusively** directed toward persons under 18 years of age. This does not prohibit a child sex offender from owning the real property upon which the programs or services are offered provided the offender refrains from being present on the premises for the hours during which the programs or services are being offered.

The Human Resource Department screens applicants in order to safeguard against the hiring of registered sex offenders (*See Criminal History Check, Arrest and Conviction Policy*).

The Park Police will utilize available resources to identify registered sex offenders and notify the appropriate management staff in the case of a potential unsafe situation. A Park District employee who suspects that a registered sex offender is engaged in conduct prohibited by the legal provisions cited in this policy and/or by other applicable law should immediately contact the Park police or contact 911.

Park District employees should never take action that may place them at risk or potentially harm or injure them and/or any member of the public. Concerns related to this policy are to be directed to the Park police or call 911.

OUTSIDE EMPLOYMENT

To avoid potential conflicts of interest, there may be instances when an employee may not work for persons or companies with whom the Rockford Park District conducts business. Similarly, there may be instances where an employee has been engaged by an entity other than the Park District to perform services within Park District facilities where the performance of that work (whether of the same type or different from the work performed by the employee for the Rockford Park District may, similarly, pose a conflict of interest. Therefore, regular employees who secure employment with an entity other than the Park District must inform their supervisor or manager otherwise. If it appears that the outside employment presents a possible conflict of interest or interferes with fulfilling the responsibilities at the Park District, their manager may request that the employee resign the outside employment.

PERFORMANCE EVALUATIONS

The Rockford Park District has a formal performance appraisal system for its seasonal employees to provide a means of evaluating an employee's performance and accomplishment of goals. The performance appraisal assists in making personnel decisions related to such matters as promotions, transfers, demotions, terminations and salary adjustments. Performance appraisals become and are an essential part of an employee's personnel records.

FREQUENCY

Under usual and appropriate circumstances, employees should receive a performance review annually. Formal evaluations generally will be conducted by the employee's immediate supervisor at the end of the season.

INFORMAL REVIEW OF EMPLOYEE PERFORMANCE

An employee's immediate supervisor and manager generally observe and informally evaluate the employee's performance on a daily basis. They will attempt to provide positive feedback, notify an employee of areas in need of improvement in their work performance or inappropriate conduct.

UNSATISFACTORY REVIEW

If an employee receives an unsatisfactory formal performance evaluation they may be ineligible for re-hire and may be subject to disciplinary action.

APPEAL

If an employee disagrees with a formal performance evaluation, they may request a meeting with their immediate supervisor to discuss the evaluation. If an agreement is not reached as to the evaluation, they may:

1. Request in writing, within five (5) working days of receipt of their performance evaluation, a meeting with the supervisor at the succeeding level of authority in the department. The employee request must include an explanation as to why the employee believes their formal performance evaluation should be changed. They must attach to their request any supporting documentation. If the employee does not timely request a meeting, the evaluation of their immediate supervisor will be final and a copy of the evaluation will be placed in their personnel file. If an employee requests a timely meeting, the supervisor will meet with the employee and investigate the circumstances surrounding their evaluation. The supervisor will generally issue a written determination within ten (10) working days of receipt of the written request. If the employee is not satisfied with the determination at this stage, they may continue this process through each succeeding supervisory level up to the Executive Director. Any decision of the Executive Director shall be final.
2. The employee may also prepare a written response stating their position or objection to their evaluation and request that their response be placed in their personnel file.

PERSONNEL FILES

A personnel file will be established for each employee. All pertinent employment information including, employment application, references, evaluations, commendations, disciplinary actions, and other employment records will be contained in this file. Employee medical records will be maintained in a separate file. Information contained in personnel files will not be released or disclosed without the employee's written consent, except to persons with a lawful right or need to know, including without limitation, pursuant to a court order.

An employee may review his personnel file in accordance with the Personnel Record Review Act and established Park District procedures. To do so, the employee should contact the Human Resource Department to schedule an appointment. An employee will be given the opportunity to view their file within seven working days after the initial request.

It is to the employee's advantage to see that all of his personnel records are accurate and up-to-date. The employee is responsible for and must promptly advise the Park District of any changes in:

- Name and/or marital status
- Address and/or telephone number
- Number of eligible dependents
- W-4 deductions
- Person(s) to contact in case of emergency
- Other personal information that the Park District needs to know to contact the employee or properly administer its benefit programs or general operational concerns
- Immigration status (if eligibility for employment in the United States is affected).

Immediately notify the Human Resource Department of any changes in pertinent information.

ORIENTATION

Each employee, including seasonal employees, will be required to complete an orientation session prior to beginning their employment with the District. The orientation process will include an overview of Park District expectations, policies, practices, procedures, employee benefits and other information that will familiarize the employee with the Park District and/or the requirements of their position.

CHILD LABOR LAWS: ROCKFORD PARK DISTRICT YOUTH CODE

Note: The Rockford Park District Youth Code is more stringent than the Federal and State Laws.

All minors under age 16 must have an Employment Certificate before they will be allowed to work for the Rockford Park District. The Superintendent of Schools or a duly authorized agent issues employment certificates. This permit must be maintained at the employee's work site as well as a copy sent to Human Resources.

The following are the hour restrictions for 14 and 15 year olds under the Park District Youth Code:

Labor Day until June 1st:

(Weekends and school holidays only)

- Maximum days per week 3
- Maximum hours per day 7
- Between hours of 8:00 a.m. – 6:00 p.m.
- Maximum hours per week 18

June 1st until Labor Day:

- Maximum days per week 5
- Maximum hours per day 7
- Between hours of 8:00 a.m. – 8:00 p.m.
- Maximum hours per week 35

A scheduled meal period of at least thirty (30) minutes must be provided no later than the fourth consecutive hour of work no matter how many hours they are scheduled to work.

The Park District will post a schedule stating the hours of work and lunch periods for any minors that it employs.

Employees under age 16 are not permitted to supervise any part of the transportation of camp, field trips, or other Park District sponsored program participants to or from Park District sponsored activities, including loading participants or materials onto a bus prior to departure, supervising the participants (or performing any other work) during the ride to and from the activity, and unloading participants or materials upon arrival at the activity or back at the point of departure. Employees under age of 16 are relieved of all duties during this time and are not to resume their duties until all participants and materials have been unloaded from the bus.

Yellow Timecards

Employees under the age of 16 will use yellow timecards. This will help the supervisor to remember those employees who have work permits and serve as a reminder to monitor work limitations. The yellow timecard will further allow the Human Resource and Payroll Departments to monitor more effectively our younger employees. Yellow

timecards must be turned into the Human Resource Department on Mondays before 10:00 a.m.

VOLUNTEER PROGRAM

This program addresses an individual (who may or may not be employed by the Rockford Park District) but who donates hours of service for civic or humanitarian reasons by performing such tasks as working with disabled or disadvantaged youth or helping in youth programs as coaches or camp counselors or through involvement with Friends of Facility programs. These individuals do so with no promise, expectation or receipt of compensation for their services except for reimbursement for expenses and reasonable benefits (in this case, the Park District participation coupon).

In an effort to better safeguard the children and youth who participate in Park District programs and events, completion of a Criminal Background Check will be a condition of volunteerism for individuals who regularly serve in a volunteer capacity.

External organizations and partners may be required to comply with the Park District's Criminal History Check, Arrest and Conviction Policy (02-11).

The provisions of this policy notwithstanding, no employee of the Rockford Park District (whether exempt or non-exempt) may provide volunteer services involving the same or similar work of the type performed while working as an employee. These restrictions are in place for non-exempt employees so that issues do not arise under Federal or State wage and hour laws as to whether the time worked in the same or similar capacity should be counted as time worked for overtime purposes. These restrictions are also in place for exempt employees so that issues do not arise as to the scope of the non-exempt duties performed by an exempt employee that may, in turn, jeopardize his/her exempt status under Federal and State wage and hour laws. Employees may only volunteer for the Rockford Park District performing different kinds of work than that which they perform as an employee (i.e., services that are dissimilar to those performed by the individual as an employee).

WORKPLACE SEARCHES

The Rockford Park District wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the Park District prohibits the possession, transfer, sale, or use of such materials on its premises. The Park District requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices that may be provided by the Park District for the convenience of employees nonetheless remain the sole property of the Park District and, therefore, are subject to inspection by the Park District. Similarly, items brought onto the Park District's property by employees (e.g. briefcases, bags, purses, etc.) are likewise subject to inspection by the Park District. Such inspections may occur in a variety of situations including, but not limited to, when it is reasonably suspected by the Park District that such may hold or contain any illegal, harmful or prohibited items or substances or that they may contain missing or stolen property belonging to the Park District, other employees or patrons. Employees should not have an expectation of

privacy concerning equipment and/or materials provided to them by the Park District and/or as to personal possessions brought by them onto Park District premises.

ALCOHOL AND DRUG ABUSE

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

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

All regular full-time, regular part-time and seasonal employees working in safety sensitive positions will be subject to random drug testing.

This policy does not replace any of the provisions or requirements of the Park District's Alcohol and Drug Policy for CDL Employees. *See Alcohol and Drug Policy For CDL, Riverboat and Trolley Employees.*

ACTS PROHIBITED

The unlawful manufacture, distribution, dispensation, possession, use, or being under the influence of a controlled substance (including, but not limited to, cannabis) and/or alcohol is prohibited while on Park District property, in a Park District vehicle, or on Park District time, which is defined as "any time an individual is performing work for the benefit of the Park District".

VOLUNTARY TREATMENT

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. Employees who suffer from alcohol or drug abuse are encouraged to voluntarily consult with management and undergo appropriate treatment at the employee's expense or through insurance, if applicable. The Park District assures all employees that there will be no adverse employment consequences as a direct result of an employee voluntarily and successfully completing treatment in keeping with this policy.

SCREENING AND TESTING

- Pre-Employment Screening

As a final prerequisite in the Park District's employment selection procedure, persons offered a "regular" position, as well as those offered other designated safety-sensitive or labor-intensive positions with the Park District, will be required to undertake a physical examination which may include a drug and alcohol screening test.

- Random Testing
The Park District requires those employees working in jobs which have been identified as having a direct impact on public safety to be tested for drug and alcohol use on a random basis.
- Post Accident
An employee will be tested to rule out the presence of drug and/or alcohol if, within the scope of their employment, they are involved in a work-related accident which results in a personal injury requiring more than basic first aid treatment, or if it appears that their actions result in property damage costs in excess of \$1000.
- Reasonable Suspicion
In the event that an employee demonstrates behavior or performance and/or otherwise engages in conduct, whether on or off the job (including, but not limited to, reports received from reliable third parties concerning behavior, performance and/or other conduct that provides a good faith basis for suspicion of possible drug and/or alcohol abuse) that gives a supervisor reasonable cause to suspect that an individual may be under the influence of either drug or alcohol, the supervisor or a designated representative will escort the employee to the medical facility for the appropriate testing procedure.
- Under the Influence
Employees are not permitted to work while under the influence of alcohol and/or with prohibited drugs in their system. For purposes of this policy, as it relates to alcohol, "under the influence" is defined as the presence of alcohol in an employee's system at a level determined by the Park District.

The definition of "prohibited drugs" includes, but is not limited to, such drugs as amphetamines, barbiturates, benzodiazepines, cocaine, opiates and cannabinoid (marijuana or THC), and prescription or over-the-counter drugs which have not been specifically prescribed for the user by a licensed physician.

TESTING PROCEDURE

- Under the Influence, Post Accident & Reasonable Suspicion Testing
The testing is conducted at a medical facility at Park District expense. The employee is required to have a drug test and a breath alcohol test to determine if there is a presence of drugs and/or alcohol. If a test is positive, the medical facility discusses the results with the designated representative. Refusal to submit or delay in submitting to a drug and/or alcohol test in these instances will result in immediate dismissal.
- Random Testing
The medical facility randomly selects employees to be tested. The names are made available to a designated member of the Human Resource Department who then directly contacts the employee to advise of his/her selection for the test. As part of that communication, the employee will be advised of the reasonable time frame applicable to the employee's submission to that test (such to be established by the designated member of the Human Resource Department, in that member's discretion). If the employee fails to test in

keeping with the schedule established by the member of the Human Resource Department after being contacted, he or she will be terminated unless alternate arrangements have been made in advance that are acceptable to Human Resource Department member.

POSITIVE TEST RESULTS AND TREATMENT

If a test is positive, the medical facility discusses the test results with the employee, conducts a second test on the same specimen to confirm the results. If the test is again positive, the Human Resource Department is contacted.

If the testing process results in a positive test, the Park District may require the employee to participate in the Employee Assistance Program (EAP) and the employee may then be required to enroll in a treatment program, if recommended by EAP, at employee expense. However, an employee is not guaranteed that he/she will be referred to the EAP and/or to a treatment program and, instead may be terminated. The Park District, in its discretion shall consider the severity of the incident; the employee's work record; risks presented to participants, the employee and/or other employees, etc., in determining whether such referrals will be allowed. Where referrals are allowed, the failure to enroll in an approved program, within the time frame required by EAP and/or failure to successfully complete the program are grounds for immediate dismissal. Where the employee is referred to a program in lieu of termination, the employee will also be required to authorize the program to release to the Park District, information regarding the employee's progress in and compliance with the treatment program.

Where the employee is referred to a program, the Park District will attempt to reassign an employee during the treatment program. However, there may be instances due to the severity of the problem, the requirements of the job and/or a major disruption of service delivery, where the Park District determines that it is in the best interest of the District and those whom we serve, to suspend without pay and/or terminate the employee.

Upon completion of the treatment program, there will be follow-up testing at the discretion of the Park District. A further positive test will result in immediate dismissal.

USE OF LEGAL DRUGS

Any employee who operates or maintains a vehicle or machinery, handles hazardous materials or substances of any kind, or has public safety responsibility and who has taken a legal drug must report the use of such legal drug to their supervisor if the legal drug may cause drowsiness or if it may alter judgment, perception or reaction time. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether or not the legal drug may have such a potential side effect. The information will be retained by the Park District in a confidential manner and will be disclosed only to persons who need to know. The employee's immediate supervisor, after conferring with the Director of Human Resources, will decide whether or not the employee may safely continue to perform the job while using the legal drug.

NOTICE OF CONVICTIONS

Any employee who is convicted of violating any federal or state criminal drug statute must notify the Director of Human Resources within five (5) days of such conviction.

For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis.

DISCIPLINE/PENALTIES FOR VIOLATION

1. An employee who reports to work or is found during working hours to be or to have been under the influence of alcohol, controlled substances (including, but not limited to, cannabis) or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances, (including, but not limited to, cannabis) while on Park District property or while acting on behalf of the Park District, is convicted of a drug related crime, causes financial or physical damage to Park District property, its employees or patrons as the result of alcohol or drug abuse, or fails to report the use of legal drugs in accordance with this policy, will be disciplined in accordance with the Disciplinary Action Policy. An employee who participates in a treatment program in lieu of termination will be expected to meet job performance standards and comply with all rules established by the Park District (including additional testing) prior to resuming job duties. Participation in a treatment program will not, in itself, protect the employee from disciplinary action should job performance remain unsatisfactory.
2. In addition to the examples of misconduct that may subject an employee to disciplinary action contained in this policy and the manual, the Park District will discipline an employee for the following:
 - if the employee refuses to submit to diagnosis, testing or screening upon request of the Park District;
 - if the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing;
 - if the medical facility recommends treatment and the employee refuses to undergo such treatment;
 - if, while undergoing treatment, the employee fails or refuses to follow the course of treatment or refuses to authorize the program to release to the Park District information concerning the employee's progress and/or compliance;
 - if the employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this policy; or,
 - if the employee fails to notify the Director of Human Resources of a conviction for violating any federal or state criminal drug statute in accordance with the "Notice of Conviction" section of this policy

INSPECTIONS

In order to assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances, including cannabis, employees may be subject to inspection. *See Workplace Searches*

RECORDS

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

PROCEDURE FOR REPORTING POSSESSION OR USE OF ALCOHOL OR ILLEGAL DRUGS

If an employee knows that another employee is in possession of or using alcohol or illegal drugs, they are encouraged to discuss their questions, problems, complaints, or reports with their immediate supervisor or the Director of Human Resources. If an employee feels uncomfortable doing so, or if their supervisor is the source of the problem, condones the problem, or ignores the problem, they should report it to the Director of Human Resources or to the Executive Director.

TRAINING AND EDUCATION

A training and education program regarding drugs and alcohol for all Park District employees with supervisory responsibilities will be ongoing. In addition, all employees are required to attend training for a drug-free workplace.

CONDITION OF EMPLOYMENT

As a condition of employment, all employees are required to sign a consent form for testing specified by this policy, or have a parent sign for them if they are under the age of 18. This consent form will also authorize the release to the Park District of the drug and/or alcohol testing results. Refusal to sign the consent form by the employee and/or parent is grounds for non-hire or termination.

ALCOHOL AND DRUG POLICY FOR CDL, RIVERBOAT & TROLLEY EMPLOYEES

In an effort to promote public safety and to help prevent accidents and injuries the Rockford Park District will comply with the U.S. Department of Transportation's (D.O.T.) regulations that establish a zero tolerance level for the presence of alcohol or controlled substances in the system of any individual who operates or maintains a commercial class vehicle. The regulations establish testing requirements to help ensure compliance with the alcohol and controlled substance prohibitions. The controlled substances prohibited by the D.O.T. regulations include marijuana, cocaine, opiates, amphetamines/methamphetamines, and phencyclidine (PCP).

This policy includes all employees who are required to have a valid Commercial Driver's License (CDL) as a condition their employment and who operate a commercial vehicle for the Park District including 1st mates and Captains of the Riverboat and Trolley. Employees are subject to these procedures and regulations at all times while on duty including all overtime and call back time.

ADVERSE AFFECTS OF DRUG AND ALCOHOL USE

The unlawful use of drugs and alcohol poses a number of health risks. The use, misuse and/or abuse of alcohol and/or controlled substances adversely affect an employee's ability to perform his/her assigned duties and increase the likelihood of accidental injuries and accidents. Employees may access the confidential Employee Assistance Program (E.A.P.) for information and assistance with alcohol or drug use.

EMPLOYEE REQUIREMENTS AND TESTING

Park District employees subject to this policy are subject to all D.O.T. regulations applicable to their conduct with respect to alcohol and/or controlled substances as well as to all D.O.T. testing requirements (including, but not limited to, pre-employment, random, reasonable suspicion, return to duty and follow-up testing). Such employees will also be subject to all other D.O.T. requirements (as those D.O.T. requirements may be revised from time-to-time) including abstaining from the use of alcohol and/or controlled substances, required training, etc.

Additional information regarding these policies and procedures and the consequences for violations thereof may be obtained from the Human Resources Department.

MODIFIED DUTY PROGRAM

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

The purpose of the Modified Duty Program is to provide a temporary modified work assignment, when feasible, available and applicable. The feasibility of modified duty is at the sole discretion of the Park District. Noncompliance with this program may result

in a reduction of workers' compensation benefits and possible disciplinary action. Please refer to the full policy for any additional information.

PREGNANCY DISCRIMINATION POLICY/NURSING MOTHERS IN THE WORKPLACE

The Rockford Park District prohibits and does not tolerate discrimination against anyone on the basis of pregnancy. The Park District will treat all applicants and employees who are pregnant in the same manner as any other applicant or employee with regard to job-related functions, benefits and opportunities. No person or employee has the authority to discriminate against a pregnant employee or applicant.

The Park District will not deny or remove an employee from a position because the employee is pregnant, considering pregnancy, or experiencing any pregnancy-related problems. All decisions regarding a pregnant employee's placement in or continuation in a job will be based on the same consideration that governs all employment decisions—the employee's ability to satisfactorily perform the essential duties of the job in question.

If an employee has a question, complaint, or problem related to pregnancy discrimination, they should contact their supervisor, manager or Deputy Director. If the employee feels uncomfortable doing so, or if their supervisor, manager or Deputy Director is the source of the problem, condones the problem, or ignores the problem, the employee should report it to the Human Resource Department.

In addition the Park District will comply with the Nursing Mothers in the Workplace Act by providing a nursing mother with a private location, within close proximity of her work area, and break time for the purpose of expressing breast milk.

HIPPA POLICY AND NOTICE

Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Rockford Park District has a responsibility to protect employee's personal health information. The Park District is required to keep employee health information private, share this information only when necessary and follow privacy practices. Special efforts must be made to protect the names of people who have HIV/AIDS or receive drug and alcohol treatment.

How does the Park District use and share employee's health information?

In general, the Park District may use and disclose health information without an authorization for purposes of treatment, payment and health care operations. However, the Park District must obtain a signed authorization from the individual or the individual's personal representative for all uses and disclosures of health information that are not otherwise permitted or required by law.

Right to make a complaint

Any individual who believes his/her rights have been violated as granted by HIPAA privacy regulations or any other state or federal laws dealing with privacy and confidentiality may file a written complaint regarding the alleged privacy violation. Complaints should be brought to the attention of the Human Resources Privacy Officer.

Other Human Resources staffs who receive complaints from employees should inform the Privacy Officer. Copies of all written complaints must be forwarded to the Privacy Officer for investigation, tracking and quality improvement purposes.

Employees may also report a complaint to the Office for Civil Rights, Department of Health and Human Services, Jacob Javits Federal Building, 26 Federal Plaza, Suite 3312, New York, New York 10278; (212) 264-3313 or (800) 368-1019.

REPORTING CHILD ABUSE AND NEGLECT

All Rockford Park District employees, both regular and seasonal, are mandated reporters of child abuse and neglect. An Acknowledgement of Mandated Reporter Status form will be signed by all employees and kept in each employee's personnel file. Each employee is required to report any suspected child abuse or child neglect by calling the Hotline number (1-800-25-ABUSE) whenever there is reasonable cause to believe that a child that is known by them and is in their professional or official care may be abused or neglected.

Caution: DO NOT use e-mail to report Child Abuse or Neglect as it may cause delays and confidentiality may not be ensured.

What are Child Abuse and Neglect?

- Child Abuse is the mistreatment of a child under the age of 18 by a parent, caretaker, someone living in their home or someone who works with or around children. The mistreatment must cause injury or must put the child at risk of physical injury. Child abuse can be physical (such as burns or broken bones), sexual (such as fondling or incest) or emotional
- Neglect happens when a parent or responsible caretaker fails to provide adequate supervision, food, clothing, shelter or other basics for a child

When should I call the Hotline?

You should call the Child Abuse hotline whenever you believe that a person who is caring for the child, who lives with the child, or who works with or around children has caused injury or harm or put the child at risk of physical injury or harm or put the child at risk of physical injury as defined by the Abused and Neglected Child Reporting Act. Some examples include:

- If you see someone hitting a child with an object
- If you see marks on a child's body that do not appear to have been caused by accident
- If a child tells you that he or she has been harmed by someone
- If a child appears to be undernourished, is dressed inappropriately for the weather, or is young and has been left alone

These are a few situations when you should call the hotline. Use your own judgment and call the hotline whenever you think a child has been abused or neglected.

1-800-25-ABUSE (State Office)
1-800-358-5117 (TTY)
987-7640 (Local Office)

What should I report?

Hotline staffs are social workers with special training in determining what constitutes Child Abuse and Neglect under Illinois law. Details are important. Ideally, you should be able to tell the Hotline worker:

- The child's name, address and age
- The nature of the suspected abuse or neglect, including when and where it occurred
- The names of suspected perpetrators and their relationship to the child (parent, teacher, etc.)
- Any other information you think may help

How should Mandated Reporters make reports?

Call the child abuse hotline as soon as possible. Then you must send written confirmation to the appropriate DCFS field office within 48 hours. The Department will provide a form to use when sending this confirmation.

EMERGENCY CLOSINGS

On occasion, due to inclement weather, national crisis, or other emergency, the Rockford Park District may close for all or part of a normally scheduled workday. The decision whether to open the Webbs Norman Building (including customer service) will be made by 6:00 a.m. and the information will be available by calling our RPD Employee Emergency Closing Phone Line 815-987-1648. Should you have access to e-mail at home, a District-wide e-mail will also be sent by 6:00 a.m.

Program and Facility Managers will determine whether to open or close programs or facilities based on their operations. Program and Facility staff must contact their supervisor to determine operation closing decisions. In the event your operation will impact your customers, please contact your supervisor directly so the media may be notified. Your supervisor will contact the supervisor on call directly so the play line can be updated promptly.

The determination of whether an absence or tardiness is weather-related will be left up to the discretion of the immediate supervisor. Managers and supervisors are expected to make employee safety a top priority.

The following guidelines shall govern whether or how an employee will be compensated in these situations:

1. If the employee is unable to report for work but the program for which he/she works is open, that employee (whether exempt or not exempt) will not be paid for that day unless they opt to deduct such payments from their accrued vacation time.
2. If the employee is unable to report for work and the program for which the employee works is closed, the employee will be compensated for that time by deducting such time from the employee's accrued vacation and/or sick hours.

DUAL JOBS WITHIN THE PARK DISTRICT

Regular employees are usually hired for a specific position in a department. Provided that the primary job with the Park District is not compromised in any manner, employees may be able to work an additional part-time job with the Park District. However, if it is determined that such additional job adversely interferes with the primary job; the employee may be required to resign from the additional job.

Similarly, Park District employees may be requested to assist, outside of their regularly scheduled hours and employment with the Park District, other organizations who are using Park District facilities. Examples of those situations include police and/or maintenance personnel who are engaged by an organization who has contracted to use a Park District facility for that organization's own function(s). In those circumstances, the organization utilizing the Park District employee's services separate and apart from their employment with the Park District and time spent in such service will not be counted as work time by the Park District. Additionally, the organization must indemnify the Park District and provide proof of acceptable, adequate insurance coverage necessary to protect the Park District in the event of an accident and/or injury.

OVERTIME PAY

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

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.

Because of the nature of the Parks and Recreation field and the public services to be provided, employees may be required to work more than their standard hours per workweek. Depending on Park District 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.

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.

PAYROLL PERIODS, PAY DAY AND DEDUCTIONS

Rockford Park District employees are paid bi-weekly (every other Friday) for the two week (14 days) work period which ends at midnight the preceding Saturday. The workweek begins on a Sunday and ends on Saturday. If payday occurs on a Park District-recognized holiday, employees will be paid on the preceding work day.

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, a direct deposit authorization form may be obtained from the Human Resource or Payroll Departments and the employee should complete the form. The completed form must then be submitted with a voided personal check or deposit ticket to the Payroll Department. Due to banking requirements, it may take several weeks for activation of the Direct Deposit. Employees choosing to receive their pay by paycheck will have it mailed to their home.

In the event of a lost paycheck, the Payroll Department must be notified in writing as soon as possible before a replacement check can be issued.

PAYROLL DEDUCTIONS

Automatic payroll deductions will be made for federal and state income tax purposes, health insurance deductions, IMRF contributions and social security tax, and any other item ordered by a court or applicable law.

WORK SCHEDULES

Department work schedules are established by the immediate supervisor, manager or Deputy Director based on the needs of the Park District. The number of work hours that will be scheduled is based on staffing needs. At the Park District's discretion, work schedules may change from time to time.

Any change in work schedules or exchange of work periods among employees may not be made without the prior approval of the immediate supervisor.

RECORDING OF HOURS WORKED

All non-exempt employees are required to maintain an accurate and legible record of the hours worked. These time cards (or other designated time reporting mechanisms), which must be approved by the immediate supervisor, are the basis for paycheck calculation. Time is computed to the nearest quarter of an hour (15 minutes) per clock in or out. Employees scheduled for 7.5 continuous hours of work are encouraged to take a non-paid meal break before the end of the fifth hour. The payroll department will automatically deduct 30 minutes from each day that the employee has worked 7.5 hours. If the employee has not taken a break, please indicate "No Lunch" on the timecard. (Please note: Different rules apply under the Child Labor Laws for 14 and 15 year olds) *See Child Labor Laws: Rockford Park District Youth Code Policy for their hour and break rules.* Employees are responsible for their own time records. Violation of this policy may result in appropriate disciplinary action.

Employees are not to clock or sign in or out for other employees. Recording another employee's time record or falsification of an employee's own time record is against Park District rules and is grounds for disciplinary action.

Once an employee clocks or signs in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records.

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

MEAL AND REST PERIODS

Supervisors, managers and Deputy Directors are authorized to establish and arrange meal periods and reasonable rest periods during each workday that are most consistent with departmental operation. The granting of rest periods is entirely at the discretion of the supervisor, manager or deputy Director.

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

Employees on rest or meal break are asked not to interfere with employees who are working.

ABSENCE WITHOUT LEAVE

If an employee is absent without notice for three consecutive workdays, they will be considered to have voluntarily resigned their position. Where the employee's absence is determined excusable because prior approval was impossible, the absence will be considered vacation or, in the case of illness, sick and/or FMLA leave.

FAMILY AND MEDICAL LEAVE POLICY

This section summarizes rights and regulations under the Family and Medical Leave Act of 1993 ("FMLA").

The FMLA provides eligible employees with up to 12 work weeks of unpaid leave for certain family and medical reasons during a 12 month period. During this leave, an eligible employee is entitled to continue group health plan coverage as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position.

Certain highly compensated key employees may be denied FMLA to prevent substantial and grievous economic injury to the Rockford Park District's operations. Employees will be notified of their status as a key employee, when applicable, after they request a Family and Medical Leave.

ELIGIBILITY

Any full-time, part-time, or seasonal employee who has worked for the Park District for at least 12 months, and for at least 1,250 hours during the 12-month period immediately preceding the start of the leave is eligible for an FMLA.

REASONS FOR LEAVE

A leave may be taken for the following reasons: (1) birth and care of a newborn child; (2) placement of a son or daughter for adoption or foster care in the employee's home;

(3) to care for the employee's parent, spouse or child (but not in-law) with a serious health condition; or (4) to attend to the employee's own serious health condition which renders the employee unable to perform the functions of his/her job; or (5) to address certain "qualifying exigencies" related to an eligible military family member's call to active duty.

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

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

For purposes of this policy, "qualifying exigencies" include, but are not limited to:

- Attending military events
- Addressing certain financial and legal arrangements
- Attending certain counseling sessions, etc.

A "military family member" is an eligible employee's spouse, son, daughter, or parent on active duty or called to active duty in the National Guard or Reserves in support of a contingency operation or who is retired from such active duty and is called to active duty for those purposes.

LENGTH OF TIME

Except where otherwise provided in this policy for Military Caregiver Leave, employees qualifying for leave under the FMLA may take up to a maximum of 12 calendar weeks of leave during any 12 month period. The Park District utilizes a rolling "12 month backward" method. Under this method, when an employee is in need of FMLA leave, the Park District determines from the date that the FMLA leave will commence how much FMLA leave time has been utilized by the employee during the 12 month period preceding that date. Two spouses employed by the Park District are each entitled to take leave because of the birth or placement of a child for adoption or foster care, or to care for a sick parent. Leaves must be taken during the first 12 months for the birth or placement of a child.

Leave because of an employee's own serious health condition, or to care for an employee's spouse, child or parent with a serious health condition, may be taken all at once or, where medically necessary, intermittently or on a reduced work schedule.

MILITARY CAREGIVER LEAVE

In keeping with the provisions of the National Defense Authorization Act for FY2008, an eligible employee may be entitled to additional leave rights under the FMLA which relate to the need to care for an ill or injured covered service member, but which differ from the FMLA policy in the following respects:

- (1) An eligible employee may be entitled to Military Caregiver Leave to care for the employee's spouse, son, daughter, parent, or "next of kin" who is a covered service member.
- (2) The covered service member's injury or illness arose in the line of duty while on active duty in the Armed Forces. The leave entitlement is based on a per-covered-service member, per-injury basis.
- (3) An eligible employee may take up to 26 work weeks of leave during a single 12 month period to care for the ill or injured service member.
- (4) The "single 12 month period" for Military Caregiver Leave begins on the first day the eligible employee takes FMLA leave for that purpose and ends 12 months after that date.
- (5) "Military Caregiver Leave" runs concurrent with other leave entitlements provided under federal, state, and local law, including family and medical leave.

In no event may an eligible employee use a combination of Military Caregiver Leave and/or family and Medical leave under the provisions of this policy for a period in excess of 26 combined weeks during a single 12 month period.

INTERMITTENT OR REDUCED WORK SCHEDULE LEAVE

Intermittent leave is leave taken in separate blocks of time, as noted above, for the employee's own serious health condition or that of the employee's spouse, parent or child.

If an employee takes leave intermittently or on a reduced work schedule basis, the employee must, when requested, attempt to schedule the leave so as not to unduly disrupt the Park District's operations. When an employee takes intermittent or reduced work schedule leave for foreseeable planned medical treatment, the Park District may temporarily transfer the employee to an alternative position with equivalent pay and benefits for which the employee is qualified and which better accommodates recurring periods of leave.

LIMITATIONS ON FMLA LEAVE

Leave to care for a newborn or for a newly placed child is available only during the first 12 months after the birth or placement of the child and may be taken intermittently or on a reduced work schedule.

COMPENSATION

An employee must substitute any accrued personal, sick days for unpaid leave under this policy. They may substitute accrued vacation days. The balance of the 12 weeks of FMLA remaining after substituting such paid leave will be without pay. However, in some instances employees may be eligible to receive disability benefits during their FMLA leave. All time missed from work that qualifies for both Family and Medical Leave and for workers' compensation will be counted toward their 12 weeks of Family and Medical Leave. If an employee qualifies for both Family and Medical Leave and some other form of leave (e.g. personal leave), the Family and Medical Leave time must be used first. Similarly, if the time qualifies for FMLA leave and another form of statutorily provided leave (e.g. VESSA), the time off may be counted against both types of leave.

BENEFIT CONTINUATION

While a regular employee is on FMLA leave, the Park District will maintain the employee's group health insurance coverage under the same conditions that the employee had at the start of FMLA leave for a period not to exceed the FMLA 12 week period. The employee will be responsible for any premium contribution and/or payment to other employee elected benefit programs. To the extent that an employee's FMLA leave is paid, the employee's portion of health insurance cost will be deducted from the employee's salary. For the portion of FMLA leave that is unpaid, the employee's portion of health insurance premiums must be paid by submitting a monthly check. Other benefits, if any, such as vacation, sick leave, or personal days, will continue to accrue only while an employee is on paid FMLA leave. There will be no accrual for unpaid time.

REQUESTING LEAVE

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

The Family and Medical Leave Request form will require, in detail, the reasons for requesting the leave and the length of time the employee intends to be away.

- In cases where an employee requests leave for the employee's own serious health condition or to care for a seriously ill family member, the Park District may require medical certification from a health care provider to support the request. Medical certification forms are available from the Human Resource Department. Additionally, other certification forms that are appropriate for the employee's leave request may also be required. The employee's failure to have these certification forms completed and returned within fifteen (15) days of their receipt shall be grounds for denying leave coverage under this policy and may result in the employee's absences being considered to be unexcused.
- The Park District may: (a) contact the employee's health care provider in an effort to clarify or authenticate the initial certification; and/or (b) require the employee to obtain a second opinion by an independent Park District-designated provider at the Park District's expense. If the initial and second certifications differ, the Park District may, at its expense, require the employee to obtain a third, final and binding certification from a jointly selected health care provider.
- During FMLA leave, the Park District may request that the employee provide recertification of a serious health condition at intervals in accordance with the FMLA. In addition, during FMLA leave, the employee must provide the Park District with periodic reports regarding the employee's status and intent to return to work. If the employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide the Park District with reasonable notice of the employee's changed circumstances and new return to work date. If the employee gives the Park District notice of the employee's intent not to return to work, the employee will be considered to have voluntarily resigned.
- A request for a leave of absence must be approved by the employee's supervisor, and/or manager, and Director of Human Resources. Requests for leave of absence for the Executive Director must be approved by the President of the Board of Commissioners.
- An approved medical leave of absence will be considered FMLA if it qualifies as such under the FMLA regulations outlined by the U.S. Department of Labor. The Park District reserves the right to designate a period of absence as FMLA leave.

RETURN FROM LEAVE

Employees returning from work at the conclusion of a family/medical leave will be restored to their former positions, or to equivalent positions with equivalent pay, benefits and other terms of employment. However, an employee on a family/medical leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the family/medical leave period.

Employees returning to work at the conclusion of a family/medical leave for their own serious health condition will provide a statement from their health care provider certifying their ability to return to the requirements of their position.

During a family/medical leave, the following will be suspended:

- Illinois Municipal Retirement Fund (IMRF) and Social Security contribution. However, the employee has the option of filing with IMRF for lost service credit

- Illinois Municipal Retirement Fund (IMRF) benefits. In order to maintain benefits, employees need to file a Leave of Absence form with IMRF

FAILURE TO RETURN TO WORK FOLLOWING FMLA LEAVE

An employee who fails to return to the available position on the first day after the leave of absence has expired will be considered to have voluntarily resigned. However, pursuant to the Park District's other policies (e.g. under the Park District's American With Disabilities Act Policy #02-03 as a "reasonable accommodation" under the ADA), an employee may request and, in the Park District's discretion, be granted a personal leave of absence (see Personal Leave of Absence Policy #04-09).

Where an employee fails to return to work after an FMLA leave, the Park District may recover health insurance premiums that the Park District paid on behalf of the employee during any unpaid FMLA leave except the Park District's share of such premiums may not be recovered if the employee fails to return to work because of the employee's or a covered family member's serious health condition or because of other circumstances beyond the employee's control. In such cases, the Park District may require the employee to provide medical certification of the employee's or the family member's serious health condition.

ADDITIONAL INFORMATION

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

IMRF

Rockford Park District employees working in positions that meet certain hourly standards (1,000 hours per year) are required to participate in the Illinois Municipal Retirement Fund (IMRF). IMRF provides retirement, disability and death benefits to eligible participants. These benefits are in addition to those provided by Social Security. The following presents a very brief description of IMRF; all terms and conditions applicable to participation in and/or receipt of IMRF benefits are subject to IMRF rules and policies.

CONTRIBUTION

Participating employees contribute a certain percentage of their gross pay as determined by IMRF through payroll deduction. Contributions are tax deferred, that is, not subject to either Federal or Illinois income tax, but will be subject to Federal income tax when refunded or withdrawn as a pension or death benefit. The Park District also contributes to IMRF as a percentage of total contributions to fund survivor's pensions, disability benefits, death benefits and the retirement costs of its employees.

RETURN OF CONTRIBUTIONS

REFUND: Employees may receive a separation refund of their IMRF contributions when they cease working in an IMRF-qualified position if they:

- Are under age 55, regardless of length of service
- Have less than eight (8) years of service, regardless of age
- Are age 55 or over but pension would be less than \$30 per month

A separation refund consists of the employee's IMRF contributions only. No interest is paid with a separation refund, nor are the Park District's contributions refunded.

PENSION: If an employee is at least 55 years of age and has eight or more years of service credit, they may be entitled to a reduced retirement benefit. To receive full retirement benefits, employees must be 60 years of age or older and have at least eight years of service credit.

DISABILITY BENEFITS: IMRF provides monthly disability payments if an eligible member is unable to perform the duties of their position reasonably assigned by the Park District. The employee must have at least 12 consecutive months of IMRF service credit, at least 9 months of service credit within the previous 12 months immediately prior to the disability, and may not be receiving any earnings from any employer.

DEATH BENEFITS: Under certain conditions, IMRF provides for lump sum payment or surviving spouse pension upon an employee's death.

SOCIAL SECURITY AND MEDICARE

As required by law, a fixed percentage of earnings is deducted from each paycheck and deposited with Social Security Administration. In addition, the Rockford Park District contributes an equal amount to the Social Security Administration to help fund benefit programs. Detailed information on benefits, eligibility requirements and account status is available from the local Social Security Administration office.

The Social Security Administration recommends that individuals periodically verify personal earnings and benefits. Information on requesting an account balance is available from the local Social Security Administration Office.

UNEMPLOYMENT COMPENSATION

Rockford Park District employees are provided with Unemployment Compensation Insurance coverage in accordance with Illinois law. This coverage is provided at no cost. Should an employee become unemployed, they may be entitled to receive unemployment benefits provided they meet certain eligibility requirements. Additional information can be obtained from the local Illinois Department of Employment Security (IDES) office.

INDEMNIFICATION AND LIABILITY INSURANCE

The Rockford Park District is required by state statute (70 ILCS 1205/8-20) to indemnify and protect employees against civil rights damage claims and suits, constitutional rights damage claims and suits, death and bodily injury damage claims and suits, and property damage claims and suits, including defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed within the scope of employment or under the direction of the Board. Such indemnification and protection will extend to employees of the Park District at the time of the incident from which a claim arises. However, the Park District is statutorily prohibited from indemnifying employees for "punitive" damages. Punitive damages are defined as "damages awarded in a lawsuit for malicious, evil, or fraudulent acts".

Employees may be covered by the Park District's liability insurance in the defense of any civil action that may be brought against an employee or the Park District, its agents, or any other employee for damages arising out of the lawful performance of their duties.

WORKERS' COMPENSATION

Rockford Park District employees are covered under the Illinois Workers' Compensation Act. The Act provides for medical care and replacement of wages if an employee sustains an injury arising out of and occurring in the course of employment with the Park District. Non-job-related illnesses or injuries, or illnesses or injuries not related to the performance of assigned duties, are not covered under the Act. If you have any questions regarding Workers' Compensation, please see the Risk Manager, or contact the Park District's Workers' Compensation Coverage provider, PDRMA at 630/769-0332.

All employees must adhere to the following conditions:

1. Any work-related injury or illness (even if the employee is uncertain if the injury or illness is work-related, but suspects it may be work-related) must immediately be reported directly to the employee's immediate supervisor or a manager if the immediate supervisor cannot be reached directly. Failure to immediately report an injury or illness may jeopardize the employee's eligibility for workers' compensation benefits.
2. Upon notification, the Park District shall instruct the employee to report to the designated hospital or physician for an examination or treatment. In the case of an emergency, the employee should go to the nearest hospital emergency room for treatment. Additionally, a post-accident drug and/or alcohol test may be required pursuant to Park District policies.
3. All medical evaluations by a licensed physician must be submitted to the Risk Manager for the duration of the employee's period of leave (if any).
4. If an employee is expected to be off work for 30 days or more, the Human Resource Department will notify IMRF so retirement benefits will continue to accrue. Also, an employee's sick and vacation time will continue to accrue when off for a worker's compensation injury (subject to the limitations established elsewhere in this manual).

5. The Park District reserves the right to have the employee examined by a licensed physician of its own choice at any time during the period of leave. This examination will be at the Park District's expense and the physician will submit the results to the Park District. The employee is entitled to a copy of this report.
6. The Park District may assign an injured employee to a modified duty assignment in accordance with the Modified Duty Program. *See Modified Duty Program found on page 25.*
7. An employee shall not be allowed to return to work without a statement from a physician approving their return to work without restrictions, or with restrictions acceptable to the Park District which can be reasonably accommodated without resulting in undue hardship.
8. The Park District reserves the right to re-assign the employee to another position at the same pay and benefits they received at the time of the injury.
9. When an employee has been released by a licensed physician to return to work on a modified duty basis, they may periodically be requested to return for medical evaluations. For these doctor visits, the employee will be compensated at their current rate of pay only for the period of time necessary for the visit, including reasonable transportation time. The Park District reserves the right to verify the time of the visit. Time taken over and above that which is necessary will be charged to the employee's available sick, personal or other time off. If they do not have any available time, the employee will be compensated to the extent required by law.
10. Neither the Park District nor PDRMA will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Park District.

EMPLOYEE ASSISTANCE PROGRAM

Through the Employee Assistance Program (Pathways EAP), the Rockford Park District provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse issues, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP is available to all regular employees, and seasonal employees (during the season that they are working), and their immediate family members, to offer problem assessment, short-term counseling, and referral to appropriate community and private services.

Pathways EAP is strictly confidential and designed to safeguard employee's privacy and rights. An EAP counselor is available 24 hours a day, seven days a week at 398-7483 or (800)987-9067.

R.A.S.A.

The Rockford Area Services Association (R.A.S.A.) is a non-profit organization composed of 50+ major industries and business establishments in the Rockford area that provide discounts on their services. Also available are discounts on trips, cruises, Great America, Disney World, etc. The services available to Park District employees are listed on the information card, which is available in the Human Resource Department. In order to receive R.A.S.A discounts, employees must present their membership card before ordering or purchasing. You may also log on to rockfordrasa.com for additional information.

EMPLOYEE AWARDS

The Rockford Park District Employee Awards Program has been established to appropriately recognize length of service and outstanding performance.

QUARTERLY EMPLOYEE EXCELLENCE AWARD

The purpose of this program is to recognize employees and reward excellence in service to staff, citizens, and community, outstanding performance, safety, and ideas that save or generate revenue. It is available to all regular and seasonal employees as well as volunteers. A nomination can be made by any employee for another employee. A selection committee reviews the nominations and awards are presented at the Quarterly Full Staff Meetings. Additional information and nomination forms can be found in the Human Resource Department as well as the intranet.

QUARTERLY TEAM AWARD

The purpose of this program is to recognize a team of employees and reward excellence in outstanding performance, notable service to community/citizens, creative contributions, notable service to staff, safety, and ideas that save or generate revenue for the District. It is available to all Rockford Park District Teams. A nomination can be made by any employee for a team, committee, etc. A selection committee reviews the nominations and awards are presented at the Quarterly Full Staff Meetings. Additional information and nomination forms can be found in the Human Resource Department as well as the intranet.

SERVICE AWARD PROGRAM

The Park District values its employees and the time and commitment they make to serve the citizens. In appreciation for this service, employees receive a service pin or gift after having served the Park District for five years, ten years, fifteen years, etc. These awards are presented at the Quarterly Full Staff Meeting closest to the employee's anniversary date.

EMPLOYEE PARTICIPATION PROGRAM

It is the goal of the District to establish and maintain a high level of citizen confidence and support. One major factor in accomplishing this goal is to have well-trained, service oriented employees and volunteers dedicated to delivering superior programs and services to our citizens. Employees and volunteers who utilize the services offered by the Park District increase their understanding of District services.

Seasonal employees are given options that they may choose from at the beginning of their season. These include both taxable and non-taxable options.

Non-Taxable Options:

Option I - Golf Pass for Golf Employees

Option II - Golf Pass for Non Golf Employees (\$200 towards the purchase of a golf pass)

Option III - Magic Waters Season Pass (limit of 2)

Option V - Do not wish to participate in program (participation is optional)

* All passes issued are for yourself, your spouse or your child under the age of 25.

Taxable Options:

Option IV - \$200 Swipe Card (taxed on 80% of the value of this card)

Expiration of Benefit: For staff still employed there is no expiration date on swipe card, the benefit rolls over and there is no cap on the amount you can carry on the card. Terminated employee cards will be expired immediately and no refund will be issued. Employees who resign will continue to have benefits through the end of the calendar year.

Certain restrictions do apply. For more information, contact the Human Resource Department.

USE OF PARK DISTRICT INFORMATION, PROPERTY AND EQUIPMENT

The protection of the Rockford Park District's business information, property and all other assets are vital to its interests and success. Except in the ordinary course of performing duties for the Park District, no Park District property may be removed from the premises. When an employee leaves the Park District, the employee must return all related Park District information and property that the employee has in their possession, including documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment.

No employee, volunteer or member of the public may use Park District property for personal use without proper authorization. No Park District property may be released for personal use without the prior written approval of the manager who is responsible for the equipment or property. Approval for personal use of Park District vehicles is required.

Park District property is defined as buildings, vehicles, facilities, grounds, tools, implements, building materials, electronic equipment, software, intellectual property and data, recreation and rental equipment and all other property owned, leased or in the possession of the Park District. Because safety and liability is of chief concern, it is expected that Park District property that is assigned or authorized or permitted to be used will be operated in a fashion consistent with the established safety rules and regulations. Instructions on safe and proper use will be provided upon request. In addition, the use of some property may require permits, waivers and releases. The

employee will be responsible for the full cost of repair or replacement of property that is damaged or lost while it is in the employee's care and custody.

Loss, damages or theft of Park District property should be reported at once. Negligence in the care and use of property may be considered grounds for discipline.

The Park District's equipment, such as telephones, postage, facsimile and copier machines, are intended for business purposes.

Upon termination of employment, employees must return all Park District property, uniforms, equipment, work product and documents in their possessions or control.

ELECTRONIC COMMUNICATION POLICY

The Rockford Park District provides and maintains the following forms of electronic communication: Internal and external electronic mail (e-mail), telephone voice mail, Internet and Intranet access, fax machines, and computer hardware and software. Use of these forms of communication is limited to staff, board, and authorized volunteers.

While these services make communication more efficient and effective, inappropriate use can place the Park District at risk.

GENERAL GUIDELINES AND PRINCIPLES

All electronic communications, as well as the equipment and stored information transmitted, received, or archived, are and remain at all times the property of the Park District and are intended for business use.

Limited personal use may be allowed however; employees are reminded that any and all Park District property is to be used primarily for business purposes.

Personal phone charges must be reimbursed to the Park District.

PRIVACY

Use of Park District's electronic communication systems are not guaranteed to be private or confidential. All electronic communications are Park District property and are routinely monitored. Use of these systems constitutes the employee's acceptance of this policy and violations are subject to disciplinary action.

The Park District reserves the right to retrieve and review any message or file composed, sent or received. It should be noted that although a message or file is deleted or erased, it is still possible to recreate the message.

Electronic mail messages may be "public records" under the Illinois Freedom of Information Act. As such, all messages possibly may be available to the public to inspect and copy, subject to the limited exceptions contained in the law. In order to ensure that such messages comply with this policy, all electronic mail messages are subject to review by authorized Park District employees.

CONFIDENTIALITY

Electronic messages may be monitored by service providers and authorized Park District officials, and may be compromised by unauthorized or unintended distribution. Confidentiality may also be compromised because of inadequacy of current technology to protect against unauthorized access.

Users are also prohibited from using electronic means to seek out personal or confidential information regarding Park District employees, contracts, finances, or other non-public matters.

HARASSMENT

Prohibited harassment, (as defined in the Park Districts anti-harassment policy) of any kind is also forbidden by this policy. Harassment policies apply equally to all electronic media. No messages with derogatory or inflammatory remarks about an individual or group's race, color, religion, sex, age, national origin, marital status, veteran status, disability, physical attributes, sexual preference, or any other legally protected characteristic shall be transmitted.

PASSWORD

A user name and password is assigned to each employee for their use only, it is not to be shared with other employees. However, the use of passwords for security and confidentiality cannot be guaranteed, and the Park District has the right to remove or change passwords.

E-MAIL

Use of e-mail provided by the Park District expressly prohibits the following:

- Dissemination or printing of copyrighted materials, including articles and software, in violation of copyright laws
- Sending, receiving, printing or otherwise disseminating proprietary data, trade secrets or other confidential information of the Park District in violation of proprietary agreements
- Sending or soliciting sexually oriented or harassing statements, messages, images or language
- Abusive, profane or offensive language, materials that could negatively reflect upon the Park District and any illegal activities including piracy or cracking are forbidden
- Operating a business, seeking business opportunities or soliciting money for personal gain
- Sending or circulating chain letters, jokes, comics, or non-related computer graphics
- Gambling or engaging in any other activity in violation of local state or federal law
- Forwarding chain e-mails, sending of unsolicited mail or any e-mails that are not specific to Park District business
- Opening attachments from senders unknown to the user as they may contain dangerous viruses

This list is not intended to be an exhaustive list.

INTERNET

The Internet is a useful research and communication resource that is provided to Park District employees for uses related to Park District business.

Employees accessing the Internet are representing the Park District. All communications shall be for professional reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Internet Relay Chat channels may be used to conduct official company business or to gain technical or analytical advice. E-mail may be used for business contacts. Use of the Internet must not disrupt the operation of the Park District network or the networks of other users. It must not interfere with the user's productivity.

Employees may use the Internet:

- To communicate with employees, vendors, or clients regarding matters within an employee's assigned duties;
- To acquire information related to, or designed to facilitate the performance of regular assigned duties;
- To facilitate performance of any task or project in a manner approved by an employee's supervisor;

Employees may not use the Internet:

- To transmit, retrieve or store communications of a defamatory, discriminatory or harassing nature or materials that are obscene, pornographic or violent including gambling sites or any illegal activities.
- To download software from the Internet including games.
- To have a site open for a long period of time to receive updates (i.e., weather updates) as this practice can impact overall Internet capability and speed.
- To access other materials that may violate the Park District's harassment policy.

Disclaimer of Liability for Use of Internet

The Park District is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contain millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search records may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to the receipt of unsolicited e-mail containing offensive content. Employees accessing the Internet must notify Information Services immediately if this occurs.

CELL PHONE USAGE

This policy outlines the use of personal cell phones at work, the personal use of business cell phones and the safe use of cell phones by employees while driving.

PERSONAL CELLULAR PHONES

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of Park District phones. Excessive personal

calls during the workday, regardless of the phone used, can interfere with employee effectiveness and be distracting to others.

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

PARK DISTRICT PROVIDED CELLULAR PHONES

Where job or business needs demand immediate access to an employee, the Park District may issue a business cell phone or personal Digital Assistant (PDA) to an employee for work-related communications. Any Park District employee who uses a Park District issued cell phone or PDA will sign a Payroll Deduction Form to authorize deductions for personal calls or a statement certifying they do not use the cell phone for personal calls must be signed prior to issuance of phone.

Employees who require mobile communication tools to conduct Park District business may choose one of the following options:

District owned cellular phone or personal digital assistant (PDA)

Phone service and equipment will be provided by the RPD carrier. Personal use will be charged as noted in the Rockford Park District Operating Policy and will be paid bi-weekly through payroll deductions.

District cellular phone – no personal use

Phone service and equipment will be provided by the RPD carrier. The employee will sign a statement certifying that they will use the phone for *business purposes only*. This agreement will be held in the employee's personnel file located in the Human Resource Department.

Personal cellular phone or personal digital assistant (PDA)

The employee will obtain a contract of their choosing at their sole expense in lieu of District issued equipment. Employee may use their equipment for both District and personal use. The employee is responsible for all charges beyond the District stipend. A stipend of \$30 per month for staff who meet the criteria for a cellular phone and \$40 per month for staff who meet the criteria for a PDA. This stipend will be paid to the employee twice a year in January and July.

Employees receiving a stipend must maintain their account in good standing and shall notify their Manager/Supervisor immediately if for any reason their personal cellular phone or PDA becomes inoperative. The employee must also agree to publish their personal phone number in the RPD Internal District phone directory.

GENERAL GUIDELINES

All Park District-issued cellular telephones are the property of the Park District. An employee may be financially responsible if the phone is lost, stolen, or damaged while in the employee's care and loss or damage is due to the employee's negligence.

The assignment of a cellular telephone to an employee may be withdrawn at any time at the discretion of the Park District.

Upon resignation or termination of employment, or at any time upon request, the employee will be asked to produce the phone for return. Employees unable to present the phone in good working condition within the time period requested may be expected to bear the cost of a replacement.

Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms.

SAFETY ISSUES FOR CELLULAR PHONE USE

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use are expected to refrain from using their phone while driving, for safety purposes and are required to adhere to all federal and state laws regarding phone use while operating a motor vehicle. In addition, and in accordance with Illinois state law, employees may not operate a motor vehicle on a roadway while using an electronic communication device to compose, send, or read an electronic message. Employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from discussion of complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic; inclement weather or the employee is driving in an unfamiliar area. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

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

Certain etiquette is expected to be exercised when using cell phones. Employees should switch to the vibrate setting when at meetings or other important functions and refrain from answering calls during those times.

VOICE MAIL POLICY

Rockford Park District employees are responsible for using the voice mail system properly and in accordance with this policy to conduct Park District business.

PRIVACY

The Park District monitors information stored in, created, received, or sent over the voice mail system, therefore employees should have no expectation of personal privacy.

Even if an employee uses a password to access the voice mail system, confidentiality cannot be assured. Any password used by employees may need to be revealed to the Park District as voice mail messages may need to be accessed by the Park District in an employee's absence.

Even though the Park District reserves the right to retrieve and review any voice mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. An employee is not authorized to retrieve or listen to any voice mail messages that are not sent to their voice mailbox.

HARASSMENT

Prohibited harassment, (as defined in the Park Districts anti-harassment policy) of any kind is also forbidden by this policy. No messages with derogatory or inflammatory remarks about an individual or group's race, color, religion, sex, age, national origin, marital status, veteran status, disability, physical attributes, sexual preference, or any other legally protected characteristic shall be transmitted.

APPROPRIATE USES

The voice mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations. Users should routinely delete outdated or otherwise unnecessary voice mails. These deletions will help keep the system running smoothly and effectively.

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Voice mails are sometimes misdirected or forwarded and may be heard by persons other than the intended recipient. Users should create voice mail communications with the same care, judgment and responsibility used in letters or internal memoranda written on Park District letterhead.

Each employee should also use professional and courteous greetings on their voice mailboxes so as to properly represent the Park District to outside callers.

In order to avoid accidentally disclosing message contents to unauthorized listeners, employees should use caution if accessing voice mail messages while using the speakerphone feature.

VEHICLE POLICY

The following general rules apply to the use of motor vehicles for Rockford Park District business.

APPLICABLE TO ALL VEHICLES OPERATED FOR PARK DISTRICT BUSINESS

1. Employees operating any vehicle for Park District business must have a valid driver's license with the proper classification for the type of vehicle being operated and must show proof of such license upon request. They must notify their immediate supervisor if the status of their driver's license changes.
2. Employees are required to obey all traffic regulations. This includes driving within the speed limit, the use of seat belts, and the "headlight law," where vehicles must have their headlights on when the windshield wipers are on.
3. All accidents must be immediately reported to the employee's immediate supervisor. A copy of the police report and all proper report forms must be included.
4. No employee shall be under the influence of alcohol, illegal substances or legal drugs while operating any vehicle for Park District business. "Under the influence" means that the employee is affected by alcohol or drugs in any

determinable manner, including below the legal blood alcohol level. For purposes of this policy, a determination of being under the influence can be established by a professional opinion, a scientifically valid test, a layperson's opinion, or the statement of a witness. *Please refer to the Alcohol and Drug Abuse Policy, and the Alcohol and Drug Procedures for CDL, Riverboat and Trolley Employees Policy.*

PARK DISTRICT-OWNED VEHICLES

In addition to the regulations listed above, the following shall apply to all employees who have been granted authorization by their immediate supervisor to operate a Park District vehicle.

1. In the event an employee needs a specialized vehicle or equipment and who has on-call responsibilities, a Park District vehicle may be assigned. In all cases the Executive Director will determine if the vehicle is permitted to travel home with the employee. All such vehicle must have an "M" plate.
2. The Park District will own and maintain vehicles that can be reserved and driven for Park District business outside of the normal day-to-day business such as a conference, transporting visitors on a tour, or vehicle needs unable to be handled by their personal vehicle, etc.
3. Park District owned vehicles may be taken home only when authorized by the Executive Director or his designee and only in cases where the employee is subject to emergency calls during off-duty hours. Park District vehicles may only be used for Park District business; personal use of vehicles is prohibited.
4. Employees operating Park District vehicles must be 18 years or older.
5. Park District vehicles will not be used to transport patrons unless the vehicle and employee are authorized to do so or in case of emergency.
6. Any employee who is required to have a Commercial Driver's License (CDL) as a condition of employment is subject to random drug and alcohol testing in accordance with the Department of Transportation regulations.
7. Employees are responsible for the care, use, and conservation of Park District vehicles, and must promptly report any accident, breakdown or malfunction of any unit so that necessary repairs may be made.
8. Employees who are assigned a vehicle as part of their regular duties will be responsible for conducting weekly inspections (oil, tire, lights, etc.) and keeping the vehicle free of litter, debris, and unnecessary equipment/supplies.
9. Employees should have no reasonable expectation of privacy with respect to Park District vehicles.
10. The Park District is not responsible for personal items stored in Park District vehicles. Employees should not carry personal valuables in Park District vehicles.

PERSONAL VEHICLES

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

1. Employees using their personal vehicle for Park District business are required to carry liability insurance on their vehicle in accordance with state law and may be asked to provide proof of this insurance. The Park District's liability insurance is secondary to the employee's own coverage.
2. Employees are expected to exercise common sense and properly secure any Park District property (i.e. computers, cell phones, cameras, etc.) that they may transport in their personal vehicle so as to minimize opportunities for theft and/or damage. It is strongly recommended that employees plan and schedule their work activities in such a way as to take full advantage of transportation and/or delivery services offered through Central Stores and Support Services in order to reduce their personal responsibility in the case of theft or damage of Park District property. In the case of Park District property damage, loss or theft an employee's personal vehicle insurance, and in certain situations their homeowner's policy, will be primary. The Park District may reimburse an employee the amount of their insurance deductible and/or pay for equipment replacement. A police report and copy of your current insurance policy listing coverage and deductible amounts will be required before your claim will be considered.
3. Using a personal vehicle to transport patrons is strictly prohibited.
4. Reimbursement for authorized use of personal vehicles will be at the standard mileage rate established by the IRS and will be considered payment for the use of the vehicle, insurance and all other transportation costs.

In order to qualify for reimbursement, employees must secure prior approval from their immediate supervisor or manager provide proof of the mileage used for business and provide proof that the vehicle was used for Park District business (i.e., submission of an approved mileage reimbursement form and other appropriate documentation such as receipts as required by the Park District).

EMPLOYEE CONDUCT

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

- Employees are required to comply with all policies and procedures established by the Board of Commissioners and the Upper Management of the Rockford Park District.

- Employees are expected to demonstrate the highest standards of personal and professional integrity, honesty, and responsibility in the performance of their duties.
- Employees are expected to treat Park District patrons and their fellow employees respectfully and courteously.
- Employees are expected to perform their duties to the best of their ability.
- Employees are expected to act and conduct themselves at all times in the best interest of the Park District.
- Employees must function as a team, and each employee is required to make a positive contribution in the interest of effective and efficient public service. Improper conduct, which creates employee disputes, loss of morale, or work place disruption, will not be condoned.
- Employees must perform their duties with care and attention to our patron's needs, the safety and welfare of fellow employees, and to Park District quality standards and requirements.
- Employees must conduct themselves in keeping with the provisions of the Park District's "Guidelines on Ethics, Conflicts of Interest, and Financial Misconduct (Including Whistleblower Protections)

GUIDELINES ON ETHICS, CONFLICTS OF INTEREST, AND FINANCIAL MISCONDUCT (INCLUDING WHISTLEBLOWER PROTECTIONS)

The successful business operation and reputation of the Rockford Park District is built upon the principles of trust and respect and the ethical conduct of our employees.

Maintaining the public's confidence requires a commitment to the spirit and letter of all applicable laws and regulations, as well as adherence to the highest standards of conduct and personal integrity and we are dedicated to preserving those expectations. Employees are expected to act in a way that will merit the continued trust and confidence of the Park District's residents, customers and staff.

The Park District will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide employees with respect to standards of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the employee's immediate supervisor and, if necessary, with the Human Resource Department for advice and consultation.

Compliance with these guidelines is the responsibility of every Park District employee. Disregarding or failing to comply with these guidelines could lead to disciplinary action.

Included within the guidelines applicable to Park District employees are compliance with the following:

State Officials and Employees Ethics Act Governing Political Activities

Employees must not perform or require other employees to perform any political activity during work time. Work time does not include paid holiday, vacation, or personal time. In addition, employees may not use any property or resources of the Park District in connection with political activity. Some examples of political activity are:

- Preparing, circulating, or filing petitions on behalf of a candidate
- Distribution or mailing campaign literature, signs, or other material for a candidate
- Campaigning for any elective office or for or against a referendum question
- Soliciting contributions or selling tickets for a political fundraiser
- Managing or working on a campaign or serving as a delegate to a political convention
- Preparing for, organizing or participating in any political meeting, rally, or other political event
- Soliciting contributions or selling, distributing or receiving payment for tickets for a political fundraiser
- Any form of solicitation related to campaigning contributions
- Involvement in a public opinion poll related to a campaign for elective office or on behalf of a political organization or for or against any referendum question
- Surveying or gathering information to determine possible vote outcome or assisting at the polls on election day

State Officials and Employee Ethics Act Related to Gifts

Officers, employees, their spouses and members of their families may not solicit or accept any kinds of gifts from "prohibited sources". The ordinance defines prohibited sources as:

- Persons seeking official action from the officer or employee, or from a subordinate of that employee
- Persons doing business or seeking to do business with the officer or employee , or with a subordinate of that employee
- Persons conducting activities regulated by the officer or employee, or by a subordinate of that employee
- Persons who have any interest that may be substantially affected by the performance or nonperformance of the officer's or employees official duties.

There are twelve categories of gifts that a Park District officer or employee may solicit or accept, even from a prohibited source. These permitted gifts include food or refreshments not exceeding \$75 per person in value on a single calendar day, provided that the food or refreshment are consumed on the premises at which they were purchased or prepared, or are catered; gifts from relatives; gifts given on the basis of personal friendship and any item or items received from a single prohibited source during a calendar year having a cumulative value of less than \$100.

The ordinance also provides for the appointment of an Ethics Advisor/Officer and an Ethics Commission. The Commission will review any alleged Ethics Ordinance Violations. The Deputy Director of Human Resources will act as the Ethics Advisor/Officer in reviewing such issues. Violations of the ordinance are punishable by up to 364 days in jail, or a fine of up to \$5000.

Conflicts of Interest

Employees of the Rockford Park District are to conduct themselves in the performance of their duties in such a way as to avoid the existence of a conflict of interest or the appearance of one. Employees must exercise good faith and judgment in all areas related to the performance of their duties. Employees must abide by the strict rule of honest and fair dealings with the Park District, its patrons, vendors and suppliers. Employees may not use their position, so that a conflict arises between the Park District's interest and those of the employee.

Examples of an actual or potential conflict of interest include, but are not limited to the following:

- The employee is in a position to influence a decision that may result in a personal gain for the employee or for a relative as a result of the Park District's business dealings
- The employee's outside interests or activities and/or the receipt of gifts, gratuities or entertainment opportunities by the employees or obtaining information that may be used by the employee for personal economic gain
- The employee converts to his/her own personal benefit an economic opportunity that would otherwise belong to the Park District
- The employee is involved in a business that is in competition with one of the Park Districts operations (without the Park Districts advanced written approval of such competitive activities); etc.

Employees who have information regarding an actual or potential conflict of another employer are encouraged to report that information to the Deputy Director of Human Resources, serving as Ethics Officer, who will investigate such information.

Financial Misconduct

Title III of the Federal Sarbanes-Oxley Act of 2002 requires publicly traded companies to establish procedures to facilitate the reporting of concerns by employees regarding suspected financial irregularities, including questionable accounting or auditing matters. Although not applicable to the Park District in a legal sense, adoption of such procedures is in keeping with the best practices for public institutions and serves the Park Districts interests and fiscal stewardship in good governance.

General Provisions

The Rockford Park District requires its commissioners, managers, and employees to observe high standards of business and professional ethics in conducting the Park District's business, and to comply with all applicable laws, regulations and Park District policies and procedures regarding the Park Districts financial management.

Appointment of Park District Ethics Officers

The following positions have been appointed as the Park Districts official Ethics Officers: Deputy Director of Human Resources and Internal Audit Manager. All allegations of financial irregularities, fraud and inappropriate activity will be investigated via these positions.

Reporting Responsibility

It is the responsibility of all commissioners, managers and employees to comply with all applicable laws, regulations, Park District policies and procedures regarding the financial management and financial reporting of the Park District, and report suspected financial irregularity or inappropriate activity in accordance with this policy. If any employee knows of suspects that other Park District employees are engaged in fraud or financial misconduct, it is his/her duty to immediately notify the appropriate individuals noted above who have been appointed as the Park District's Ethics Officers.

Enforcement: Reporting Violations of Business Ethics, State Officials and Employee Ethics, Conflicts of Interest and Financial Misconduct

Employees of the Rockford Park District shall report any suspected violations of the foregoing provisions of this policy in keeping with the following:

- Suspected violations of the State Officials and Employees Ethics Act governing political activities or of the State Officials and Employee Ethics Act Related to Gifts should be reported to the Deputy Director of Human Resources acting as Ethics Advisor/Officer
- Suspected violations of the Conflicts of Interest provisions of this policy should be reported to the Deputy Director of Human Resources acting as Ethics Officer
- Suspected violations of the Financial Misconduct provisions of this policy should be reported to the Ethics Officers (the Deputy Director of Human Resources and the Internal Audit Manager); or
- In the event that an individual wishing to report a suspected violation is unsure as to who should receive such a report or in the event that the individual is uncomfortable reporting a suspected violation to the official(s) noted above, the individual may contact the Executive Director or the Board Chairperson for guidance concerning the appropriate reporting process

No Commissioner, manager or employee who in good faith reports any suspected irregularity as to activities addressed in this policy shall suffer harassment, retaliation or adverse employment consequences on account of such reporting. Anyone who retaliates against someone who has reported a suspected irregularity under this policy is subject to discipline up to and including termination of employment.

The reporting procedure established under this policy is intended to encourage and enable employees of the Park District to report serious concerns regarding suspected violation of the guidelines set forth in this policy prior to seeking resolution outside the Park District. Anyone filing a report under this policy concerning the Park District's activities must be acting in good faith and have reasonable grounds for believing that the information disclosed constitutes an irregularity or inappropriate activity. Any allegation proved to have been made maliciously or with knowledge that it is false will be viewed as a serious disciplinary offense.

Suspected irregularities or inappropriate activities prohibited by these guidelines that are reported pursuant hereto will be handled in a confidential manner by all parties involved and will remain confidential to the extent possible, consistent with the need to conduct an adequate investigation. However, to the extent possible, employees are encouraged to provide their names with any report to facilitate appropriate follow-up questions and thorough investigation that may not be possible unless the source of the information is identified.

SMOKE-FREE WORKPLACE

The Rockford Park District is committed to protecting all employees, citizens, customers and visitors from exposure to second-hand smoke. Consistent with the Smoke Free Illinois Act, the policy set forth below is effective January 1, 2008.

All employees are prohibited from smoking at any time during their working hours and/or while engaged in activities on behalf of the District which are related to their employment with the District (this does not include employee break times). Additionally, all areas of our buildings and vehicles are smoke-free, without exception. Smoking is strictly prohibited within the District's buildings and vehicles, including but not limited to: offices and work areas, restrooms, conference and meeting rooms, break rooms and cafeterias, and all other common areas within District buildings. Smoking is also prohibited in all District vehicles and rolling stock (including mowers) and on District properties that are within 50 feet of any entrance, exits, windows and ventilation intakes serving any of the District's buildings.

All employees and visitors must comply with this policy, without exception. Any employee who violates this policy may be subject to disciplinary action, up to and including termination.

ATTENDANCE, PUNCTUALITY AND DEPENDABILITY

Attendance is an essential part of our total job performance and is critical to the smooth and consistent operation of the Rockford Park District. Absenteeism and tardiness place an unfair burden on fellow employees, and are both expensive and disruptive. It is important that employees report to work regularly, promptly and are ready to perform the assigned duties at the beginning of their workday. Excessive absenteeism and lateness reduce an employee's chances for advancement and recognition in the organization and may, in some circumstances, result in disciplinary action.

If an employee is going to be late or absent for any reason, they (or someone else for them if they are unable to make the call) must telephone their immediate supervisor prior to their scheduled starting time. If the immediate supervisor is not available, the employee must contact the supervisor at the succeeding level of authority in the department. If the employee is unable to contact either supervisor directly, the employee may leave a voice mail. It is the employee's personal responsibility to ensure that proper notification is given.

The notice must include a reasonable explanation for their absence or tardiness, and a statement as to when they expect to arrive at or return to work. The employee may be

required to present a doctor's note or other documentation substantiating the length of and reasons for their absence or tardiness.

This notice requirement applies to each day of absence or tardiness, including consecutive days. Failure to satisfy these requirements may result in loss of pay for the time in question and/or subject the employee to disciplinary action. Moreover, if the employee fails to report to work for three (3) consecutive working days without notifying their supervisor, they will be considered to have voluntarily abandoned their employment with the Park District and will be dismissed.

Employees who must leave work early because of an illness or personal emergency, must make every reasonable effort to promptly advise their immediate supervisor.

Attendance is an essential function of every job. Even though the employee provides proper notice of their absence or tardiness, continued irregular attendance or excessive absenteeism or tardiness, as determined by the Park District, constitutes unsatisfactory performance and will be subjected to disciplinary action.

PROPER DRESS AND APPEARANCE

The personal appearance of employees conveys to the public a general impression of the Rockford Park District. An employee's attire on the job should be in good taste, clean, neat and appropriate for the duties being performed. The Park District expects that employees will be professional in choosing the type of hairstyle, accessories, jewelry, shoes, and make-up that they wear while working. Safety equipment and uniforms may be required for certain jobs. Employees holding these positions are expected to wear the assigned uniforms when on the job. For specific details, employee's should consult with their supervisor.

Employees should avoid extremes in dress and appearance. Hair must be neat, clean, trimmed and present a groomed appearance. Mustaches and beards are permitted as long as they are neatly trimmed and groomed, and such facial hair does not pose a safety or health risk given the nature of the employee's job responsibilities. For safety purposes, all employees working with maintenance equipment must either keep their hair in the back no longer than one inch below the ear, or firmly secure longer hair so that it does not hang below the ears.

Exposed body piercing jewelry is strictly limited to earrings, and the style of earring or jewelry may not present a safety hazard to the employee, coworkers, or the public, as determined by the Park District.

Tattoos cannot be offensive in nature (i.e., words including profanity and/or symbols). Any tattoo design deemed to be inappropriate by management will not be allowed. Tattoos must be modestly placed so as to not draw inappropriate attention. Excessive visible tattoos will not be permitted.

Clothing and shoes that are torn, frayed, deteriorated, and/or visibly dirty are considered unacceptable attire. It is inappropriate for any District employee to wear any apparel during work hours that advertises alcohol, tobacco, or material of an inappropriate nature.

It is the employee's responsibility to wear a nametag and/or uniform while on duty if one has been provided. These items are not to be worn when an employee is not on duty.

IDENTIFICATION BADGES

Each employee is issued an identification badge, which should be worn while on duty. This badge helps to identify Park District employees to vendors and citizens. It is particularly helpful to new employees as they try to get to know their fellow employees.

WEAPONS POLICY

The Rockford Park District strictly prohibits and does not tolerate weapons at any Park District facility, on any Park District property, or at any Park District-sponsored event. The only exception is for certified Park Police Officers who have qualified legal authority and are required as part of their regular duties to carry a weapon.

Weapons include visible and concealed weapons, for which the owner has necessary permits. Weapons may include firearms, knives, explosive materials or any other objects that could be used to harass, intimidate, or injure another individual.

PROCEDURE FOR REPORTING POSSESSION OF A WEAPON

If an employee knows of another employee possessing a weapon, they are encouraged to discuss this with their immediate supervisor. If the employee feels uncomfortable doing so, or if their supervisor is the source of the problem, condones the problem, or - ignores the problem, they should report it to their manager, +the Director of Human Resources or the Executive Director.

WORKPLACE VIOLENCE

It is the philosophy of the Rockford Park District to expressly prohibit any acts or threats of violence against an employee on or about Park District facilities.

Definitions:

Workplace violence: Any act, statement (verbal or written), expression, or behavior that indicates a direct or indirect threat of physical harm.

Workplace Violence Assessment Team: Acting under the direction of the Executive Director, the Director of Human Resources and Chief of Police will investigate any reported acts of workplace violence

Prohibited Conduct:

In keeping with the spirit and intent of this policy and to ensure that the Park District's objectives in this regard are attained, the Park District will not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

Employee Responsibility:

While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the Human Resource Department if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

In addition, employees have a "duty to warn" their supervisor, security personnel, or a Human Resource representative of any suspicious workplace activity, situations or incidents that they observe or of which they are otherwise aware that involve other employees, former employees, customers, or visitors.

Reporting Procedures:

Any potentially dangerous situations must be reported immediately to a supervisor or the Human Resource Department. Reports may be made anonymously and all reported incidents will be investigated by the Assessment Team. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them.

If there is an immediate threat of physical harm to any person covered by this policy, the police shall also be notified. (CALL 911)

Employees at Risk:

The Assessment Team will provide training for employees who have been determined to be at risk for becoming victims of violence because of the nature of their job or because they have been subjected to harassment, violence, or threats.

The Team will design a plan to prepare, to the extent possible, for responding to emergency situations.

Dangerous/Emergency Situations:

Non-police employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given.

Enforcement:

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action up to and including termination. Non-employees engaged in violent acts in Park District programs or on Park District facilities will be reported to the proper authorities and fully prosecuted.

REPORTING IMPROPER OR UNSAFE ACTIVITY

Employees are expected to act and conduct themselves at all times in the best interests of the Rockford Park District. If an employee reasonably suspects or knows that another Park District employee is engaged in or has engaged in unlawful conduct while on duty,

they must report such misconduct, together with any supporting information, to their immediate supervisor, manager, Deputy Director, Director of Human Resources or Executive Director.

Employees who report or disclose information in good faith will not be threatened, harassed, disciplined, demoted, or terminated in reprisal for having done so.

This policy will not, however, protect an employee who is determined to have made allegations or disclosed information in bad faith; with an intent merely to embarrass another; or without a reasonable basis for believing that the conduct described, in fact has occurred, or is about to occur.

SOLICITATION, DISTRIBUTION AND USE OF BULLETIN BOARDS

In the interest of preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials, sell merchandise, solicit financial contributions or solicit for any cause during their work time. Work time is defined as those times when employees are required to be engaged in work tasks. It does not include breaks, lunch periods, or other periods during which employees are not required to be performing job functions.

Non-employees are prohibited from distributing material or soliciting employees on Park District property at any time.

BULLETIN BOARDS

Bulletin boards maintained by the Park District are to be used only for posting or distributing notices containing matters directly concerning Park District business or announcements of a business nature, which are of interest to employees. Any other material must have authorization from the manager or Deputy Director. Further, the posting and distributing of non-work materials or literature on Park District property is prohibited. All employees should check these bulletin boards periodically for new and/or updated information and to follow the rules set forth in all posted notices. Employees are not to remove material from the bulletin boards.

OUTSIDE ACTIVITIES

An employee may be employed by another organization as long as they satisfactorily perform their duties/responsibilities with the Park District.

Outside work activities are not allowed when they:

- Prevent the employee from fully performing work for which they are employed at the Park District, including overtime assignments
- Involve organizations that are doing or seeking to do business with the Park District, including actual or potential vendors
- Violate provisions of law or the Park District's policies or rules

- Conflict with regular work hours, availability for overtime, and availability for on-call assignments, disrupt operations or in any way adversely affect the employee's job performance

From time to time, Park District employees may be required to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to the Park District must be given priority. Employees are hired and continue in the Park District's employ with the understanding that the Park District is their primary employer and that other employment or commercial involvement, which is in conflict with the business interests of the Park District, is prohibited.

Further, employees shall not enter into any contracts with an individual or company for the performance of services while on duty or while using Park District vehicles, equipment or other Park District property, use information obtained by reason of their employment with the District for personal gain or advantage. No employee shall receive pay other than Park District pay, for performing services while on duty.

CUSTOMER SERVICE EXCELLENCE STANDARDS

The Rockford Park District is dedicated to providing customers and citizens with recreational programs, events, and activities of the very highest quality. To that end, the Park District has established Customer Service Excellence Standards.

The Customer Service Excellence Standards have been developed in the areas of safety, team member excellence, internal customer service and cleanliness/appearance.

Each employee will receive information regarding the Customer Service Standards during orientation.

Since all employees will interact with internal and/or external customers during their employment, compliance with the above standards is an expectation of all employees.

SERVICE IMPROVEMENT FORM

We depend on our citizens to let us know how we are doing. Be it a complaint, compliment, suggestion or request for services, this citizen communication should be documented.

When a call or email is received from a citizen, the staff person will create a request in our Citizen Communication Software, available on our website. An email will be automatically sent to the responsible party with detailed information about the request and what if any follow-up is necessary. The staff person should also contact the Director's Office if the caller was clearly upset, angry or if in their opinion, the situation warrants an immediate response or is of high priority (safety, security or potential media attention, etc.).

It is the Rockford Park District standard to respond to the citizen within 24 hours. If the

citizen wishes to remain anonymous, the employee still needs to create the request, however, in such event please inform the citizen that we will not have the opportunity to respond to him or her directly.

All employees are responsible for taking citizens' calls. The Director's Office is responsible for tracking requests. In all instances, it is necessary to "close" the request through the Citizen Communication Software. For information on accessing and using this software, contact Information Services.

MEDIA COMMUNICATION

The Rockford Park District seeks to establish and maintain a high level of public confidence and support, and providing clear communications through the media is essential for sharing information with our citizens. Long term success requires the District to provide complete, accurate, and timely information to our public through the media.

We firmly believe that the best communication occurs when staff is well trained and encouraged to openly respond to questions from the media, at their appropriate level of responsibility and accountability.

Tim Dimke, the Park District's Executive Director, is the official spokesperson for the Rockford Park District.

Unless approved by your supervisor, if a reporter approaches you, simply say, "I'm sorry but I am not the best person to answer that question. You may want to discuss this with Mr. Dimke, the Park District's official spokesperson".

PET-FREE WORKPLACE

While at work for the Rockford Park District, its employees are expected to devote their time, attention and energies to the requirements of their positions. The District believes that allowing employees to bring their pets to work is inconsistent with this expectation. Additionally, pets in the workplace may result in wasted work time; create an unprofessional appearance; pose a safety risk for employees, citizens, customers and visitors; and be incompatible with safety, health and hygiene rules and regulations applicable to some or all of the District's operations.

All employees are prohibited from having pets on District premises or otherwise in their possession at any time during their working hours and/or while engaged in activities on behalf of the District which are related to their employment with the District. Pets are strictly prohibited within the District's buildings and vehicles, including but not limited to: offices and work areas, restrooms, conference and meeting rooms, break rooms and cafeterias, and all other common areas within District buildings. Pets are also prohibited in all District vehicles.

For purposes of this policy, a "pet" includes dogs, cats, birds or any other animal kept by an employee for amusement or companionship. The above provisions notwithstanding, a "pet" shall not include a service animal utilized by an employee pursuant to a physician's direction and necessary to assist said employee due to medical restrictions or

other appropriate medical reasons. A "pet" shall also not include animals that are owned by or otherwise under the control of the District either for use in its programs and/or as worker animals.

All employees and visitors must comply with this policy. Any employee who violates this policy may be subject to disciplinary action, up to and including termination. Exceptions to this policy require the approval of the Executive Director.

STATEMENT OF ADMISSION

All employees are expected to act and conduct themselves at all times in the best interest of the Park District. When an accident occurs, no matter how insignificant it may seem to be, it is of the utmost importance never to presume or admit guilt of fault of any kind. Employees should never speculate on the cause(s) of the accident or injury or discuss any facts of the accident. Employees should cooperate with the investigating authorities and with any investigation conducted by or on behalf of the Park District. Any and all questions relating to an accident involving Park District property and/or personnel should be promptly directed to a Deputy Director, the Risk Manager, or the Executive Director.

GENERAL SAFETY POLICIES AND RULES

The Rockford Park District strives to provide a safe environment for employees and the public who use our programs, facilities and parks. Employees are expected to perform their assignments in a manner that will avoid injury. Supervisory personnel and the Risk Manager are available for assistance in safety-related matters.

In keeping with this objective, the following safety rules have been developed. Employees are required to read and follow these rules and the rules, policies and procedures of their respective facilities or departments.

GENERAL SAFETY POLICIES AND RULES

Safety while on the job is the responsibility of every Park District employee. With proper precautions, most accidents on the job can be prevented. It is every employee's responsibility to know and comply with all health and safety policies, rules and regulations, and to act in a safe manner. The Park District will not condone any breach of safety rules or regulations by employees. Employees are expected to be alert for safety hazards that may exist and that could affect the general public or employees of the Park District. Employees are also responsible for reporting any unsafe equipment or condition to their supervisor immediately upon discovering such conditions. Employees should make certain that they do not create safety hazards through their actions or inactions and that safety hazards are minimized or eliminated.

Employees are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Employees should use their best efforts to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted and removed and accidents are investigated as appropriate. The Park District is confident that with our employee's help

this program will be successful and the Park District expects employee's cooperation and support. Accordingly, all employees shall adhere to the following rules:

- An employee's immediate supervisor must be notified of any permanent or temporary impairment that impairs their ability to perform in a safe manner or prevents or hinders their performance of the essential functions of their position.
- Personal protective equipment must be used when potential hazards cannot be eliminated.
- Equipment is to be operated only by trained and authorized personnel.
- Periodic inspections of workstations may be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.
- Any potential unsafe conditions or acts are to be reported immediately to a supervisor.
- If there is any doubt about the safety of a work method, a supervisor should be consulted before beginning work.
- All accidents, injuries and property damage must be reported to a supervisor, regardless of the severity of the injury or damage.
- Employees are to report all accidents or known hazardous conditions.
- All employees must follow recommended safety procedures outlined for their job, department and/or facility.
- Employees are responsible for maintaining an orderly environment. All tools and equipment must be stored in a designated place. Scrap and waste material are to be discarded in a designated refuse container.
- Any smoke, fire or unusual odors must be reported promptly to a supervisor and emergency services personnel should be contacted.
- If a potential slip or trip hazard is created, correct the hazard immediately or cordon off and/or mark the area clearly before leaving it unattended.
- Safety and restraint belts must be fastened before operating any motorized vehicle.
- Employees who operate vehicles must obey all driver safety instructions, drive within the speed limit, and comply with traffic signs, signals and markers and all applicable laws.
- Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate. Employees must report revocation or suspension of their driver's license to their immediate supervisor.

- All employees must know departmental rules regarding accident reporting, evacuation routes and fire department notification.
- Departmental and facility rules and procedures specific to departmental operations must be followed by each employee in the department.
- Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as required.

YOUR RIGHT-TO-KNOW

WORKING WITH HAZARDOUS SUBSTANCES

The Rockford Park District is committed to protecting its employees against the dangers of hazardous materials on the job. Safety training and the proper handling and storage of hazardous substances are just a few of the things the District can do to keep its employees safe. In addition, the Occupational Safety and Health Administration (OSHA) has issued a regulation that states our employees have a right to know what hazards they face on the job and how they can protect themselves against them. This is our employee's RIGHT-TO-KNOW.

OSHA's Hazard Communication Standard, which was adopted by the Illinois Department of Labor ("IDOL"), affects everyone in the workplace who comes into contact with hazardous materials.

Chemical manufacturers must determine the physical and health hazards of each product they make, and they have to let users know about those hazards by providing information on the container label and on a Material Safety Data Sheet (MSDS) for every product.

Employers must develop a written hazard communication program that:

- Tells employees about the Hazard Communication Standard
- Explains how the standard is in effect in the workplace
- Provides information and training on hazardous chemicals in the workplace, which includes how to recognize, understand and use labels and MSDS sheets, and the correct safety procedures for working with hazardous substances

Employees must read labels and MSDS sheets, and follow the manufacturer's safety procedures for storing, handling and using hazardous materials.

What Information is on the Label?

Although labels differ from manufacturer to manufacturer, all labels will contain similar types of information. The label will use words and/or symbols to tell the employee:

- The common name of the substance
- The name, address, and emergency phone number of the company that manufactured or imported the substance

- A signal word that outlines the seriousness of the substance. Signal words, ranked from the most serious to the least serious, are Danger, Warning and Caution
- The physical hazards (Will it explode or catch fire? Is it reactive?) and the health hazards (Is it toxic? Is it a carcinogen? Is it an irritant?) of the substance
- The precautionary measures to be taken, including basic protective clothing, equipment, and procedures that are recommended when working with this substance
- First aid instructions, in case of exposure
- Proper handling and storing instructions
- Special instructions concerning children

While a lot of valuable information can be found on the label, the employee should refer to the MSDS sheet if they do not find all of the information they need.

What Information is on MSDS Sheets?

The MSDS sheet is an employee's guide to working safely with hazardous substances. This sheet provides information on everything that is known about the substance, including chemical and physical dangers, safety procedures, and emergency response techniques. Specifically, the MSDS covers:

- Identity, including the manufacturer's name, address and phone number, and the date the substance was produced
- Hazardous ingredients, including the substance's hazardous components, its chemical ID, and common names. Worker exposure limits to the substance and other recommended limits are also included
- Physical and chemical characteristics, such as boiling point, vapor pressure, vapor density, melting point, evaporation rate, water solubility, and appearance and odor under normal conditions
- Physical hazards, including fire and explosion, and ways to handle those hazards (such as firefighting equipment and procedures)
- Reactivity, including whether or not the substance is stable, and which substances and situations to keep it away from so it will not react
- Health hazards, including how the substance can enter the body and the possible health hazards that could arise from exposure. This section of the MSDS also covers signs and symptoms of exposure, such as eye irritation, nausea, dizziness, etc., and whether or not the substance is carcinogenic. Emergency and first aid procedures are also outlined

- Precautions for safe handling and use, including what to do if the substance spills or leaks; how to dispose of the substance; equipment needed for cleaning up spills and leaks; proper storage and handling; and any other necessary precautions
- Control measures to lessen an employee's exposure to the materials. This section of the MSDS outlines the personal protective equipment, clothing, respirators, and ventilation that should be used when handling the substance. Special work or hygiene practices are also outlined

The Right-to-Know regulations were developed to protect employees. In order to be effective, an employee must:

- Respect all warnings and precautions – don't take any chances!
- Read all substance labels and MSDS sheets for products that they use or to which they may be exposed
- Follow warning and instructions
- Use the correct personal protective equipment when handling hazardous substances
- Know in advance what could go wrong and what to do about it
- Practice sensible safe work habits
- Ask a supervisor when in doubt

BLOOD BORNE PATHOGENS

Personal hygiene is your best defense against contagious diseases.

Always wash your hands before and after administering first aid, and after cleaning up accidents involving bodily fluids.

Wear latex gloves when dealing with bodily fluids or when administering first aid.

Treat all bodily fluids as if they are contagious.

If administering CPR, use a CPR shield provided in your first aid kit.

If cleaning up spills involving bodily fluids, wear gloves and protective eyewear, and use a bleach solution (four parts water, to one part bleach). If it is a large spill, dispose of everything, including gloves, in the red biohazard bags that are available at each facility.

If you are exposed to blood or other bodily fluids, especially if splashed in the face, or if you have an open wound or sore, or if you have been bitten or scratched by another person, contact your supervisor immediately and go directly to the Park Districts' medical provider (*see reporting employee accidents*).

The medical staff at the Park Districts' medical provider will determine the extent of the possible exposure to contagious bodily fluids. If an exposure is determined, Hepatitis B and tetanus shots (as well as other treatments deemed appropriate by the Park District medical provider) are available at no charge to employees.

PARK DISTRICT RISK MANAGEMENT AGENCY

The Rockford Park District is a member of the Park District Risk Management Agency (PDRMA). PDRMA is an organization of Illinois park and recreation agencies formed as a contractual organization under the Illinois Intergovernmental Cooperation Act to administer a program of self-funding and commercial insurance in the areas of property, liability and worker's compensation. In addition, PDRMA provides support services such as claims and litigation administration and management, loss control services and training, legal services, risk management, and financial reporting services. All employees are expected to cooperate fully with PDRMA staff.

SECURITY AND KEYS

In the interests of safety and protection of property, strict control over access to Rockford Park District property, work locations, records, computer information, cash and other items of value or of a confidential nature must be maintained. Employees who are assigned keys, key cards, safe combinations, phones, or other access to Park District property in connection with their job responsibilities must exercise sound judgment and discretion to protect against theft, loss, damage, negligence, and/or the compromising of confidential information. Employees must immediately report any loss of keys/key cards to their immediate supervisor. Key cards may not be transferred from one employee to another without the prior written authorization by the appropriate manager or Park Police Chief.

ACCIDENT REPORTING

It is vital for all accidents to be reported in a timely manner. Failure to do so may result in the claim being denied.

EMPLOYEE ACCIDENTS

- If the injury is serious, contact 9-1-1.
- First-aid treatment should be administered if the injury is minor. If the injury requires more than standard first aid, go to any of the following Physicians Immediate Care Clinics:

11475 North 2nd St
Machesney Park, IL 61115

1000 East Riverside Blvd
Loves Park, IL 61111

6595 East State St
Rockford, IL 61108

3475 South Alpine Rd
Rockford, IL 61109

4350 Morsay Dr
Rockford, IL 61107

- The employee should state that their injury should be reported under the District's workers' compensation plan.

- The employee should immediately report the accident to their supervisor and complete the Employee Notification of Injury report. If the report is not filed within 48 hours, the claim may be declined. Fax the form to the Risk Manager at 967-0324.
- If the employee is unable to work for more than three days, they must notify the Risk Manager and/or the Benefit Specialist as soon as possible; they may be entitled to temporary or total disability payments.
- If the employee is going to miss work they must notify his/her supervisor. When the employee is able to return back to work they must bring a release from the physician who treated them stating that they are able to perform the requirement of his/her position.
- An employee absent from work due to a work-related injury is required to abide by the Park District's absenteeism and other attendance reporting requirements. Such time off may also be subject to and counted by the Park District under the District's FMLA policy.
- Make sure all reports, bills, and physician notes are sent to the Risk Manager.

PATRON ACCIDENTS

- If it is a serious injury, contact 9-1-1 immediately.
- If an employee has had the proper training he/she should administer first aid.
- Parents or guardians of minor children must be notified, if at all possible, before transporting to a medical facility. It may be necessary for an employee to accompany a minor child to the medical facility.
- Complete the Patron Accident Form as completely and accurately as possible include all details. Forward the form to the Risk Management Department.
- **NEVER ADMIT FAULT.** Any questions or requests for payment should be directed to the Risk Manager, at 987-1665. It is okay to express sympathy, care and concern, but questions should be directed to a supervisor or the Risk Manager.
- Employees should notify their supervisor immediately.

AUTO DAMAGE

- Report any and all damage that may occur to any Park District vehicles to your supervisor. Failure to do so may create a situation where the bill is not paid or a fellow employee may be driving an unsafe vehicle.
- Proof of insurance can be found with the vehicle worksheet.
- Complete the Vehicle Accident Worksheet and forward to the Risk Management Department. If the report is not filed within 48 hours, the claim may be denied.

- Do not wait for police reports, etc. before notifying the Risk Manager.
- If the accident involves a patron, contact the Park Police Department immediately at 987-8874.

DAMAGE OR THEFT TO PROPERTY

- Dial 9-1-1 if it is an emergency, or if it creates a safety hazard.
- Complete the Property Damage Form and fax it to the Risk Manager at 967-0324.
- Claims must be submitted within 45 days or they will be denied.
- The Park District does not have coverage for theft of an employee's personal property.

DISCIPLINARY PROCESSES AND PROCEDURES

All employees are expected to abide by Rockford Park District's standards of work performance, engage in acceptable conduct and satisfactorily perform one's duties under the policies, guidelines and rules contained in this manual. In addition, each employee is expected to follow any other Park District policies, rules and guidelines, performance standards, the directions of their Supervisor, and to act in accordance with federal, state and local law. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the Park District's policies and procedures. In instances where an employee's conduct or performance is determined by the Park District to not be in compliance with these standards, the Park District may, under appropriate circumstances, take appropriate corrective action.

The purpose of corrective action is to identify the unacceptable conduct and performance in which the employee is engaged and advise the employee of the expected standards while providing the employee with a reasonable timeframe within which the employee may improve performance. Where applicable, this process is designed to encourage development by providing employees with guidance in those areas that need improvement.

However, in some circumstances it is acknowledged that the severity of the conduct and/or performance issues may make it necessary to proceed to termination without advance notice. In such instances, the Park District reserves the right to proceed with the termination of employment without advance warning.

Where progressive discipline is determined, in the Park District's discretion, to be appropriate, an employee may be dismissed from employment if such disciplinary action has not resulted in changes to any substandard performance or conduct on the employee's part. However, while every reasonable effort will be made to provide advance warning to employees regarding unacceptable conduct and/or performance, an employee may be dismissed by the Park District without prior warning.

The following are general guidelines that may be used in the disciplinary process. These guidelines are in no way a guarantee that an employee will necessarily receive each and every "step" prior to dismissal. In the Park District's discretion, the following steps may or may not be followed and, therefore, an employee may be dismissed without prior disciplinary action:

ORAL WARNING

Oral warnings may be issued by an employee's supervisor(s). Oral warnings are issued for the purpose of expressing disapproval of conduct or poor work performance and/or attendance, to clarify applicable procedures or guidelines, and to warn the employee that repetition of the conduct or failure to improve work performance and/or attendance may result in more severe discipline including termination. The supervisor imposing the oral warning will discuss the warning with the employee and suggest how to correct the offending conduct. Documentation of an oral warning will be placed in the employee's personnel file.

WRITTEN WARNINGS

Written warnings consist of a conference between the employee and the supervisor imposing the warning, and a written memo expressing disapproval of conduct or poor work performance and/or attendance and warning that repetition of the conduct or failure to improve may result in more severe discipline including termination.

Employees are required to sign the written warning indicating their receipt of the warning and understanding of the reason(s) for the warning. An employee will also be given an opportunity to provide written comments on the form. If an employee refuses to sign, another supervisor will be asked to witness the refusal. A copy of the written warning will be placed in the employee's personnel file.

SUSPENSION

A suspension is defined as temporarily relieving an employee from duty. Depending on the circumstances, a suspension may be with or without pay. The supervisor imposing the suspension will meet with the employee and provide a written memo outlining the details of the suspension, including the reasons for and duration of the suspension. During this meeting, the employee will be given an opportunity to respond to the reason(s) for the suspension. Unpaid suspensions of non-exempt employees will be based on daily increments. To the extent permitted by law, unpaid suspensions of exempt employees will be based on weekly increments. Employees are required to sign the written notice of suspension indicating their receipt and understanding of the reason provided in the suspension memo. Employees will also be given an opportunity to provide written comments on the notice. If an employee refuses to sign, another supervisor will be asked to witness the refusal. A copy of the notice will be placed in the employee's personnel file.

DISMISSAL

A dismissal is a termination of employment initiated by the Park District. An employee may be dismissed for any lawful reason at any time.

If an employee is dismissed they will receive written notice of the reasons for the dismissal including effective date. The supervisor or designee may meet with the employee, explain the reasons for dismissal, and offer the employee the opportunity to

respond. The employee is required to sign the written notice of dismissal indicating their receipt of the notice and understanding of the reason for the dismissal. If an employee refuses to sign, another supervisor may be asked to witness the refusal. A copy of the notice will be placed in the employee's personnel file. An employee may further respond to those charges, if any, through the formal review procedure outlined below.

EXAMPLES OF REASONS FOR DISCIPLINARY ACTION

Employees may be warned, suspended, and/or dismissed whenever it is determined, in the Park District's sole discretion, to be in the District's best interests. Nevertheless, listed below are some examples of reasons for disciplinary action. This list, however, does not constitute an exhaustive list of all of the acts that may subject an employee to disciplinary action including termination and does not change the employment-at-will relationship between the employee and the Park District. Instead, the following list sets forth some of the more typical cases that arise in the course of an employment relationship. The District reserves the right to determine when these standards have been violated. They include but are not limited to:

- Failing to adhere to Park District policies and/or procedures including, without limitation, safety, financial, personnel, and administrative policies, ordinances and procedures
- Being absent from duty without permission, habitual tardiness, excessive absenteeism, or misrepresentation of material facts relating to the use of leave
- Extending breaks or lunches and/or not taking breaks or lunches at scheduled times
- Leaving work during working hours without permission
- Failing to obey any lawful official rule, regulation or order, or failure to obey any proper direction made or given by a supervisor
- Being uncooperative, hostile or having a discourteous attitude or conduct toward a supervisor, the Board of Commissioners, co-workers or members of the public or threatening or striking any person who is in or on Park District property or participating in Park District activities
- Being wasteful of or the destruction of Park District supplies, materials, vehicles, equipment, tools, working time or other Park District property
- Failing to wear uniform or safety equipment (e.g., safety shoes, glasses, goggles and/or face shield) or the failure to wear appropriate clothing for duties as required
- Endangering one's safety and/or the safety of others because of failure to act properly and safely in the performance of job duties

- Failing to follow any federal, state, local or Park District law, rule or regulation or engaging in criminal activity while on duty or while in or on Park District property
- Failing to report an accident or known hazardous condition to the immediate supervisor
- Gambling or fighting while on duty
- Being under the influence or possession of intoxicants or illegal drugs while on duty or on Park District property or failing to notify the Park District that the employee is taking legal drugs when such notice is required
- Theft or misappropriation or the careless, negligent or improper use of Park District funds
- Theft of property, whether from the Park District, a patron, or co-worker. Employees should seek permission before removing Park District materials, tools, or other items, including damaged goods, scrap material, or any other material
- Possessing weapons in or on Park District property or while on duty (except for Park District Police Officers)
- Being convicted of a felony or other convictions listed in the Criminal History Check, Arrest and Conviction Policy
- Incompetent, inefficient or negligent performance of duties; inability or failure to perform duties properly
- Failing to maintain valid driver's license or other license or certification which may be required for the employee's position
- Smoking in restricted non-smoking areas
- Physical violence or threats of physical violence
- Harassing other employees, volunteers, or members of the public, including violations of the District's harassment policy
- Being dishonest; lying to Park District personnel or falsifying or providing misleading information on forms, records or reports provided to or on behalf of the Park District including accident reports, financial reports, expense or reimbursement reports, employment application/resumes, insurance claims submitted under the Park District's health care program, Workers' Compensation program and departmental reports
- Timecard, attendance sheets/records, or sign-in book violations

- Unauthorized possession, use or copying of any records that are the property of the Park District
- Sleeping on duty
- Horseplay, practical jokes, and pranks
- Failing to report to work on three (3) consecutive work days without notifying a supervisor
- Violating Park District employment policies, rules or guidelines or engaging in any conduct determined by the Park District not to be in its best interests

PROBLEM RESOLUTION PROCESS

Recognizing that misunderstandings and disagreements are inevitable whenever individuals work together, the Rockford Park District has provided employees access to an Employee Appeal Process. Its purpose is to ensure that all employees have an opportunity to seek review of their concerns.

If an employee has a job-related concern that has resulted in disciplinary action, the employee may pursue further review of that concern.

Any employee may appeal any disciplinary action using the following procedure:

- The employee should first discuss the action with their immediate Supervisor in an attempt to resolve the problem.
- If the employee wishes to appeal the decision, it must be done in writing to the individual at the next management level, within five (5) working days of the date the decision was communicated. The complaint will be investigated and the employee notified, in writing, of the decision within ten (10) working days of the appeal.
- Further appeals may be submitted to the Executive Director who can review the matter, or appoint a Review Committee to ensure fair treatment. The Committee will review the complaint and submit their recommendation to the Executive Director who will respond in writing. The Executive Director's determination in such instances will be final.

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

The Park District's failure to strictly adhere to the time limits or the descriptions given in this section shall not affect the resolution of any disciplinary action. This policy should be followed to the extent that it is practicable under the circumstances. The Park District reserves the right to proceed directly to the Executive Director's or the designee's review and determination of an employee's disciplinary action.

SEPARATION OF EMPLOYMENT

EMPLOYMENT AT-WILL

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

RESIGNATIONS

As an at-will employee, resignation from the employee's position with the Park District may occur at any time, with or without notice or cause. However, the Park District requests that an employee give their supervisor sufficient notice of their intention to resign to allow the Park District to minimize departmental hardship and to make proper provisions for the filling of the position. The Park District requests that the employee give written notice to their supervisor at least ten working days prior to the last workday. Vacation days or personal days may not be included in the 10-day notice period. An employee may leave anytime during the ten days with the supervisor's consent and remain in good standing. If the employee fails to resign in good standing, they may not be eligible for rehire unless they demonstrate good cause for leaving early.

An employee who fails to return to the available position on the first day after a leave of absence has expired, will be considered to have voluntarily resigned. *See Family and Medical Leave for more details.*

WORKFORCE REDUCTION

While the Park District strives to provide a secure environment in which to work, under certain circumstances, it may become necessary to reduce or eliminate positions. This may include separation, involuntary demotion, reassignment or reduction in hours.

DISMISSAL

A dismissal is a termination of employment initiated by the Park District. An employee may be dismissed for any lawful reason at any time.

RETURN OF PARK DISTRICT PROPERTY

Before officially separating from the Park District's employment for any reason, the employee must return all Park District property including, vehicles, tools, keys, uniforms, equipment, and identification, credit and insurance cards.

REFERENCES

Information provided by the Park District in response to requests for employment references is generally limited to the employees' start date, end date, job title, and job description.