Bourbonnais Township
PARK DISTRICT

Enriching the
Quality of Life

EMPLOYEE HANDBOOK

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Bourbonnais Township
PARK DISTRICT

Enriching the
Quality of Life

On behalf of the Board of Commissioners, we welcome you to Bourbonnais Township Park District and wish you every success here.

We believe that each employee contributes directly to our growth and success, and we hope you will take pride in being a member of our organization. As an employee, you become the most important contact we have with our customers. The services you provide reflect on the Park District. Therefore, it is extremely important that each person in our organization do their best at all times in promoting our organization and the goodwill of our customers.

This Employee Handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with the Bourbonnais Township Park District

Any written changes to this handbook will be normally be distributed to all employees as soon as possible, so that they will be aware of the new policies or procedures. No oral statements or representations can in any way change or alter the provisions of this handbook.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome and we thank you for joining our organization!

Bourbonnais Township
PARK DISTRICT

Enriching the Quality of Life

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INTRODUCTION

This Employee Handbook is designed to acquaint you with the Bourbonnais Township Park District and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the Employee Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the Park District to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

This Employee Handbook is not a contract of employment and will not be interpreted or construed to create a contract of employment for any set term. Employment and compensation can be terminated, with or without cause, and with or without notice, at any time at the option of either the employee or the Park District. This handbook supersedes all previously issued handbooks and any inconsistent policy statements or memoranda made in the past. Similarly, the policies, procedures, and benefits described in this handbook are not conditions of employment and are presented as a matter of information only. The Bourbonnais Park District reserves the right to modify, revoke, add to, terminate, or change any or all policies, procedures, or benefits, contained herein, in whole or in part, at any time, with or without notice. Irrespective of any statement or provision contained in this handbook, or any other document or statement issued or made by the Bourbonnais Township Park District, you have the right to terminate your employment, with or without notice or cause, and the Bourbonnais Township Park District retains the same right.

No Employee Handbook can anticipate every circumstance or question about policy. As the Bourbonnais Park District continues to grow, the need may arise and the Bourbonnais Township Park District reserves the right to revise, supplement, or rescind any policies or portion of the Employee Handbook from time to time as it deems appropriate, in its sole and absolute discretion. Note that no change to the handbook will alter the fact that you are employed at will, which permits you or the Bourbonnais Township Park District to end the employment relations for any reason at any time. Employees will, of course, be notified of such changes to the Employee Handbook as they occur.

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EMPLOYEE ACKNOWLEDGEMENT FORM

The Employee Handbook describes important information about the Bourbonnais Township Park District, and I understand that I should consult the Executive Director or Superintendent of Finance and Personnel regarding any questions not answered in the Employee Handbook. The employment terms set out in this handbook work in conjunction with, and do not replace, amend, or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with the Park District. Wherever employment terms in this handbook differ from the terms expressed in the applicable collective bargaining agreement with the Park District, employees should refer to the specific terms of the collective bargaining agreement, which will control.

I have entered into my employment relationship with the Bourbonnais Township Park District voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the Bourbonnais Township Park District can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Employee Handbook may occur, except to Bourbonnais Township Park District's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that the Employee Handbook is neither a contract of employment nor a legal document. I have been directed to the Park District's website www.BTPD.org where the Employee Handbook is maintained. I understand that it is my responsibility to read and comply with the policies contained in the Employee Handbook and any revisions made to it.

My signature below certifies that I understand that the foregoing agreement on employment at-will status is the sole and entire agreement between the Company and me concerning the duration of my employment and the circumstances under which my employment may be terminated. This Agreement supersedes all prior agreements (with the exception of written employment agreements), understandings and representations concerning my employment.

EMPLOYEE'S NAME (printed): _____

SIGNATURE: _____

DATE: _____

A complete copy of the employee handbook is available on park district's website at www.BTPD.org.

CUSTOMER SERVICE

Customers are among our organization's most valuable assets. Every employee represents the Bourbonnais Township Park District to our customers and the public. The way we do our jobs presents an image of our entire organization. Customers judge all of us by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

Our personal contact with the public, our manners on the telephone, and the communications we send to customers are a reflection not only of ourselves, but also of the professionalism of the Park District. Positive customer relations not only enhance the public's perception or image of the Park District, but also pay off in greater customer loyalty and increased participation.

101 Nature of Employment

Effective Date: 01/24/2011
Revision Date:

Employment with the Bourbonnais Township Park District is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the Bourbonnais Township Park District may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this Employee Handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the Park District and any of its employees. The provisions of the Employee Handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at the Bourbonnais Township Park District's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Board of Commissioners.

102 Employee Relations

Effective Date: 01/24/2011
Revision Date:

The Bourbonnais Township Park District believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Bourbonnais Township Park District amply demonstrates its commitment to employees by responding effectively to employee concerns.

103 Equal Employment Opportunity

Effective Date: 12/01/2016
Revision Date: 11/21/2016

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Bourbonnais Township Park District will be based on merit, qualifications, and abilities. The Bourbonnais Township Park District does not discriminate in employment opportunities or practices on the basis of race, color, creed, religion, sex (including pregnancy), national origin or ancestry, age, physical or mental disability, medical condition, genetic information, sexual orientation, military status, unfavorable discharge from military service, marital status, order of protection status, transgendered status or any other characteristic protected by law or retaliation for engaging in conduct consistent with the public policy of the State of Illinois. It is the Park District's philosophy to comply with all state, federal, and local equal employment opportunity laws and public policies. Employees are hired or promoted on the basis of their qualifications and ability to perform assigned work responsibilities in a skilled, efficient manner, and in a positive and cooperative manner with other Employees. The Park District does not use criteria or practices that have the effect of subjecting individuals to unlawful discrimination.

This policy shall include, but is not limited to, demotion, transfer, compensation, training to the extent they would result in an adverse employment action.

Any Employee with questions, complaints, or concerns about any type of harassment or discrimination in the workplace must bring these issues to the attention of the Executive Director or Superintendent of Finance and Personnel. **Associates can raise concerns and make such reports without fear of retaliation.** The Superintendent of Finance and Personnel will investigate all claims of discrimination or harassment as soon as reasonably practicable. Anyone found to be engaging in any type of unlawful discrimination or harassment will be subject to disciplinary action, up to and including termination of employment.

Americans with Disabilities Act (ADA)

The Bourbonnais Township Park District supports the Americans with Disabilities Act (ADA) of 1990, as amended in 2009. The ADA requires covered employers to make reasonable accommodations to Employees' known protected disabilities and women affected by pregnancy, childbirth or related conditions in the workplace unless doing so would result in an undue hardship on the employer. An employer is not required to make a reasonable accommodation that it does not know is needed or that has not been requested, or to a protected disability of which the employer is unaware. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Reasonable accommodation is available to all disabled Employees, where their disability affects the performance of essential job functions. A qualified person eligible for an accommodation may also include a woman who is affected by pregnancy, childbirth or related conditions. If you believe you need a

reasonable accommodation to perform your job duties because of a physical or mental disability, you must contact the Superintendent of Finance and Personnel. You may be required to submit medical

documentation or be examined by one or more medical professionals to determine the existence of a disability and the availability of various reasonable accommodations. All employment decisions are based on the merits of the situation, not the disability of the individual.

Our organization prohibits discrimination against qualified individuals with disabilities based on their disabilities with regard to all aspects of employment, unless the individual poses a "direct threat" to himself or herself or to the health and safety of other individuals in the workplace, or if the disability cannot be accommodated without undue hardship.

104 Business Ethics and Conduct

Effective Date: 01/24/2011
Revision Date:

The successful business operation and reputation of the Bourbonnais Township Park District is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the Bourbonnais Township Park District is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to the Bourbonnais Township Park District, and its customers, to act in a way that will merit the continued trust and confidence of the public.

The Bourbonnais Township Park District will comply with all applicable laws and regulations and expects its board, and 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 you with respect to lines 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 your immediate supervisor and, if necessary, with the Superintendent of Finance and Personnel for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Bourbonnais Township Park District employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

104(A) Whistleblower

Effective Date: 12/1/2016
Revision Date:

A whistleblower as defined by this policy is an employee of the Park District who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the Superintendent of Finance and Personnel. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.
Whistleblower protections are provided in two important areas -- confidentiality and against retaliation.

Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Park District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against should contact the Superintendent of Finance and Personnel immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Superintendent of Finance and Personnel who is responsible for investigating and coordinating corrective action. Employees with any questions regarding this policy should contact the Superintendent of Finance and Personnel.

105 Nepotism

Effective Date: 01/24/2011
Revision Date:

The employment of relatives or individuals involved in a personal relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, "relatives" are defined as spouse, partner, child, parent/guardian, sibling, aunt, uncle, niece, nephew, grandparent, grandchild and corresponding in-law relation. All employees must report to the Superintendent of Finance and Personnel the existence of a "relative" relationship as the employee learns of the relative's application for, or employment by, Bourbonnais Township Park District.

The Park District will exercise sound business judgment in the placement of related employees in accordance with the following guidelines:

1. Relatives are permitted to work in the same facility or department provided no direct reporting or supervisor/management relationship exists. Therefore, no employee is permitted to work within the "chain of command" of a relative where one relative's job responsibilities, salary, or career progress could be influenced by the other relative.

2. Relatives will not be permitted to work in the same facility or department if the Park District believes a potential conflict of interest may exist or a situation may arise that compromises the internal control mechanisms implemented by the Park District.

3. Relatives of the following positions are not permitted to be employed by the Park District:
   Executive Director
   Superintendent of Finance and Personnel

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by assignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

106 Background Checks and Medical Examinations

Effective Date: 01/24/2011
Revision Date:

The use of criminal background checks, in accordance with the applicable laws and regulations, will assist in providing a safe environment for participants and employees of the Bourbonnais Township Park District. Accordingly, the Park District will conduct criminal background checks, pursuant to this policy, as a condition of employment or volunteering with the District.

The Bourbonnais Township Park District will make every reasonable effort to prevent, detect, and screen applicants who have prior criminal convictions who come in direct contact with Park District patrons. All employees and volunteers will undergo criminal history checks through the appropriate state screening agency. A Criminal Background Check Release Form will be signed by all employees and volunteers, and retained on file by the Park District, indicating they have given the Park District permission to perform a criminal history check.

Contractual service providers as related to this policy will be anyone engaged in the entertainment or instruction of patrons and visitors of the Bourbonnais Township Park District. Contractual service providers shall be required to sign the Park District Criminal Background Check Release Form indicating they have given the district permission to perform a criminal history check, which shall be attached to the Contractual Service Provider Agreement.

Any employee, volunteer or contractual service provider who refuses to sign the Park District Criminal Background Check Release Form will not be considered for employment or to provide services.

All results of background checks will be kept confidential and retained by the Superintendent of Finance and Personnel.

To help ensure that employees are able to perform their duties safely, medical examinations may be required.

After an offer has been made to an applicant entering a designated job category, a medical examination will be performed at Bourbonnais Township Park District's expense by a health professional of Bourbonnais Township Park District's choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam. The Park District will consider reasonable accommodations in accordance with applicable law.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

107 Immigration Law Compliance

Effective Date: 01/24/2011
Revision Date:

Bourbonnais Township Park District is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Bourbonnais Township Park District within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Superintendent of Finance and Personnel. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

108 Conflicts of Interest

Effective Date: 01/24/2011
Revision Date: 04/29/2022

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Bourbonnais Township Park District wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Executive Director for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the administrative level of Bourbonnais Township Park District. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific administrative-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Bourbonnais Township Park District's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of Bourbonnais Township Park District as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Bourbonnais Township Park District does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Bourbonnais Township Park District.

Our employees are expected to devote their best efforts and attention to the performance of their jobs. Employees are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between the employee's personal interests and the interests of the Park District. A conflict of interest exists when an employee's loyalties or actions are divided between the company's interests and those of another, such as a competitor, supplier, or customer. Both a conflict of interest and the appearance of a conflict of interest should be avoided. An employee who is unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest or the appearance of a conflict of interest should discuss the situation with his or her immediate supervisor for clarification.

This policy does not attempt to describe all possible conflicts of interest that could develop. Some of the more common conflicts from which employees should refrain, include the following:

1. ***Accepting personal gifts or entertainment in excess of $50.00 from any competitors, customers, suppliers or potential suppliers unless such gift or service is accepted on behalf of, promptly surrendered to, and for the sole use and benefit of the Bourbonnais Township Park District. This policy is not intended to prevent participation in appropriate ceremonial activities and functions related to the Bourbonnais Township Park District.***
2. Working for a competitor, supplier or customer while employed by the Park District.
3. Engaging in self-employment in competition with the Park District.
4. Disclosing Park District trade secrets or confidential proprietary information for personal gain to the Park District's detriment.
5. Having a direct or indirect financial interest in or relationship with a competitor, customer or supplier, except that ownership of less than 1% of the publicly traded stock of a corporation will not be considered a conflict.
6. Using the Park District's assets, including computers, or labor for personal use during working time. When an employee's interest is adverse to the Park District's, the employee will not be authorized to use the Park District's computers or other Park District's assets that can be used for the employee's personal gain.
7. Acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to the Park District.
8. Committing the Park District to give its financial or other support to any outside activity or organization except within the ordinary course and scope of employment.
9. Developing a personal relationship with a subordinate employee of the Park District that might interfere with the exercise of impartial judgment in decisions affecting the Park District or any employees of the Park District.

If an employee or someone with whom the employee has a close personal relationship (a family member or companion) has a personal, financial or employment relationship with a competitor, supplier or customer, the employee must disclose this fact in writing. If an actual conflict of interest is determined to exist, the Park District may respond to this perceived conflict as the Park District deems is appropriate based on the circumstances.

Political Activity

Bourbonnais Township Park District employees are prohibited from participation during regular working hours in any of the following acts:

1. Participating in the organization of political meetings.
2. Soliciting money from any person for any political meetings.
3. Selling or distributing tickets for political meetings.
4. Initiating or circulating any petitions on behalf of a candidate or in support of a political issue.
5. Making contributions of money on behalf of any candidate for office of any public or political issue.

Conflicts of Interest Continued

6. Distributing campaign literature on behalf of any candidate.

While the Park District respects the rights of each employee to hold his or her own political beliefs and to discuss matters of public concern, employees should restrict their political campaign activities to non-working time. Employees engaged in political activity shall not represent themselves as agents of the Park District. The Bourbonnais Township Park District property may not be used to advance political campaigns.

Residency Requirement

The Bourbonnais Township Park District requires the Executive Director to reside in Kankakee County.

110 Outside Employment

Effective Date: 01/24/2011
Revision Date:

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with Bourbonnais Township Park District. All employees will be judged by the same performance standards and will be subject to Bourbonnais Township Park District's scheduling demands, regardless of any existing outside work requirements.

If Bourbonnais Township Park District determines that an employee's outside work interferes with performance or the ability to meet the requirements of Bourbonnais Township Park District as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Bourbonnais Township Park District.

Outside employment will present a conflict of interest if it has an adverse impact on Bourbonnais Township Park District.

112 Intellectual Capital and Confidentiality

Effective Date: 01/24/2011
Revision Date:

Recognizing that our customers are our most important asset, we have an obligation to maintain information about them in the strictest of confidence. The protection of confidential information regarding our business and customer's is vital to the interests and the success of the Park District. Intellectual capital are skills and knowledge that a company has developed about its services or employees whose knowledge is deemed critical to a company's continued success, or knowledge on processes, customers, research results, and other information that might have value to a competitor.

By definition, confidential or privileged information will be public records and information exempt from inspection and copying under any provision of Section 7 of the Illinois Freedom of Information Act (5ILCS 140/7), or any other applicable law or ordinance, and any matter or information properly the subject of a closed meeting or session pursuant to Section 2 of the Illinois Open Meetings Act, (5ILCS 120/2). Confidential information is any and all information disclosed to or known by you as a consequence of your employment with the company that is not generally known to people outside the company about its business, its strategies and plans, its finances, operations, associates, methods, processes, computer software of programs, research projects, customers, customer accounts, customer information, customer reports and customer finances, any and all information entrusted to the company in confidence by third parties. Due to the close proximity in which employees work, any information overheard or seen while in the course of their duties should be considered confidential and not revealed or discussed with family, friends, or anyone else.

Our clients and other parties with whom we do business entrust the Bourbonnais Township Park District with important information relating to their personal affairs. Whether on or off duty, employees are obligated to refrain from discussing customers or giving any customer information to unauthorized individuals. This code of confidentiality also extends to any privileged information. Customers are very sensitive to information regarding their business or personal life and breaching this confidence would show a lack of credibility on our integrity. It is our policy that all customer information is considered confidential and will not be disclosed to external parties or to employees without a "need to know".

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications. An employee who improperly uses or discloses confidential business or customer information will result in immediate termination.

The protection of confidential business information and trade secrets is vital to the interests and the success of Bourbonnais Township Park District. Such confidential information includes, but is not limited to, the following examples:

* financial information
* pending projects and proposals

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Immunity from Liability for Confidential Disclosure of a Trade Secret to the Government or in a Court Filing: (1) Immunity—An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that—(A) is made—(i) in confidence to a federal, state or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. (2) Use of Trade Secret Information in Anti-Retaliation Lawsuit—An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual—(A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order.

Abused and Neglected Child Reporting

All employees will be required to complete and abide by the "Acknowledgement of Mandated Reporter Status" under the Abused and Neglected Child Reporting Act. All employees are required to report to the toll-free hotline number (1-800-25-ABUSE) whenever there is a reasonable cause to believe a child may be abused or neglected. Any District employee who suspects or receives knowledge that a child may be an abused or neglected shall immediately report such a case to the Illinois Department of Children and Family Services on its Child Abuse Hotline 800/25-ABUSE or 800-252-2873. The employee shall also promptly notify the Executive Director and Superintendent of Finance and Personnel that a report has been made.

116 Job Posting and Employee Referrals

Effective Date: 01/24/2011
Revision Date:

Bourbonnais Township Park District provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although Bourbonnais Township Park District reserves its discretionary right to not post a particular opening.

Job openings will be posted on the employee bulletin board and in the email system, and normally remain open for 30 days. Each job posting notice will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have performed competently for at least 90 calendar days in their current position. Employees who have a written warning on file, or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit a job posting application to the Superintendent of Personnel and Finance listing job-related skills and accomplishments. It should also describe how their current experience with Bourbonnais Township Park District and prior work experience and/or education qualifies them for the position.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

Bourbonnais Township Park District also encourages employees to identify friends or acquaintances who are interested in employment opportunities and refer qualified outside applicants for posted jobs. Employees should obtain permission from the individual before making a referral, share their knowledge of the organization, and not make commitments or oral promises of employment.

An employee should submit the referral's resume and/or completed application form to the Superintendent of Finance and Personnel for a posted job. If the referral is interviewed, the referring employee will be notified of the initial interview and the final selection decision.

Bourbonnais Township Park District reserves the right to seek outside candidates for any position as it deems necessary.

201 Employment Categories

Effective Date: 12/01/2016
Revision Date: 11/21/2016

It is the intent of Bourbonnais Township Park District to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Bourbonnais Township Park District.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by Bourbonnais Township Park District management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who generally work 37-40 or more hours per week and who are regularly scheduled to work the Bourbonnais Township Park District's full-time schedule. Generally, they are eligible for Bourbonnais Township Park District's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are regularly scheduled to work 8-19.75 hours per week for 26 or more consecutive weeks annually. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of Bourbonnais Township Park District's other benefit programs.

SEASONAL employees are those who are scheduled to work less than 8 hours per week or are scheduled to work up to 40 hours per week but less than 26 consecutive weeks per year.

INDEPENDENT CONTRACTOR is those providing services for the Park District outside of an employment relationship for financial compensation shall be considered an independent contractor. Contractual agreements with an independent contractor are signed by the Board President, or by the Executive Director, or his/her designate.

VOLUNTEER are those providing services for the Park District outside of an employment relationship and without financial compensation shall be considered volunteers. The use of volunteers must be approved by a supervisor for a verified needed purpose, with specific duties and serve in that capacity for a predetermined time. Volunteers who supervise minor children shall execute a Background Check Release and shall undergo criminal history checks through the appropriate state agency.

INTERNS are defined as students from a high school, career training program, community college or university engaged in an accredited on the job training program. Interns may be voluntary, receive stipends or be paid by the hour as prearranged and agreed upon by the student, the academic or training institution, and the park district.

202 Access to Personnel Files

Effective Date: 12/01/2016
Revision Date: 11/21/2016

Bourbonnais Park District maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Bourbonnais Park District, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Bourbonnais Park District who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Superintendent of Finance and Personnel. This may be done upon receipt of a written request from the employee and given to the Superintendent of Finance and Personnel no less than five working days, employees may review their own personnel files in Bourbonnais Park District's offices and in the presence of an individual appointed by Bourbonnais Township Park District to maintain the files up to two times per calendar year.

An employee must also provide a written release in order for the Park District to release information to outside parties. Requests for references should be directed to the Superintendent of Finance and Personnel. Only the Superintendent of Finance and Personnel has the authority to release information to outside parties.

It is the responsibility of each employee to promptly notify the Superintendent of Finance and Personnel of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents*, marital status*, insurance beneficiary*, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

The Park District cannot be held responsible for situations resulting from employees withholding correct and accurate information.

* Such information need only be disclosed if pertinent to a benefit received.

203 Employment Reference Checks

Effective Date: 01/24/2011
Revision Date:

The Park District may require professional, personal, and academic references from employment applicants.

Reference and Background Check Procedures
Reference checks are conducted by mail, telephone, face-to-face interviews, or a combination of methods. For certain positions, such as those involving financial or security matters, the Park District reserves the right to use a company representative or third-party agency to conduct background checks. The Park District will notify applicants before conducting any reference checks.

Consumer Reporting Agency
For positions involving security responsibilities or significant financial accountability, the Park District reserves the right to request a consumer reporting agency to prepare an investigative consumer report on the applicant. Along with credit and employment history, such a report typically includes information about an individual's character, reputation, and mode of living, obtained through personal interviews with an applicant's neighbors, acquaintances, associates, and friends. The Park District must obtain an applicant's consent before requesting such a report. All applicable federal and state credit reporting laws will be followed during the background check process.

Inaccurate or Fraudulent Information
The Park District will eliminate from further consideration for employment any applicant who provides false, misleading, or willfully deceptive information on his or her job application or resume or during an interview. Employees hired based on false information discovered after employment begins are subject to discipline, up to and including discharge.

External Employment Information Requests
From time to time, outside organizations or individuals file information requests with the Park District, seeking information about current or former employees. To ensure consistency and fairness, protect individuals' privacy rights, and maintain the security and confidentiality of all employment and personal information in its record systems, the Park District adheres to the following standards and procedures in dealing with all external requests for employment information.

Requests from Other Employers. The Park District will only disclose the following information when responding to requests from other employees regarding current and former employees:
• The individual's start and end date of employment;
• Title of last position held; and
• Wage and salary information.
The Park District must have a signed consent form authorizing the Park District to release this information from the individual's personnel records to the specifically named organization. To be acceptable, this consent form must indicate the general and specific types of information that can be released and release the Park District from all potential liability related to the authorized disclosure.

Other Information Disclosures. In responding to information requests from parties other than other employers, the Park District generally releases information only if a signed consent form is supplied by

the individual involved. Even with a consent form, the only information normally released is the individual's employment dates, most recent job title, and, where authorized, most recent pay rate.
To obtain disclosure of any other information, a former or current employee must submit a request to the Park District Director, specifying the type of disclosure they are seeking and the identity of the organization authorized to receive the information.

Government Requests for Information. The only exception to the above procedures applies to information requests received by the Park District from federal, state, or local authorities, including officials and authorized representatives of the courts, as well as law enforcement and other government agencies. The Park District normally honors all such requests and provides the information sought in the form requested by the agency or official. Where the Park District releases information about an employee or former worker in response to a subpoena, it normally informs or attempts to inform the individual about the disclosure. However, the Park District reserves the right to refrain from informing individuals of government information requests related to an ongoing investigation of criminal activity.

205 Introductory Performance Reviews

Effective Date: 01/24/2011
Revision Date:

All new and rehired employees are normally reviewed on their performance after the first 60 calendar days after their date of hire. Employees who are promoted or transferred within Bourbonnais Township Park District must complete a secondary introductory performance review of the same length with each reassignment to a new position. Any significant absence will automatically extend an introductory review period by the length of the absence. If Bourbonnais Township Park District determines that the designated introductory performance review does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory review may be extended for a specified period.

In cases of promotions or transfers within Bourbonnais Township Park District, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory performance review period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and Bourbonnais Township Park District's needs.

Employment status is not changed during the secondary introductory performance review period that results from a promotion or transfer within Bourbonnais Township Park District.

208 Employment Applications

Effective Date: 01/24/2011
Revision Date:

Bourbonnais Township Park District relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

All applicants will complete a Park District application form, which will be kept on file for a length of time established by the Public Records Act. For certain positions, additional information or credentials may be required. Interviews will be scheduled with the most promising applicants. All applicants reviewed shall be notified when the position is filled.

209 Performance Evaluations

Effective Date: 01/24/2011
Revision Date: 04/25/2022

The Executive Director and Superintendent of Finance and Personnel are authorized to develop and administer a fair and objective method of conducting performance appraisals on all employees. Performance appraisals shall take into consideration general work abilities, individual effectiveness in meeting the Park District's mission goals and objectives, and performance as it relates to the employee's position description.

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted on an annual basis which is determined in accordance with the Executive Director. The performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Merit-based pay adjustments are awarded by the Executive Director of the Bourbonnais Township Park District in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process.

210 Job Descriptions

Effective Date: 01/24/2011
Revision Date:

Bourbonnais Township Park District makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required), a physical demands section, and a work environment section.

Bourbonnais Township Park District maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Superintendent of Finance and Personnel and the hiring manager prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Superintendent of Finance and Personnel if you have any questions or concerns about your job description.

212 Salary Administration

Effective Date: 01/24/2011
Revision Date:

The salary administration program at Bourbonnais Township Park District was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, Bourbonnais Township Park District is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. Bourbonnais Township Park District periodically reviews its salary administration program and restructures it as necessary. Merit-based pay adjustments may be awarded by the Executive Director and in conjunction with superior employee performance documented by the performance evaluation process.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices. The Superintendent of Finance and Personnel is also available to answer specific questions about the salary administration program.

216 Identity Protection Policy

Effective Date: 12/01/2016
Revision Date:

Purpose

The purpose of this policy is to protect social security numbers from unauthorized disclosure. Regarding the use of social security numbers, intends to comply with the provisions of the Identity Protection Act (5 ILCS 179/1 et seq.).

Requirements

A. All employees who have access to social security numbers in the course of performing their duties must be trained to protect the confidentiality of social security numbers. Training will include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.

B. Only employees who are required to use or handle information or documents that contain social security numbers will have access to such information or documents.

C. Social security numbers requested from an individual will be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.

D. When collecting a social security number, or upon request by the individual, a statement of the purpose or purposes for which the social security number is being collected and used must be provided.

Prohibited Activities

No employee may do any of the following:

A. Publicly post or publicly display in any manner an individual's social security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.

B. Print an individual's social security number on any card required for the individual to access products or services.

C. Encode or embed an individual's social security number in or on any cards or documents, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology.

D. Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.

E. Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless

State or federal law requires the social security number to be on the document to be mailed.

Notwithstanding any provision in this Section to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this Section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

F. Collect, use, or disclose a social security number from an individual, unless:

1. Required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities;

2. The need and purpose for the social security number is documented before collection of the social security number; and

3. The social security number collected is relevant to the documented need and purpose.

G. Require an individual to use his or her social security number to access an Internet website.

H. Use the social security number for any purpose other than the purpose for which it was collected.

The prohibitions listed immediately above do not apply in the following circumstances:

A. The disclosure of social security numbers pursuant to a court order, warrant, or subpoena.

B. The collection, use, or disclosure of social security numbers in order to ensure the safety of other employees.

C. The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.

D. The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

Public Inspection and Copying of Documents

Notwithstanding any other provision of this policy to the contrary, all employees must comply with the provisions of any other state law with respect to allowing the public inspection and copying of information

or documents containing all or any portion of an individual's social security number. This includes requests for information or documents under the Illinois Freedom of Information Act. Employees must redact social security numbers before allowing the public inspection or copying of the information or documents.

Public Availability

A copy of this policy shall be made available to the public upon request.

Applicability

This policy does not apply to the collection, use, or disclosure of a social security number as required by state or federal law, rule, or regulation.

301 Employee Benefits

Effective Date: 01/24/2011
Revision Date:

Eligible employees at Bourbonnais Township Park District are provided a wide range of benefits. Any benefits provided will be explained in separate documents and may change from time to time at the discretion of the Board. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the Employee Handbook.

The following benefit programs are available to eligible employees:

* Auto, Employer-Owned Car
* Auto Mileage
* Bereavement Leave
* Deferred Compensation Plan
* Dental Insurance
* Drug or Alcohol Rehabilitation Program
* Educational Financial Assistance
* Employee Discounts
* Family Leave
* Health Insurance
* Holidays
* Jury Duty Leave
* Life Insurance
* Medical Insurance
* Membership Dues
* Military Leave
* Parking
* Personal Leave
* Recreational Activities
* Severance Pay
* Sick Leave Benefits
* Vacation Benefits

Some benefit programs require contributions from the employee, but most are fully paid by Bourbonnais Township Park District.

303 Vacation Benefits

Effective Date: 01/01/2018
Revision Date: 04/25/2022

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

Full-time employees
*Eligible Part-time employees

The amount of paid vacation time full-time employees receive each year increases with the length of their employment as shown in the following schedule:

- Upon initial eligibility the employee is entitled to 6 vacation days each year, accrued monthly at the rate of 0.5 days.
- After 1 year of eligible service the employee is entitled to 12 vacation days each year, accrued monthly at the rate of 1 day.
- After 5 years of eligible service the employee is entitled to 15 vacation days each year, accrued monthly at the rate of 1.25 days.
- After 10 years of eligible service the employee is entitled to 18 vacation days each year, accrued monthly at the rate of 1.5 days.
- After 20 years of eligible service the employee is entitled to 24 vacation days each year, accrued monthly at the rate of 2 days.

* Eligible non-seasonal part-time employees will include employees that worked at least 1040 hours during the previous year and will accrue at the beginning of each year at the following rate:

Years of Service	Annual Vacation/Sick Time/Personal Days Accrual
0 – 1 year	0.00 hours
1 year – 4 years	24.00 hours
5 years – 9 years	48.00 hours
10 years – 19 years	72.00 hours
20 years +	96.00 hours

- Part-time employees' PTO time must be used between January 1st and December 31st of the year it is accrued with no carryover.

**Only unused vacation time will be paid out at time of separation or termination.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any leave of absence that exceeds four weeks except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. They can request use of vacation time after it is earned.

Paid vacation time can be used in minimum increments of four hours. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. If the total amount of unused vacation time reaches a "cap" up to a maximum of three months allowing three to six additional vacation days, further vacation accrual will stop. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

303-A Employee Longevity Recognition

Executive Date: April 25, 2022

The following recognition awards will be presented to employees based on continues full-time and part time years of service from their date of hire.

5 years of full time service will be awarded $75	**Part Time- $50**
10 years of full time service will be awarded $150	**Part Time- $100**
15 years of full time service will be awarded $250	**Part Time-$175**
20 years of full time service will be awarded $350	**Part Time-$250**
25 years of full time service will be awarded $450	**Part Time-$300**

The awards will be processed as payroll checks with net earnings after FICA, Medicare and IMRF (excluding federal and state withholding) equal to the award amount.

304 Compensatory Time

Effective Date: 12/01/2016
Revision Date: 11/21/2016

It is the policy of the Park District that employees who are subject to the hourly work week limitations in the federal Fair Labor Standards Act, and who work in excess of forty (40) hours per work week, shall accrue compensatory time in accordance with the requirements and limitations set forth in the federal Fair Labor Standards Act, 29 U.S.C. 201 et seq., as amended by P.L. 99-150, effective April 15, 1986. This policy shall be implemented by procedures promulgated by the Board.

PROCEDURES FOR ACCRUAL OF COMPENSATORY TIME

I. Eligible Employees

Eligible employees are non-exempt employees who are subject to the federal Fair Labor Standards Act (FLSA). Exempt employees under the terms of the FLSA are not eligible employees.

II. Determination of Overtime Hours

Overtime hours are any hours worked in a given work week in excess of forty (40) hours. The beginning day of the work week for each eligible employee shall commence at 12:01 a.m. each Friday.

III. Accrual of Compensatory Time

A. Rate

For each hour of overtime worked by an eligible employee in a given work week, one and one half (1-1/2) hours of compensatory time shall accrue.

B. Limitations

Eligible employees may accrue not more than ninety (90) hours of compensatory time, computed as one and one half hours of compensatory time for not more than sixty (60) hours of overtime work. Once the limit has been met no further comp time may be accrued until comp hours are used and the accrued balance falls below ninety (90) hours.

C. Use

An eligible employee who has accrued compensatory time shall be allowed to use said time within a reasonable period following accrual so long as the operations of the employer are not unduly disrupted. Compensatory time shall not be counted as hours worked in the period in which such hours are used.

D. Payment on Termination

An eligible employee who is terminated, and who has accrued compensatory time, shall be paid for such accrued compensatory time at a rate not less than the average rate of pay for the preceding three years, or the final regular rate of pay, whichever is higher.

IV. Records

Records shall be maintained to evidence the overtime hours worked by each eligible employee in a given work week, if any, and the number of hours of compensatory time accrued by each eligible employee, if any.

V. Payment of Cash in Lieu of Compensatory Time

A. Authority of Park District

Nothing herein shall prohibit the employer, at the employer's option, of freely substituting cash, in whole or in part, for compensatory time off; and an overtime payment in cash does not affect subsequent granting of compensatory time in future work weeks or work periods.

B. Payments to Employee

Cash payments to an employee for accrued compensatory time may be made at any time except that on termination, payment shall be made pursuant to Section III.D. of this policy. No employee shall otherwise have the right to receive, upon request, cash in lieu of accrued compensatory time.

VI. Effective Date

These procedures shall be effective as of December 1, 2016 and the accrual of compensatory time shall commence as to any overtime hours worked after such date.

305 Holidays

Effective Date: 01/01/2018
Revision Date: 12/01/2017

Bourbonnais Township Park District will grant holiday time off to all employees on the holidays listed below:

* New Year's Day (January 1)
* Spring Break
* Memorial Day (last Monday in May)
* Independence Day (July 4)
* Labor Day (first Monday in September)
* Thanksgiving (fourth Thursday in November)
* Day after Thanksgiving
* Christmas Eve (December 24)
* Christmas (December 25)
* New Year's Eve (December 31)

Bourbonnais Township Park District will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

Full-time employees
*Eligible Part-time employees

The following days shall be considered holidays for eligible non-seasonal part-time employees that worked at least 1040 hours during the previous year:

Memorial Day	Christmas Eve
Thanksgiving	Christmas
New Year’s Day	

Eligible non-seasonal Part-time employees working at least 1040 hours per year will receive four hours pay for each of the five holidays noted above.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

306 Workers' Compensation Insurance

Effective Date: 01/24/2011
Revision Date:

Bourbonnais Township Park District provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

307 Sick Leave Benefits

Effective Date: 12/01/2016
Revision Date: 11/21/2016

Bourbonnais Township Park District provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

* Regular full-time employees

Eligible employees will accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service). Sick leave benefits will begin to accrue upon full time employment being secured with the Park District. If the start date of an employee is prior to the 16th of the month, they will accrue one sick day for the starting month and one for each month thereafter as provided by this policy. If the start on the month immediately following and one for each month thereafter as provided by this policy. Employees on a leave of absence exceeding four weeks will stop accruing sick leave benefits until they return to work.

Paid sick leave can be used in minimum increments of one-half day. An eligible employee may use sick leave benefits for an absence due to his or her own illness, medical appointment or injury, or to cover absences due to an illness, injury or medical appointment of the employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent. If other relationships not listed are needed, days will be granted based upon approval from the Executive Director or Superintendent of Finance and Personnel.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor by telephone before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence unless or until a leave for a particular period of time is approved in writing.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the illness or injury and its beginning and expected ending dates. Such verification may be requested for other sick leave absences, based on the frequency of use or suspicious use.

Before returning to work from a sick leave absence of more than 3 calendar days, an employee must provide a physician's verification that he or she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 90 calendar days' worth of sick leave benefits. The first 90 days will be considered accessible days for the purposes of sick leave. However, an employee can accumulate an additional 150 days to use as service credit for IMRF purposes only in addition to the 90 days.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment. The Park District will also not pay a retiring employee for accumulated sick leave.

308 Time Off to Vote

Effective Date: 01/24/2011
Revision Date:

Bourbonnais Township Park District encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. However, an employee may be permitted two hours of paid leave for the purpose of voting in a state or national election if the employee's working hours begin less than two hours after the opening of the polls AND end less than two hours before the closing of the polls.

Employees should request time off to vote from their supervisor at least 24 hours prior to the election day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule. Employees may be required to submit proof of their attendance at the polls upon their return to work.

No employee will be penalized or retaliated against for requesting time off to vote.

309 Bereavement Leave

Effective Date: 12/01/2016
Revision Date: 11/21/2016

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Unpaid time off will be granted to allow the employee to attend the funeral and make any necessary arrangements associated with the death.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

Bourbonnais Township Park District defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

Furthermore, an employee who has been employed for at least 12 months and worked at least 1,250 hours in the last 12 months may be entitled to take up to two (2) weeks of time off for the death of the employee’s child. Employees may use available sick leave and PTO hours or take unpaid time off for any remainder of the two-week period that is unpaid under this policy.

310 VESSA Leave

Effective Date: 12/01/2016
Revision Date: 11/21/2016

STATEMENT OF POLICY

Eligible employees may use unpaid victims' economic and security and safety leave for up to 12 weeks in a 12-month period for any one or more of the following reasons:

A. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member; or

B. Obtaining services from a victim services organization for the employee or the employee's family or household member; or

C. Obtaining psychological or other counseling for the employee or the employee's family or household member; or

D. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensuring economic security; or

E. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

DEFINITIONS

A. "12-Month Period" - means a rolling 12-month period measured forward from the date leave is taken and continuous with each additional leave day taken.

B. "Family or Household Member" – means a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household;

C. "Parent"- means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.

D. "Son or Daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.

E. "Domestic or Sexual Violence" - means domestic violence, sexual assault, or stalking.

COVERAGE AND ELIGIBILITY

Both full and part-time employees are eligible to apply for this leave.

INTERMITTENT OR REDUCED LEAVE

An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule.

SUBSTITUTION OF TIME OFF

A. An employee may elect to substitute accrued paid vacation, sick or personal time or any other applicable paid time off for any part of victims' economic security and safety leave. Such substitution will not extend the employee's total allotment of time off under this policy.

NOTICE REQUIREMENT

A. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.

CERTIFICATION

A. For leaves taken pursuant to this policy, the employee may be required to submit a certification demonstrating the need for the leave. The certification must be provided by the employee as soon as reasonably possible, but in most cases, within 15 days after requested.

B. The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:
• Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic or sexual violence and/or its effects;
- A police or court record; or
- Other corroborating evidence.

C. All documentation related to the employee's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.

EFFECT ON BENEFITS

During an approved VESSA leave, the Park District will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, the Park District will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may be required to reimburse the Park District for the cost of the premiums paid by the Park District for maintaining coverage during your unpaid leave, unless you cannot return to work because of the

continuation, recurrence, or onset of domestic or sexual violence or other circumstances beyond your control.

JOB PROTECTION

If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If you take leave because of your own medical condition, you are required to provide medical certification that you are fit to resume work. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

REASONABLE ACCOMMODATIONS

The Park District supports the Victims' Economic Security and Safety Act and will attempt to provide reasonable accommodations for people who are entitled to protection under this Act in a timely fashion, unless such accommodations would present an undue hardship for the Park District.
Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure or assistance in documenting domestic or sexual violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic or sexual violence.
A qualified individual is an individual who, but for being a victim of domestic or sexual violence or with a family or household member who is a victim of domestic or sexual violence, can perform the essential functions of the employment position that such individual holds or desires.

Should you wish to request a reasonable accommodation pursuant to this policy, you should contact Human Resources.

311 Jury Duty

Effective Date: 01/24/2011
Revision Date:

Bourbonnais Township Park District encourages employees to fulfill their civic responsibilities by serving jury duty when required.

The Park District will make-up the difference in reimbursement between compensation paid to the full or part time employee and the amount of payment the employee receives from the court for a maximum of 10 working days per year unless committed to a Federal Jury. To obtain payment, the employee must turn over the check received from Jury Duty to the Park District, and then they will receive their regular paycheck. Employee classifications that qualify for paid jury duty leave are:

* Regular full-time employees
* Regular part-time employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, special requests may be made.

In the case of service on a Federal Jury the employee must return to regularly scheduled work at the completion of each days service, or otherwise with the approval of the Executive Director or designee.

Employees who receive a subpoena to be a witness at a hearing or trail will be granted Witness Leave according to the same requirements for Jury Duty above. Witness Leave is not granted if you volunteer to be a witness or if it is your own lawsuit.

Employees must show the jury duty summons or subpoena to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either Bourbonnais Township Park District or the employee may request an excuse from jury duty if, in Bourbonnais Township Park District's judgment, the employee's absence would create serious operational difficulties.

313 Benefits Continuation (COBRA)

Effective Date: 01/24/2011
Revision Date:

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Bourbonnais Township Park District's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Bourbonnais Township Park District's group rates plus a 2% administration fee. Bourbonnais Township Park District provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Bourbonnais Township Park District's health insurance plan. The notice contains important information about the employee's rights and obligations.

314 Educational Assistance

Effective Date: 01/24/2011
Revision Date: 04/25/2022

Bourbonnais Township Park District recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within Bourbonnais Township Park District.

Bourbonnais Township Park District will provide educational assistance to all eligible employees for up to 100% of tuition costs as it relates to their specific job requirements. Tuition assistance will be provided after a course is completed and is subject to availability of the employing department's funds.

Employees in full time positions with at least three years of district service are eligible to apply for tuition assistance The Tuition Assistance Program is available for employees to enroll in a credit-bearing course at an accredited institution of higher learning, i.e. Kankakee Community College, or specific job training programs.

Employees eligible for reimbursement from any other source (e.g., a government-sponsored program or a scholarship) may seek assistance under our educational assistance program but are reimbursed only for the difference between the amount received from the other funding source and the actual course cost. Total aid from the Park District and other sources may not exceed 100% of the allowable tuition and fees.

Tax consequences (if any) as a result of Park District reimbursement under this plan are the sole responsibility of the employee. Taxable earnings (if applicable) may be added to overall earnings and reflected on an employee's W-2.

Degree candidates that are not eligible for Tuition Assistance as stated may request reimbursement for individual courses that are deemed by the Executive Director as directly related to their job under the provisions of this policy. All costs related in the way of fees, books and materials will not be reimbursed by the District. Travel costs, parking and housing will not be reimbursed by the District. Park District vehicles may not be used as alternative transportation for classes, field work, or special seminars. All approved candidates for degree programs are required to fill out Tuition Assistance Forms.

Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance. Bourbonnais Township Park District has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position. Employees should contact the Superintendent of Finance and Personnel for more information or questions about educational assistance.

While educational assistance is expected to enhance employees' performance and professional abilities,

Bourbonnais Township Park District cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

If an employee resigns or is terminated for cause before receiving a grade, the employee will not be reimbursed for tuition expenses. If an employee resigns or is terminated for cause within twelve (12) months after receiving reimbursement, the employee must repay the Park District in full. Employees may be requested to sign an agreement pertaining to tuition assistance upon enrolling in an approved course.

Employees are encouraged to attend state and local conferences and workshops within the limits of funds provided in the annual budget. They must have prior approval to attend conferences and workshops from the Executive Director. All per diem costs related to the conference or workshop must be reviewed and have prior approval from the Executive Director commensurate to IRS guidelines. Conferences and workshops must be related to the employee's job responsibilities.

Travel costs are limited to onsite parking, travel to and from the conference site, and travel to and from the hotel to conference site. Use of a personal vehicle will be limited to a rate commensurate to the guidelines of the IRS allowance for mileage. Alternate modes of transportation must be public or the most reasonable cost available.

316 Health Insurance

Effective Date: 01/24/2011
Revision Date:

Bourbonnais Township Park District's health insurance plan provides employees and their dependents access to medical and dental insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

* Regular full-time employees

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between Bourbonnais Township Park District and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) Policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Superintendent of Finance and Personnel for more information about health insurance benefits.

317 Life Insurance

Effective Date: 01/24/2011
Revision Date:

Life insurance offers you and your family important financial protection. Bourbonnais Township Park District provides a basic life insurance plan for eligible employees.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

* Regular full-time employees

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between Bourbonnais Township Park District and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Superintendent of Finance and Personnel for more information about life insurance benefits.

319 Disability

Effective Date: 01/24/2011
Revision Date:

Bourbonnais Township Park District provides disability leave to help eligible employees cope with an illness or injury that results in a long-term absence from employment. Disability leave shall be applicable to full time employees only. While temporarily disabled, the employee may apply to receive a percentage portion of his gross pay from the following funds, Illinois Municipal Retirement Fund or Worker's Compensation Insurance. Such percentage shall vary depending upon whether the disability is under the Illinois Municipal Retirement Fund or Worker's Compensation Insurance.

When an IMRF employee is injured on the job, Worker's Compensation Insurance will pay a percentage of the worker's salary based upon earnings and dependencies.

Temporary disability pay from Worker's Compensation or from the Illinois Municipal Retirement Fund shall be in accordance with either program and may be continued only for the maximum allowable time period.

320 Deferred Compensation Plan

Effective Date: 01/24/2011
Revision Date:

Bourbonnais Township Park District employees are eligible to participate in a deferred compensation plan to provide employees the potential for future financial security for retirement.

Eligible employees may participate in the plan subject to all terms and conditions of the plan.

The plan allows you to elect how much salary you want to contribute so you can tailor your own retirement package to meet your individual needs.

Complete details of the plan are described in the Summary Plan Description provided to eligible employees. Contact the Superintendent of Finance and Personnel for more information about the plan.

328 Parental Leave for School Visits

Effective Date: 01/24/2011
Revision Date:

Bourbonnais Township Park District recognizes the value of parental involvement in children's education. In accordance with Illinois law, regular full-time and regular part-time employees may be granted leave to attend the school conferences or classroom activities of their children when such activities cannot be rescheduled during non-work hours. Eligible employees must have been employed with the Park District at least half-time for the six consecutive months immediately preceding the leave. Employees may be granted up to eight hours of school leave during any school year, although no more than four hours may be taken for this purpose in any one day. School leave may only be taken if the employee has exhausted all accrued leave time, except sick leave or disability leave.

Employees must provide their immediate supervisors reasonable advance notice of the need for parental leave for school visits. Upon return from the leave, employees must provide documentation to the Superintendent of Finance and Personnel from the school verifying the date and time of the visit. Contact the Superintendent of Finance and Personnel for more information or questions about and requests for parental leave for school visits.

380 Memberships

Effective Date: 01/24/2011
Revision Date:

The Bourbonnais Township Park District will consider the payment of both professional and service organizational dues for all full time employees. Employees must submit a request for approval to the Executive Director. Professional organizations include the Illinois Park and Recreation Association and the National Recreation and Park Association. Service organizations are defined as any local or nationally affiliated group such as the Lions, Rotary, etc., who perform worthwhile service projects for the community.

390 Employee Program Benefits

Effective Date: 01/01/2018
Revision Date: 05/09/2022

In an effort to have our Bourbonnais Township Park District employees greater utilize our programs and special events the Park District is allowing all qualifying part-time employees to receive a 20% discount on eligible programming fees at the Park District. Each part-time employee that has completed at least 1 year of service as of December 31st of the prior year will be eligible to receive a 20% discount on programs and events throughout the year here at the Park District. Any discounted program must meet the minimum enrollment to be eligible for usage of this benefit. This benefit is for the employee and for the employee's household dependents and immediate family (parents, siblings, spouse, child by blood, adoption or marriage, grandparents and grandchildren).

Most programming done by the Park District would be eligible for the discount including basic rentals. This program will run on a calendar year basis. The BTPD reserves the right to restrict some programs from the discount program. The list of restricted programs will be posted after the release of each brochure. Some Park District items that will be excluded are:

- Trips (this may vary on the type of trip/cost and is subject to the discretion of Bourbonnais Township Park District management)
- Birthday Parties
- Fundraisers
- Other activities/programs as specified throughout year

Sleepy Hollow Event tickets are excluded from eligibility along with any other events deemed ineligible by the Executive Director.
The Exploration Station rental and Diamond Point ball field rentals are excluded from an employee discount. These two facilities' rates are the same as the general public.

All full-time employees of the Park District will be allowed to register in the non-excluded programs as listed above without charge after the minimum program enrollment is met. Full-time employees will also be allowed free basic rentals. This benefit is for the employee and for the employee's household dependents and immediate family (parents, siblings, spouse, child by blood, adoption or marriage, grandparents and grandchildren).

All issues relating to employee discounts will be resolved by the Executive Director.

401 Timekeeping

Effective Date: 01/24/2011
Revision Date:

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Bourbonnais Township Park District to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time with timecards or time clocks when they begin and end their work as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed and accurately recorded as well.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should report to work no more than 5 minutes prior to their scheduled starting time nor stay more than 15 minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing.

Punching or completing another employee's time record, allowing another employee to punch or fill out your time record, or altering a time record, is considered falsification of company documents and is grounds for disciplinary action. If any supervisor or employee instructs you to 1) incorrectly or falsely under- or over-report your hours worked; 2) alter another employee's time records in inaccurately or falsely report that employee’s hours worked; or, 3) conceal any falsification of time records, do not do so but instead report it immediately to the Superintendent of Finance and Personnel.

403 Paydays

Effective Date: 12/01/2016
Revision Date: 11/21/2016

It is the Park District's policy and practice to accurately compensate employees in compliance with all applicable state and federal laws. To ensure you are paid properly for all time worked and that no improper deductions are made, it is your responsibility to accurately record all time worked and review your paychecks promptly to identify and report any errors. Company policy prohibits engaging in off-the-clock or unrecorded work.

All employees are paid biweekly on every other Friday. Pay weeks end on Thursdays. The Park District offers direct deposits (forms are available through HR) and provides electronic or printed copies of the pay stubs. Employees receiving their pay through direct deposit should see it hit their bank account on Friday of the pay week and will receive a copy of their stub either electronically or from their Supervisor. Timing of ACH postings is determined by the depositing bank's processing. Employees receiving a paper check can pick them up at the front desk at the Perry Farmhouse the Friday of pay week after 12:00 pm. Checks not picked up by the following Tuesday morning will be mailed to the home address we have on file. New and returning employees need to make sure any changes to their banking or contact information have been reported to HR. Each paycheck will include earnings for all work performed through the end of the previous payroll period. All manual time sheets must be submitted to the employees' immediate supervisor.

All full-time, part-time and seasonal employees must have a current completed withholding form on file with the Superintendent of Finance and Personnel prior to receiving their compensation. Federal and state W-4 Forms are to be filled out completely with name, address, city, state, zip code, and social security number, signed and dated with the number of exemptions you are claiming. The number of allowances to claim is up to the employee.

In the event that a regularly scheduled payday falls on a day off such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday. If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation or other arrangements may be made.

The Park District makes every effort to ensure employees are paid correctly. Occasionally, however, unintentional errors happen. Mistakes brought to our attention will be promptly corrected. Please review your pay stub upon receipt to ensure it is accurate and if you believe your wages have been subject to any improper deductions or your pay does not accurately reflect all hours worked, the employee should promptly bring the discrepancy to the attention of the Superintendent of Finance and Personnel so that corrections may be made as quickly as possible.

Deductions from Pay

An employee's pay will be subject to required deductions for state, federal or local taxes and social security. Voluntary deductions agreed to in writing may be made for, for example, for health, dental, or other insurance premiums or voluntary contributions to a retirement plan, if applicable.

Exempt employees will receive their full salary for any workweek in which work is performed. However, under federal law, an exempt employee's pay may be subject to deductions, absent state law to the contrary. Examples of permissible deductions include:

- Full day absences for personal reasons, including vacation;
- Full day absences for sickness or disability if an employee's sick leave balance under the Park District's plan has been exhausted;
- The first or last week of employment, in the event you work less than a full week.

This list is not all-inclusive

In a workweek in which work is performed, an exempt employee's pay will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability;
- An absence because the facility is closed on a scheduled work day;
- Absences for jury duty, or attendance as a witness;
- Any other deductions prohibited by state or federal law.

Please note: Employees will be required to use accrued vacation and sick time for full or partial day absences for personal reasons, sickness or disability. However, an exempt employee's pay will not be reduced for partial day absences if they have exhausted their paid time off.

Employees who believe their pay has been improperly deducted should report such improper deduction immediately to the Superintendent of Finance and Personnel. The complaint will be promptly investigated and the results of the investigation will be reported to the complaining employee. If the employee is unsatisfied with the findings of the investigation, the employee may appeal the decision to the Executive Director.

Any employee whose pay is improperly deducted shall be reimbursed for such improper deduction no later than the next pay period after the improper deduction is communicated to management.

405 Employment Termination

Effective Date: 01/24/2011
Revision Date:

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

* Resignation - voluntary employment termination initiated by an employee.
* Discharge - involuntary employment termination initiated by the organization.
* Layoff - involuntary employment termination initiated by the organization for no disciplinary reasons.
* Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

The Park District requests that employees who choose to terminate their employment provide written notice to the Superintendent of Finance and Personnel or Executive Director stating their last day of employment and the reason for leaving. A two-week notice of resignation is requested, if possible. The employee agrees to return all company equipment before the last day of employment including, but not limited to, all keys and/or access cards, company telephones and/or radios, and charge card (if issued).

Bourbonnais Township Park District will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Bourbonnais Township Park District, or return of Bourbonnais Township Park District-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with Bourbonnais Township Park District is based on mutual consent, both the employee and Bourbonnais Township Park District have the right to terminate employment at will, with or without cause, at any time. In the event that your employment is terminated, you must return all property owned by the Park District upon the earlier of the Park District's request or upon your departure.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

407 Severance Pay

Effective Date: 01/24/2011
Revision Date:

Bourbonnais Township Park District may provide severance pay to eligible employees whose employment is terminated for reasons that are not prejudicial to Bourbonnais Township Park District, as determined by Bourbonnais Township Park District in its sole discretion. The decision to provide severance pay to any employee is at the sole discretion of the Bourbonnais Township Park District Board of Commissioners.

410 Pay Deductions and Setoffs

Effective Date: 01/24/2011
Revision Date:

The law requires that Bourbonnais Township Park District make certain deductions from every employee's compensation including garnishments. Among these are applicable federal, state, and local income taxes. Bourbonnais Township Park District also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Bourbonnais Township Park District matches the amount of Social Security taxes paid by each employee.

Bourbonnais Township Park District offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Superintendent of Finance and Personnel can assist in having your questions answered.

501 Safety

Effective Date:12/03/2019
Revision Date: 09/01/2022

To assist in providing a safe and healthful work environment for employees, customers, and visitors, Bourbonnais Township Park District has established a workplace safety program. This program is a top priority for Bourbonnais Township Park District. The Executive Director or designee has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Bourbonnais Township Park District provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Full time maintenance staff will be given an allowance of up to $200 per calendar year for work boots. A receipt must be turned in to HR for reimbursement. Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the Superintendent of Finance and Personnel. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should notify the Superintendent of Finance and Personnel or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

502 Work Schedules

Effective Date: 01/24/2011
Revision Date:

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

The hours of operation for the Bourbonnais Township Park District facilities will be determined by the Board of Commissioners through staff recommendations.

504 Use of Phone and Mail Systems

Effective Date: 01/24/2011
Revision Date:

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

The Bourbonnais Township Park District recognizes that employees will need to make personal telephone calls from time to time. Please keep in mind that company phone lines are generally intended for business use. Personal calls should be limited in amount and kept to no more than one or two minutes in duration. No long distance calls are to be made with advance supervisor approval and the cost of such calls must be reimbursed upon completion. Abuse of personal telephone privileges will lead to disciplinary action and/or the suspension of personal telephone use.

All registered/certified mail addressed to the "Bourbonnais Township Park District" is to be opened by a representative from the administrative office. All mail addressed to individual workers or commissioners should remain confidential and be opened by that individual. An employee from the administrative office will normally be responsible for distributing mail. The use of Bourbonnais Township Park District-paid postage for personal correspondence is not permitted.

505 Smoking

Effective Date: 01/24/2011
Revision Date:

The Park District is committed to protecting the safety and welfare of its employees, patrons and visitors.

No smoking of any kind will be permitted in Park District facilities or within 15 feet of any entrance, exit, window, ventilation intake, office or work area, restroom, conference or classroom, break room or cafeteria and/or other common area. The no smoking prohibition also applies to the use of electronic cigarettes, chewing tobacco and herbal products.

Any employee who fails to comply with this policy will be subject to disciplinary action, including written warnings, suspension, and possible termination for continued violations.

This policy applies equally to all employees, customers, and visitors.

Supervisors and managers are generally responsible for reporting no-smoking violations and enforcing the no-smoking rule. We encourage you to report violations of our smoke-free facility policy to a supervisor/manager.

506 Meal Periods

Effective Date: 01/24/2011
Revision Date:

All employees scheduled to work seven and one-half consecutive hours or more must be provided with an uninterrupted 20-minute meal period beginning no later than the end of the fifth hour. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

State law and the Park District's policy provide for meal periods. It is the Park District's policy that you take every meal break to which you are entitled. By you, as the employee's signature on your time record, you are affirming that all work periods and meal periods indicated on your time sheet are correct and that you did not work during any meal period for which you were scheduled. Should you discover an error on your time record, or if you were not scheduled for or prevented from taking any meal break to which you were entitled, you are expected to immediately report this situation in writing to the Superintendent of Finance and Personnel or to your supervisor so that it may be promptly corrected.

506(b) Lactation Breaks

Effective Date: 12/01/2016
Revision Date: 11/21/2016

All employees who are nursing mothers are eligible to take reasonable breaks under this policy to express breast milk after the birth of the employee's child. The Park District encourages all eligible employees who intend to take breaks under this policy to notify their direct supervisor of their intent to take such breaks as well as frequency, timing and duration of lactation breaks they need to take [for example when they are discussing their return to work following leave relating to childbirth].

Employees will be provided information about the designated location for lactation breaks in closest proximity to the employee's work area.

Lactation breaks under this policy are unpaid. However, employees who use paid break time to express breast milk should let their direct supervisor know and they will be compensated in accordance with the Park District's policy on paid breaks.

Employees who are required to record time under the Park District's timekeeping policy must accurately record the start and end of lactation breaks in accordance with the Park District's timekeeping policy. Uninterrupted lactation breaks do not count as hours worked. Employees may begin work before the regularly scheduled start of their shift or continue working past the regularly scheduled end of their shift to make up any time used for lactation breaks. Employees who choose to do this should speak with their direct supervisor in advance to make appropriate arrangements.

Exempt employees may be provided break time with pay when necessary to comply with state and federal wage and hour laws.

If you are subjected to any conduct that you believe violates this policy, you should promptly speak to, write or otherwise contact the Superintendent of Finance and Personnel, who will ensure that a prompt investigation is conducted and take prompt corrective action, if appropriate. The Park District expressly prohibits any form of discipline, reprisal, intimidation, retaliation or discrimination against any individual for requesting or taking lactation breaks, or filing a complaint for violations of this policy, the Fair Labor Standards Act, the Illinois Nursing Mothers in the Workplace Act, or local law.

507 Overtime

Effective Date: 01/24/2011
Revision Date:

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments or may be assigned mandatory overtime. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions, at the rate of one and half times the employee's regular rate of pay for all hours worked over 40 in the workweek. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

Exempt employees work in excess of the normal work week as needed to fulfill the requirements of their position.

508 Use of Equipment and Vehicles

Effective Date: 01/24/2011
Revision Date:

Park District vehicles are to be used for Park District business only. Employees requesting to use a Park District vehicle must submit a request to their respective supervisor two (2) working days prior to use of the vehicle. Only authorized Park District employees will have authorization to use all Park District vehicles they are licenses and trained to operate. Subject to advance permission by their supervisor, employees required to use their private vehicle for Park District business will be reimbursed at a per mile rate established by the IRS.

No employee is authorized to use Park District facilities without following the policies and procedures provided in this handbook. Unauthorized use of District facilities may result in disciplinary action or dismissal.

No employee is authorized to use Park District equipment for personal use without authorization from the Executive Director. Exception to this policy is that equipment which is normally related to the authorized use of a facility, i.e. chairs, tables, picnic tables, grills, etc.

Keys will be distributed to employees based upon the need and job duties. A key release form must be completed and turned into the Park District administration prior to receiving keys. Keys shall only be issued at the direction of the Supervisor by the office administrator or designee and may not be duplicated.

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Bourbonnais Township
PARK DISTRICT

Enriching the Quality of Life

510 Emergency Closings

Effective Date: 12/01/2016
Revision Date: 08/03/2022

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing.

In the event of a weather or service outage related closing, if you were scheduled to work your supervisor will contact you to let you know.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused vacation benefits.

Facility Emergency Contact List **Updated: 8.3.2022**

Location/Name	**Call First**	**Call Second**
Perry Farm House, Maintenance Building and Perry Farm Park		
1. Administrative Office	815-802-2913	**Non-Emergency Calls, Monday-Friday, 9:00a – 4:00p
2. Mike Crews	815-953-4512	
3. Joe Galloy	708-323-5219	
4. Amanda Langlois	815-530-4811	
Exploration Station		
1. Administrative Office	815-802-2913	**Non-Emergency Calls, Monday-Friday, 9:00a – 4:00p
2. Brittaney Beck	815-768-6951	
3. Mike Crews	815-953-4512	
4. Joe Galloy	708-323-5219	
5. Amanda Langlois	815-530-4811	
Recreation Station		
1. Administrative Office	815-802-2913	**Non-Emergency Calls, Monday-Friday, 9:00a – 4:00p
2. Mike Crews	815-953-4512	
3. Joe Galloy	708-323-5219	
4. Amanda Langlois	815-530-4811	
Willowhaven Park & Nature Center		
1. Administrative Office	815-802-2913	**Non-Emergency Calls, Monday-Friday, 9:00a – 4:00p
2. Nicole Jenkins	815-953-2402	
3. Mike Crews	815-953-4512	
4. Joe Galloy	708-323-5219	
5. Amanda Langlois	815-530-4811	
Diamond Point Park		
1. Administrative Office	815-802-2913	**Non-Emergency Calls, Monday-Friday, 9:00a – 4:00p
2. Michael Crews	815-953-4512	
3. Joe Galloy	708-323-5219	
4. Amanda Langlois	815-530-4811	

512 Business Travel Expenses

Effective Date: 12/01/2016
Revision Date: 11/21/2016

The Illinois General Assembly recently enacted Public Act 99-0604, known as the "Local Government Travel Expense Control Act", which Act becomes effective on January 1, 2017. As required by the Act, it is [insert name of organization] policy to regulate the reimbursement of all commissioners, management, and employee travel expenses as set forth below:

1. Definitions.

a. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

b. "Travel" means any expenditure directly incident to official Park District business travel by Board members, administrators, officers or employees of the Park District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

2. Reimbursable Rates. The Park District shall reimburse permitted travel expenses as set forth on Exhibit A to this Policy.

3. Reimbursement Request Form. The Park District shall only approve reimbursement of expenses if the Board member, administrator, officer or employee submits said expenses on the Park District's Reimbursement Request Form, attached as Exhibit B. All documents submitted to the Park District for reimbursement are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.

4. Entertainment Expenses. The Park District shall not reimburse any Board member, administrator, officer, or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.

5. Park District Approval of Certain Reimbursable Expenses. The following expenses for travel, meals, and lodging may only be approved by a roll call vote at an open meeting of the Commissioners:

a. Any reimbursable expenses of a Park District administrator, officer or employee that exceeds the maximum allowed under the regulations adopted under Section 2 of this Policy.

b. Any reimbursable expense of a member of the Board of Commissioners.

c. Any other reimbursable expenses because of emergency or other extraordinary circumstances.

6. Compliance with Act. The Park District shall comply with all other requirements of the Local Government Travel Expense Act and any Park District policy, procedure or resolution that conflicts with the provisions of the Local Government Travel Expense Act is hereby repealed to the extent of such conflict.

Adopted:

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by Bourbonnais Township Park District may not be used for personal use without prior approval.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

514 Visitors in the Workplace

Effective Date: 01/24/2011
Revision Date:

To provide for the safety and security of employees and the facilities at Bourbonnais Township Park District, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter Bourbonnais Township Park District at the main entrance. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on Bourbonnais Township Park District's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

Children in the Workplace
Childcare is the personal responsibility of the employee and it is the further responsibility of the employee to prearrange for childcare in the event of an emergency.

In order to protect the district with liability issues, the following standards apply:

- No child will be allowed behind the front desk of any facility. Staff children should be in places not viewed by the general public or in a supervisor designated area.
- Children shall not be allowed to freely roam facilities.
- Children shall not be allowed to use park district technology including, but not limited to, computers, telephones, copiers, or other machinery.
- Staff members who wish to bring their child to work with them when an age appropriate child care program is available, must enroll their child in the program
- Staff members who wish to bring their child to work with them when an age appropriate child care program is not available must have the attendance approved 24 hours prior to attendance.

This policy is established to avoid disruptions and distractions in job duties of the employee and co-workers, reduce property and general liability, and help maintain the company's professional work environment.

516 Computer and Email Usage

Effective Date: 01/24/2011
Revision Date:

The Bourbonnais Township Park District strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees. Therefore, the Park District's computer systems and email must be used in a way that is consistent with the Park District's Anti-Harassment and Anti-Discrimination Policy which is applicable to all use of the computer systems. Employees may not browse, retrieve, display, or disseminate any inflammatory, pornographic, harassing or inappropriate communications, including sexually or racially explicit material.

Computers, computer files, the email system, and software furnished to employees are the Bourbonnais Township Park District's property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

The Park District's email, instant messaging, text messaging, Internet messaging and electronic bulletin board systems are to be used for business related purposes and only to transmit and receive business information during working time. The Park District treats all messages sent, received or stored in its email, instant messaging, text messaging, Internet messaging and bulletin board systems as business messages.

The Park District has the capability to access, review, copy and delete any messages sent, received or stored on the email system, on other company computer, electronic and Internet resources, and on the message recording and storage systems of Park District issued cell phones and PDAs. The Park District reserves the right to access, review, copy or delete all such messages or to search any company property for any purpose and to disclose them to any party (inside or outside the Park District) it deems appropriate. By using the Park District property, you agree that you have no reasonable exception of privacy in relation to such usage or any items or information stored in the company assets.

The Communication Systems are provided and intended for business purposes. Non-business use of the Communication Systems is prohibited during working time with the exception of reasonable, incidental, and occasional personal use (e.g. "Let's meet for lunch next week") as long as it is congruent with Park District policy and does not adversely affect productivity. Any personal use of the Communication Systems which interferes with the performance of any employee's work or burdens or compromises the effectiveness of the Communication Systems is strictly prohibited. Personal software or messages shall not be installed or stored on Park District equipment unless prior approval is obtained.

The Bourbonnais Township Park District purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Park District does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The Park District prohibits the illegal duplication of software and its related documentation.

The Park District may set up reimbursement for certain positions to use their own personal cell phone for business use. Company-issued cellular telephones and personal digital assistants (PDAs) are issued for business-related purposes during working hours only and may not be used for other purposes. To facilitate communication between the Park District and its employees, any cell phone or PDA issued to an employee must remain on during the employee's scheduled working hours. In the rare event an employee uses their PDA or cell phone for work purposes during non-work hours, all time must be reported to their supervisor.

The Park District treats all voice mail and electronic messages received or stored in company issued cell phones or PDAs as business messages in which employees have no expectation of privacy.

Company issued cell phones and PDAs likely contain GPS tracking devices that permit tracking of the location of the company property and employees. Employees are prohibited from disabling or interfering with any function (including the GPS tracking device) of a company issued cell phone or PDA. During an employee's scheduled working hours, the company reserves the right to monitor the geographic location of any company issued electronic device. Accordingly, any employee who is issued a company provided cell phone or PDA understands that GPS technology may be employed to track his or her whereabouts during his or her scheduled working hours. Employees should have no expectation of privacy in their physical location during their scheduled working hours.

To use electronic communication tools effectively, employees should follow these guidelines:

- Emails and IMs are not a substitute for oral communication. If you have a matter of importance to discuss, do so in person.
- Observe business etiquette by returning calls prompting and professionally.
- Emails and IMs are to be limited to work related matters, and business etiquette is to be utilized in drafting messages.
- Announcing late arrivals or early departures over IM is not a substitute for proper approvals. Please follow company attendance policies.
- Network security procedures are to be followed at all times.
- Never open attachments from an unknown source and always make sure anti-virus software is running and virus definitions are up to date.
- Do not send confidential, proprietary, or trade secret information via IM.
- Do not send emails or IM under another employee's login ID.
- Employees are subject to the Park District's EEO and Anti-Harassment policies when using these systems.

Employees should notify their immediate supervisor, the Superintendent of Finance and Personnel or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

517 Internet Usage

Effective Date: 02/18/2014
Revision Date: 02/18/2014

Internet access to global electronic information resources on the World Wide Web is provided by Bourbonnais Township Park District to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Bourbonnais Township Park District and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of Bourbonnais Township Park District. As such, Bourbonnais Township Park District reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Abuse of the Internet access provided by Bourbonnais Township Park District in violation of law or Bourbonnais Township Park District policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending discriminatory, harassing, or threatening messages or images or otherwise engaging in any conduct prohibited by the Park District's Anti-Harassment policy
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization (See the Confidentiality Policy for more information).

517 Internet Usage (continued)

- Violating copyright law
- Failing to observe licensing agreements

- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Participating in the viewing or exchange of pornography or obscene materials
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

This policy does not prohibit and will not be enforced in any manner which could interfere with, restrain, or coerce employees from engaging in concerted activities including the right to discuss terms and conditions of employment.

Any questions regarding this policy should be directed to the Superintendent of Finance and Personnel.

517(B) Social Media

Effective Date: 01/24/2011
Revision Date:

Social Media is defined as: blogs, other types of self-published online journals, and collaborative Web-based discussion forums including, but not limited to, LinkedIn, Facebook, MySpace, Pinterest, Instagram, SnapChat, and Twitter.

Rules and Guidelines

I. General Rules and Guidelines

The following rules and guidelines apply to the use of social media, whether such use is for the Park District on working time, for personal use during non-work time, outside the workplace or during working

time while using Park District owned equipment. (Using Park District equipment to access social media sites for personal use is also governed by the Communications Systems/E-mail Policy. Employees should also refer to this policy before accessing such sites via the Park District equipment). These rules and guidelines apply to all employees.

1. Employees are prohibited from discussing confidential, Park District matters through the use of social media. Confidential information means the Park District's trade secrets, marketing lists, patron account information, strategic business plans, customer lists, business contracts, processes, formulas, profit and loss statements, pricing information, investments, marketing plans and employee medical information. Employees may not post any information that is directly or indirectly related to the safety performance of the Park District's systems, and/or is subject to attorney client privilege. Employees should see the Park District's Confidentiality Policy and/or Confidentiality Agreement for more specific information.

2. Employees cannot use social media to harass, threaten, libel or slander, bully, make statements that are maliciously false or discriminate against co-workers, customers, clients, vendors or suppliers, any organizations associated or doing business with the Park District, or any members of the public, including Web site visitors who post comments. The Park District's anti-harassment and EEO policies apply to use of social media in the workplace.

3. This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions with co-workers.

II. Park District-Sponsored Social Media

The Park District-sponsored social media is used to: convey information about Park District services; advise patrons about updates; obtain patron feedback, exchange ideas or trade insights about industry trends; reach out to potential new markets; provide sales and marketing support to raise awareness of the

Park District's brand; issue or respond to breaking news, or respond to negative publicity; brainstorm with

employees and patrons; and discuss Park District specific activities and events.

All such the Park District-related social media is subject to the following rules and guidelines, in addition to rules and guidelines set forth above:

1. Only employees designated and authorized by the Park District can prepare content for or delete, edit, or otherwise modify content on employer-sponsored social media. The Park District-sponsored social media accounts are owned by the Park District. Any employees who create such accounts or are provided access to such accounts do not obtain ownership rights to such accounts or any content contained in them. Employees who create or are provided access to the Park District-sponsored social media accounts must provide the Park District with all passwords and/or log-in information to such accounts immediately upon the Park District's request, and must transfer "manager" or "owner" status (as defined by the particular social media site) upon the Park District's request.

2. Respect copyright, trademark and similar laws and use such protected information in compliance with applicable legal standards.

3. Designated employees are responsible for ensuring that the employer-sponsored social media conform to all applicable company rules and guidelines. These employees are authorized to remove immediately and without advance warning any content, including offensive content such as pornography, obscenities, profanity, and/or material that violates employer's EEO and/or anti-harassment policies.

4. Employees who want to post comments in response to content must identify themselves as employees.

III. Personal Use of Social Media

The following rules and guidelines, in addition to the rules and guidelines set forth in section 1 above, apply to employee use of social media on the employee's personal time.

1. Employees should abide by the Park District's Electronic Communication and E-Mail Policy concerning personal use of the Park District's computer and related equipment.

1. Employees who utilize social media and choose to identify themselves as employees of the Park District may not represent themselves as a spokesperson for the Park District. Accordingly, employees must state explicitly, clearly, and in a prominent place on the site that their views are their own and not those of the Park District or of any person or organization affiliated or doing business with the Park District should they identify themselves as an employee of the Park District in a post. Employees may not refer to the Park District by name when publishing any promotional content and/or providing examples of any promotional content. This section does NOT prohibit employees from including the Park District's name, address and/or other information on their social media profiles.

3 Employees should respect all copyright and other intellectual property laws. For the Park District's protection, as well as your own, it is critical that you show proper respect for all the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including Employer's own copyrights, trademarks, and brands.

4 Employees may not advertise or sell company products or services through social media.

IV. Employer Monitoring

The Park District reserves the right to monitor employees' public use of social media including but not limited to statements/comments posted on the Internet, in blogs and other types of openly accessible forums, diaries, and personal and business discussion forums.

Employees should have no expectation of privacy while using company equipment and facilities for any purpose, including the use of social media. The Park District reserves the right to monitor, review, and block content that violates the Park District's rules and guidelines.

V. Violations

The Park District will investigate and respond to all reports of violations of the Park District's rules and guidelines or related company policies or rules. Employees are urged to report any violations of this policy to Human Resources. A violation of this policy may result in discipline up to and including termination of employment.

518 Workplace Monitoring

Effective Date: 01/24/2011
Revision Date:

Workplace monitoring may be conducted by Bourbonnais Township Park District to ensure quality control, employee safety, security, and customer satisfaction.

Computers furnished to employees are the property of Bourbonnais Township Park District. As such, computer usage and files may be monitored or accessed.

Bourbonnais Township Park District may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Because Bourbonnais Township Park District is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

522 Workplace Violence Prevention

Effective Date: 01/24/2011
Revision Date:

Bourbonnais Township Park District is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Bourbonnais Township Park District has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Bourbonnais Township Park District without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

Bourbonnais Township Park District will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Bourbonnais Township Park District may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Bourbonnais Township Park District encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Superintendent of Finance and Personnel before the situation escalates into potential violence. Bourbonnais Township Park District is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

524 Ergonomics

Effective Date: 01/24/2011
Revision Date:

Bourbonnais Township Park District has developed an ergonomics program to minimize repetitive motion injuries (RMIs) in the workplace. The primary elements of the ergonomics program include: (1) worksite evaluations, (2) control of exposures that may have caused RMIs, and (3) ergonomics training of employees. The ergonomics program also focuses on educating employees on their personal responsibility to ensure good work habits (such as posture and body mechanics) and adequate fitness for work.

RMIs are musculoskeletal injuries, identified and diagnosed by a licensed physician that can result from a job, process, or operation where employees perform the same repetitive motion tasks. Examples of repetitive motion tasks include, but are not limited to, sustained computer keyboard and mouse usage; assembling materials and products; or lifting, carrying, and loading objects.

Employees are provided with training that includes an explanation of the ergonomics program, exposures that have been associated with RMIs, the symptoms and consequences of injuries caused by repetitive motion, the importance of reporting symptoms and injuries, and the methods used to minimize RMIs.

All employees are encouraged to immediately report to the Superintendent of Finance and Personnel all suspected RMIs, RMI symptoms, or other ergonomic concerns. All employees are required to report to the Superintendent of Finance and Personnel all workplace RMIs as soon as possible after they have been identified and diagnosed by a licensed physician.

Post-offer medical examinations may be required for those positions in which there is a bona fide job-related physical requirement. They are given to all persons entering those positions only after conditional job offers to help ensure they are able to perform their duties safely. Medical records will be kept separate and confidential.

526 Cell Phone Usage

Effective Date: 02/18/2014
Revision Date: 02/18/2014

Bourbonnais Township Park District provides cellular telephones or a cell phone stipend to some employees as a business tool. They are provided to assist employees in communicating with management and other employees, their clients, associates, and others with whom they may conduct business. Cell phones that are issued by the park district use are intended for business-related calls only during working hours. Cell phone invoices may be regularly monitored.

Employees may have access to a cell phone while in their cars and should remember that their primary responsibility is driving safely and obeying the rules of the road.

If the employee finds that it is absolutely necessary to utilize a cellular phone while away from work, the following must be observed:

• Employees must place calls while stopped or have someone place the call for you. Employees may only use a cellular phone while driving if they are utilizing a hands-free device (such as a headset) or are using the phone in a voice activated mode.
• Employees must refrain from using cellular phones while operating a motor vehicle in a school speed zone or in a construction /maintenance speed zone absent an emergency situation or the use of hands free/voice-activated equipment.
• When driving, utilize voice-activated equipment and/or speed dial that involves pressing only one key to dial the desired number.
• Keep the phone in any easy to reach location. Drivers should not remove their eyes from the road to look for, reach or answer the phone.
• Avoid intense, emotional or complicated conversations while driving.
• Assess traffic conditions before making/answering a call. Do not utilize a cell phone in heavy traffic conditions, inclement weather or in unfamiliar terrain.
• Give driving your full attention.
• Do not take notes or look up phone numbers while driving.
• Do not compose, send or read electronic messages while operating a motor vehicle.

You are expected to fully comply with all traffic laws and laws related to cell phone use. The Park District will not reimburse employees for any fines associated with a violation and disciplinary action up to and including termination may follow.

As a representative of Bourbonnais Township Park District, cell phone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone.

Personal cellular phones may be carried on your person. However, receiving and placing personal cell phone calls is to be kept to an absolute minimum and reserved for emergencies scheduled break times and unusual circumstances. Please inform your friends and families of this policy. If the company finds that excessive personal calls are interfering with company work, a requirement that all cell phones be turned off during working hours will be implemented. Personal cellular phones must be set on "silent" or "vibrate" modes during work hours. Sending or receiving of text messages is not permitted at any time

other than during your lunch or break.

Employees who make or receive an excessive amount of personal cell phone calls or text messages or who are otherwise in violation of this policy will be subject to disciplinary action up to and including termination.

601 Family and Medical Leave

Effective Date: 12/01/2016
Revision Date: 11/21/2016

This policy contains information consistent with and addition to the information contained in the "Employee Rights and Responsibilities" (found on the previous page) and is meant to provide additional information about the Park District's specific policies and procedures under the Family and Medical Leave Act. In the event of any conflict between the "Employee Rights and Responsibilities" and this policy, the "Employee Rights and Responsibilities" will prevail.

Basic Leave Entitlement
Employees may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12 month period and be restored to the same or an equivalent position upon return provided that the employee has worked for the Park District for at least 12 months AND worked at least 1250 hours in the last 12 months AND if at least 50 employees are employed by the Park District within 75 miles. The "12 month period" is a rolling 12 months.

Reasons for Leave: If an employee is eligible, the employee may take family/medical leave for any of the following reasons: (1) the birth of a child and in order to care for such child; (2) the placement of a child with the employee for adoption or foster care; (3) to care for a spouse, son, daughter or parent ("covered family member") with a serious health condition; or (4) because of the employee's own serious health condition which renders the employee unable to perform the functions of the employee's position. Leave because of reasons one and two above must be completed within the 12 month period beginning on the date of birth or placement. In addition, spouses employed by the Park District who request leave because of reasons one or two or to care for an ill parent may only take a combined aggregate total of 12 weeks leave for such purposes during any 12 month period.

Military Family Leave Entitlement
If an employee is eligible, the employee may use the 12-week FML entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the covered active duty or call to covered active duty of a spouse, son, daughter or parent. Qualifying exigencies may include (1) attending certain military events; (2) arranging for alternative childcare; (3) addressing certain financial and legal arrangements; (4) attending certain counseling sessions; (5) addressing issues related to short-notice deployment; (6) spending time with a covered family member who is resting and recuperating; (7) attending post-deployment briefings; and (8) for certain activities relating to the care of the military member's parent who is incapable of self-care where those activities arise from the military member's covered active duty.

An employee may also be eligible for up to 26 weeks of leave to care for a covered servicemember during a single 12 month period. This single 12 month period begins with the first day the employee takes the leave. A covered servicemember includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy or is in outpatient status; or

(2) is on the temporary disability retired list; or (3) a covered veteran, meaning one who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and: "(i) was a member of the Armed Forces (including a member of the National Guard or Reserves); (ii) was discharged or released

under conditions other than dishonorable; and (iii) was discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran."

Employees may not be granted a FML leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted an FMLA leave, the employee may be subject to immediate termination.

Notice of Leave: If the FML is foreseeable, the employee must give the Park District at least 30 days' notice in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the Park District as soon practicable and, absent unusual circumstances, in accordance with the Park District's normal leave procedures.

Medical Certification—Leave for Employee's Own or a Covered Family Member's Serious Health Condition: If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The Park District, at its expense, may require an examination by a second health care provider designated by the Park District, if it reasonably doubts the medical certification you initially provide. If the second health care provider's opinion conflicts with the original medical certification, the Park District, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. The Park District may also require medical recertification periodically during the leave and employees may be required to present a fitness for duty verification upon their return to work following a leave for the employee's own illness specifying that the employee is fit to perform the essential functions of the job.

Certification for a Qualifying Exigency: If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty, the employee must supply a copy of the covered military family member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty (including the dates of the active duty service). The Park District may also request additional information pertaining to the leave.

Certification for Servicemember Family Leave: If an employee is requesting leave because of the need to care for a covered servicemember with a serious injury or illness, the Park District may require the employee to supply certification completed by an authorized health care provider of the covered servicemember. In addition, the Park District may also request additional information pertaining to the leave.

Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave: If an employee is requesting leave because of the need to care for a covered veteran with a serious injury or illness, the

Park District may require the employee to supply certification completed by an authorized health care provider of the covered veteran. In addition, the Park District may request additional information pertaining to the leave.

Substitution of Paid Leave: FML is unpaid leave. If you request leave for any FML covered reason, you may be required to exhaust any remaining applicable paid time. The exhaustion of this paid leave does

not extend the leave period. In addition, if you are eligible for any additional paid leaves, such as short term/long term disability or worker's compensation, these leaves will also run concurrently with FML (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FML, employees must comply with the requirements of the applicable paid leave policy.

Benefits During Leave: During an approved FML leave, the Park District will maintain the employee's health benefits as if the employee continued to remain actively employed.

Intermittent Leave: Leave because of a serious health condition, to care for a servicemember with a serious injury or illness or because of a qualifying exigency may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if necessary. If leave is unpaid, the Park District will reduce the employee's salary based on the amount of time actually worked. In addition, while the employee is on an intermittent or reduced scheduled leave, the Park District may temporarily transfer the employee to an available alternate position which better accommodates the recurring leave and which has equivalent pay and benefits. A fitness for duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform job duties.

Job Restoration: If the employee wishes to return to work at the expiration of the leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If the employee takes leave because of the employee's own serious health condition, the employee may be required to provide medical certification that the employee is fit to perform the essential functions of the job. Employees failing to provide the certification will not be permitted to resume work until it is provided.

603 Personal Leave

Effective Date: 12/01/2016
Revision Date: 11/21/2016

Occasionally, for personal or other reasons, you may need to apply for an unpaid personal leave of absence when you do not qualify for a leave under another of the Park District's policies. Under these circumstances, you may qualify for a leave of absence.

You must apply in writing for this leave of absence and submit your request to the Executive Director. Your request should set forth the reason for the leave, the date on which you wish the leave to begin and the date on which you will return to active employment with the organization. The granting of a leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of the organization. While the Park District will make every effort to reinstate the employee to his/her previous position, there are no guarantees.

Failure to return from a leave of absence at the time agreed upon will normally result in immediate termination of employment.

Requests or an extension of a general leave of absence should be submitted in writing to the Executive Director for re-evaluation in accordance with applicable law.

605 Military Leave

Effective Date: 01/24/2011
Revision Date:

Employees and applicants will not experience any type of discrimination based on their application to enlist, membership, or performance of duties in the uniformed services.

Employee Eligibility

To comply with the federal and state law, the Park District grants military leaves of absence to part-time and full-time employees who enlist for up to five years of active duty in the United States military or who miss work because of reserve or National Guard training or a call-up to active duty. Temporary employees are not eligible for reinstatement under this policy, but seasonal employees are.
Notification of Absence
Employees who must take military leave should request military leave in advance whenever possible. When advance notice is precluded, employees or their families should notify the Park District as soon as possible.

Pay During Leave

The Park District will comply with federal and state laws regarding any mandatory pay.

Health Coverage During Leave

During an unpaid military leave of absence, the Park District continues to subsidize an employee's group health care benefits for up to 30 days. Employees on military leave for 31 days or longer are eligible for family health benefit coverage from the military. They also can arrange to continue their coverage under the Park District's group health plan for up to 24 months. Employees opting for continued coverage under the Park District's health plan are responsible for paying 102 percent of the premium cost.
Impact of Leave on Other Benefits
Employees on military leave do not accrue vacation or sick leave. However, the time off counts toward an employee's length of service in determining the rate at which employees accrue vacation, pay, and other benefits after returning from military leave.

Return to Work

Employees returning from military service of 30 days or less must report to work at the start of the next work period, allowing eight hours for travel after the end of service. Employees returning from military service of 31 to 180 days must apply for reinstatement within 14 days of concluding service. Those serving longer than 180 days must apply for reinstatement within 90 days of ending military service.
Exceptions to these deadlines are possible when circumstances beyond an individual's control prevent returning to work or applying for reinstatement within the specified period. Extensions also are permitted when individuals require convalescent time after military service. In all other cases, individuals who fail to report to work or apply for reinstatement within the specified period are subject to the Park District's disciplinary policy for unexcused absences.

Reinstatement Rights

Employees returning from military leave are entitled to reinstatement to their former positions or, if qualified, to the jobs they would have held without any break in service. However, employees serving more than 90 days can be reinstated to a position similar in pay, benefits, status, seniority, and other employment terms and conditions.

Employees who no longer qualify for their former or equivalent positions will be offered training to bring their qualifications up to the level needed. If training does not qualify the returning employee for reinstatement to the former or an equivalent position, he or she can be reinstated to a position with lesser pay and status, but with no loss in seniority.

Employees who terminated group health plan coverage while on military leave can resume coverage under the company's plan without waiting periods or exclusions. However, conditions that the Secretary of Veterans Affairs determines have been caused or aggravated by an employee's military service can be excluded or subject to waiting periods.

701 Employee Conduct and Work Rules

Effective Date: 02/18/2014
Revision Date: 02/18/2014

To ensure orderly operations and provide the best possible work environment, Bourbonnais Township Park District expects employees to follow rules of conduct

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Using funds or credit cards without authorization or theft of funds
- Falsification of timekeeping records or any other records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination, meaning the failure to follow a job-relate instruction
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Gambling, in any form, on company premises
- Sleeping or deliberately loafing during work hours
- Failure to fully cooperate with any company investigation as required by management or Park District Board
- Any other conduct that is prohibited by law. There is no substitute for good judgment and common sense.

This is not meant to be a total list of all work rules, but rather is illustrative of the type of conduct that will not be tolerated by the Park District. This statement of prohibited conduct does not alter the Park District's policy of at-will employment.

Employment with Bourbonnais Township Park District is at the mutual consent of Bourbonnais Township Park District and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

Staff Interaction and Behavior at Board or any Type of Committee Meetings

- The Executive Director is the direct link to staff discussions with the Board at a regular scheduled Board meeting. He/she is the first point for staff opinion and will make the official staff comment to the Board during the meeting.

702 Drug and Alcohol Use

Effective Date: 01/24/2011
Revision Date: 11/22/2019

PURPOSE

The Bourbonnais Township Park District has implemented an Alcohol and Drug Abuse Policy (the "Policy") in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety and efficiency. Because the Bourbonnais Township 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 members of the public and fellow employees, the Bourbonnais Township Park District wishes to maximize the health and safety of its patrons and employees.

This Policy also expresses the Bourbonnais Township 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 Bourbonnais Township Park District has resolved to maintain a drug free workplace.

The purpose of this Policy is to inform employees of the Bourbonnais Township Park District's investigation, treatment and disciplinary policy relating to alcohol and drugs. As such, all Bourbonnais Township Park District employees will abide by its terms, as well as all applicable laws. As with all policies in this Manual, this Policy is subject to periodic addition, modification or deletion.

This Policy does not replace any of the provisions or requirements of the Bourbonnais Township Park District's Controlled Substance and Alcohol Testing Policy for positions that require a Commercial Driver's License (CDL). Bourbonnais Township Park District employees who operate Bourbonnais Township Park District commercial motor vehicles and possess a CDL have special responsibilities necessitated by the fact that they operate vehicles that require additional skill and attentiveness over that of non-commercial motor vehicles. As part of its continuing commitment to safety and to comply with federal law, the Bourbonnais Township Park District has established a controlled substance and alcohol testing policy for Bourbonnais Township Park District positions that require a CDL (see Alcohol and Drug Procedures for CDL Employees that follows). Both the Bourbonnais Township Park District and the federal government recognize it is important to establish programs to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. The Alcohol and Drug Procedures for CDL Employees is in addition to and supplements and complements rather than supersedes all other Bourbonnais Township Park District policies, rules, procedures and practices, including, without limitation, this Alcohol and Drug Abuse Policy. However, for persons to whom the Alcohol and Drug Procedures for CDL Employees applies, in the event of any conflict between any of the provisions of the Alcohol and Drug Procedures for CDL Employees and the provisions of any other Bourbonnais Township Park District policy, rule, procedure or practice, the provisions of the Alcohol and Drug Procedures for CDL Employees will control.

ACTS PROHIBITED

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, medical marijuana and alcohol, is prohibited on Bourbonnais Township Park District property, during any on-call period or while acting on behalf of the Bourbonnais Township Park District.

DEFINITIONS

For purposes of this Policy, the following definitions apply:

1. "Alcohol" means any substance containing any form of alcohol, including but not limited to ethanol, methanol, propanol and isopropanol.

2. "Cannabis" is defined as provided in the Cannabis Control Act (720 ILCS 550/1, *et seq.*), which provisions are specifically incorporated in this Policy by reference.

3. "Controlled Substance" means a controlled substance in schedules I through V of section 812 of Title 21 of the United States Code, which provisions are specifically incorporated in this Policy by reference.

4. "Criminal Drug Statute" means a criminal statute involving the manufacture, distribution, dispensation, possession or use of any controlled substance or cannabis.

5. "Administration" is the Executive Administration of the Bourbonnais Township Park District.

6. "Bourbonnais Township Park District Property" means any building, gym, pool, office, common area, open space, vehicle, parking lot or other area owned, leased, managed, used or controlled by the Bourbonnais Township Park District. Bourbonnais Township Park District Property also includes property used by Bourbonnais Township Park District patrons while on Bourbonnais Township Park District-sponsored events or field trips or property of others when presence thereon by the Bourbonnais Township Park District employee is related to employment with the Bourbonnais Township Park District.

7. "Drugs" mean Prescription/OTC Drugs and controlled substances, including cannabis and medical marijuana.

8. "Medical Facility" means any physician, laboratory, clinic, hospital or other similar entity.

9. “On Call” means the employee is scheduled with at least 24 hours’ notice by the Bourbonnais Township Park District to be on standby or otherwise responsible for performing tasks related to his or her employment either at the Bourbonnais Township Park District’s premises or other previously designated location by his or her employer or supervisor to perform a work-related task.

10. "Policy" means this Alcohol and Drug Abuse Policy.

11. "Possess" means to have either in or on an employee's person, personal effects, desk, files or other similar area.

12. "Prescription/OTC Drugs" mean prescription drugs (including medical marijuana) and over-the-counter (“OTC”) drugs obtained legally and being used in the manner and for the purpose for which they were prescribed or manufactured.

13. "Public Safety Responsibility" means a safety-sensitive position in which the nature of the employee's duties is such that impaired perception, reaction time or judgment may place the employee or members of the public or other employees at risk of serious bodily harm, or the employee is responsible for the administration or enforcement of alcohol/drug policies. As examples and not by way of limitation, employees with public safety responsibility may include lifeguards; non-CDL employees who drive Bourbonnais Township Park District vehicles; employees who operate heavy machinery; employees who handle hazardous or toxic materials or substances of any kind; and similar positions.

14. "Under the Influence" or “impaired” means the employee is affected by alcohol or drugs in any determinable manner. A determination of being under the influence can be established by a professional opinion, scientifically valid test, layperson's opinion or the statement of a witness. For cannabis, this determination will be made based on whether the employee manifests while working or on-call specific, articulable symptoms of decreased or lessened performance of the duties or tasks of the employee’s job position, including: symptoms of the employee’s speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property or personal injury; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others.

VOLUNTARY TREATMENT

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action or violations of policies, rules of conduct or performance standards. The Bourbonnais Township Park District will not discipline an employee who voluntarily seeks treatment for a substance abuse problem, if the employee is not in violation of the Bourbonnais Township Park District’s drug and alcohol policy or other policies, rules of conduct and standards. Seeking such assistance will not be a defense for violating the Bourbonnais Township Park District’s Alcohol and Drug Abuse policy, nor will it excuse or limit the employee’s obligation to meet the Bourbonnais Township Park District’s policies, rules of conduct and standards including, but not limited to, those regarding attendance, job performance and safe and sober behavior on the job. The Bourbonnais Township Park District encourages those employees who suffer from alcohol or drug abuse to consult voluntarily with Bourbonnais Township Park District management and/or the Bourbonnais Township Park District’s Employee Assistance Program (“EAP”) and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's group health plan. Please see the Human Resources Manager for details. Bourbonnais Township Park District management will attempt to keep such voluntary discussions and medical treatment confidential in accordance with this Policy.

SCREENING AND TESTING

Pre-employment Testing. The Bourbonnais Township Park District may require applicants whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials

or substances of any kind or engage in other any Public Safety Responsibility to be drug screened or tested on a conditional post-offer, pre-employment basis as part of its hiring process. However, pre-employment testing will not include testing for alcohol or cannabis, absent a federal, state or local law requiring the Bourbonnais Township Park District to do so.

Reasonable Suspicion Testing. The Bourbonnais Township Park District will require screening or testing of an employee when that employee exhibits conduct or behavior that raises a reasonable suspicion the employee is under the influence of, or is impaired by, drugs or alcohol. (See Definition of "Under the Influence" or "impaired" above.) The supervisor(s) who observes or receives information about the conduct or behavior that led to the request for reasonable suspicion testing, within a reasonable timeframe of observing or learning about the behavior or conduct, will document the objective, articulable signs of reasonable suspicion on a form provided by the Bourbonnais Township Park District.

Random Testing. The Bourbonnais Township Park District may require random screening or testing of employees whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind or engage in any other Public Safety Responsibility.

Post-accident or Post-incident Testing. The Bourbonnais Township Park District may require the screening or testing of any employee following a workplace accident or injury that results in property damage to Bourbonnais Township Park District or third-party property, personal injury to another employee or third-party, or any personal injury to the employee himself or herself where the circumstances raise a reasonable suspicion that impairment may have played a role in the injury. When an accident or incident occurs, the Bourbonnais Township Park District will send all employees who may have contributed to the accident or injury for post-accident or post-incident testing, not just the employee injured (unless he or she was the only person who contributed to the accident or injury).

Post-rehabilitation Program Testing. The Bourbonnais Township Park District may require screening or testing of an employee during and after participation in an alcohol or drug counseling or rehabilitation program to ensure compliance with the recommended treatment and conditions of continued employment.

The Testing Process. A medical facility selected by the Bourbonnais Township Park District at the Bourbonnais Township Park District's expense will conduct drug or alcohol screening or testing. The screening or testing may require an analysis of the employee's breath, urine, saliva and/or blood or such similar substance as the medical facility may recommend. Employees who undergo alcohol or drug screening or testing will have the opportunity, prior to the collection of a specimen or other testing, to disclose the use of prescription/OTC drugs, including medical marijuana, and to explain the circumstance of their use. If an initial test is positive, the facility will conduct a second test from the same sample. A confirmed positive drug and/or alcohol test may result in disciplinary action, up to and including discharge.

Opportunity to Contest. After the Bourbonnais Township Park District receives a confirmed, positive drug or alcohol test and/or information indicating that the employee manifests specific, articulatable symptoms that demonstrate impairment or being under the influence, the employee will have a

reasonable opportunity to contest the basis of the Bourbonnais Township Park District's determination. However, any the Bourbonnais Township Park District will make a final decision at its sole and exclusive discretion.

Consent Forms Required. The Bourbonnais Township Park District requires each employee to sign a consent form, a copy of which is included with this Policy. The Bourbonnais Township Park District will require prospective employees applying for positions that require a CDL or pre-employment drug testing to sign a consent form prior to taking the pre-employment drug screening.
The Bourbonnais Township Park District may also require each employee and prospective employee to sign a separate consent form requested by the medical facility conducting the screening or testing. Refusal to sign any requested consent form will result in non-hire or disciplinary action up to and including dismissal, as deemed appropriate by the Bourbonnais Township Park District, in its sole discretion, under the circumstances.

TREATMENT

If the medical facility recommends treatment, the Bourbonnais Township Park District may, depending on the circumstances as determined in its sole discretion, give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the Bourbonnais Township Park District and employee.
Participation in such treatment will be at the employee's expense. The employee must enter the treatment program within ten (10) days from the time of recommendation of treatment. The Bourbonnais Township Park District may reinstate the employee provided that the employee submits a statement issued by the medical facility certifying successful completion of the treatment program, that the employee is released to return to work and that the employee agrees to all conditions of reinstatement as determined by the Bourbonnais Township Park District, which may include, but is not limited to, future alcohol and/or drug testing.

USE OF PRESCRIPTION/OTC DRUGS

Any employee who operates or maintains a vehicle or machinery, handles hazardous materials or substances of any kind or has any other Public Safety Responsibility and who has taken a prescription/OTC drug (including medical marijuana) must report the use of such prescription/OTC drug to his or her immediate supervisor if the prescription/OTC drug may cause drowsiness or if it may alter judgment, perception or reaction time. While the Bourbonnais Township Park District will not penalize an employee solely for his or her status as a registered qualifying patient under the Compassionate Use of Medical Cannabis Program Act or any similar law, any employee who is a registered qualifying patient is nevertheless required to comply with this Policy. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether the prescription/OTC drug may have such a potential side effect or whether the employee may perform his or her job duties safely while using the prescription/OTC drug. The Bourbonnais Township Park District will retain the information in a confidential manner and only disclose it to persons who need to know. The employee's immediate supervisor, after conferring with the department head or Administration, will decide whether the employee may safely continue to perform the job while using the prescription/OTC drug. Failure to declare the use of such prescription/OTC drugs may be cause for discipline up to and including dismissal.

NOTICE OF CONVICTIONS

Any employee convicted of violating any federal or state criminal drug statute must notify the Administration 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. Failure to notify the Administration may subject the employee to disciplinary action, up to and including dismissal.

DISCIPLINE/PENALTIES FOR VIOLATION

1. The Bourbonnais Township Park District reserves the right to discipline any employee suspected of being impaired by or under the influence of drugs or alcohol during working hours or any on-call period.

2. An employee who reports to work or is found during working on-call hours to be or to have been under the influence of alcohol, controlled substances or cannabis or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances or cannabis while on Bourbonnais Township Park District property or while acting on behalf of the Bourbonnais Township Park District, is convicted of a drug related crime, causes financial or physical damage to the Bourbonnais Township Park District property, its employees or patrons as the result of alcohol or drug abuse, or fails to report the use of prescription/OTC drugs in accordance with this Policy, will be disciplined in accordance with the Disciplinary Action Section of the Bourbonnais Township Park District's Personnel Policy Manual. In addition to or in the alternative, depending on the circumstances as determined by the Bourbonnais Township Park District in its sole discretion, the Bourbonnais Township Park District may require the employee to successfully complete an alcohol and/or drug abuse counseling or rehabilitation program approved for such purposes by the Bourbonnais Township Park District and by a federal, state, or local health law enforcement or other appropriate Bourbonnais Township Park District. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the Bourbonnais Township Park District. Participation in a treatment program will not protect the employee from disciplinary actions should job performance remain unsatisfactory.

3. In addition to the examples of misconduct that may subject an employee to disciplinary action contained in this Policy and the Manual, the Bourbonnais Township Park District will discipline an employee up to and including dismissal for the following: (1) if the employee refuses to submit to diagnosis, testing or screening upon request of the Bourbonnais Township Park District; (2) if the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing; (3) if the medical facility recommends treatment and the employee refuses to undergo such treatment; (4) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) 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 (6) if the employee fails to notify the Administration of a conviction for violating any federal or state Criminal Drug Statute in accordance with the "Notice of Conviction" section of this policy.

INSPECTIONS

To assure employees comply with the prohibition on manufacturing, distributing, dispensing, possessing or using alcohol, controlled substances or cannabis (including medical marijuana), employees may be subject to inspection as follows:

1. Lockers, desks, files, vehicles, equipment and other containers and property owned or leased by the Bourbonnais Township Park District and which the Bourbonnais Township Park District permits an employee to use during employment are and remain the property of the Bourbonnais Township Park District at all times, and employees have no reasonable expectation of privacy regarding such property. The Bourbonnais Township Park District does not permit employees to keep controlled substances, cannabis (including medical marijuana) or alcohol in or on such property.

2. Any such property reasonably suspected of having or holding such substances is subject to search by the Bourbonnais Township Park District.

3. The Bourbonnais Township Park District will treat any refusal to submit to such an inspection as an act of insubordination, which may result in disciplinary action up to and including dismissal.

RECORDS

The Bourbonnais Township Park District will maintain medical records relating to alcohol or drug abuse, diagnosis and treatment confidential and in a medical file separate from the regular personnel files. The Bourbonnais Township Park District will limit access to those who need to know. The Bourbonnais Township Park District will not disclose these records to persons outside the Bourbonnais Township Park District without the employee's consent, unless disclosure of the records is necessary for legal or insurance purposes or the law requires it.

Alcohol and Drug Procedures for CDL Employees

D.O.T. DRUG AND ALCOHOL PROCEDURE

Introduction

To promote public safety and help prevent accidents and injuries, the U.S. Department of Transportation (DOT) instituted 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 DOT regulations are: Marijuana, Cocaine, Opiates, Amphetamines and Phencyclidine (PCP). The following procedures have been developed to implement the DOT regulations found in 49 CFR Parts 40 and 382. The numbers inside the parentheses appearing in many of the sections refer to 49 CFR Part 40 or 382 sections relevant to the particular procedure. Employees who violate this policy are subject to disciplinary action, up to and including discharge.

Adverse Effects of Alcohol and Drug Use

Unlawful use of drugs and alcohol poses risks. Alcohol and drug abuse can lead to health problems such as lung cancer, obstructive pulmonary disease, chronic respiratory infections, liver disease, high blood pressure, cardiac disease and seizures. Drug abusers have an increased risk of AIDS and hepatitis. The impairments drugs cause mean users (and their nearby coworkers) suffer more accidental injuries and motor vehicle accidents. Drugs can also rob the user of the ability to reach long-term goals, deal constructively with stress and anxiety or have successful and satisfying friendships and family relationships. Because drug use is unlawful, users ruin lives when they are arrested, jailed or injured by drug-related violence.

The Bourbonnais Township Park District has gathered a variety of pamphlets and other materials about alcohol and drugs. These materials are available from the employee's immediate supervisor. In addition, full-time employees may access the confidential Employee Assistance Program (EAP) for information and assistance with alcohol or drug use. Full-time employees may obtain information about the Bourbonnais Township Park District's EAP through the employees' immediate supervisor or Superintendent of Finance and Personnel.

Affected Employees

The following employees are subject to these alcohol and drug procedures, restrictions and requirements: All employees required to have a valid CDL driver's license as a condition of employment and operate a commercial vehicle for the Bourbonnais Township Park District. This includes full-time and part-time employees.

The above employees are subject to these procedures and regulations at all times while on duty including all overtime and call-back time. An exception may be made by the Executive Administration to exempt an employee from alcohol use restrictions if the employee is attending off-site training and is not expected to return to duty for the remainder of the day.

Employee Requirements (382.201 to .215)

To meet DOT regulations, the Bourbonnais Township Park District places the following requirements upon affected employees. The Executive Administration may make exceptions to these requirements in making temporary work assignments for employees.

- Affected employees will not consume any product containing alcohol or controlled substances while on duty.

- Affected employees will not report for duty while there is any alcohol or controlled substance in their system (unless the use is pursuant to the instruction of a physician who has been informed of the affected employee's job duties, and has advised the affected employee that the substance does not adversely affect his/her ability to safely perform his/her job).

- Affected employees will not possess any product containing alcohol or controlled substances while on duty.

- Affected employees cannot report for duty within four hours of having consumed alcohol and may not perform safety-sensitive functions (this includes but is not limited to operating motor vehicles or equipment) within four hours after using alcohol.

- Affected employees must immediately report for testing when so ordered and must cooperate with testing personnel and procedures.

- Affected employees must agree to release testing results to the Bourbonnais Township Park District and to the substance abuse professional (SAP) and to release the substance abuse professional's report to the Bourbonnais Township Park District.

- Affected employees cannot consume alcohol for eight hours following an accident involving a death or an accident for which the employee received a moving violation for operation of a commercial class vehicle which contributed to the accident or until the employee undergoes a post-accident or controlled substance test, whichever occurs first. The employee must remain available for testing for a period of eight hours for an alcohol test or 72 hours for a controlled substance test.

Tests Performed
Detailed descriptions of the testing procedures are contained in 49 CFR Part 40 and Part 382. A brief description of the testing procedure follows.

Alcohol Test

- Employee immediately reports to the designated testing facility, shows a photo identification card, and signs testing form.

- Employee blows into alcohol testing device. If employee cannot exhale sufficient quality of air through the machine for a complete test a medical exam will be performed.

- If test results are negative the employee returns to work. Results will be reported to the Human Recourse Department.

- If test results are positive, another test will be performed after a 15-minute wait but before 20 minutes. The employee may not eat or drink anything nor belch during the waiting period for the retest.

- If retest results are negative, test is reported to the Administration as negative.

- If retest results are positive, the test results are immediately reported to the Administration.

Controlled Substances Test:

Testing will only be performed for the five controlled substances prohibited by the D.O.T. regs - Marijuana, Cocaine, Opiates, Amphetamines and Phencyclidine.

- Employee immediately reports to the designated testing facility, shows a photo identification card, and signs the testing form.

- Employee provides a urine sample. If unable to provide sufficient quantity for testing, the employee will drink water (up to 24 oz. in two hours) and attempt again.

- Hospital personnel will perform required testing to verify the specimen sample has not been tampered with. The employee returns to work.

- Sample is sent to lab where it is split in half. A screening test is performed on a portion of one of the sample splits. If negative results are obtained, the testing is reported as negative to the medical review officer (MRO) who, in turn, reports negative results to the Administration.
- If screening tests are positive, sophisticated confirmation testing is performed on the rest of the split sample. Results are reported to the MRO If negative, the MRO reports a negative result to the Administration.

- If the results are positive, confirming the presence of one of the five controlled substances, the MRO will contact the employee to talk over the results of the test to determine if there is a legitimate clinical reason for the presence of the drug and will decide if test results are negative or positive. If the MRO cannot reach the employee, he will contact the Administration and ask them to tell the employee to contact the MRO. If the employee does not contact the MRO within 72 hours, the MRO will determine the test results as positive. The MRO reports to the Administration test results as positive or negative.

- If test results are positive, the employee will be removed from duties of operating or maintaining a commercial class vehicle. The employee has 72 hours in which to request a retest of the second split sample and can request the split sample be tested at a second lab. A negative retest of the split sample will cancel the first positive results.

Six Circumstances Under Which Testing Will Be Performed

1. Pre-employment Testing (382.301, 413)

Before a new employee is hired or before an existing employee may be transferred to a position in which operating or maintaining a commercial class vehicle is required, both alcohol and controlled substance testing is required.

If an employee has not been in a random testing pool for one month, then alcohol and controlled substance testing must be performed before the employee may operate or maintain a commercial class vehicle.

Alcohol test results must be below 0.04 and controlled substances negative or the employee cannot be hired to the position without a substance abuse professional evaluation. There is no requirement that the prospective employee be hired or that they see the MRO or SAP, but an attempt must be made to inform the prospective employee of the test results and to seek an evaluation.
In addition to submitting to testing, the prospective employee must supply the Bourbonnais Township Park District with the names of all firms for which they have been employed in the previous two years operating or maintaining commercial class vehicles. The prospective employee must cooperate fully with the Bourbonnais Township Park District in obtaining from each of the previous employer's results of any positive test, SAP's reports and any refusals to test.

2. Random Testing (382.305)

All affected employees will be placed in pool from which random selections for testing will be made. Random testing will be for both alcohol and controlled substances.

The annual rate of testing for the entire pool will be as directed by the U.S. Secretary of Transportation, currently 10 percent per year for alcohol and 50 percent per year for illegal drugs. Every employee in the selection pool has an equal chance of being selected each time a drawing is made.

Selection for testing will be performed on a sufficiently random basis by the Consortium. Employees will not know when testing is complete for the year nor when to anticipate the next selection. A surplus of names will be generated so that another selection may be made in place of an employee who is temporarily on leave.

3. Reasonable Suspicion Testing (382.307)

When a supervisor has reason to believe an employee has alcohol or controlled substances in her system, he contacts another supervisor or management official trained in the signs and symptoms of drug and/or alcohol misuse who will also observe the employee. If both supervisors agree, the employee will be driven to the designated testing facility for alcohol or controlled substances testing as appropriate.

The supervisor's determination must be based upon specific, describable current observations of the employee's appearance, behavior, speech or body odor. Possession alone is not sufficient cause to require the employee to submit to testing.

When a reasonable suspicion determination has been made, the employee must immediately stop operation or maintenance of a commercial class vehicle. (For 24 hours or until a negative test result whichever comes first.)
The employee will be informed of her right to consent or refuse testing and the consequences of refusing testing or failing an alcohol or drug test. The employee will be asked to review and sign a Consent/

Refusal Form.

The supervisor calls the designated testing facility to advise that the employee will report for testing. The employee under suspicion must be accompanied to the testing facility, preferably by a supervisor.
If an employee refuses to submit to a test, he will be required to call someone to drive him home. If unable to find someone, a cab will be called. The Bourbonnais Township Park District will pay for the cab with reimbursement by the employee when he returns to work. If the employee insists on driving himself, the local police department will be called and notified.

Testing for alcohol reasonable suspicion should be performed within two hours but cannot be conducted if eight hours have passed since the determination was made. A written report must be submitted for the file explaining why testing was not performed within two hours. Controlled substances testing should be performed as soon as possible but not after 32 hours since the determination was made.

The supervisor(s) making the determination must submit a signed written description citing the specific observations which led to the reasonable suspicion testing. The written description should be submitted before the test results have been received.

4. Post-accident Testing (382.303)

A surviving driver of a commercial class vehicle involved in an accident in which a death occurred or for which the driver received a ticket for the operation of the commercial vehicle having contributed to the accident will be tested for both alcohol and controlled substances.

The driver will remain readily available for testing after an accident until 32 hours have passed or earlier, if a supervisor advises that testing will not be necessary. A driver cannot consume any alcohol within eight hours following an accident unless a supervisor advises that no testing will be required, or testing has already been performed.

If a death occurs or a driving citation is issued, alcohol testing will be performed within two hours but no testing after eight hours and controlled substance testing within 32 hours. A written record must be submitted to file explaining why alcohol testing could not be performed within two hours if such is the case and a record if either testing could not be performed.

5. Return to Duty Testing (382.309)

Alcohol and controlled substances testing will be performed with negative test results (less than 0.02 alcohol) on all affected employees who:

- Have been removed from duty of operating or maintaining a commercial class vehicle for refusing to test or testing positive for controlled substances or alcohol greater than 0.04. Employee will be responsible for all costs associated with this classification of return to duty testing or

- Have not been in a random testing pool for more than 30 days. (Employees who have been on extended leave).

6. Follow-up Testing (382.311,.605)
Any affected employee who has refused to test or who has tested positive for controlled substances or greater than 0.04 alcohol content and has been determined by a substance abuse professional to require help in dealing with substance abuse problems will be subject to follow-up testing.

Administration will order the affected employee to report immediately for surprise alcohol or controlled substance (or both) testing at the frequency prescribed by the substance abuse professional. Administration will advise the SAP of the test results. The duration of surprise testing will continue as long as required by the SAP to a maximum of five years.

At a minimum, six unannounced tests will be required within the first 12 months of return to duty. This minimum must be conducted regardless of whether the SAP deems no more testing is required. Employee is responsible for all costs associated with follow-up testing.

Consequences of failed or refused tests (382.605)
An employee will be immediately removed from duty upon the employee's refusal to cooperate with testing procedures or upon receipt of positive test results. Employees who refuse to submit to testing or fail an alcohol or drug test are subject to disciplinary action, up to and including discharge.

The employee selects a SAP. The employee is responsible for payment to the substance abuse professional and subsequent counseling and rehabilitation. The employee's medical insurance may be used to help pay for these services. A list of SAPs will be provided the employee. However, the employee is free to choose any certified SAP.

The employee signs a release allowing the Bourbonnais Township Park District to release the test results to the SAP and signs a release for the SAP to report back to Administration.

The SAP will report back to the Administration that the employee:

- Does not require any help in dealing with a substance abuse problem – in which case the employee may be returned to full duty.

- That the employee requires and is cooperating with continued counseling and rehabilitation and may return to full duty or may not return to full duty yet.

- That the employee requires but is not cooperating with counseling and rehabilitation and may not return to duty.

The employee is responsible for obtaining any counseling or rehabilitation prescribed the SAP and must provide appropriate releases for counseling and rehabilitation professionals to report back to the SAP. Employees are advised that the DOT regs require that the additional counseling and rehabilitation not be

performed by any business entity in which the SAP has a financial interest.

When the SAP reports to the Administration that the employee may return to full duty of operating and maintaining commercial class vehicles the employee must:

- Test negative in return to duty alcohol or controlled substances testing (or both tests if indicated by the SAP).
- Continue with any rehabilitation therapy if prescribed by the SAP.
- Test negative in unannounced follow up testing as prescribed by the SAP or at a minimum, six tests in the first 12 months of returning to duty as ordered by the Administration.

Required Training

- All affected employees will be informed of the new DOT regs and these policies and procedures to implement the regs.
- All supervisory personnel will receive training in recognizing physical signs of alcohol misuse and controlled substance use prior to any employee being ordered to submit to reasonable suspicion testing by that supervisor. Sixty minutes of training for alcohol misuse recognition and 60 minutes of training for controlled substance use recognition is required.
- All new employees and newly transferred employees to affected positions will receive training prior to operating or maintaining a commercial class vehicle. All newly hired supervisory personnel will receive 60 minutes of alcohol misuse recognition training and 60 minutes of controlled substances use training prior to their requiring any employee to submit to reasonable suspicion testing.
- All employees will sign a receipt that they attended the training. The receipt will be kept in Bourbonnais Township Park District records.

703 Sexual and Other Unlawful Harassment

Effective Date: 01/24/2011
Revision Date: 04/25/2022

Bourbonnais Township Park District is committed to enforcing a zero-tolerance and providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's race, religious creed, color, age, sex (including pregnancy), gender, national origin, ancestry, medical condition, genetic information, marital status, sexual orientation, military status, unfavorable discharge from military service, physical or mental disability, or any other legally protected characteristic will not be tolerated. Bourbonnais Township Park District provides ongoing anti-harassment training to ensure you the opportunity to work in an environment free of sexual and other unlawful harassment. The law also prohibits unlawful harassment towards any employee by patrons, vendors, contractors and persons working or visiting on the company's premises or vice versa.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you believe that this anti-harassment policy is being violated, either with respect to yourself or with respect to another employee, you are strongly encouraged to report that belief immediately, either:

- to your supervisor (either in writing or personally), or
- to the Superintendent of Finance and Personnel, or
- to the Executive Director

All allegations of harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Superintendent of Finance and Personnel or any member of management so it can be investigated in a timely and confidential manner. However, all employees are responsible for creating and maintain an environment free from harassment. Therefore if you are a witness to harassment and/or believe that you are being harassed, you should notify one of the individuals set forth above as soon as possible. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

The Park District will not retaliate against you for filing a harassment complaint and will not knowingly permit retaliation by management or your coworkers.

Third Party Anti-Harassment

The Bourbonnais Township Park District is providing a work environment that encourages mutual respect and is free of unlawful harassment. The Park District strongly condemns any form of unlawful employment-related harassment. Company policy prohibits employees from, among other things, engaging in unlawful harassment of third parties, including customers, clients, vendors, contractors and persons working or visiting the Park District's premises.

Prohibited unlawful harassment includes, but is not limited to, the following:

- any harassment or the use by anyone in the Park District's employ of any derogatory epithet (whether verbal, written or gestural) based on race, religious creed, color, age, sex (including pregnancy), gender, physical or mental disability, national origin, ancestry, medical condition, genetic information, marital status, sexual orientation, military status, unfavorable discharge from military service, or any other consideration made unlawful by federal, state or local laws or
- sexual harassment, including (but not limited to) unwanted sexual advances, visual, verbal or physical conduct of a sexual nature, and gender-based sexually offensive conduct against a person of the same or opposite sex as the harasser when (1) submission to the conduct is made explicitly or implicitly a term or condition of doing business with the Company, (2) submission to or rejection of the conduct by an individual is used for business decisions affecting an individual, or (3) such conduct has the purpose or effect of unreasonably interfering with the third party's work performance or that of creating an intimidating, hostile or offensive environment.

An employee who believes that this policy is being violated, with respect to third parties as referenced

above, should report that belief to his or her supervisor or management immediately, either in writing or personally.

Upon notice of an employee's concern about the possible harassment of third parties, the Park District will respond appropriately, will not retaliate against the employee for filing a harassment complaint, and will not knowingly permit retaliation by management or the employee's coworkers.

Any employee violating this policy may be subject to disciplinary action up to and including termination of employment.

Retaliation is Strictly Prohibited

In addition to prohibiting harassment in the workplace, state and federal law also prohibits retaliation. One type of retaliation occurs when an employer takes employment action against an employee who complains about harassment or discrimination if such action may likely discourage a reasonable employee from making or supporting a claim of harassment or discrimination. Examples of adverse action may include, depending on the circumstances, demotion, failure to promote, termination, change of work hours or change of job duties. Another type of retaliation occurs when coworkers ostracize, employ derogatory epithets (verbal, written or gestural) against or otherwise harass an employee because he or she has complained about discrimination or harassment.

It is illegal to retaliate against an employee because they complained about harassment or discrimination. The Bourbonnais Township Park District policy STRICTLY PROHIBITS any form of retaliation against an employee because they complained about harassment or discrimination. If you feel you have been retaliated against based on a complaint, please notify the Superintendent of Finance and Personnel immediately.

Consequences of False and Frivolous Complaints

Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action. False and frivolous charges refer to cases where the accuser is knowingly using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Any employee making a false or frivolous claim may be subject to disciplinary action up to and including termination of employment.

****All employees must take one hour of Sexual Harassment Training yearly as required by the State of Illinois. The Bourbonnais Township Park District will offer training through PDRMA or an affiliated business that offers the required Sexual Harassment Training.**

704 Attendance and Punctuality

Effective Date: 01/24/2011
Revision Date:

To maintain a safe and productive work environment, Bourbonnais Township Park District expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Bourbonnais Township Park District. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Prior to taking a leave of absence for purposes of personal illness, family illness, bereavement leave, military leave, jury duty, personal leave, or other foreseeable absences, an employee should request the leave from their supervisor at least two weeks prior to the scheduled leave date, unless the request is due to an unexpected emergency or unplanned necessity. The nature of the emergency should then be shared with the supervisor. In the case of an emergency, paid time off in lieu of an unpaid absence may be requested.

All employees are expected to work on a regular and consistent basis to complete their regularly scheduled hours per week. Excessive absenteeism may result in disciplinary action, up to and including termination. Disciplinary action taken due to absenteeism will be considered following a review of the employee's absences, reasons for such absences, and overall work record.

An employee who does not call or report to work for more than three consecutive work days will be considered to have voluntarily resigned employment with the Park District, unless there are extenuating circumstances. Supervisors experiencing such absences should contact the Superintendent of Finance and Personnel immediately.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on company authorized business. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

Personal appointments should be scheduled during non-work hours unless approved in advance.

If it is not possible to be at work at the scheduled time, an employee shall call his or her supervisor or the Superintendent of Finance and Personnel before the start of his or her scheduled work time on each and every day of absence except when there are extenuating circumstances. In all cases of absence or tardiness, employees must provide their supervisors with an honest reason or explanation. Excessive absenteeism or tardiness (excused or unexcused) will not be tolerated.

Part-time and seasonal employees shall work according to the schedule designated by their immediate supervisor.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

705 Personal Appearance

Effective Date: 01/24/2011
Revision Date: 04/25/2022

The public gains many of its impressions from its contact with our employees. Therefore, it is the policy of the Bourbonnais Township Park District that each employee's dress, grooming and personal hygiene should be appropriate to the work situation.

During business hours or when representing Bourbonnais Township Park District, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with patrons or visitors in person.

Employees are expected at all times to present a professional, business-like image to fellow workers, business associates, and the public. Appropriate business attire may include jeans with no holes, rips, tears, patches, etc. includes presenting a clean and neat appearance and dressing according to the requirements of the employee's position.

1. The personal appearance of office workers and any employees who have regular contact with the public, other than labor and maintenance personnel, is to be governed by the following standards stated below.
2. Employees are expected to dress in a manner that is normally acceptable in similar environments. The wearing of suggestive attire (low cut or sheer material), cargo pants, flip flops, sweatshirts, sweatpants, t-shirts, shorts and similar items of casual attire, or any article that is frayed, torn, or excessively worn will not be permitted in an office environment as they do not present a business-like appearance. These types of clothing may be appropriate in other work situations such as in recreation or field work crews. Shorts will only be allowed from May 1st - September 1st of each year. Due to a specific working situation, the supervisor of the department may permit his/her employees to wear more casual attire during the duration of that specific working situation.
3. If there is a special meeting or function, you will be required and expected to dress business casual.
4. Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length. Sideburns, moustaches, and beards should be neatly trimmed.
5. The personal appearance of employees who do not regularly meet the public is to be governed by the requirements of safety and comfort, but should still be as neat and business-like as working conditions permit. Employees are expected to dress in a manner that is normally acceptable in similar environments.
6. Employees reporting to work inappropriately dressed will be sent home and directed to return to work in proper attire. Any work time missed because of failure to comply with this policy will not be compensated. Refusal to comply and repeated violations of this policy will be cause for disciplinary action, up to and including termination.

In addition to the before mentioned, the following personal appearance guidelines should be followed:

- Shoes must provide safe, secure footing, and offer protection against hazards.
- Tank tops, tube or halter tops, or shorts may not be worn under any circumstances.
- Mustaches and beards must be clean, well trimmed, and neat.
- Hairstyles are expected to be in good taste.
- Unnaturally colored hair and extreme hairstyles, such as spiked hair and shaved heads, do not present an appropriate professional appearance.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during business hours.
- Multiple ear piercings must be professionally appropriate.
- Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.

Visible excessive tattoos and similar body art must be covered during business hours. If you have a question concerning whether a tattoo should be covered, please see your supervisor.

706 Return of Property

Effective Date: 01/24/2011
Revision Date:

Employees are responsible for all Bourbonnais Township Park District property, materials, or written information issued to them or in their possession or control.

Employees must return all Bourbonnais Township Park District property immediately upon request or upon termination of employment. Where permitted by applicable laws, Bourbonnais Township Park District may withhold from the employee's check or final paycheck the cost of any items that are not returned when required in accordance with applicable law. Bourbonnais Township Park District may also take all action deemed appropriate to recover or protect its property.

708 Resignations

Effective Date: 01/24/2011
Revision Date:

Resignation is a voluntary act initiated by the employee to terminate employment with Bourbonnais Township Park District. Although advance notice is not required, Bourbonnais Township Park District requests at least two (2) weeks' written resignation notice from all employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits. Exit interviews will not be given to seasonal employees due to the length of employment agreed upon at time of hire.

710 Security Inspections

Effective Date: 02/18/2014
Revision Date: 02/18/2014

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

The Bourbonnais Township Park District maintains a zero-tolerance, weapon-free workplace policy. No employee is authorized to possess a firearm or weapon on any Park District property (including agency vehicles) or while engaged in agency business, except as permitted by, and in strict accordance with, applicable state law. A violation of this policy may result in immediate termination.

Employees are prohibited from displaying, brandishing, discharging or otherwise using any and all weapons, including concealed firearms, within the workplace, during work functions, or while engaged in any business on behalf of the agency. Making threats, engaging in acts of violence, or bullying, especially if a weapon is involved, will not be tolerated and will result in immediate discharge.

Desks, lockers, and other storage devices may be provided for the convenience of employees. But, they remain the sole property of Bourbonnais Township Park District. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of Bourbonnais Township Park District at any time, either with or without prior notice.

Bourbonnais Township Park District likewise wishes to discourage theft or unauthorized possession of the property of employees, Bourbonnais Township Park District, visitors, and customers. To facilitate enforcement of this policy, Bourbonnais Township Park District or its representative may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto Bourbonnais Township Park District's premises.

The security of our facility as well as the welfare of our employees and customers requires that every individual be constantly aware of potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner, in or around the facility, or when keys, security passes or identification badges are lost or misplaced.

Employees entrusted with keys to the office or other company facilities are responsible for the safekeeping of the keys and/or access cards, the security and protection of company property, as well as any activity taking place while the employee is present and the office is closed.

712 Solicitation

Effective Date: 01/24/2011
Revision Date:

In an effort to ensure a productive and harmonious work environment, persons not employed by Bourbonnais Township Park District may not solicit or distribute literature in the workplace at any time for any purpose.

Bourbonnais Township Park District recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

In addition, the posting of written solicitations on company bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for:

- Employee announcements
- Internal memoranda
- Job openings
- Organization announcements
- Payday notice
- Workers' compensation insurance information

Any charitable fund drive must be approved by the Executive Director and must be conducted under the direction and supervision of the department heads or supervisor of the Park District. Non-supervisory employees will be responsible for a charitable fund drive.

If employees have a message of interest to the workplace, they may submit it to the Superintendent of Finance and Personnel for approval. All approved messages will be posted by the Superintendent of Finance and Personnel.

716 Progressive Discipline

Effective Date: 01/24/2011
Revision Date:

The purpose of this policy is to state Bourbonnais Township Park District's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Bourbonnais Township Park District's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with Bourbonnais Township Park District is based on mutual consent and both the employee and Bourbonnais Township Park District have the right to terminate employment at will, with or without cause or advance notice, Bourbonnais Township Park District may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

Bourbonnais Township Park District recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Bourbonnais Township Park District.

718 Problem Resolution

Effective Date: 01/24/2011
Revision Date:

Bourbonnais Township Park District is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Bourbonnais Township Park District supervisors and management.

Bourbonnais Township Park District strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with Bourbonnais Township Park District in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to Superintendent of Finance and Personnel or any other member of management.

2. Supervisor responds to problem during discussion or as soon as reasonably possible given the subject matter, after consulting with appropriate management, when necessary. Supervisor documents discussion.

3. Employee presents problem to Superintendent of Finance and Personnel if problem is unresolved.

4. Superintendent of Finance and Personnel counsels and advises employee, assists in putting problem in writing, visits with employee's manager(s), if necessary, and directs employee to Executive Director for review of problem.

5. Employee presents problem to Executive Director in writing.

6. Executive Director reviews and considers problem. Executive Director informs employee as soon as reasonably possible. The Executive Director has full authority to make any adjustment deemed appropriate to resolve the problem.

7. The employee may request a problem resolution review with the Park District Board of Commissioners within five (5) working days of the Executive Director's decision by a written letter to the Board President expressing interest in meeting with the Board. If the Board chooses, it will

meet with the employee, Executive Director and a supervisor to review the matter as soon as possible following the meeting.

All decisions made by the Board on any unresolved problem resolution matters are final and cannot be appealed.

Any problem not responded to by the Board is considered a rejection of the employee's matter.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

722 Workplace Etiquette

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Bourbonnais Township Park District strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. Bourbonnais Township Park District encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment. Please contact the Superintendent of Finance and Personnel if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines.

- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- Try to minimize unscheduled interruptions of other employees while they are working.
- Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
- Refrain from using inappropriate language (swearing) that others may overhear.
- Avoid discussions of your personal life/issues in public conversations that can be easily overheard.
- Clean up after yourself and do not leave behind waste or discarded papers.

800 Suggestion Program

Effective Date: 01/24/2011
Revision Date:

As employees of Bourbonnais Township Park District, you have the opportunity to contribute to our future success and growth by submitting suggestions for practical work-improvement or cost-savings ideas.

All regular employees are eligible to participate in the suggestion program.

A suggestion is an idea that will benefit Bourbonnais Township Park District by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making Bourbonnais Township Park District a better or safer place to work. Statements of problems without accompanying solutions, or recommendations concerning co-workers and management are not appropriate suggestions.

All suggestions should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented. If you have questions or need advice about your idea, contact your supervisor for help.

Submit suggestions to the Superintendent of Finance and Personnel. As soon as possible, you will be notified of the adoption or rejection of your suggestion.