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EMPLOYEE HANDBOOK

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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!

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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.

Applicable federal, state or local laws or regulations shall supersede these stated policies, until corrections can be published, in the following instances:

- If any of the policies are or become in conflict with federal, state, or local laws or regulations;
- If any omissions or inclusions cause conflict with federal, state, or local laws or regulations; or
- If typographical or printer error should cause conflict with any federal, state, or local laws or regulations.

Should there be any questions as to the interpretation of the policies or benefits listed in this handbook, the final explanation and resolution will be at the sole and absolute discretion of Employer, subject to applicable federal, state, and local laws. If you have any questions about this handbook, please see your supervisor or the Director of Finance and Personnel Department.

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 Director 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.

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.

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



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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.



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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.



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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, traits associated with race such as hair texture, color, creed, religion, sex (including pregnancy), national origin or ancestry, age, physical or mental disability, genetic information, sexual orientation, military or veteran status, marital status, order of protection status, gender identity, 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 of equal employment applies to all aspects of the employment relationship, including but not limited to: initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of Director of Finance and Personnel policies and rules; facility and service accessibility; and discipline and termination.

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 Director of Finance and Personnel. **Associates can raise concerns and make such reports without fear of retaliation.** Please refer to the anti-discrimination and anti-harassment policy for detailed information on the Park District's investigative procedures.

Reasonable Accommodations

The Bourbonnais Township Park District supports the Americans with Disabilities Act (ADA) of 1990, as amended in 2009, as well as the Illinois Human Rights Act and Title VII. The Park District will attempt to provide reasonable accommodations for pregnant individuals, qualified individual with disabilities, and individuals with disabilities, and individuals who request such accommodations for their religious beliefs or practices unless such accommodations would present an undue hardship for 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. Therefore, employees are encouraged to request reasonable accommodations that are needed in order to perform the job. This policy governs all aspects of employment, including selection, job assignment, training, compensation, discipline, termination, and access to benefits and training.

For more information regarding your rights on Pregnancy in the Workplace, download the Illinois Department of Human Rights fact sheet at www.illinois.gov/dhr, or refer to the posted "Pregnancy Rights Notice."

Contact the Director of Finance and Personnel for further clarification regarding Employer's policy on reasonable accommodations or to request a reasonable accommodation in the workplace.



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104 Business Ethics and Conduct

Effective Date: 01/24/2011

Revision Date: June 27, 2023

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. While it is impractical to describe all situations that may create a conflict of interest, the following provides policy guidance about some of the most common conflict of interest situations:

1. Employee self-employment or employment by another organization in a business undertaking that conflicts with/is in competition with the business or interests of the organization.
2. Utilizing the services of a vendor who has a business or interests that may conflict with the business or interests of organization.
3. Receiving gifts from, or giving gifts to, any business associates which may be construed as improper.
4. Use of organization information for private gain.
5. Using or revealing to a third party, any confidential information which might be detrimental to the interests of the organization. (For further specific guidance in this area, please see our Confidentiality Policy).
6. Purchasing or leasing goods or equipment for the organization from persons to whom the employee is related or in which the employee has an interest.

The above list is not exhaustive. There are many other situations that may also create potential for a conflict of interest or the appearance of a conflict of interest. It is up to you to be aware of the potential for a conflict of interest in your own particular situation and to resolve the issue in accordance with this policy. Contact your immediate supervisor and, if necessary, with the Director of Finance and Personnel, if you have questions regarding a possible conflict of interest or outside work.

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.



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Media Requests- Designated Spokesperson for the BTPD

Any media request for information or access to the BTPD regarding any situation including emergency situations, shall be referred to the Executive Director or his designated representative. Prior to the release of any information to the media, all requests must be made in writing to the Executive Director with the exception of Freedom of Information Act Requests (FOIA), which go through the designated FOIA Office of the BTPD.

- a) At no time shall any employee of the BTPD make any comment or release any official information on behalf of the Park District to the media without prior approval and/or authorization from the Executive Director.



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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 Director 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 Director 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 Director of Finance and Personnel who is responsible for investigating and coordinating corrective action. Employees with any questions regarding this policy should contact the Director of Finance and Personnel.



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106 Immigration Law Compliance

Effective Date: 01/24/2011

Revision Date:

Bourbonnais Township Park District is committed to employing only those applicants 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 who have a work authorization that expires will need to provide an updated work authorization. Employees who fail to provide proof of their renewed authorization to work prior to the expiration of the authorization documented on their Form I-9 are subject to immediate termination.

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



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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.



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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 Park District that is not generally known to people outside the organization 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.



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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
- customer personal information (including but not limited to customer bank account numbers, credit card information, addresses, phone numbers, and email addresses)
- customer histories and preferences
- private personal information concerning Employer's employees which is obtained through the performance of the employee's job duties with the company

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. Employer may seek all remedies available under the law for any threatened or actual unauthorized use or disclosure of confidential information. Any employee who is unsure about the confidentiality of any information should immediately seek the assistance of a supervisor prior to disclosing such information.

Employees should use reasonable security measures with respect to confidential information, including but not limited to the following:

- Confidential information should not be disclosed to any third party except upon Employer's prior written approval;
- No copies should be made of any confidential information except to promote the purposes of the employee's work for Employer;
- Employees should not use confidential information for their own benefit, nor for the benefit of any third party, without Employer's prior written approval.

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.

All confidential information shall remain the sole property of Employer, and all copies must be returned to Employer upon termination of employment or upon demand at any other time.



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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 Director of Finance and Personnel that a report has been made.



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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.

The Park District will internally post any open position within 14 calendar days of that position being posted externally. 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, pay band, 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 Director 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 Director 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.



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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. 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.



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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.

Independent Contractors, Volunteers, and Interns are generally not eligible for any benefits offered by the Park District.



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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 Director of Finance and Personnel. This may be done upon receipt of a written request from the employee and given to the Director of Finance and Personnel. Employees may review their own personnel files in Bourbonnais Park District's offices or electronically review the file by receiving a copy via email.

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 Director of Finance and Personnel. Only the Director of Finance and Personnel has the authority to release information to outside parties.

It is the responsibility of each employee to promptly notify the Director 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.



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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;

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



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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.



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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.



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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.



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209 Performance Evaluations

Effective Date: 01/24/2011

Revision Date: 04/25/2022

The Executive Director and Director of Finance and Personnel are authorized to develop and administer a fair and objective method of conducting performance appraisals on all employees annually. 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.



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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 Director 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 Director of Finance and Personnel if you have any questions or concerns about your job description.



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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 similar 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 similar 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 Director of Finance and Personnel is also available to answer specific questions about the salary administration program.



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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.



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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.



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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.



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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
- * Deferred Compensation Plan
- * Dental Insurance
- * Drug or Alcohol Rehabilitation Program
- * Educational Financial Assistance
- * Employee Discounts
- * Health Insurance
- * Paid Holidays
- * Life Insurance
- * Medical Insurance
- * Membership Dues
- * Parking
- * Recreational Activities
- * Sick Leave Benefits
- * Vacation Benefits

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



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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, personal pursuits, or any other reason of their choosing. 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:

<u>Years of Service</u>	<u>Annual Vacation/Sick Time/Personal Days Accrual</u>
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.



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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 at least seven days in advance of the planned vacation. 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 count towards overtime.

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.



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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.



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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 (Specific dates to be released each year)
- * 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.



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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.



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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 they start after the 16th of the month, they will begin earning sick leave time at the start of the next month 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 Director 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.



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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. Fraudulent use of sick leave may be subject to discipline up to and including termination. 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.



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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.



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309 Bereavement Leave

Effective Date: 12/01/2016

Revision Date: 11/21/2016

This policy applies to employees who have worked 12 months and 1250 hours preceding the date of a family member's death. Eligible employees will be granted up to ten days of unpaid bereavement leave due to the death of an immediate family member. Immediate family includes the employee's parent, stepparent, mother-in-law, father-in-law, spouse, domestic partner, child, stepchild, sibling, grandparent, or grandchild.

In the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to six (6) weeks of bereavement leave during that period. Employees may use any accrued, unused paid time off to run concurrently with this time. Employees must complete time off under this policy within 60 days of learning of the need for leave.

Employees may use bereavement leave to attend the funeral or alternative to a funeral of a covered family member, make arrangements necessitated by the death of the covered family member, and/or grieve the death of the covered family member. This time may also be used for absences from work due to (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.

Child Extended Bereavement Leave

Full-time employees, who have been employed for at least two weeks and have lost a child due to homicide or suicide, are eligible for six weeks of unpaid bereavement leave.

Employees may take leave in one continuous period or intermittently in increments of no less than four (4) hours. Leave must be taken within one (1) year after the employee notifies the employer of the loss. This six weeks of leave is the maximum amount of leave an employee may take for the loss of their child due to homicide or suicide. Accordingly, the employee may not seek additional bereavement leave as provided in the section regarding family member bereavement leave.

Additional Time, Notice, and Documentation

Employees that are not eligible for bereavement leave under this policy may request bereavement leave for the death of family members, which the organization will grant in accordance with the operational needs of the organization. Employees may also request leave in relation to the death of persons not covered in the definition of "immediate family member," which may be allowed in some circumstances at the discretion of the organization, or the employee may be permitted to use other available paid or unpaid time off. In certain circumstances, the organization may require an employee seeking leave under this policy to provide reasonable documentation of the need for the leave. Employees are requested to provide as much notice of the leave as possible. This policy does not permit an employee to exceed the amount of leave available under the Family and Medical Leave Act.



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Returning From Leave

When returning from bereavement leave, employees are entitled to the position they held when the leave began. If that position has been filled or is no longer available, returning employees are entitled to an equivalent position with equivalent pay, benefits, and responsibilities.



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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.

Eligible employees may use up to two workweeks (10 days) of unpaid VESSA leave for any on or more of the following reasons:

- A. Attending the funeral or alternative to funeral or wake of a family or household member who is killed in a crime of violence;
- B. Making arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or
- C. Grieving the death of a family or household member who is killed in a crime of violence.

Leave for these reasons must be completed within 60 days after the employee receives notice of the death of the victim.

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,



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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. "Crime of Violence"- means any conduct proscribed by Articles 9, 11, 12, 26.5, 29D, and 33A of the Criminal Code of 2012 or a similar provision of the Criminal Code of 1961, in addition to certain conduct proscribed by the Articles of the Criminal Code of 2012. This can include sex offenses, assault, harassment and obscene communications, armed violence, and other crimes.

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



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domestic or sexual violence and/or its effects;

- A police or court record; or
- A death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency documenting that a victim was killed in a crime of violence, 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 Organization will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, the Organization 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 Organization for the cost of the premiums paid by the Organization for maintaining coverage during your unpaid leave, unless you cannot return to work because of the continuation, recurrence, or onset of domestic, sexual, or gender violence, any other crime of violence, or other circumstances beyond your control.

When your need for the leave also qualifies as family/medical leave pursuant to the Family and Medical Leave Act (FMLA), the FMLA leave will run concurrently with leave taken pursuant to this policy, such that the total amount of unpaid leave for which an employee will be eligible in one year is 12 weeks.

When your need for leave also qualifies for bereavement leave under Illinois' Family Bereavement Leave Act (FBLA), FBLA leave will run concurrently with leave taken pursuant to this policy, such that the total amount of unpaid leave for which an employee will typically be eligible in cases of bereavement is 10 days. However, in such cases, the 10 days of bereavement leave will not be deducted from the employee's total VESSA allotment of 12 weeks.

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



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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 Director of Finance and Personnels.

CONFIDENTIALITY

All information provided to the Organization pursuant to this policy, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained an accommodation pursuant to this Section shall be retained in the strictest confidence by the Organization, except to the extent that disclosure is (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable federal or State law.



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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. Employees will be granted time off when summoned to jury duty.

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. 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

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

Employees who receive a subpoena to be a witness at a hearing or trial will be granted Witness Leave according to the same requirements for Jury Duty above.

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. In cases where jury duty or other court attendance requirements does not require a full day, employees are expected to spend as much time as possible at their regular duties in the office. Employees who are "on call" for jury duty must report to work if not required to serve that day.

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.



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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.



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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. The programs/classes must be in subjects or fields of endeavor that are directly related to Park District's operations, activities, or objectives. The courses must also be directly related to the employee's present or potential future job responsibilities at the Park District. 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.

The Internal Revenue Code sets a limit each year for what an organization can pay for an individual toward educational assistance. If the reimbursement level from Company exceeds the government limit of that year, the employee will have to pay tax on that amount over the limit. Since this limit can fluctuate from year to year, we encourage you to check with the Director of Finance and Personnel on an annual basis to see what the limit is for that particular year.

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 Director of Finance and Personnel for more information or questions about educational assistance.

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



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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 performance reasons or misconduct 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 who accept tuition reimbursement consent to this repayment and consent to deduction of amounts owed from their final paychecks, to the extent permitted by law. 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.



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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 Director of Finance and Personnel for more information about health insurance benefits.



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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 Director of Finance and Personnel for more information about life insurance benefits.



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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.



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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 Director of Finance and Personnel for more information about the plan.



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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 20 hours per week 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, generally defined as at least seven days advance notice unless providing this amount of notice would be impracticable given the specific need for the school visitation. Upon return from the leave, employees must provide documentation to the Director of Finance and Personnel from the school verifying the date and time of the visit. Contact the Director of Finance and Personnel for more information or questions about and requests for parental leave for school visits.



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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.



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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. Employee rates for these two facilities' rentals are the same as the rates for 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.



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401 Timekeeping

Effective Date: 01/24/2011

Revision Date:

Accurately recording time worked is the responsibility of every 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. Working unauthorized time is prohibited and may be disciplined, up to and including termination.

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 Director of Finance and Personnel.



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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 Director 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 Director of Finance and Personnel so that corrections may be made as quickly as possible. Once legitimate underpayments are identified, they will be corrected in the next regular paycheck. Overpayments will also be corrected in the next regular paycheck unless this presents a burden to the employee (where there is a substantial amount owed). In that case, the Park District will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

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.



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405 Employment Termination

Effective Date: 01/24/2011

Revision Date:

The Park District requests that employees who choose to terminate their employment provide written notice to the Director 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. Proper notice generally allows Employer sufficient time to calculate all accrued overtime (if applicable) as well as other monies to which the employee may be entitled and to include such monies in the final paycheck. 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.

Employees who terminate their employment relationship with Employer are welcome to reapply for employment with Employer in the future. If re-hired, such employees will not be credited for any previous service with Employer.



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501 Safety

Effective Date: 12/03/2019

Revision Date: 06/12/2023

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 two calendar years for work boots (ASTM Safety Standard). A receipt must be turned into the Director of Finance and Personnel for reimbursement.

Employees have an absolute obligation to immediately report any unsafe conditions to their supervisor. Not only supervisors, but employees at all levels of the organization are expected to correct unsafe conditions as promptly as possible. Employer will not retaliate against an employee who comes forth with a safety recommendation or refuses to operate any equipment or work in an area he or she reasonably feels is unsafe. Employees may also anonymously report safety conditions or concerns.

Each employee is expected to obey safety rules and to exercise caution in all work activities. 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 Director of Parks and Grounds, HR or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Failure to immediately report an accident may result in discipline, up to and including termination.



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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.



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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 without 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.



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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, vaporizers, 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.



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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. The employee's signature on their time record, affirms that all work periods and meal periods indicated on their time sheet are correct and that they did not work during any meal period for which they 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 Director of Finance and Personnel or to your supervisor so that it may be promptly corrected.



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506(b) Lactation Breaks

Effective Date: 12/01/2016

Revision Date: 11/21/2016

All employees who are nursing are eligible to take reasonable breaks under this policy to express breast milk for up to one year 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. For the convenience and privacy of nursing mothers, the Park District provides a lactation room for all nursing employees. This room includes an electrical outlet, a comfortable chair, a small refrigerator to store breast milk during work hours, markers to label bottles of expressed milk, paper towels, a waste basket, and a storage cabinet. Employees must provide their own breast pumps and storage systems for their milk. The door to the lactation room has functioning locks.

The lactation room is cleaned daily and regularly stocked with supplies by our cleaning staff. The Park District asks all employees who use the lactation room to be considerate of others by washing and storing equipment after use and reporting any maintenance problems.

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 Director 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.



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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 with sick leave, vacation leave, holidays, 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.



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508 Use of Equipment and Vehicles

Effective Date: 01/24/2011

Revision Date: 02/06/24

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 licensed 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. No employee is authorized to use Park District facilities for any other than the intended use of that specific facility. Unauthorized use of District facilities may result in disciplinary action or dismissal.

No employee is authorized to use Park District equipment for personal use.

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. Employees should not drive any Park District vehicle with known safety or maintenance issues until such issues have been resolved.

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.

The Park District encourages and promotes safe driving for all its employees, particularly those driving for work-related purposes. Employees are to obey all traffic laws while driving and avoid unnecessary driving in unsafe weather conditions. Employees are to refrain from using cell phones while driving and must give driving their full attention.



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510 Emergency Closings

Effective Date: 12/01/2016

Revision Date: 02/06/2024

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt Park District operations. In extreme cases, these circumstances may require the closing of a work facility. The Director of Parks and Recreation should be contacted prior to any consideration of canceling/closing BTPD facilities for the day or longer. In the event that such an emergency occurs during nonworking hours, local radio which consists of Milner Media & Star Radio, social media and the Daily Journal will be notified. Immediately after all calls have been completed canceling/closing the BTPD's facilities/programs for the day or longer, staff will contact the Board President to inform and update. BTPD will follow the lead of the Bradley School District when considering closing for inclement weather.

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: 2.06.2024

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 – 1:00p
2.	Joe Galloy	708-323-5219	
3.	Amanda Langlois	815-530-4811	
4.	Frank Cianci	815-592-2974	
Exploration Station			
1.	Administrative Office	815-802-2913	**Non-Emergency Calls, Monday-Friday, 9:00a – 4:00p
2.	Joe Galloy	708-323-5219	
3.	Amanda Langlois	815-530-4811	
5.	Frank Cianci	815-592-2974	
Recreation Station			
1.	Administrative Office	815-802-2913	**Non-Emergency Calls, Monday-Friday, 9:00a – 1:00p
2.	Joe Galloy	708-323-5219	
3.	Amanda Langlois	815-530-4811	
4.	Frank Cianci	815-592-2974	
Willowhaven Park			
1.	Administrative Office	815-802-2913	**Non-Emergency Calls, Monday-Friday, 9:00a – 4:00p
2.	Joe Galloy	708-323-5219	
3.	Amanda Langlois	815-530-4811	
4.	Frank Cianci	815-592-2974	
Diamond Point Park			
1.	Administrative Office	815-802-2913	**Non-Emergency Calls, Monday-Friday, 9:00a – 4:00p
2.	Amanda Langlois	815-530-4811	
3.	Frank Cianci	815-592-2974	



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512 Business Travel Expenses

Effective Date: 12/01/2016

Revision Date: 11/21/2016

It is [EMPLOYER NAME]'s practice to reimburse employees for reasonable and necessary expenses incurred during the period they are employed by [EMPLOYER NAME] in connection with travel and other business on behalf of [EMPLOYER NAME], subject to the guidelines and procedures set out in this policy. The specific types of expenses that may be reimbursed and procedures for requesting reimbursement are set out below. Employees must obtain [advance] written approval from [the [DEPARTMENT NAME] Department/[POSITION]] and receipts or other appropriate substantiating documentation for all travel and other business expenses incurred. For expenses in excess of \$[AMOUNT], employees must obtain prior written approval from [the [DEPARTMENT NAME] Department/[POSITION]].

Reimbursable Expenses

Expenses that may be reimbursed under this policy are:

- Business travel expenses, including transportation, lodging, and meals.
- Business meals and entertainment.
- Miscellaneous business expenses[, including [EXAMPLES]].

[EMPLOYER NAME] will only reimburse expenses that meet the substantiation requirements set out below. Expenses not addressed in this policy, such as child care costs and personal entertainment, are not reimbursable. Furthermore, voluntarily incurred expenses, such as an employee's expenses related to working from home (which is offered as a benefit to the employee), are not reimbursable.

Travel Expenses

[EMPLOYER NAME] will generally reimburse employees for business travel expenses incurred in accordance with the guidelines set out below. Employees should always use the lowest-priced transportation option that is reasonably available.

Air Transportation. Employees must travel on the lowest-priced coach airfare available, taking into consideration preferred airports, preferred arrival and departure times, connection times, and other restrictions, including cancellation and change fees.

Above reimbursable on case by case basis based on job and preauthorization.

Automobile Transportation and Parking.

Personal Vehicles. If use of an employee's personal vehicle is required for business purposes, [EMPLOYER NAME] will reimburse employees at the mileage rate set by the Internal Revenue Service (IRS). Tolls and reasonable parking fees are also reimbursable. However, [EMPLOYER NAME] will not reimburse employees for expenses not necessary for business purposes, such as:

- Parking tickets.
- Vehicle repairs and maintenance.
- Fines for moving violations.
- Vehicle towing charges.

Rental Cars. If use of a rental car is required for business purposes, [EMPLOYER NAME] will reimburse



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employees for the reasonable cost of the rental car, gasoline, tolls, and parking fees. Employees must reserve an economy or standard-sized vehicle. Upgrades to full-size vehicles are permissible only with advance approval by [the [DEPARTMENT NAME] Department/[POSITION]] and if required due to the number of passengers.

[[EMPLOYER NAME]'s insurance will cover both the employee and the vehicle when a vehicle is rented for business purposes. Accordingly, employees should not purchase additional insurance coverage from the rental car company.]

Ground Transportation. Employees will be reimbursed for ordinary and reasonably priced ground transportation, including buses, shuttles, taxis, and car services to and from airports or railroad stations and between the employee's hotel and other business-related locations.

Rail Transportation. Employees may use rail travel when it is less costly than air travel. Employees are expected to choose the lowest, most reasonable fare available, taking into account preferred arrival and departure times, applicable connection times, and other restrictions, including cancellation and change fees. Reimbursement of penalties and other charges for cancellations or changes is governed by the rules applicable to air transportation, as set out above.

Hotels and Lodging. [EMPLOYER NAME] will reimburse employees for the cost of standard accommodations in a reasonably priced hotel for overnight stays during business trips. Employees seeking reimbursement for lodging expenses must submit an itemized hotel receipt or statement which indicates that full payment has been made and contains:

- The name and location of the hotel or other lodging.
- The date or dates of the employee's stay.
- Separately stated charges for lodging, meals, telephone, and other expenses.

[A maximum nightly rate applies in certain geographic locations, including a maximum of \$[AMOUNT] per night in [LOCATION]. Employees must obtain prior written approval from [the [DEPARTMENT NAME] Department/[POSITION]] before incurring rates that exceed the listed maximum for a specific location.]

[EMPLOYER NAME] will pay room cancellation fees for guaranteed room reservations only in extenuating circumstances, as determined by [EMPLOYER NAME] in its sole discretion.

Meals. [EMPLOYER NAME] will reimburse employees for the reasonable cost of their own meals while on overnight travel or where an employee is away from their normal work location for an entire day [up to a maximum of \$[AMOUNT] per day]. However, [EMPLOYER NAME] will not reimburse employees for meals that [EMPLOYER NAME], in its sole discretion, determines are lavish or extravagant [or for the cost of any alcoholic beverages].

Employees must provide receipts or other appropriate substantiating documentation for each meal taken throughout the trip[, unless the meal costs less than \$[AMOUNT]]. Employees may include the expense of reasonable gratuities [of up to [NUMBER]%].

This section does not apply to meals purchased for purposes of business entertainment. Reimbursement of business meals and entertainment is covered below.

Business Meals and Entertainment

[EMPLOYER NAME] will generally reimburse employees for the costs of business meals and entertainment as set out below.



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Business Meals with Clients, Customers, and Business Affiliates. [EMPLOYER NAME] will reimburse employees for the ordinary and necessary costs of meals with clients, customers, and other business affiliates if the purpose of the meal is business related. However, [EMPLOYER NAME] will not reimburse employees for meals that [EMPLOYER NAME], in its sole discretion, determines are lavish or extravagant [or for the cost of any alcoholic beverages].

When submitting expense reimbursement forms for business meals, employees must submit receipts specifying the names of the attendees and the business purpose served by the meal. [For business meals in excess of \$[AMOUNT] per person, employees must get advance written approval from [the [DEPARTMENT NAME] Department/[POSITION]].]

Business Entertainment. Meals and functions are considered business entertainment if they are intended to provide hospitality to non-employees which, although partly social in nature, are necessary and customary in furtherance of [EMPLOYER NAME]'s business. Expenses for business entertainment should be reasonable in relation to the nature of the meal or function and the resulting business benefit that is anticipated. [For meals and functions in excess \$[AMOUNT] per person, employees must get advance written approval from [the [DEPARTMENT NAME] Department/[POSITION]].] [In addition, [EMPLOYER NAME] will not reimburse employees for the cost of any alcoholic beverages.]

Employees seeking reimbursement for business entertainment should submit a description specifying:

- The date of the event.
- The name and location of the venue.
- The names of each attendee.
- An itemized list of expenditures.
- The business purpose served by the entertainment.
- The nature of the business discussions before, during, or after the entertainment.

Miscellaneous Expenses

Conferences and Professional Development. [EMPLOYER NAME] will reimburse employees for the cost of attending professional development or continuing education programs approved in advance by [the [DEPARTMENT NAME] Department/[POSITION]], including travel costs and registration fees, provided that the content of the program is of a substantive nature that relates directly to the employee's current job responsibilities. [EMPLOYER NAME], however, will not reimburse any costs for continuing education programs required to maintain a professional certification or license not directly related to the employee's current position.

Conference registration fees and other similar expenses should be paid directly by the employer in advance of the event, but may be reimbursed following the event if prior payment by the employer is not possible.

Communications. [EMPLOYER NAME] will reimburse employees traveling on business for the reasonable costs of business-related:

- Phone calls.
- Internet service fees.
- Faxes.



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Employees must present receipts and other substantiating documentation itemizing costs and identifying the parties contacted.

Other Miscellaneous Expenses. As noted below, [EMPLOYER NAME] will not reimburse an employee for any other miscellaneous expenses, unless the employee has received written pre-approval for the expense. If the employee's expense exceeds the amount for which the employee received written pre-approval, the employee will not be reimbursed for such expenses beyond the pre-approved amount.

Expense Reimbursement Requests

Employees must receive written pre-approval from their managers prior to incurring any expenses on [EMPLOYER NAME]'s behalf. ***Employees will generally not be reimbursed for expenses incurred without prior written approval.***

Upon obtaining written prior approval, employees may request reimbursement for business-related expenses incurred in accordance with this policy by completing an expense reimbursement form and submitting the completed form, including all receipts and appropriate substantiating documentation as required by this policy, to the [DEPARTMENT NAME] Department. All expense reimbursement forms must be signed and verified by both the employee and [the employee's supervisor/[POSITION]]. Expense reimbursement forms are available [on [EMPLOYER NAME]'s intranet/from the [DEPARTMENT NAME] Department].

Expense reimbursement forms must include original receipts or other appropriate substantiating documentation for each expense showing:

- The amount paid.
- The date the expense was incurred and paid.
- The vendor or provider name and location.
- The nature of the expense.
- Other information required by this policy.
- [OTHER REQUIRED INFORMATION.]

Expense reimbursement forms relating to the business use of an employee's personal vehicle must list the:

- Miles driven.
- Origin and destination.
- Date.
- Business purpose.

If a receipt or other substantiating documentation is not available, the employee must submit a written explanation of why the documentation cannot be provided. [EMPLOYER NAME], in its sole discretion, will evaluate the explanation and determine whether the expense is reimbursable. Receipts or other supporting documentation, however, are not required for expenses less than \$[AMOUNT].

Employees must submit expense reimbursement forms to the [DEPARTMENT NAME] Department within [INSERT, but no longer than 60] days of incurring the expense.

[The [DEPARTMENT NAME] Department/[POSITION]] will verify that expenses are permissible and that documentation is adequate and accurate. [EMPLOYER NAME] reserves the right to refuse any expense reimbursement request that is inaccurate, does not include the appropriate substantiating documentation,



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is submitted late, or otherwise fails to fully comply with [EMPLOYER NAME]'s policy, as determined by [EMPLOYER NAME] in its sole discretion. Expense reimbursement forms may be subject to audit by [EMPLOYER NAME] [or by government agencies].

Return of Excess Reimbursements

If an employee receives an excess reimbursement, the employee must report and return any excess amounts to the [DEPARTMENT NAME] Department within 120 days.

Expense Reimbursement Payment

Payment Date. [EMPLOYER NAME] will reimburse an employee for reimbursable expenses promptly following the date on which the employee submits a complete expense reimbursement form that includes all required approvals and substantiating documentation, but in any event no later than December 31 of the calendar year following the calendar year in which the expense is incurred.

Section 409A of the Internal Revenue Code. Reimbursements under this policy are intended to comply with Code Section 409A and applicable guidance issued thereunder or an exemption from the application of Section 409A.

Accordingly, all provisions of this policy shall be construed and administered in accordance with Section 409A. The amount of reimbursements provided under this policy in any calendar year shall not affect the amount of reimbursements provided during any other calendar year and the right to reimbursements hereunder cannot be liquidated or exchanged for any other benefit.

Notwithstanding any provision of this policy, [EMPLOYER NAME] shall not be liable to any employee for any taxes or penalties imposed under Section 409A on any reimbursements hereunder.

[EMPLOYER NAME] Issued Credit Cards

[EMPLOYER NAME] may, in its sole discretion, issue [EMPLOYER NAME] credit cards to certain employees for business-related purposes. Employees may only use their [EMPLOYER NAME] credit card to incur expenses that are reimbursable under this policy. Employees may not incur personal expenses on [EMPLOYER NAME] credit cards. Employees must [pay the credit card bill directly and] submit reimbursement requests for expenses incurred on their [EMPLOYER NAME] credit card in the same manner as expense reimbursement requests for other expenses as set out in this policy, including by submitting all necessary receipts, substantiating documentation, and approvals and complying with applicable deadlines[, including the [EMPLOYER NAME]'s credit card payment due date]. [EMPLOYER NAME] will not reimburse employees for expenses that are not reimbursable under this policy, including personal expenses and late fees.

Use of [EMPLOYER NAME] credit cards is a privilege and may be withdrawn by [EMPLOYER NAME] at any time in its sole discretion.]

Administration of This Policy

The [DEPARTMENT NAME] Department is responsible for the administration of this policy. If you have any questions about this policy or [EMPLOYER NAME]'s travel and business expense reimbursement procedures, please contact the [DEPARTMENT NAME] Department.



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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

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.



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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 may review or inspect all material stored on the Park District's Information Systems (including Park District computers, networks, internet, and other IT resources from time to time. No communications are guaranteed to be private or confidential.

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 expectation 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



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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 promptly 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 and should not be exchanged haphazardly without necessary precautions via email or other means.
- 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. In order to maintain network and information security, the sharing or misuse of passwords is prohibited. Employees are responsible for protecting the confidentiality of their password(s). Passwords should not be written down or left in places that they are accessible to others.
- Employees are prohibited from bringing unauthorized electronic equipment to work to use with Company-provided information systems and from accessing Company systems with their devices absent explicit permission from the President. Such prohibited equipment includes but is not limited to any type of external computer drives, such as flash drives, to save information from computer drives, and personal laptops and other wireless communications devices. Using such unauthorized equipment with Company-provided information systems and/or accessing Company information systems without permission is considered to be theft of Company's intellectual property.



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- Employees must be aware of the possibility that electronic messages that are believed to have been erased or deleted can frequently be retrieved by systems experts and can be used against an employee or Company. Therefore, employees should be cautious and use the systems only in the appropriate manner and consult with systems experts to guarantee that information to be deleted is truly eliminated.

Employees should notify their immediate supervisor, the Director 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.



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517 Internet Usage

Effective Date: 02/18/2014

Revision Date: 02/18/2014

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 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 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).



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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
- Passing off personal views as representing those of the organization
- 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 Director of Finance and Personnel.



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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, TikTok, and X (formerly known as 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



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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



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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 Director of Finance and Personnels. A violation of this policy may result in discipline up to and including termination of employment.



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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.



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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. This includes threatening comments that are intended to be made in a joking manner.

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. The Park District may take other action including notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.

Bourbonnais Township Park District encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Director 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.



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All employees are responsible for maintaining a workplace that is free from threatening behavior and violence. Accordingly, each employee has a duty to report any threat, instance of harassment or offensive conduct, or violent act observed or experienced at work. In addition, any employee who has a reason to believe that a violent act may be committed on the worksite or against an individual related to the business in any way, must promptly report that belief or suspicion to the employee's immediate supervisor or Director of Finance and Personnel. No employee who in good faith either makes a report or participates in an investigation under this policy will experience retaliation of any kind.

Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that the Company, in its sole discretion, deems offensive or inappropriate will be subject to disciplinary action, up to and including discharge.

Any employee who applies or obtains a protective or restraining order which lists Company premises as being protected areas should inform the Director of Finance and Personnel Department. The Company may require the employee to furnish it with a copy of the order.



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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.
- Drivers should not remove their eyes from the road to look for, reach or answer the phone.
- 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.



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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



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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



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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.



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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. If the reason for the leave of absence is reasonably foreseeable, the employee should request the leave at least 30 days in advance. 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.



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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. Employees may elect, but are not required, to use any vacation entitlement for the absence.

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.



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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.



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701 Employee Conduct and Work Rules

Effective Date: 02/18/2014

Revision Date: 02/06/2024

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. Be aware that this list is not intended to be "all inclusive," and that other behaviors may, at Employer's discretion, also result in disciplinary action, up to and including termination. Establishment of these standards of conduct does not alter the employment-at-will relationship. Employees should seek further clarification from their supervisor on issues related to conduct if they do not understand a particular rule or are uncertain regarding a particular behavior.

- 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
- Threatening, intimidating, coercing, or using abusive or vulgar language towards other employees or customers.
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination, meaning the failure to follow a job-related instruction or failure to perform reasonable duties that are assigned
- Violation of safety or health rules or negligence in not following these 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 tardiness, absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, other employer-owned equipment, or facilities
- 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



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- Any other conduct that is prohibited by law. There is no substitute for good judgment and common sense.
- Engaging in such other practices as Employer determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of Employer, its employees, or its customers.

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 individual District Committee and Committee of the Whole Meetings

- The individual District committee meetings are especially designed for healthy interaction among the Board Members on the specific committee and with the assigned Staff. This environment will provide the opportunity for each committee to investigate, openly discuss and reach a consensus on matters before the committee relating to the betterment of the District facilities, programming, offerings and service to the residents and Users. Most information that would go before each committee would have been discussed at previous staff meetings, or with the Director individually. On the Committee level, all Administrative Staff Members are free to speak their opinion, expressing their viewpoint with data showing the pros and cons: with the clear understanding that once a consensus is formulated, all members will bring each matter before the full Board with 100% support.



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702 Drug and Alcohol Use

Effective Date: 01/24/2011

Revision Date: 11/22/2019

Substance Abuse Policy

A. INTRODUCTION

Employer is committed to providing a safe, healthy, and productive workplace that is free from alcohol, cannabis, and illegal drugs as classified under applicable local, state, or federal laws. In furtherance of this commitment, Employer maintains a policy in which job applicants and current employees may be requested or required to submit to drug and alcohol testing in certain situations.

B. WORK RULES

1. Whenever employees are working, operating Company vehicles, or present on Company premises, they are prohibited from:
 - using, consuming, possessing, buying, selling, manufacturing, or dispensing illegal drugs, cannabis, or alcohol[, except a moderate amount of alcohol may be consumed at approved Company events, provided such consumption does not adversely affect an employee's behavior or judgment and, if the employee will drive a motor vehicle following the event, does not adversely affect the employee's ability to safely and legally drive the vehicle]; and
 - being under the influence of alcohol, cannabis, or illegal drugs.
2. This Policy does not prohibit employees from the lawful use and possession of prescribed medications, except that employees may not use or possess cannabis (even medical cannabis) on Company premises, while operating a Company vehicle, or while working. Employees are responsible for consulting with their doctors about a medication's effect on their ability to work safely, and promptly disclosing any restrictions to their supervisor. In the event an employee fails to report such restrictions and creates a safety threat, neither a physician's prescription nor other medical reason will be an acceptable excuse for being in violation of this policy. Employees should not, however, disclose underlying medical conditions unless specifically directed to do so.

C. EMPLOYEE ASSISTANCE

The Company will assist and support employees who voluntarily seek help for alcohol or drug problems before becoming subject to discipline under this or other Company policies. Employees who seek such assistance will be allowed to use accrued paid time off, placed on leaves of absence, where available, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment.

D. REQUIRED TESTING

1. Pre-Employment: All applicants must pass a drug test, which screens for the presence of



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unlawful drugs in an applicant's system, before beginning employment or receiving an unconditional offer of employment.

2. Reasonable Suspicion: Employees are subject to testing if a supervisor reasonably suspects them of using or being under the influence of alcohol, cannabis, or other drugs while they are working, on Company premises, or operating Company vehicles.
3. Post-Accident: Employees are subject to testing when they cause or contribute to accidents which seriously damage a vehicle or Company machinery or equipment, or result in an injury requiring emergency medical treatment away from the scene of the accident. Employees will be tested under these circumstances when a member of management has a reasonable belief that the use of alcohol, cannabis, or other drugs contributed to the accident/injury.
4. Return to Duty and Follow-Up: Employees who have tested positive or violated this Policy, and who are not terminated or are reinstated, are subject to testing prior to being returned to duty. Follow-up testing at times and frequencies determined by the Company may also be required for up to three (3) years.

E. COLLECTION AND TESTING PROCEDURES

Employees subject to alcohol testing shall be sent or driven to a Company-designated clinic and directed to provide breath specimens. Specimens shall be collected by trained technicians, using federally approved testing devices, which are regularly calibrated and capable of producing printed results that identify the employee. Positive or inconclusive breath tests or other indications that an employee may be under the influence may require the employee to be subjected to additional tests (urine or blood).

Applicants and employees subject to drug testing shall be sent or driven to a Company-designated clinic and directed to provide urine specimens. Applicants and employees may provide split specimens and may provide specimens in private unless they appear to be submitting altered, adulterated, or substitute specimens. Collected specimens shall be sent to a federally certified laboratory and tested in accordance with applicable law and Company policy. There shall be a chain of custody from the time specimens are collected through testing and storage.

The laboratory shall transmit positive drug tests results to a doctor called a medical review officer ("MRO"), retained by the Company, who shall offer persons with positive results a reasonable opportunity to establish that their results are caused by lawful (under both federal and state law) prescribed medicines or other lawful substances. Persons with positive test results may also ask the MRO to have their split specimen sent to another federally certified lab, to be tested at the employee's or applicant's own expense. Such requests must be made within three (3) working days of notice of test results. If the second lab fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test.

F. CONSEQUENCES

1. Applicants who refuse to cooperate in or fail to pass a drug test will not be hired.
2. Employees who refuse to cooperate in required tests, found to be under the influence of illegal drugs or who use, possess, buy, sell, manufacture or dispense illegal drugs in violation of this Policy will be terminated.



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3. Employees found to be under the influence of cannabis or who possess or consume cannabis on Company premises, while operating a Company vehicle, or while working will be terminated.
4. Unless aggravating circumstances are present, the first time employees test positive for alcohol or possess, consume or are under the influence of alcohol, they will be suspended and referred to the Company's Employee Assistance Program (EAP). Continued employment and/or reinstatement will be conditioned on cooperation with the EAP, successful completion of any prescribed treatment, passing follow-up tests and other appropriate conditions.
5. Employees who test positive for alcohol more than once or otherwise violate this Policy's alcohol rules more than once will be terminated.

G. CONFIDENTIALITY

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the MRO shall be kept confidential and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may be disclosed where relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

H. DEFINITIONS

"Cannabis" includes, all forms of cannabis or marijuana, including both recreational and medical cannabis and marijuana.

"Company Premises" includes, but is not limited to, all buildings, offices, facilities, grounds, parking lots, places and vehicles owned, leased or managed by the Company.

"Illegal Drugs" means substances (1) that are illegal under state or federal law; or (2) whose use or possession is controlled by federal or state law, but are not being used or possessed under the supervision of a licensed health care professional. This definition includes, but is not limited to, cocaine, PCP, heroin, LSD, amphetamines, and barbiturates, but, for purposes of this policy only, does not include cannabis.

"Refuse to Cooperate" means to obstruct the collection process, to submit an altered, adulterated or substitute sample, or to fail to promptly provide specimen(s) for testing when directed.

"Under the Influence of Alcohol" means an alcohol concentration of .04 or more, or actions, appearance, speech or bodily odors which reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

"Under the Influence of Cannabis" means actions, appearance, speech or bodily odors which reasonably cause a supervisor to conclude that an employee is impaired because of cannabis use, which may or may not be accompanied with a confirmed positive test result.

"Under the Influence of Illegal Drugs" means a confirmed positive test result for illegal drug use or actions, appearance, speech or bodily odors which reasonably cause a supervisor to conclude that an employee is impaired because of illegal drug use.



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I. NOTIFICATION OF DRUG CONVICTION

All employees are required to notify a member of management if they have been convicted of a criminal drug offense occurring in the workplace. Such notification must take place within five (5) working days after the conviction.

J. MISCELLANEOUS

This Policy is not a contract of employment and may be modified by the Company at its sole discretion. To the extent non-employees, who are present on Company premises, engage or appear to have engaged in conduct that would violate this Policy if engaged in by an employee, such non-employees will be barred from Company premises.



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703 Non-Discrimination and Anti-Harassment

Effective Date: 01/24/2011

Revision Date: 04/25/2022

Employer is committed to maintaining a work environment that is free of all forms of discrimination and harassment, including sexual harassment, which are all illegal under the Illinois Human Rights Act (IHRA) and Title VII of the U.S. Civil Rights Act of 1964 (Title VII). In keeping with this commitment, 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, traits associated with race such as hair texture or styling, religious creed, color, age, sex (including pregnancy), gender, gender identity, national origin, ancestry, genetic information, marital status, sexual orientation, military status, military or veteran status, physical or mental disability, order of protection status, 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 prohibits unlawful harassment between any employee and other employees, patrons, vendors, contractors and persons working or visiting on the company's premises or vice versa.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's actual or perceived protected status such as race, traits associated with race such as hair texture or styling, color, ancestry, national origin, citizenship status, religion, sex, pregnancy, sexual orientation, gender identity, age, disability, marital status, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. Employer will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive working environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes or intimidating acts that are based on a person's actual or perceived protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of his or her actual or perceived protected status.

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.



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- 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.
- Displaying sexually explicit objects, photographs, writings, or drawings;

Even if two or more individuals are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another individual who witnesses or overhears the conduct.

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.

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

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

If a manager or supervisor receives a complaint of harassment or discrimination or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Director of Finance and Personnel.

All allegations of harassment will be quickly and discreetly investigated. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with Employer's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated complaint against an employee will subject the individual to disciplinary action, up to and including termination. Employer will also take appropriate action to address a substantiated complaint of discrimination or harassment by a third party or non-employee. If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, including the possibility of discharge.

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Retaliation Prohibited

Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status or affect future employment or work opportunities. Any form of retaliation against an individual who reports harassment or discrimination or participates in an investigation is strictly prohibited by the Illinois Human Rights Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and Company policy. Any employee who retaliates against another for exercising his or her rights under this policy shall be subject to discipline, up to and including termination. Employer will also take appropriate action to address a third party or non-employee who engages in retaliation.

Resolution Outside Company

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an individual has the right to contact the Illinois Department of Human Rights (IDHR) and/or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR or EEOC complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense.

Contact Information:

Illinois Department of Human Rights (IDHR)

- Chicago: 312-814-6200 or 800-662-3942; TTY: 866-740-3953
- Springfield: 217-785-5100; TTY: 866-740-3953
- Marion: 618-993-7463; TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)

- Chicago: 312-814-6269; TTY: 312-814-4760
- Springfield: 217-785-4350; TTY: 217-557-1500

United States Equal Employment Opportunity Commission (EEOC)

Chicago: 800-669-4000; TTY: 800-869-8001



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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.

Employees should coordinate with coworkers for coverage if absence is anticipated after being assigned a shift. The covering individual must be trained in the duties required to complete the shift to the satisfaction of the scheduling supervisor. All trades require supervisor approval. Failure to do so could result in disciplinary action.

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 Director 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 Director 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. Excessive absenteeism or tardiness (unexcused) will not be tolerated.

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



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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. 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. 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.



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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.
- 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.



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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. Bourbonnais Township Park District may also take all action deemed lawful and appropriate to recover or protect its property.



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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.

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.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection will be subject to disciplinary action, up to and including termination.



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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 during working 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 Director of Finance and Personnel for approval. All approved messages will be posted by the Director of Finance and Personnel.



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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.

Bourbonnais Township Park District ensures fair treatment of all employees and 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.

Employer is not necessarily required to go through the entire disciplinary action process. Discipline may begin at any step, including immediate termination (especially during the early stages of employment), dependent upon the severity of the incident. The progressive disciplinary steps and Employer's potential decision to decline to follow the steps in every situation do not in any way create a contractual right to continued employment.

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.

Sometimes Employer will find it necessary to investigate the infraction for which an employee may face termination. In this case, Employer may suspend the employee, with or without pay, pending the investigation. The objective of this suspension will be to determine if termination is the proper decision. Following the investigation, if Employer decides not to terminate the employee, the employee will be reinstated with or without back pay, depending on the circumstances.



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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 are encouraged to 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 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 Director 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 Director of Finance and Personnel if problem is unresolved.
4. Director 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.



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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 denial of the employee's request.

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.



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722 Workplace Etiquette

Effective Date: 01/24/2011

Revision Date:

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 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 Director of Finance and Personnel if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines.

- 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.



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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 under this specific policy.

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

EMPLOYEE BLOOD AND ORGAN DONATION LEAVE

AMOUNT OF LEAVE

Eligible employees may take paid leave for up to one hour every 56 days to donate or to attempt to donate blood and up to 10 days in any 12-month period to serve or attempt to serve as a living organ donor.

DEFINITIONS

- A. "Eligible Employee" means a full-time employee who has been employed for at least 6 months and who donates or attempts to donate blood or an organ.
- B. "Blood Donation" means the act of donating blood in accordance with the nationally recognized medical standards for blood donation eligibility of the community blood bank as operated by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other blood bank.
- C. "Organ Donation" means the act of donating any biological tissue of the human body that may be donated by a living donor (other than blood), including but not limited to, the kidney, liver, lung, pancreas, intestine, bone, and skin or any subpart thereof.



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NOTICE , APPROVAL, AND VERIFICATION REQUIREMENT

An employee is required to give reasonable notice to the organization in the event that the employee chooses to use leave under this policy. A request for leave under this policy must be in writing and must include the day the employee wishes to use the leave along with a written statement from the blood bank or medical/transplant facility indicating that the employee has an appointment on the day requested for leave to donate or attempt to donate blood or an organ.

Upon an employee's return from an approved leave, the employee will be required to submit a written statement from the blood bank or medical/transplant facility verifying that the employee kept the appointment.

COMPLAINT PROCEDURE

Employees who believe that their leave has been improperly administered under this policy may file a complaint with (insert job title). 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 (insert job title).