



PARK DISTRICT of OAK PARK

**PARK DISTRICT OF OAK PARK
Committee of the Whole Meeting
Hedges Administrative Center
218 Madison Street, Oak Park, Illinois 60302**

Thursday, November 3, 2022 at 7:30pm

AGENDA

I. Call to Order/Roll Call

II. Public Comment

Each person is limited to three minutes. The Board may set a limit on the total amount of time allocated to public comments.

III. Public Hearing – Tax Levy

1. Review of Proposed 2022 Tax Levy*
2. Public Comment
3. Adjournment of Public Hearing

IV. Recreation and Facility Program Committee – Commissioner Wollmuth

V. Parks and Planning Committee – Commissioner Worley-Hood

VI. Administration and Finance Committee – Commissioner Wick

- A. Working Budget – Department Goals 2023*
- B. 2022 Tax Year Levy – Abatement Ordinance for 2019 Bond*
- C. 2022 Tax Year Levy – Abatement Ordinance for 2020 Bond*
- D. Budget and Appropriation Ordinance 2023*
- E. Credentials Certificate for the IAPD Annual Meeting*
- F. Crisis Management Plan Update*
- G. Administrative and Board Policy Manual Update*
- H. Personnel Policy Manual Update*
- I. Safety Manual Update*

VII. New Business

VIII. Closed Session

IX. Adjournment

* Indicates information attached.

** Indicates information to be provided before or at the meeting.

Update/Recap indicates verbal report provided at meeting no materials attached.

The Park District of Oak Park welcomes the opportunity to assist residents and visitors with disabilities. If you need special accommodations for this meeting, please call (708) 725-2017 or via email at Edith.Rodriguez@pdop.org.

In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities.



MEMO
2022 Tax Levy



Memo

To: David Wick, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Mitch Bowlin, Director of Finance

CC: Jan Arnold, Executive Director

Date: October 24, 2022

Re: 2022 Tax Levy



Statement

The District funds part of its operations through property taxes (50%). Annually, the Board must approve a property tax levy ordinance and file it with the County no later than the last Tuesday in December. The Tax Levy Ordinance provides funds for the next year's operations. The Property Tax Extension Limitation Law (PTELL) limits the dollar amount of the tax levy increase to an amount no greater than the consumer price index (CPI) or 5%, whichever is less. The 2022 tax year levy PTELL limit is 5%.

Discussion

There are two main limiting factors to the District's taxing power: rate limits and the PTELL tax cap. The IMRF and Liability funds are the only funds that do not have rate limits. All funds are subject to the tax cap except for the Special Recreation Fund.

Rate limits mean the tax line in question may not exceed a certain percentage of the total equalized assessed valuation (EAV) of the District. Rate limits have not been a concern in recent years because EAV in the District has increased faster than CPI. For tax year 2022 staff was directed to increase this year's tax levy by 5% to capture CPI and to forego the 1.5% allowance for new construction. That means there will be a \$7.14 increase per \$100,000 of EAV; for the average home in Oak Park that means a \$10.14 increase in their total tax bill from the Park District.

Recommendation

Staff recommends the Board approve the 2022 Tax Levy.

Attachment: 2022 Tax Levy

**PARK DISTRICT OF OAK
ORDINANCE NO. 2022-11-01**

**ANNUAL TAX LEVY ORDINANCE
FOR THE 2022 TAX YEAR**

WHEREAS, the Board of Commissioners of the Park District of Oak Park has ascertained that the total amount of appropriations and amounts deemed necessary to defray expenses and liabilities for all of the Park District's corporate purposes to be provided for by the tax levy for the 2022 tax year is \$11,641,170;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Park District of Oak Park, Cook County and State of Illinois, as follows:

Section 1. Recitals. The foregoing recitals are hereby incorporated into this Ordinance as findings of the Board of Commissioners.

Section 2. Tax Levy. There shall be and is hereby levied on all taxable property within the limits of the Park District of Oak Park for the 2021 tax year the sum of \$11,086,828 or so much thereof as may be authorized by law, as set forth below and in Exhibit A attached to and by this reference incorporated into this Ordinance.

Corporate	- \$5,668,009
Recreation	- \$4,955,402
IMRF	- \$165,704
Auditing	- \$23,364
Liability Insurance	- \$309,134
Museum Fund	- \$69,660
Handicapped Fund	- \$449,897

Section 3. Filing with County Clerk. The Secretary of the Board of Commissioners is hereby authorized and directed to file a certified copy of this Ordinance with the County Clerk of Cook County within the time specified by State law and prior to December 31, 2022.

Section 4. Budget and Appropriations. As provided in Section 4-4 of the Illinois Park District Code, 70 ILCS 1205/4-4, any failure of the Board of Commissioners to have properly adopted an annual budget and appropriation ordinance shall not affect the validity of this Ordinance. The Park District's Annual Budget and Appropriation Ordinance for the 2023 fiscal year is not intended or required to be in support of or in relation to this Ordinance.

Section 5. Severability. Should any clause, sentence, paragraph, or part of this Ordinance be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of this Ordinance as a whole or of any part of this Ordinance other than only the part so declared to be invalid.

Section 6. Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED this 17th day of November 2022

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this 17th day of November 2022

By: _____
Kassie Porreca, Park Board President

ATTEST:

Chris Wollmuth, Secretary

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE

I, Kassie Porreca, hereby certify that I am the presiding officer of the Park District of Oak Park Board of Commissioners, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code - Truth in Taxation Law, 35 ILCS 200/18-55 *et seq.*

This certificate applies to the 2022 tax levy.

November 17, 2022

Kassie Porreca, President
Board of Commissioners

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

SECRETARY’S CERTIFICATE

I, Chris Wollmuth, certify that I am Secretary of the Board of Commissioners of the Park District of Oak Park, Oak Park, Cook County, Illinois, and that as such official I am keeper of the records, ordinances, files, and seal of the Park District of Oak Park.

I also certify that the foregoing ordinance is a true and correct copy of the “ANNUAL TAX LEVY ORDINANCE FOR THE 2022 TAX YEAR” of the Park District of Oak Park, adopted at a duly called regular meeting of the Board of Commissioners of the Park District of Oak Park held at Oak Park, Illinois, within the Park District of Oak Park at 7:30 p.m. on the 17th day of November 2022.

I also certify that the deliberations of the Board of Commissioners on the Park District of Oak Park on the adoption of said Ordinance were conducted openly, that the vote on the adoption was conducted openly, that said meeting was held in compliance with provisions of the Illinois Open Meeting Act and that the Board of Commissioners complied with all the provisions of that Act and with all rules and regulations of the Board of Commissioners.

November 17, 2022

Chris Wollmuth, Secretary
Board of Park Commissioners

(SEAL)

ATTACHMENT A
TO ANNUAL TAX LEVY ORDINANCE
FOR THE 2022 TAX YEAR
(FUNDS AND PURPOSES)

I. CORPORATE FUND

A. ADMINISTRATION

1. SALARIES	1,039,130
2. CONTRACTUAL SERVICES	766,882
3. MATERIALS	86,600
4. SOCIAL SECURITY	644,200
5. INSURANCE	-
6. UTILITIES	108,000
	<hr/>
	2,644,812

D. CONSERVATORY

1. SALARIES	197,042
2. INSURANCE	104,454
3. UTILITIES	42,250
	<hr/>
	343,746

C. PARKS & PLANNING

1. SALARIES	1,615,755
2. CONTRACTUAL SERVICES	647,545
3. INSURANCE	205,651
4. UTILITIES	210,500
	<hr/>
	2,679,451

CORPORATE TOTAL \$ 5,668,009

II. RECREATION FUND

A. ADMINISTRATION

1. SALARIES	939,093
2. INSURANCE	102,340
3. DEBT SERVICE	-
4. CAPITAL IMPROVEMENTS	1,532,084
	<hr/>
	2,573,517

B. COMMUNICATIONS AND MARKETING

1. SALARIES	199,908
2. CONTRACTUAL SERVICES	129,550
3. INSURANCE	39,117
	<hr/>
	368,575

B. CUSTOMER SERVICE

1. SALARIES	\$ 304,204
2. INSURANCE	18,333
	<hr/>
	\$ 322,537

C. PROGRAMS

1. SALARIES	\$ 1,690,773
-------------	--------------

RECREATION TOTAL \$ 4,955,402

III. MUSEUM FUND

1. CONTRACTUAL SERVICES	\$	53,560	
2. UTILITIES	\$	16,100	
MUSEUM TOTAL	\$	69,660	

IV. PUBLIC AUDIT FUND

1. AUDITING EXPENSES	\$	23,364	
PUBLIC AUDIT TOTAL	\$	23,364	

V. SPECIAL RECREATION

1. PAYMENT OF PARK DISTRICT'S SHARE OF THE EXPENSES FOR THE WEST SUBURBAN SPECIAL RECREATION ASSOCIATION	\$	449,897	
SPECIAL RECREATION TOTAL	\$	449,897	

VI. ILLINOIS MUNICIPAL RETIREMENT FUND

1. ILLINOIS MUNICIPAL RETIREMENT FUND	\$	165,704	
ILLINOIS MUNICIPAL RETIREMENT FUND TOTAL	\$	165,704	

VII. LIABILITY INSURANCE FUND

1. LIABILITY INSURANCE/RISK MANAGEMENT	\$	309,134	
LIABILITY INSURANCE FUND TOTAL	\$	309,134	

TOTAL ALL FUNDS \$ 11,641,170



MEMO

2023 Working Budget – Department Goals

Memo

To: David Wick, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Mitch Bowlin, Director of Finance

Cc: Jan Arnold, Executive Director

Date: October 24, 2022

Re: 2023 Working Budget – Department Goals



Statement

Annually, staff creates departmental goals that are based on the District's strategic goals for the year. The departmental goals the District uses are included in the working budget as well as an analysis of the previous year's department goals.

Discussion

The backbone of the District's operating budget is the departmental goals that staff develops based on the District's strategic goals. The attached department cover sheets include both the 2022 departmental goals assessment and the 2023 departmental goals. These departmental goals are developed prior to staff working on the financial aspect of the budget and guide staff during the budget process.

The Park District Code requires that the Board adopt a budget and appropriation ordinance that sets forth the spending limits for the next fiscal year. This ordinance however, does not formally adopt the departmental goals that are developed by staff in the working budget. The working budget that staff has presented to the board at both the September 29, and October 13, meetings is the document staff follows when making operational decisions.

Recommendation

Staff recommends the approval of the 2023 Working Budget-Departmental Goals.

Attachment: 2023 Working Budget-Department Goals

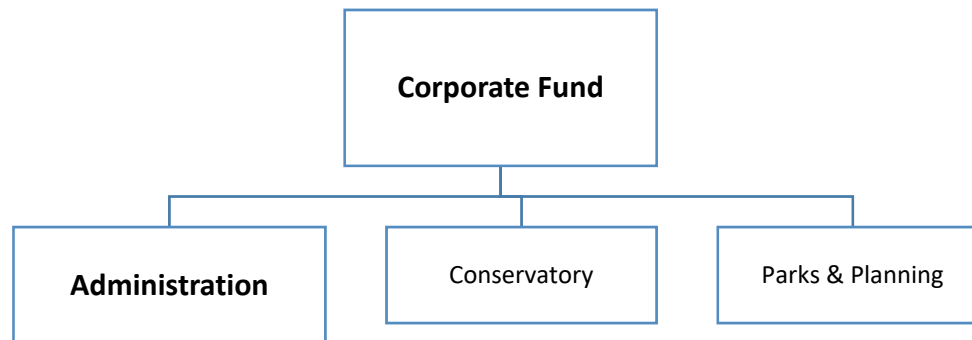
ADMINISTRATION

Statement of Service

The Administration department contributes to successful organizational outcomes by providing reliable information, services, and resources in an accurate and timely manner, and responsible stewardship of public resources.

Description

The Administration Fund includes the Executive Director's Office, Business Operations, and Human Resources. The Administration Fund is responsible for directing the daily operations, strategic planning, budget implementation and preparation, annual financial audit, grant administration, and employee relations.



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Administration**2022 RESULTS***Accomplished:*

- ✓ In person customer service was offered at Rehm pool for the first two weeks of pool season.
- ✓ Staff has had regular dialogs with BIPOC groups to continue DEI conversations within the District.
- ✓ The bench marking group met in the spring, adding two new members, and again in the fall to discuss inflation, merit pools, work order systems, and potential tax levy amounts.
- ✓ The District applied for the NRPA Gold Medal.
- ✓ The District has established two new partnerships to create a broader search for full-time and part-time staff to intentionally reach more diverse applicants.
- ✓ The District has begun advertising bids on DemandStar, and has added two additional MBE/WBE business to the vendor list.



Administration**2023 GOALS*****Community & Customer Focused***

1. Provide a safe and welcoming space for all using technology available through Amilia at the CRC by April 2023.

Financial Strength

1. Review rental fee structures and implement increases by March 1, 2023.
2. Investigate CCDF (Child Care Development Fund) funding for 2023 camps and 2023-2024 afterschool by January 15, 2023.

Organizational Excellence

1. Complete a compensation and benefits study by September 1, 2023 for full time and part time staff.
2. Evaluate the possible efficiencies and improvements within PDOP tech systems via Microsoft Office 365 in our data visualization platforms.

Staff Excellence

1. Develop and implement a training series for PDOP standards on supervising staff by June 1, 2023.



John L Hedges Administrative Center

CONSERVATORY

Statement of Service

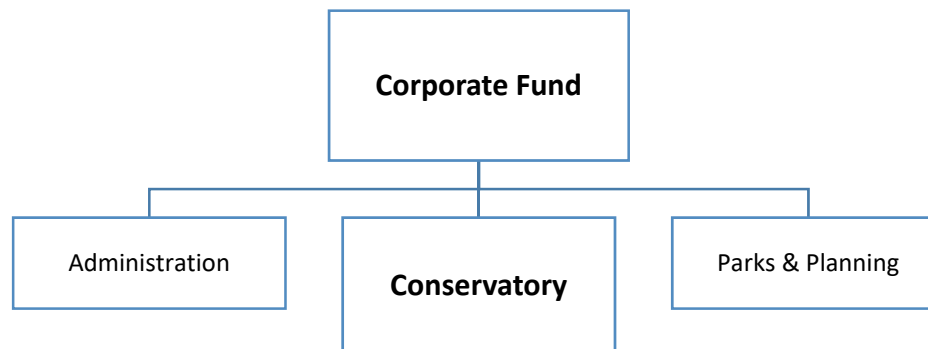
The Oak Park Conservatory promotes nature education through programming and events for the Oak Park community.

Description

The Edwardian-style glass structure, built in 1929, houses a botanical collection of more than 3,000 plants, some of which date back to the Conservatory's founding. Over the years, the building fell into neglect. In 1970, a group of concerned citizens led a drive to preserve this unique resource. In 1986, the Friends of the Oak Park Conservatory was established with the mission to promote interest in the Oak Park Conservatory, offer educational and recreational opportunities and support projects that benefit the Oak Park Conservatory. In 2004, the Oak Park Conservatory was designated an Oak Park Landmark, and was added to the National Register of Historic Places in 2005.

The Conservatory staff is responsible for growing plants for monthly floral displays within the facility. They also design and install the summer plant displays throughout the park system, maintain the landscape at Cheney Mansion, oversee the maintenance of native perennials, and take care of all weeding needs throughout the District.

The Conservatory hosts a number of nature based programs and events throughout the year. It also provides rental space for special events, corporate events, meetings, and celebrations.



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Conservatory

2022 RESULTS

Accomplished:

- ✓ Developed design bid specifications for the historical greenhouse infrastructure capital project, and applied for grants to support the project.
- ✓ Implemented a 2-week Horticulturist in Training course for teens at the Conservatory to introduce teens to careers in horticulture. Due to low enrollment, the course was cancelled.
- ✓ Added a landscape specialist year-round part-time IMRF position to assist with Conservatory and Cheney, reducing the need of seasonal staff.

In Progress/Delayed:

- Offer an Adopt a Parrot program at the Conservatory to generate \$1,000 in revenue to offset animal care costs and provide education to the community on our Conservatory parrots. > *Marketing and a webpage for the Adopt a Parrot program was initiated in July. The project is still in progress.*

Conservatory**2023 GOALS*****Community & Customer Focused***

1. Offer a free community event during National Pollinator Week in June, giving away 250 free milkweed seedlings to the community to increase habitat awareness, and run the Pollinator Plant Sale during National Pollinator Week.

Organizational Excellence

1. Bring the maintenance of the Park District's tree care under the Conservatory's umbrella, training two employees to become ISA certified arborists by February 1st, 2023.

Quality Infrastructure Management

1. Install a drip irrigation system in a Conservatory Greenhouse by June 1st, 2023, reducing staff watering time by 120 hours and water consumption by 5%.



Conservatory Entrance

PARKS & PLANNING

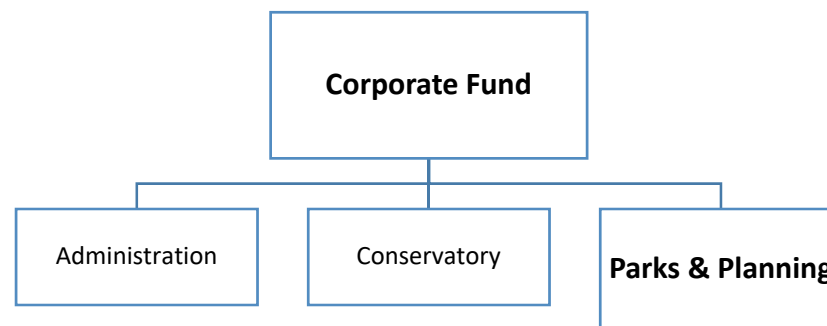
Statement of Service

The Parks and Planning department supports the personal enjoyment and development for the Village of Oak Park through environmentally friendly, safe and well-maintained parks and facilities. This is accomplished through creative leadership, environmentally sustainable practices, and the responsible use of available resources.

Description

Parks and Planning (formally Buildings and Grounds) is responsible for the upkeep and repair of all parks and facilities owned by the District. Throughout the year, this includes maintenance on athletic fields, including daily determination of field conditions and playability. During the winter, Parks and Planning deals with the task of keeping 7.33 miles of sidewalk usable for the residents, and performing daily checks on sled hills. Building Systems include HVAC, plumbing, electrical, drainage, roofing, lighting, roofing, in-house painting and facility custodial tasks. Grounds Systems include maintaining trees, shrubs, turf, walkways, fences, exterior lighting systems, irrigation systems, daily trash removal, and inspection cycles for all playground equipment. These responsibilities are handled via a variety of methods including full-time staff, permanent part-time staff, seasonal staff, multi-year contracts, job specific contracts and time and material hiring of various tradesmen.

Parks and Planning fills a major role in the Capital Improvement Plan program starting with the planning process and following through with facilitation, coordination, and review of specialized contractors.



Fund > Department Chart: The above chart indicates the fund and each of the departments is supports.

Park District of Oak Park Mission: *In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities.*

PARKS & PLANNING**2022 RESULTS***Accomplished:*

- ✓ Equipped landscaping trailer with solar to use for charging battery powered equipment and a clean energy generator. The trailer was also set up as a generator for other park operations and events and will be used as needed.
- ✓ Added soil and regraded the top of the Barrie sled hill to address the migrated soil and turf in time for seed to germinate prior to winter.
- ✓ Worked with the marketing team to design permanent signage for public restrooms with contact information to report issues in a timely fashion to District staff.
- ✓ Performed a deep aeration on the RCRC synthetic turf field to improve overall surface and to help prolong the life of the turf without compromising the permitted groups.

In Progress/Delayed:

- Developing a carbon neutral framework from current District operations, facilities, vehicles and staffing, and inputting all data into the ICLEI data tool to create a benchmark and to set goal targets for the District. > *This is in progress, and it is expected that it will be completed by December 31, 2022.*

PARKS & PLANNING**2023 GOALS****Quality Infrastructure Management**

1. Conduct electrical system capacity survey of all facilities to determine our capacity for moving towards all electric facilities where possible by June 1, 2023.
2. Set up CRC facility with all equipment, shelving and operational needs for the opening of the new facility by April 15, 2023, and train staff on building operation and equipment maintenance.

Customer & Community Focused

1. Install EV Charging stations at the lot at 228-230 Madison and lighting routed from 218 Madison by May 1, 2023.

Organizational Excellence

1. Hire one new full-time General Maintenance worker for the buildings team by April 15, 2023.



Arbor Day

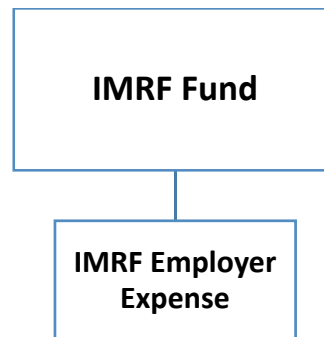
IMRF Fund

Description

The IMRF Fund is a special revenue fund, operating on the modified accrual basis of accounting.

The IMRF Fund accounts for the activities resulting from the Park District's participation in the Illinois Municipal Retirement Fund. Payments to IMRF and receipt of property taxes are the major activities in this fund.

The IMRF Fund budget accounts for the District's (Employer's) contribution to the Illinois Municipal Retirement Fund (IMRF). All full-time, and part-time employees intended to work more than 1,000 hours annually, are required to be members of IMRF. The District contributes a percentage of the employee's salary, while the employee is required to contribute 4.5% of their salary. IMRF's financial stability is tied to investment income, employer contributions, and member census. The District levies a property tax for IMRF purposes.



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

IMRF Fund**2022 RESULTS***In Progress:*

- The IMRF Fund is projected to end with a 59% fund balance.

2023 GOALS*Financial Strength*

1. Continue to focus on getting the IMRF Fund's fund balance within the 25% fund balance target by December 31, 2027, with an ending fund balance of 44% by December 31, 2023.



LIABILITY FUND

Description

The Liability Fund is special revenue fund, operating on the modified accrual basis of accounting.

The Liability Fund budget accounts for expenditures made to the Park District Risk Management Agency (PDRMA). Included in this are premiums for liability, property, employment practices, and worker's compensation insurance. Also included are certain other risk management costs including unemployment expense. The projected tax levy for future years is expected to remain flat in order to achieve the targeted fund balance policy. Furthermore, PDRMA's cost allocation formula mitigates large fluctuations in premium contributions from year to year.



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Liability Fund**2022 RESULTS***In progress/Delayed:*

- Continue to focus on getting the Liability Fund's fund balance within the 25% fund balance target by December 31, 2026, with an ending fund balance of 109% by December 31, 2022. > *The liability fund is projected to have a 109% fund balance by the end of the year.*
- Apply for a Safety Grant through PDRMA in 2022. > *A PDRMA safety grant will be applied for by October 1, 2022.*
- Replace ten of the current AEDs to maintain replacement schedule. > *Ten replacement AEDs have been ordered.*



Easter Egg Hunt 2022

Liability Fund**2023 GOALS*****Organizational Excellence***

1. Develop new safety audit by December 31, 2023.
2. Apply for a PDRMA safety grant by October 1, 2023.

Financial Strength

1. Continue to focus on getting the Liability Fund's fund balance within the 25% fund balance target by December 31, 2027, with an ending fund balance of 87% by December 31, 2023.

Quality Infrastructure Management

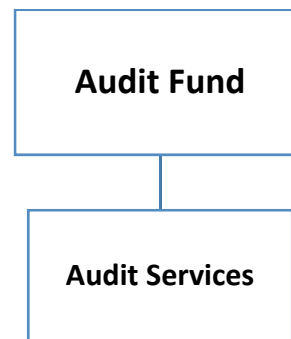
1. Replace 24 security cameras by June 1, 2023 to improve image quality and ease retrieval of data.

AUDIT FUND

Description

The Audit Fund is a special revenue fund, operating on the modified accrual basis of accounting.

The Audit Fund accounts for expenditures related to the annual audit. The District is required by State Statute to hire an independent auditing firm to conduct an audit of the District's finances. The budget includes the third year of a three-year auditing contract. Additional expenses have been included to perform single audits on the grants, should grant terms require such. Pursuant to the issuance of bonds the district will be required to file a continuing disclosure statement with EMMA (Electronic Municipal Marketing Access), and as such additional auditing expenses may be incurred. 2012 was the first year the district received the Certificate for Excellence in Financial Reporting (CAFR) through the Government Finance Officers Association, which fulfills the EMMA requirement.



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Audit Fund**2022 RESULTS***In Progress:*

- The Audit Fund is projected to end at a 102% fund balance.

2023 GOALS***Financial Strength***

1. Continue to focus on getting the Audit Fund's fund balance within the 25% fund balance target by December 31, 2027, with an ending fund balance of 51% by December 31, 2023.



Barrie Clubhouse

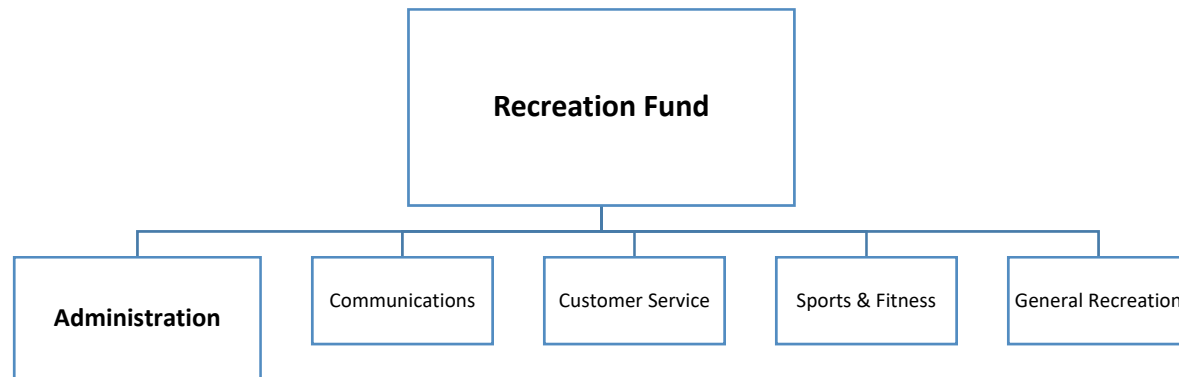
RECREATION ADMINISTRATION

Statement of Service

The Recreation Administration department provides guidance to the recreation team for successful operations, in addition to engaging the Oak Park community to build meaningful partnerships.

Description

Recreation Administration is responsible for system wide program and services oversight, affiliate relations, equipment and services that support the entire department operationally such as training. Staffing includes the Superintendent of Recreation, Program Managers, Program Supervisors, Program Coordinators, Recreational Interns, and department wide support staff.



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Recreation Administration**2022 RESULTS***Accomplished:*

- ✓ Brought back Pop Up Bike to visit two parks a day during the week for a minimum of eight weeks and four community events. This was run by a recreation intern.
- ✓ Hired a Community Engagement Supervisor for the new Community Recreation Center.

In Progress/Delayed:

- Develop a teen committee by December 31, 2022 that will be made up of 8 - 10 diverse teens who will start to develop the teen programming at the Community Recreation Center during the 3pm – 6pm time frame. > *This will take place at the end of the year.*
- Establish and implement Training Standards for all frontline staff on enhancing guest engagement to create a friendly welcoming environment by September 30, 2022. > *A staff working group has been established and it is expected that everything will be ready prior to the opening of the Community Recreation Center. It is currently planned that this will be completed by the end of January 2023.*



Park District dance performers

Recreation Administration**2023 GOALS*****Community & Customer Focused***

1. Partner with community organizations to mentor youth at Community Recreation Center by December 31, 2023.
2. Have a minimum of 500 middles school and after school students enrolled in after school programs at the Community Recreation Center by December 31, 2023.

Staff Excellence

1. Identify a minimum of \$50,000 in new funding to support programming at the Community Recreation Center by April 1, 2023.

Organizational Excellence

1. Devise and implement an operations manual for the Community Recreation Center by February 15, 2023.
2. Develop staff trainings for all staff roles within the Community Recreation Center by February 1, 2023.



Roller skating during summer camp

COMMUNICATIONS & MARKETING

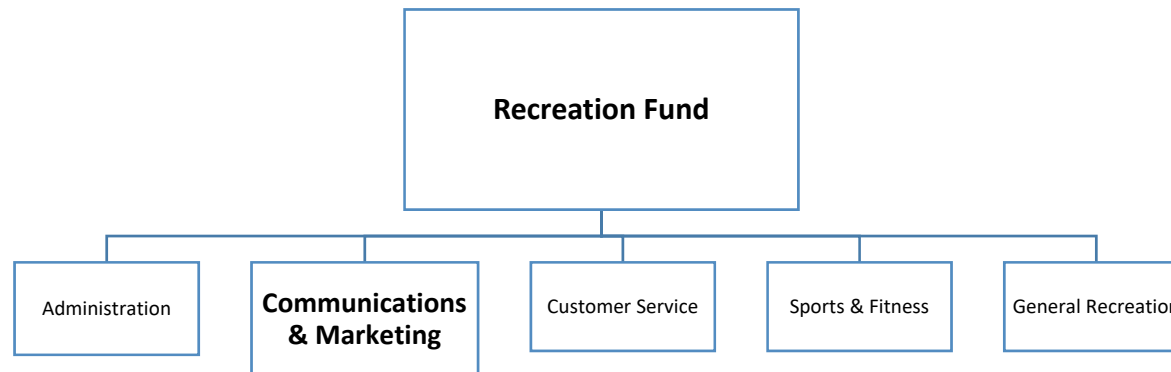
Statement of Service

The Communications and Marketing department aims to build and foster community connections through engaging, relevant, and inclusive marketing and communications.

Description

Communications and Marketing is responsible for all communications related to parks and facilities, including site planning and capital improvement projects as well as marketing efforts for all programming and special events, including four seasonal program catalogues, website management, social media, newsletters, and promotional materials. Sponsorship is also included in this area.

The majority of this area is funded by revenues of the recreation fund with a small amount of revenues generated by the sale of advertisements and sponsorships.



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Communications & Marketing**2022 RESULTS***Accomplished:*

- ✓ A new Advertising & Sponsorship program was created and rolled out with well-organized pricing, purchasing, and implementation structure. The program is supported by a part-time Sponsorship Coordinator and has exceeded the 2021 goals, securing eight dasher board and five program guide advertisers, and event sponsors for the following events: Movies and Concerts in the Parks, Day in our Village, Fall Fest and Frank Lloyd Wright Races.
- ✓ Our consulting contract with PCI Inc. expired in March of 2022 and was replaced with three part-time internal staff members, including a graphic designer, a social media specialist, and a sponsorship coordinator.

In Progress/Delayed:

- ✓ Develop a questionnaire to administer electronically using our digital marketing channels and will follow up with focus groups to further explore these findings. > *This is currently in progress*
- ✓ A new user friendly website was created and launched based upon input from the community, PDCC and Board, and staff input. The website was launched in May in conjunction with the submission materials for the Gold Medal Award. > *The accessibility features of the new website are in development, and are expected to be completed by year's end.*



Communications & Marketing**2023 GOALS*****Community & Customer Focused***

1. Engage a Marketing Intern to develop a communications survey to capture timely data detailing most effective communication channels by September 1, 2023.
2. Build and launch a standalone Oak Park Conservatory website using internal staff by September 1, 2023 to increase community awareness.
3. Purchase new A/V equipment to create new marketing pieces used to build awareness and reach new audiences by March 1, 2023.
4. Create a marketing plan and produce marketing materials for the Community Recreation Center by February 15, 2023.
5. Increase household participation by 10% over 2022 levels by December 31, 2023.



Annual Frank Lloyd Wright Race

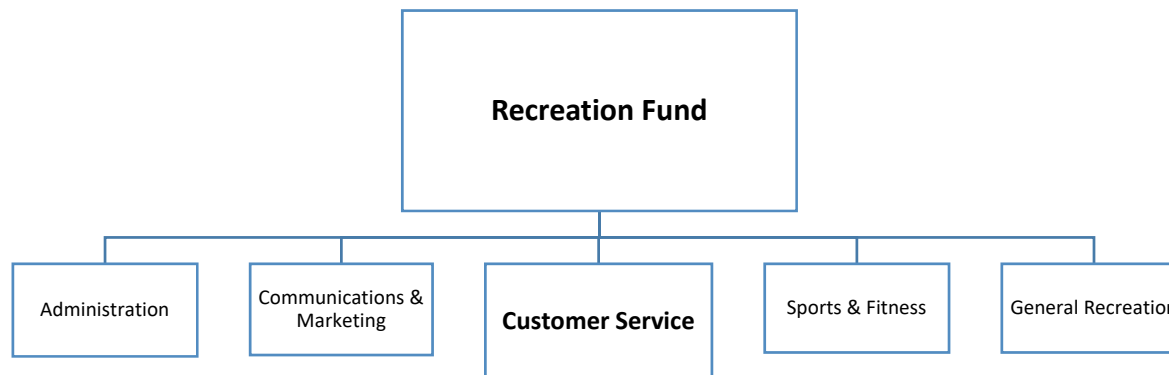
CUSTOMER SERVICE

Statement of Service

The Customer Service Department provides timely and professional service to all Park District patrons.

Description

Customer Service staff, in many cases, the first contact a participant has with the District. Staff is responsible for registration and responds to online and in person inquiries regarding programs and general information on the district. Staff actively pursues patron and resident feedback through surveys to continually improve District services and programs.



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Customer Service**2022 RESULTS***Accomplished:*

- ✓ Created and implemented a comprehensive Customer Service Training Programing, including training outline, standards, and software skills, and training was presented to staff throughout the year.

In Progress/Delayed:

- Establish a feedback system to generate suggestions from Customer Service staff that will be used to inform programmers of resident comments based on previous registration cycle. > *This goal is still in progress and is expected to be accomplished by December 31, 2022.*



Sidewalk drawing

Customer Service**2023 GOALS*****Community & Customer Focused***

1. Establish and implement an improved photography system by April 2023 to take photographs for account members that are required for memberships/passes, which may also be used as a general pass for facilities such as the Community Recreation Center.
2. Redesign customer service desks at GRC and Ridgeland Common to be more welcoming and engaging to the public by February 28, 2023.
3. Hire and train a minimum of five additional part-time, non-IMRF staff members to offer customer service at the Community Recreation Center seven days per week no later than April 28, 2023.

Quality Infrastructure Management

1. Establish a seasonal service call report by August 2023 utilizing 3CX to identify the amount of serviced calls, abandoned calls, average wait time, and average talking time that will be used to schedule customer service staff accordingly to the convenience of the community.

Staff Excellence

1. Contract with an outside consultant to provide customer service training to all customer service staff by March 1, 2023.

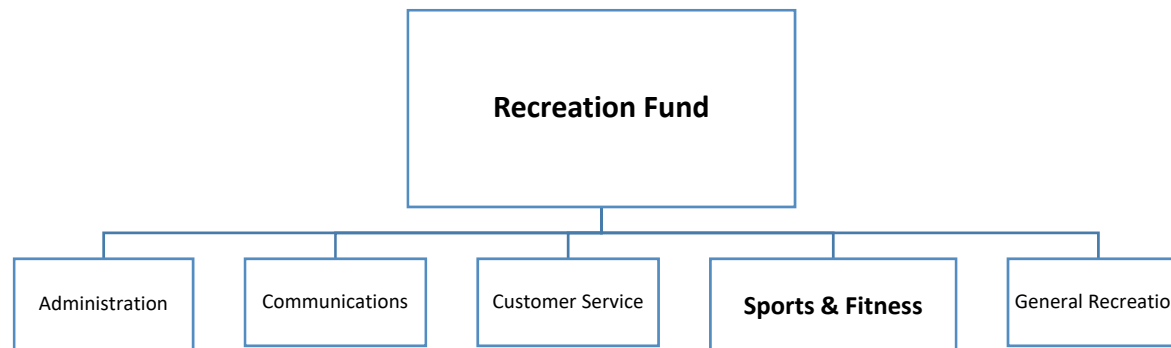
SPORTS & FITNESS

Statement of Service

The Sports and Fitness department aims to provide personal enjoyment and fitness opportunities through quality programming and camps for Oak Park.

Description

This area includes programs for all ages with an emphasis on healthy living and sports skill development. This area includes fitness programs, youth sports, and adult sports. The fitness programming area is responsible for all general fitness, adult dance, and health programs for youth, adults and active adults. The youth athletics includes youth sports programs, leagues and camps, as well as tennis programs. The adult athletics provides athletic opportunities for those 18 years or older in the form of competitive and recreational team league play, drop-in play and individual instruction. Starting in 2023, the new Community Recreation Center will open, and will provide a gymnasium, a fitness facility, and indoor walking track, and a multi-generational community center to serve our diverse population including our growing senior population.



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Sports & Fitness**2022 RESULTS***Accomplished:*

- ✓ We have added two new partners for specialized sports offerings this year. Oak Park Windmills Girls Softball partnered with us on a summer camp with us that had 20 participants. Taylored Intensity Basketball is partnering with us on offering youth basketball skills training classes that have had 42 youth participating thus far this year.
- ✓ We offered an adult sand volleyball league which ran this summer with a total of four teams.
- ✓ We are partnering with RUSH to offer “Medicine and Movement” this fall where park patrons can walk with a doc and ask questions about health and wellness.



Adult Fitness class

Sports & Fitness**2023 GOALS*****Community & Customer Focused***

1. Offer a partnered adult ultimate frisbee program that will have a minimum of 20 participants by September 15th.
2. To expand upon the existing grade 1-2 basketball league by increasing the number of participants by 3 teams or 24 participants by November 1st.
3. Offer a child nutrition program that will have a minimum of 20 participants by November 1st.
4. Increase total fitness group exercise online bookings by 5% in 2023.
5. Establish a community partnership for PDOP to provide quarterly wellness screening days at the CRC that results in 20 participants being screened quarterly.
6. Open the Community Recreation Center for the community by spring of 2023 with a minimum of 3,000 memberships sold within the first six months of operation.
7. Offer monthly family nights serving 500 individuals by December 31, 2023.

**Skateboarders**

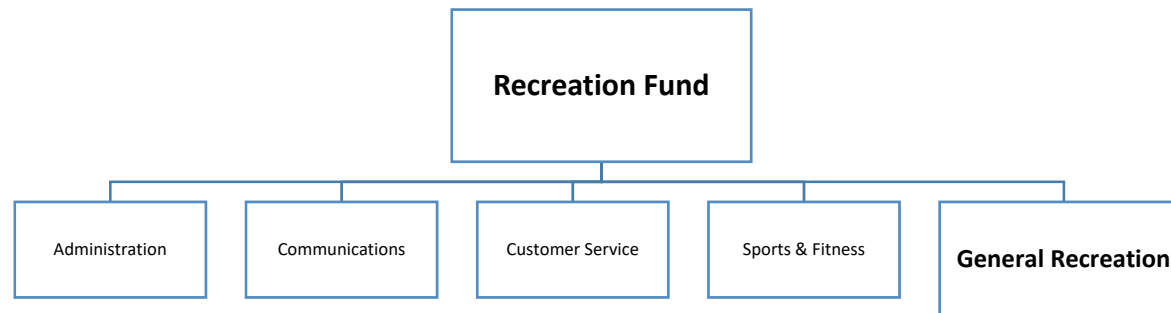
GENERAL RECREATION

Statement of Service

The General Recreation department promotes the health and well-being of the entire Oak Park community by providing high-quality programs and events.

Description

This area includes programs for all ages through summer camps, afterschool, active adults, special interest, nature and adventure, dance, and early education. General Recreation also leads community events such as Day in our Village, Fall Fest, Concerts and Movies in the Park, seasonal Family Events, and the historic Frank Lloyd Wright race.



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

General Recreation**2022 RESULTS***Accomplished:*

- ✓ Expanded “Maker’s Space” classes by acquiring a Glow-forge, 3D printer, and Cricut for Dole Center. Seven classes have been offered for this, three are currently taking place, and an additional 4 are open for registration. In addition, a new Maker’s Space instructor has been hired, which will allow more classes to be offered.
- ✓ Adventure programming has been expanded. Four trips have been completed, and there are six currently in progress.
- ✓ Two new teen programs, Resin Mold Art and Minecraft Club (both with ten participants) have been completed, and there are six new teen programs currently running.

**Arbor Day**

General Recreation**2023 GOALS****Customer & Community Focused**

1. Expand E-sports offerings by offering 10 birthday parties and offering an adult E-sports League with a minimum of 15 participants by December 31, 2023.
2. Revitalize indoor playground budget by selling 35 memberships by December 31, 2023.
3. Increase Nature/Adventure programming participation by 10% by December 31, 2023.
4. Increased Active Adult program participation by 5% by December 31, 2023 through a variety of program offerings.
5. Implement Teen Nights at the CRC serving a minimum of 300 participants by December 31, 2023.



Cheney Mansion

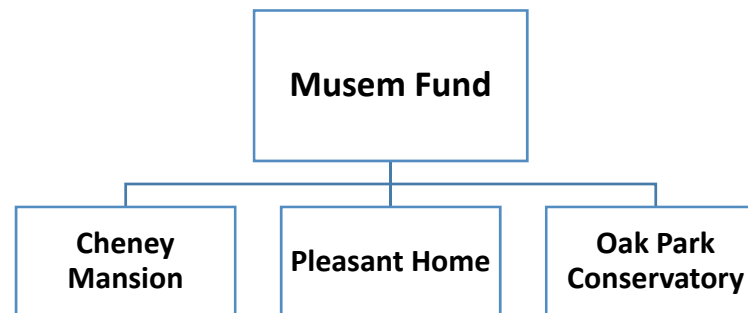
MUSEUM FUND

Description

The Museum Fund is a special revenue fund, operating under the modified accrual basis of accounting.

The Museum Fund helps to maintain three park district historic properties: Pleasant Home, Cheney Mansion, and the Conservatory. Pleasant Home is a National Historic Landmark designed in 1897 by noted prairie school architect George W. Maher for investment banker and philanthropist John W. Farson. Pleasant Home was purchased by the district in 1939.

Beginning in 2013, the District used funds to help with the capital maintenance of Cheney Mansion including upgrades to the second floor. Beginning in 2022, the District will also dedicate part of this levy to maintenance of the greenhouse at the Conservatory. The District levies a property tax for the museum's operations and certain capital improvements. Because this fund provides monetary support for infrastructure and capital projects, the fund balance requirement is set at 75% of expenditures.



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Museum Fund**2022 RESULTS***Accomplished:*

- ✓ The Museum Fund is projected to end at 82% fund balance.
- ✓ Plans were developed for the north door of the Conservatory.
- ✓ The north wall work of the Conservatory has been bid and will be completed by the end of the year.

2023 GOALS*Financial Strength*

1. Continue to focus on getting the Museum Fund's fund balance within the 75% fund balance target by December 31, 2027, with an ending fund balance of 80% by December 31, 2023.

Quality Infrastructure Management

1. Replace first floor flooring at Pleasant Home by April 1, 2023.



Pleasant Home

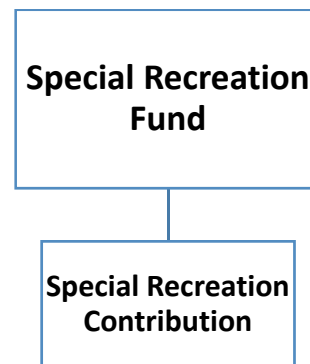
SPECIAL RECREATION FUND

Description

The Special Recreation Fund is a special revenue fund, operating on the modified accrual basis of accounting.

The Special Recreation Fund accounts for expenditures made to the West Suburban Special Recreation Association (WSSRA) as well as implementation of the ADA Transition Plan.

WSSRA provides opportunities for people with physical and mental disabilities of all ages to participate in year round programming specifically designed to meet their individual needs. The ADA Transition Plan's intent is to increase accessibility to the participants of the WSSRA programming. WSSRA also provides inclusion services for individuals with disabilities that wish to participate in park district programs.



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Special Recreation Fund**2021 RESULTS***In Progress/Delayed:*

- Continue to focus on getting the Special Recreation Fund's fund balance within the 25% fund balance target by December 31, 2023, with an ending fund balance of 64% by December 31, 2022. > *The Special Recreation Fund is projected to end with a 102% fund balance.*

2023 GOALS***Financial Strength***

1. Continue to focus on getting the Special Recreation Fund's fund balance within the 25% fund balance target by December 31, 2027, with an ending fund balance of 52% by December 31, 2023.

Staff Excellence

1. To improve consistency and quality of staffing, hire 4 inclusion aides as PDOP employees by June 1, 2023.



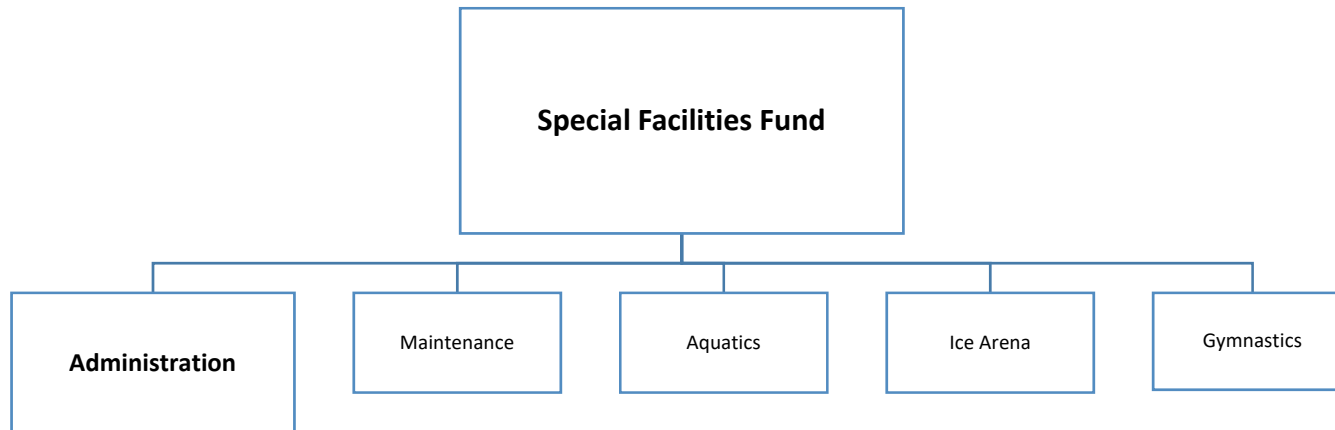
Special Facilities Administration

Statement of Service

The Special Facilities Administration department provides support to the special facilities team to ensure high quality programs and facilities are available to the Oak Park community.

Description

The Special Facilities Administration (formally Revenue Facilities) department was established in 2016 to better reflect the fund as a special revenue fund and mirror operations of the Recreation department. This department handles all administrative costs for the Special Facilities Fund that cannot be directly tied to a program. As of the 2022 budget, all associated revenue from the Concessions department was moved to this department.



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Special Facilities Administration**2022 RESULTS***Accomplished:*

- ✓ Provided a comprehensive intern program for two interns, giving them experience with programming, facilities, operations, maintenance, and risk management.
- ✓ Recruited and hired a full-time Facilities Operations Supervisor to assist and improve effective RCRC operations.

2023 GOALS***Community and Customer Focused***

1. Competitively seek proposals for vending services provided at the Gymnastics and Recreation Center, the Ridgeland Common Recreation Complex, Rehm Pool, and the Community Recreation center to improve the overall selection, healthy options and timely service.

Financial Strength

1. Conduct a comprehensive aquatics, rink, and gymnastics pricing study to compare the District's pricing structure against regional competitors by April 1, 2023.



Ridgeland Commons – Fields

Special Facilities Maintenance

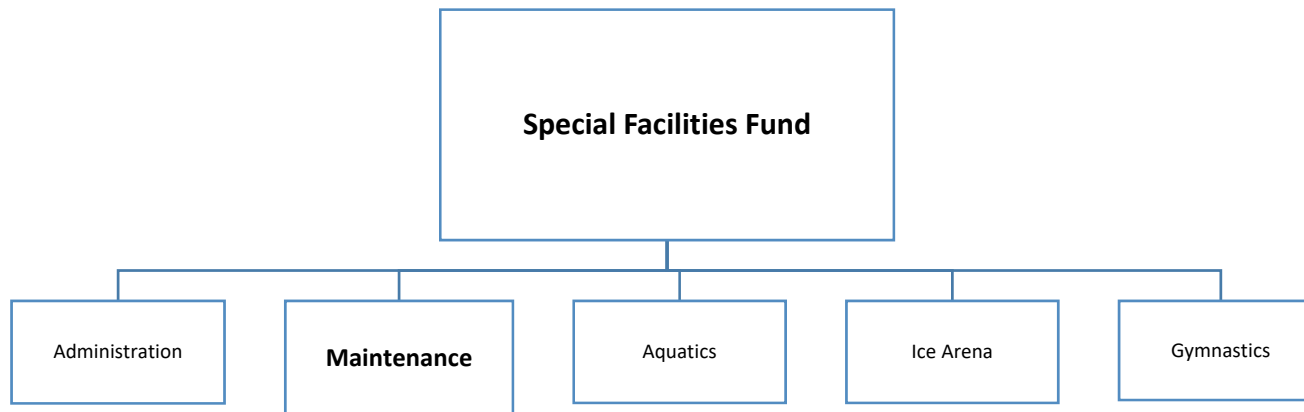
Statement of Service

The Special Facilities Maintenance department is dedicated to promoting quality experiences to Oak Park by maintaining facilities to standards and codes to safeguard public health.

Description

The Special Facilities Maintenance (formally Revenue Facilities Maintenance) department was established in 2016 to better reflect the fund as a special revenue fund and mirror operations of the Recreation department. This department handles all facility upkeep and utility costs for the Special Facilities Fund that cannot be directly tied to a program.

Beginning with the 2019 budget, the Dog Parks budget area has been consolidated under Special Facilities Maintenance. The Dog Park programs located at Ridgeland Common and Maple Park are very popular resources enjoyed by approximately 580 dog owners and their canine companions. The dog parks provide socialization opportunities for dog owners and their canine friends.



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Special Facilities Maintenance**2022 RESULTS***Accomplished:*

- ✓ Installed temporary fencing on the Northeast side of Rehm's main pool, to store tot docks for Learn to Swim program to reduce wear and tear caused by transport, resulting in lower replacement rates. A permanent solution is currently being developed.
- ✓ Installed a timer and solenoid to the wading pool fill line to add an average amount of daily water loss to the pool, keeping the pool close to its ideal water level while eliminating the need for staff to fill by hose.

In Progress/Delayed:

- Install Security Lighting on the south side of the Gymnastic and Recreation Center to improve security in the south side alley.
> *This project will be completed by November 2022.*



Ridgeland Commons – Ice rink

Special Facilities Maintenance**2023 GOALS***Community and Customer Focused*

1. Install two emergency exits at Rehm Pool (one on north east side and one on north west side) to improve pool egress by May 1, 2023.

Quality Infrastructure Management

1. Install new surge protection on 11 pieces of critical equipment at Ridgeland Common by May 31, 2023 to eliminate loss due to power surges.
2. Replace Rehm Pool failing zero edge floor inlets with up to date functional inlets improving pool circulation and ease of winterization, and reducing risk of failure.

Staff Excellence

1. Graduate 3 staff members through Certified Pool Operator training by April 30, 2023.

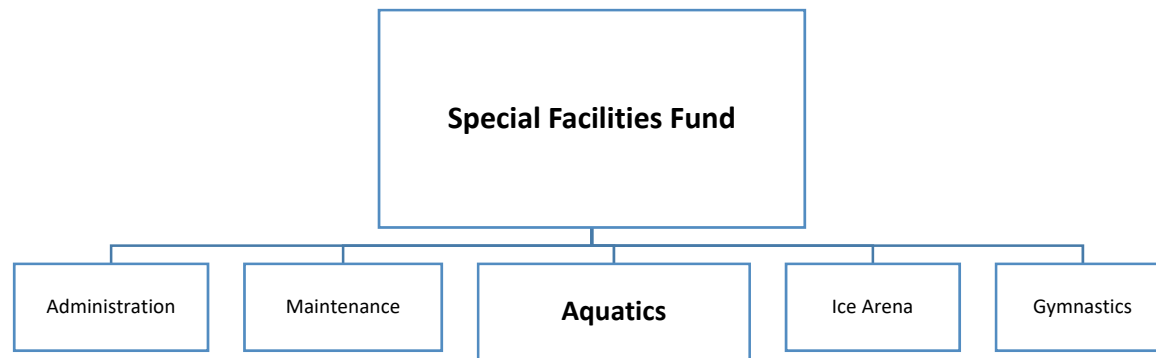
Aquatics

Statement of Service

The Aquatics department continuously strives to provide the highest quality aquatic activities and facilities for the Oak Park Community through fun and safe programming.

Description

The Park District's two outdoor aquatic facilities are valuable assets, which serves the needs of our swimming community. Open swim sessions are offered throughout the summer and are enjoyed by pass holders and daily users. Swim lessons are offered teaching youth and adults this valuable lifesaving skill. The lap swim program serves individuals over the age of 16 providing valuable fitness opportunities to both the novice and competitive swimmer. The pools are integral to the success of the Park District Summer Camp Program. Swimming provides campers with an almost daily fun physical activity with the additional benefit of relief from the summer heat. West Suburban Special Recreation Association gains pool therapy opportunities for its members. Two local swim teams, The Oak Park Swimmers (TOPS) and Millennium, benefit by the use of the Park District's two 50-meter pools.



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Aquatics

2022 RESULTS

Accomplished:

- ✓ Implemented pre-swim team to introduce a minimum of 20 participants to swim team.
- ✓ Hired a Learn to Swim Coordinator Position for the Learn To Swim Program

In Progress/Delayed:

- Purchase and utilize a Wibit inflatable play structure and toys focused on younger children in shallow water for at least four Pool Special Events nights each serving 100 individuals by May 1, 2022. *> New Wibits were not purchased, however staff repaired the Wibits that we had and will have used them in at least 4 aquatic special events.*



Pool – Skate & Swim camp

Aquatics**2023 GOALS****Customer & Community Focused**

1. Implement a new swim focused camp with a minimum of 36 participants per week by June 1, 2023.
2. Deliver 4 two-week lifeguard camps for 18 participants at each session by September 1, 2023.
3. Run a minimum of 3 water safety events for local schools serving first and second graders by May 31, 2023.
4. Run a minimum of 5 aqua fitness classes per week with a minimum of 20 participants in each class by September 1, 2023.



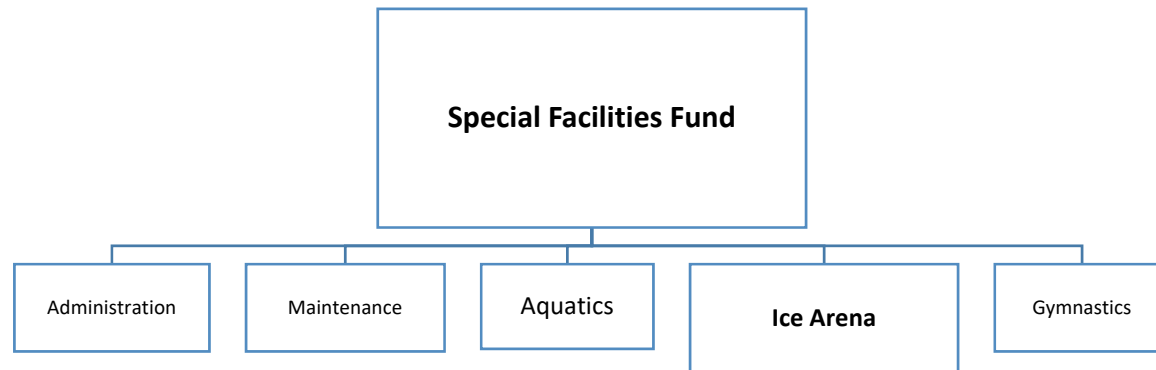
Ice Arena

Statement of Service

The Rink department continuously strives to provide the highest quality ice arena activities and facilities for the Oak Park Community through fun and safe programming.

Description

The Park District operates the Paul Hruby Ice Arena, a year round indoor ice arena. The rink offers a number of programming opportunities to the community. Figure skating lessons are offered through the Learn to Skate School for children through adults. Hockey programs include developmental, intermediate and game play for youths and adults. For a more competitive hockey playing experience, a youth travel program is also available. The rink serves two independent travel hockey programs, the Oak Park and River Forest Hockey and the Fenwick High School Hockey clubs. Each organization rents multiple hours of ice time per week. The rink is available for rent to a number of weekly rental groups and is periodically available to those who like to occasionally ice skate. For the recreational skater, the rink offers public skating hours on weekday's mid-day and on the weekends with figure and hockey skates available for rental.



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Ice Arena**2022 RESULTS***Accomplished:*

- ✓ Created and implemented introductory program for women's hockey

In Progress/Delayed:

- Offer three specialty skill clinics through contract vendors during each seasonal break (winter, spring and summer) serving a minimum of 75 for figure skating participants and 120 hockey participants providing high-level skill enhancement opportunities by spring, fall and holiday break, 2022. > *Contractors did not express interest due to COVID – still pursuing but no progress with contractors so far.*

2023 GOALS***Community & Customer Focused***

1. Launch a new off-ice training program for a minimum of 36 learn to skate students by November 30, 2023.

Financial Strength

1. Grow Ice Bears participation from 6 to 8 Fall/Winter teams by September 30, 2023.
2. Increase number of rink passes sold by 30% from 2022 numbers by December 31, 2023.



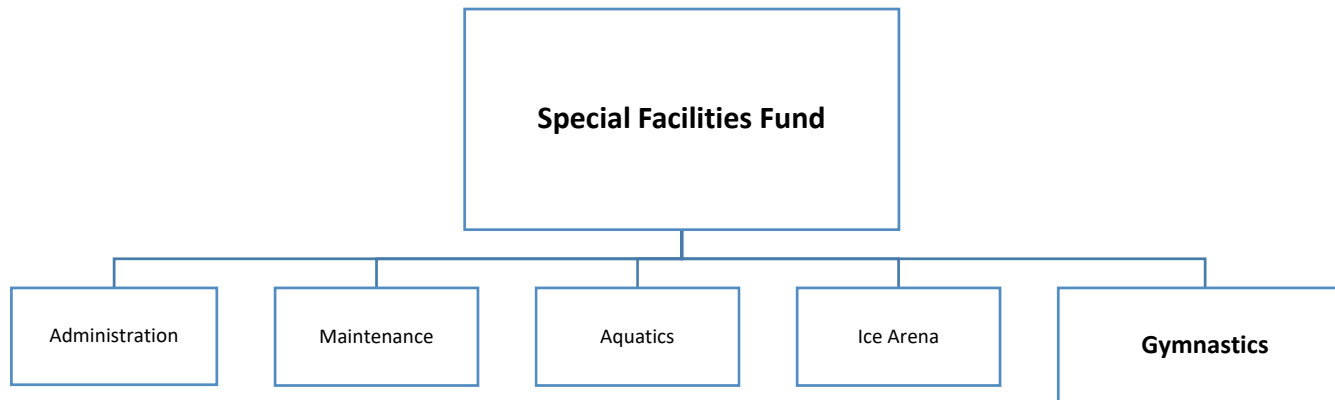
Gymnastics

Statement of Service

The Gymnastics department provides a safe environment for healthy and fun programming and events for the Oak Park community.

Description

The Oak Park Gymnastics Center offers gymnastics based classes for participants age two through high school, including recreation programs, summer camp, preschool open gym, a recreational competition team and a competitive team program.



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Gymnastics

2022 RESULTS

Accomplished:

- ✓ Offered a free one-visit drop-in incentive to current gymnastics summer students as a referral incentive for new enrollments in a 4-week summer gymnastics class session, generating 22 new summer participants.
- ✓ Offered Family Open Gym in the morning or early afternoon during weekdays when regular classes are not scheduled; ten open gyms were offered.

In Progress/Delayed:

- Offer open gym rental program to schools, daycares or similar organizations for a minimum of five groups participating by the end of 2022. *> So far, there are no bookings for this. However, it is still possible that this goal will be met. Jamie will work with the marketing department to develop a flyer to send to daycares in Oak Park promoting this open gym opportunity during week days in the morning on Monday or Thursday and Thursday afternoon.*



Gymnastics Recreation Center – Main Floor

Gymnastics**2023 GOALS*****Community & Customer Focused***

1. Schedule at least twenty Family Open Gym options with a minimum of 60 participants by December 31, 2023.
2. Bring back gymnastics mini-sessions effective fall session on Tuesday, Friday and Sunday for Gym Kids 1, Gym Kids 2, Beginner Boys and Beginner 1 Girls classes fall of 2023.

Organizational Excellence

1. Purchase equipment needs for 2023 following the equipment replacement plan model as well as additional Ninja equipment in order to expand programming by an additional 40 participants by December 31, 2023.

Staff Excellence

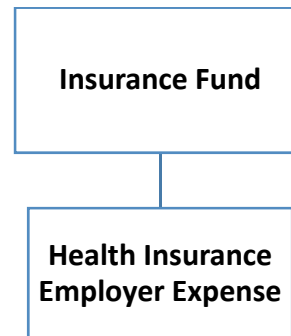
1. Implement a private coaching program for full time and part time gymnastics coaches to reduce turn over by April 1, 2023.

INSURANCE FUND

Description

The Health Insurance Fund is an internal service fund, operating on the full accrual basis of accounting.

Beginning in the 2013 budget, the District established a Health Insurance Fund. The Health Insurance Fund is an administrative tool used for ease of operation and fund balance smoothing of expected health care cost increases normally absorbed by the operating funds. This fund is where the District pays employee health benefits, life insurance, and the employee assistance program. The District has also made the push to ensure employee wellness and this is reflected in the Health Insurance Fund.



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Insurance Fund**2022 RESULTS***In Progress/Delayed:*

- Continue to focus on getting the Health Insurance Fund's fund balance within the 25% fund balance target by December 31, 2022, with an ending fund balance of 35% by December 31, 2022. > *The Health Insurance Fund is projected to end with an 84% fund balance.*

2022 GOALS***Financial Strength***

1. Continue to focus on getting the Health Insurance Fund's fund balance within the 25% fund balance target by December 31, 2027, with an ending fund balance of 62% by December 31, 2023.

**4th of July 2022**

CAPITAL PROJECTS FUND

Description

The Capital Projects fund is a governmental fund, operating on the modified accrual basis of accounting.

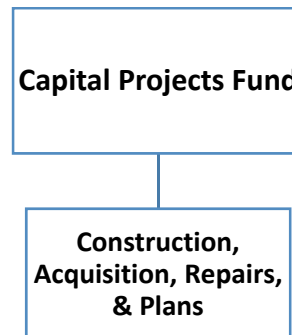
The Capital Projects Fund accounts for purchases and construction expenditures related to the acquisition and improvement of major capital facilities and equipment. Every year the Capital Improvement Plan (CIP) is updated projecting capital costs for the next 5 years. In 2022, the CIP was updated and projects included in the 2023 budget contain previously allocated projects.

The proposed budget includes \$5.3 million in expenditures. Capital improvements continue to be processed and implemented throughout the District, as highlighted below:

- Completion of Community Recreation Center Construction
- Updates at Rehm Pool, Cheney, and the Conservatory
- Barrie Park Improvements
- Taylor Park Tennis Court Updates
- Completion of parking lot at 228-230 Madison Street
- Fleet upgrades

Per capita spending for capital improvements can be a useful tool to compare the investment being made in the capital infrastructure of the District to other park districts. The following chart shows the District's per capita spending from the Capital Projects Fund for 2021-2027.

	<u>2021</u>	<u>2022 Estimated</u>	<u>2023 Budgeted</u>	<u>2024 Projected</u>	<u>2025 Projected</u>	<u>2026 Projected</u>	<u>2027 Projected</u>
Capital Project Expense	\$2,113,436	\$18,716,000	\$5,253,136	\$1,829,000	\$4,175,000	\$11,202,000	\$2,185,000
Per Capita Amount	\$40	\$352	\$99	\$34	\$78	\$210	\$41



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Capital Projects Fund

2022 RESULTS

In Progress/Delayed:

- Implementation of 2022 projects from the 2022-2026 Capital Improvement Plan by December 31, 2022. > *All 2022 projects are running on schedule, including geo-thermal, the Rehm pool diving well and gutters, the beginning of the CRC construction, and the conservatory wall project.*

2023 GOALS

Quality Infrastructure Management

1. Implementation of 2023 projects from the 2023-2027 Capital Improvement Plan by December 31, 2023.



Community Recreation Center – Construction in progress

HISTORIC PROPERTIES OPERATIONS FUND

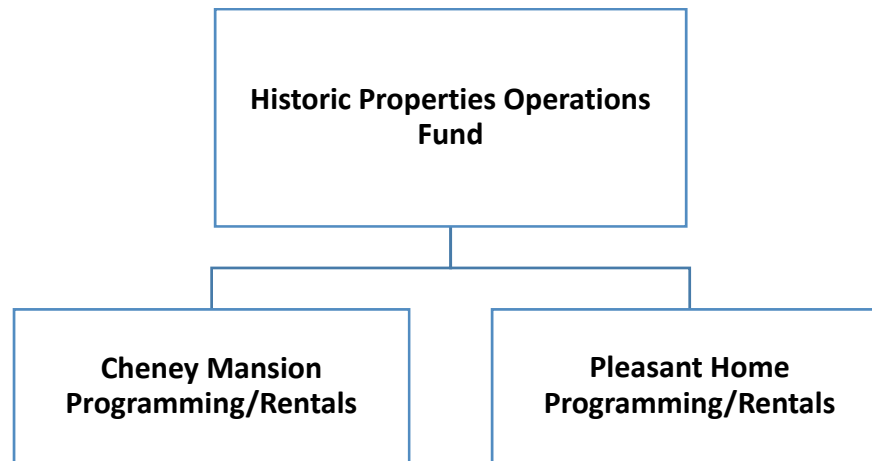
Statement of Service

The mission of Cheney Mansion and Pleasant Home is to provide unique venues for private events, cultural arts and recreation programs, and special and community events for the enjoyment of Oak Park residents and non-residents.

Description

The Manager of Operations continues to make pricing adjustments to make the homes more affordable yet profitable for the Park District of Oak Park. Collaboration with the Recreation Department will continue to bring in additional and unique programming into the homes. Cultural Arts activities offered throughout the year include adult and youth art programming, art exhibits and receptions, lectures, and performing/community art events.

The Historic Properties Operations Fund is a special revenue fund, operating on the modified accrual basis of accounting.



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Historic Properties Operations Fund

2022 RESULTS

Accomplished:

- ✓ Increased Cheney wedding rentals by at least 3% over 2021 Totals.
- ✓ Installed patio canopy at Cheney to expand usable space and maximize rentals.

In Progress/Delayed:

- Increase special and corporate rentals by at least 5% over 2021 totals. > *This goal is still in progress.*
- Increase Pleasant Home weddings by 10, for a minimum of 12 weddings in 2022. > *This goal is still in progress; geothermal construction delayed the ability to show the house for bookings.*
- Increase program revenue by 5% over 2021 totals for Cheney and Pleasant Home. > *This goal is still in progress as a number of programs were cancelled.*



Cheney Mansion

Historic Properties Operations Fund**2023 GOALS****Financial Strength**

1. Increase total wedding revenue by 3% over 2022 totals by December 31, 2023
2. Increase total special and corporate event revenue by 5% over 2022 totals by December 31, 2023
3. Increase program revenue at Cheney and Pleasant Home by 5% over 2022 totals by December 31, 2023

Customer & Community Focused

1. Implement a themed event week in partnership with other program supervisors for Summer 2023 by July 1, 2023.



MEMO

2022 Tax Year Levy – Abatement Ordinance for 2019 Bond 2022-11-02



Memo

To: David Wick, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Mitch Bowlin, Director of Finance

CC: Jan Arnold, Executive Director

Date: October 24, 2022

Re: 2022 Tax Year Levy – Abatement Ordinance for 2019 Bond 2022-11-02



Statement

The District issued \$7,800,000 in General Obligation Refunding Park Bonds (Alternative Revenue Source), Series 2019, in October 2019. As a general obligation bond, the establishing ordinance provides for an annual property tax levy unless an annual abatement ordinance is adopted and filed with the County Clerk.

Discussion

When the District announced it was issuing park bonds, it did so stating that there would not be a property tax increase to pay for the bonds. In order to keep its pledge, the District will need to adopt an annual property tax abatement ordinance that abates or eliminates the property tax levy to be collected for payment on the General Obligation Refunding Park Bonds (Alternative Revenue Source), Series 2019.

The amount to be abated for the 2022 tax year, collected on the tax bills issued in 2023, is \$301,400. The alternative source of revenue used to pay the debt service for the 2019 bond issue is the recreation levy component of the District's general property tax levy.

Recommendation

Staff recommends the 2022 Tax Levy Abatement Ordinance 2022-11-02 for the 2019 Bond be approved.

Attachment: Abatement Ordinance 2019 for Bond 2022-11-02

**Park District of Oak Park
Ordinance No. 2022-11-02**

AN ORDINANCE abating the taxes heretofore levied for the year 2022 to pay debt service on the General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019, of the Park District of Oak Park, Cook County, Illinois.

WHEREAS, the Board of Park Commissioner (the “Board”) of the Park District of Oak Park, Cook County, Illinois (the “District”), by ordinance adopted on the 5th day of September, 2019, as supplemented by a notification of sale (the “Ordinance”), did provide for the issue of its General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019 (the “Bonds”) and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS, the District will have Pledged Revenues (as defined in the Ordinance) available for the purpose of paying the principal of and interest on the Bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2022 to pay the principal of and interest on the Bonds be abated in its entirety;

NOW THEREFORE, it is hereby ordained by the Board of Park Commissioners of the Park District of Oak Park, Cook County, Illinois, as follows:

Section 1. Abatement of Tax. The tax heretofore levied for the year 2022 in the Ordinance, namely three hundred and one thousand four hundred dollars (\$301,400), is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the Secretary of the Board shall file a certified copy hereof with the County Clerk of Cook County, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2022 in its entirety in accordance with the provisions hereof.

Section 3. Effective Date. This Ordinance shall be in full force and effect forthwith upon its adoption.

Adopted by roll call vote November 17, 2022.

Ayes: _____

Nays: _____

Abstained: _____

Absent & Not Voting: _____

By: _____
Kassie Porreca, Park Board President

ATTEST:

Chris Wollmuth, Secretary

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, Chris Wollmuth, do hereby certify that I am Secretary of the Board of Park Commissioners of the Park District of Oak Park, Cook County, Illinois and as such official, I am keeper of the records, ordinances, files and seal of said Park District, and

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of the Ordinance No. 2022-11-02 entitled:

AN ORDINANCE abating the taxes heretofore levied for the year 2022 to pay debt service on the General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019, of the Park District of Oak Park, Cook County, Illinois.

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Park District of Oak Park, held at Oak Park, Illinois, in said District at 7:30 p.m. on the 17th day of November, 2022.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of the said Park District at Oak Park, Illinois, this 17th day of November, 2022.

November 17, 2022

Chris Wollmuth, Secretary
Board of Park Commissioners

(SEAL)



MEMO

2022 Tax Year Levy – Abatement Ordinance for 2020 Bond 2022-11-03

Memo

To: David Wick, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Mitch Bowlin, Director of Finance

CC: Jan Arnold, Executive Director

Date: October 24, 2022

Re: 2022 Tax Year Levy – Abatement Ordinance for 2020 Bond 2022-11-03



Statement

The District issued \$9,860,000 in General Obligation Refunding Park Bonds (Alternative Revenue Source), Series 2020, in October 2020. As a general obligation bond the establishing ordinance provides for an annual property tax levy, unless an annual abatement ordinance is adopted and filed with the County Clerk.

Discussion

When the District announced it was issuing park bonds, it did so stating that there would not be a property tax increase to pay for the bonds. In order to keep its pledge, the District will need to adopt an annual property tax abatement ordinance that abates or eliminates the property tax levy to be collected for payment on the General Obligation Park Bonds (Alternative Revenue Source), Series 2020.

The amount to be abated for the 2022 tax year, collected on the tax bills issued in 2022, is \$1,581,000. The alternative source of revenue used to pay the debt service for the 2020 bond issue is the recreation levy component of the District's general property tax levy.

Recommendation

Staff recommends the 2022 Tax Levy Abatement Ordinance 2022-11-03 for the 2020 Bond be approved.

Attachment: Abatement Ordinance for 2020 Bond 2022-11-03

**Park District of Oak Park
Ordinance No. 2022-11-03**

AN ORDINANCE abating the taxes heretofore levied for the year 2022 to pay debt service on the General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2020, of the Park District of Oak Park, Cook County, Illinois.

WHEREAS, the Board of Park Commissioner (the “Board”) of the Park District of Oak Park, Cook County, Illinois (the “District”), by ordinance adopted on the 16th day of April, 2020, as supplemented by a notification of sale (the “Ordinance”), did provide for the issue of its General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2020 (the “Bonds”) and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS, the District will have Pledged Revenues (as defined in the Ordinance) available for the purpose of paying the principal of and interest on the Bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2021 to pay the principal of and interest on the Bonds be abated in its entirety;

NOW THEREFORE, it is hereby ordained by the Board of Park Commissioners of the Park District of Oak Park, Cook County, Illinois, as follows:

Section 1. Abatement of Tax. The tax heretofore levied for the year 2022 in the Ordinance, namely one million five hundred and sixty one thousand two hundred dollars (\$1,581,000), is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the Secretary of the Board shall file a certified copy hereof with the County Clerk of Cook County, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2022 in its entirety in accordance with the provisions hereof.

Section 3. Effective Date. This Ordinance shall be in full force and effect forthwith upon its adoption.

Adopted by roll call vote November 17, 2022.

Ayes: _____

Nays: _____

Abstained: _____

Absent & Not Voting: _____

By: _____
Kassie Porreca, Park Board President

ATTEST:

Chris Wollmuth, Secretary

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, Chris Wollmuth, do hereby certify that I am Secretary of the Board of Park Commissioners of the Park District of Oak Park, Cook County, Illinois and as such official, I am keeper of the records, ordinances, files and seal of said Park District, and

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of the Ordinance No. 2022-11-03 entitled:

AN ORDINANCE abating the taxes heretofore levied for the year 2022 to pay debt service on the General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2020, of the Park District of Oak Park, Cook County, Illinois.

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Park District of Oak Park, held at Oak Park, Illinois, in said District at 7:30 p.m. on the 17th day of November, 2022.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of the said Park District at Oak Park, Illinois, this 17th day of November, 2022.

November 17, 2022

Chris Wollmuth, Secretary
Board of Park Commissioners

(SEAL)



MEMO

2023 Budget and Appropriation Ordinance 2022-11-04



Memo

To: David Wick, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Mitch Bowlin, Director of Finance

CC: Jan Arnold, Executive Director

Date: October 24, 2022

Re: 2023 Budget and Appropriation Ordinance 2022-11-04



Statement

The District is required to adopt a Budget and Appropriations Ordinance (B & A), and file it with the County Clerk within 30-days of its approval.

Discussion

A public hearing is required to be held prior to approval of the B & A. This notice must be published in a newspaper of local circulation at least seven days before the public hearing. The public hearing notice will be published in the November 9, edition of the Wednesday Journal and the public hearing will be held November 17.

The B & A consists of two columns of data; one column lists the District's budget by line item, while the second column lists these same line items with a 15% increase. This column is referred to as the appropriation, and establishes legal spending limits. However, the District's departments use the approved budget for carrying out activities and Board policies.

Recommendation

Staff recommends approving the Budget & Appropriation Ordinance 2022-11-04.

Attachment: 2022 Budget and Appropriation Ordinance 2022-11-04

**PARK DISTRICT OF OAK PARK
ORDINANCE NO. 2024-11-04**

COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE
OF THE PARK DISTRICT OF OAK PARK
FOR FISCAL YEAR BEGINNING JANUARY 1, 2023,
AND ENDING DECEMBER 31, 2023

WHEREAS, the Board of Commissioners of the Park District of Oak Park has determined the sums of money deemed necessary to defray all necessary expenses and liabilities of the Park District for the fiscal year beginning January 1, 2023, and ending December 31, 2023 (the “2023 *Fiscal Year*”) and such sums of money are appropriated by this Ordinance; and

WHEREAS, this Ordinance specifies the objects and purposes for which such appropriations are made and the amount appropriated for each object and purpose;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Park District of Oak Park, Cook County, Illinois, as follows:

Section 1. Recitals. The foregoing recitals are incorporated into this Ordinance as findings of the Board of Commissioners.

Section 2. Adoption of Budget and Specifying Appropriations. The Board of Commissioners hereby adopts the Budget for the 2023 Fiscal Year and hereby specifies the objects and purposes for which appropriations are made for the 2023 Fiscal Year as set forth in Exhibit A attached to and by this reference incorporated into this Ordinance.

Section 3. Approval of Appropriation. The sums of money in the columns headed Appropriations in Section 2 of this Ordinance shall be and are hereby appropriated for the corporate purposes, the recreation purposes, the revenue facilities purposes, the historical museum purposes, the Cheney Mansion purposes, capital improvement purposes, health risk management purposes, the payment of liability insurance premiums, the payment for the annual audit by a

certified public accounting firm, the payments to a special recreation association being the West Suburban Recreation Association, and the payment of health insurance, as herein before specified, all in order to defray all necessary expenses and liabilities of the Park District for the 2023 Fiscal Year.

Section 4. Statement of Financial Matters. As provided in Section 4-4 of the Park District Code, 70 ILCS 1205/4-4, the Board of Commissioners states as follows:

- (1) That cash on hand estimated at the beginning of the 2023 Fiscal Year is \$15,713,427.
- (2) That the estimated cash expected to be received during the fiscal year from all sources of \$28,323,841.
- (3) That the estimated expenditures contemplated for the fiscal year are \$28,796,323.
- (4) That the estimated cash expected to be on hand at the end of the fiscal year is \$15,240,944.
- (5) That the estimated amount of taxes to be received during the year is \$11,296,435.

Section 5. Other Receipts and Revenue, Unexplained Balance. The receipts and revenue of the Park District derived from sources other than taxation and not specifically appropriated and all unexplained balance from the preceding fiscal years not required for the purposes for which they were appropriated and levied shall in part constitute the Corporate Fund and shall first be placed to the credit of such fund.

Section 6. Severability of Provisions. If any provision of this Ordinance is for any reason held invalid or unconstitutional, then the invalidity or unconstitutionality of that provision will not affect the validity if any other provision of this Ordinance.

Section 7. Effective Date. This Ordinance will be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED: this 17th day of November 2022.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

APPROVED this 17th day of November 2022.

By: _____
Kassie Porreca, President
Board of Commissioners

ATTEST:

By: _____
Chris Wollmuth, Secretary
Board of Commissioners

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

SECRETARY’S CERTIFICATE

I, Chris Wollmuth, certify that I am Secretary of the Board of Commissioners of the Park District of Oak Park, Oak Park, Cook County, Illinois, and that as such official I am keeper of the records, ordinances, files, and seal of the Park District of Oak Park.

I also certify that the foregoing ordinance is a true and correct copy of the “BUDGET AND APPROPRIATION ORDINANCE FOR THE 2023 FISCAL YEAR” of the Park District of Oak Park, adopted at a duly called regular meeting of the Board of Commissioners of the Park District of Oak Park held at Oak Park, Illinois, within the Park District of Oak Park at 7:30 p.m. on the 17th day of November 2022.

I also certify that the deliberations of the Board of Commissioners on the Park District of Oak Park on the adoption of said Ordinance were conducted openly, that the vote on the adoption was conducted openly, that said meeting was held in compliance with provisions of the Illinois Open Meeting Act and that the Board of Commissioners complied with all the provisions of that Act and with all rules and regulations of the Board of Commissioners.

November 17, 2022

Chris Wollmuth, Secretary
Board of Park Commissioners

(SEAL)

STATE OF ILLINOIS)

) SS.

COUNTY OF COOK)

CERTIFICATE OF TREASURER/CHIEF FISCAL OFFICER

I, David Wick, do hereby certify that I am duly appointed and acting Treasurer of the Board of Park Commissioners of the Park District of Oak Park, Cook County, Illinois, and that as such Treasurer, I am the Chief Fiscal Officer of the corporate authority of said Park District.

I do further certify that the estimated revenues of source anticipated to be received by the Park District of Oak Park, Cook County, Illinois for the fiscal year beginning on the 1st day of January 2023 and ending on the 31st day of December 2023 is as follows:

<u>Source</u>	<u>Amount</u>
Property Taxes	\$ 11,296,435
Fees and Charges	\$ 1,995,948
Intergovernmental	\$ 1,502,194
Rentals	\$ 730,623
Miscellaneous Income	\$ 132,760
Donations and Sponsorships	\$ 1,170,692
Other Financing Sources	\$ 4,557,367
Program Revenue	<u>\$ 6,937,822</u>
Total Revenue	<u>\$ 28,323,841</u>

I do further certify the estimated revenues by source anticipated to be received by the Park District of Oak Park, Cook County, Illinois for the fiscal year beginning on the 1st day of January, 2023 and ending on the 31st day of December, 2023 is true and correct.

IN WITNESS WHEREOF, I have signed my name in my official capacity as the Treasurer and Chief Fiscal Officer of the Board of Park Commissioners of the Park District of Oak Park at Oak Park, Illinois on the 17th day of November 2022

(Seal)

David Wick, Treasurer
Board of Park Commissioners
Park District of Oak Park

ATTACHMENT A
To the Budget and Appropriation Ordinance
For Fiscal Year January 1, 2023 to December 31, 2023

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
EXPENDITURE SUMMARY		
Corporate Fund	7,047,033	8,104,087
I.M.R.F. Fund	225,000	258,750
Liability Fund	384,008	441,609
Audit Fund	29,015	33,367
Recreation Fund	10,062,880	11,572,311
Museum Fund	104,100	119,715
Special Recreation Fund	562,560	646,944
Special Facilities Fund	3,509,870	4,036,351
Insurance Fund	1,193,167	1,372,143
Capital Projects Fund	5,253,136	10,666,106
Cheney Mansion Fund	425,555	489,388
TOTAL BUDGET & APPROPRIATION	28,796,324	37,740,771

I. CORPORATE FUND

ADMINISTRATION

Salaries and Wages	1,039,131	1,195,001
Legal Services	75,000	86,250
Architectural Services	5,000	5,750
Legal Publications	1,500	1,725
Office Equipment Service	900	1,035
Computer (IT) Services	366,782	421,799
Township Interventionist	14,200	16,330
Copy and Printing - Internal	89,000	102,350
Postage and Delivery	4,000	4,600
Contractual Services-Other	200,500	230,575
Bank Service Charge	10,000	11,500
Office Expense	10,000	11,500
Uniforms	12,000	13,800
Supplies-Other	1,100	1,265
Office Equipment	1,000	1,150
Computer Equipment	62,500	71,875
FICA Employer Expense	644,200	740,830
Employee Recognition	14,500	16,675
Conference and Training	54,000	62,100
Dues and Subscriptions	20,223	23,256
Employee Travel Reimbursement	400	460
Administrative Expense	6,645	7,642
Director Expense	900	1,035
Board Expense	15,100	17,365
Recruitment	12,900	14,835
Telecommunications	108,000	124,200
Health Insurance Transfer	277,787	319,455
Fund Transfer Out	475,000	546,250
TOTAL ADMINISTRATION	3,522,268	4,050,608

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
<u>CONSERVATORY</u>		
Salaries and Wages	197,042	226,598
Property Repair	10,000	11,500
Fleet Service	3,800	4,370
Custodial Services	8,800	10,120
Contractual Services - Other	14,929	17,168
Equipment - Rental	500	575
Bank Service Charges	3,500	4,025
Uniforms	3,640	4,186
Supplies - Cleaning and Household	1,500	1,725
Supplies - Building Materials	10,500	12,075
Miscellaneous Supplies	2,300	2,645
Animal Care	750	863
Supplies - Horticultural Control	8,200	9,430
Furnishings	5,600	6,440
Gift Shop Material	24,100	27,715
Conservatory Special Events	9,900	11,385
Birthday Party Supplies	2,500	2,875
Employee Recognition	500	575
Conference and Training	5,400	6,210
Dues and Subscriptions	2,917	3,355
Employee Travel Reimbursement	500	575
Gift Shop Sales Tax	3,500	4,025
Electricity	9,500	10,925
Natural Gas	28,000	32,200
Water	4,750	5,463
Health Insurance Transfer	104,454	120,122
TOTAL CONSERVATORY	467,082	537,144

PARKS & PLANNING

Salaries and Wages	1,615,755	1,858,118
Copying & Printing- External	4,200	4,830
Property Repair	278,185	319,913
Fleet Service	66,500	76,475
Landscaping Service	85,600	98,440
Custodial Services	84,260	96,899
Scavenger Service	31,600	36,340
Portable Restrooms	4,800	5,520
Sports Field Improvements	85,375	98,181
Equipment-Rental	5,525	6,354
Bank Service Fees	1,500	1,725
Uniforms	7,690	8,844
Supplies-Parks	76,300	87,745
Supplies- Cleaning & Household	30,950	35,593
Supplies- Building Materials	84,500	97,175
Equipment	85,850	98,728
Employee Recognition	1,500	1,725
Conference & Training	15,500	17,825
Dues and Subscriptions	4,256	4,894
Employee Travel Reimbursement	800	920

	Budget (in \$)	Appropriation (in \$)
Electricity	70,000	80,500
Natural Gas	37,500	43,125
Telecommunications	3,000	3,450
Water	100,000	115,000
Health Insurance Transfer	276,537	318,018
TOTAL BUILDINGS & GROUNDS	3,057,683	3,516,335
II. <u>I.M.R.F. FUND</u>		
IMRF Employer Expense	225,000	258,750
TOTAL I.M.R.F. FUND	225,000	258,750
III. <u>LIABILITY FUND</u>		
Salaries and Wages	75,600	86,940
Insurance Deductibles	2,500	2,875
Worker's Compensation	55,000	63,250
Property	75,000	86,250
Employment Practices	13,000	14,950
Liability	38,000	43,700
Employee Screenings	30,000	34,500
Risk Care Management	80,408	92,469
Conference and Training	4,500	5,175
Unemployment Expense	10,000	11,500
TOTAL LIABILITY FUND	384,008	441,609
IV. <u>AUDIT FUND</u>		
Contractual Services - Other	29,015	33,367
TOTAL AUDIT FUND	29,015	33,367
V. <u>RECREATION FUND</u>		
<u>ADMINISTRATION</u>		
Salaries and Wages	939,093	1,079,957
Property Repair	1,000	1,150
Fleet Service	3,500	4,025
Contractual Services - Other	32,500	37,375
Supplies - Other	1,000	1,150
Furnishings	500	575
Conference and Training	14,500	16,675
Continuing Education	-	-
Dues and Subscriptions	17,460	20,079
Employee Travel Reimbursement	1,500	1,725
Non-Resident Fee Expense	2,000	2,300
Scholarship - Township	8,000	9,200
Scholarship - PDOP	195,000	224,250
Bond Payment - Principal	1,195,000	1,374,250
Bond Payment - Interest	852,400	980,260
Telecommunications	37,500	43,125
Fund Transfer Out	1,225,000	1,408,750
Capital Projects Contribution	1,532,084	1,761,897
Health Insurance Transfer	137,611	158,253
TOTAL ADMINISTRATION	6,195,648	7,124,995

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
<u>COMMUNICATIONS</u>		
Salaries and Wages	199,908	229,895
Copy and Printing - External	48,430	55,695
Brochure	81,120	93,288
Marketing	56,233	64,668
Advertising	18,055	20,763
Conference and Training	3,500	4,025
Dues and Subscriptions	528	607
Health Insurance Transfer	39,117	44,985
TOTAL COMMUNICATIONS	446,891	513,925
<u>CUSTOMER SERVICE</u>		
Salaries and Wages	304,204	349,834
Copy and Printing - External	3,000	3,450
Office Expense	2,840	3,266
Uniforms	2,000	2,300
Employee Recognition	400	460
Conference & Training	2,000	2,300
Dues and Subscriptions	264	304
Employee Travel Reimbursement	150	173
Health Insurance Transfer	18,333	21,083
TOTAL CUSTOMER SERVICE	333,191	383,169
<u>FITNESS PROGRAMS</u>		
Program Wages	53,350	61,353
Program Contractual Expense	109,826	126,300
Program Supplies	4,310	4,957
TOTAL FITNESS	167,486	192,609
<u>YOUTH ATHLETICS</u>		
Program Wages	136,924	157,462
Program Contractual Expense	467,730	537,890
Program Supplies	37,623	43,266
TOTAL YOUTH ATHLETICS	642,277	738,618
<u>ADULT ATHLETICS</u>		
Program Wages	18,321	21,069
Program Contractual Expense	46,695	53,699
Program Supplies	13,186	15,164
TOTAL ADULT ATHLETICS	78,202	89,932

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
<u>Community Recreation Center</u>		
Salaries and Wages	363,145	417,617
Program Contractual Expense	9,000	10,350
Program Supplies	9,325	10,724
Utilities	6,700	7,705
TOTAL TEEN PROGRAMS	388,170	446,396
<u>COMMUNITY PROGRAMS</u>		
Program Wages	723,928	832,517
Program Contractual Expense	371,714	427,471
Program Supplies	123,992	142,591
TOTAL SPECIAL INTEREST PROGRAMS	1,219,634	1,402,579
<u>FINE ARTS</u>		
Program Wages	213,915	246,002
Program Contractual Expense	119,706	137,662
Program Supplies	36,295	41,739
TOTAL SPECIAL EVENTS & ARTS	369,916	425,403
<u>EARLY CHILDHOOD AND CAMPS</u>		
Program Wages	181,191	208,370
Program Contractual Expenses	21,720	24,978
Program Supplies	18,554	21,337
TOTAL EARLY CHILDHOOD PROGRAMS	221,465	254,685
VI. <u>MUSEUM FUND</u>		
Salaries and Wages	-	-
Property Repair	85,000	97,750
Contractual Services - Other	-	-
Program Contractual Expenses	-	-
Supplies - Cleaning and Household	-	-
Supplies - Building Materials	3,000	3,450
Program Supplies	-	-
Pleasant Home Electricity	5,500	6,325
Pleasant Home Natural Gas	7,500	8,625
PH Security Monitoring	600	690
Pleasant Home Water	2,500	2,875
TOTAL MUSEUM FUND	104,100	119,715
VII. <u>SPECIAL RECREATION FUND</u>		
Salaries and Wages	42,560	48,944
Special Rec Contribution	520,000	598,000
TOTAL SPECIAL RECREATION FUND	562,560	646,944
VIII. <u>SPECIAL FACILITIES FUND</u>		
<u>ADMINISTRATION</u>		
Salaries and Wages	413,268	475,258
Conference and Training	6,500	7,475
Dues and Subscriptions	1,815	2,087
Employee Travel Reimbursement	300	345

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
Telecommunications	3,700	4,255

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
Health Insurance Transfer	44,644	51,341
Special Recreation Transfer	-	-
Capital Projects Contribution	200,000	230,000
TOTAL ADMINISTRATION	670,227	770,761

MAINTENANCE

Salaries and Wages	371,088	426,751
Property Repair - Pool	37,375	42,981
Property Repair - Rink	44,325	50,974
Property Repair - GRC	13,525	15,554
Fleet Service - Pool	1,300	1,495
Fleet Service - Rink	15,440	17,756
Contractual Services- Other - GRC	5,310	6,107
Contractual Services- Other - Pool	5,960	6,854
Contractual Services- Other - Rink	6,045	6,952
Custodial Services - GRC	2,400	2,760
Equipment-Maintenance - Pool	1,600	1,840
Equipment-Maintenance - Rink	1,670	1,921
Equipment Rental GRC	1,150	1,323
Equipment Rental Pool	3,000	3,450
Equipment Rental Rink	2,300	2,645
Bank Service Charges	500	575
Alarm Services - GRC	-	-
Uniforms	3,300	3,795
Supplies-Cleaning & Household - Pool	6,327	7,275
Supplies- Building Materials - Pool	15,000	17,250
Supplies-Cleaning & Household - Rink	6,235	7,170
Supplies- Building Materials - Rink	14,090	16,204
Supplies-Cleaning & Household - GRC	3,612	4,154
Supplies- Building Materials - GRC	5,760	6,624
Misc. Supplies - Dog Parks	4,525	5,204
Fuels and Lubricants	2,170	2,496
Chemicals	49,685	57,138
Building Improvements - Pool	10,400	11,960
Building Improvements - GRC	5,000	5,750
Equipment-Other - Pool	11,281	12,973
Equipment-Other - GRC	-	-
Conference and Training	5,440	6,256
Dues and Subscriptions	464	534
Employee Travel Reimbursement	300	345
Rehm Electricity	22,000	25,300
Ridgeland Electricity	165,000	189,750
Gymnastics Electricity	20,000	23,000
Rehm Natural Gas	20,000	23,000
Ridgeland Natural Gas	60,000	69,000
Gymnastics Natural Gas	8,000	9,200
Rehm Water	45,000	51,750
Ridgeland Water	32,000	36,800
Gymnastics Water	2,000	2,300
Health Insurance Transfer	24,846	28,573

	Budget (in \$)	Appropriation (in \$)
TOTAL MAINTENANCE	1,055,423	1,213,736
<u>AQUATICS PROGRAMS</u>		
Program Wages	508,195	584,424
Program Contractual Expense	41,283	47,475
Program Supplies	28,094	32,308
TOTAL AQUATICS PROGRAMS	577,572	664,207
<u>ICE ARENA PROGRAMS</u>		
Program Wages	283,048	325,505
Program Contractual Expense	113,160	130,134
Program Supplies	56,225	64,659
TOTAL ICE ARENA MAINTENANCE	452,433	520,298
<u>GYMNASTICS</u>		
Program Wages	568,186	653,414
Program Contractual Expense	53,970	62,066
Program Supplies	32,083	36,895
Booster Club Expense	37,000	42,550
Employee Recognition	600	690
Conference and Training	4,000	4,600
Dues and Subscriptions	2,632	3,027
Employee Travel Reimbursement	200	230
Sales Tax	708	814
Gym Fund Raising Improvements	-	-
Health Insurance Transfer	54,838	63,064
TOTAL GYMNASTICS	754,216	867,349
IX. <u>INSURANCE FUND</u>		
Health Insurance - PPO	847,552	974,685
Health Insurance - HMO	266,877	306,909
Life Insurance	4,000	4,600
Dental Insurance	50,417	57,980
Employee Assistance Program	1,900	2,185
Health Insurance - Opt Out	8,400	9,660
Health Insurance - Retirees	-	-
Vision Insurance	14,021	16,124
Employee Wellness Program	-	-
TOTAL INSURANCE FUND	1,193,167	1,372,143

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
X. CAPITAL PROJECT FUND		
Property Acquisition	-	-
Property Repairs and Rehab	50,000	57,500
Vehicle and Equipment Program	120,000	138,000
Technology Improvements	-	-
Surveys - Studies	75,000	86,250
Barrie Park Improvements	1,573,136	1,809,106
Ridgeland Common Building Improvements	100,000	115,000
Dole Building Improvements	35,000	40,250
Conservatory Building Improvements	200,000	230,000
Rehm Building Improvements	325,000	373,750
Taylor Park Improvements	150,000	172,500
CRC Master Plan Improvements	2,500,000	7,500,000
Admin Center Building Improvements	100,000	115,000
Cheney Building Improvements	25,000	28,750
TOTAL CAPITAL PROJECTS FUND	5,253,136	10,666,106
XI. HISTORIC PROPERTIES OPERATIONS FUND		
Salaries and Wages	182,896	210,330
Property Repair	14,800	17,020
Custodial Services	1,800	2,070
Contractual Services - Other	360	414
Bank Service Charge	7,800	8,970
Program Contractual Expense	27,195	31,274
Uniforms	560	644
Supplies- Cleaning& Household	2,500	2,875
Supplies- Building Materials	3,000	3,450
Program Supplies	13,015	14,967
Conference and Training	3,000	3,450
Dues and Subscriptions	264	304
Employee Travel Reimbursement	150	173
Cheney Electricity	9,000	10,350
Cheney Natural Gas	9,000	10,350
Cheney Water	3,100	3,565
Health Insurance Transfer	47,115	54,182
Capital Transfer	100,000	115,000
TOTAL HISTORIC PROPERTIES OPERATIONS FUND	425,555	489,388



MEMO

IAPD Credentials Certificate for the Annual Meeting

Park District of Oak Park

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ www.pdop.org

Memo

To: David Wick, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Jan Arnold, Executive Director

Date: October 27, 2022

Re: IAPD Credentials Certificate for the Annual Meeting



Statement

On a yearly basis, the IAPD hosts its annual meeting in conjunction with the IAPD/IPRA Soaring to New Heights Conference. The conference will be held on January 26-28, 2023

Discussion

IAPD will hold the Annual Meeting on Saturday, January 28, 2023 at 3:30pm. All member agencies must pass the attached resolution on credentials and return it to the IAPD Office in order to ensure delegates can vote at the Annual Meeting.

Recommendation

Staff recommend that the Board designate a commissioner to attend the Annual Meeting as well as an alternate.

Attachment: Credentials Certificate



TO: ALL MEMBER DISTRICTS

FROM: Peter M. Murphy, President/CEO

DATE: October 5, 2022

RE: **CREDENTIALS CERTIFICATE**

The IAPD/IPRA Soaring to New Heights Conference will be held on January 26-28, 2023.

Article V, Section 3 and 4 of the Constitutional By-Laws of the Illinois Association of Park Districts provides as follows:

"Section 3. Each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates of the Association meetings or conference may include members of the governing boards of member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district. Each delegate shall present proper credentials consisting of a certificate by the Secretary of the member district said delegate or delegates represent, with seal of office affixed, showing that the governing board at a special or regular meeting authorized said delegate or delegates to represent said member district. On all questions each member district represented shall have one vote which shall be the majority expression of the delegation from that member district."

"Section 4. No member district shall be entitled to vote by proxy and only delegates of a member district shall cast a ballot for that member district."

Accordingly, we enclose herewith a certificate, which, when properly certified by the Secretary of your agency after its governing board authorizes such delegate and alternates at a regular or special meeting, shall be mailed to the Association's office, 211 East Monroe Street, Springfield, IL 62701.

This certificate will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the Association's Annual Business meeting to be held on Saturday, January 28, 2023 at 3:30 p.m.

Your agency must be in good standing, the Credentials Certificate must be signed by the Board President and Secretary with your agency seal affixed.

NOTE: If your agency does not have a seal, then write the word "SEAL" and circle it where indicated on the certificate.

Your careful and prompt attention to this important matter is requested.

CREDENTIALS CERTIFICATE

This is to certify that at a meeting of the Governing Board of the

_____ held at

 (Name of Agency)
 _____ on _____ at _____
 (Location) (Month/Day/Year) (Time)

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held on **Saturday, January 28, 2023 at 3:30 p.m.:**

Email

Delegate: _____

1st Alternate: _____

2nd Alternate: _____

3rd Alternate: _____

This is to certify that the foregoing is a statement of action taken at the board meeting cited above.

Affix Seal:

Signed: _____
(President of Board)

Attest: _____
(Board Secretary)

Return this form to: Illinois Association of Park Districts
211 East Monroe Street
Springfield, IL 62701-1186
Email: iapd@ilparks.org



TO: ALL MEMBER DISTRICTS
FROM: Peter M. Murphy, President/CEO
DATE: October 5, 2022
RE: **RESOLUTIONS**

To ensure our membership a voice in the Association, Article X, of the Constitutional By-Laws provides as follows:

"Section 1. Resolutions for presentation at the Annual Meeting of the Association may be proposed by any member district, the Honors and Resolutions Committee and by the Board of Trustees.

- (a) Resolutions must be submitted to the President/CEO no later than sixty (60) days prior (November 29, 2022) to the Annual Business Meeting of the Association. All resolutions submitted shall be mailed to the membership not less than forty-five (45) days prior (December 14, 2022) to the Annual Business Meeting.
- (b) The Honors and Resolutions Committee shall have the prerogative to determine which resolutions submitted by member districts shall be presented at the Annual Business Meeting of the Association; however, all resolutions received must be submitted to the membership. Any governing board of a member district shall have the right to appeal the Committee's decision to the delegates at the Annual Business Meeting of the Association.
- (c) Notice of appeal by a member district for the resolution must be served by mail on the members of the Honors and Resolutions Committee so as to be received not less than forty-eight (48) hours in advance of the start of the Annual Conference. A majority of the official delegates present and voting at the Annual Business Meeting of the Association during the Annual Conference is required for consideration of appeals. Approval by a two-thirds (2/3rds) majority vote of the official delegates present and voting is required at the Annual Business Meeting of the Association for the introduction of additional resolutions. A member district seeking authority at the Annual Business Meeting of the Association to present an additional resolution must provide duplicated copies in number sufficient for all delegates present."

NOTE: All resolutions must be received in the Association's office no later than November 29, 2022.



TO: ALL MEMBER DISTRICTS
FROM: Peter M. Murphy, President/CEO
DATE: October 5, 2022
RE: **RECOMMENDATIONS**

In order to comply with the provisions of the IAPD Constitutional By-Laws, recommended changes and/or amendments to the Constitutional By-Laws must be on file in the Association's office on or before November 29, 2022 to be considered by the committee.

This schedule has been adopted by the committee in order to provide adequate time for the office to publish and distribute the committee report to all member districts forty-five (45) days (December 14, 2022) in advance of the Annual Business Meeting. For your information, we list the following section of the Association's Constitutional By-Laws:

ARTICLE XIII -- AMENDMENTS TO CONSTITUTIONAL BY-LAWS

"Section 1. These Constitutional By-Laws may be amended at the Annual Meeting of the association by a majority vote of the official delegates of the member districts present and voting subject to the compliance with the following procedure:

- (a) Any member district, or the Board of Trustees, desiring to suggest an amendment to the Constitutional By-Laws, shall submit the proposed amendment to the President/CEO in writing not less than sixty (60) days prior to the Annual Business Meeting of the Association.
- (b) The President/CEO shall thereupon cause a copy of the proposed amendment to be mailed to each member district of the Association not less than forty-five (45) days prior to the Annual Meeting of the Association."

NOTE: November 29, 2022 is the deadline for all changes and/or amendments to be received in the Association's office.



MEMO

Crisis Management Plan Review

Memo

To: David Wick, Chair, Administration & Finance Committee
Board of Park Commissioners

From: Jan Arnold, Executive Director

Date: October 28, 2022

Re: Crisis Management Plan Review



Statement

Planning and preparedness is vital in Park District of Oak Park operations. Furthermore, it is critical for Park District of Oak Park employees to understand their respective roles in the event of a crisis. Every year the Park District reviews and updates the Crisis Management & Communication Plan to ensure staff preparedness.

Discussion

As part of the CAPRA Award application and keeping in line with good practices, the Crisis Management & Communication Plan must be reviewed on an annual basis. This manual has been reviewed by staff and information regarding the new General Counselor was updated. No material changes were made from the previous year when the Crisis Communication Plan was last reviewed.

Recommendation

Staff recommends the Park Board review and approve the attached Crisis Communication Plan.

Attachment: Crisis Management & Communication Plan



Crisis Management & Communication Plan



PARK DISTRICT
of OAK PARK

Table of Contents

What Is a Crisis?	2
Chain of Responsibility – Crisis Team Leader	2
Chain of Responsibility - Park District Spokesperson	2
Legal Representation in times of Crisis	3
Protecting an Investigation	3
Emergency Response Steps	4
General Action Steps to Consider When a Crisis Occurs	5
Crisis Information Gathering - Questions to Consider	7
Members of the Crisis Team and Their Roles	8
Executive Director Duties (Official Spokesperson, Crisis Team Leader)	8
Communications & Marketing Staff Duties	8
Superintendents of Recreation and Revenue Facilities Duties	9
Superintendent of Parks & Planning Duties	9
Management Staff Duties	9
Director of Human Resources and Risk Manager Duties	10
Customer Service Staff Duties	10
Spokesperson Duties	11
Role of Board Members	12
Role of Employees in Dealing with the News Media	12
Media Relations Plan	12
Continuing Operations Considerations	13
Appendix A - Sample Initial Press Release	14
Appendix B - Emergency Phone List	15
Appendix C - Statements of Admission and Social Media	17
Appendix D - Sample Chain of Custody Document	18
Appendix E - Crisis Management Plan Acknowledgment of Receipt Form	19

Park District of Oak Park

Crisis Management and Communication Plan

Definition of Crisis

A crisis is a serious incident such as an accidental drowning, serious injury, allegation of child abuse, severe vehicle accident, criminal act, or similarly serious incident that will generate intense public or media focus, whether immediately or within a short period of time.

Chain of Responsibility – Crisis Team Leader

It is critical for employees to understand their respective roles in the event of a crisis. Every serious incident must be reported immediately because of its nature and because of the importance of proper responses and communications related to the incident. By reporting immediately, an employee will have assisted in the proper implementation of the Park District's emergency response plan.

The Park District has appointed the Executive Director as the Crisis Team Leader. All serious incidents must be reported immediately to the Crisis Team Leader. The Crisis Team Leader, in conjunction with senior management staff, will activate the Crisis Management Plan and coordinate the crisis response. If the Crisis Team Leader is not available, then a serious incident must be communicated immediately to the first available member of the senior management staff, in the order they are designated below.

A serious incident should never be reported by voice mail, text, social media, or e-mail because time may be of the essence. Every report should be made personally.

The following is the Crisis Team Leader Chain of Command:

1. Crisis Team Leader (Executive Director)
2. Superintendent of Special Facilities
3. Superintendent of Recreation
4. Superintendent of Parks & Planning
5. Director of Finance

Chain of Responsibility – Park District Spokesperson

The Park District has established specific responsibility for communications after the report of a serious incident and during a crisis. All responsibility lies with the Park District Spokesperson. The Spokesperson is responsible for making, or determining who will make, all communications and statements (written and oral) to affected persons and the media on behalf of the Park District. The Spokesperson also is responsible for deciding on, and coordinating, dissemination of information via social media and the Park District website. No employee should undertake any communications about a serious incident or during a crisis without specific coordination with the Spokesperson. And every employee who receives a request for information or inquiry from any source should direct that request or inquiry to the Spokesperson.

No formal statements about a serious incident or during a crisis should be made until the circumstances have been reviewed by the Park District's General Counsel or legal representatives of the Park District Risk Management Agency ("PDRMA").

The following is a Chain of Responsibility for the Spokesperson. The order of this list may change depending on the nature of the incident, so all employees should check with the Crisis Team Leader first:

1. Crisis Team Leader (Executive Director)
2. Superintendent of Special Facilities
3. Superintendent of Recreation
4. Communication & Community Engagement Manager

Legal Representation in times of Crisis

After any serious incident and during any crisis, the Park District will have to manage a variety of issues, demands, and responses. One of the most important actions to complete during the initial crisis-response period is to immediately call the Park District's General Counsel and PDRMA regardless of the day or the time of day. Legal advice may be critical in response to a serious incident and during a crisis, as events unfold quickly. Contacting legal counsel will help in undertaking a full and proper response, communicating with police and other officials, responding to victims and others involved in the incident, conducting the appropriate investigations, counseling the crisis management team and the Board of Commissioners, and establishing attorney/client privilege over critical communications and other sensitive matters. For these reasons, General Counsel and PDRMA representatives are an essential part of the Park District crisis management team.

Once an employee has reported to the Crisis Team Leader or senior management staff, they will contact the legal representatives. If for any reason an employee cannot make such a report, then the employee should contact, regardless of the day or time of day, General Counsel Caitlyn R. Culbertson at (312) 528-5206 and PDRMA at (630) 769-0332.

Protecting an Investigation

It is critical for the Park District not to accept or assume responsibility or liability related to any incident at any time before all facts are fully known and confirmed and advice has been received from PDRMA and General Counsel.

There is a critical difference between acknowledging the seriousness of an incident and admitting responsibility, fault, or liability for what has occurred. All Park District representatives should always act quickly to help protect the health and safety of victims and the public. But Park District representatives should not make any determinations of responsibility, fault, or liability. There is no need to do so and doing so without a full understanding of the facts and circumstances may be a serious error.

It is sometimes very difficult to exercise restraint and caution when faced with questions from insistent media representatives and anxious residents. It is critical, however, to not speak prematurely about critical matters. All Park District representatives should remember at all times to respond to questions only by referring the questioner to the Spokesperson.

PDRMA's legal counsel must be part of the investigative process, all public response, and overall coordination of communications for any serious incident. PDRMA's role is to establish, maintain and protect confidentiality and attorney-client privilege, as well as to help Park District employees avoid making comments and statements that may unnecessarily and wrongfully expose the Park District to potential liability or unwarranted public scrutiny.

When confidentiality is established through attorney-client privilege, then the communications between the Park District and its attorneys can be kept confidential. Because there is confidentiality, Park District representatives can make full and frank disclosures to their attorneys who then can better provide useful advice and effective representation. However, when statements are made outside of the scope of attorney-client privilege, then those statements may become subject to public disclosure via the Freedom of Information Act, a court-issued subpoena, and discovery in litigation.

Unprotected communications sometimes may contain inaccurate or incomplete information or admissions that others can use against the speaker and the Park District.

Emergency Response Steps

1. Begin Emergency Response

Immediately respond to any serious incident by contacting the appropriate police, fire, or paramedic personnel as needed. Implement the on-site emergency response plan. This may include administering first aid prior to the arrival of paramedics, securing an area, or taking other necessary actions to control the site and minimize further injury or loss. Advise other on-site staff that an emergency exists and seek their assistance in controlling the site or helping others to remain calm.

2. Notify Crisis Team Leader / Assemble Crisis Team

At the earliest opportunity, notify the Crisis Team Leader or the appropriate senior management staff so that they can assemble the Crisis Team. Make certain one of these persons knows what is happening.

3. Contact General Counsel and PDRMA

Call Caitlyn R. Culbertson at (312) 528-5206 and PDRMA at (630) 769-0332. Meanwhile, do not give any statement, request a written statement, prepare a written statement, prepare any report, or make any communications orally or in writing (on any medium) until legal counsel has responded.

When advising police or other emergency responders, tell them without hesitation all the facts they need to know. But do not undertake to investigate, make statements, hypothesize, or otherwise communicate beyond the facts and other critical-need matters.

Everything you say, do, write, tweet, e-mail, IM, post, or otherwise communicate may be made public. Some things may be misinterpreted or otherwise presented incorrectly and what you say may contain errors or oversights if you say it without full knowledge of the facts and circumstances. Do not put yourself or the Park District in jeopardy by engaging in that unnecessary conduct.

It is perfectly appropriate to cooperate fully with an investigation but to first consult with a legal representative. If you are asked why you are required to consult legal counsel, your legitimate response is: "The Park District wants to provide its full cooperation but also wants to protect its legal rights."

4. Prepare a Preliminary Accident/Incident Report

Prepare a preliminary Accident/Incident Report using PDRMA's Accident/Incident Report Form. Do not use any other form, even if it is a Park District form. Always provide a brief, objective,

and factual account of the incident. Never include any personal opinions as to fault or other unknowns.

Never release any Accident/Incident Report to any third party (including any investigating police) without first consulting PDRMA's legal counsel and General Counsel and obtaining authorization from PDRMA.

Every written account, description, or supplemental report of an incident (including electronic) should have the following language at the top of the document:

*THIS DOCUMENT IS AN ATTORNEY-CLIENT PRIVILEGED COMMUNICATION
PREPARED FOR, AND AT THE REQUEST OF, LEGAL COUNSEL.*

When directed by General Counsel or PDRMA legal counsel, communications (e-mail, fax, and all others) should always contain the above phrase in the subject heading of the communication and should be directed to an attorney. Do not send any privileged or confidential documents, or any draft documents, to any recipient other than the Park District's legal representatives.

5. Consult Legal Counsel before Requesting or Preparing Witness Statements

Do not request or prepare any witness or employee statements without first consulting with General Counsel or PDRMA's counsel. Preparing a proper statement requires skill and experience to avoid incomplete, inaccurate, or misleading results. For non-employee witnesses to an incident, get only their personal contact information and a brief oral account of the incident.

When General Counsel or PDRMA asks the Park District to document a witness account, always insert the following language at the top of the summary:

*THIS DOCUMENT IS AN ATTORNEY-CLIENT PRIVILEGED COMMUNICATION
PREPARED FOR, AND AT THE REQUEST OF, LEGAL COUNSEL.*

6. PDRMA will Lead Internal Investigation

PDRMA's in-house legal counsel or a PDRMA-assigned outside counsel will conduct any Park District internal confidential investigation. By doing so, all related communications likely will be subject to attorney-client privilege and protected.

General Action Steps to Consider When a Crisis Occurs

The Crisis Team Leader should use the following steps as a guide to manage a crisis and make decisions:

1. When a serious incident occurs, the first responsibility of the Crisis Team is to take all necessary and appropriate actions to minimize further injury and risk to persons and to minimize further loss. The health and safety needs of a person is always the top priority.
2. The Crisis Team should obtain, compile, monitor, and verify the accuracy of incoming information. It is very important to document all incoming events and information in chronological order to assess and address the crisis accurately. The team must verify and review new and incoming information against past and known information. The team needs the available information to be compiled accurately in order to make well-informed decisions.

3. Because Park District staff will feel the emotional and physical impact of a serious incident, the Crisis Team should be reassuring to the staff so the process of information gathering can begin. Staff members exhibiting signs of unusual stress or an inability to attend to their duties effectively should be relieved of their duties and directed to a designated area for relief. Staff members directly involved in the incident should remain on duty until the decision is made as to whether or not to conduct post-incident interviews under the direction of the General Counsel or PDRMA legal staff.
4. The Crisis Team should consider moving staff members directly involved in the incident to a more private location if the environment is stressful or media is present. The team should provide transportation for staff members to a secure facility for evaluation of their physical and emotional well-being and debriefing and interviewing.
5. The Crisis Team Leader should notify parents of minor staff members immediately as to the location of their children. As parents arrive they should be given immediate access to their children and be told they may remain with their children at all times regardless of interviews, investigations, or any other circumstances.
6. The Crisis Team should meet in a secure facility. From this location the team should consolidate fact finding, coordination, and communications with emergency response agencies, PDRMA, General Counsel, EMS, local police, key staff, and the media.
7. The Crisis Team should communicate to all Park District staff that a crisis exists and that all relevant information should be communicated immediately to the team. The Crisis Team Leader should identify the Spokesperson and reinforce with staff to direct all media inquiries to the Spokesperson.
8. The Crisis Team Leader and legal counsel should direct staff actions, coordinate information gathering, coordinate with outside groups, interface with emergency responders, communicate with staff and the public, and provide direction on needed resources.
9. The Crisis Team Leader or Spokesperson should inform the Park District Board President about the situation and then notify all other board members. Board members should be reminded not to make any public comments regarding the incident.
10. The Crisis Team should Identify all staff directly involved in the incident as soon as possible so that legal counsel and the Crisis Team Leader can interview them.
11. The Crisis Team Leader should assign staff to monitor (and record if possible) television news reports, social media sites, local blogs, radio stations, and other media outlets to determine what information about the crisis is available to the public.
12. The Crisis Team Leader should assign a staff member to verify the accuracy of information as it becomes known. Legal counsel and the team will rely on this information to respond to the crisis, prepare a media relations plan, address public concerns, determine the scope and nature of investigative action, and attend to the needs of victims, staff, relatives, and other affected parties.
13. The Crisis Team Leader should assign one or more staff members as a communications team to answer and document all incoming telephone calls, e-mail, and other

communications to keep the team informed. Only the Spokesperson should speak to the media on behalf of the Park District. The communications team should advise the Crisis Team about important communications. If possible, the communications team should have a script from which to read when answering inquiries.

14. The Crisis Team should develop a crisis communications strategy working with legal counsel, including the following steps:
 - a. Obtain legal counsel approval of all public communications.
 - b. Identify the newsworthiness of the incident and how the media is reporting it.
 - c. Communicate with staff informing them of the crisis and that all statements shall come from the agency spokesperson.
 - d. Reassure the community and manage public relations.
 - e. Verify the accuracy and availability of information.
 - f. Limit initial contact with the media to a written press release.
 - g. Debrief and prepare the Spokesperson.
 - h. Determine the manner and means of addressing the media (*i.e.* off-camera or on-camera).
 - i. Limit on-camera responses to the Spokesperson reading a written statement. The Spokesperson should never admit or address fault or liability, so it is critical to coordinate all media response with legal counsel.

The Crisis Team should regularly reassess the need to address the media.

Crisis Information Gathering – Questions to Consider

The Crisis Team may use the following list of questions as a checklist for gathering information and making decisions:

1. Is the emergency response portion of the crisis complete or ongoing?
2. Has the Park District notified its General Counsel and PDRMA?
3. Have all families of the victims and other affected person been notified? (Have these communications been coordinated with the police?)
4. Have all proper authorities been notified including police, fire, poison control, EPA, public health officials, utility companies, among others?
5. Have all Crisis Team members been notified and gathered? Does the team need to establish a crisis center? If so, where?
6. Has the Crisis Team notified The Board President and Board members?
7. What is the status of the internal investigation process?
8. Is there an investigation being conducted by a third party, such as police, fire, EPA, OSHA, a private investigator, a aquatic certification entity, or others?

9. Has the Crisis Team been provided contact information for all potential staff and non-staff witnesses?
10. Has the immediate threat of harm to persons or loss of property been eliminated? Has the Crisis Team assured the public of this?
11. Has the Spokesperson contacted media to tell them the Park District will provide information once facts have been gathered and verified? Have onsite media been made reasonably comfortable and provided with electrical power, computer access, and administrative support services?
12. Is a formal written press statement appropriate or necessary?
13. Has the Park District fully expressed its concern, its continuing efforts, and its compassion for victims and other affected persons?
14. Has the Spokesperson been updated with current information and thoroughly prepared?
15. Have any false, misleading, or inaccurate statements been made or reported by the media that should be corrected or balanced by facts?
16. Are there any visual images (of any kind from any source) of the incident or post-incident damages or losses?
17. Should the Employee Assistant Program (“EAP”) or other support services be made available to Park District Board and staff members? Should Park District staff be provided a group EAP meeting in addition to individual counseling?

Members of the Crisis Team and Their Roles

1. Executive Director Duties (Crisis Team Leader)

The Park District Executive Director acts as the official Crisis Team leader and as Spokesperson unless the Executive Director designates another person for those positions. The Executive Director, working with legal counsel, is responsible for the overall coordination of the Crisis Management Plan.

The Executive Director or designated legal counsel is the primary representative of the Park District throughout the crisis.

2. Communications and Marketing Staff Duties

- Coordinate and draft communications under direction of Crisis Team with legal input.
- Compile a list of local television, radio, and newspaper telephone numbers and contacts, if known.
- Distribute information through media channels as directed.
- Manage the communications team in monitoring media outlets, including social media, to track crisis reporting.

- Update the Park District website, whether to provide information or exhibit a lower profile, as necessary and appropriate based on the sensitivity of the incident. Provide information proactively through the website to communicate with the public.
- Identify and manage all communication channels including e-mail address lists, mailing lists, website, and social media.
- Keep Park District staff and Board members informed and updated on facts and developments. Staff members may need reassurance or a better understanding of the incident. Staff members also may need to be reminded of the restrictions on communications and proper responses to inquiries.
- Establish a centralized media center, as directed by the Crisis Team Leader.

3. Superintendents of Recreation and Special Facilities Duties

The Superintendents of Recreation and Special Facilities will coordinate the information and activities associated with their operations as directed by the Crisis Team. Duties may include:

- Coordinate the processing and verification of departmental policies, procedures, training, records, etc.
- Provide information concerning any applicable contracts, affiliate groups and independent contractors the agency uses.
- Communicate with staff concerning agency policies on not sharing any information about the incident or making comments to people outside the Park District.
- Determine if any affected staff needs EAP assistance or other support services.
- Reschedule planned programs and activities as necessary and locate alternative programming sites or cancel programs if appropriate. Communicate all program changes to affected staff and the public.

4. Superintendent of Parks & Planning Duties

The Superintendent of Parks and Planning coordinates the information and activities associated with department operations as directed by the Crisis Team. Duties may include:

- Provide the Crisis Team with access to necessary buildings, facilities and staff resources.
- Coordinate needed services with the Oak Park police department, utility companies, and other agencies as needed.
- Secure the incident location and authorize access only to approved personnel.
- Provide the Crisis Team with information about applicable contracts, affiliate groups, and contractors used by the Park District.
- Communicate with Park District staff concerning policies on not sharing any information or making comments about the incident.
- Determine if any staff need EAP assistance or other support services.

5. Management Staff Duties

Park District management staff may need to assist the Executive Director, General Counsel, Spokesperson, Superintendents, Crisis Team, Risk Manager, PDRMA, and clerical staff. Assignments may include:

- Provide specific information about a program or facility.

- Compile and verify facts and information and formulate appropriate responses to questions and concerns.
- Communicate with Park District staff concerning policies on not sharing any information or making comments about the incident.
- Assist the Spokesperson in responding to inquiries, as directed.
- Monitor media outlets.
- Identify alternative programming sites as necessary.

6. Director of Human Resources and Risk Manager Duties

- Assist PDRMA staff and PDRMA consultants during the investigative process.
- Coordinate identification of witnesses and gather personal and professional contact information.
- Take photographs or recordings, and preserve evidence, as directed by legal counsel.
- Secure evidence and release evidence only after approval by legal counsel, using a chain-of-custody document. (See Appendix D.)
- Contact the necessary governmental agencies depending on the circumstances of the incident, when applicable, for examples: The Illinois Environmental Protection Agency after a chemical spill, the Illinois Department of Labor after the death of an employee, or the Illinois Department of Public Health.
- Obtain, compile, or present pertinent safety documentation or practices conducted by the Park District.
- Complete the PDRMA Accident/Incident Report Form (and not any other internal reporting form) and have General Counsel and PDRMA legal counsel review it and send it to PDRMA within 24 hours after the incident.
- Gather employee statements in a narrative format to supplement the accident report form and as directed by legal counsel.
- Obtain any pertinent contracts, waivers, training records, certifications, or similar documentation.
- Contact EAP or other support services to inform them of the crisis and possible need for services.
- Review the incident and, if applicable, recommend and implement measures to minimize future similar incidents.

7. Customer Service Staff Duties

- Work with Communications Manager (if applicable) to screen telephone calls, e-mail, website, and social media inquiries.
- Screen reporters, family members or others who may arrive unannounced at the administration building. Obtain the following information from them and keep a log:
 - Name.
 - Title and organization.
 - Name of newspaper or radio, or television station, if applicable.

- Telephone number.
 - E-mail address.
 - Reporter's deadline if applicable.
 - Nature of the inquiry.
- If a reporter, photographer, attorney, investigator, or victim's family appears in person at the administrative office or another location, obtain the above information and immediately contact the Crisis Team Leader and Spokesperson.
 - Limit all responses to inquiries to the official information pre-approved by the Crisis Team for distribution. If possible, use a script.

8. Spokesperson Duties

The role of the Spokesperson is to represent the agency as the liaison to the media and third parties. At the direction of the Crisis Team, the Spokesperson presents official, accurate, and pre-approved information to the media on behalf of the Park District. Although the Park District is not obligated to share information with the media, it is often advisable to provide a statement, even before it is requested, acknowledging the incident and expressing sympathy for the family and others involved.

Park District communications should never include a "no comment" statement. Such a statement leads to a misinterpretation, speculation, and innuendo and prompts the media to find other information sources that may be unreliable or have hidden agendas. The Park District, with legal counsel, may provide a written press release including the following:

- Acknowledge the incident.
- Express compassion and support for victims and their families.
- Explain that it is premature to provide details pending further investigation.
- Describe rescue and safety efforts.
- Emphasize that the matter is under investigation and that the Park District is fully cooperating with other agencies.
- Assure the public that the Park District will provide additional facts as they become known.

The Spokesperson should have in-depth knowledge of the organization, be well spoken and professional, and be comfortable and confident in the role as Spokesperson. Pre-crisis training through exercises such as mock press conferences is a valuable exercise to prepare the Spokesperson for a future crisis situation.

On behalf of the Park District and Crisis Team, the Spokesperson presents factual information in a means and manner directed by the Crisis Team. If the Park District determines a press conference or in-person interview is necessary, then the Spokesperson should begin by reading a prepared statement that accurately presents the Park District's response to the crisis. This allows the Park District to list points proactively for the media to know, even if reporters do not ask the Spokesperson questions that would elicit that information.

The Spokesperson should not answer any questions for which verified facts are not available. In such a situation, the Spokesperson can say:

We all must respect the pending investigation, and it is premature to address this question/issue at this time. I certainly do not want to provide any inaccurate or misleading information inadvertently. Of course, as facts become known and verified, we will revisit this question/issue.

In addition, the Spokesperson should never:

- Release victim information until family members are notified.
- Speculate on liability, damage, costs, causes, or any similar matters until verified and reviewed by legal counsel.
- Fix blame on others or be misleading or ambiguous.
- Speak off the record.

Role of Board Members

Board members may have a high level of concern about a crisis and thus may feel obligated to speak to the media, victims and families, or the public. Despite good intentions, these actions may inadvertently compromise the Park District's reputation and ability to minimize potential liability exposure. With that in mind, Board members are strongly advised not to make any statements to the news media or any third party without prior consultation and approval from legal counsel. The General Counsel or PDRMA legal counsel can speak with Board members about the crisis and related legal and liability issues.

Role of Employees in Dealing with the News Media

All Park District staff must recognize their roles in a crisis. They must understand it is the Park District's policy and expectation that any information released comes from the Spokesperson. All staff members should know, as soon as possible, the contact information of the Spokesperson.

Staff members must know and understand the following guideline:

1. They are not required to give an interview and are not authorized to give an interview. If they are asked to give an interview, they should direct the person to the Spokesperson. They can say: "I'm sorry. I'm not the best person to answer that question. You should contact our Executive Director, who can assist you."
2. It is acceptable to not know the answer to a question. Simply say, "I don't know," and direct the person to the Spokesperson.
3. Never say "No comment." Instead say "Please understand that I am not the best person to discuss this event. I would not want to provide inaccurate or incomplete information unintentionally. You should direct your inquiry to our Executive Director." Provide reporters with the Executive Director's name and telephone number.
4. Never make an "off-the-record" statement.

Media Relations Plan

Through direction of the Crisis Team and legal counsel, the Spokesperson coordinates all interaction with the media and any outside requests for information. The Crisis Team decides

the time, place and means of sharing information with the media and/or responding to media requests, with advice of legal counsel.

The Park District should show that it is a willing partner in sharing information and that it is committed to cooperating with the media. However, the Park District must also be very clear that it will not share any information until legal counsel verifies and reviews it.

Do not make promises to reporters. Tell them you will share information when it is available for the public.

Monitor all news and social media to determine how the crisis is being reported. Determine whether reports are objective and accurate. When necessary, prepare and distribute accurate information to balance any serious false statements.

Always prepare an initial written press release and consider posting it on your website or on other social media channels.

Continuing Operations Considerations

- Evaluate staff readiness – The Crisis Team Leader will meet with supervisors of employees directly involved in the incident to determine if they are ready to resume duties. If not, does the agency have enough resources to continue operating with non-involved staff?
- Reopen the Site – A gradual reopening of the incident site will be considered to keep staff from becoming overwhelmed following the incident. A supervisor will be available when reopening a site involved in a crisis event to answer any questions from the public so as not to distract the staff.
- Communicate with the public – The Park District will set a date to reopen when staff is ready. Shorter hours or limiting public participation in programs for a period of time will be considered. Inform the public and patrons that staff evaluations and other readiness training was completed prior to reopening.
- Communicate with outside groups/users – The Park District will consider suspending out-of-the-ordinary programming activities, special events or large-group facility use for a period of time.

Appendix A - Sample Initial Press Release

The Park District has been informed that on (date of crisis) at approximately _____(identify time), the following occurred:

(briefly describe crisis)

At this time, we have not had the chance to [substantiate / confirm] the specific facts and circumstances surrounding this event. We are currently investigating this matter in full cooperation with: (identify other investigative agencies)

Out of respect for the investigative process and in fairness to the persons involved, we are unable to provide further details at this time. However, we are committed to providing additional facts as they become known and confirmed. In the interim, anyone wishing to provide or request further information should contact (identify Spokesperson) at (phone number). We are also providing up-dated information on our Park District website at www.pdop.org.

Appendix B - Emergency Phone List

Below is the list of people to contact in the event of a crisis situation. Please call these individuals in the order listed. If there is no response, call the next person on the list.

Jan Arnold, Executive Director

Time Called _____

Office 708.725.2022

Home 708.613.5285

Cell Phone 312.259.7359

Email jan.arnold@pdop.org

Caitlyn R. Culbertson, General Counsel

Time Called: _____

Office: 312.528.5206

Cell Phone: 630.862.4527

Email Caitlyn.Culbertson@ElrodFriedman.com

PDRMA

Time Called _____

Office 630.769.0332

Fax .630.769.0449

PDRMA After Hours – Includes instructions on how to reach PDRMA staff after hours.

Bill Hamilton, Superintendent of Special Facilities

Time Called _____

Office 708.725.2304

Home 708.352-5469

Cell Phone 630.248.9020

Email bill.hamilton@pdop.org

Maureen McCarthy, Superintendent of Recreation

Time Called _____

Office 708.725.2021

Cell Phone 773.203.3933

Email maureen.mccarthy@pdop.org

Chris Lindgren, Superintendent of Parks & Planning

Time Called _____

Office 708.725.2050

Home 708.848.7956

Cell Phone 708.638.2461

Email chris.lindgren@pdop.org

Mitch Bowlin, Director of Finance

Time Called _____

Office 708.725.2024

Cell Phone 708.828.0491

Email mitch.bowlin@pdop.org

Ann Marie Buczek, Communication & Community Engagement Manager

Time Called _____

Office 708.725.2121

Cell Phone 312.615.3733

Email annmarie.buczek@pdop.org

Paula Bickel, Director of Human Resources

Time Called _____

Office 708.725.2028

Cell Phone 708.203.0101

Email paula.bickel@pdop.org

Joseph Marrotta, Risk Manager

Time Called _____

Office 708.725.2111

Cell Phone 708.277.4562

Email Joseph.Marrotta@pdop.org

Kathleen Porreca, Park Board Commissioner

Time Called _____

Home 708.445.0261

Cell Phone 217.898.4444

Email kathleen.porreca@pdop.org

Christopher Wollmuth, Park Board Commissioner

Time Called _____

Cell Phone 847.951.7568

Email Christopher.Wollmuth@pdop.org

Jake Worley-Hood, Park Board Commissioner

Time Called _____

Cell Phone 312.961.6006

Email Jake.WorleyHood@pdop.org

David Wick, Park Board Commissioner

Time Called _____

Home 708.763.8336

Cell Phone 708.767.7667

Email dave.wick@pdop.org

Sandy Lentz, Park Board Commissioner

Time Called _____

Home 708.524.0378

Cell Phone 312.485.3178

Email sandy.lentz@pdop.org

Appendix C - Statements of Admission and Social Media

(to be read or otherwise communicated to staff by senior management)

When a terrible incident like this one has occurred, it is important to remind everyone of the Park District's communication policy. It is critical to the Park District's reputation that all communications be accurate, appropriate, and properly attributed. Only those employees who are specifically authorized may speak on behalf of the Park District. In this matter, Executive Director Jan Arnold has been designated the Spokesperson.

All staff members are expected to refer all media inquiries to Jan. If someone from the media contacts you, your simple and appropriate response should be: "Please understand that Executive Director Jan Arnold has been designated as the Park District's Spokesperson. Please direct your inquiries to her." You should then end the conversation.

All staff members should be very cautious in discussing the incident with family members, friends, residents, and other third parties. Your communications may be inaccurate, misunderstood, misperceived, or result in rumors that can negatively impact the image of the Park District and our staff, and compromise our ability to defend potential litigation.

While the Park District recognizes and respects the right of staff members to use social networking, personal websites, texting, and other forms of communications, only those staff members officially designated by the Park District have the authorization to speak on behalf of the Park District.

It is important to keep in mind that this matter is currently under investigation. Many facts remain unknown, and there is significant information that has yet to be confirmed. Please be careful to avoid disclosing any information that may compromise the investigation, is confidential, or may violate privacy rights or privacy perceptions.

Show proper consideration and respect to coworkers, the victims, our residents, and others.

We strongly recommend you do not use social media to discuss the incident because it is easy to make a mistake that could hurt you and the Park District. Your knowledge or perceptions may be incomplete, or your representations may be inaccurate or misunderstood, or you may inadvertently violate attorney/client privilege or privacy rights. These things could later be used against you and the Park District.

The Park District and its Employee Assistance Program provider are available to you if you should need help coping with the incident. Please see any manager if you have questions about this policy.

Appendix D - Sample Chain of Custody Document

Chain of custody documents are important from a legal perspective in that it documents the movement and location of physical evidence from the time it is obtained until the time it is presented in court. A chain of custody document should be used when physical evidence as part of an investigation is placed in secure storage and/or provided to another person or organization. It is important to document the chain of custody so that it reflects the care provided in handling important physical evidence when stored or transferred to indicate its condition and that it was not physically altered while in the care of any individual.

(Provide a brief title of the incident (for example: Rehm Pool swimming incident June 19, 2023))

By: _____ Title: _____ Date: _____, 2023

(Insert steps to acquire and securely store an object, device, or other evidence.) [For example:: John Doe gave me a screwdriver at Rehm Pool at approximately 11:00 a.m. on June 19, 2021. I gave the screwdriver to PDRMA attorney Ed Dutton, the Director of Claims and Legal Services, at the PDRMA office at approximately 12:30 p.m. on the same day. The screwdriver was yellow, with a straight blade, about 6 inches long, and showed heavy use with scratches and a faded handle.]

Sarah Yager, PDRMA Date: June 19, 2023.

On June 19, 2021, at approximately 1:15 p.m. Ed Dutton provided the screwdriver to Eric Hohenstein, PDRMA Claims Supervisor, who removed the screwdriver from its storage container for the purpose of photographing it and placing an identifying sticker on it. The screwdriver was returned to its original container and securely stored at the PDRMA office.

Eric Hohenstein, PDRMA Date: _____, 2023

Appendix E - Crisis Management Plan

Acknowledgment of Receipt Form

The Park District of Oak Park Crisis Management Plan supplements the many safety policies and procedures already in place at the Park District. As an employee, I am expected to read this document thoroughly and return this completed acknowledgment of receipt form which will be placed in my personnel file.

Signature of employee:

Date: _____, 20____



MEMO

Administration and Board Policy Manual Reviews

Memo



To: David Wick, Administration and Finance Committee
Board of Park Commissioners

From: Jan R. Arnold, Executive Director

Date: October 27, 2022

Re: Administration and Board Policy Manual Reviews

Statement

The Park District of Oak Park is committed to excellence and one of those components is the creation and implementation of an Administration Policy. Therefore, it is imperative for staff to understand their respective responsibilities in their positions and to use the Administration Policy Manual as a tool and for the Park Board to have its own tool, the Board Manual. Every year the Park District reviews the Administration Policy Manual and the Board Manual to make changes that include best practices, legal, and legislative changes.

Discussion

As part of the CAPRA Award application and keeping in line with good practices, the Administration Policy Manual and Board Policy Manual must be reviewed on an annual basis.

This year staff reviewed the Administrative Policy Manual. Staff made some grammar edits and are recommending the following changes:

POL.A.02.01 - Citizen Input Policy

- F – Add Park Master Plan Meetings

POL.A.04.06 - Procurement Policy

- Add that staff are able to spend more with Minority and Women Owned Businesses similar to our Local and Environmentally Aware Purchasing

A.6 – Parks, Facilities and Equipment: Rules and Regulations

- 6.5 – Add to limit the number of permits to three per calendar year per individual
- 7.11 – Add tents and canopies to items prohibited in parks
- 7.16 – Add fundraising
- 7.17 – Add recitals/performances
- 7.20 – Add no loitering by adults without children in playground
- 7.32 – Add amplified sound is prohibited in parks other than Scoville Park and Austin Gardens (only with permission)
- 7.33 – Add maximum 50 guests for permit for pavilions and parks. This does not apply to special event permits

POL.A.07.05 – Refunds

- Increase service fee from \$3 to \$10 or max of 50% of cost of program for cancelations.

POL.A.07.07 - Behavior Management

- Add users are to Refrain from use or possession of drugs, alcohol, or any smoking devices or substances in parks and facilities

Staff reviewed the Board Policy Manual and made updates based on years and title change. There are no substantial changes requested at this time.

Recommendation

Staff requests review and approval of changes to the Administration Policy Manual and the Board Policy Manual.

*Attachments: Administration Policy Manual
Board Policy Manual*

Park District of Oak Park - Administrative Policies

**Created on: 10/27/2022 8:27 am
CDT**

Table of Contents

Library	5
<i>Policies & Procedures</i>	5
Administrative Policies	5
A.01 - Legal Requirements & Compliance	5
POL.A.01.01 - Freedom of Information Act Policy	5
POL.A.01.02 - Americans With Disabilities Act	8
POL.A.01.03 - Ethics Ordinance	10
POL.A.01.04 - Annual Fiscal Filing Requirements	12
A.02 - Community Involvement & Cooperation	14
POL.A.02.01 - Citizen Input Policy	14
POL.A.02.02 - Cooperation with Community Organizations Policy	15
POL.A.02.03 - Community Organizations Use of Park District Property	16
POL.A.02.04 - Volunteers	18
POL.A.02.05 - Public Information Policy	19
POL.A.02.06 - Donation Requests	20
A.03 - Planning	21
POL.A.03.01 - Park & Recreation Comprehensive Master Plan	21
POL.A.03.02 - Needs Assessment	22
POL.A.03.03 - Park Master Plans Policy	23
POL.A.03.04 - Capital Improvement Plan	24
POL.A.03.05 - Statistics Policy	25
POL.A.03.06 - Succession Policy	26
A.04 - Finances & Business Operations	28
POL.A.04.01 - Budget Philosophy	28
POL.A.04.02 - Fund Balance	29
POL.A.04.03 - Revenue Policy	31
POL.A.04.04 - Sponsorship Policy	32
POL.A.04.05 - Investments	34
POL.A.04.06 - Procurement Policy	39
POL.A.04.07 - Payments Policy	41
POL.A.04.08 - Debt	42
POL.A.04.09 - Fixed Assets Policy	43
POL.A.04.10 - Insurance	46
POL.A.04.11 - Internal Reports & Audits	47
POL.A.04.12 - Employment Processing Policy	48
POL.A.04.13 - Employee Wages	49
POL.A.04.14 - Records & Data Management Policy	50
POL.A.04.15 - Change Orders	52
POL.A.04.16 - Agency Gift Acceptance Policy	53
POL.A.04.17 - Land-Cash Donations	54
A.05 - Environment & Sustainability	55
IPM Policy	55
POL.A.05.01 - Environmental Philosophy	59
A.06 - Parks, Facilities, & Equipment	61

Rules and Regulations Governing Uses of the Park Facilities	61
POL.A.06.01 - Naming of District Property	71
POL.A.06.02 - Encroachment and Easements	73
POL.A.06.03 - Memorial Program	74
POL.A.06.04 - Soccer Goal Safety & Education	75
POL.A.06.05 - Enforcement of Park & Facility Rules	76
POL.A.06.06 - Facility	77
A.07 - Provision of Recreation Services	79
POL.A.07.01 - Definition of User	79
POL.A.07.02 - Fees and Charges Policy	80
POL.A.07.03 - Scholarships	82
POL.A.07.04 - Non-Resident Fees	83
POL.A.07.05 - Refunds	84
POL.A.07.06 - Recreation Program Philosophy	85
POL.A.07.07 - Behavior Management	86
POL.A.07.08 - Wireless Internet Access	87
A.08 - Inclusionary Practices	89
POL.A.8.01 - Inclusion	89
POL.A.8.02 - Social Equity Policy	90
POL.A.8.03 - Policy for Transgender Participation	94

Page intentionally left blank.

POL.A.01.01 - Freedom of Information Act Policy

The Park District of Oak Park recognizes its obligation under the Illinois Freedom of Information Act (FOIA) to permit any person to inspect and/or copy most public records of the District after making a written request. At the direction of the Board of Park Commissioners, the staff of the District has interpreted FOIA liberally in favor of persons requesting access to the District's records. However, this approach has resulted in the District's relatively small staff repeatedly being overburdened by numerous requests for voluminous records by a small number of individuals. Unlike larger units of government, the Park District has no freedom of information officer whose sole responsibility is to respond to FOIA requests. As a result, the Executive Director or other members of the District's staff must take time away from their other duties to respond to FOIA requests.

The Board of Park Commissioners has determined that the following policies and procedures strike a proper balance between the taxpayers' need for access to public records, the privacy interests of persons to whom the records may refer, and the public interest in efficient and effective government:

- The Executive Director has authority to appoint a staff member to serve as the FOIA Officer for the District. The FOIA Officer will complete the annual FOIA/OMA training through the Office of the Illinois Attorney General.
- Only the Freedom of Information Officer or his/her designee may respond to requests for public records of the District. Any member of the Park Board or employee of the District who receives a request for a public record of the District, including a complaint, comment, or opinion of a resident submitted to that Park Commissioner or employee in his/her official capacity, shall immediately refer the request to the FOIA Officer.
- All requests to inspect and/or copy public records of the Park District must be in writing. Request forms are available from the Park District's Administrative Office at 218 Madison St Oak Park, Illinois, and on the website www.pdop.org.
- All requests must specify the records to be inspected or copied with reasonable particularity in order to avoid inefficient use of staff time in retrieving records and making them available for inspection and/or copying.
- The FOIA Officer or his/her designee will respond in writing to all requests for public records within the time limitations set by FOIA. The Park District will respond to such requests in the order in which they are received.
- The Park District will produce for inspection any requested public record that is not exempt from disclosure under the Freedom of Information Act. Examples of records that are exempt include, but are not limited to, the following:
 - a. "Information that, if disclosed, would constitute a clearly unwarranted invasion of personal privacy, unless the disclosure is consented to in writing by the individual subjects of the information." This exemption includes personnel files of Park District employees.
 - b. "Preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated," unless that record "has been publicly cited and identified by" the Board of Park Commissioners.
 - c. Proposals and bids for any contract or grant, until awarded.
 - d. "Minutes of meetings of public bodies closed to the public as provided by the Open Meetings Act until the public body makes the minutes available to the public under Section 2.06 of the Open Meetings Act." Section 2.06 allows, but does not require, the Park Board to release minutes of closed sessions after conducting a semi-annual review of such minutes and concluding that it is no longer necessary to keep the minutes confidential. Minutes of meetings held in open session are not

public records, and will not be produced for inspection, until they are approved by the Board of Park Commissioners.

e. Privileged communications between the Park District "and an attorney or auditor representing the public body," in which legal or accounting advice or opinions are requested or furnished.

- The Board of Park Commissioners hereby finds that production for inspection of public records consisting of a complaint, comment or opinion of a resident of the District would constitute a clearly unwarranted invasion of the personal privacy of any such resident. The Park District therefore will disclose any such record only after deleting the name, address and telephone number of the resident and any other personal identifying information. This policy does not apply to open session minutes of meetings of the Board of Park Commissioners, which will be made available for inspection and/or copying in their entirety.
- As permitted by FOIA, the Park District may deny a request for public records if "compliance with the request would be unduly burdensome and there is no way to narrow the request and the burden on the public body outweighs the public interest in the information." Before invoking this exemption, the Freedom of Information Officer or his/her designee "shall extend to the person making the request an opportunity to confer with [the Officer] in an attempt to reduce the request to manageable proportions."
- The Park District will deem as unduly burdensome repeated requests, for the same public record(s), by the same person or by members of the same organization or group.
- The Park District will make public records available for inspection pursuant to this policy at the Hedges Administration Center, 218 Madison St, Oak Park, Illinois on Monday through Friday, except holidays, between 8:30 a.m. and 5:00 p.m. by appointment with the Freedom of Information Officer or his/her designee. A representative of the Park District will remain present during all inspections of public records.
- Original public records may not be removed from the Hedges Administrative Center. Persons inspecting public records of the Park District shall not alter, deface or destroy any public record.
- The Park District will not permit inspection of public records that are in immediate use by Park District employees performing official duties that require use of those records.
- Upon request, the Park District will make a copy of any public record that is not exempt from disclosure under FOIA or this policy. Again, upon request, the Park District also will certify any such copy. In order to recover the actual cost of reproducing and certifying copies of public records, including staff time expended in performing these tasks, the Park District will charge 25 cents per side of a page copied for each page after the first 50. A rate of 50 cents per side for a certified copy. Prior to copying any public records, the Park District will inform the requesting party of the amount to be charged. The Park District will copy the requested records only after receipt of payment of this amount.
- A person who wishes to have a public record copied without charge or at a reduced charge shall request a fee waiver or reduction as part of his/her written request to have the record copied. The request for a fee waiver or reduction must state the specific purpose for which the public record is being requested, and must demonstrate how and why the principal purpose of the request is to promote the public interest by accessing and disseminating information regarding the health, safety and welfare or the legal rights of the general public and not to promote personal or commercial benefit. In determining whether to grant a fee waiver or reduction, the Freedom of Information Officer will consider:

- a. the amount of materials requested;
 - b. the cost of copying the materials requested;
 - c. the extent to which the written request for copies demonstrates that a fee waiver or reduction is, in fact, in the public interest;
 - d. any other relevant facts.
- A person who has made a written request to inspect and/or copy public records of the Park District may appeal in writing to the Board of Park Commissioners within ten (10) business days if:
 - a. The Freedom of Information Officer or his/her designee denies the request in whole or in part;
 - b. The Freedom of Information Officer or his/her designee states in writing to the requesting party that responding to the request would be unduly burdensome; or
 - c. The Freedom of Information Officer fails to respond in writing to the request within the time limitations set by FOIA. The Board of Park Commissioners shall respond to any such appeal within seven (7) business days.
-

POL.A.01.02 - Americans With Disabilities Act

The District acknowledges and supports the Americans with Disabilities Act (42U.S.C. 12131 “ADA”) and prohibits discrimination on the basis of disability in the services, programs, or activities of the District. The District will make all reasonable accommodations to facilitate community access and full participation by citizens.

The Board empowers the Executive Director of the District to designate an employee or employees to coordinate the District’s efforts to comply with and carry out its responsibilities under ADA, including granting the authority to appoint a staff member to serve as the ADA Coordinator for the District.

Service Animals

The Department of Justice (DOJ) has amended Title II of the Americans with Disabilities Act (ADA) with a final rule related to “service animals” (See § 35.136 Service Animals of the Revised Title II ADA Regulations). The DOJ has defined “service animals” as a dog that has been individually trained to do work or perform a task that benefits an individual with a disability. The dog is not a pet since it has a specific job or task to perform. The rule states that other animals, whether wild or domestic, do not qualify as a service animal. Dogs that are not trained to perform tasks that assist a person related to their disability, including emotional support, are not considered a service animal. The rule has clarified that a person with a mental disability that uses a service animal is protected under the ADA. In addition, a miniature horse can be used as an alternative service animal but is subject to certain limitations.

Some examples of the tasks that a service dog can perform include but are not limited to:

- Alerting a person with hearing impairments to sounds.
- Pulling wheelchairs or carrying and picking up things for a person with a mobility impairment.
- Assisting a person with mobility impairment with balance.
- Guiding a person with a visual impairment.

It should be noted that there are presently no national standards related to the certification or training of a service animal. Many different organizations and individuals train service animals. Some but not all service animals can be recognized by several means:

- Some but not all will wear a special collar or harness
- Some but not all are licensed, certified and/or have identification papers.

There are only two questions that can be asked to determine if the dog with a person is a service animal.

1. You may ask if the animal is a service animal required because of a disability.
2. You may ask if the animal performs a specific task for the person.

No other questions about the person’s disability or additional comments are acceptable to ask under the ADA.

Service animals can be asked to be removed from an area or program in specific situations including:

- The dog is barking.
- The dog is growling.
- The dog is not house broken.
- The dog displays a vicious or aggressive behavior toward other people.
- The dog acts disruptively such as jumping toward or running at other people.

- The area is regulated by health rules that do not allow an animal to enter.

It should also be noted that a person cannot be charged additional fees because they are using a service animal.

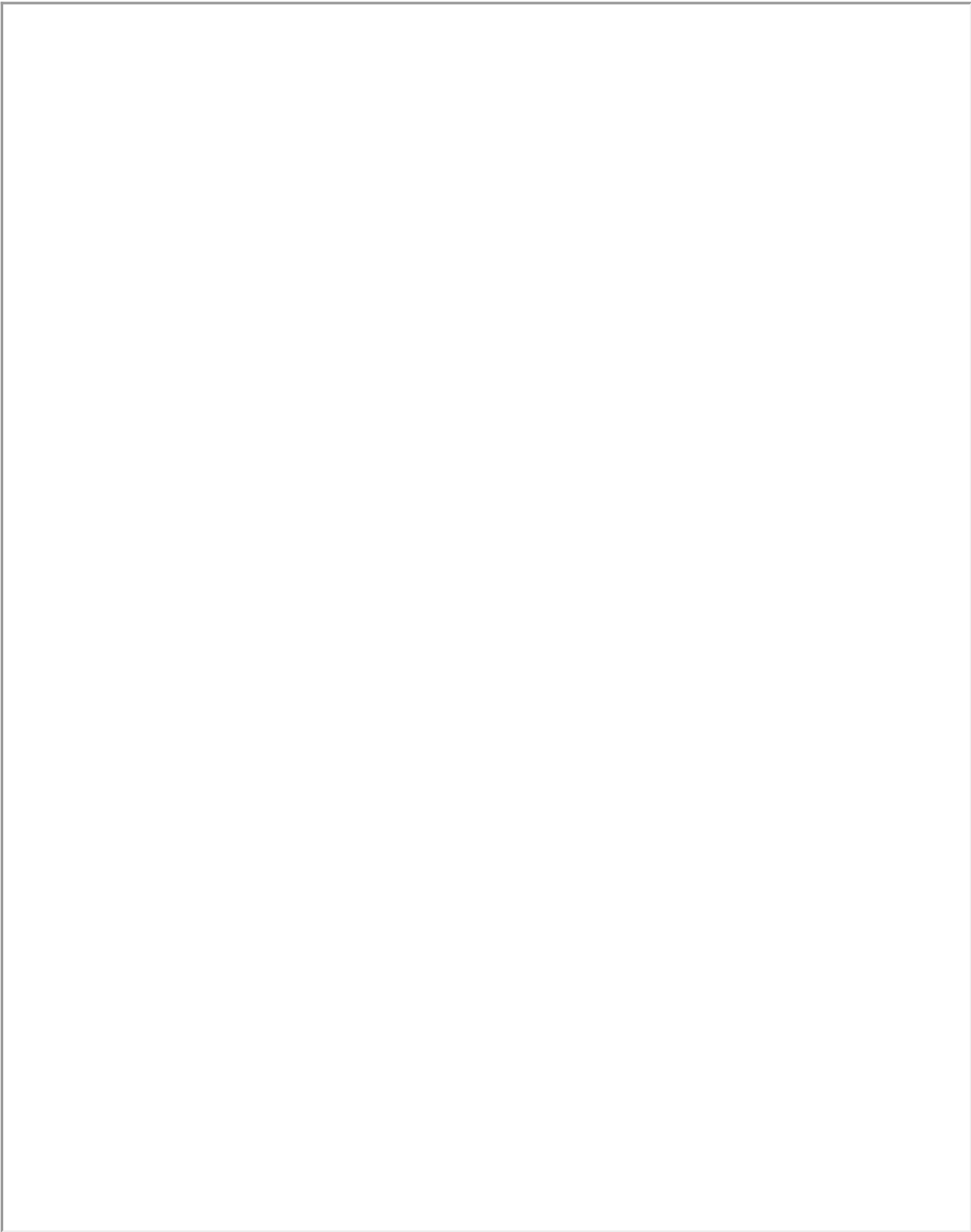
Special Recreation Programs

The Board recognizes the need to provide quality recreation for special populations that live within the District utilizing the financial resources available. The District participates as a member of the West Suburban Special Recreation Association to work in cooperation with its partner districts to make certain that professional consideration and inclusion is accomplished in accommodating all residents with a disability. District participation in this association ensures that it meets its responsibilities through a cooperative special recreation association where such is more economical or viable than an "in-District" program.

A Board member is annually appointed by the Board to represent the District serving as a West Suburban Special Recreation Association Board member. The District will meet its financial obligations for the support of West Suburban Special Recreation Association primarily through a tax levy provided for this purpose. Payments of tax receipts will be forwarded to the Special Recreation Association in accordance with agreement between the West Suburban Special Recreation Association and the Park District.

POL.A.01.03 - Ethics Ordinance

All employees and parties providing work or services on behalf of the district must be in compliance with the requirements of the Illinois Ethics Bill or Public Acts 93-615 and 93-617. In 2015, the PDOP adopted the last change made to the Illinois Ethics Bill and Public Act with the ORDINANCE NO. 2015-5-01 for agency use. This ordinance is reviewed annually with the Board and no changes were made in 2022.



Page intentionally left
blank.

POL.A.01.04 - Annual Fiscal Filing Requirements

On an annual basis, the District shall file with the appropriate county and state agencies:

- Budget and Appropriation Ordinance;
- Tax Levy Ordinance;
- Annual Financial Statement and Independent Auditor's Report;
- Statement of Receipts and Disbursements;
- Any other documents or reports required by law

To the extent any Illinois State Law or Federal Law exists which is inconsistent or contrary to these policies, then the District shall conform to the requirements of State or Federal Law.

a. Budget and Appropriation Ordinance. A combined Budget and Appropriation Ordinance shall be adopted by the Board by the Board's last meeting in November of each year. The Budget and Appropriation Ordinance shall contain a statement of cash on hand at the beginning of the fiscal year, an estimate of cash expected to be received during such fiscal year from all sources, an estimate of expenditures contemplated for such fiscal year and the estimated cash expected to be on hand at the end of such year. The Budget and Appropriation Ordinance shall be prepared in tentative form and be made conveniently available for public inspection for at least thirty (30) days before final action. At least one public hearing shall be held before final action. The hearing must be advertised in a newspaper published in this District at least one week prior to the date for which the hearing is scheduled. The Board must file a certified copy of the Budget and Appropriation Ordinance with the Cook County Clerk within 30 days of the adoption of the ordinance, along with an estimate, certified by the Director of Finance, of revenues, by source, anticipated to be received by the District for the fiscal year. The Board shall comply with all requirements of the Illinois District Code which relate to the Budget and Appropriation process. The Director of Finance shall be charged with the preliminary preparation of the Budget. The Budget shall delineate the revenues and expenditures of all separate funds required by the District. In the preparation of the annual fiscal budget, management will consciously work toward satisfying and fulfilling both the short-term and long-range goals and objectives formulated by management and approved by the Board. Whenever feasible and practical, the budget process shall be decentralized in which frontline managers will formulate the preliminary drafts of their area's budgets. The drafts will be reviewed by the appropriate Supervisor, the Director of Finance, and finally, the Executive Director. To carry out this policy, management will employ qualified people who can understand financial information, satisfy routine financial requirements, and satisfactorily prepare a budget.

b. Levy Ordinance. The District has the power to levy and collect taxes on all taxable property in the District. The Levy Ordinance shall be prepared, presented and approved in compliance with the Illinois Park District Code and the Illinois Compiled Statutes. The Director of Finance shall be charged with the preparation of the Levy Ordinance. The Levy Ordinance shall specify amounts to be raised by taxation and thereby levy said amounts. A certified copy of the approved Levy Ordinance shall be filed with the Cook County Clerk no later than the last Tuesday in December, or as otherwise established by law.

c. Annual Audit. An audit of all funds and financial practices shall be conducted annually by an independent certified public accounting firm which will be chosen by the Board. In addition to the normal test of various funds, internal controls and investments, the firm shall provide an audit management letter providing recommendations for improving the fiscal and financial management practices of the District and or specific internal control deficiencies. The examination is to be made in accordance with generally accepted auditing standards and include such tests of accounting records and other auditing procedures as the firm deems necessary to formulate an "Opinion," in accordance with Generally Accepted Accounting Principles.

The examination will be directed toward an expression of an opinion on the District's combined financial statements; however, it is not designated, nor can be relied upon, to disclose defalcations or similar irregularities, should any exist. The firm will notify the Board, however, if any such matters are disclosed or come to the firm's attention during the examination. The firm will prepare the District's annual financial report and file it with the Comptroller of the State of Illinois within six months following the close of each fiscal year in whatever form the State Comptroller requires. At the District's request, the firm will render advice or recommendations on accounting and other matters. The firm will furnish the Board and management with a "Management Letter,"

reporting on specific deficiencies found in the organization's internal control system. Special Audits can be conducted at the request of the Board.

d. Economic Disclosure Statement. The Government Ethics Act requires various district officials and employees to file economic disclosure statements with the clerk in the county in which they reside at the time they are appointed, elected or hired. After the initial filing, district officials and employees must continue to file annual statements by May 1 of each year, or as otherwise required by law. (5 ILCS 420/1-101) The Act requires the following persons to file disclosure statements:

- Members of the Board and candidates for election to the Board
- District employees who are compensated for services as employees and not as independent contractors and who:
 - i. are, or function as, the head of a department, division, bureau or other administrative unit;
 - ii. have direct supervisory authority over, or direct responsibility for, the formulation, negotiation, issuance or execution of contracts in the amount of \$1,000 or greater; have authority to approve licenses or permits; adjudicate, arbitrate or decide any judicial or administrative proceeding, or review such a decision;
 - iii. have authority to issue or promulgate rules or regulations; or
 - iv. have supervisory responsibility for 20 or more employees.

e. Statement of Receipts and Disbursements. The Director of Finance shall prepare a report at the end of each fiscal year showing:

1. the amount and source of all revenues, giving items, particulars and details;
2. all monies disbursed, where the total amount paid during the fiscal year exceeds \$2,500 in the aggregate, including the name of each individual to whom the monies were disbursed and the amount paid to each person;
3. all monies paid out as compensation for personal services, giving the name of each individual to whom paid by listing each employee, as required by the Illinois Park District Code;
4. a summary statement of operations for all funds and account groups, as excerpted from the annual financial report filed with the State

Within six months after the close of the fiscal year, such statement shall be filed in the Office of the County Clerk. Within six months after the end of such fiscal year, the Director of Finance shall have published a notice in a newspaper of local circulation, stating that this report is available. Certification of the statement's publication must then be filed with the County Clerk.

f. State Comptroller's Report. A copy of the Annual Audit Report must be filed with the Comptroller of the State of Illinois within six months following the close of each fiscal year in whatever form the State Controller requires. Per Part C of this policy, the Board's auditor shall complete this.

POL.A.02.01 - Citizen Input Policy

The Park District of Oak Park feels that it is essential for the good of the Park District to solicit resident input on many of its decisions and actions. The Park District may utilize the following methods to obtain resident input.

- a. Resident Comment Opportunities at Regular Board Meetings. Residents are welcome to attend Board meetings if they have issues or comments they would like to make to the Park Board of Commissioners. An opportunity for public comment is provided at each Committee of the Whole and Regular Board meeting.
 - b. Citizen Focus Groups. Staff may conduct focus group meetings from time to time with specific user groups in order to gain input on a variety of issues. Focus groups are usually comprised of a small group of users who have an interest in specific programs or facilities.
 - c. Surveys. Staff may conduct surveys of residents in order to gain their input on a variety of issues. Surveys may be conducted by phone, e-mail, online, in person or by regular mail. Surveys may also be utilized to determine annual agency goals and assist with long range planning. In these surveys, participant families, Park District representatives and part time staff and volunteers may be surveyed.
 - d. Comprehensive Needs Assessment. The Park District is always re-evaluating and assessing the recreational and leisure needs of the residents of our partners. The Board will review the changing needs of the community by directing staff to conduct a comprehensive assessment study at least every ten years. This information will assist in determining the resident interests and attitudes towards current programs and facilities, plus the need for future development of program offerings and facility development. Included shall be an investigation into economic conditions, population shifts and changing social needs.
 - e. Recreation Programs. Residents are encouraged to submit their ideas and suggestions for improving the programs and services offered to the community. Staff should initiate feedback by conducting regular program evaluations to measure participant satisfaction levels and to improve upon the services provided. Additional means of feedback such as focus groups, suggestion boxes, etc. are also encouraged as the situation warrants.
 - f. Park Master Plan Meetings. Staff engage residents prior to completing park projects to ensure we are meeting the needs of our diverse community.
-

POL.A.02.02 - Cooperation with Community Organizations Policy

To promote and enhance efficient use of tax dollars and effective delivery of park, facility and recreation services, the Board shall strive to develop cooperative inter-agency agreements with other public and private entities, and especially intergovernmental cooperation agreements with local, state, and federal governmental agencies including the following:

- a. Relationships with Particular Groups; Liaisons. The Board desires to maintain its valuable relationships with the Memorial Trust Committee, the Pleasant Home Foundation, the Friends of the Oak Park Conservatory, Parks Foundation, Festival Theater, Plan It Green, and various sports and civic groups. Board members may be appointed to serve as liaisons between the District and some of these organizations.
- b. School Districts 97 and 200. The Board encourages cooperation between the Park District and the Oak Park School Districts 97 and 200 in the development and use of facilities and equipment, when such cooperation results in efficient and effective programming that is beneficial to the Park District, the school district, and residents. Such cooperation may be memorialized in letters of agreement between the Park District and a school district.
- c. West Suburban Special Recreation Association. The Board is committed to helping provide for the recreation needs of special populations within the Park District, including individuals with special needs or disabilities. In furtherance of that commitment, the Park District shall remain an active member of the West Suburban Special Recreation Association.
- d. Council of Governments. The Executive Director and at least one Board member should attend the meetings of the Oak Park Council of Governments.

Development and Management of Land & Facilities

The Park District will strive to work with other governmental entities including local municipalities, forest preserves, and school districts in the development and use of land and facilities when practical and when such cooperation produces mutually beneficial results such as increased efficiencies and/or increased recreational opportunities for residents. Park District staff should be aware of and participate, when appropriate, in governmental planning efforts for the community.

Lending of Equipment

Lending and borrowing of equipment are common among governmental entities such as Districts, Municipalities, and School Districts. Department heads of the District are empowered to both loan and/or borrow equipment when determined necessary and approved by the Executive Director. The Department Head with approval of the Executive Director is granted the authority to waive or establish a fair and equitable rental rate on specialized pieces of equipment.

POL.A.02.03 - Community Organizations Use of Park District Property

The Park District of Oak Park has long worked in cooperation with community organizations to enhance the recreational and educational opportunities available to Oak Park residents. The Park District is very appreciative of the work of these Organizations. The Park District desires to nurture its relationships with these Organizations, and to foster new and expanded relationships, in its continuing efforts to best serve its constituents.

Use of District Parks, Facilities, and Equipment

The Park District has established a PACT program (Partner, Associate, Companion, and Tenant) to guide the Park District and the organizations that desire to use the Park District's property, facilities, and equipment. This PACT program is the best and most efficient means for the Park District to establish mutually beneficial relationships based on clear understandings of how each party can serve the other. This also is the surest method to address the sometimes-complex issues and responsibilities every public agency faces.

Through the use of the PACT program, the Park District believes it can achieve useful and lasting relationships with the organizations that serve Oak Park residents so well. The PACT program will establish, for each Organization:

- The Park District property, facilities, and equipment that the Organization may use, and the term during which it may use them.
- The services and assistance that the Park District can offer the Organization in support of the work it undertakes.
- The services and programs that the Organization will offer its constituents.
- The fees, if any, and other financial considerations of the affiliation.
- The Park District's basic policies regarding the use of its property.
- Standard waiver, indemnification, and insurance provisions.

Using the information provided as part of an annual application process, the Park District will place groups accepted into the program into one of four categories. These four categories make up the acronym "P.A.C.T." (Partner, Associate, Companion, and Tenant). With each category comes varying levels of both benefits and expectations. Groups not meeting the requirements to be accepted into the program will still have the ability to request use of Park District facilities, but will be required follow to the same procedures, policies, and fees as set for the general public.

P.A.C.T. Program Levels

Partner. This category is reserved for organizations operating under a separate written agreement the Park District that has been approved by the Park District of Oak Park Board of Commissioners and/or the Executive Director. These organizations closely match the Park District in mission and objectives, serve the community in a way similar to the Park District, or are able to participate in a partnership that is mutually beneficial and assists the Park District in carrying out its own mission. In order to ensure that partners are able to uphold the agreement in a sustained manner, these organizations should have significant resources and have been in existence for at least 25 years. Possible examples could include other Oak Park government entities through intergovernmental agreements, Oak Park area educational institutions through facility sharing agreements, or non-profit corporations with a long-standing history in the community. Every partner will enter into a separate written agreement lasting one or more years with the Park District in advance of granting or providing any access to Park District facilities. Partner agreements are not designed to be a method for organizations to avoid the responsibilities and fees associated with being an Associate, Companion, or Tenant, but are instead an avenue for the Park District to meet its mission and enhance the recreational opportunities available to the residents of Oak Park by working together with other organizations. It should also be noted that Partners are only afforded priority access to Park District facilities as set forth in the Partner agreements and do not receive across-the-board priority access for the organization at all Park District facilities at all dates and times.

Associate. These organizations exist mainly to provide and actively promote non-competitive recreation opportunities available

to Oak Park citizens without any pre-qualifications (other than age). They must demonstrate annual participation levels averaging at least 250 participants or more with at least 90% of this participation coming from Oak Park residents. Because of this similarity in mission and the high participation levels, if they were to cease operations at any point in time, it is anticipated that the community would look to the Park District to provide the same service in their absence. These groups or organizations must be non-profit corporations (registered with the State of Illinois as a 501c3) for no less than 10 years, operating with a volunteer board of officers. These organizations must possess a dedicated bank account within Illinois having assets in excess of \$5,000 and the ability to produce a monthly treasurer's reports and annual audits. In addition, these groups or organizations must possess liability insurance in excess of three million dollars aggregate and be willing and able to name the Park District as additionally insured.

Companion. These organizations follow the same core mission of offering recreational opportunities but may require participants to meet pre-qualifications (such as skill level, membership requirements, etc.) thereby placing limits on who can participate or do not meet the requirements of an Associate. They must demonstrate annual participation levels averaging at least 50 participants with at least 50% of this participation coming from Oak Park residents. The groups or organizations must be non-profit corporations (registered with the State of Illinois as a 501c (3), operating with a volunteer board of officers. These organizations must possess a dedicated bank account within Illinois with assets in excess of \$2,500 and the ability to produced monthly treasurer's reports and annual audits. In addition, the groups or organizations must possess liability insurance in excess of one million dollars and be willing and able to name the Park District as additionally insured.

Tenants. These are organized groups intended to provide educational, social, civic or service opportunities that are available to Oak Park citizens, or provide recreational opportunities, but do not meet the requirements of an Associate or Companion. These organizations can be unincorporated associations, groups or clubs or private educational providers but must have annual participation levels of at least 50 and a membership base consisting of no less than 50% Oak Park residents. These groups must possess a dedicated bank account within Illinois with assets in excess of \$500 and the ability to produce a monthly treasurer's reports. They do not necessarily possess group or organization insurance, but are willing to sign and exonerate the Park District (insurance may be required for certain activities).

POL.A.02.04 - Volunteers

The Park District recognizes the need for volunteers in order to successfully implement programs and services. Whenever possible, volunteers are utilized to maximize community involvement and to enhance the overall quality of parks, programs, and facilities.

For the safety of participants and facility visitors, any volunteer who will directly supervising youth without the presence of a Park District staff member must pass a criminal background check on an annual basis. Other volunteer positions may also be required to complete a background check depending on the type of services and/or the location of services to be provided. Any applicant who refuses to sign a release to complete the background check will not be considered eligible for volunteer work with the Park District.

POL.A.02.05 - Public Information Policy

The Park District has a responsibility and a commitment to disseminate information regarding agency administration and operations, programs and events, and parks and facilities in a prompt, fair and accurate manner to the community and the media. In addition, it is the Park District's responsibility to provide a timely, fair, and accurate response to issues and inquiries raised by residents and the media.

This Policy is founded on the following principles:

a. Transparency. The Park District is committed to approaching disclosure of information in a proactive, open, honest, and fair manner. Information concerning the Park District's operational and institutional activities will be made available to the public in order to foster a relationship of mutual trust, cooperation, and respect.

b. Accountability. As a governmental institution entrusted with public resources, the Park District is accountable to its taxpayers whose best interest is at the center of all decision-making.

c. Law-Abiding. The Park District and its Board of Commissioners and employees will abide by all local, state, and federal laws governing the release of public information, including the Freedom of Information Act (FOIA).

d. Public Engagement. Public engagement enhances the Park District's effectiveness and improves the quality of its decisions. The Park District will solicit public input and feedback on an on-going basis and as part of planning and decision-making processes when appropriate.

Responsibility & Methods

The Marketing and Communications Manager oversees the process of dissemination of information to the public, including the media and elected officials. The Park District uses a variety of communication and marketing tools, including but not limited to seasonal program guides, Park District web site, press releases, flyers, banners, newspaper advertising, and electronic newsletters. Media inquiries are routed through the Marketing and Communications Manager as the first point of contact with responsibility for coordination and handling of all inquiries.

Responses to public FOIA requests will be managed by the Park District's FOIA Officer, following all applicable laws as well as established Park District policies and procedures.

In the event of a crisis (a serious incident that will generate intense public or media focus whether immediately or within a short period of time), the Park District will follow the procedures outlined in the Park District Crisis Management and Communication Plan.

POL.A.02.06 - Donation Requests

Donations Requests

The Board of Commissioners recognizes that from time to time contributions will be requested of the District for goods and services. It is the Board's intention to provide assistance to those organizations that request it in the form of a donation for a charity or event in a timely and fair manner when possible. The donation(s) to Oak Park-based organizations will not exceed the amount of \$50.00 in value per calendar year. All donated items (e.g. coupons, passes) are limited to activities that take place in Oak Park and at Park District of Oak Park facilities.

Not for profit groups and their venue within the Oak Park area can request donations of items for charity auction. All requests must be made in writing and the determination of the type/value of the donation shall be at the discretion of the Executive Director. The request must be made 4 weeks prior to expected event, and is limited to one donation per organization, per calendar year.

Donations may include but are not limited to:

- Complimentary skating pass (one visit)
- Complimentary pool pass (one visit)
- Complimentary Cubhouse pass (one visit)
- \$25 Gift Certificates (not to exceed a total of \$50)

Conditions:

- All passes and certificates will have an expiration date of one year and must be used by the expiration date (no exceptions).
 - All passes and certificates are non-transferrable and non-refundable.
-

POL.A.03.01 - Park & Recreation Comprehensive Master Plan

The Board adopts and maintains a current Comprehensive Master Plan at all times. The Park and Recreation Comprehensive Master Plan (CMP) is developed based on resident, guest, staff and commissioner, assessment of the District's current and future park, facility, and recreation needs. The CMP will include, but not be limited to, a community profile, needs assessment, Park District profile, goals, objectives, level of service standards, capital projects and financial analysis. The CMP is updated a minimum of once every ten years and published for public review.

POL.A.03.02 - Needs Assessment

In order to facilitate the involvement and input of residents and guests in the long-range planning and decision-making process affecting the delivery of park, facility and recreation services, the Board will conduct a comprehensive attitude and interest survey and assessment a minimum of once every five years to develop a needs assessment. The results of the needs assessment will become a part of the Comprehensive Master Plan and published for public review.

POL.A.03.03 - Park Master Plans Policy

All land controlled by the District shall serve an intended park and recreation purpose which provides public benefit. The type of use may vary from a highly developed parcel which provides for active, programmed recreation and park services to one which is undeveloped and utilized as a passive opens space site. Prior to committing to the development of a previously undeveloped open space, or redeveloping a park which significantly modifies its previous use and purpose, the Board will review and approve a Park Master Plan. This plan will govern the park sites development and will protect and preserve desirable qualities of the resource base.

Each Park Master Plan shall consist of a concept drawing which shows the spatial arrangements of various components of the plan, such as playground areas, athletic fields, buildings, pathways, landscape, etc.

Prior to adopting a park Master Plan, staff will hold a public meeting, if applicable, to gather input from the community and surrounding neighborhood. Input gathered from these meetings, along with recommendations and standards included in community and Park District planning documents, will be used by staff to develop a preliminary draft with cost estimates and will be presented to the Board for final approval. The Board shall endeavor to keep the master plan current and shall undertake a thorough review of the master plan at least as often as every 10 years.

POL.A.03.04 - Capital Improvement Plan

The Board shall maintain a 5-Year Capital Projects Plan that forecasts the District's capital project's needs. The Plan should include provisions related to proposed capital improvements; park and facility maintenance and repairs; equipment replacement, maintenance, and repairs; vehicle needs; estimated costs; potential funding sources; and similar matters. The Plan should be reviewed annually.

POL.A.03.05 - Statistics Policy

Participation Data

In order to ensure that the Park District is fulfilling its mission and is meeting the recreational needs of the community, recreation staff will review and maintain seasonal and year-end participation reports of its programs and facilities.

POL.A.03.06 - Succession Policy

In the event that the Executive Director is unable to perform his/her duties for a period of time, the Park District of Oak Park has in place the following succession plan to facilitate interim leadership.

A. Temporary, Short-Term Absences. A short-term planned absence is one of less than three months in which it is expected that the Executive Director will return to his/her position once the events precipitating the absence have concluded. This could include planned periods of leave such as a vacation or a sabbatical or unplanned absences that arise unexpectedly due to reasons such as personal or family illnesses or emergencies.

Unless otherwise determined in advance, the Executive Director is to continue to be consulted by phone of any urgent or serious matters. If the Executive Director is not able to be reached during this time, the following chain of succession to determine a temporary Acting Director would occur:

- 1. Superintendent of Recreation
- 2. Director of Finance

In the event that this chain of succession is activated, the Acting Director is to immediately inform the Board President. The Board of Commissioners may choose to meet to affirm the procedures in this plan or to make modifications as deemed appropriate for the situation. The Board President will be responsible for notifying staff and other Commissioners of the delegation of authority. If a crisis or emergency occurs during this time, the Acting Director would determine if the Crisis Plan would go into effect after consulting with the Board President.

B. Temporary, Long-Term Absences. A long-term planned absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition: the Board of Commissioners will give immediate consideration, in consultation with the Acting Director, to the temporary filling of the management position left vacant by the Acting Director. This is in recognition of the fact that it may not be reasonable to expect the Acting Director to carry the duties of both positions for more than three months.

C. Permanent Change. A permanent change is one in which it is determined that the Executive Director will not be returning to the position. The procedures and conditions to be followed should be the same as for a long-term absence with one addition: the Board of Commissioners will appoint a Transition and Search Committee to plan and carry out a transition to a new permanent Executive Director. The Board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Transition and Search Committee will also determine the need for an Interim Executive Director, and plan for the recruitment and selection of an Interim Executive Director and/or permanent Executive Director.

In the event that a Department Head is unable to perform his/her duties for a period of time, the Executive Director will determine when to enact the following succession plan to facilitate interim leadership. The Executive Director may make modifications as deemed appropriate for the situation.

Position	1st Successor	2nd Successor

Director of Finance	Finance Manager	Executive Director
Superintendent of Recreation	Program Manager	Program Manager
Superintendent of Special Facilities	Program & Operations Manager	Executive Director
Superintendent of Parks and Planning	Turf Manager	Buildings Supervisor
Director of Human Resources & Risk	Executive Director	Finance Director

POL.A.04.01 - Budget Philosophy

The Park District strives to maintain the most efficient and effective use of resources provided by tax payers and users of the District's facilities and services. The annual Budget will be comprised of conservative estimation of revenues, and liberal estimation of expenditures so to provide an ending fund balance which will be realistic and not result in an over expectation of available funds. The budget shall adhere to a fund balance policy. Whenever possible unnecessary programs will not be offered or will be eliminated. Services and programs will be offered at the most reasonable cost and fees.

Tax Dependency

To aid the Park District in achieving both sustainability and growth, it is the goal of the District that as part of its budget process, property taxes – exclusive of those not subject to the tax cap – should account for no more than 55% of total revenues.

Internal Service Funds

It shall be the policy of the District to have internal source funds and to approve or dissolve those on an annual basis through the adoption of the annual budget.

POL.A.04.02 - Fund Balance

This policy is established to provide financial stability, cash flow for operations, and the assurance that the District will be able to respond to emergencies with fiscal strength. It is the Park District's philosophy to support long-term financial strategies, where fiscal sustainability is its first priority, while also building funds for future growth. It is essential to maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates. Fund balance levels are also a crucial consideration in long-term financial planning. Credit rating agencies carefully monitor levels of fund balance and unassigned fund balance in the Corporate Fund to evaluate the Park District's continued credit worthiness.

Fund balance is generally referred to as cash balance, however, is defined as the difference between assets and liabilities in a governmental fund. A governmental fund is used to account for all or most of the Park District's general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general capital assets (capital projects funds) and the servicing of general long-term debt (debt service funds). The Corporate Fund is used to account for all activities of the Park District not accounted for in some other fund.

Fund balances are composed of three primary categories:

- a. Non-spendable Fund Balance. The portion of a governmental fund's net assets that are not available to be spent, either short-term or long-term, in either form or through legal restrictions (e.g., inventories, prepaid items and endowments);
- b. Restricted Fund Balance. The portion of a governmental fund's net assets that are subject to external enforceable legal restrictions (e.g., grantor, contributors and property tax levies); and
- c. Unrestricted Fund Balance. The portion of a government fund's net assets that are available for operational needs. Unrestricted Fund Balance is made up of three components:
 - i. Committed Fund Balance. The portion of a governmental fund's net assets with self-imposed constraints or limitations that have been placed at the highest level of decision making;
 - ii. Assigned Fund Balance. The portion of a governmental fund's net assets to denote an intended use of resources; and
 - iii. Unassigned Fund Balance. Available expendable financial resources in a governmental fund that are not the object of tentative management plan (i.e. assignments).

Funds receive their resources from a variety of revenue sources, including both restricted and unrestricted (committed, assigned and unassigned) revenue items. When restricted funds exist, those funds are used first, followed by unrestricted. For unrestricted funds, committed funds are used first, then assigned, then unassigned.

Minimum Fund Balances

The Health Insurance Fund is an internal service fund and follows the same fund balance targets and protocols as the operating funds. The Park District is committed to holding fund balances stable and attaining a minimum balance of 25% for operating funds. Operating funds include: Corporate, IMRF, Liability, Audit, Recreation, Special Recreation, Revenue Facilities, and Historic Properties. The minimum fund balance for the Museum Fund shall be 75% as this fund acts as both an operating as well as a capital reserve fund. There is no fund balance requirement for the Capital Projects Fund other than current budgets shall not place this fund in a negative position.

The following protocol will be enforced if the overall fund balance is under 20% or over 30%. It is assumed that budgeting constraints will be enacted if the fund balance is within this range.

- a. Fund Balances Under 20%. If the overall fund balance is between 15 and 25%, a plan lasting no more than five years will address this issue with budgetary adjustments to revenues and expenditures. If the overall fund balance is less than 15%, then fund transfers to capital projects will be reduced.
- b. Fund Balances Over 30%. If the overall fund balance is between 25 and 35%, a plan lasting no more than three years will

decrease fund balance to 25% with budgetary adjustments to revenues and expenditures. If the fund balance is over 35%, then fund transfers to capital projects may be increased and the capital improvement plan may be adjusted. Should the fund balance exceed the target percentage by a significant amount, it is done with the intention to provide for needs caused by unforeseen events, and build the fund for planning for growth.

POL.A.04.03 - Revenue Policy

The Park District uses multiple sources of revenue to supplement the revenue received in the form of taxes, because it is not financially feasible or healthy to rely solely on one source of revenue. Some of these sources may include fees and charges, inter-governmental, rentals, sponsorships and donations, and program revenues. The Park District will evaluate all new sources of revenue before acceptance to prevent compromising the mission of District. The Park District is always vigilant about finding new sources of revenue to improve the revenue mix of the District.

The following revenues sources are based on the Government Finance Officers classifications that are used in the District's annual financial audit as well as annual budget.

- a. Taxes. The Park District receives Property Taxes from the property owners of Oak Park. The District levies taxes in accordance with the Property Tax Extension Limitation Law (PTELL). The District currently levies taxes for seven purposes including Corporate, IMRF, Liability, Auditing, Recreation, Museum, and Special Recreation.
 - b. Fees and Charges. The Park District of Oak Park charges fees for facility usage and sale of products including pool passes, fitness center usage, ice rink usage, dog park usage, field usage, tours and program participation. The Park District will not charge fees to residents for entrance into parks, playgrounds, sled hills, or informal use of outdoor athletic facilities. Facility fees and charges are determined by the Facility Fees and Program Pricing Guidelines.
 - c. Intergovernmental Revenue. Intergovernmental Revenue accounts for funds received from other governmental entities in the form of personal property replacement taxes, grants, and other one-time reimbursements for expenses. The Personal Property Replacement Tax is a corporate income tax collected statewide and then distributed to various taxing Districts. The Park District also has a strong history of receiving grant from numerous government entities.
 - d. Rental Income. The Park District receives rental income for facility usage including special events, meetings, weddings, and movie shoots. The Cheney Mansion Coach House is leased for residential purposes.
 - e. Miscellaneous Revenue. Miscellaneous Revenue receives a variety of revenues including non-resident fees, vending machine revenue, procurement card rebates and interest income received on cash deposits.
 - f. Sponsorship and Donations. The Park District pursues a variety of sponsorships and donations to help fund its recreation programs and other special events. This is done to reduce the burden on tax payers and participants for events such as the Frank Lloyd Wright Races, Summer Concert Series, and other holiday special events.
 - g. Other Financing Sources. The Park District uses this budget area to include debt service proceeds, capital transfers, operating transfers, and transfers for debt service payments.
 - h. Program Revenues. Program revenues are fees paid from residents and non-residents to take part in programs that Park District puts on yearly. Program revenues are received in the Corporate, Recreation, Revenue Facilities, and Historic Properties Funds with the majority in the Recreation, Special Facilities and Historic Properties Funds. Program prices are determined by the Facility Fees and Program Pricing Guidelines.
-

POL.A.04.04 - Sponsorship Policy

In an effort to utilize and maximize the community's resources, it is in the best interest of the Park District to create and enhance relationship-based sponsorships. This may be accomplished by providing local, regional, and national commercial businesses and non-profit groups a method for becoming involved with the many opportunities provided by the Park District. The Park District delivers quality, life-enriching activities to the broadest base of the community. This translates into exceptional visibility for sponsors and supporters. The goal of this policy is to create relationships and partnerships with sponsors for the financial benefit of the Park District.

Sponsorships vs. Donations

There is an important difference between a sponsorship and a donation. In general, a sponsorship is cash, products, or services offered by a sponsor with the clear expectation that an obligation is created. The Park District will be obliged to return something of value to the sponsor. The value is typically public recognition and publicity or advertising highlighting the contribution of the sponsor and/or the sponsor's name, logo, message, products or services. The sponsor usually has clear marketing objectives that it is trying to achieve, including but not limited to the ability to drive sales directly based on the sponsorship and, quite often, the right to be the exclusive sponsor in a specific category of sales. The arrangement is typically consummated by a letter of agreement or contractual arrangement that details the particulars of the exchange.

In contrast, a donation comes with no restrictions on how the money or in-kind resources are used. Because donations or gifts are given without restrictions or expected benefits for the donor, a policy is generally not needed. Notably, donations are eligible for a governmental donation receipt for tax deduction purposes. Notably, the Park District reserves the right to refuse any donation, whether because of restrictions or expectations related to it or for other sound reasons.

This Policy specifically addresses sponsorships, the terms of sponsorship agreements, and the benefits provided to the Park District in return for the resources provided by the sponsors.

Guidelines for Acceptable Sponsorships

Sponsors should be businesses, non-profit groups, or individuals that promote mutually beneficial relationships for the Park District. All potentially sponsored properties (facilities, events or programs) should be reviewed in terms of creating synergistic working relationships with regards to benefits, community contributions, knowledge, and political sensitivity. All sponsored properties should promote the Park District's Mission, Vision and Values.

The first major criterion for the Park District when determining whether to accept a sponsorship is the appropriate relationship of a sponsorship to the Park District's Mission, Vision and Values outlined above. That determination of appropriateness is based in large part on objective analysis, but ultimately is vested in the sound exercise of the Park District's discretion, considering all of the many factors that may be involved. The following questions are the major guiding components of this policy and will be addressed prior to soliciting potential sponsors:

- Is the sponsorship related to the purpose of the facility or programs and does it help promote the Park District's Mission, Vision and Values?
- Will the sponsorship help generate more revenue and/or less cost per participant than the Park District can provide without it?
- What are the real costs, including staff time, to the Park District in accepting the sponsorship and the cash, products, and services resources that come with the sponsorship?

Some potential sponsorships are inappropriate and will not be considered by the Park District. A partial list of categories of such sponsorships includes:

- Sponsorships that involve or promote environmental work, or other practices that violate or threaten international, federal, State or local law or that promote or encourage drugs, pornography, alcohol, tobacco, or firearms.

- Sponsorships that are in direct competition with Park District programs and services.
- Sponsorships that may exploit participants or staff members of the Park District.
- Sponsorship that offer benefits or opportunities that may violate laws or Park District policies.

Sponsorship Plan and Approval Levels

Each project or program that involves solicitation or acceptance of sponsors must have a Sponsorship Plan developed by staff prior to any such solicitation or acceptance that is specific to that project or program and that is consistent with the terms and sponsorship levels of this Sponsorship Policy. The Sponsorship Plan must be approved by the Marketing & Customer Service Department. In addition, each sponsorship will need separate approval if it exceeds pre-specified limits. The approval levels are outlined below:

Under \$1,000: The program or project staff may approve this level of sponsorship, with review by the supervising Manager.

\$1,000 to \$10,000: This level of sponsorship requires approval of the Superintendent of the department seeking the sponsorship, with review by the Executive Director.

Over \$10,000: This level of sponsorship requires approval of the Executive Director (the Executive Director may recommend a Board of Commissioners review).

Non-Commercial Forums Prohibited

When entering into a sponsorship that includes commercial advertising on behalf of the sponsor, the Park District intends to create only a specifically limited forum for that advertising. The Park District does not intend by this Sponsorship Policy or by approval of any sponsorship to create any public forum for any message or advertising apart from the specifically approved commercial advertising, and this Sponsorship Policy shall not be construed or applied in any manner to create any such public forum at any facility or related to any program or event. Also, although non-commercial community organizations or individuals may wish to sponsor a Park District facility, program, or event, no non-commercial speech or message shall be permitted as a part of such a sponsorship and this Sponsorship Policy shall not be construed or applied in any manner to allow any such speech or message.

In furtherance of this strict policy, any commercial advertisement incidental to a sponsorship shall be limited to the promotion of a commercial transaction, whether directly or indirectly, through the association of the sponsor's name with the commercial transaction of purchasing the commercial goods or services that the sponsor sells.

Also, in furtherance of this strict policy, the Park District states the following standards underlying this policy:

- The Park District desires to avoid the delivery and exposure of all non-commercial messages to the "captive" audiences at Park District events;
- The Park District seeks to avoid all entanglement with constitutional questions related to "viewpoint-related" decisions and with the danger that the Park District will be associated with any non-commercial messages;
- The Park District desires to maximize income from sponsorship by allowing commercial advertising when appropriate, and seeks to avoid dissuading potential sponsors and the residents and others who participate in its programs by allowing any non-commercial messages, some of which could be inappropriate or offensive to the public;
- The Park District desires to maintain a position of neutrality on political and religious issues; and
- The Park District seeks to avoid the danger of "excessive entanglement" with any religion or political organization or point of view.

POL.A.04.05 - Investments

It is the policy of the Park District of Oak Park to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all state and local statutes and ordinances governing the investment of public funds.

Scope

This investment policy applies to all financial assets of the District. These funds are accounted for in the District's annual financial report and include the General Fund, Recreation Fund, Revenue Facility Fund, Debt Service Fund, Capital Projects Fund, Non-major Governmental Funds, and any other funds that may be created from time to time. All transactions involving financial assets and related activity of the foregoing funds shall be administered in accordance with the provisions of this policy.

Investment Objectives

- a. Safety of Control. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required so that potential losses on individual securities and/or financial institutions do not exceed the income generated from the remainder of the portfolio.
- b. Liquidity. The District's investment portfolio shall remain sufficiently liquid to enable the District to meet all operating requirements, which may be reasonably anticipated in any District fund. Maturities of investments of all funds shall not exceed two years, unless the Board of Park Commissioners approves a temporary extension of maturities, maturities of investment of Capital Funds shall not exceed three years.
- c. Return on Investments. The investments portfolio of the District shall be designed to attain a market average rate of return throughout the budgetary and economic cycles, taking into account the District's risk constraints, the cash flow characteristics of the portfolio and legal restrictions for return on investments.
- d. Maintaining the Public's Trust. All participants in the investment process shall seek to act responsibly as custodians of the public and shall avoid any transactions that might impair public confidence in the District.
- e. Prudence. Investments shall be made with judgment and care under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investments, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent person" and shall be applied in the context of managing an overall portfolio.
- f. Local Consideration. The District shall make every attempt to invest in banking institutions operating in the Village of Oak Park which actively promote and support local, civic and economic development.

Deposits

When money deposited by the District becomes collected funds and is not needed for immediate disbursement, it will be invested within two working days at prevailing rates or better in accordance with 30 ILCS 225/1.

The District shall designate a bank, or banks, or other financial depository institution in which funds of the District may be deposited. Designated depositories must furnish copies of the last two (2) annual statements of condition and financial reports required by the Division Director of Financial Institutions, or the Comptroller of the Currency, to the District. In addition, all depository institutions are to be insured by the Federal Deposit Insurance Corporation.

Investment Earnings

In accordance with current Government Accounting Standards Board (GASB) Statement standards, interest income will be reported as revenue in the fund that earned the interest. An operating transfer, approved by the Park Board, will be required to transfer interest earnings to any other Fund.

Valuation of Investments

All investments will be valued in accordance with the current GASB Statement standards.

Investment Instruments

The District may invest in any type of security allowed by Illinois law, notably 30 Illinois Compiled Statutes 235 (30 ICS 235). The following are examples of investment options according to state statutes:

- Passbook savings account;
- Now, Super Now, and Money Market Accounts, including, but not limited to, The Illinois Park District Liquid Asset Fund + (IPDLAF+) or Illinois Metropolitan Investment Fund (IMET);
- Commercial Paper (issuer must be a U.S. Corporation with more than \$500 million in assets, rating must be within three highest classifications by two standard rating services, must mature within 180 days of purchase, and such purchase cannot exceed 10% of the corporations' outstanding obligations);
- State Treasurer's Investment Pool (The Illinois Funds);
- Money Market Mutual Funds (registered under the Investment Company Act of 1940, provided the Portfolio is limited to bonds, notes, certificates, treasury bills, or other securities which are guaranteed by the federal government as to principal and interest);
- Repurchase Agreement collateralized by full faith and credit U.S. Treasury securities;
- Certificates of Deposit and Time Deposits constituting direct obligations of any bank as defined by the Illinois Banking Act and only those insured by the FDIC legally issuable by savings and loan associations incorporated under the laws of the State of Illinois or any other state or under the laws of the United States and only in those savings and loan associations insured by SAIF;
- Bonds, notes, certificates of indebtedness, Treasury bills or other securities which are guaranteed by the full faith and credit of the United States of America as to principal and interest;
- Obligations of U.S. government agencies which are guaranteed by the full faith and credit of the United States Government; and
- Short term discount obligations of the Federal National Mortgage Association.

Diversification

It is the policy of the District to diversify its investment portfolio. Investments shall be diversified to eliminate the risk of loss resulting in over concentration in a specific maturity, issuer, or class of securities. Concentration in short term corporation obligations will not exceed 90% of the limit contained in Illinois law. Diversification strategies shall be determined and revised periodically by the Director of Finance.

Collateralization

It is the policy of the District to require that time deposits in excess of FDIC or SAIF insurable limits be secured by some form of collateral to protect public deposits in a single financial situation if it were to default due to poor management or economics factors.

Eligible collateral instruments and collateral ratios (market value divided by deposit) are as follows:

- U.S. Government Securities (110%)
- Obligations of Federal Agencies (110%)
- Obligations of Federal Instrumentalities (125%)
- Obligations of the State of Illinois (125%)

- General Obligations Bond of the District (110%)
- Bank Deposit Guaranty Bond (125%)

The ratio of fair market value of collateral to the amount of funds secured shall be reviewed quarterly and additional collateral will be requested when the ratio declines below the level required.

Safekeeping of Collateral. Third party safekeeping is required for all collateral. To accomplish this, the securities can be held at the following locations:

- A Federal Reserve Bank or its branch office;
- At another custodial facility - generally in a trust department through book - entry at the Federal Reserve, unless physical securities are involved; or
- By an escrow agent of the pledging institution.

Safekeeping will be documented by an approved written agreement. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement or custody agreement. Substitution or exchange of securities held in safekeeping can be done without prior written notice of the District provided the market value of the replacement securities are equal to or greater than the market value of the securities being replaced. The District will be notified in writing of all substitutions.

Safekeeping of Securities

Third party safekeeping is required for all securities. To accomplish this, the securities can be held at the following locations:

- A Federal Reserve Bank or its branch office;
- At another custodial facility - generally in a trust department through boo - entry at the Federal Reserve, unless physical securities are involved;
- By an escrow agent of the pledging institution; or
- A financial institution on the Illinois State Treasurer's approval list of safekeeping banks.

Safekeeping will be documented by an approved written agreement. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement, or custody agreement.

Qualified Financial Institutions

It will be at the discretion of the Finance Director, with the approval of the Executive Director, to determine which institutions would best serve the District.

a. Depositories - Demand Deposits.

- Any financial institution selected by the District shall provide normal banking services, including, but not limited to: checking accounts, wire transfers, purchases and sale of U.S. Treasury securities and safekeeping services.
- The District will not maintain funds in any financial institution that is not a member of the FDIC or SAIF system. In addition, the District will not maintain funds in any institution not willing or capable of posting required collateral for funds in excess of FDIC or SAIF limits.
- To qualify as a depository, a financial institution must furnish the Director of Finance or the Park Board Treasurer with copies of the latest two statement of conditions which it is required to furnish to the Director of Financial Institutions or to the Comptroller of Currency as the case may be. While acting as a depository, a financial institution must continue to

furnish such statement to the Executive Director, Finance Manager or the Park Board Treasurer within 45 days of the end of each quarter.

- Fees for banking services shall be mutually agreed to by an authorized representative of the depository bank and the Finance Director on an annual basis. Fees for services shall be substantiated by a monthly account analysis and shall be reimbursed by means of compensating balances.
- All financial institutions acting as depository for the District must enter into a "Depository Agreement."

b. Banks and Savings and Loans - Certificates of Deposit. Any financial institution selected to be eligible for the District's certificate of deposit purchase program must meet the following requirements:

- Shall provide wire transfer and safekeeping services.
- Shall be a member of the FDIC or SAIF system and shall be willing and capable of posting required collateral for funds in excess of FDIC and SAIF insurable limits.
- To qualify as a depository, a financial institution must furnish the Finance Director or the Park Board Treasurer with copies of the latest two statements of condition which it is required to furnish to the Director of Financial Institutions or to the Comptroller of Currency as the case may be. While acting as a depository, a financial institution must continue to furnish such statements to the Finance Director or the Park Board Treasurer within 45 days of the end of each quarter.

Sixty-five percent Rule. The amount of funds deposited and/or invested in a financial institution shall not exceed 65% of the capital stock and surplus of such institution unless collateral security has been pledged, in which case the amount of such deposits and/or investments shall not exceed 75%.

Management of Program

Management responsibility for the investment program is hereby delegated to the Director of Finance, who shall establish written procedures for the operation of the investment program, consistent with this investment policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in any investment transactions except as provided under the terms of this policy and the procedures established by the Director of Finance. The Director of Finance shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate or any other person involved in such transactions for the District.

The Wording of agreements necessary to fulfill the investment responsibilities is the responsibility of the Director of Finance who shall periodically review them for consistency with District policy and State law and who shall be assisted in this function by District legal counsel. These agreements include but are not limited to:

- Wire Transfer Agreement
- Depository Agreement
- Safekeeping Agreement
- Custody Agreement

The following individuals are authorized to purchase and sell investments, authorized wire transfers, authorized the release of pledged collateral, and to execute any documents required under this policy. Two signatures are required for all of investment transactions.

- Finance Manager
- Director of Finance
- Executive Director

Page intentionally left blank.

POL.A.04.06 - Procurement Policy

The Board of Commissioners recognizes the need that materials, supplies, equipment and services of the quality and quantity required to operate the District be specified, described, and procured in a manner that provides for full and free competition among potential suppliers. Each procurement action will be fully documented consistent with District purchasing procedures. Any variance from the policy must have prior approval of the Board.

Formal Bidding

Formal competitive sealed bids consistent with this policy will be solicited on all procurements except:

- Those that are clearly identified and justified in writing as "sole source" and that are approved by the Board in advance of purchase.
- Those purchases of an emergency nature that requires immediate implementation in order to eliminate major problems and that are approved by the Executive Director and authorized by the Board.
- Those purchases specifically excluded from the bidding process by Illinois State Statutes.
- Those whose cost is less than \$30,000.00 and that are approved by the Executive Director.

Requests for formal bids for those procurements costing \$30,000.00 or more will be formally and publicly advertised. At least one notice will be published in the local newspaper not less than 14 days before the bids are "closed". Sealed bids will remain sealed until the formal "bid opening" is conducted by a designated District employee with at least one witness at the place, time and date specified in the advertisement. Upon recommendation of the Executive Director and approval of the Board, the award will be made to the lowest qualified bidder meeting the specifications and other required terms and conditions of the procurement. The right is reserved to reject any bids if such action is deemed by the Board to be in the best interests of the District.

Informal Quotations

Purchases costing more than \$500.00 but less than \$30,000.00 shall have at least three quotes, whenever possible, that are solicited by either written or oral invitation. Requests for informal quotations for purchases in this range need not be formally and publicly advertised. Certain items routinely purchased on a repetitive basis may be purchased from selected prequalified vendors. These items and vendors shall be reviewed annually, in January, by department heads with the Director of Finance and approved by the Executive Director. Upon approval by the Executive Director or his/her designee, the award is made to the lowest and best quotation meeting the specifications, delivery date and other required terms and conditions of purchase.

Emergency Appropriations/Purchases

The Executive Director is authorized to bypass the sealed bid process per ILCS 1205/8-1(c) to make emergency expenditures provided such expenditures are approved by three-fourths of the members of the Board. Due to the emergency nature of the purchase, approval may be written (email) or verbal prior to the next board meeting. Formal board action must take place at the end next Board of Commissioners meeting. An emergency expenditure is defined as an expenditure required to fill an immediate, unexpected need to minimize financial or operational damage, to protect the health or safety of park users and employees or to replace/repair damage to park property or equipment. If the purchase requires a budget amendment, the Board will take action to make the necessary adjustments.

Purchasing Considerations

Economy of Resources. In attempt to provide economies of scale and cheaper products, the district will continually look for opportunities to jointly purchase items and services. The district reviews the State of Illinois Joint Purchase for many items and uses a competitively bid contract with U.S. Communities through the Illinois Park and Recreation Association (IPRA). These items must be of similar quality to those that can be bought out of a contract.

Local Purchasing. Park District personnel should seek to purchase goods and services from Oak Park vendors when they are of comparable quality to goods or services purchased from vendors not located in Oak Park. The District will promote purchasing

from Oak Park vendors by allowing an additional 15% to be spent on goods and services under \$10,000 and 10% on items \$10,000 to \$15,000.

Environmentally Aware Purchasing. Park District personnel should seek to reduce the environmental damages associated with their purchases by increasing their acquisition of environmentally preferable products and services to the extent feasible, consistent with price, performance, availability, and safety considerations. These products should have a third party certification of environmentally preferred status such as the Green Seal or Energy Star when feasible.

Environmentally Preferable Products include:

- Products that reduce greenhouse gas emissions or are made with renewable energy
- Products that reduce the use of toxins hazardous to the environment and employee and public health
- Products that contain the highest possible percentage of post-consumer recycled content
- Products that reduce air and water pollution
- Products that reduce waste
- Suppliers who strive to improve their environmental performance and provide environmentally preferable products, and who can document the supply-chain impacts of their efforts
- Reusable products
- Products that serve several functions (e.g., copier/printers, multipurpose cleaners) and reduce the overall number of products purchased

The District will promote buying the environmentally preferable products by allowing an additional 15% to be spent on items under \$10,000 and 10% on items \$10,000 to \$15,000.

Minority and Women Owned Businesses. The District will promote buying products from minority and women owned businesses by allowing an additional 15% to be spent on items under \$10,000 and 10% on items \$10,000 to \$15,000.

POL.A.04.07 - Payments Policy

Payment methods include:

- a. Procurement Cards. The District may provide procurement cards to designated employees to facilitate the purchase on behalf of the District of approved items from approved vendors.
- b. Wire Transfers. Wire transfers can be made by the Director of Finance, Finance Manager, or Executive Director to facilitate quick deposits of funds into an account or to move funds from one institution to another in lieu of a check. Wire transfers may be made to expedite the movements of funds, to avoid penalties, late charges, and overdrafts, and to maximize interest on excess funds.

Specific transfers currently allowed are:

- Net payroll (bi-weekly)
 - Credit Union savings and loan withholdings
 - Payroll tax withholdings
 - Excess cash investments
 - Social Security deposits
 - Medicare deposits
 - Bond principal and interest payments
 - Procurement card payments
 - Accounts payable check runs
 - Vendor payments
- c. Checks. The Executive Director, Director of Finance, and Finance Manager are authorized to sign District checks with Board approval. Two of these three signatures are required. It is the policy of this Board to issue checks every Friday. If a check is outstanding for more than two (2) reconciliations, the Finance Manager, or his/her designee, shall notify the payee that the check was issued and is still outstanding. Sixty days after notice a list will be compiled of all payees that did not respond to the notice and those checks will be sent to the State pursuant to the Unclaimed Property Act.

Payment of Bills

If payment for goods or services furnished to the District is not required at the time of purchase, vendors must be paid within 30 days after the receipt of such bill or within 30 days after the date on which the goods or services were received, whichever is later. If one or more items on a construction-related bill or invoice are disapproved, but not the entire bill or invoice, then the portion that is not disapproved shall be paid. When safety or quality assurance testing of goods by the Park District is necessary before the approval or disapproval of a bill and such testing cannot be completed within 30 days after receipt of the goods, approval or disapproval of the bill must be made immediately upon completion of the testing or within 60 days after receipt of the goods, whichever occurs first. Written notice shall be mailed to the vendor or contractor immediately if a bill is disapproved.

POL.A.04.08 - Debt

Where inappropriate levels of debt can create financial difficulties, reasonable levels of debt provide a mechanism to reduce costs for the District by allowing critical projects to be completed on a timely basis rather than using current funds. Debt is issued to achieve desired goals in acquiring, developing, and improving the District's parks and facilities and in purchasing necessary capital items for conducting the operations of the District. All types of legal debt will be considered.

No commissioner, committee, officer, or any other person employed or associated with the District shall be authorized to create any financial liability on behalf of the District except where said liability shall be approved in nature and amount by the Board and recorded in the minutes of said meeting and/or in accordance with the District's purchasing policy.

Debt Issuance

When the District finances capital projects by issuing bonds, it shall amortize the debt over a term not to exceed the average useful life of the project(s) financed. All debt issuance must be approved by the Board of Commissioners. The District shall try to confine long-term borrowing to capital improvements and projects that have useful lives of 10 or more years. Except in emergencies or other extraordinary circumstances, borrowing should be undertaken only to fund capital improvements within the Capital Improvement Plan. The District's goal is to keep the average maturity of General Obligation bonds at or below 10 years. However, longer maturities may be considered for projects with useful lives greater than 10 years.

Capital improvements, equipment and facility projects shall be classified into "pay-as-you-go" and "debt financing" classifications. Pay-as-you-go capital items will be \$25,000 or less with short lives or replacement of existing equipment. Debt financing may be used for major, non-recurring items with a minimum of four years of useful life. Along with advice of Financial Advisors specializing in municipal government debt financing, the District will determine type of sale (negotiated or competitive) based upon issue size and market condition. This process will take consideration to the lowest total cost to the District considering interest rates as well as issuance costs. Financial Advisors will be selected on the basis of merit using a competitive RFP process. This process assures selection of the most qualified firm based on the scope of services and evaluation criteria outlined in the RFP.

The Park District of Oak Park shall determine on a case-by-case basis the appropriateness of seeking a bond rating on the issuance of general obligation debt under the prevailing market conditions.

Debt Service Levels

Under the Property Tax Extension Limitation Law (PTELL), the District's non-referendum debt service limit based on the 1994 debt service extension base (DSEB) is \$219,549. As required by the PTELL, it will be the policy of the District to require voter approval to increase this limit for any major acquisition or development. Beginning in 2009, the DSEB will increase by the Consumer Price Index on an annual basis. The 2023 DESB is \$298,116. The maximum amount of debt that can be issued is 2.875% of EAV. These limitations will be verified and adhered to when new debt issuances are considered.

Market Review

The District will review its outstanding debt annually for the purpose of determining if the financial marketplace will afford the District the opportunity to refund an issue and lessen its debt service costs. In order to consider the possible refunding of an issue a net present value savings must be of some significance over the life of the respective issue. The Government Finance Officers Association recommends a savings (net of all issuance costs and any cash contribution to the refunding) of at least 3-5 percent.

POL.A.04.09 - Fixed Assets Policy

The District acquires and constructs capital assets in pursuit of its mission. To account for assets with depreciating values and to amortize them over their useful lives, capital assets must be recorded and capitalized in accordance with U.S. Generally Accepted Accounting Procedures (GAAP). If their value is below the Districts' capitalization threshold, assets are neither added to the capital asset accounts nor are they depreciated; rather they are fully expensed at the time of acquisition.

The responsibility for control of the fixed asset will reside with the department where the fixed asset is located. The Director of Finance shall ensure control is maintained by establishing a fixed asset inventory. The inventory will include the following for each asset:

- Asset description
- Asset serial number/ model number
- Asset type (i.e. Building, Machinery and Equipment)
- Acquisition date
- Vendor Name
- Cost and Purchase order number
- Assigned location
- Park District ID tag number
- Estimated useful life
- Department
- Cost Center
- Account number

This list will be maintained, updated, reviewed and audited by the Business Operations Department on a regular basis. Operating departments shall report any acquisition, disposal, and transfer of fixed assets promptly to the Director of Finance, or designee, to reflect changes in a timely fashion in the inventory records. Asset purchases, which fall under the capitalization threshold, will be included in the inventory if the item is over \$5,000. However, the cost of the asset will be expensed and not capitalized, and thus not depreciated.

Capitalization

Capital fixed assets will be reported at historical cost, which shall include all costs incidental to the acquisition (freight, legal fees) and preparation (installation) for use of the asset. Where historical cost information is unavailable, the replacement value indexed back to the acquisition year or a realistic estimate will be used. Donated assets will be recorded at fair market value as of the date of the donation. Additions or improvements will be capitalized only if it extends the life of the asset and increases its service potential. The costs of normal maintenance to infrastructure such as crack filling and sidewalk patching will not be capitalized, but expensed. The cost of land is recorded as a fixed asset, but is not depreciable.

Capital asset depreciation is computed on a straight-line basis over the assets' estimated useful life with no allowance for salvage value. Depreciation expense is recorded based on the date of the acquisition. In the event that a capital fixed asset is retired before the end of its estimated useful life, any remaining cost of the asset should be expensed in the period of retirement. If an asset continues to be used in operations after the expiration of its estimated useful life, no more depreciation expense will be recorded on that asset.

Fixed Asset useful lives, capitalization thresholds and inventory thresholds are as follows:

Fixed Asset	Useful Life	Capitalization Threshold	Inventory Threshold
Land	N/A	All	N/A

Fixed Asset	Useful Life	Capitalization Threshold	Inventory Threshold
Land Improvements			
Structural (parking lots, fencing)	20	\$15,000	\$1,000
Groundwork (landscaping)	30	\$15,000	\$5,000
Buildings	45	\$15,000	\$1,000
Building Improvements			
HVAC Systems	20	\$15,000	\$1,000
Roofing	20	\$15,000	\$1,000
Electrical/Plumbing	30	\$15,000	\$1,000
Carpet Replacement	10	\$15,000	\$1,000
Vehicles & Tractors	5-15	\$15,000	\$1,000
Machinery & Equipment			
Computers & Related Equipment	5	\$15,000	\$1,000
Office Equipment	5	\$15,000	\$1,000
Telecommunications Equipment	5	\$15,000	\$1,000
Maintenance Equipment	7	\$15,000	\$1,000
Outdoor Recreation Equipment (playground)	10	\$15,000	\$1,000
Kitchen Equipment (appliances)	10	\$15,000	\$1,000
Furniture & Fixtures	5	\$15,000	\$1,000
Art Works & Historical Artifacts	N/A	\$15,000	\$1,000

Definitions

Supplies. Items that have a useful life of one year or less, which need to be replenished periodically, and which have a value of less than \$1000 per individual unit. Supplies are not on the inventory listings and are expensed in the fiscal year they are purchased. Internal controls should be established for supplies in the individual departments to protect the Park District from loss due to theft or misuse.

Fixed Assets. Fixed assets shall include land, land improvements, easements, buildings, building improvements, vehicles, machinery and equipment, furniture and fixtures, works of art and historical treasures, infrastructure and all other tangible assets that have a useful life of more than one year and which have a value of \$1000 or more per individual unit. They are distinguished from Supplies by the longevity of usefulness and a monetary value.

Infrastructure. Long-lived capital assets that are normally stationary in nature and normally can be preserved for a significantly greater number of years than most capital systems, water and sewer systems, dams and lighting systems.

Capital Fixed Assets. Fixed assets that are reported on the financial balance sheet. All capital assets are fixed assets, but not all fixed assets are capital assets. A monetary criterion, capitalization threshold, is used to determine whether a given fixed asset should be capitalized and reported on the balance sheet. Ancillary costs should be included in the cost of the capital fixed asset.

Ancillary Costs. Costs relating to placing the capital fixed asset in service. Examples of the costs by category:

- a. Land. Legal and title fees; professional fees of engineers, attorneys, appraisers, financial advisors; surveying fees; appraisal and negotiation fees; damage payments; site preparation costs; and costs related to demolition of unwanted structures.
- b. Infrastructure. Professional fees of engineers, attorneys, appraisers, financial advisors, etc.; surveying fees; appraisal and negotiation fees; damage payments; site preparation costs; and cost related to demolition of unwanted structures.
- c. Buildings and Improvements. Professional fees of engineers, attorneys, appraisers, financial advisors, etc.; damage payments; costs of fixtures permanently attached to a building or structure; insurance premiums, interest and related costs incurred during construction; and any other costs necessary to place the building or structure into its intended location.
- d. Other Capital Fixed Assets. Transportation charges; installation costs; extended maintenance warranty contracts at time of purchase; any other normal or necessary costs required to place the asset in its intended location and condition for use.

Controlled Fixed Asset. Fixed assets that have a value of \$1000 or more per individual unit, but are under the capitalization threshold. Controlled fixed assets will be included on the fixed asset inventory listing, but will not be capitalized nor included on the balance sheet. They will be expensed in the fiscal year in which they have been placed into service.

Capitalization Threshold. The monetary criterion which determines whether a fixed asset should be capitalized and reported on the balance sheet and depreciation expense calculated and recorded in the schedule of expenses of the Park District's Comprehensive Annual Financial Report.

Depreciation Expense. The process of expensing the purchase price of a capital fixed asset over the useful life of the asset.

Straight-line Depreciation Method. This method assumes the asset provides constant benefits. If an asset has a useful life of ten years, then each year $1/10$ of that asset's depreciable value is expensed based on the month it was placed into service.

POL.A.04.10 - Insurance

Insurance Coverage for District

The District shall obtain sufficient insurance protection from losses arising out of physical damages due to fire, storm, vandalism, accident or other hazards; injuries arising from work-related sources; judgments against the District and its employees predicated on liability for acts due to negligence; vehicle liability; and physical damage explosion protection. Such insurance is to be obtained from qualified carriers at the lowest effective cost.

In the alternative, the District may become a member of an intergovernmental self-insured cooperative, as permitted by the Illinois Intergovernmental Cooperative Act, in order to pool its funds with funds of other districts and share with them the cost of losses, including those set forth above.

Additionally, the District shall obtain adequate insurance that provides protection against both internal and external acts of fraud, dishonesty, and theft that may arise either from criminal intent or negligence. The following minimum coverage is to be maintained by the District or such policies included in the annual PDRMA coverage documents:

- a. Public Officials' Errors and Omissions Liability Coverage. This coverage protects the District and members of the Board from lawsuits arising out of decisions made by the Board. It also covers the organization from civil suits that arise from the announcement of statements or the distribution of documents to the public by either a Board member or employee that are flagrantly in error or fraudulent in their content. It does not cover any of the costs of a criminal defense that results in conviction.
- b. Blanket Bond Coverage. This coverage protects the District against losses due to dishonest or fraudulent acts by District employees.
- c. Comprehensive Dishonesty, Disappearance, and Destruction Coverage. This coverage protects the District from losses of money and securities resulting from robbery and theft. This covers all District-controlled premises. It also covers losses from check forgeries.

Insurance Coverage for Employees

Insurance membership in a self-insured pool shall also be obtained to protect full-time employees of the District as to losses due to non-work-related injuries or illness. The District may provide coverage for hospital rooms, board and services, dental, vision care, physicians' and surgeons' fees, and medications and other supplies. It may also provide insurance for life, accidental death, disability, and income protection.

POL.A.04.11 - Internal Reports & Audits

Cash Receipts

A Daily Income Report should be generated for each day's operation, even if the operation did not generate any inflow of funds. The

Daily Income Report should have the following attached to it:

- Cash register tape(s) (where used)
- Copy of deposit slip(s)
- Credit card slip(s) (where used)
- Redeemed gift certificates
- Void(s) documentation

Appropriate supervisory personnel shall review and approve the report and sign it. The report should be physically brought to (or picked up by) Business Operations at no less than a two-day delay (this includes weekends and holidays). A detailed, written explanation of any Overs and Shorts of \$5.00 or more should accompany the Daily Report. Overs and Shorts of \$20.00 or more should be communicated to Business Operations at time of delivery of the report. In the event deposits cannot be made daily and/or the income reports cannot be turned in on a timely basis, the Finance Director shall be notified.

Monthly Financial Reports

On a monthly basis, staff will provide the Board with a summarized income statement, comparing current monthly and year-to-date totals to the prior year's monthly and year-to-date totals. Additionally, the total annual budget amount for all revenue and expense accounts will be shown with a percentage, showing the actual amount of the annual budget earned or expended year to date. This report will be presented in summarized fashion with fund-level account detail.

Internal Auditing

The Director of Finance shall periodically conduct such audits, investigation and implement such changes as are needed to guarantee the proper conduct of District activities related specifically to the collection and disbursement of funds, accounting allocation of those funds, budget administration, inventory of material, supplies and equipment, employment records, authorization, contracts, report of hours worked and wages paid, and shall periodically conduct said payroll audits.

POL.A.04.12 - Employment Processing Policy

Reporting of New Employees

When the district hires a new employee, it is the requirement the district inform the Illinois Department of Employment Security (IDES) of this hire. The district will provide this information to the IDES in a timely manner to ensure compliance with federal and state laws.

POL.A.04.13 - Employee Wages

The Park District of Oak Park will strive to pay fair and competitive wages based on a number of factors. These factors include market conditions, district need, education background of employee, and work history of the employee.

Salary Ranges

The District will perform a salary and wage study minimally every ten years to see how market conditions have changed. This study will take into account similar park districts to gauge market conditions. If an employee falls out of the range of wages for a position once the study is completed the district will take actions to correct the difference.

Salary ranges will be reviewed at least every two years by staff and ensure that they reflect current resources available and to determine if positions have changed enough to warrant a revision. The Board of Commissioners approves the pay ranges for full-time employees. The Executive Director approves pay ranges for part-time and seasonal employees.

POL.A.04.14 - Records & Data Management Policy

Confidentiality

Certain Park District employees are entrusted with confidential, non-public information. Such employees must access and use such confidential information in a professional manner and in compliance with all Park District policies and procedures and applicable laws.

For the purposes of this Policy, confidential, non-public information, in general, means information relating to Park District employees and patrons that is not generally available to the public. This includes, for example, health-related information, medical documents or insurance numbers, and driver's license numbers.

Park District employees must adhere to the following guidelines with regard to the confidential, non-public information of employees and patrons:

- Do not distribute, disclose or discuss confidential information unless you are authorized to do so, and only to employees with a business need to access the information;
- Avoid, wherever possible, the removal of confidential information from your work area;
- Keep confidential information in secure locations, such as locked cabinets or file rooms. Do not forward confidential information from or to a personal, non-Park District e-mail account; and
- Do not misuse confidential information for personal gain.

Failure to abide by this Policy may result in discipline, up to and including termination of employment.

Records & Data Security

In an effort to protect the District and its users and comply with federal and state laws including the Illinois Identity Protection Act, care must be taken when handling personal and financial information, including the following:

- a. Social Security Numbers. The district shall not require individual's Social Security Number (SSN) to be collected or displayed, unless required by Local, State or Federal government regulations, and must not
 - Post or display in any manner an individual's SSN;
 - Print a SSN on any document for an individual to access products or services provided by the government;
 - Require the transmittal of a SSN number over an unprotected internet connection; or
 - Print a SSN number on any materials that are mailed, emailed, or otherwise delivered to the individual.
- b. Credit Cards. Federal law sets forth the standards for Payment Card Industry (PCI) compliance to protect cardholder data by limiting the ability of processing software to hold customers credit card information. To ensure PCI compliance, the District partners must a third-party processor who must be 100% PCI compliant. All credit card processing and storage of information must be handled by a third-party vendor.
- c. Passwords. The safety and security of the Park District's computer systems and resources must be considered at all times. Users may not share any passwords, nor obtain any other users' password by any unauthorized means.

Records & Data Retention

The Local Records Commission for the State of Illinois issues regulations establishing procedures for compiling and submitting to the Commission lists and schedules of public records proposed for disposal. The Park District shall comply with any and all requirements of the Illinois Local Records Act and any other statutes, rules or regulations established governing local records retention as well as Park District procedures. Additional guidelines include:

a. Electronic Communications & Data. The Park District provides and maintains messaging agents and electronic facilities including internal and external electronic mail (e-mail) and internet access. Use of these forms of communication is limited to staff, Board, and authorized volunteers. All electronic communications, as well as the equipment and stored information transmitted, received, or archived, are, and remain at all times, the property of the Park District. Accordingly, all messages and files created, sent, received, or stored within the system shall be related to District business and are, and shall remain, the property of the District. No person shall use any electronic communication anonymously or use pseudonyms to attempt to escape from prosecution of laws or regulations, or otherwise escape responsibility for their actions.

Users shall not have any right of personal privacy in any matter stored in, created, received, or sent over the Park District e-mail system. The District reserves the right to retrieve and review any message or file composed, sent or received. It should be noted that although a message or file is deleted or erased, it is still possible to recreate the message. Although electronic mail may allow the use of passwords for security, confidentiality cannot be guaranteed. All electronic messages should therefore be limited to non-confidential matters. It is possible for messages to be retrieved and viewed by someone other than the intended recipient. Furthermore, the District may remove or change passwords, as it sees fit. All electronic mail messages sent or received by Commissioners from, or at, any source pertaining to the business of the Park District are "public records" under the Illinois Freedom of Information Act. As such, all messages are available to the public to inspect and copy, subject to the explicit exceptions contained in the law. In order to ensure that such messages comply with this policy, all electronic mail messages are subject to review by authorized Park District staff or authorized Commissioners.

For the protection of the Park District's computer users, all data, documents, and e-mail messages will be stored on the Park District's computer network. If the user desires to store documents on diskette, tape, local hard disks, or any other media attached to a personal computer, it is the user's sole responsibility to make backup copies of the data, documents, or e-mail messages.

Violations of this policy may result in corrective action up to and including termination of employment. If necessary, the District may advise appropriate legal officials of any violations.

POL.A.04.15 - Change Orders

The Executive Director of the Park District is authorized and empowered to receive, review, investigate and approve or deny any and all change orders that authorize an increase or decrease in either the cost of a public contract by less than \$30,000 or the time of completion by less than 30 days on construction contracts for the Park District of Oak Park, in accordance with the terms and conditions of the contracts under which the change is requested. The Executive Director shall, as soon as practicable after acting on any change order pursuant to this ordinance, inform the Board: (a) that a change order has been requested; (b) the Executive Director's findings on the request for the change order; (c) the Executive Director's response to the change order. Upon completion of all documentation for the change order, the Executive Director shall circulate same to the members of the Board.

POL.A.04.16 - Agency Gift Acceptance Policy

Purpose

The Gift Acceptance Policy has been established to govern acceptance of gifts made to the Park District of Oak Park and to provide guidance to donors, staff and the Board.

Types of Gifts

The Park District of Oak Park will consider any and all gifts that will contribute to the fulfillment of the Park District's Mission. Gifts can be in the form of cash, tangible personal property, real estate, and miscellaneous charitable items. Gifts are defined as assets that do not fall within the parameters of the Park District's sponsorship program.

Gift Acceptance Process

The following process will be utilized when considering all gifts made to the Park District of Oak Park.

1. The donor is to submit a written proposal to the Executive Director, detailing the proposed gift.
2. The Executive Director will review the proposal with all necessary parties, including, but not limited to, donor, staff, Board committees, and legal counsel before presenting the proposal to the Board.
3. The Executive Director will present the proposal, along with a recommendation, to the Park Board for consideration.
4. The Board will consider the proposed gift at a regular scheduled Board meeting.
5. Upon acceptance of the gift proposal, the Board will instruct the Executive Director to work with the donor to handle the gift acceptance on behalf of the Board.

Restrictions

Restrictions placed on gifts that are not consistent with the Mission of the Park District of Oak Park may be rendered unreasonable or unable to be fulfilled, thus resulting in a rejection of the gift. The Board reserves the right to request the donor to remove or alter the restrictions in order to gain acceptance. The Board reserves the right to reject any and all gifts for any reason.

Use of Legal Counsel

The Park District of Oak Park reserves the right to seek the advice of legal counsel when considering potential gifts.

Legal, Professional and Appraisal Fees

The responsibility of any and all legal, professional and appraisal fees that are associated with the gift acceptance must be detailed in the written proposal by the donor. Should additional fees arise during the gift acceptance process, the responsibility of these fees is to be assigned, in writing, prior to Board approval.

Acknowledgement

The Park District will acknowledge the receipt of all gifts in writing, and in a manner which satisfies the necessary IRS substantiation requirements set forth in IRC Section 170(c) for the deduction of charitable gifts by individual donors. Additional publicity of the gift to the Park District will be handled by Park District staff in a manner that is agreeable to the donor and appropriate for the gift.

POL.A.04.17 - Land-Cash Donations

If new developments are to occur within Park District boundaries, it is the Park District's position that the developer of the project should provide land or cash donation equivalent to the impact of the proposed development. The exact calculation of the impact associated with the development will be decided in conjunction with Village officials during the development process.

IPM Policy

Park District of Oak Park Integrated Pest Management Policy Approved 2018

Pest Management and Disease Control

It is the policy of the Park District of Oak Park (herein referred to as Park District) that Integrated Pest Management (IPM)¹ will be used to prevent and control pest problems in all parks and facilities maintained by the Park District. The principles of IPM require that non-chemical methods of pest control be given preference over chemical controls and the least hazardous chemical controls be given preference over other chemical controls.

The goal of IPM is to strengthen and stabilize the landscape (ecosystem) so that conditions are favorable for plants but unfavorable for pests. IPM usually results in a graduated response to any potential problem, with natural control methods being employed first and chemical pesticides used only as a last resort. In the park setting, IPM has become standard practice for many public agencies, which must consider the health of patrons, including young children and people with chemical sensitivities. Instead of relying on pesticides as the first choice for managing pest problems, IPM uses a hierarchy of pest control methods to maintain pest populations at or below levels determined by park management.

IPM Method Hierarchy

1. Preventative controls: Manage pests by keeping them away from the host through quarantines and other regulatory methods. For example, by purchasing high quality materials & using good sanitation practices.
2. Natural controls: Create habitats for natural predators of pest insects. For example, use companion plantings that attract beneficial insects to reduce pest problems in gardens.
3. Cultural controls: Maintain the site in a way to discourage pests. For example, maintain grass height of 2" or 3" to shade out weeds.
4. Physical controls: Use controls that physically inhibit pests' ability to inhabit an area by modifying their environment. Examples of physical controls include the use of traps and barriers, temperature controls, controlled burning or hand pulling of weeds.
5. Biological controls: Use a pest's natural predators or parasites to eliminate or reduce the pest population. For example, a bacterium called milky spore can be used to control Japanese beetle grubs in turf.
6. Structural controls: Use a whole-systems approach to control pest populations, which may include addressing structural issues in both buildings and landscapes. Examples of structural controls include adopting long-term maintenance practices such as caulking and sealing, and repairing the building or landscape to remove places where pests may breed, such as removing indentations in the earth that cause puddles where mosquitoes may breed.
7. Least Toxic Chemical controls: When all other methods have not brought pest populations to tolerable levels, chemical controls that are the least hazardous to the environment and non-target or beneficial organisms should be considered.

1 Integrated pest management (IPM): An organized program in which management methods are used to keep pest populations below unacceptable levels while avoiding adverse effects to humans, wildlife, and the environment.

To be effective, IPM requires that a staff member or a contracted employee be knowledgeable in the identification of pests and plant diseases, since early recognition of problems is crucial. Monitoring and identification removes the possibility that pesticides will be used when they are not really needed or that the wrong kind of pesticide will be used. This allows treatments to be small scale and localized. Waiting for a problem to become an infestation requires a more extensive response i.e. larger quantity of and often more potent pesticides. Natural control methods (companion plantings, soil treatments, natural predators) are normally utilized to maintain a more natural balance of pests and predators, which means that the presence of some pests must be tolerated. In some instances, signage may be necessary to educate park users who see some creatures as pests and are unfamiliar with the workings and benefits of IPM.

Benefits of IPM

- Protects patrons from possible exposure to pesticides.
- Reduces workplace safety concerns when reduced quantities of toxic materials are used for maintenance.
- Can reduce operational expenses since necessary pesticide applications will be smaller in scale.
- Protects both surface and ground water from potential contamination.
- Protects wildlife and the habitat they live in from contamination.
- Serves as an educational model for the community.

Implementation

Some short-term, non-chemical, weed-reducing solutions include: mechanical removal of weeds by pulling or mowing, inhibiting weed growth via weed trimmer, flaming weeds with a hand-held torch, and applying very hot water or steam to weeds.

Long-term weed control methods include the introduction of predators such as beetles or other plants, landscape modifications to the site such as changes in light, water, topography, plantings, or soil, and laying down cloth to smother the weeds or serve as a barrier.

When a pest problem has been identified as existing and is creating an unacceptable level of environmental, aesthetic or economic damage or creating risk to human health, then treatment options must consider the following criteria:

- Least hazardous to human health
- Least disruptive to natural controls
- Least toxic to non-target organisms
- Least damaging to the environment
- Most likely to produce a permanent reduction in habitat conducive to pest populations
- Cost effectiveness over a reasonable term such as 2 to 5 years

Pesticide Selection

A Signal Word on the pesticide label is required for all registered products, indicating the level of toxicity. The Signal Words and associated toxicity categories are as follows:

Category I	DANGER/Poison (Most Toxic)
Category II	WARNING (Moderate Toxicity)
Category III	CAUTION (Low Toxicity)
Category IV	None required, but if used means Caution (Least Toxic)

To ensure the safety of the public and staff, the Park District will use the following criteria to

ensure that the least hazardous pesticide and the least hazardous method of control be utilized.

1. The Park District will not use any pesticide classified as acutely toxic by the U.S. EPA. This includes Hazard Category I and Category II, signal words DANGER and WARNING.
2. The Park District will not use any pesticide unless the product has been evaluated by the U.S. EPA and found to include no possible, probable, known, or likely human carcinogens; no reproductive toxicants; no known, probable or suspected endocrine disruptor; and no nervous system toxicants (either cholinesterase inhibitors or listed as neurotoxins by the Toxics Release Inventory.) The Park District, recognizing that pesticides and herbicides are under the continuous review with the EPA, will continue to monitor the scientific findings provided by the EPA to evaluate our IPM policy.
3. All ingredients in pesticides used by the Park District must have a solid half-life of 30 days or less.
4. No high volatility formulations will be used.
5. No "restricted use" pesticides will be used.
6. Pesticides will not be applied within fifty feet of the perimeter of playgrounds.
7. Preference will always be given to organic pesticides over more toxic chemicals.

Pesticide Use

The safety of the public, Park District employees, and the environment will be given primary consideration in the selection and use of any pesticide. Park District employees and contracted employees must use, store, handle, or dispose of a pesticide, pesticide rinse, pesticide container, or pesticide application equipment in a manner that:

1. is consistent with the product labeling, and Illinois Department of Agriculture regulations.
2. does not endanger humans, food, livestock, fish, wildlife, or beneficial insects.
3. does not cause unreasonable adverse effects on the environment.
4. does not direct a pesticide beyond the boundaries of the target treatment site or result in damage to adjacent property.
5. does not result in pesticide application on any human.

Park District employees must not mix or apply pesticides unless they are wearing appropriate protective clothing and they have received proper training in the safe use of the pesticide product. Employees and contracted employees must be licensed as an applicator or operator by the Illinois Department of Agriculture.

Pesticide use notices must be conspicuously posted in one or more locations at the site of the application. Notices will specify the pest, manner of application, date of application and location. They will contain a caution not to enter the area until the date specified and contact information for the Park District employee who is responsible for investigating complaints and answering questions about the application. Park perimeters will be marked with flags posted around the sprayed area.

Procurement

Any product acquired for pest or disease control must be accompanied by a Safety Data Sheet (SDS) formerly known as a Material Safety Data Sheet (MSDS). SDS sheets will be available and accessible for employees and residents to view at any time. Products must be purchased from reputable suppliers in the manufacturer's container. The supplier must be licensed to sell pesticides.

Storage

All pesticides will be stored in a secure manner that does not allow the products to escape the packaging or the storage area and thereby potentially endanger human health, contaminate other products, or harm the environment. Storage will be in compliance with all directions listed on

the manufacturer's label and in compliance with all pertinent laws, rules, regulations, and local ordinances. Storage buildings and areas will have equipment to effectively handle any emergencies that might reasonably be expected to occur. Incompatible hazardous substances and pesticides will not be stored in the same area. For instance, fertilizers and pesticides should not be stored in the same room.

Disposal

Disposal of pesticides and fertilizers and their containers will be done in accordance with label instructions and applicable state and federal laws and regulations. All pesticide containers must be triple rinsed immediately when emptied and the rinse water must be added to the sprayer tank for proper disposal.

Spills

Appropriate cleanup supplies and equipment shall be maintained to handle pesticide and fertilizer spills incurred by Park District employees. All hazardous materials spills or releases will be disposed of according to the appropriate state agency's directives.

Pesticide Use by Outside Groups on Park District Property

Any pesticide application done on Park District property by commercial pesticide applicators will be performed under contract with the Park District. Contractors must comply with the Park District's Integrated Pest Management Policy. Contractors must have a valid Illinois pesticide applicators license and a copy of the license must be obtained at each application by the Park District Director of Horticulture. The contractor must be accompanied by a Park District employee who will monitor for proper application.

Record Keeping

The Park District will keep records of all pest control measures, pesticides used, and amounts and locations of treatments. Pesticide use records, pesticide SDS and MSDS sheets, pesticide product labels, and available manufacturer information about inert ingredients will be kept on file with the Superintendent of Buildings and Grounds. Additionally, records of all pest control actions are to be maintained, including information on the number of pests or other indicators of pest activity that can verify the need for action. These records will be made available upon request to staff and the general public during normal operating hours and will be kept for two years as required by Illinois State Law.

Training

Training is a critical component of a successful IPM program and the Park District will encourage training for employees in all aspects of IPM including pest identification. New methods for natural, cultural, physical and biological control will be learned and transmitted to employees.

Role of Greening Advisory Committee (GAC)

The GAC will monitor and evaluate the use of IPM on an annual basis to determine the program's overall effectiveness in managing pest populations.

This assessment will include an evaluation of all chemical applications, as well as any new information on the hazards of chemical controls. The objective is to improve the system and eliminate any ineffective and unnecessary treatments. The GAC will respond to requests for information from the public or direct them to an appropriate member of the staff.

Adopted 2010

Amended 2018

[IPM_Policy_ammended_2018_final_apprvd.pdf](#) 

POL.A.05.01 - Environmental Philosophy

Statement of Philosophy

The community and the Park District are increasingly aware of the environmental issues that affect the quality of life. It is the intent of the Park District to assume a leadership role in the development and use of sound environmental policies, practices, and educational opportunities.

Environmental Principles

The Park District will to the greatest extent practicable:

- A. Promote the acquisition, protection, and environmentally sensitive management of open space, facilities and natural habitat areas.
- B. Protect, enhance, and interpret the Park District's natural resource heritage.
- C. Design, develop, and maintain parks, facilities, and natural areas in a manner that enhances and protects the environment through conservation of soil, water, and energy; by minimizing the adverse impact on air and water quality; by reducing waste; and by utilizing resources in the most efficient manner possible/practical.
- D. Encourage recycling and composting practices that utilize renewable resources and minimize the use of non- renewable ones.
- E. Practice integrated pest management, which reduces the Park District's dependence on pesticides.
- F. Abide by the federal and state Endangered Species Protection Acts in order to avoid adverse impacts on endangered or threatened species during Park District operations.
- G. Function as a role model within the community by actively promoting public awareness and educational programs that encourage environmentally sensitive lifestyles.

Environmental Practices

- A. The Park District shall develop relations and agreements with public and private organizations and individuals in order to have open space and natural habitats preserved and or managed.
- B. The Park District will adequately plan and construct using the latest available information for new and renovated open space areas and facilities. Whenever possible, these projects will not negatively impact the environment. The District will strive to conserve soil, water and energy resources, and protect indoor and outdoor air quality whenever practical.
- C. The Park District recognizes the importance of both safe and attractive parks and open space and has established a balanced Integrated Pest Management Program. This program utilizes cultural methods that include:
 - 1. Select appropriate plant species and their proper location.
 - 2. Use of preventative maintenance procedures.
 - 3. Promote early detection of problems.
 - 4. Utilize natural control methods, where possible.
 - 5. Test for better application methods.
 - 6. Minimize overall pesticide use.

4.13.1 Bio-Diversity

The Park District will strive for the introduction and maintenance of naturalized areas within our parks for their many benefits to all forms of life. By incorporating biodiversity into our park system, we can educate the community as well as foster a culture of conservation. The park district will strive to use native plantings and a mixture of tree species throughout the park system for best results. Additionally, the Park District will designate specific areas for native plantings and pollinator/Monarch plantings.

4.13.2 Carry In Carry Out

The Park District will encourage all of our affiliate users to exercise the philosophy of "Carry In / Carry Out" at all playing fields. By trying to be more conscious about generating less waste, using more reusable containers, increasing recycling, assuming responsibility for the trash we make and taking better care of our parks we improve the experience for all users. The waste minimization program's success depends on the cooperation of all coaches, players and families. This is also included in our special events and Festival Theatre performances.

4.13.3 Energy Resource Management

The Park District will continually upgrade utilities in a financially responsible way to improve efficiencies in energy use and look for opportunities to utilize renewable energy on park district facilities. The District shall leverage new technology wherever possible to reduce energy usage.

4.13.4 Green Operations

The Park District will strive to incorporate green cleaning products and practices within the daily operations where possible. When possible, products that carry the Green Seal's GS-37 shall be used in both public and employee areas. Specific language for environmentally safe and sensitive products shall be included in RFP documents when appropriate. The District shall strive to purchase products for use in facility and park operations to minimize negative environmental impact. Contract award will be considered with a 15% premium up to \$10,000, and 10% up to \$15,000 per purchasing policy for green products when considering lowest responsive and responsible bidder.

4.13.5 Integrated Pest Management

It is the policy of the Park District of Oak Park that Integrated Pest Management (IPM) will be used to prevent and control pest problems in all parks and facilities maintained by the District. The principles of IPM require that non-chemical methods of pest control be given preference over chemical controls and the least hazardous chemical controls be given preference over other chemical controls. The goal of IPM is the reduction of chemical pesticides used in outdoor landscapes and indoor facilities. IPM usually results in a graduated response to any potential problem, with natural control methods being employed first and chemical pesticides used only as a last resort. In the park setting, IPM has become standard practice for many public agencies, which must consider the health of patrons, including young children and people with chemical sensitivities. Instead of relying on pesticides as the first choice for managing pest problems, IPM uses a hierarchy of pest control methods to maintain pest populations at or below levels determined by park management.

4.13.6 Recycle Reuse

The Park District will reduce the amount of material going into landfills by recycling paper, cardboard, aluminum and glass whenever and wherever in the park system it is reasonably possible and by composting landscaping waste and food products in all centers.

4.13.7 Tree Management

The Tree Management Policy is intended to facilitate the park district's mission, recognizing the immense value of its trees, which provide residents and visitors to our village with beauty, shade, cooling and enhanced air quality, as well as reduction of storm water run-off and atmospheric carbon dioxide. Trees are the only asset in our park system that increases in value with age as other infrastructure components lose value with age. Fundamental to the Park District's tree management policy is the setting of specific strategies to enhance the long-term value of our trees and the tree inventory is the basis for developing these strategies. The Park District will strive to maintain a healthy tree system which includes pruning, inoculation, protection and replacement. Additionally, the Park District will keep an inventory of all trees within its GIS system and provide an annual report to the Park Board (see Comprehensive Environmental Policy & Procedures for details).

Rules and Regulations Governing Uses of the Park Facilities

PARK DISTRICT OF OAK PARK RULES AND REGULATIONS GOVERNING USE OF PARK FACILITIES

Section 1. General Purposes.

The parks, sports fields, buildings, and other facilities and equipment owned and managed by the Park District of Oak Park (the "Park Facilities") are held in trust by the Park District for the use and enjoyment of all of the Park District's residents and other patrons. Some park areas, buildings, and facilities such as designated play fields, courts, and the like are intended for use by individuals or small groups. Most of the Park Facilities, however, are intended and held for the use of the public generally and not for private use or commercial use. The Park District does provide for use of certain of the Park Facilities under limited and tightly regulated circumstances. At the same time, it is the Park District's policy not to authorize or allow use of parks by private persons or organizations for any assembly or event that would substantially interfere with or preempt the general public use of the Park Facilities or that would disturb or disrupt the general use of the parks or their neighbors. The Park District is committed to providing quality recreational opportunities for all persons regardless of age, race, color, religion, gender, sexual orientation, or preference, national origin, social or economic status, special ability, disability, or any other class or status.

Section 2. Applicability of these Rules and Regulations.

These Rules and Regulations apply to all uses of the Park Facilities. In the event of any conflict or inconsistency between any of these Rules and Regulations and any other existing Park District rule, code, or policy, the provision of these Rules and Regulations will apply and govern.

Section 3. Applicability of Other Codes and Policies.

All uses of the Park Facilities must be conducted in accordance not only with the provisions of these Rules and Regulations, but also with all other applicable Park District rules, codes, and policies, including without limitation the provisions of these Rules and Regulations.

Section 4. Priority for Oak Park Residents.

First consideration for scheduling of activities in the Park Facilities will be given to uses proposed by and for residents of the Village of Oak Park, whose tax payments support the Park District and its programs.

Section 5. Definitions.

5.1 "Amplified Sound" means any use of microphones, amplifiers, speakers, or other devices to artificially increase sound level.

5.2 "Applicant" means any person (as that term is defined herein) applying to the Park District for a Use Permit.

5.3 "Board" means the Board of Commissioners of the Park District of Oak Park.

5.4 "Executive Director" means the Executive Director of the Park District of Oak Park or her or his duly authorized designee.

5.5 "Park Facility" means each indoor and outdoor park, field, play area, playground, building, and equipment owned, operated or maintained by the Park District, including without limitation all recreation centers, Pleasant Home, Cheney Mansion, Dole Center, Ridgeland Common Recreation Center, Gymnastics and Recreation Center, Rehm Pool, and the Oak Park Conservatory.

5.6 "Park District" means the Park District of Oak Park.

5.7 "Person" means any individual, group, organization, corporation, or other entity unless the context clearly reflects a narrower definition.

5.8 "Sports Field" means each Park District field designed or maintained for the primary purpose of playing a particular sport or sports.

5.9 "Use Permit" means the permit issued by the Park District, authorizing a particular use of a Park Facility, and all conditions established by the Park District as part of the Use Permit.

Section 6. Use Permits.

6.1 Use Permit Required Conditions. Any person seeking (a) to use any Park Facility for any sports activity, picnic, public assembly, or other organized activity or event involving more than 12 persons or (b) to engage in any activity at or in any Park Facility creating or emitting Amplified Sound must first obtain a Use Permit. The Executive Director may impose conditions on any Use Permit to ensure compliance with this Code.

6.2. Authority to Issue Use Permits. Subject to any restrictions or conditions imposed by the Board, the Executive Director will issue a Use Permit to any applicant who has demonstrated compliance with all applicable provisions of these Rules and Regulations. An application that does not demonstrate compliance with all restrictions or conditions imposed by the Board or all applicable provisions of these Rules and Regulations shall be denied.

6.3 Order of Processing of Applications. Each application for a Use Permit will be considered by the Executive Director in the order in which that application was received by the Park District.

6.4 Time Period for Decision. The Executive Director must either issue or deny a Use Permit within 10 business days after receipt by the Park District of a properly completed application therefor. The Executive Director may extend the 10-day time period for good cause determined by the Executive Director and with written notice of that extension to the Applicant. If the Executive Director does not act within the 10-day period, or any extension of the 10-day period, then the application for a Use Permit shall be deemed to be denied by the Executive Director as of the last day of the applicable time period for decision.

6.5 Number of Permits Issued. A maximum number of three (3) of the same type of permit will be issued per applicant, per calendar year (residents and non-residents).

6.6 Grounds for Denial. The Executive Director must deny an application for a Use Permit if any one of the following grounds is established:

(a) Previous Misrepresentation. The applicant, or the person on whose behalf the application is made, has made any material misrepresentation on any previous occasion regarding the nature or scope of an event or activity.

(b) Violation of Use Permit. The applicant, or the person on whose behalf the application is made, has violated the terms of a prior Use Permit.

(c) Incomplete Application. The applicant has not properly completed and signed the Use Permit application, including all required attachments and submissions.

(d) Fee. The applicant has not tendered the required application fee with the application or has not tendered the required user fee, indemnification agreement, insurance certificate, or security deposit within the times prescribed by the Executive Director.

(e) Falsehood or Misrepresentation. The applicant has submitted an application for a Use Permit that includes a material falsehood or misrepresentation.

(f) Legal Incompetence. The applicant is legally incompetent to contract or to sue and be sued.

(g) Conflicting Prior Application. The Park District previously has received an application for a Use Permit for the same time and place requested by the applicant, and a Use Permit has been or will be granted to that prior applicant.

(h) Conflicting Program. The time and place of the proposed use conflicts with a program or event scheduled by the Park District.

(i) Heavy Park Use. The time and place of the proposed use coincides with a time of traditionally, or expected, heavy park use by the general public, such as a federal or local holiday, a regularly occurring local event, the commemoration of a significant anniversary or event, or a previously announced special event.

(j) Prohibition or Inconsistency. The applicant's requested use is prohibited by, or substantially inconsistent with these Rules and Regulations or another Park District rule, code, or policy.

(k) Unreasonable Danger to Persons, Property. The applicant's requested use would present an unreasonable danger to the health or safety of the applicant, of other users, of neighboring property owners, of the public, or of Park District employees.

(l) Unreasonable Danger to Park District Property. The applicant's requested use would present an unreasonable danger to Park District property.

(m) Noncompliance with Park District Code, Rules, Regulations. The applicant has not, or cannot, comply with requirements of these Rules and Regulations or any other applicable Park District rule, code, regulation, or policy.

(n) Noncompliance with Law. The applicant has not, or cannot, comply with requirements of any federal, State of Illinois, or Village of Oak Park statute, law, rule, regulation, code, ordinance, or policy.

(o) Prohibited Use. The applicant's proposed use is prohibited by law.

(p) Previous Damage or Debts. The applicant, or the person on whose behalf the application is made, previously has damaged Park District property and has not paid for repair of that damage, or the applicant, or the person on whose behalf the application is made, has other outstanding debts to the Park District.

(q) Park Facility Unavailability. The Park Facility requested by the applicant is not in use because of repairs, remodeling, or rehabilitation.

(r) Cumulative Requests. The application is one of a series of requests for the same Park Facility that cumulatively would unreasonably interfere with the use of that location by Park District patrons.

6.7 Appeal Process. If the Executive Director denies an application, then the applicant may appeal that denial to the Board in writing. The applicant must file the appeal in writing within five business days after notice of the denial has been issued by the Executive Director. The Board will consider the applicant's appeal at the next regularly scheduled meeting of the Board or at a special meeting called for that purpose. The Board must render its decision in writing to the applicant within five business days after that meeting. If the Board denies the appeal, then the decision must state the reasons for the denial. The decision of the Board is final. The applicant may seek review of the Board's decision in the Circuit Court of Cook County, Illinois, in accordance with the Illinois Administrative Review Law.

Section 7. General Regulations.

7.1 Compliance with Law Required. Each person using any Park Facility must comply, at all times, with all federal, State of Illinois, Village of Oak Park, and Park District statutes, laws, codes, ordinances, and regulations.

7.2 Exception for Park District Uses and Programs. These Rules and Regulations do not apply to limit or prohibit any program hosted or sponsored by the Park District, or any Park Facility use specifically authorized in writing in advance by the Park District, or any Park District policy or regulation concerning the management and use of any Park Facility.

7.3 Operational and Closing Hours. The following operational and closing times apply to Park Facilities. The Park District Board of Commissioners or Executive Director may change the times stated in this Section 7.3 at any time and from time to time:

(a) General Closing Time. All parks are closed every day between 10:00 p.m. and 6:00 a.m., except only as specifically otherwise posted or authorized in writing in advance by the Park District.

(b) Outdoor Playgrounds. All outdoor playgrounds are closed every day between sunset and either 6:00 a.m. or sunrise, whichever is later.

(c) Dog Parks. Dog parks are closed every day between sunset and sunrise.

7.4 Improper Speech and Conduct Prohibited. No person may use abusive, threatening, insulting, indecent, profane, or obscene language, or any language intended to incite a breach of the peace in any Park Facility at any time.

7.5 Disorderly Conduct and Breach of Peace Prohibited. No person may make, countenance, or assist in making of any improper noise, riot, disturbance, or breach of peace in any Park Facility at any time. No person may commit a breach of the peace in any Park Facility at any time.

7.6 Damage to Property Prohibited. No person may cut, break, remove, injure, deface, or in any other way or form damage any Park District property, including without limitation any tree, shrub, plant, turf, building, fence, ridges, lamp, or any other property.

7.7 Refuse Disposal Prohibited. No person may deposit or dispose of any refuse in any Park Facility or in or on any Park District property except only in approved containers.

7.8 Skateboards, Roller Blades, Roller Skates Restricted. No person may ride a skateboard, roller blades, or roller skates or similar equipment (collectively "Devices") at or in any Park Facility where the use of the Devices is posted as prohibited. No person may use any Device in any manner that interferes with or threatens any other Park District patron. Each person who uses a Device must yield the right of way to pedestrians at all times.

7.9 Motor Vehicle Regulations. No person may operate any motorized vehicle at or in any Park Facility except only on driveways and within parking lots or as specifically authorized in writing in advance by the Park District.

7.10 Bicycle Regulations. No person may ride a bicycle within any Park Facility where the use of bicycles is posted as prohibited. No person may use a bicycle at any time in a manner that interferes with or threatens any other person.

7.11 Items Prohibited in all Parks. No person may bring into, possess in, or use in any Park Facility at any time any of the following items: tents, tarps or temporary canopies, model airplanes, cars, rockets, and similar devices; firearms (real or toy, i.e. paintball or lasers), bows and arrows, stones, or any similar object; missiles or similar weapons; chemicals; explosives or fireworks of any kind; golf equipment; any item that poses an immediate threat to the health or safety of any person; or trees, shrubs, or other landscaping materials.

7.12 Uses of Park Facility Without Proper Permit Prohibited. No person may call, hold, or conduct any assembly, private or public meeting, concert, entertainment, or other activity that is prohibited or for which a Use Permit is required unless such Use Permit has been properly applied for and approved and issued by the Park District.

7.13 Limitations on Animals in Parks. Except as provided in this Section 7.13 and for dog parks in Section 8 of these Rules and Regulations, no person may bring any animal into any Park Facility. Notwithstanding this prohibition, dogs and cats only may be taken into a park if, but only if, the animal is securely held by suitable line, chain, or strap no more than eight feet in length, except that it is unlawful for any dog or cat, even though on a leash, to go on or be on any premise or on any path or sidewalk extending through any of the following playground apparatus areas: Andersen, Barrie, Carroll, Field, Fox, Longfellow, Stevenson, Randolph, Wenonah, Rehm, Taylor, Scoville, Maple, Lindberg, and Euclid Square. The limitation on locations set forth in the previous sentence does not apply to a dog used as a "service animal" as defined by the U.S. Department of Justice and does not apply to pets that are enrolled and participating in a Park District program for obedience training. The U.S. Department of Justice has defined a "service animal" as a dog that has been individually trained to do work or perform a task that benefits an individual with a disability. The dog is not a "pet," because it has a specific job or task to perform. No other animal qualifies as a service animal.

7.14 Approval Required for Games and Sports. No person may engage in any sport, game, or amusement at or in any Park Facility, except as previously approved by the Park District or when specifically designated in a Use Permit.

7.15 Hindering Employees Prohibited. No person may interfere with, or in any manner hinder, any employee of the Park District

while that employee is engaged in the performance of her or his duties.

7.16 Purchase, Sales, Peddling, Solicitation Prohibited. No person may offer or exchange for sale any article or thing, or do any hawking, peddling, fundraising, or soliciting, or buy or offer to buy any article or thing, or take up any collection, or solicit or receive contributions of money or anything of value at or in any Park Facility, except when authorized to do so by a Use Permit.

7.17 Private Instruction, Retail and Commercial Uses Prohibited. No person may (a) conduct or engage in any private instruction, lesson, class, recitals/performances, or similar activity or undertaking or (b) engage in any retail or commercial use at or in any Park Facility at any time except as previously approved by the Park District or when designated in a Use Permit.

7.18 Sleeping Prohibited after Hours. No person may sleep at or in any Park Facility between the hours of 10:00 p.m. and 6:00 a.m. on any day.

7.19 Shelters Prohibited. No person may place a hammock, swing, tent, or any kind shelter at or in any Park Facility at any time, except as part of a supervised Park District program.

7.20 Loitering and Use of Playground Equipment by Adults Prohibited. No person 16 years and older may use, in any manner, any playground apparatus or device meant for the use of children. In addition, no adults without presence of their children, are allowed to loiter at any playground.

7.21 Obstructing Travel Prohibited. No person may set or place, or cause to be set or placed, any goods, wares, or merchandise or property of any kind at or in any Park Facility in any manner that would inhibit or obstruct proper pedestrian or vehicular movement.

7.22 Fires Prohibited. No person may light or make use of fire at or in any Park Facility, except when the use of fire is specifically designated in writing in advance by the Executive Director and then only in compliance with regulations as are prescribed by the Executive Director.

7.23 Intoxicating Liquors, Drugs, Tobacco Products Prohibited. No intoxicated person may enter, be, or remain at or in any Park Facility. Further, except as specifically provided in Subsections 7.30 and 7.31 for events at Cheney Mansion and in Austin Gardens, no person at or in any Park Facility, may bring within, keep, sell, give away, drink, consume, or use any alcoholic liquor, intoxicating substance, or narcotics or drugs not therapeutically administered, unless authorized in advance by a Use Permit. No person may smoke cigarettes, cigars, pipes, or other tobacco products by any means in any Park Facility. No person may use any form of e-cigarette or similar device in any Park Facility.

7.24 Dumping Articles Prohibited. No person may deposit, dump, throw, or place any coal, ashes, dust, manure, litter, water and snow, or rubbish at or in any Park Facility. Paper, garbage, or refuse matter must be deposited only in receptacles provided for that purpose.

7.25 Advertisements Restricted. No person other than the Park District may deploy, display, affix, or otherwise show any placard or advertisement of any kind at or in any Park Facility. No person other than the Park District may distribute, cast, throw, or place any handbill, pamphlet, circular, advertisement, or notice of any kind, nor write, draw, paste, stencil, affix, or otherwise show any notice or bills, advertisement, or other papers on any structure or thing at or in any Park Facility.

7.26 Gambling Prohibited. No person may play illegal games of chance or use any gambling device at or in any Park Facility.

7.27 Begging Prohibited. No person may beg or solicit alms at or in any Park Facility unless authorized in advance by a Use Permit.

7.28 Protection of Birds and Animals. No person may trap, catch, attack, wound, or kill any bird or other animal, or molest or rob any nest of any bird or other animal, at any Park Facility.

7.29 Resisting or Interfering with Officer Prohibited. No person may resist any commissioner, officer, or park patrolman of the Park District or police officer or official of the Village of Oak Park (collectively "Officers") in the discharge of her or his duties, or fail or refuse to obey any lawful command of any Officer, or in any manner assist or give aid to any person in custody to escape or to

attempt to escape from custody, or rescue or attempt to rescue any person when that person is in such custody.

7.30 Alcoholic Beverages at Cheney Mansion, Pleasant Home and Conservatory. Possession and consumption of alcoholic beverages are permitted at Cheney Mansion, Pleasant Home, and Conservatory during an event approved by the Park District and in accordance with the terms and restrictions established for the event.

7.31 BYO Wine and Beer in Austin Gardens. Possession and consumption of bring-your-own ("BYO") wine and beer is permitted within Austin Gardens during a theatrical performance by the Festival Theater, subject to the following restrictions:

- (a) No person under the age of 21 years is to be allowed to possess or consume any wine and beer.
- (b) No signs, announcements, or advertising of BYO wine and beer is permitted.
- (c) BYO possession and consumption is authorized only from 90 minutes prior to the scheduled start of a performance until 30 minutes after the end of a performance.
- (d) No open containers of wine or beer may be carried out of Austin Gardens.

7.32 Amplified Sound. Amplified sound is prohibited at permitted outdoor events, outside of Scoville Park and Austin Gardens, and then only with express permission.

7.33 Number of Participants. The maximum number of participants at permitted outdoor events is limited to 50 people, unless otherwise specified within a specific permit application (i.e. Gazebos, General Use, Ceremony). This does not include special event permits.

Section 8. Dog Parks.

The Park District maintains rules and regulations governing dog parks within the Park District, titled Guidelines and Operations Plan for Dog Facilities (the "Dog Park Guidelines"). Every dog owner and dog handler must abide by the rules and regulations set forth in the Dog Park Guidelines, as they may be amended from time to time. The Dog Park Guidelines provide, among other rules and regulations, all of the following rules and regulations:

8.1 Residents Users. Park District dog parks facilities are available for Oak Park dogs and up to 100 non-resident passholders.

8.2 Permit and Pass Required. Every dog owner or dog handler must secure a dog park permit and pass prior to any use of any dog park or temporary off-leash facility. Access to dog parks is limited to persons with valid, current dog park permits and passes.

8.3 Permit and Pass Application. Each application for a dog park permit and pass must be submitted to the Park District on forms provided by the Park District, which must include, among other information, all of the following:

- (a) Proof of Residency. Proof of the applicant's residency in Oak Park or neighboring community (maximum 100).
- (b) Waiver and Indemnity. Waiver, release, and indemnification provisions that must be signed by the applicant. All applicants must assume all risk of, and responsibility for, injury, damage, and loss relating to use of any dog park.
- (c) Proof of Examination. Written proof of an examination of the dog by a certified Doctor of Veterinary Medicine including information and vaccinations as provided on the application.
- (d) Proof of Dog License. Proof of a properly issued Oak Park dog license and rabies tag or dog license and rabies tag from the village or city in which the dog resides.

8.4 Compliance with Posted Rules and Regulations Required. Every dog owner and dog handler must abide by posted rules and responsibilities.

8.5 Young Children Prohibited. No child under the age of 11 years is permitted within a dog park at any time.

8.6 Adult Supervision of Youth Required. No child between the ages of 11 and 17 years is permitted within a dog park unless accompanied by an adult.

8.7 Collars, Wearing of Tags Required. Every dog must wear a collar at all times while within any Park Facility and must wear on that collar a current Village of Oak Park dog license tag and a rabies tag.

8.8 Display of Permit and Pass Required. Every dog owner and dog handler must display the Park District dog park permit and pass at all times when in a dog park.

8.9 Enforcement, Fines. Dog park rules and regulations may be enforced by the Oak Park Department of Animal Control, the Oak Park Police Department, and the Park District. Any person found to be in violation of any dog park rules or regulation is subject to a fine of up to \$1,000 for each offense.

Section 9. Insurance.

The Park District requires every organized group using a Park Facility to provide insurance coverage at least as follows:

9.1 Commercial General and Umbrella Liability Insurance. Commercial general liability (CGL) and, if necessary, commercial umbrella insurance, with a limit of not less than \$1,000,000 each occurrence. CGL insurance must be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and must cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). If alcoholic beverages are used, distributed, or sold, then liquor liability and Dram Shop liability coverage also must be provided with a limit not less than \$1,000,000 per occurrence. The Park District must be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella policy, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to Park District.

9.2 Business Auto and Umbrella Liability Insurance. If applicable, business auto liability and, if necessary, commercial umbrella liability insurance, with a limit of not less than \$1,000,000 each accident. This insurance must cover liability arising out of any auto including owned, hired and non-owned autos. Business auto insurance must be written on ISO form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy must be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

9.3 Workers Compensation Insurance. If applicable, workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits must be not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

9.4 General Insurance Provisions.

(a) Evidence of Insurance. The existence of all required insurance coverage must be certified by an applicant for a Use Permit, and no Use Permit may be issued until all required insurance coverage has been secured and proof of coverage has been filed with the Park District. The Park District may require certificates of insurance and applicable policy endorsements reflecting required coverage. The failure of the Park District to demand any required certificate, endorsement, or other evidence of full compliance with these insurance requirements, or the failure of the Park District to identify a deficiency from evidence that is provided, may not be construed as a waiver by the Park District of the group's obligation to maintain that insurance.

(b) Right to Prohibit Use. The Park District has the right, but not the obligation, to prohibit a group from using any Park Facility until required certificates or other evidence of insurance are received and approved by the Park District.

(c) Revocation if Noncompliance. The Park District may revoke any Use Permit or other permit or approval upon the failure to acquire and maintain the insurance required by this Section.

9.5 Waiver or Modification of Insurance Requirement. An organized group may request a waiver or modification of the insurance requirements of this Section. The Executive Director and the President of the Park District Board of Commissioners, in the

exercise of their discretion based on all of the circumstances, may modify or waive one or more of the insurance requirements of this Section 9.5, which circumstances must include consideration of safety issues, liability issues, and various risk factors including without limitation the nature and duration of the proposed use and the proposed activities, the locations of the use and activities, and the risks generally associated with the activities. Under no circumstances may any decision to modify or waive a requirement be based on any consideration of age, race, color, religion, gender, sexual orientation or preference, national origin, social or economic status, special ability, disability, or any other class or status.

9.6 Changes Without Notice. The Park District Board of Commissioners may modify any or all of the requirements of this Section at any time, in the exercise of its discretion to reflect greater or lesser limits, in consideration of the factors set forth in Subsection 9.5 of this Section.

Section 10. Storage of Equipment Belonging to Others.

Any organization requesting the use of a Park Facility to store equipment must (a) sign a release of responsibility, indemnifying and holding harmless the Park District for any and all loss or damage to property from any cause during the time that the equipment is stored in a Park Facility and (b) provide certification of insurance for fire and theft on the equipment during the entire period that the equipment is stored in a Park Facility, in the form required by Section 8 of these Rules and Regulations.

Section 11. Temporary Dismissal from Park Facilities.

(a) Definition of Temporary Dismissal. "Temporary Dismissal" under this Section 11 means removal and exclusion from all Park Facilities for a 24-hour time period as provided in this Section 11.

(b) Persons Subject to Temporary Dismissal. Any person who violates (i) any provision of these Rules and Regulations, (ii) any other existing Park District rule, regulation, code, ordinance, or policy, or (iii) any State of Illinois or Village of Oak Park statute, code, or ordinance while in any Park Facility is subject to Temporary Dismissal.

(c) Persons Authorized to Affect a Temporary Dismissal. The following persons may affect a Temporary Dismissal: Village of Oak Park police officers and the Park District's Superintendent of Recreation, Superintendent of Parks and Planning, and all other Park District representatives authorized by the Executive Director of the Park District. A person authorized under this Subsection (c) is referred to as a "Dismissal Officer."

(d) Basis for Determination of Temporary Dismissal. The determination whether to temporarily dismiss a person rests in the sound exercise of discretion by the Dismissal Officer and may be based either on observations by the Dismissal Officer, or on any report that would ordinarily be relied upon by a law enforcement officer to determine probable cause, or both.

(e) Time Period of Dismissal. Each Temporary Dismissal is for a period of 24 hours after service of the Dismissal Notice under Subsection f of this Section.

(f) Dismissal Notice. A person who is temporarily dismissed under this Section 11 will receive a written Dismissal Notice from the Dismissal Officer that states (1) the date and time of issuance, (2) the general location at which the notice was issued, (3) a statement that the individual may not enter any Park Facility for specified timeframe after receipt of the notice, and (4) a statement that violation of the terms of the notice may lead to arrest and prosecution for criminal trespass.

(g) Violation of Dismissal Notice. The violation of any Dismissal Notice is a violation of these Rules and Regulations. A person who violates a Dismissal Notice is subject to being excluded from Park Facilities under Section 12 of these Rules and Regulations and to arrest and prosecution for criminal trespass.

Section 12. Exclusion from Park Facilities.

(a) Definition of Exclusion. "Exclusion" under this Section 12 means removal and exclusion from all Park Facilities for a period of days as provided in this Section 12.

(b) Persons Subject to Exclusion. A person is subject to Exclusion if he or she has received three or more citations during any 60-day period for violation of (i) any provision of these Rules and Regulations, (ii) any other existing Park District rule, regulation, code,

ordinance, or policy, or (iii) any State of Illinois or Village of Oak Park statute, code, or ordinance while in any Park Facility. A citation that has been dismissed is not counted when determining whether a person is subject to Exclusion.

(c) Persons Authorized to Affect an Exclusion. The following persons may affect an Exclusion: Village of Oak Park police officers and the Park District's Superintendent of Recreation, Superintendent of Buildings and Grounds, and all other Park District representatives authorized by the Executive Director of the Park District. A person authorized under this Subsection (c) is referred to as an "Exclusion Officer."

(d) Basis for Determination to Exclude. The determination whether to exclude a person is based on previously issued citations as provided in Subsection b of this Section 12, without regard to the pendency or disposition of any of those citations, and any current citation for violation of these Rules and Regulations or any other Park District code, ordinance, or regulation.

(e) Time Period of Exclusion. The time period of an Exclusion is based on the sound exercise of discretion by the Exclusion Officer and must fall within the following parameters:

1. A person who has accumulated three citations or has been the subject of one Temporary Dismissal during the 60-day period preceding the issuance of the current citation, or who has accumulated four citations in the 12-month period prior to issuance of the current citation, may be excluded for any period of days up to 60 days after receipt of the Exclusion Notice.
2. A person who has accumulated four citations or has been the subject of two or more Temporary Dismissals during the 60-day period preceding the issuance of the current citation, or who has accumulated five citations in the 12-month period prior to issuance of the current citation, may be excluded for any period of days up to 180 days after receipt of the Exclusion Notice.
3. A person who has accumulated five or more citations or has been the subject of three or more Temporary Dismissals during the 60-day period preceding the issuance of the current citation, or who has accumulated six citations in the 12-month period prior to issuance of the current citation, may be excluded for any period of days up to 365 days after receipt of the Exclusion Notice.

The determination of the Exclusion Officer not to exclude a person eligible for Exclusion under this Subsection e at one time does not preclude that Exclusion Officer or any other Exclusion Officer from excluding that person at any time that person remains, or again becomes, eligible for Exclusion.

(f) Exclusion Notice. A person who is excluded under this Section 12 will receive a written Exclusion Notice from the Exclusion Officer that states (1) the date of issuance, (2) the general location at which the notice was issued, (3) the time period of Exclusion, (4) a statement that the individual may not enter any Park Facility during the period of Exclusion, (5) a statement that violation of the terms of the notice may lead to arrest and prosecution for criminal trespass, and (6) a statement that the Exclusion Notice may be appealed under this Section 12. An Exclusion commences immediately after receipt of the Exclusion Notice.

(g) Appeal of Length of Exclusion. Any person who receives an Exclusion Notice for a time period longer than seven days may appeal the length of the Exclusion to the Executive Director of the Park District. A written request for appeal, signed by the appellant, must be received at the Park District's headquarters within five days after issuance of the Exclusion Notice. The request for appeal must state an address and one or more telephone numbers at which the appellant can be reached readily during a regular business day. The filing of an appeal does not postpone the immediate commencement of the Exclusion.

If a request for an appeal is received, then the Executive Director or his or her designee must conduct a hearing on the appeal as follows:

1. The Park District, within three working days after receipt of the request for appeal, must notify the appellant with the date, time, and place of the hearing, which hearing date may not be less than five business days after notice is given. The notice

may be sent by U.S. Mail or provided by telephone.

2. If the appellant is unable to attend the hearing as scheduled, then the appellant must contact the Executive Director's office at least three business days before the hearing date and request that the hearing be rescheduled. The failure to contact the Executive Director is grounds for dismissal of the appeal.
3. The hearing will be conducted at the Park District's headquarters and does not need to be a public hearing. At the hearing, the appellant may give testimony in support of his or her appeal and present facts, circumstances, evidence, and witnesses to rebut the bases for the length of the Exclusion. The appellant also may ask questions of any witnesses who testify in support of the length of the Exclusion. Rules of evidence and procedure need not be strictly applied. The Executive Director or designee may examine witnesses, including the Exclusion Officer and may set the date of the hearing and continue the hearing to a date certain if necessary to accommodate the scheduling of witnesses including the Exclusion Officer.
4. If on the date set for hearing the appellant fails to appear and is not represented at the hearing by her or his attorney, then the Executive Director or designee nevertheless may proceed with the hearing, consider the facts, circumstances, and evidence relevant to the length of the Exclusion, and make her or his determination in the absence of the appellant and her or his attorney.
5. Within five business days after the conclusion of the hearing, the Executive Director or designee must issue a written determination on the appeal. The Executive Director or designee may reduce the time period of the Exclusion to any number of days not less than the number of days the appellant has been Excluded, or the Executive Director or designee may sustain the length of the Exclusion, or based on aggravating evidence presented at the hearing the Executive Director or designee may increase the length of the Exclusion. The determination of the Executive Director or designee is final.

h. Violation of Exclusion Notice. The violation of any Exclusion Notice is a violation of this Chapter 2. A person who violates an Exclusion Notice is subject to further exclusion from Park Facilities under this Section 12 and to arrest and prosecution for criminal trespass.

Section 13. Displays and Symbols in Parks.

Privately sponsored, unattended displays and symbols are never an appropriate use of Park District property and such displays and symbols are not allowed on or within Park District property or eligible for a Park Use Permit. Other activities of a speech or assembly nature not prohibited by this Section 13 are permitted on or within Park District property as provided in these Rules and Regulations.

POL.A.06.01 - Naming of District Property

The Board of Commissioners of the Park District of Oak Park recognizes that the naming or renaming of a park or a building, or a portion of any of them,⁽¹⁾ is an important and sensitive undertaking. There are competing considerations and interests regarding how and what a Facility may be named including, among many others, topography, geography, natural features, location, and purpose. There also are competing considerations about the historical importance of a current name, the valuable contributions made by a particular person, group, or institution, and many other circumstances. Also, there are important practical considerations including, among others, that it would be impossible with the limited number of Park District Facilities to recognize even a small percentage of the many worthy events, persons, groups, and institutions through the naming of a Facility, particularly because all of the existing Park District Facilities have names, many of which are of historical or other importance.

The Board of Commissioners recognizes all of these competing and sensitive considerations and, with all of them in mind, the Board of Commissioners establishes this Facilities Naming Policy.

Naming Criteria

As noted in the Statement of Understanding and General Policy above, all existing Facilities have been named. The importance of an existing name shall be of principal concern to the Board of Commissioners in determining whether to rename a Facility or portion of a Facility. The following criteria shall apply to the naming of a new Facility and the renaming of an existing Facility. These criteria are listed in order of priority, beginning with Criterion A as the most important. A lower ranked criterion shall not be given priority over a preceding criterion except under extraordinary circumstances.

- a. Particular Features or Purposes. The particular feature or features of the Facility or the area around it (such as topography, geography, natural features), or the purpose of the Facility or of the activities or events held at or in the Facility.
- b. Name of the Area. The name of the area within which the Facility is located, such as the neighborhood or subdivision, provided that the area is not named for a person, group, company, institution, or organization.
- c. Name of Major Adjacent Street. The name of a major street adjacent to the Facility.
- d. Name of Major Donor or Person Designated by Major Donor. The name of a major donor of land, money, or services, or the name of a third party designated by that major donor; provided, however, that all of the following criteria shall be met:
 1. The donation of land, cash, services, or personal property must be very substantial in terms of proportion, impact, or effect on the Facility for which the name is proposed.
 2. The donation shall be entirely of a voluntary and charitable nature and shall not be made at the request of, or because of the application of any code, ordinance, or regulation of, the Park District or the Village of Oak Park.
 3. The donation must be accepted by the Park District for the use for which it was intended.
 4. The proposed name must be properly and legally available for use, and the proposed name must be approved as appropriate and honorable by an affirmative favorable vote of at least three members of the Board of Commissioners.
- e. Name of Significant Contributor. The name of a person who has contributed very substantial service to the Oak Park community or who has been very closely and very significantly associated with a significant community event.
- f. Additional Criteria Applicable to Renaming a Park after a Person. If the Board of Commissioners considers whether to name a new park after a particular person, group, company, institution, or organization, then that name shall satisfy all of the following criteria:

1. The person, group, company, institution, or organization must have contributed very substantially and very significantly to the improvement of the quality of life of residents of the Oak Park community or of the State of Illinois or the United States of America.
2. A park shall not be named after, and no decision shall be made to name a park after, a commissioner, trustee, or other official of the Park District or the Village of Oak Park until after that person has been retired from her or his office or position for not less than five years. However, that condition may be waived by an affirmative favorable vote of at least three members of the Board of Commissioners.
3. The proposed name of the park shall be considered by the Board of Commissioners at a regular meeting of the Board first for tentative approval. The Board may decline to consider the proposed name further, or the Board may grant tentative approval of the proposed name. If the Board declines further consideration, then it shall state, in general, its reasons for declining. Tentative approval of a proposed name shall require an affirmative favorable vote of at least four members of the Board. If the Board tentatively approves the proposed name, then, not less than three months after the date of tentative approval, the Board may consider the proposed name for final approval. Final approval of a proposed name shall require two additional affirmative favorable votes, each of at least four members of the Board, at two regular meetings of the Board separated by not fewer than 28 days. Final approval of a proposed name shall not be considered on a consent agenda or by omnibus vote. Each vote on final approval of a proposed name shall be by a public call of the roll.

g. The Board may conduct a public contest for the naming of a new park. Any such contest shall be conducted in accordance with the provisions and intent of this Policy.

⁽¹⁾"For purposes of this Policy, a reference to a "park" shall mean an outdoor open space; a reference to a "building" or "center" shall mean the building, or portions of the building, itself; and the term "Facilities" shall refer to parks and buildings and centers collectively."

POL.A.06.02 - Encroachment and Easements

No person may cause or permit physical encroachment upon Park District property including, but not limited to actions such as mowing of grasses, planting of trees or shrubbery, placement of personal property, debris, materials, buildings, sheds, other structures, or signs on Park District lands. Park and facility development and design should incorporate measures such as fencing, sidewalks, etc. in order to clearly identify property lines to defend against encroachment.

From time to time, the District receives requests for temporary easements. The following provisions govern granting of easement requests:

1. Granting of easement requests should not interfere with existing development plans of the park site in question.
2. Easement requests should not place undue restrictions on the park site during the construction phase, or once the ground is repaired and is available for public use.
3. Easement grantee should be expected to restore fully, at his/her expense, all landscape items such as trees, shrubs, sod, and other items, as required to restore the landscape to its original condition or better, as determined by the District.
4. The Administration Committee will review all requests and staff recommendation for granting or denying the easement. The recommendation of the Committee and staff will then be forwarded to the Board for final action. A security deposit or bond, proof of \$1,000,000.00 insurance naming the District as additional insured, and a written statement from the requesting party that all damages to park property will be fully paid by said owner will be required in addition to any fees assessed.

Fees

- a. Residential. Homeowners may seek temporary easements of access for construction of improvements to their property. In such instances, fees may be waived for residential homeowners.
 - b. Private Contractor/Developer. When a private contractor/developer requests to utilize District property for the purpose of generating revenues, the District will determine a reasonable and appropriate fee to the requesting party.
 - c. Utility Companies. Fees will be assessed as determined to be reasonable and appropriate by the District.
 - d. Governmental Bodies. Fees may be waived or assessed for governmental bodies depending upon the request and history of the mutual cooperative relationship between the two entities.
-

POL.A.06.03 - Memorial Program

The Memorial Tree/Bench Program is designed to help beautify the District's parks and allow community members to honor a special person or occasion. Persons wishing to commemorate a special event, such as a wedding anniversary, birth date, or memorial to a loved one or relative may do so by having a tree planted or bench installed in any of the Park District's parks.

1. A one-time donation will allow the individual to adopt a tree or bench that has been planted in one of the District's parks.
 2. Each adopted tree or bench an engraved plaque will be displayed near the base of the tree or bench with the individual's name.
 3. Park District staff will take responsibility to maintain the tree and bench and will guarantee the replacement of the item within 15 years for benches, and 10 years for trees. However, the Board reserves the right to relocate the tree or bench at their discretion due to future changes in the design of the park.
-

POL.A.06.04 - Soccer Goal Safety & Education

The Park District of Oak Park adopted the Soccer Goal Safety and Education Policy pursuant to the Illinois Movable Soccer Goal Safety Act also known as Zach's Law, 430 ILCS 145/1 et seq. The Act requires Park District of Oak Park to create a policy to outline how it will specially address the safety issues associated with movable soccer goals.

Moving and Securing Movable Soccer Goals; Warning Labels

Prior to the commencement of the soccer season each year, the District will place and secure Movable Soccer Goals on its Property in accordance with the Safety Guidelines. Only the District shall be permitted to move any Movable Soccer Goal the District owns, installs, or places on its Property. Thereafter, if a Movable Soccer Goal becomes unanchored or improperly secured, only Authorized Personnel shall be permitted to re-secure it in accordance with the Safety Guidelines.

A warning label such as the following shall be posted on all Movable Soccer Goals:

ONLY AUTHORIZED PERSONNEL MAY MOVE AND ANCHOR THIS
GOAL. IF THIS GOAL IS NOT ANCHORED DOWN, DO NOT USE IT
AND CONTACT (708) 725-2050. SERIOUS INJURY INCLUDING
DEATH CAN OCCUR IF IT TIPS OVER.

Routine Inspections by District

The District shall routinely inspect all Movable Soccer Goals that the District has installed or placed onto its Property to verify that they are properly secured and document such inspection in writing.

Removal

At the conclusion of each soccer season, the District will either remove all Movable Soccer Goals that it has installed or otherwise placed on its Property and store such goals at a secure location or otherwise secure such goals on its Property by placing the goal frames face to face (front posts and crossbars facing toward each other) and securing them at each goalpost with a lock and chain; or locking and chaining the goals to a suitable fixed structure such as a permanent fence; or locking unused portable goals in a secure storage room after each use; or fully disassembling the goals for season storage.

Acquisition of Tip-Resistant Movable Soccer Goals

After the effective date of this Policy, the District will not purchase any Movable Soccer Goal unless it is tip resistant. A Movable Soccer Goal whose inside measurements are 6.5 to 8 feet high and 18 to 24 feet wide is not tip-resistant unless it conforms to the American Society for Testing and Materials (ASTM) standard F2673-08 for tip-resistant Movable Soccer Goals or is otherwise equipped with another design feature approved by the U.S. Consumer Product Safety Commission. Notwithstanding the foregoing provisions, the District may continue to use its existing goals in a manner consistent with this Policy.

Applicability

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail.

This Policy shall not create any new liability or increase any existing liability of the District, or any of its officers, employees, or agents, which exists under any other law, including but not limited to the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 et seq. Nor shall this Policy alter, diminish, restrict, cancel, or waive any defense or immunity of the District or any of its officers, employees, or agents, which exists under any other law, including but not limited to the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 et seq.

Availability of Policy

All Park District employees who have responsibility for or contact with Movable Soccer Goals shall be advised of this Policy. A copy of the Policy is available to all other employees and any member of the public by requesting a copy from the Superintendent of Buildings and Grounds.

POL.A.06.05 - Enforcement of Park & Facility Rules

The effective management of Park District parks and facilities is a complex responsibility, due in part to the number and diversity of visitors and recreational opportunities present at these public spaces. While members of the Village of Oak Park Police Department are authorized to execute law enforcement functions, all Park District employees have an obligation to support these efforts by educating and informing the public of laws, rules, regulations, and policies, enforcing Park District rules and regulations, and deterring unlawful activities.

The following efforts increase the public's compliance with laws, rules, regulations, and policies and should be utilized by staff, when appropriate:

- a. Staff Presence allows for the observation of activities, grounds, and facilities, while making employees more readily available to visitors.
 - b. Patron Interaction allows employees to inform and educate the public as to rules, as well as reasons for the rules.
 - c. Signage serves to make visitors aware of site rules and regulations.
 - d. Proper Maintenance & Cleanliness increases the likelihood that visitors will hold a greater appreciation for parks and facilities and will exercise a higher degree of care and respect for the rules.
 - e. Crime Prevention Through Environmental Design prevents negative behavior through physical design of parks and facilities incorporating four principles: natural access control, natural surveillance, territoriality, and maintenance.
-

POL.A.06.06 - Facility

Procedures for Facility Licenses, Permits, and Inspections

In order to ensure the safety of Park District facilities, regular licenses, permits, and inspections are required. The following procedures are to be followed regarding these requirements.

Facility Licenses, Permits, and Inspections

The Park District is responsible for ensuring that its facilities and operations are safely operated for the staff and patrons that use them. Staff are responsible for ensuring that all licenses, permits, and inspections are completed and records of these are kept on file as required by the Park District's Records Management Plan. The following list includes required licenses, permits, and inspections as of the writing of this procedure. However, as laws and other circumstances may change, it is the responsibility of the facility manager to ensure that all applicable statutes are followed.

License / Permit / Inspection	Facilities
Oak Park Health Department	Pools: Rehm Pool, Ridgeland Common Recreation Complex
Oak Park Health Department	Ice Show Concessions: Rehm Pool, Ridgeland Common Recreation Complex
Illinois Department of Child and Family Services (DCSF)	Preschool Facility: Carroll Center
Business License	218 Madison Street
Liquor Licenses	Special Rental Facilities: Cheney Mansion, Pleasant Home, Austin Gardens, Conservatory. 218 Madison Street.
State Fire Marshal Inspections	Andersen Center, Barrie Center, Carroll Center, Field Center, Fox Center, Longfellow Center, Austin Gardens EEC, Dole Center, and Carroll Center
Backflow Preventer Inspection	All Facilities
Boiler Inspections	Barrie Center, Cheney Mansion, Conservatory, Fox Center, Longfellow Center, Pleasant Home, Rehm Pool, Ridgeland Common Recreation Complex, Stevenson Center, Dole Center, Gymnastics and Recreation Center
Electrical Inspections	All Facilities

License / Permit / Inspection	Facilities
Elevator Inspections	Administration Building, Fox Center, Gymnastics & Recreation Center, Longfellow Center, Pleasant Home, Dole Center, Gymnastics and Recreation Center
Fire Alarm Inspections	All Facilities
Fire Extinguisher Inspections	All Facilities
Oak Park Fire Department Inspections	All Facilities
Park District Monthly Facility Inspection	All Facilities
Park District AED Inspections	All Facilities

POL.A.07.01 - Definition of User

Purpose

The purpose of the Definition of User Policy is to categorize guests of the Park District and assist with setting their fees and charges for Park District programs, services, memberships and facility use.

Definition of Users

- a. Residents. Residents are defined as individuals or organizations that reside within Park District boundaries.
 - b. Nonresidents. Nonresidents are defined as individuals or organizations who do not reside within Park District boundaries.
 - c. Active Adults. Active Adults are defined as persons aged 50 and older.
 - d. Local Government Agencies. Local Government Agencies are defined as tax-supported organizations that reside within Park District boundaries. Local Government Employees are defined as individuals that are employed by the Local Government Agencies.
 - e. Non-Profit Organizations. Non-Profit Organizations are defined as nonprofit groups, as stated by the State of Illinois, and are dedicated to serving Park District residents.
 - f. Park Districts and Special Recreation Associations. Park Districts are defined as tax-supported agencies that do not reside in the Park District of Oak Park boundaries. Special Recreation Associations are defined as associations comprised of member park districts in the State of Illinois.
-

POL.A.07.02 - Fees and Charges Policy

Statement of Philosophy

The Park District of Oak Park uses multiple sources of revenue to supplement the revenue it receives from property taxes. A primary source of revenue beyond property taxes are fees and charges collected from participants of the Park District. It is not financially feasible or healthy to rely solely on one source of revenue to support a diversified quality parks and recreation program. The District will evaluate its fees and charges policy annually as part of its Budget Guidelines; receiving approval from the Board of Commissioners prior to implementation.

Fees and Charges

A system of fees and charges is an efficient and equitable way to distribute the costs associated with providing services that exceed the ability of the tax base to support the costs. With this in mind, the Park District has developed these goals and guidelines with the intention of uniformly defining the method used to determine pricing levels for fees and charges.

The Park District primarily provides recreation services on three different levels. Those levels include services that benefit the entire community, Recreation and Corporate programs and services that mostly benefit the user but to some extent benefit the community, and Revenue Facilities programs and services that benefit only the user. The chart below explains the differences in these levels.

	Community Programs	Recreation Programs	Revenue Programs
Who Benefits?	All people of the community	Mostly participants, but community to some extent	Participant only
Who Pays?	Community through taxation	Participants and community share costs	Participant pays full cost
Desirability or Feasibility of Fees	Not desirable or feasible	Desirable and feasible	Desirable and feasible
Examples of Programs or Services	Concerts in the Park, Conservatory, CRC Afterschool	Teen events, Senior Programs	Gymnastics, Ice Hockey
Cost Recovery	None or very little	Direct costs and 35% of indirect costs	Total direct and indirect costs

The concept of estimated cost recovery involves setting fees and a charge based on the level of service so that the revenue received equals the total cost of providing a particular service and is critical to the success of this system.

Definitions

Direct Cost: These are costs that are directly attributed to an individual service and include: instructor salary, materials, transportation, admission fees, specific marketing costs, building rent in non-District owned facilities, etc.

Indirect Cost: These are costs that cannot be associated directly with an individual service provided and include: administrative salaries, utility costs, building maintenance and cleaning, office and restroom supply costs, etc.

Total Cost: This is the cost of providing a service and includes both the direct cost and an allocated portion of the indirect cost.

Goals

The Park District will use tax revenues to improve and manage all of the land, facilities and recreation programs that have been determined to benefit all taxpayers. The Park District will also use tax revenue to assist residents who cannot afford to utilize a program or service.

Taxpayers should not be asked to meet the entire cost of providing activities and facilities that involve considerable expenses and serve a special interest with a limited number of participants. Charging fees for these programs is an equitable method of recovering costs for targeted or specialized programs and services. However, fees and charges should not become a barrier for participation or a method of excluding any resident of the Park District.

General Guidelines

- The Park District will not charge fees to residents for entrance into parks, playgrounds, sled hills, or informal use of outdoor athletic facilities (when not previously scheduled).
 - The Park District will charge fees for specialized services that do not benefit the entire community including recreational programs. These fees will be structured to pay for the cost of offering the program and contribute to overhead as outlined below:
 - a. Managers will consider appropriate direct, indirect, and overhead costs, market conditions, target markets and payment of capital improvement bonds issued to renovate a specific facility when developing fees and charges for all Park District services. The Park District will consider the cost of using the facility when determining the total cost of offering programs instructed by a contractual third party. Program supervisors should strive to keep the costs associated with any program minimal in order to keep the fee for the program reasonable.
 - b. The Park District will charge entry fees for admission to special use facilities such as the indoor ice arena or swimming pools.
 - c. The Park District may charge membership and/or initiation fees for access and use of a facility or program.
 - d. The Park District may develop special pricing strategies including differential fees for different types of organizations, different times of the year, incentives to increase participation, and group, repeat business, or multiple family member discounts.
 - d. Managers may prorate fees if a person wishes to participate in a program after the first class of a program and the desired outcome of the program does not depend on attending all classes.
 - The minimum number of participants per class needed to achieve revenue policy goals will be the determining factor in setting class minimums. Programs must reach minimum participant levels one week before the class starting date or the Park District will cancel the program (new program ideas are exempt from this guideline for one year to allow the program to grow.)
 - Since non-residents of the Park District do not support the District through taxes, they should pay an additional fee to assist with costs associated with overhead, facility maintenance and development, and program development expenses covered by taxes. The Park District considers non-residents who pay High School District # 200 taxes as residents for any program held in an Oak Park River Forest High School facility.
 - The Park District will actively seek other sources of revenue such as donations or grants to partially subsidize community-wide programs.
 - Scholarship or fee reduction programs will be available to any resident that proves financial hardship for any program or facility regardless of the amount of tax support the program or facility receives.
-

POL.A.07.03 - Scholarships

The Park District of Oak Park recognizes that families and individuals residing within Oak Park may experience economic hardships. In keeping with the Park District's mission, the Board of Commissioners allocate funds to assist low income individuals and families so they may enjoy the many benefits of parks and recreation through a Scholarship program. Annually, the Board shall determine the level of funding to be contributed to the program as part of the budget process and shall also strive to boost funding by securing grants for the same purpose. Residents will need to qualify for a scholarship annually, through a formal application process administered by the Customer Service team.

Income Level	(% Scholarship) / (% Fees Required)	Max per person per year	Max per household per ye
Tier 1 (see FAS chart)	75%/25%	\$300	N/A
Tier 2 (see FAS chart)	35%/65%	\$300	N/A
Tier 3 (see FAS chart)	35%/65%	\$300	N/A

Additionally, there is a Childcare Discount that can be applied to full-day day camp and after school care for families qualified and enrolled in these PDOP programs.

TIER 1 (Fees Covered)		TIER 2 (Fees Covered)	Tier 3 (Fees Covered
Scholarship 75% / 25% Participant		Scholarship 55% /45% Participant	Scholarship 35% / 65% Participant
Household Size	Annual Income	Annual Income	Annual Income
1	15,782	22,459	29,136
2	21,398	30,451	39,504
3	27,014	38,443	49,872
4	32,630	46,435	60,240
5	38,246	54,427	70,608
6	43,862	62,419	80,976
7	49,478	70,411	91,344
8	55,094	78,403	101,712
Each additional			
family member add:	+5,616	+7,992	+10,368

POL.A.07.04 - Non-Resident Fees

The Park District of Oak Park provides programs and facilities for its residents. However, non-residents are also welcome to participate in all activities offered by the Park District. Since residents pay property taxes in Oak Park to support the Park District's programs and facilities, the Park District will provide a reduction of fee known as the "Resident Discount".

The Park District's Board of Commissioners has determined that resident fees should be in most cases approximately 25 percent less than non-resident fees, but not to exceed \$20.00.

The Park District intends to apply the incremental difference collected from non-residents to programs and services that would not typically be funded through tax revenue. These funds will be applied as determined from time-to-time by the Park District's Board and Executive Director to such things as scholarships, programs, projects, transportation, and activities.

POL.A.07.05 - Refunds

Satisfaction Guarantee

The Park District Oak Park is constantly striving to provide high quality recreation programs and activities and is so confident that guests will enjoy the programs that the promise of quality is backed by a Satisfaction Guarantee. The Park District Oak Park guarantees that guests will be satisfied with recreation programs in which they participate. If a guest is not satisfied, input in the form of suggestions, comments or ideas for improvement, is always welcome. A participant who is not completely satisfied must call or stop by the guest service desk before the second program (meetings and practices included) is over. The guest service staff will assist the participant in completing a Satisfaction Guarantee request form. If the guest wishes to discontinue the program, the Park District Oak Park will then do one of the following:

- Allow the guest to repeat the program at no charge.
- Issue a credit for fees paid toward another program (if available).
- Issue a refund.

The purpose of the Satisfaction Guarantee is to ensure that every guest has the opportunity to express a concern about a program in a timely manner and allow the Park District to have the opportunity to resolve the concern to the guest's satisfaction. It is not the intent of this policy to allow guests to participate in any variety of programs and receive a full refund. By detailing specific deadlines and requirements, guests and staff alike will have a clearer understanding of the purpose of the policy. The Satisfaction Guarantee policy demonstrates the Park District's commitment to the community. The Satisfaction Guarantee does not include adult athletic leagues, trips, preschool or playschool, and one-day events.

Medical Refund Requests

In the case of a medical refund request, a doctor's note stating a release must be provided before a pro-rated (cost of remaining program meetings) credit or refund will be granted.

Other Refund Requests

Unless otherwise noted, all other refunds must be requested before a program meets for the second time or no refund will be issued. These refunds will be pro-rated (cost of remaining program meetings).

Refund requests for special programs such as trips, camps and one-day programs must be received two weeks before the first program meeting to be eligible for a refund. Refunds within two weeks of the start date of these programs will be considered only if the vacated spot can be filled with another participant.

There is a \$25 service fee for refunds processed for camp programs and a \$10 service fee (or a max of 50% of the cost of the program) for all other programs. Refund requests will be processed within 10 business days. Refund checks will be issued in the participant's name unless the refund will be issued to a minor and the parent or guardian requests a change at the time of the refund request. Refunds for program fees paid by credit cards will only be issued to the original credit card used. Deposits are non-refundable unless otherwise noted.

POL.A.07.06 - Recreation Program Philosophy

The Park District should provide a broad and diversified selection of recreation programs and services for various ages and interests. The District, in planning recreational programming and special events, shall take into consideration the participants' needs, geographic location, financial resources and safety.

POL.A.07.07 - Behavior Management

All park and facility users and program participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make District facilities and programs safe and enjoyable for all participants. The Park District insists that all participants and visitors comply with a basic behavior code. All participants and visitors shall:

1. Show respect to all participants, staff and volunteers. Participants should follow program rules and take directions from staff.
2. Refrain from using abusive or offensive foul language.
3. Refrain from threatening or causing bodily harm to self, other participants, staff or any other individuals.
4. Show respect for equipment, supplies and facilities.
5. Refrain from use or possession of drugs, alcohol, or any smoking devices or substance.
6. Not possess any weapons.

A positive approach will be used regarding discipline. Staff will periodically review rules with participants and during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The agency reserves the right to immediately dismiss a participant whose behavior endangers his or her own safety or the safety of others.

POL.A.07.08 - Wireless Internet Access

The District has implemented wireless internet access for patrons who wish to use their own wireless electronic device when in certain parks and facilities of the Park District.

Guidelines

- All users are expected to use the wireless access in a legal and responsible manner, consistent with the values of the Park District and the recreational, educational and informational purposes for which it is provided. Misuse of Internet access will result in loss of the user's wireless access privileges and may result in suspension or termination of access to Park District property. It is not acceptable to use supplied wireless internet services to:
 - a. Digitally reproduce and distribute copyrighted materials;
 - b. Degrade or disrupt equipment or system performance;
 - c. Vandalize the data of any other user;
 - d. Gain unauthorized access to resources or entities;
 - e. Invade the privacy of individuals;
 - f. Violate federal, state, or local laws or regulations, including those regarding accessing, viewing, printing, and distributing sexually related content; or
 - g. Engage in any activity that is offensive or creates an intimidating or hostile environment.
- A patron's electronic device must be configured with virus protection using current virus definitions. Patrons are expected to know how to configure their own equipment for wireless use. The Park District does not offer wireless access support.
- Most Wi-Fi network cards will be compatible. However, the Park District can make no guarantees as to compatibility of patron's equipment with the network.
- The District's public wireless network has been configured and sized for interactive searches and knowledge gathering on the internet. The District's public wireless network is not sized for large downloads from the web. Therefore, the downloading of software, large images, music, etc. from the web onto a patron's electronic device is not permitted. Patrons will be asked to terminate any activity that adversely impacts the center's network performance.
- Printing access is not available via the wireless connection unless the printing is part of an organized Park District program.
- As with most public wireless "hot spots," this wireless connection is not secure. Another wireless user can potentially intercept any information being transmitted. Patrons should not transmit personal information such as credit card numbers, passwords or other sensitive information while using any wireless "hot spot." WiFi users assume all risks and responsibilities to provide anti-virus protection and appropriate security settings on their laptop and should take appropriate precautions when using this service.
- The Park District is not be responsible for any information (i.e. credit card numbers, passwords, etc.) that is compromised, or for any damage caused to patrons' hardware or software due to electric surges, security issues or consequences caused by viruses or hacking.
- WiFi users should be certain that their laptops and other devices are secure at all times and should never be left unattended, even for brief periods of time. Theft of such devices is not the responsibility of the Park District.
- Use of Park District's wireless network is entirely at the risk of the user. The Park District disclaims all liability for loss of confidential information or damages resulting from that loss.

Page intentionally left
blank.

POL.A.8.01 - Inclusion

The Commissioners and Staff of the Park District of Oak Park believe that all individuals should be provided with leisure opportunities that allow for performance at their highest level of ability. Many people with disabilities have great success in Park District activities with the assistance from WSSRA. WSSRA assistance may range from additional training for Park District staff to recommendations for adaptive equipment to WSSRA employed inclusion aids. The Park District and WSSRA adhere to the following basic principles when providing accommodations to allow for successful inclusion of individuals with disabilities.

Principles of Inclusion

1. The interests and needs of an individual participant will be addressed.
2. The concerns of the family will be taken into account.
3. The member agency staff will be given support by WSSRA.
4. Options and choices will be made available to individuals with disabilities.

Participation may be delayed or denied if program registration is not received in a reasonable amount of time to secure the assistance required. Participation in trips and one day activities is only possible if staff and space for both the participant and inclusion aid are available.

POL.A.8.02 - Social Equity Policy

Park District of Oak Park Social Equity Policy

Introduction

Park District of Oak Park is committed to creating and promoting inclusion across all public spaces, places, facilities and programs that the Agency manages. Through the Social Equity Policy and supporting practices, we aim to ensure that everyone has access to the benefits of quality parks and recreation, including historically marginalized communities such as those with a physical or cognitive disability, the LGBTQ+ community, racial and ethnic minorities, women, new Americans, refugees and immigrants.

Park District of Oak Park defines inclusion as the process that all persons feel and that they have access to quality parks, programs and services regardless of their ability, race or ethnic origin, age, socioeconomic level, sexual orientation, gender identity or gender, religion, citizenship, or language.

Policy Goals

Social Equity Policy outlines Park District of Oak Park's approach to ensuring inclusive environments and equitable opportunities for all community members in local parks and recreation.

This policy ensures that:

- Community members utilizing our facilities, programs and services have equitable and appropriate access to spaces, programs and services, regardless of ability, race or ethnic origin, age, sexual orientation, gender identity or gender, socioeconomic level, religion or country of origin.*
- Park District staff, community partners and stakeholders engage in the support of all community members and promote inclusive behaviors in park and recreation facilities and in public spaces throughout the community.
- Park District of Oak Park establishes and maintains an organizational infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.
- Park District of Oak Park will continuously measure and improve inclusive practices.

This policy applies to all community members, staff, parks and facilities in the Park District of Oak Park.

Staff Training

Park District of Oak Park staff will regularly participate in trainings grounded in effective training models using evidence-based content. Training will be comprehensive (covers multiple topics), based on credible research and delivered by qualified personnel. All new staff members will be quickly oriented to inclusive policies and practices.

Trainings to be provided by WSSRA, Thrive, Oak Park Township and others as identified.

**As pursuant to the Park District of Oak Park's Personnel Policy and Rules and Regulations.*

Organizational Support

Park District of Oak Park and staff will put in place organizational supports that create a social environment (including positive relationships among staff, youth, families and community) that encourages all to be inclusive. This includes:

Staff

- Demonstrating an attitude of inclusion, including nondiscriminatory language and actions and pay equity;
- Attempting to assess and address any potential unintended outcomes of activities, programs or parks to ensure that they do not limit participation or cause worse outcomes based on ability, race or ethnic origin, age, sexual orientation, gender identity or gender, socioeconomic level, religion or country of origin;
- Providing educational materials about inclusion to all constituents at community events; and
- Sharing and discussing practices during community meetings

Agency

- Developing an advisory group and/or community network of groups that support inclusive behaviors in the community; and
- Assessing agency hiring practices to ensure staff is representative of the diverse community and is an equal-opportunity employer.

Communications

Providing positive messages about diversity and inclusion through written and verbal messaging, posters, pictures and books.

Environmental Support

Park District of Oak Park will establish environmental supports and practices that promote inclusion for all community members. Examples of environmental supports include:

- Program adaptation for inclusion, depending on the individual needs and abilities of participants
- One-on-one trained staff support throughout the program
- Language interpretation, including but not limited to:
 - Sign language interpreters
 - Braille
 - Language translation services
 - Audio/visual support
 - Large-print signage
- Accessible transportation
- Built environment enhancements, including modified equipment and ramps
- Gender-neutral restrooms and changing rooms
- Culturally sensitive program hours (i.e., women-only pool hours);
- Signage and additional facility enhancements (artwork, murals, etc.) that promote diversity and inclusion

Continuous Measurement and Improvement

Park District of Oak Park will work to continuously improve our equity and inclusion efforts, measuring the effectiveness of this policy through staff and community qualitative and quantitative feedback through meetings, community engagement events, public forums, surveys; and monitoring economic and health indicators. Park District of Oak Park will establish a communications plan for reporting on progress on an annual basis to the Park Board.

Park District of Oak Park will monitor the following indicators to track progress of inclusive efforts:

- Does our agency communicate a vision that values the participation of all people as members of the community?
- Does our agency's improvement plan include inclusive practices with action steps to support implementation?
- Is there adequate, regularly scheduled, ongoing planning time for agency staff to collaborate on inclusive programs and events?
- Does our agency engage the whole community by providing multiple opportunities and modes for participating?
- Are there professional development opportunities for staff regarding inclusive strategies and supports?
- Are community members from targeted populations engaged in programing, utilizing facilities and taking part in future planning conversations?

Long-term indicators:

- Are there improvements in health and wellness (physical, social, mental) outcomes across targeted populations?
- Is there an increase of diversity in our staff and programs?
- Are there more diverse users in our parks?

Policy Development

Park District of Oak Park developed this inclusive policy with the input, engagement and support of key community stakeholders and representatives, including:

- Members of the Park District Citizen Committee
- Park District of Oak Park Staff
- Members of the Park District of Oak Park Board

Resources

Park District of Oak Park recognizes that this document is an ever-growing resource and aims to keep it updated on an annual basis. For more on inclusion and equity, we encourage staff and community members to visit pdop.org or the National Recreation and Park Association's Parks for Inclusion website, www.nrpa.org/ParksForInclusion.

Glossary

Park District of Oak Park provides these definitions for historically marginalized audiences, including those with physical or cognitive disabilities, the LGBTQ+ community, racial and ethnic minorities, and new Americans, refugees and immigrants.

Individuals with a disability include those with:

- Hearing difficulty (e.g., deaf or having serious difficulty hearing [DEAR])
- Vision difficulty (e.g., blind or having serious difficulty seeing, even when wearing glasses [DEYE])
- Cognitive difficulty (e.g., because of a physical, mental or emotional problem, having difficulty remember, concentrating or making decisions [DREM])
- Ambulatory difficulty (e.g., having serious difficulty walking or climbing stairs [DPHY])
- Self-care difficulty (e.g., having difficulty bathing or dressing [DDRS])
- Independent living difficulty (e.g., because of a physical, mental or emotional problem, having difficulty doing errands alone, such

as visiting a doctor's office or shopping [DOUT]

- New Americans include immigrants, refugees and/or noncitizens living in America LGBTQ+ community (Lesbian, Gay, Bisexual, Transgender, Queer and others), defined as:
- Lesbian: A woman who is attracted to other women.
- Gay: A man who is attracted to other men.
- Bisexual: An individual who is attracted to both genders.
- Trans: An umbrella term that seeks to incorporate individuals whose gender identities do not match their sex assigned at birth, for example, someone who is sex assigned male at birth and identifies as a woman.
- Queer or Questioning: Individuals who experience fluidity in their experience of sexuality or gender and, therefore, do not identify strictly as LGB or T. The term 'Queer' can also include those who do not identify as either gender.

Racial/Ethnic communities, as defined by the U.S. Census Bureau, are composed of several different race categories — Black or African American, American Indian or Alaska Native, Asian, and Native Hawaiian or Other Pacific Islander, other, and two or more races. Latinx and Hispanics are also considered a minority, although Hispanic or Latino(a), is defined by the U.S. Census Bureau as an ethnicity rather than as a race. Other considerations include religious communities, such as Muslim, that practice cultural traditions based around gender.

POL.A.8.03 - Policy for Transgender Participation

The participant and/or guardian shall contact the Executive Director in writing notifying them that the participant has a different gender identity than listed in registration system or birth certificate and the participant wishes to participate in athletics/activities in a manner consistent with their gender identity. The Executive Director will consider the request and notify the family and the required staff of the decision.

For purpose of this policy the following definitions will be in place:

- Transgendered: a person whose gender identity doesn't match the sex assigned to him or her at birth.
- Intersex: a person who is born with a reproductive or sexual anatomy and / or chromosome pattern that doesn't seem to fit the typical definitions of female or male.
- Gender Identity: a person's deeply-felt internal sense of being male or female
- Gender Expression: A person's external characteristics and behaviors that are socially defined as either masculine or feminine (dress, speech, mannerisms, social interactions, etc.).

All discussions and documents all levels of the process shall be kept confidential unless specifically requested by the participant and family.

Park District of Oak Park - Board of Commissioners Policies

**Created on: 10/27/2022 11:15 am
CDT**

Table of Contents

People	6
Teams	6
Board of Commissioners	6
Board of Commissioners Policies	6
B.01 - Purpose of Policies, Biennial Review	6
POL.B.01.01 - Purpose of Policies	6
POL.B.01.02 - Biennial Review	7
B.02 Mission, Vision, and Values	8
POL.B.02.01 - Statement of Mission, Vision, and Values	8
B.03 Board Responsibilities and Guidelines	9
POL.B.03.01 - Board of Commissioners; Term of Office	9
POL.B.03.02 - No Compensation	10
POL.B.03.03 - Board Authority Pursuant to State Law	11
POL.B.03.04 - Actions Taken in Representative Capacity	12
POL.B.03.05 - Collective Decision-Making	13
POL.B.03.06 - Policymaking is Primary Role	14
POL.B.03.07 - Board Retreat and Goal-Setting	15
POL.B.03.08 - Executive Director is Primary Board Resource	16
POL.B.03.09 - Ethics and Conduct	17
POL.B.03.10 - Political Advocacy	18
POL.B.03.11 - Media Relations	19
POL.B.03.12 - Fiscal Responsibilities	20
POL.B.03.13 - Planning Responsibilities	21
POL.B.03.14 - Formulation of Policies, Rules, Regulations	22
POL.B.03.15 Intergovernmental and Civic Cooperation	23
POL.B.03.16 - Board Committees, Task Forces	25
POL.B.03.17 - Recruiting and Training	26
POL.B.03.18 - New Board Member Orientation	27
POL.B.03.19 - Electronic Communication	28
POL.B.03.20 - Vacancies in Office	29
B.04 Board Officers	30
POL.B.04.01 - President	30
POL.B.04.02 - Vice-President	31
POL.B.04.03 - Secretary	32
POL.B.04.04 - Treasurer	33
B.05 Board Meetings	34
Procedures for Posting Board Meeting Agendas	34
POL.B.05.01 - Regular Monthly Board Meetings	35
Procedures for Annual Board Meeting Calendar	36
Procedures for Board Action Calendar	37
Procedures for Board Packets	38
POL.B.05.02 - Special Meetings	39
POL.B.05.03 - Annual Meeting	40
POL.B.05.04 - Meeting Attendance	41

POL.B.05.05 - Electronic Meeting Attendance	42
POL.B.05.06 - Preparation of Meeting Agendas	44
POL.B.05.07 - Executive Director's Attendance at Meetings	45
POL.B.05.08 - Quorum	46
POL.B.05.09 - Voting	47
POL.B.05.10 - Roberts Rules of Order	48
POL.B.05.11 - Open Meetings	49
POL.B.05.12 - Closed Sessions	50
Procedures for Closed Sessions	51
Procedures for Verbatim Records	52
POL.B.05.13 - Effective Meetings	53
POL.B.05.14 - Public Comment	54
Procedures for Public Comment	55
POL.B.05.15 - Effective Communications	56
B.06 Board Committees	57
POL.B.06.01 - Board Authority to Establish Standing Committees	57
POL.B.06.02 - Committee of the Whole	58
POL.B.06.03 - Other Standing Committees Generally	59
B.07 Personnel Policies	60
POL.B.07.01 - Board Responsibility to Establish Personnel Policies	60
POL.B.07.02 - Employment of Executive Director	61
POL.B.07.03 - Executive Director Responsibilities	62
POL.B.07.04 - Qualified Employees	63
POL.B.07.05 - Employees' Performance of Duties	64
B.08 Fiscal Responsibilities	65
POL.B.08.01 - General Fiscal Matters	65
POL.B.08.10 - Competitive Bidding	66
POL.B.08.02 - Fiscal Year	67
POL.B.08.03 - Annual Budget, Appropriation Ordinance	68
POL.B.08.04 - Annual Tax Levy	69
POL.B.08.05 - Annual Audit	70
POL.B.08.06 - Program Fees	71
POL.B.08.07 - Debt Service Principles and Procedures	72
POL.B.08.08 - Bond Sales	73
POL.B.08.09 - Grants	74
B.09 District Property	75
POL.B.09.01 - Tours of Facilities	75
POL.B.09.02 - Land Acquisition Policy	76
Procedures for Land Acquisition	77
POL.B.09.03 - Property Leases	78
POL.B.09.04 - Sale of Real Estate & Excess Property Policy	79
Procedures for Land Disposal	80
POL.B.09.05 - Historic Sites	81
B.10 Additional Matters	82
POL.B.10.01 - Staff and Board Education and Training	82
POL.B.10.02 - Membership in IAPD and NRPA	83
POL.B.10.03 - Annual Calendar of Actions and Activities	84
POL.B.10.04 - Use of Expert Consultants	85

POL.B.10.05 - Recognition of Outgoing Board Members	86
Board of Commissioner's Orientation Manual	87
Mission, Vision, Values	87
Mission, Vision & Values Statement	87
Strategic Plan	88
Park District History	89
Board Organization/Operations	90
Board of Commissioners Contact Sheet	90
Short Orientation	91
Committee & Board Meeting Calendar	92
Get On Board	93
Illinois Open Meeting Act	94
Freedom of Information Act	95
Memo - New Ethics Law	97
PDOP Highlights	98
Annual Report	99
Administrative Policies	100
Ordinances	101
Staff Organization Chart	102
PDOP Organizational Chart	102
Finance and Personnel Policies	103
Top 20 Qualities for an Effective Park and Recreation Agency	103
Personnel Policy Manual	104
Budget Letter and Awards	105
2023-2027 CIP	106
Safety Manual	107
VOP Property Transfer Resolution	108
Programs & Facilities	109
2019 Community Survey Findings	109
Dog Information	110
Oak Park Conservatory Information	111
Cheney Mansion Information	112
Pleasant Home Information	113
Rules and Regulations Governing Uses of the Park Facilities	115
Agency Property and Facilities	116
Program Guide	117
Affiliate Groups & Partner Organizations	118
PACT Program	118
Park District Citizens Committee (PDCC)	119
Environmental Sustainability Advisory Committee (ESAC)	120
FOPCON	121
Parks Foundation	122
Pleasant Home Foundation	123
Festival Theatre	124
Procedures for the Memorial Program	125
School District 97 Agreement	126
School District 97 IGA - Sports Field Maintenance	127
School District 200 Agreement	128

West Suburban Special Recreation Association (WSSRA)	129
Illinois Parks and Recreation Association	130
Illinois Association of Park Districts	131
National Parks and Recreation Association	132

Page intentionally left blank.

POL.B.01.01 - Purpose of Policies

These policies, adopted unanimously by the Board of Commissioners of the Park District of Oak Park (the "District"), set forth many basic tenets to guide the Board of Commissioner (the "Board") as it governs the District and the staff in administering the policies. These policies not intended to be comprehensive in nature; the Board maintains additional rules, regulations, and guidelines. Through the use of these policies, the Board hopes to ensure good, honest, and accountable representation of and service to its constituents.

The responsibility for creating and updating, or causing to be created, procedures for implementing policy falls to the Executive Director. The differences between "policy" and "procedure" are outlined below:

Policy

A policy is any plan or course of action reflecting the aims to be achieved by the District that are officially approved by the Board. It reflects value judgments on issues related to the purposes of the Park District and gives direction to the Executive Director and staff in the discharge of their duties. The formulation and adoption of these written policies shall constitute the basic method by which the Board shall exercise its leadership in overseeing the operation of the District. A policy must be formally adopted by the Board and recorded in the minutes of the meetings of the Board.

Procedure

A procedure is any plan or course of action formulated, developed, and implemented by the Executive Director to facilitate day-to-day District operations within the respective policies established in writing by the Board. Procedure guides the staff in providing efficient and enjoyable recreational experiences for the public by detailing the specific course of action to be taken within the general framework of policy. The Executive Director shall have the function and responsibility of specifying the action required and designing the detailed arrangements under which the District will be operated.

POL.B.01.02 - Biennial Review

It is the intention of the Board to review these policies at a minimum biennially for consistency with applicable law and the practices of the Board and District. These policies may be revised in writing by majority vote of the Board.

POL.B.02.01 - Statement of Mission, Vision, and Values

This is the mission of the District: *"In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities."* Our vision is to, *"strive to exceed the needs of our diverse community with a collaborative and innovative approach."*

The District's parks and other facilities provide quality open space and recreation opportunities for all District residents, and the Board will work persistently to maintain the availability of the District's parks, other facilities, and programs for generations to come. The Board strives to provide an excellent parks and recreation system that is safe and deeply integrated into the distinctive Oak Park living experience. The Board believes that the system is a major contributor to the enhanced quality of life that exists in Oak Park. The Board values and respects the history of Oak Park and of the District, the District's civic involvement, and the District's tradition of innovation, and the Board strongly considers these factors as it plans for the future.

The Board believes strongly in the value of citizen participation in the Board's governance of the District. The Board thus will conduct the business of the District in an open and communicative fashion, seeking feedback and advice whenever possible. The Board will reach out to all residents of the District to assure that all are served equally to the fullest extent possible with the resources of the District.

The Board believes that one key to maintaining an excellent parks and recreation system is to sustain partnerships with other agencies throughout the community who can contribute to the services provided by the District. These valuable partnerships may be with agencies within the District's boundaries or outside of them. The Board is committed to seeking out these partnerships.

In addition, the Board is committed to preserving the open spaces it owns even while offering innovative, high quality programs.

In striving for excellence, the District's values include:

- **Community Engagement:** We will actively work to foster ongoing dialogue, relationships, collaborations, and partnerships with and within the community.
- **Responsible Leadership:** We will maintain a high-performing, engaged, and accountable organization.
- **Integrity:** We will adhere to moral, honest, and ethical principles with a focus on accessibility, inclusion, and transparency.
- **Innovation:** We will continuously try new methods and ideas, adapt services according to trends, and continuously improve processes.
- **Sustainability:** We will thrive through renewal, maintenance and stewardship in all aspects of operation.
- **Inclusivity:** We will actively and intentionally value multiple layers of human characteristics and view such differences as strengths, while striving for equity among all identities to be authentic, feel safe and be respected in programs, parks, and facilities.

POL.B.03.01 - Board of Commissioners; Term of Office

The District is governed by a Board of Commissioners comprised of five elected members, each of whom serves a four-year term. The Board believes that a five-member board is appropriate for the size of the District and that a term of service to the District of four years is in the best interests of the District.

POL.B.03.02 - No Compensation

The members of the Board shall serve without salary or other compensation except reimbursement of expenses as provided in these policies.

POL.B.03.03 - Board Authority Pursuant to State Law

The Board functions under the authority of the Illinois Park District Code, 65 ILCS 1205/1-1 et seq. and within the framework of applicable State of Illinois and federal laws.

POL.B.03.04 - Actions Taken in Representative Capacity

Board members, collectively and individually, act as representatives of the residents of the District in maintaining and promoting the District's parks, other facilities, and programs. Through careful evaluation of needs, resources, and other factors, Board members make decisions that it determines best serve the community as a whole.

POL.B.03.05 - Collective Decision-Making

In the discharge of their duties, Board members act collectively as a Board and not as individuals. Board members always should abide by the majority vote of the Board and support the determination of that majority. Also, an individual Board member should not speak for the Board unless authorized to do so by the Board. It is improper and ill-advised for an individual Board member to make a public pronouncement or engage in conjecture about a Board matter that has not yet been decided, an action of the Board or any matter that has been discussed in an executive session of the Board.

POL.B.03.06 - Policymaking is Primary Role

The Board concerns itself primarily with questions of policy rather than with administrative matters. The District's Executive Director is charged with the administrative responsibility to implement the Board's policies.

The Board shall enact and maintain appropriate policies, rules, and regulations related to the operations of the District and the District's facilities, and the Board shall see that such policies, rules, and regulations are administered effectively.

POL.B.03.07 - Board Retreat and Goal-Setting

The Board recognizes that it is important to evaluate itself and establish goals for the Board from time to time. The Board shall conduct an annual retreat at which the Board shall undertake a self-evaluation and formulate goals for itself. All Board members are required to attend the retreat.

POL.B.03.08 - Executive Director is Primary Board Resource

Board members should respect the Board's commitment to implement its policies through the Executive Director and to rely on the Executive Director to handle the administrative functions of the District. Board members should request desired information from the Executive Director rather than from other employees of the District. Board members also should refer inquiries, information, complaints, and other communications made to them by residents about District matters to the Executive Director. Board members also should support the actions of the Executive Director when those actions have been directed, ratified, or otherwise supported by the Board.

POL.B.03.09 - Ethics and Conduct

Because each action taken by a Board member in the course of his or her duties should be motivated by the District's best interests, a Board member should be free of undue outside influences and of self-interest. A Board member should advise the Executive Director of all memberships and financial interests that a Board member has in companies or organizations that are doing business with the District. Board members will educate themselves about, and comply with, all other federal, state and local laws, regulations, and ordinances applicable to the conduct of the Park District's elected officials. Additionally, Board members must:

- On a yearly basis, file a statement of Economic Interests with the County Clerk of Cook County;
 - Complete the online Freedom of Information Act and Open Meetings Act training required by the Attorney General on its website;
 - Represent all the residents of the District and avoid partisanship based on special interests;
 - Respect the confidentiality appropriate to issues of a sensitive nature; and
 - When the Board must decide upon an issue about which a Commissioner may have an unavoidable conflict of interest, that Commissioner must disclose the interest, and recuse him/herself from all discussion, deliberation and vote taking about the issue, as required by applicable state and federal law.
-

POL.B.03.10 - Political Advocacy

Many of the activities of the District are funded with money from County, State, and Federal agencies. In addition, many of the activities of the District are affected by the laws of County, State, and Federal agencies. For that reason, it is useful that the Board stay informed about pending legislation that is of interest to the District. When appropriate, the Board shall encourage its members to contact County, State, and Federal elected representatives to advocate the best interests of the District.

POL.B.03.11 - Media Relations

The designated spokespersons for the District are the Board President and the Executive Director. Requests by the media for comments should be referred to those representatives. Under some circumstances it may be appropriate for a Board member other than the President to speak to a media representative about a matter with which that Board member has particular experience or expertise. It is never appropriate, however, for a Board member to speak to a media representative without first knowing all of the facts and circumstances about the matter of inquiry. If a Board member speaks for himself or herself, then that Board member first should be fully informed about the matter at hand and should clearly state that his or her comments are being made as a private resident and not as a representative of the District. Even then, a Board member should remember that comments made as a private resident are likely to be attributed to the District.

POL.B.03.12 - Fiscal Responsibilities

The Board shall establish a budget, appropriate funds, and levy taxes annually for the various operations of the District, in accordance with State law. See [Section 8](#) of these Board of Commissions policies related to fiscal responsibilities.

POL.B.03.13 - Planning Responsibilities

The Board shall provide for the planning, improvement, financing, construction, and maintenance of the parks and other facilities, equipment, and property of the District. Among other things, the Board shall undertake the following:

- Park Master Plans
 - Capital Project Plan
 - Comprehensive Master Plan
-

POL.B.03.14 - Formulation of Policies, Rules, Regulations

Formulation of Policies, Rules, Regulations

The Board shall enact and maintain appropriate policies, rules, and regulations related to the operations of the District and the District's facilities, and the Board shall see that such policies, rules, and regulations are administered effectively.

POL.B.03.15 Intergovernmental and Civic Cooperation

Intergovernmental and Civic Cooperation

The Board encourages cooperation with other agencies in the community, including governmental, public, private, and voluntary organizations that enhance the services provided to District and act consistently with the best interests and well-being of the District. The Board has created many beneficial relationships with organizations that undertake activities consistent with the best interests of the District. The Board supports the following policies:

- (a) Promotion of Cooperation. The Board encourages Board members and the Executive Director to promote intergovernmental and civic cooperation through appropriate relationships between District officials and staff and the officials and staff of other agencies.
- (b) Relationships with Particular Groups; Liaisons. The Board desires to maintain its valuable relationships with the Memorial Trust Committee, the Pleasant Home Foundation, the Friends of the Oak Park Conservatory, and various sports and civic groups. Board members may be appointed to serve as liaisons between the District and some of these organizations.
- (c) School Districts 97 and 200. The Board encourages cooperation between the District and the Oak Park School Districts 97 and 200 in the development and use of facilities and equipment, when such cooperation results in efficient and effective programming that is beneficial to the District, the school district, and residents. Such cooperation may be memorialized in letters of agreement between the District and a school district.
- (d) West Suburban Special Recreation Association. The Board is committed to helping provide for the recreation needs of special populations within the District, including senior citizens and individuals with special needs or disabilities. In furtherance of that commitment, the District shall remain an active member of the West Suburban Special Recreation Association.
- (e) Council of Governments. The Executive Director and at least one Board member should attend the meetings of the Oak Park Council of Governments.
- (f) IGOV. At least two Board members should attend the IGOV meetings.

Guidelines for Commissioners in their Role as Liaisons

The Park District of Oak Park maintains a policy of intergovernmental and civic cooperation. The Board of Commissioners encourages communication and cooperation with other local governments and with public and private organizations that enhance Park District programs and interests.

These guidelines apply to the Commissioners in their roles as liaisons. By adhering to these guidelines, the Commissioners will maintain consistent and transparent relationships with the assigned organizations and thereby maximize the value of the liaison program.

General Standards:

- When your liaison assignment is made, contact your assigned organization promptly, introduce yourself, and open channels of communications, including meeting dates, times, and locations.
- Attend your assigned organization's board meetings diligently, not less than once per quarter for those organizations that meet monthly.
- Be prepared to speak at a meeting about interesting activities or initiatives of the Park District. The Executive Director's Report includes useful information, and you can call the Executive Director for additional information.
- Take notes during a meeting of relevant and interesting activities. Contact the PDOP Executive Director about any item on which she or he should follow up. Provide details as necessary.

- Be prepared to report to your colleagues on interesting matters at the next Board of Commissioners' meeting as well as share information regarding functions and activities related to the affiliate organization.

Important Elements:

- You are not a board member of your assigned organization and thus you should never assume that role. You attend meetings to listen and observe, not to question the operations or otherwise participate in your assigned organization's business items.
 - You should not be an advocate for your assigned organization or for its programs or initiatives, but instead you should remain a neutral listener and observer.
 - You should not suggest policies or practices to your assigned organization, even if you are asked to do so.
 - If you are asked, then you may answer questions about a Park District matter, but you should not discuss any Park District matter that has not yet been discussed in an open meeting of the Board of Commissioners.
 - As a single Commissioner, you cannot speak on behalf of the Board of Commissioners except when the Board has taken a final position on the matter or has directed you to speak on a topic as a representative of the Board.
 - At any time you have a question or concern about your liaison assignment or your assigned organization, you should contact the Executive Director promptly.
-

POL.B.03.16 - Board Committees, Task Forces

Currently there are four standing committees of the Board. See [Section 6](#) of these Board of Commissioner Policies regarding the standing committees and other committees and task forces of the Board.

POL.B.03.17 - Recruiting and Training

The Board recognizes that, as good leaders, the members of the Board should be actively involved in seeking out qualified residents of the District to run for a position on the Board. In addition, Board members should take an active role training newly elected Board members. Staff share and prepare an information packet containing essential information to be available to perspective candidates. Additionally, at least one informational session with the Executive Director and a Department Head must take place.

POL.B.03.18 - New Board Member Orientation

The Board shall assist with the orientation of new Board members by:

a. Providing assistance to the Executive Director with preparation of written materials, which shall include, among other materials, the following:

- Park District of Oak Park Policies;
- Illinois Park District Code;
- Commissioner Resource Manual; and
- Park District of Oak Park Rules and Regulations Governing Use of Park Facilities

b. Arranging the opportunity for new Board members to attend the IAPD new commissioner orientation;

c. Providing a tour of the District's parks and other facilities; and

d. Arranging meetings with the Board President, the Executive Director, the Superintendents, and other staff as determined by the Executive Director, for the purpose of explaining the District's organizational structure and the planning, financial, and budget procedures of the Board.

POL.B.03.19 - Electronic Communication

The Illinois Open Meetings Act defines "Meeting" as "any gathering whether in person or by video or audio conference, telephone call, electronic means (such as without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business." Electronic mail may be used to discuss public business by less than a majority of a quorum, subject to the restrictions contained in this policy. Electronic mail may also be used to communicate in any other manner that does not constitute deliberation under applicable Illinois law.

The following are examples of permitted use of e-mail by Commissioners to discuss business of the Board:

- E-mails between two Commissioners not copied to a third Commissioner;
- One e-mail from a Commissioner to all other Commissioners provided it is not responded to;
- E-mails between any number of Commissioners not addressing public business of the Board or any sub-body of the Board.

Commissioners are also prohibited from using electronic means to seek out personal or confidential information regarding Park District employees, contracts, finances, or other non-public matters. Harassment of any kind is prohibited. Harassment policies apply equally to all electronic media. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, age, national origin, physical attributes, or sexual preference shall be transmitted.

POL.B.03.20 - Vacancies in Office

The Board shall declare vacant the office of any Commissioner who dies, resigns, ceases to be a resident within the District, or otherwise is rendered by law as unqualified to serve as a Commissioner. A vacancy shall be filled by appointment of the Board President with the consent of the Board. Applications for appointment shall be solicited by the Board directly and by advertisement in a local newspaper of general circulation. The appointed Commissioner shall serve until his or her replacement has been elected and qualified for office in the manner provided by law.

POL.B.04.01 - President

The Board President shall be the chief executive officer of the Board. The President shall be the presiding officer at meetings of the Board. The President shall appoint with Board approval annually, the committees and/or members and chairpersons of the standing committees of the Board. The President, with the consent of the Board, shall appoint the members of special committees created by the Board. The President shall appoint a Secretary pro tempore of the Board to serve in the absence of the Secretary. The President shall sign all ordinances passed by the Board and all such other documents and papers of the District that by law require a signature. The President shall see that policies of the Board are enforced and that orders of the Board are faithfully executed. The President's vote shall be called for on all matters before the Board in the normal voting rotation with the other Commissioners. The President shall establish an effective working relationship with the Executive Director by meeting regularly to actively communicate with the Executive Director about special issues and problems affecting the District. The President shall work with the Executive Director to prepare Board meeting agendas and schedule an annual performance evaluation of the Executive Director. The President shall effectively communicate with Board of Commissioners to ensure all members are kept abreast of important issues affecting the District and schedule an annual Board evaluation. As well as serving as the official spokesperson for the Board, the President or designee shall serve on committees, commissions, or boards representing the District and represent the Board at community and District events. The President shall also serve as the official District representative to the Illinois Association of Park Districts and any other official legislative committee that will enhance the mission and vision of the District.

POL.B.04.02 - Vice-President

The Board Vice-President shall perform the duties of the President in the President's absence or refusal or inability to act.

POL.B.04.03 - Secretary

The Board Secretary shall oversee the taking, completion, and recording of all minutes, ordinances, orders, and resolutions of the Board. The Secretary is responsible for the verbatim recording and minutes of all closed sessions of the Board as well as regulating the schedule of disposal of such recordings and release to the public of such minutes according to state law (5 ILCS 120/2.06). The Secretary shall be responsible for all official correspondence of the Board. If the President and Vice-President both are absent from a meeting at which a quorum of Commissioners is present, then the Secretary shall call the meeting to order and call for selection of a President pro tempore for that meeting by a majority vote of the Commissioners present. The Secretary shall be present at all meetings of the Board. The Secretary shall also serve as the Legislative liaison of the Board, keeping the in contact with legislators and keeping the Board informed of legislative issues that would interest the Board.

POL.B.04.04 - Treasurer

The Board Treasurer, in conjunction with the Executive Director and the Director of Finance, report to the Board monthly all receipts and disbursements of the District and shall submit such financial statements and detailed information as may be required by the Board.

Procedures for Posting Board Meeting Agendas

The following procedure is to be followed for the Committee of the Whole, Regular Board, and Committee Meetings for the posting of the agendas.

Posting Agendas

- Agendas for Committee of the Whole and Regular Board meetings must be posted on the website, at the Hedges Administrative Center, and the location of the meeting 48 hours in advance.
 - Committee meetings must be posted at the Hedges Administrative Center and the location of the meeting 48 hours in advance.
-

POL.B.05.01 - Regular Monthly Board Meetings

The regular meetings of the Board are held on the third Thursday of the month at 7:30 p.m. at the John Hedges Administrative Center, 218 Madison Street, except at otherwise posted by the Board in accordance with the Illinois Open Meetings Act.

Procedures for Annual Board Meeting Calendar

The Committee and Board Meeting Calendar is made each year for staff, Park Board of Commissioners, and for the community to have easy access to the entire year's meetings. The following procedure is to be followed when making the annual Board Meeting Calendar.

Regular Meetings

Committee of the Whole (COW) meetings are scheduled the first Thursday of each month (with the exception of August, see below under Additions and Exceptions) beginning at 7:30pm, at the Hedges Administrative Center. Regular Board Meetings are scheduled for the third Thursday of each month beginning at 7:30pm, at the Hedges Administrative Center.

Special Meetings

The Board Retreat is always in June or July during an afternoon, location determined on availability. The two Budget Meetings are scheduled in September and October – prior to the Budget getting approved by the Park Board of Commissioners at the November Regular Board Meeting.

Additions and Exceptions

August never has a Committee of the Whole Meeting. The Committee of the Whole and the Regular Board Meetings can be moved off of their set weeks due to a holiday falling during that week or a conference scheduled during that week.

The annual IPRA/IAPD and the NRPA conferences are placed on the calendar to allow changes in the monthly meetings to avoid overlapping. The release date of the Budget to the public is placed on the calendar along with the publication date in the newspapers for the Tax Levy Hearing and Budget & Appropriation Hearing which take place during the November Committee of the Whole Meeting.

The Park District of Oak Park will review holidays and Jewish high holidays prior to setting the Board Meeting dates each year.

Procedures for Board Action Calendar

The following procedure is to be followed to complete the annual Board Action Calendar staff use as a guide for getting information to the Park Board in their monthly board packets.

- The Board Action Calendar is to be used only as a guideline for each month but can change.
 - Use the previous year's Board Action Calendar as a draft for the upcoming year, for as many items are annually done.
 - Cross off any completed projects that were on the previous year's calendar.
 - Send newly reviewed Board Action Calendar out to the Leadership Team. Each should update the calendar accordingly with any items concerning their areas for the upcoming year.
 - List the Leadership Team person or Manager that is responsible for each item so there is a point of contact to gather information.
 - Once complete, the Board Action Calendar needs to be approved by the Park Board of Commissioners in December.
 - After approval, the Board Action Calendar should be sent out to the Leadership Team, Management Team, and made accessible on the P-drive.
-

Procedures for Board Packets

The following procedure is to be followed when gathering and organizing information for the Board Packets used for Committee of the Whole Meetings and Regular Board Meetings.

- Board Packets generally go out the Friday prior to the Committee of the Whole or the Regular Board meetings.
 - The Executive Assistant pulls the meeting's prior year's Agenda for the new meeting and uses that as a guideline, taking off items that are obsolete and then adding new items from the Board Action Calendar.
 - The Executive Assistant confirms items on the Agenda with the Executive Director, the Leadership Team, and others that might have items listed from the Board Action Calendar by emailing the agenda to each with the appropriate name designating responsibility.
 - Everything listed on the Agenda must either have a memo explaining the item with backup or list it as an update/recap only.
 - Staff must have their memos and backup information electronically to the Executive Director and Executive Assistant on the Thursday, 9:00am, prior to the board packet delivery day.
 - The Executive Director and Executive Assistant will review the board packet and once approved will forward it to the Park Board of Commissioners.
 - The agendas for the meetings must be posted on the website, the Hedges Administrative Center, and the location of the meeting 48 hours in advance of the meeting.
-

POL.B.05.02 - Special Meetings

Special meetings of the Board may be called by the Board President or by any two members of the Board. Notice of such meetings stating the time and place of the meeting and the agenda for the meeting shall be provided to Board members and shall be delivered and posted as required by the Illinois Open Meetings Act.

POL.B.05.03 - Annual Meeting

The official “Annual Meeting” of the Board will be held on the first meeting in May and shall include the election of the Board officers, including the President, Vice-President, Secretary, and Treasurer for one-year terms. See [Section 4](#) of these Board of Commissioners Policies related to Board officers. The standing chairs of the standing committees and liaison positions of the Board members will also be established.

POL.B.05.04 - Meeting Attendance

Although it is likely, that it is not possible for each Board member to attend every Board meeting, Board members should strive to do so. A reoccurring pattern of missed meetings is unfair to other Board members and to the District.

POL.B.05.05 - Electronic Meeting Attendance

The Illinois Open Meetings Act, 5 ILCS 120/1 et seq. (the “Act”), requires that the actions of public bodies be taken openly and that their deliberations be conducted in open meetings, except for certain limited circumstances that permit closed meetings. The definition of “meeting” includes meetings by electronic means, including video or audio conference, telephone, e-mail, and instant message. This Policy is intended to adopt certain rules and procedures for electronic meeting attendance via video or audio conference by members of boards, commissions, and committees of the Park District consistent with the requirements of the Open Meetings Act. A member of a Public Body is qualified to attend a meeting of that Public Body electronically only if the member is physically prevented from attending the meeting by: personal illness or disability; employment purposes or the business of the public body; or a family or other emergency. The following procedures are required before a member of a Public Body is authorized to attend electronically a meeting of that Public Body:

a. Notice to the Secretary. The member must notify the Park District Secretary in writing at least 48 hours prior to the meeting in which the member desires to attend electronically, unless advance notice is impractical. The notice shall use the appropriate form to identify the reason the member cannot be physically present at the meeting in accordance with this Policy. If the member is unable to give the required written notice prior to the meeting, then the member shall notify the Park District Secretary by other means prior to the meeting and shall submit the required written notice as soon as practicable following the meeting.

b. Determination of Authorization of Electronic Attendance. Upon receipt of notice in accordance with Subsection IV.A, the Park District Secretary shall promptly forward the notice to the presiding officer of the Public Body. After establishing that a quorum of the Public Body is physically present at the meeting at which a member has requested to attend electronically, the presiding officer shall state that (i) a notice was received by a member of the Public Body in accordance with this Policy and (ii) the member will be deemed authorized to attend the meeting electronically unless a motion objecting to the member’s electronic attendance is made, seconded, and approved by three-fourths of the members of the Public Body physically present at the meeting. If no such motion is made and seconded or if any such motion fails to achieve the required vote by the members of the Public Body physically present at the meeting, then the request by the member to attend the meeting electronically shall be deemed approved by the Public Body and the presiding officer shall declare the requesting member present. After such declaration by the presiding officer, the question of a member’s electronic attendance may not be reconsidered.

A meeting of a Public Body at which any member has been authorized to attend electronically must be conducted in accordance with the following special rules, in addition to any other applicable rules and procedures of the Public Body:

a. Roll Call and Quorum. A quorum of the Public Body must be physically present at the meeting. Following the call of the roll, and at the conclusion of the determination of authorization of electronic attendance, the presiding officer shall identify each member who is attending the meeting electronically.

b. Identification and Recognition of Electronic Attendees. Any member attending electronically must identify himself or herself each time the member wishes to speak and must be recognized by the presiding officer prior to addressing matters before the Public Body.

c. Public Access to Meeting. The speech of a member attending electronically shall be amplified in such a manner that it shall be generally audible to members of the Public Body and the public who are physically present at the meeting. Also, any video image of a member attending electronically shall be projected in such a manner that the member’s video image shall be generally visible and audible to members of the Public Body and the public who are physically present at the meeting. In addition, the votes of any member of the Public Body attending electronically shall be generally audible at the location where such meeting is being held and expressly acknowledged by the presiding officer. When a member attends a closed meeting electronically, the member’s speech shall be generally audible to all members of the Public Body who are physically present at the meeting, and the audio recording of the meeting required by the Act shall incorporate the speech of the member electronically attending the closed meeting.

d. Minutes. The minutes of each meeting of a Public Body shall identify which of the members of the Public Body were physically present and, if applicable, which members of the Public Body attended electronically. The minutes also shall reflect the reason for a member's attendance electronically, the fact that there was no valid objection to such attendance pursuant to this Policy, and the electronic means by which the member attended the meeting.

A member attending a meeting of a Public Body electronically shall be considered present at the meeting and entitled to vote on any matter before the Public Body as if the member were physically present at the meeting, provided that the member's attendance at the meeting electronically complies with the terms of this Policy. In the event of a bona fide disaster, as defined in the Illinois Emergency Management Agency Act, 20 ILCS 3305/1 et seq. ("IEMAA"), this Policy shall not apply to restrict the conduct of public business by a Public Body, provided such public business is conducted in accordance with Subsection 10(j) of the IEMAA.

POL.B.05.06 - Preparation of Meeting Agendas

The Executive Director, in consultation with the Board President, is responsible for preparing the agendas for all Board meetings and Board committee meetings. The Executive Director shall cause the Board and the District's General Counsel to receive appropriate agenda materials no less than three days before each meeting including such items as the meeting agenda, explanatory materials related to items on the agenda, a schedule of accounts payable set for approval, an account of the District's income and expenditures, and monthly staff reports as appropriate. The agenda for regular meetings of the Board generally shall be structured as follows; provided that the Executive Director, with the concurrence of the Board President, may revise the agenda from time to time as appropriate depending on the current business of the Board:

1. Call to Order and Roll Call;
 2. Approval of Agenda;
 3. Public Comments;
 4. Consent Agenda;
 5. Staff Reports;
 6. Old Business;
 7. New Business;
 8. Commissioners Comments;
 9. Closed Session; and
 10. Adjournment.
-

POL.B.05.07 - Executive Director's Attendance at Meetings

The Executive Director, or if the Executive Director is unable to attend then his or her designee, shall be present at all meetings of the Board.

POL.B.05.08 - Quorum

The Board is comprised of five Commissioners. Three Commissioners constitute a quorum of the Board.

POL.B.05.09 - Voting

For purposes of voting on matters that come before the Board, the roll shall be called for all matters involving the expenditure of District funds, creating a penalty or fine, creating a liability for the District, or as otherwise provided by law. In a roll call vote, the ayes, nays, and absence of the Commissioners shall be recorded. The roll shall be called in rotating order such that the voting order is different for successive roll calls votes. The initiation and seconding of motions also shall be recorded.

POL.B.05.10 - Roberts Rules of Order

To the extent not otherwise provided in these policies or other rules or procedures of the District, the Board may rely on the parliamentary procedures set forth in Robert's Rules of Order to resolve questions of procedure.

POL.B.05.11 - Open Meetings

All regular, special, and continued meetings of the Board and any committees and other Board-appointed task forces and commissions shall be noticed and conducted in accordance with the Illinois Open Meetings Act (OMA). The Executive Director has authority to appoint a staff member to serve as the OMA Officer for the District. All meetings shall be open to the public except when a closed session is called in accordance with that act.

POL.B.05.12 - Closed Sessions

The Board may call closed sessions at such times and places as may be required for private discussion of personnel matters; pending, probable, or imminent litigation; land acquisition; and other matters as provided by the Illinois Open Meetings Act.

Procedures for Closed Sessions

The following procedure is to be followed for all Closed Session Meetings.

- Closed Session Meetings will be listed on agendas.
 - During the meeting, a Commissioner will make a motion to go into Closed Session stating the reason(s) for the meeting aligning with the OMA requirements. Another Commissioner must second the motion and a roll call vote taken.
 - Closed Session minutes will be approved the following month through the Consent Agenda at a Regular Board Meeting.
 - Approved Closed Session minutes must be reviewed and then approved to be released to the Public bi-annually by the Park Board of Commissioners accordingly with the OMA requirements.
-

Procedures for Verbatim Records

The Open Meetings Act, Section 5 ILCS/2.06, requires that public bodies maintain a verbatim record of all closed meetings in the form of an audio or video recording. Following are the procedures to be followed for all verbatim records.

Verbatim Records

- Verbatim records shall be made by audio or video recording. Each recording shall be labeled with the name of the meeting body and the date, time, and place of the meeting. A statement identifying each participant and the purposes for the closed meeting should be made at the beginning of the closed meeting.
 - All verbatim records of closed meetings are confidential and not subject to release except as required by law.
 - The Board Secretary, or her/his designee, shall be responsible for creating the verbatim record. After a closed meeting, the verbatim record shall be delivered immediately to the Executive Assistant for storage in a secure location at Park District headquarters.
 - Under the Local Records Act, verbatim records may be destroyed 18 months (or later) after the completion of the meeting recorded without notification to or the approval of a records commission or the State Archivist, but only after the public body approves the minutes of the closed meeting and also approves the destruction of a particular recording.
-

POL.B.05.13 - Effective Meetings

The Board recognizes that the most effective, accessible meetings are those at which items of business are handled efficiently, with the necessary and appropriate amount of discussion but without unduly lengthy or repetitive debate or prolonged speechmaking by Board members or members of public. Detailed discussions among Board members of matters coming before the Board generally should take place during the meetings of the Committee of the Whole or other standing committee. Board members should prepare themselves for meetings by reading the materials provided to them and making appropriate inquiries of the Executive Director prior to the meetings.

POL.B.05.14 - Public Comment

Members of the public will be allowed to speak during the "Public Comments" portion of the Committee of the Whole and Regular Board meeting, unless the business or circumstances of the Board at a particular meeting precludes public comment. The general rule shall be that an individual shall have not more than three minutes to make his or her comments and that repetitive comments are discouraged. The Board may set, on a meeting-by-meeting basis, an overall limit on the number of, and time for, public comments if necessary to facilitate the proper and orderly conduct of the meeting and the completion of the Board's business.

Procedures for Public Comment

The following procedure is to be followed for public comments.

- All Committee of the Whole and Regular Board Meetings shall include “Public Comments”. The Agenda for special meetings may include “Public Comments”.
 - Any person wishing to make a public comment shall state their name and address for the record.
 - Public comments shall be limited to three minutes, unless extended by a vote of the Board. Speakers may submit written comments in lieu of verbal comments, or to supplement their verbal comments.
 - Public comments at a Committee of the Whole or Regular Board Meeting may be related to any subject. If public comments are listed on the agenda at a Special Meeting, public comments shall be limited to topics on the agenda.
 - Public comments shall be made in a civil and courteous manner, and shall not include vulgar, hostile, threatening or disruptive comments.
 - Groups of speakers on the same subject shall select a representative speaker in order to avoid repetition.
 - PDOP Commissioners are not required to respond to public comments at the meeting.
 - The President of the Board or presiding Commissioner may halt or suspend public comment due to non-compliance with these guidelines, and may defer the completion of public comments to the next meeting due to the number of speakers or other reasonable grounds.
 - Public comments shall not be quoted or described in detail in the minutes of the meeting, but the name of the speaker and the topic may be included.
Written materials submitted during public comment shall not be a part of the minutes.
 - Public Comment for virtual meetings will be received off the web page at 5:30pm of the night of the meeting. All Public Comments received prior to 5:30pm will be read to the Board at the Public Comments Section of the Agenda.
-

POL.B.05.15 - Effective Communications

Processes and procedures of the District will be designed to facilitate effective communications of the Board's policies and business decisions.

POL.B.06.01 - Board Authority to Establish Standing Committees

The Board, by majority vote, may designate standing committees of the Board from time to time, and in so doing the Board shall establish the purpose and scope of authority of such committees. The Board also may establish meeting times and places for its standing committees from time to time. The Board currently maintains four standing committees:

- Committee of the Whole,
 - Administration and Finance Committee,
 - Recreation and Facility Programming Committee, and
 - Parks & Planning Committee.
-

POL.B.06.02 - Committee of the Whole

The Committee of the Whole of the Board, comprised of all five Board members, meets at 7:30 p.m. on the first Thursday of each month at the John Hedges Administrative Center, 218 Madison Street. The meeting time and place may be changed by the Board from time to time, provided that notice of such change shall be given in accordance with the Illinois Open Meetings Act. The Board President shall be the presiding officer of the Committee of the Whole. The agendas for meetings of the Committee of the Whole shall be prepared by the Executive Director in consultation with the Board President.

POL.B.06.03 - Other Standing Committees Generally

The other standing committees of the Board shall meet and discuss their business during the meetings of the Committee of the Whole. A committee may determine to meet at a separate time, provided that notice of such change shall be given in accordance with the Illinois Open Meetings Act. A committee shall be advisory to the Board only and shall not be authorized to take any final action on any matter of Board business. A committee shall make its recommendations to the Board in writing, whether by a committee report, by memorandum of the Executive Director, or by some other suitable format. The committee chairman may appoint non-Board members to serve as members of the committee. The President of the Board shall serve as an ex-officio member of all committees.

a. Administration and Finance Committee. The Administration and Finance Committee shall be comprised of the Board Treasurer as chairperson, one other Board member, and such other Board members as may be appointed by the Board President with the consent of the Board. The Board President, the Executive Director, and the Superintendent of Business Operations shall be ex-officio members of this committee. This committee is charged with the consideration of and recommendations to the Board regarding issues relating to budgets, finance, strategic planning, policy, computer technology, personnel, insurance, and related matters.

b. Recreation and Facility Programming Committee. The Recreation and Facility Programming Committee shall be comprised of the Board Secretary as chairperson, one other Board member, and such other Board members as may be appointed by the Board President with the consent of the Board. The Board President, the Executive Director, and the Superintendent of Recreation shall be ex-officio members of this committee. This committee is charged with consideration of and recommendations to the Board regarding all relating to facility usage, recreational programming, communications, marketing, and related matters.

c. Parks and Planning Committee. The Parks and Planning Committee shall be comprised of the Board Vice-President as chairperson, one other Board member, and such other Board members as may be appointed by the Board President with the consent of the Board. The Board President, the Executive Director, and the Superintendent of Parks and Planning shall be ex-officio members of this committee. This committee is charged with consideration of and recommendations to the Board regarding park properties, land acquisition and development, buildings and grounds maintenance, grants, historic preservation, capital projects, and related matters.

POL.B.07.01 - Board Responsibility to Establish Personnel Policies

The Board shall have the responsibility of establishing policies governing District Employees. The Board may adopt and maintain a personnel handbook that establishes the terms, rules, and policies related to employment with the District.

POL.B.07.02 - Employment of Executive Director

The Board shall employ a properly educated and trained professional to serve as Executive Director, the chief administrative officer of the District. The duties and terms and conditions of employment of the Executive Director may be set forth by written contract between the Board and the Executive Director for a specific term. The Executive Director shall serve at the will of the Board and shall be subject to the policies and direction of the Board. The Board shall evaluate the performance of the Executive Director annually.

POL.B.07.03 - Executive Director Responsibilities

The Executive Director shall be the chief administrative officer of the Park District.

The Executive Director shall be responsible for the hiring, management, discipline, termination, and other matters related to Park District employees. The Executive Director has the authority to change the organizational structure to manage the day to day operations.

The Executive Director also shall be responsible for the efficient operation of the Park District consistent with Board-established policies. The Executive Director also shall serve as advisor to the Board on matters of policy formation.

The Executive Director shall be charged with overseeing the preparation of the annual working budget detailing sources and amounts of revenues and expenditures for each fund levied by the District.

POL.B.07.04 - Qualified Employees

The Board recognizes that the District competes both with private entities and other public agencies for well-qualified, high-quality employees. The Board understands the importance of encouraging and supporting the Executive Director's ability to maintain, within reasonable financial constraints, a policy of providing a suitable salary and benefits program for the employees of the District.

POL.B.07.05 - Employees' Performance of Duties

No Board member shall inhibit, obstruct, or otherwise interfere with any District employee in the performance of his or her assigned duties. All inquiries relating to a District employee should be directed only to the Executive Director.

POL.B.08.01 - General Fiscal Matters

The Board shall exercise prudent financial judgment and practices so that the District remains financially sound. The Board shall review and approve the proposed annual budget for the District. The Board also shall regularly review reports regarding the District's financial status, including accounts payable, current status of each of the funds of the District, and similar reports.

POL.B.08.10 - Competitive Bidding

The Executive Director shall use a competitive bidding process for public works projects undertaken by the Park District, when required by law or otherwise appropriate. When such a project has been let for competitive bidding, the Board will award the contract to the lowest responsible bidder in the best interests of the Park District in accordance with State law. In determining the responsibility of the bidder, the Board may consider the bidders' financial responsibility, general experience, past projects of similar nature, adequacy of equipment, ability to perform under current circumstances, references, and other pertinent matters. The Board may reject any and all bids when the Board determines that it is in the best interest of the Park District to do so.

POL.B.08.02 - Fiscal Year

The fiscal year of the District commences on January 1 and ends on the following December 31.

POL.B.08.03 - Annual Budget, Appropriation Ordinance

The Board shall review and approve an annual budget after review and recommendation of the Administration and Finance Committee. The presentation of the budget shall include a written description of the significant changes to the prior year's budget as well as review of the budgeted and projected revenues and expenditures for each fund in prior fiscal year, the results of significant organizational, operational, or accounting changes, and the timetable for review, revision, public display, and adoption of the budget and appropriation ordinance, the annual tax levy ordinance, and the Truth-in-Taxation hearing (if one is necessary).

The Executive Director shall supervise the preparation of the proposed budget and appropriation ordinance in consultation with the Director of Finance and the District's General Counsel. The proposed budget and appropriation ordinance shall be released for public inspection in the manner provided by law. The Board will hold a public hearing on the proposed budget and appropriation ordinance. The Board shall approve a budget at a Board meeting prior to the beginning of the District's fiscal year, usually at the regular meeting of the Board in November.

POL.B.08.04 - Annual Tax Levy

The Board shall consider and approve a tax levy ordinance annually in accordance with the schedule established by law. The annual tax levy ordinance shall be approved by the Board no later than the regular meeting of the Board in December and filed with the Cook County Clerk within the deadline for filing established by law.

POL.B.08.05 - Annual Audit

The Board shall conduct an annual audit using an independent auditing firm. The Board's policy is for full disclosure of pertinent financial reports. The District's accounting procedures shall conform to all applicable standards, including accepted principles and standards of the Governmental Financial Officers Association, the National Committee on Government Accounting, and the Governmental Accounting Standards Board.

POL.B.08.06 - Program Fees

The Board shall maintain a [Revenue Policy](#) that recognizes the various costs related to the District's facilities and programs, including without limitation facilities operations costs, facilities maintenance costs, program costs, and administrative costs. That policy also shall recognize the various types of programs provided by the District and the scope of those programs, including without limitation community-wide programs (for example special events) that benefit the community as a whole, community-based special interest programs (for example swimming lessons and teen programs) that benefit both participants and the community as a whole, and revenue programs (for example gymnastics and summer camps) that principally benefit the participants. Program fees should be established and adjusted based both on costs and expenses and program type.

POL.B.08.07 - Debt Service Principles and Procedures

Inappropriate levels of general obligation debt can create financial difficulty. For example, short-term borrowing to cover routine costs can be expensive and may be a sign that the District is becoming financially overextended. Further, an unduly high level of debt may place an undue financial burden on the taxpayers and thereby adversely affect the health of the local business community. Reasonable levels of debt, however, may provide a mechanism to reduce costs for the District by allowing funding of projects or equipment purchases sooner than possible if those projects or equipment purchases were paid with current funds, thus reducing or negating cost increases due to inflation. Issuing debt also is a mechanism for spreading the costs of capital improvements equitably among current users and future users of the improvements. The Board also recognizes that the condition of the District's facilities, equipment, and programs are an important component in maintaining the desirability of the area and local property. For this reason, too, it may be desirable to issue debt to secure the funds necessary for maintenance and improvement of the District's facilities, equipment, and programs. The Board thus intends to adhere to the following general debt policies:

- a. The Board will endeavor to achieve and maintain the highest possible bond rating for the District.
 - b. Except under extraordinary circumstances, average annual bond maturities shall not exceed 20 years.
 - c. The District will follow its Fund Balance Policy and adopt a budget annual that ensures sufficient reserves will be available to make principal and interest payments as required.
 - d. Except in emergencies or other extraordinary circumstances, borrowing shall be undertaken only to fund to capital improvements included in the District's 5-Year Capital Projects Plan.
 - e. Because the District's authority to issue bonds is restricted by the Illinois Property Tax Extension Limitation Act's debt service extension base limit, the Board may choose under appropriate circumstances to issue debt certificates instead of bonds.
 - f. No person or committee or other entity shall be authorized to create any financial liability on behalf of the District except only as approved in nature and amount by the Board or in accordance with the District's purchasing policy.
 - g. The 5-Year Capital Projects Plan shall be the basis for planning and consideration of issuance of bonds or other instruments.
-

POL.B.08.08 - Bond Sales

Bonds may be issued by private placement or through an open bidding process. The District may invite proposals from particular financial institutions and, if so, shall invite financial institutions within the boundaries of the District to be a part of that proposal process. Depending on the market circumstances as determined by the Board, the Executive Director, and any financial consultants advising the Board, bonds may be marketed publicly. The District shall be represented by the District's General Counsel acting as issuers counsel, and the District also shall retain bond counsel.

POL.B.08.09 - Grants

The Board shall seek to finance proposed improvements through public or private grants, whenever feasible. The Executive Director and other staff shall be vigilant about exploring all possibilities for obtaining grants and other financial assistance.

POL.B.09.01 - Tours of Facilities

The Board shall endeavor to tour the District's parks and other key facilities at least once each year as a group, to facilitate Board members' understanding of the needs and issues related to the District's facilities. The tour shall be conducted by knowledgeable members of the District's staff. Board members also are strongly encouraged to visit and review the facilities and programs of the District individually and as often as possible. Such visits should be made with due consideration for the integrity of any ongoing program.

POL.B.09.02 - Land Acquisition Policy

The Board may seek to acquire additional land for park purposes. The following matters should be considered as part of the Board's determination whether to acquire land:

- a. The acquisition and proposed use of the land will significantly enhance the recreation and leisure activities the Park District can provide to its residents.
 - b. Acquisition, development, and maintenance of the land is not inconsistent with the Park District's current Capital Improvement Plan and Level of Service standards and can be undertaken without violating the Board's fiscal and funding policies.
 - c. Public approval via voter referendum has been obtained if funding requirements cannot be met with currently available financing mechanisms.
-

Procedures for Land Acquisition

The following procedure is to be followed for land acquisition.

Land Acquisition

If a staff member identifies or is asked if the Park District would be interested in purchasing a parcel of land, the staff member should direct the individual/organization to contact the Executive Director.

Executive Director shall:

1. Reference the “desired property list” of the District to determine if it is a parcel that was identified in the Comprehensive Master Plan
2. Arrange a tour of the property with the owner/seller
3. Bring the parcel to the Park Board for consideration during Executive Session
4. Follow up with owner/seller based on Park Board Direction

If the Board of Commissioners desires to purchase the land, the Executive Director and/or his/her designee would engage the following steps:

1. Conduct deed search
2. Conduct phase one environmental study
3. Negotiate price and conditions for purchase
4. Bring contract to Park Board in open meeting for approval

The discussion regarding the potential acquisition of land takes place during the Executive Session portion of a board meeting. Once the Board of Commissioners are ready to make a determination, they give direction to the Executive Director to take action on the acquisition during an open meeting.

POL.B.09.03 - Property Leases

The District may a lease of real property when the Board determines that such a lease would enhance the ability of the District to provide quality services to its residents. Each such lease shall be made in accordance with the provisions of the Illinois Park District Code.

POL.B.09.04 - Sale of Real Estate & Excess Property Policy

The Board may, from time to time, decide to liquidate certain assets that it has accumulated, including land, buildings, equipment, and other tangible items. Illinois Compiled Statutes set forth the powers and procedures governing the sale or lease of real estate and shall be adhered to in all instances.

Illinois law also permits park districts to sell personal property when three-fifths of the Board determines that the property is no longer needed or useful. The District may convey or sell this property in any manner it designates. The Board must first pass an ordinance authorizing the disposal of the property.

Procedures for Land Disposal

Park District authority to sell, lease, or exchange land comes from Illinois Park District Code (70 ILCS 1205/10-7). The following procedures are to be used for land disposal.

Land Disposal

If the Park District's Board of Commissioners is contemplating the possible disposal of Park District real estate, staff must refer to the most updated version of the Illinois Park Code (which supersedes Park District procedures) and contact Park District legal counsel to ensure that legal requirements are met.

Staff with responsibility for public relations for the Park District must be included in the process in order to ensure transparency and that accurate information regarding the land disposal is shared with the public and media.

Park District Code authorizes the Park District of Oak Park to sell, lease, or give real estate to other government entities for public use. In any other situations, the following steps must be followed to ensure that the Park District complies with the law and does not diminish the community's public recreational benefits.

Exchange of Property

The Park District may exchange a property for other real property of equal or greater value with the same or greater suitability for park purposes without additional cost to the Park District. Prior to the exchange, the Park Board shall hold a public meeting in order to consider the proposed conveyance. Staff shall publish notice of the meeting not less than 3 times (the first and last publication being not less than 10 days apart) in a newspaper of general circulation within the Park District.

Lease of Property

The Park District may lease a property it deems is not required for park and recreational purposes to any individual or entity and may collect rent therefrom. The lease may not exceed 2.5 times the term of years currently provided for in the Park District Code governing installment purchase contracts.

Sale of Property

The Park District may sell a property no longer needed or useful for park purposes through Board adoption of a resolution by four-fifths vote. Staff shall publish notice of the resolution not less than 3 times (the first and last publication being not less than 10 days apart) in a newspaper of general circulation within the Park District. The resolution shall not become effective until 10 days after publication. The Park District must certify a question with local voting officials regarding the sale, which must be approved by a majority of voters at a regular election.

POL.B.09.05 - Historic Sites

The Board shall continue to own, maintain, and operate the historic facilities at Pleasant Home, the Oak Park Conservatory, Scoville Park, and the Cheney Mansion.

POL.B.10.01 - Staff and Board Education and Training

The Board believes that it is in the best interests of the District to maintain an informed and educated District staff and Board. The Board thus believes that the District should pay appropriate costs and expenses for the Executive Director and other staff members to attend appropriate conferences, training sessions, and professional development meetings, within the limits of the budgeted funds and as determined by the Executive Director. The Board also believes that funds should be provided to pay appropriate costs and expenses for Board members to attend seminars, conferences, and training sessions in furtherance of their ability to best serve the District, as designated by the majority of the Board. Board members are expected to participate in seminars, and state and national conferences as attendance at these events makes a well-informed Commissioner.

POL.B.10.02 - Membership in IAPD and NRPA

Based on the determination that the programs, services, and information provided by the IAPD and NRPA are beneficial to the District, the District shall maintain membership in the IAPD and NRPA unless otherwise determined by the Board. Each Board member shall have an individual membership in these organizations. Board members are encouraged to participate actively in these organizations by attending events and training and by joining committees.

POL.B.10.03 - Annual Calendar of Actions and Activities

The Executive Director, in consultation with the Board President, shall provide the Board, at or before the Board's regular meeting in December, with a calendar of annual, recurring, and anticipated Board actions and activities for the upcoming calendar year.

POL.B.10.04 - Use of Expert Consultants

The Board shall seek the advice of expert consultants when the Board determines it is appropriate and shall use the advice of those consultants as an aid for Board decision-making.

POL.B.10.05 - Recognition of Outgoing Board Members

Service on the Board shall be recognized, upon completion of the term, by presentation to outgoing Board members of a plaque or small gift at a regular Board meeting, typically during the meeting that includes the annual meeting of the Board.

Mission, Vision & Values Statement

In 2021, the Board of Commissioners approved a new ...

[2021 Mission Vision Values.pdf](#) 

Strategic Plan

[Strategic Plan 2022-2024.pdf](#) 

Park District History

[History of the Park District of Oak Park 1912-2021.pdf](#) 

Board of Commissioners Contact Sheet

[Board of Park Commissioners Contact Sheet - Oct 2022.pdf](#)

Short Orientation

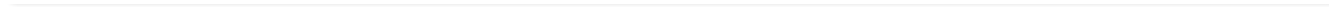
 [Short Orientation.pdf](#) 

Committee & Board Meeting Calendar

The Park District of Oak Park hold two Board Meetings a month (except for August). The first meeting generally held on the first Thursday of the month (unless noted) is the Committee of the Whole Meeting. The second meeting, the Regular Board Meeting, is generally held on the third Thursday of the month (unless noted).

[2023 Committee Board Meeting Calendar.pdf](#) 

Get On Board



Illinois Open Meeting Act

[OMA Frequently Asked Questions.pdf](#) 

Freedom of Information Act

The Park District adheres to the Freedom of Information Act (FOIA) Law by following the PDOP Administrative Policy POL.A.01.01. Found in the Administration Section to the left.

FOIA Requests

Requests for Public Records

The Park District of Oak Park maintains comprehensive Rules and Regulations implementing the Illinois Freedom of Information Act (the "FOIA Rules"), which provide procedures, instructions, and forms for obtaining District public records. View the Park District of Oak Park Freedom of Information Act Policy which was accepted by the Park Board in 2010. For more general information about the Park District, please see our Municipal Directory.

All requests to inspect, copy, or certify public records must be submitted to the District in writing. The District encourages Requestors to submit their requests on the convenient Park District of Oak Park Freedom of Information Request Form provided by the District.

The District will review all written requests in any form. The District will respond to each written request to inspect, copy, or certify public records in a manner consistent with the Illinois Freedom of Information Act. Copies of public records will be provided upon payment of a copying fee, if applicable, as provided in Section IV of the FOIA Rules. If requested, copies of public records will be mailed after the District receives payment of the actual cost of postage and copying.

Requests and other communications regarding District records relating to a request to inspect, copy, or certify public records, all requests for copies of the FOIA Rules, and all requests for any other information relating to the District's implementation of the Illinois Freedom of Information Act must be directed to:

Freedom of Information Officer
Park District of Oak Park
218 Madison Street
Oak Park, IL 60302
E-mail: foia@pdop.org

Page intentionally left blank.

Memo - New Ethics Law

All employees and parties providing work or services on behalf of the district must be in compliance with the requirements of the Illinois Ethics Bill or Public Acts 93-615 and 93-617. In 2011, the PDOP adopted ORDINANCE NO. 2011-5-01 for agency use and follows the administrative policy POL A.01.03 - Ethics Ordinance.

PDOP Highlights

Every year the district compiles highlights and presents it to the Board at the December Regular Park Board Meeting.

[Highlights 2021 FINAL.pdf](#) 

Annual Report

[PDOP-Annual Report-2021.pdf](#) 

Administrative Policies

The Park District's Administrative Policies are stored under the Administrative Tab on the HUB and are accessible to Board and staff. To access the Administrative Policies click on Administration in the index to the left and click on Administrative Policies and Procedures.

Ordinances

Ordinances

There are many common ordinances passed by the Park Board of Commissioners in each year, e.g., the prevailing wage ordinance; there are also ordinances that are approved just once. However, since the Park District is over 100 years old, it is not practical to include every Ordinance ever passed. Ordinances are located in the Executive Director Assistant's office and are available for perusal.

PDOP Organizational Chart

<https://app.knowledgeowl.com/kb/article-preview/id/53b46e06fe775a022b000012/aid/586c0f0932131c4a05750555>

Top 20 Qualities for an Effective Park and Recreation Agency

Personnel Policy Manual

The Park District of Oak Park's Board annually approves the Personnel Policy Manual which was last approved at the November 17, 2022, Regular Board Meeting. The entire Personnel Policy Manual along with forms for staff's use can be located on the PDOP Hub under Personnel. Each section is individually listed for ease of use by clicking on any section you wish to read.

Budget Letter and Awards

The Park District of Oak Park's budget is approved at the November Regular Board Meetings each year and has won the Distinguished Budget Presentation Award from GFOA (the Government Finance Officer's Association) annually since 2009. Included below are the current 2018 GFOA award along with the Budget Message.

[2022 GFOA Award.pdf](#)

[Budget Message.pdf](#) 

2023-2027 CIP

The 2023-2027 CIP was approved at the Regular Board Meeting, in July, 2022. Click below for the 2023-2027 CIP.

[2023-2027 CIP.pdf](#) 

Safety Manual

The Park District of Oak Park's Safety Manual is approved annually and was last approved at the November 17, 2022, Regular Board Meeting. The Safety Manual is located on the PDOP Hub and can be located by clicking on Personnel, then on Safety & Risk Management, and then clicking on Safety Manual. Each section is individually listed for ease of use by clicking on any section you wish to read.

VOP Property Transfer Resolution

2019 Community Survey Findings

[PDOP 2019 Community Survey Report 081419.pdf](#) 

Dog Information

[Dog Park Information.pdf](#) 

Oak Park Conservatory Information

[Oak Park Conservatory.pdf](#) 

Cheney Mansion Information

[Cheney Mansion.pdf](#) 

Pleasant Home Information

Mills Park/Pleasant Home

217 S Home Ave
Oak Park, IL 60302

Mills Park is a 4.43 acre of land adjacent to Oak Park Pleasant District. In the northeast corner of the park stands Pleasant Home, a National Historic Landmark designed in 1897 by noted Prairie School architect George W. Maher for investment banker and philanthropist John W. Farson. Pleasant Home is owned and operated by the Park District of Oak Park but restoration is overseen by the Pleasant Home Foundation, a non-profit organization established in 1990 dedicated to restoring, preserving, and operating this 30-room architectural landmark as an historic house museum.

History

Mills Park carries the namesake of its second owner, Herbert S. Mills who purchased the property from John Farson's widow in 1910. The Park District of Oak Park acquired the property in 1939. Outbuildings on the attendant grounds were subsequently razed and Mills Park has been maintained as open space since that time.

In fall 2011 a major renovation of Mills Park commenced. New accessible entrances in the historic fence (restored in 2011) opened the historic site to all, allowing greater access to the museum and park. Park improvements included paved walkways leading to and from the new entrances, a looped walking path in the northwest corner, interpretive signage, and a children's "nature discovery" play area including a unique labyrinth using motifs from Pleasant Home. New benches, lighting and landscaping were also part of this project. Additionally, 51 shade trees and 86 ornamental trees were planted throughout the park and 7 heritage oak trees will be planted at a later date.

Pleasant Home is considered one of the earliest and most distinguished examples of Prairie School Architecture in the nation, and is operated by the Pleasant Home Foundation as a living museum, which is open to the public and offers a year-round schedule of educational programs, community events and festivals and cultural performances.

Pleasant Home is nearing its 115th anniversary, and is a tremendous resource for education, hands-on learning and demonstrating the impact that early Prairie School Architecture has on modern architecture, design and how we live today.

The Pleasant Home Foundation is dedicated to restoring, preserving and operating the home both as a beloved local civic institution, as well as a destination for visitors from around the world who come to Oak Park to enjoy its vast array of architectural and cultural treasure

Pleasant Home was designed in 1897 by noted architect George W. Maher for investment banker and philanthropist John W. Farson and his wife Mamie Ashworth Farson. The design of Pleasant Home broke with the traditional Queen Anne and colonial revival styles of most of the homes in Oak Park. The simplified massing of Farson's house, its broad front porch, the smooth surfaces of Roman bricks and stone, and the use of decorative motifs to unify the interior decoration and furnishings mark it as an outstanding Prairie School house.

Maher was a contemporary of world-renowned Prairie School architects Joseph Lyman Silsbee, Frank Lloyd Wright and George Grant Elmslie. He designed more than 300 distinguished structures in the United States; Pleasant Home is the only Maher building open to the public as a museum. In 1910, John Farson's widow sold the home to the family of Herbert S. Mills, who made his fortune in the amusement machine business. He and his wife Leonie raised four boys and four girls in the home.

This 30-room architectural gem is a showcase of 19th century craftsmanship and artistry, with rich custom woodwork throughout the home, extraordinary art glass windows, a massive fireplace, intricate woodcarvings and tile work and the glowing warmth of light from another era.

Architectural features also include an unusual split-level upstairs foyer, a sleeping porch, a music room, children's rooms and a period kitchen.

Pleasant Home was listed on the National Register of Historic Places in 1972. That same year, it was included in the Illinois Historic Structures Survey. In 1996, the National Park Service made Pleasant Home a National Historic Landmark and the Village of Oak Park named it one of the first Oak Park Landmarks.

A must see on any tour of the architectural treasures of Oak Park, we hope you will visit Pleasant Home and experience why Maher described it to newspaper reporters at the time as "...a style of architecture American, but not colonial. The lines are classic, the surfaces broad and the ornamentation centralized. The style betokens comfort and home in every line."

[Pleasant Home.pdf](#) 

Rules and Regulations Governing Uses of the Park Facilities

The Park District of Oak Park's Rules and Regulations Governing Uses of the Park Facilities is approved annually within the Administrative Policy Manual during the December Regular Board Meeting. The newest update to the Park District Rules and Regulations took place and was approved by the Board in November 2022.

Agency Property and Facilities

[Maps and Facilities.pdf](#) 

Program Guide

Park District Program Guides

Park District guides are distributed two times a year: Fall/Winter and Spring/Summer. These brochures are distributed throughout the community using a delivery service, which the agency has found to be more reliable.

A copy of the guide will be distributed to each Board Member at their scheduled meeting prior to the delivery to the community. Additionally, you can find program and facility information listed on our website at www.pdop.org.

PACT Program

The P.A.C.T. program has been established in a manner that aligns with the mission of the Park District and allows the Park District to effectively and prudently manage and protect the assets of the Park District while maximizing the benefits to Oak Park residents. Using the information provided as part of an annual application process, the Park District will place groups accepted into the program into one of four categories. These four categories make up the acronym "P.A.C.T." (Partner, Associate, Companion, and Tenant). With each category comes varying levels of both benefits and expectations. Groups not meeting the requirements to be accepted into the program will still have the ability to request use of Park District facilities, but will be required follow to the same procedures, policies, and fees asset for the general public.

Park District Citizens Committee (PDCC)

[pdcc.pdf](#) 

Environmental Sustainability Advisory Committee (ESAC)

[ESAC_Mission_and_Guiding_Principles.pdf](#) 

FOPCON

Friends of the Oak Park Conservatory

The Conservatory has an active support group, the Friends of the Oak Park Conservatory (FOPCON), a nonprofit, 501(c)(3), organization whose mission is to promote interest in the Oak Park Conservatory, offer educational and recreational opportunities and support projects that benefit the Oak Park Conservatory. This group adds significantly to the Conservatory through its support and services.

- Manages an extensive volunteer docent program providing guided tours for visitors, student programs, and weekend plant interpretations
- Sponsors a broad range of annual events including a spring KidsFest, seasonal flower show openings, plant sales and exchanges, a garden walk and field trips to other sites of botanical interest
- Provides financial support for education and related programs

The Park District of Oak Park and FOPCON are working together to ensure that the Conservatory will continue to flourish, enhancing the quality of life for area residents and visitors.

Volunteer Opportunities

Volunteer opportunities abound at the Oak Park Conservatory. Here is just a brief summary overview of how you can get involved.

Docent: Guide school and adult tours through the showrooms, help with the Exploration Station. Docent training sessions are scheduled twice a year.

Special Event Volunteer: FOPCON sponsors a wide range of special events throughout the year. These include KidsFest, Plant Sale, the Garden Walk and the Plant Exchanges. Horticultural Volunteer: Volunteer in the showrooms and behind the scenes in the growing houses. Plant Sale Grower Volunteer: Assist in potting, transplanting and nurturing hundreds of flowers, vegetables and herbs sold at the Annual Plant Sale held every May.

Committee Member: Volunteer committee members work on membership, education, fund raising, public relations and more.

For more information about volunteering, e-mail the Volunteer Coordinator, or visit the Friends of the Oak Park Conservatory website

050512_PD_Plants_01

Parks Foundation

[Parks Foundation.docx.pdf](#) 

Pleasant Home Foundation

Pleasant Home Foundation

The Pleasant Home Foundation is dedicated to restoring and preserving Pleasant Home as a historic house museum while presenting a year-round schedule of tours, educational programs, community events and cultural performances.

When you make a gift to the Foundation or become a member of Pleasant Home, you help support educational opportunities for children and adults, the historic preservation of a national landmark and Prairie School architectural treasure, and the important role of Pleasant Home in the fabric of Oak Park community life and Chicago architectural history.

History of the Foundation

The Park District of Oak Park purchased Pleasant Home from the Mills family in March 1939 and named the grounds Mills Park in their honor. Many community organizations rented the house for meetings and events, including local senior organizations and a local theater group. The Red Cross used a portion of the house during the second World War.

Based on a Park District task force, the Pleasant Home Foundation was formed in 1990 to restore, maintain and operate the house as a museum for Oak Park residents and those who visit Oak Park from throughout the world to enjoy its rich architectural historic and cultural offerings.

Festival Theatre

FESTIVAL THEATRE.pdf 

Procedures for the Memorial Program

When a resident requests a memorial tree or other memorials in one of the parks, the following procedures are to be used.

Memorial Fund

Requests for a memorial tree, bench, or other item are directed to the Parks and Planning Assistant.

1. An application form is sent to the individual making the request with instructions to return the form to the Parks and Planning Assistant.
 2. The Parks and Planning Assistant will confirm all information and collect payment before a plaque is created.
 3. The Parks and Planning Assistant will then place the order with the foundry.
 4. When the plaque is ready, the applicant will be contacted by the Grounds Maintenance Supervisor to identify and choose the tree for the memorial.
 5. When the tree is chosen, the Grounds Maintenance Supervisor will supervise the installation of the plaque.
-

School District 97 Agreement

[IGA D97-PDOP Shared Use of Facilities 2019-2023.pdf](#)

School District 97 IGA - Sports Field Maintenance

[IGA-D97-PDOP-Sports-Field-Maintenance-Signed.pdf](#)

School District 200 Agreement

[IGA between OP Park District and OPRFHS 2021-2026.pdf](#)

West Suburban Special Recreation Association (WSSRA)

In 1976, the PDOP created a joint partnership with the River Forest Park District to create West Suburban Special Recreation Association. This partnership has expanded and grown to the now twelve partners of WSSRA. It has expanded WSSRA's service area to the far north of Norridge & Franklin Park and as far south as Berwyn and Cicero. With this growth, WSSRA has been able to expand their recreation service opportunities, increase their visibility, and successfully serve consumers of all ages and abilities who live in the eleven partner communities.

Illinois Parks and Recreation Association

Illinois Association of Park Districts

IAPD

Mission Statement

The Illinois Association of Park Districts is a nonprofit service, research and education organization that serves park districts, forest preserves, conservation, municipal park and recreation, and special recreation agencies. The association advances these agencies, their citizen board members and professional staff in their ability to provide outstanding park and recreation opportunities, preserve natural resources and improve the quality of life for all people in Illinois.

Vision Statement

As a national leader, IAPD will provide superb association services to its members.

IAPD will achieve our vision by:

- Strengthening our alliances with environmental, economic and human service agencies throughout Illinois and the nation.
- Maintaining a strong relationship with state and national governmental leaders.
- Establishing grants and other new revenue streams for our members.
- Addressing the problem of decreasing open spaces and natural areas in Illinois.
- Assisting our members in the promotion of healthy lifestyles for all ages and abilities.
- Assisting our members in their ability to meet community challenges, such as youth-at-risk, obesity and the demands of increasingly senior and diverse populations.
- Helping our member agencies thrive in spite of limited tax-based revenues.
- Educating elected and appointed officials to work in cooperation with fellow board members to promote a stronger community through public parks, recreation and conservation.

IAPD's organizational strengths will include the creation and delivery of:

- Orientation and training programs for citizen board members;
- Citizen advocacy initiatives that direct and draw on the power of our individual members to educate policymakers on issues of vital importance to the mission of park, recreation and conservation agencies;
- Educational materials such as the Illinois Parks and Recreation magazine, books and newsletters, a dynamic association web site, in-depth and challenging educational seminars, and an annual conference;
- Technical assistance that helps member agencies increase their efficiency, meet their goals or acquire more funding;
- More opportunities for member agencies to save costs on such budget items as utilities, insurance and other operational expenses.

The IAPD will continue to achieve these results in a fiscally responsible manner that assures the association's viability and makes membership a cost-effective necessity for all members.

National Parks and Recreation Association

About NRPA

National Recreation and Park Association (NRPA) is the leading non-profit organization dedicated to the advancement of public parks, recreation and conservation. Our work draws national focus to the far-reaching impact of successes generated at the local level. Leveraging their role in conservation, health and wellness, and social equity to improve their communities NRPA's members of park and recreation professionals and citizen advocates are more than 47,000 strong and represent public spaces in urban communities, rural settings and everything in between.

NRPA brings strength to our message by partnering with like-minded organizations including those in the federal government, nonprofits, and commercial enterprises. Funded through dues, grants, registrations, and charitable contributions, NRPA produces research, education and policy initiatives for our members that ultimately enrich the communities they serve. NRPA is a strong supporter of state side Land and Water Conservation Fund. (LWCF) and introduced legislation to fund urban parks.

Our Mission

To advance parks, recreation and environmental conservation efforts that enhance the quality of life for all people.

Our Vision

Everyone will have easy access to park and recreation opportunities in sustainable communities.

Our Beginnings

NRPA's heritage and philosophy are an outgrowth of pioneering work by its predecessors. The history of NRPA is a history of parks and scenic open spaces. It is the story of children and people of all ages seeking self-expression and fulfillment in an urbanized and industrial society. It is the story of visionary men and women who believed in the importance of recreation to the growth and development of the individual and the nation. It is the story of providing sustainable programs and environments for generations to come.

NRPA was formed on August 14, 1965, when five organizations, and in the National Recreation Association (NRA), American Institute of Park Executives (AIPE), American Recreation Society (ARS), the National Conference on State Parks (NCSP), and the American Association of Zoological Parks and Aquariums (an affiliate of AIPE) each involved in the support of park and recreation services in the public sector, merged to form a single entity.

NRPA Strategic Plan

The strategic planning process is driven by the full Board of Directors in collaboration with NRPA staff and establishes the strategic priorities designed to provide a clear and unified focus and direction for the work of the entire association. The strategic plan serves as the foundation for integrating annual budgeting, resource allocation and staff performance planning/management processes for the association, but is also a unifying guide for the field to demonstrate the impact agencies can have on their communities.

Impacting Communities

Our nation's local parks and recreation are the gateways to healthy, prosperous and connected communities. On any given day, someone is being positively affected through parks and recreation – whether they are taking a walk on a trail or fitness class at the community center, getting a nutritious meal or just reaping the benefits of clean air and water because of preserved open space.

The work of local parks and recreation takes on some of our nation's toughest challenges like obesity, the economy and environmental sustainability and offers solutions. Local parks and recreation are uniquely positioned to make significant contributions in these areas,

and do by providing critical front-line services and resources.

But we've got to start telling that story! Hear NRPA's President and CEO Barbara Tulipane, CAE talk about the NRPA's Three Pillars.



Conservation—Parks are critical in the role of preserving natural resources that have real economic benefits for communities. You are the leaders, often the only voice in communities, for protecting open space, connecting children to nature, and providing education and programming that helps communities engage in conservation practices.



Health and Wellness—Agencies lead the nation in improving the overall health and wellness of communities. You are essential partners in combating some of the most complicated and expensive challenges our country faces –poor nutrition, hunger, obesity, and physical inactivity.



Social Equity—Universal access to public parks and recreation are a right, not just a privilege. Every day you are working hard to ensure that all members of your community have access to the resources and programming you offer. Very few – if any – can claim the same.



MEMO

Personnel Policy Manual Review

Memo



To: David Wick, Administration and Finance Committee
Board of Park Commissioners

From: Paula A. Bickel, Director of Human Resources and Risk Management

CC: Jan R. Arnold, Executive Director

Date: October 28, 2022

Re: Personnel Policy Manual Review

Statement

The Park District of Oak Park believes that a comprehensive Personnel Policy Manual is helpful to educating staff to both their rights and responsibilities. Every year the Park District reviews the Personnel Policy Manual to make changes that include best practices, legal, and legislative changes.

Discussion

As part of the CAPRA Award application and keeping in line with good practices, the Personnel Policy Manual must be reviewed on an annual basis. This year staff reviewed the manual and has made legal language requirement changes as well as the following:

POL.P.04.02 – Vacation Leave

- Add an additional tier to award employees an increase in number of vacation days after year 2 verses year 5 of employment. In addition, increase in number of days after year 3 and after year 10.

POL.P.04.03 – Personal Leave

- Increase the number of days from 3.5 days to 5 days and create a tiered approach to define the number of days awarded based on hire date.

POL.P.06.23 – Video Surveillance Footage Viewing (Add Policy)

- This policy leverages the use of digital video surveillance devices such as video or photography still cameras for the purpose of monitoring and recording areas within the District's various facilities.

POL.P.05.13 – Use of Recreational Facilities

- Add free fitness center membership for full-time and part-time year-round employees only for use when the CRC opens.

Recommendation

Staff is recommending the board approve the attached Personnel Manual.

Attachment: Personnel Policy Manual

Personnel Policy Manual

**Created on: 10/27/2022 11:31 am
CDT**

Table of Contents

Library	6
<i>Policies & Procedures</i>	6
Personnel Policies	6
P.01 - Employment	6
POL.P.01 - Personnel Policy Disclaimer	6
POL.P.01.01 - Equal Employment Opportunity Policy	7
POL.P.01.02 - Non-Discrimination and Anti-Harassment Policy	8
POL.P.01.03 - Americans With Disabilities Act	14
POL.P.01.04 - Pregnancy Non-Discrimination and Accommodation Policy	16
POL.P.01.05 - Anti-Nepotism	18
POL.P.01.06 - Employment of Minors	19
POL.P.01.07 - Employment of Certified and Professionally Trained Staff	21
POL.P.01.08 - Immigration Law Compliance	22
POL.P.01.09 - Employment Screening Policy	23
POL.P.01.10 - Introductory Employment Period Policy	26
POL.P.01.11 - Orientation	27
POL.P.01.12 - Personnel Files	28
POL.P.01.13 - Performance Reviews Policy	29
POL.P.01.14 - Employment in More Than One Position	30
POL.P.01.15 - Outside Employment	31
POL.P.01.16 - Modified Duty Program	32
POL.P.01.17 - Separation of Employment	34
POL.P.01.18 - Identity Protection	35
POL.P.01.19 - Restroom and Locker Room Policy	38
POL.P.01.20 - Open Door Policy	39
POL.P.01.21 - Whistleblower Protection Safe-T Act Policy	40
P.02 - Position Classifications	42
POL.P.02.01 - Classifications, Definitions, and Status of Employees	42
P.03 - Wages and Payroll	43
POL.P.03.01 - Compensation	43
POL.P.03.02 - Payroll Periods and Paychecks	44
POL.P.03.03 - Payroll Deductions	46
POL.P.03.04 - Work Schedules	47
POL.P.03.05 - Recording of Hours Worked	48
POL.P.03.06 - Meal and Rest Periods	49
POL.P.03.07 - Emergency Closings	50
POL.P.03.07 - Conference and Training Attendance	51
POL.P.03.09 - Extended Trip Wage Calculation	52
P.04 - Time Off & Absences	53
POL.P.04.01 - Holidays	53
POL.P.04.02 - Vacation Leave	54
POL.P.04.03 - Personal Leave (For Full-Time Employees Only)	56
POL.P.04.04 - Sick Leave	57
POL.P.04.05 - Bereavement Leave	59

POL.P.04.06 - Civic Duty Leave	61
POL.P.04.07 - Family and Medical Leave	62
POL.P.04.08 - Personal Leave of Absence (Non-FMLA Leave)	65
POL.P.04.09 - Military Leave	66
POL.P.04.10 - Illinois Family Military Leave	67
POL.P.04.11 - Victim's Economic Security and Safety Leave	69
POL.P.04.12 - School Visitation Leave	73
POL.P.04.13 - Blood Donation Leave	74
POL.P.04.14 - Nursing Mothers	75
POL.P.04.15 - Absence Without Leave	76
POL.P.04.16 - Advancement of Time Off Benefits	77
POL.P.04.17 - Personal Crisis Leave Donation	78
P.05 - Employee Benefits	80
Benefits Disclaimer	80
POL.P.05.01 - Illinois Municipal Retirement Fund (IMRF) Pension Plan	81
POL.P.05.02 - Social Security and Medicare	82
POL.P.05.03 - Domestic Partner Program	83
POL.P.05.04 - Insurance & Flexible Spending Account Plan	85
POL.P.05.05 - Deferred Compensation Plan	87
POL.P.05.06 - Indemnification and Liability Insurance	88
POL.P.05.08 - Workers' Compensation	89
POL.P.05.09 - Education, Training, and Professional Participation	90
POL.P.05.10 - Tuition Reimbursement	91
POL.P.05.11 - Employee Assistance Program	92
POL.P.05.12 - Credit Union	93
POL.P.05.13 - Use of Recreational Facilities	94
POL.P.05.14 - Expense Reimbursement	95
POL.P.05.15 - Employee Awards	96
POL.S.05.16 - Wellness Policy	97
P.06 - Employee Conduct	98
POL.P.06.02 - Abuse of Authority Policy/Conflict of Interest, Statement of Economic Interest and Outside Activities	98
POL.P.06.03 - Attendance, Punctuality and Dependability Policy	101
POL.P.06.04 - Proper Dress and Appearance Policy	102
POL.P.06.05 - Park District Property Policy	103
POL.P.06.06 - Credit Card, Procurement Card or Charge Account Usage Policy	104
POL.P.06.07 - Travel and Vehicle Use Policy	105
POL.P.06.08 - Security and Keys Policy	107
POL.P.06.09 - Work Areas Policy	108
POL.P.06.10 - Retention of Lost Property Policy	109
POL.P.06.11 - Alcohol and Drug Abuse and Testing Policy	110
POL.P.06.12 - Smoking Policy	120
POL.P.06.13 - Weapons Policy	121
POL.P.06.14 - Violence in the Workplace Policy	122
POL.P.06.15 - Dating or Sexual Relationships Policy	123
POL.P.06.16 - Children in the Workplace Policy	124
POL.P.06.17 - Political Activity Policy	125

POL.P.06.18 - Solicitation and Distribution of Literature Policy	126
POL.P.06.19 - Staff Acceptance of Gifts Policy	127
POL.P.06.20 - Electronic Communication Policy	128
POL.P.06.21 - Audio Recording Policy	132
POL.P.06.22 - Social Media Policy	133
POL.P.06.23 - Video Surveillance Footage Viewing	135
P.07 - Discipline	137
POL.P.07.01 - Disciplinary Actions Policy	137

Page intentionally left
blank.

POL.P.01 - Personnel Policy Disclaimer

Welcome to the Park District of Oak Park (the "Park District"). This Employee Personnel Policy Manual ("Manual") contains only general information and guidelines. It is not intended to be comprehensive, all-inclusive, or to address all of the possible applications of, or exceptions to, the general policies and procedures described. Rather, this Manual has been prepared for you as a general reference guide. Employees have access to this manual through the internal electronic communication tool - [the Hub](#). The Hub is available to all staff who have access to internet enabled devices.

This Manual supersedes all previously issued versions of this Manual. The Park District Board of Park Commissioners may at any time revise, supplement, or discontinue any of the policies, guidelines, or benefits described in this Manual, without prior notice. All policies outlined in this Manual become effective immediately upon approval by the Board of Park Commissioners, unless specifically provided otherwise.

Where the context of this Manual permits, words in the masculine gender will include the feminine and neuter genders and words in the singular number will include the plural number. The descriptive headings of the various sections or parts of this Manual are for convenience only and will not affect the meaning or construction, nor be used in the interpretation of this Manual or any of its provisions.

At-Will Employment

All employment with the Park District is at the will of the Park District, unless noted otherwise in a

Collective Bargaining Agreement ("CBA"). This means that employment is not for any specific period of time and may be terminated by the Park District at will, with or without cause and without prior notice. Also, employees may resign for any reason at any time.

Nothing contained in this Manual, or in any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Manual, is intended to create, nor will create, an employment contract, either express or implied, between you and the Park District. Nor does this Manual guarantee any fixed terms and conditions of employment. No supervisor, Department Head, Executive Director, or other representative of the Park District has the authority to enter into any agreement for employment for any specified period, or to make any agreement contrary to the above, except as specifically authorized in advance by the Board of Park Commissioners.

Employee Responsibility

Employees are expected to review these Policies and become familiar with their contents. Employees are required to sign, date, and submit the Employee Acknowledgement form. A copy of this Manual will be on file at all times with the Human Resources Office and will be made available to any current employee upon request and is available electronically via the Hub.

To the extent provisions in this Manual conflict with an applicable CBA, the CBA controls.

POL.P.01.01 - Equal Employment Opportunity Policy

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the District, which bases employment upon personal capabilities and qualifications without discrimination because of an individual's actual or perceived race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex, gender (including gender identity and expression), age, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, disability, association with a person with a disability, sexual orientation, genetic information, unfavorable discharge from military service or military status, civil union partnership, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other protected characteristic as established by law.

In accordance with federal, state and local laws, it is the District's policy to provide equal employment opportunities to all qualified persons. The District makes and executes all personnel policies, procedures and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, dismissal and other terms and conditions of employment without regard to an individual's actual or perceived race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex, gender (including gender identity and expression), national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, age, marital status, veteran status, civil union partnership, order of protection status, genetic information, disability, association with a person with a disability, unfavorable discharge from military service or military status, sexual orientation, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other category protected by law.

The District makes reasonable accommodations when necessary for all employees and/or applicants with disabilities, provided the individual is otherwise qualified to perform the essential functions of the job with or without the reasonable accommodations. The District encourages such individuals to discuss their need for a reasonable accommodation with the Human Resources Department (see the ADA Policy).

In accordance with federal, state and local laws, it is the policy of the District to provide equal employment opportunities to all qualified persons. All of our personnel policies, procedures and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, discharge and other terms and conditions of employment are made and executed without regard to an individual's actual or perceived race, color, religion, sex, gender (including gender identity and expression), national origin, citizenship status, ancestry, age, marital status, veteran status, civil union partnership, order of protection status, genetic information, disability, unfavorable discharge from military service or military status, sexual orientation, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other category protected by law. Such individuals are encouraged to discuss their need for a reasonable accommodation with the Human Resources Department.

Employees' questions or concerns should be referred to the Human Resources Department. If the employee is uncomfortable reporting to the the Human Resources Department, the employee should report to his or her Department Head or Executive Director. (For the full complaint reporting procedure, see the District's Non-Discrimination and Anti-Harassment Policy)

POL.P.01.02 - Non-Discrimination and Anti-Harassment Policy

The District commits to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. The District expects all relationships among people in the workplace to be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, intern, officer, official, commissioner or Board member, agent, volunteer and vendor of the District, as well as anyone using the District's facilities, to refrain from sexual and other harassment. The District will not tolerate sexual or any other type of harassment of or by employees, interns, elected officials, or any other person in an employee's work environment. Actions, words, jokes or comments based on an individual's actual or perceived gender (including gender identity or expression), sex, race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, association with a person with a disability, sexual orientation, civil union partnership, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals because of their actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, association with a person with a disability, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other legally protected characteristic, from participating in business or work-related social activities or discussions to avoid allegations of harassment.

The law and policies of the District prohibit disparate treatment based on an individual's actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, association with a person with a disability, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The District intends the prohibition against harassment, discrimination and retaliation to complement and further these policies, not to form the basis of an exception to them.

In addition to this policy and the District's EEO Policy, the District provides training on discrimination, harassment and retaliation to its employees at or near the time of hire and annually thereafter.

Definitions of Harassment

1. Sexual harassment may occur whenever there are unwelcome sexual advances, requests for sexual favors or any

other verbal, physical or visual conduct of a sexual nature when any of the following occur:

- Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment.
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual.
- The harassment has the purpose or effect of interfering with the individual's work performance or creating an environment that is intimidating, hostile, or offensive to the individual.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender or sex. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendos; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

2. The District also strictly prohibits harassment on the basis of any other legally protected characteristic. Under this policy, harassment is unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of an individual's actual or perceived race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, gender (including gender identity or expression), sex, sexual orientation, civil union partnership, age, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, disability, association with a person with a disability, order of protection status, pregnancy, childbirth or a medical condition related to childbirth or pregnancy, or any other characteristic protected by law, or that of an individual's relatives, friends or associates, and results in any of the following:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment.
- Has the purpose or effect of unreasonably interfering with an individual's work performance.
- Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through email).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings, business-related social events and any other location where the District has assigned the individual to perform their job duties.

IMPORTANT: Any employee/ intern engaging in practices or conduct constituting sexual harassment, discrimination, harassment or retaliation (as discussed later in this policy) of any kind will be subject to disciplinary action, up to and including dismissal from employment. The District will take appropriate remedial action against any other individual (e.g., board members, independent contractors, patrons, vendors, etc.) engaging in practices or

conduct constituting sexual harassment, discrimination, harassment or retaliation.

Retaliation Is Prohibited

The District prohibits retaliation against any individual, because the individual reports discrimination, harassment, or retaliation; participates in an investigation of such reports; and/or files a charge of discrimination, harassment or retaliation. Retaliation against an individual for reporting harassment, discrimination or retaliation; participating in an investigation of a claim of harassment, discrimination or retaliation; or for filing a charge of discrimination, harassment or retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including dismissal and/or other remedial action as warranted by the circumstances.

In addition to the District's prohibition on retaliation, various state and federal laws prohibit retaliation for reports of discrimination, harassment or retaliation. For instance, protections against retaliation exist under the Illinois Human Rights Act and, depending on the circumstances, protections against retaliation may exist under the Illinois Whistleblower Act and/or the State Officials and Employee Ethics Act.

Complaint Reporting Procedure

The Park District strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. This policy applies to all full-time, part-time, temporary and seasonal employees and interns. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination, or retaliation. Therefore, while no fixed reporting period has been established, the Park District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing, discriminatory or retaliatory conduct from promptly advising the offender that the offender's behavior is unwelcome and requesting it be discontinued. However, nothing in this policy will require individuals who believe they are being subjected to harassing, discriminatory or retaliatory behavior to inform the offender.

If an employee experiences or witnesses harassment, discrimination or retaliation of any kind, the employee should deal with the incident(s) as directly and firmly as possible by clearly communicating their position to their immediate supervisor, Department Head and/or the Executive Director. The employee should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, texts, social media postings, tweets, emails and telephone messages can strengthen documentation. Any employee, even when the discrimination, harassment or retaliation is not directed at them, can and should make a complaint.

- Directly Communicate with Offender. If there is harassing, discriminatory or retaliatory behavior in the workplace, and if the employee is comfortable doing so, the employee should directly and clearly express his/her objection to the offending person(s) regardless of whether the behavior is directed at the employee. If the employee is not comfortable, then the employee should follow the reporting procedures below.
- Report Conduct to Supervisor, Department Head, or Human Resources. Additionally, the employee should promptly report the offending behavior to his or her immediate supervisor, Department Head, or Human Resources.

- Report Conduct to Executive Director. Employees may also report incidents of harassment or discrimination directly to the Executive Director. The Executive Director or his/her designee will promptly investigate the facts and take corrective action where appropriate. If an employee complaint alleges harassment by the Executive Director, then the employee should immediately report the matter in writing directly to the President of the Board of Park Commissioners.
- Complaint Against a Board Member. If someone makes a complaint about alleged discrimination, harassment or retaliation by an elected official of the District (such as a Board Commissioner), they should also report the allegations to the Human Resources Department, the President of the Board or any other board member not involved in the alleged discrimination, harassment or retaliation. If someone makes a complaint against an elected official of the District under this section, the District will refer the matter to its legal counsel. Human Resources Department (or its designee) or an independent attorney or consultant will document and thoroughly investigate the complaint. A committee made up of other board members who are not subjects of the allegations will review the findings.

While the Park Districts suggests that employees follow the above reporting procedures, employees can raise concerns relating to discrimination, harassment, or retaliation to any representative of the Park District (e.g., your Supervisor, Department Head, Human Resources) at any time. An employee may also submit any issue in writing to the Executive Director. When an allegation of discrimination, harassment, or retaliation is reported, an investigation will be conducted within a prompt period of time and appropriate remedial action will be taken when an allegation is determined to be substantiated. At no time will personnel involved in the alleged discrimination, harassment, or retaliation conduct the investigation.

Nothing in this policy precludes a report of discrimination, harassment or retaliation to the Illinois Department of Human Rights (IDHR), which is the state agency responsible for enforcing the Illinois Human Rights Act, as described in the Conclusion section below. The IDHR maintains a hotline for confidential reports of sexual harassment at 877.236.7703,

Harassment Allegations Against Non-Employees/Third Parties

If an employee makes a complaint alleging harassment, discrimination or retaliation against an agent, vendor, supplier, contractor, volunteer or person using District programs or facilities, the Executive Director (or designee) will promptly investigate the incident(s) and determine the appropriate remedial action, if any. The District will take reasonable efforts to protect the reporting/impacted employee(s) from further contact with such persons when warranted or will take other reasonable steps to remediate the situation, including (but not limited to) evaluating interim steps warranted while the District investigates the allegations.

Harassment Allegations Elected Officials Against Other Elected Officials

Elected officials can report alleged harassment by one elected official against another to the District's President of the Board. If the President of the Board reports the harassment or the allegation implicates the President of the Board, elected officials should report the allegation to any other District board member. If a complaint is made against an elected official of the District by another elected official of the District under this section, the District will refer the matter to the District's legal counsel. An independent review will thoroughly investigate the allegations of the

complaint, which may include referring the matter to a qualified, independent attorney or consultant to review and investigate the allegations. If warranted (as determined, where possible, by a committee of the other commissioners who are not the reporting official or the official who is the subject of the complaint), the District will take reasonable remedial measures.

Harassment of Non-Employees

Harassment of non-employees by employees is strictly forbidden and will be subject to discipline, up to and including termination. If a non-employee has a complaint of harassment, the non-employee should notify the Park District's Human Resources Department. If the Human Resources Department is implicated by the allegation, the report can be made to the Executive Director. If both the Human Resources Department and the Director are implicated by the allegation, the report can be made to the Board President. The allegations of the complaint will be thoroughly investigated by the Human Resources Department, Director, or Board President (or his or her designee) as appropriate and, if warranted, reasonable remedial measures will be taken. For the purposes of this Section, "non-employee" means a person who is not otherwise an employee of the District and is directly performing services for the employer pursuant to a contract with the employer; it includes contractors and consultants.

Responsibility of Supervisors and Witnesses

Any supervisor or managerial employee who becomes aware of any possible Sexual or other harassment, discrimination and/or retaliation of or by any individual must immediately advise the Director of Human Resources, who will arrange for a prompt investigation to take place and take prompt remedial action, if the investigation substantiates the allegations. In the event the allegations implicate the Executive Director, the supervisory or managerial employee who becomes aware of any possible sexual or other harassment, discrimination and /or retaliation of or by any individual should immediately advise the President of the Board, and the District will investigate the conduct promptly and take prompt remedial action, if the investigation substantiates the allegations.

Under the Park District's policy, no Department Head, manager, or supervisor has any power to take any tangible action against or with respect to an employee, such as termination of employment, promotion, demotion, or undesirable reassignment, which is motivated by a desire to harass or to retaliate for reporting harassment or as a result of an employee's resistance to harassment or retaliation.

The District encourages all individuals to report incidents of harassment, discrimination and retaliation regardless of who the offender may be or whether the reporting employee is the intended victim.

Investigations

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee **absolute** confidentiality, as the District must be able to fully investigate and take prompt remedial action when necessary. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other knowledge relevant to the allegations. The District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment, discrimination, or retaliation. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination of employment.

Responsive Action

After investigation, the District will determine whether a complaint of harassment, discrimination or retaliation has been substantiated or not based on a review of the facts and circumstances of each situation. The District will deal with

misconduct constituting a violation of this policy (such as engaging in harassment, discrimination or retaliation) appropriately. Appropriate remedial action for a substantiated complaint may include, by way of example only: training, referral to counseling, and/or disciplinary action (such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination of employment), as the District believes appropriate under the circumstances.

False and Frivolous Complaints

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

Education and Training

As part of general orientation, each recently hired employee will be informed of the standards of acceptable behavior. All employees will participate periodically in seminars, as required by law, that describe workplace harassment and teach strategies for resisting and preventing sexual harassment, other types of harassment and discrimination.

Recourse

While we hope to be able to resolve any complaints of harassment within the Park District, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 Randolph Street, Suite 10-100, Chicago, IL 60601, about filing a formal complaint. The IDHR also has a reporting hotline that includes a method for the intake of anonymous phone calls regarding allegations of sexual harassment: 877.236.7703. The IDHR will investigate your complaint, and if it determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, you may file a complaint directly with the HRC between the 365th and the 395th day.

POL.P.01.03 - Americans With Disabilities Act

The Park District is committed to complying with the applicable provisions of the Americans with Disabilities Act (ADA). The Park District will not discriminate against any qualified employee or applicant with regard to the terms or conditions of employment because of such individual's disability or perceived disability (or association with a person with a disability) provided the employee can perform the essential functions of the job with or without a reasonable accommodation. Consistent with this policy of nondiscrimination, The Park District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who makes the Park District aware of the need for an accommodation and participates in the interactive process, if such accommodation does not constitute an undue hardship on the Park District or pose or create a direct threat to the safety of employees or the safety of others.

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

Requests for Reasonable Accommodations - Interactive Process

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department or their Department Head. The District encourages individuals with disabilities to come forward and request reasonable accommodation when needed. If employees feel uncomfortable making an accommodation request to the Human Resources Department or their Department Head, or they believe the accommodation request was not properly managed when made, they should report the matter to the Executive Director.

On receipt of an accommodation request, the District (usually the Human Resources Department or designee) will meet with the requesting employee as part of an interactive process. During this interactive process, the employee and the District will discuss and identify the precise limitations or restrictions resulting from the disability and the potential accommodation(s) the District might make to help overcome those limitations/restrictions and allow the employee to perform the essential job functions of the employee's position. The District may request employees obtain medical documentation supporting their reported need for reasonable accommodations in compliance with applicable laws.

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

The District determines what is a reasonable accommodation on a case-by-case analysis. The ADA does not require the District to make the best possible accommodation, reallocate essential job functions, create new positions or provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.). However, when the District denies a particular request, it will endeavor to find and offer a reasonable alternative.

Decision on Accommodations and Appeal Process

The District will inform the employee of its decision on the accommodation request. If the District denies accommodation requests, it will advise the employee of their right to appeal the decision by submitting a written statement explaining the reasons for the request to the Human Resources Department or (if the denial came from the Human Resources Department) to the Executive Director. If the Executive Director denies the appeal request, that decision is final.

An employee or job applicant who has questions regarding this policy or believes they have been discriminated against or harassed based on an actual or perceived disability (or based on an association with a person with a disability) should immediately follow the Complaint Reporting Procedure outlined in the District's Nondiscrimination and Antiharassment Policy. The District will treat all such inquiries or complaints as confidentially as possible. However, the District cannot guarantee absolute confidentiality, as it must share information as needed to investigate complaints promptly and take remedial action when warranted.

Questions on Policy – Reporting Disability Discrimination/Harassment

An employee or job applicant who has questions regarding this policy or believes they have been discriminated against or harassed based on an actual or perceived disability (or based on an association with a person with a disability) should immediately follow the Complaint Reporting Procedure outlined in the District's Nondiscrimination and Antiharassment Policy. The District will treat all such inquiries or complaints as confidentially as possible. However, the District cannot guarantee absolute confidentiality, as it must share information as needed to investigate complaints promptly and take remedial action when warranted.

No Retaliation

The antiretaliation provisions in the District's Nondiscrimination and Antiharassment Policy apply to this ADA Policy in equal force.

Summary

In summary, employees have a right to: be free from unlawful discrimination or harassment in the workplace; file a charge of discrimination or harassment; and obtain reasonable accommodations for disabilities.

While the District hopes to resolve any complaints of discrimination within the District, it acknowledges each employee's right to contact the IDHR at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois, 60601, about filing a formal complaint. If the IDHR determines there is sufficient evidence of discrimination to proceed further, it will file a complaint with the IHRC, located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, an employee may file a complaint directly with the IHRC between the 365th and the 395th day.

POL.P.01.04 - Pregnancy Non-Discrimination and Accommodation Policy

The District prohibits and does not tolerate discrimination against anyone on the basis of pregnancy, childbirth or medical or common conditions related to pregnancy or childbirth. The District commits to making reasonable accommodations related to pregnancy, childbirth and medical or common conditions related to pregnancy or childbirth. It treats all applicants and employees who are pregnant in the same manner as any other applicant or employee with regard to job-related functions, benefits and opportunities. No person or employee, no matter their title or position, has the authority, whether express, actual, apparent or implied, to discriminate against a pregnant employee or applicant.

The District will not deny or remove an employee from a position, because the employee is pregnant, considering pregnancy or experiencing any pregnancy-related problems. It will base all decisions regarding a pregnant employee's placement in, or continuation in, a job on the same considerations that govern all employment decisions – the employee's ability to perform the essential functions of the job in question satisfactorily, with or without reasonable accommodation.

Requests for Reasonable Accommodations – Interactive Process

Employees who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department or their Department Head. The District encourages employees to come forward and request reasonable accommodation when needed for pregnancy, childbirth or medical or common conditions related to pregnancy or childbirth. If employees feel uncomfortable making an accommodation request to the Human Resources Department or their Department Head, or they believe the accommodation request was not properly managed when made, they should report the matter to the Executive Director.

On receipt of an accommodation request, the District (usually the Human Resources Department or designee) will meet with the requesting employee to begin an interactive process. During this interactive process, the employee and the District will discuss and identify the precise limitations or restrictions resulting from the pregnancy, childbirth or a related medical or common condition, and the potential accommodation(s) the District might make to help overcome those limitations/restrictions and allow the employee to perform the essential job functions of the position. The District may request employees obtain medical documentation supporting their reported need for reasonable accommodations in compliance with applicable laws.

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

The District will determine what it considers a reasonable accommodation on a case-by-case analysis. When it denies a particular request, the District will endeavor to find and offer a reasonable alternative.

Decision on Accommodations and Appeal Process

The District will inform the employee of its decision on the accommodation request. If the District denies accommodation requests, it will advise the employee of their right to appeal the decision by submitting a written statement explaining the reasons for the request to the Human Resources Department or (if the denial came from the Human Resources Department) to the Executive Director. If the Executive Director denies the appeal request, that

decision is final.

Questions on Policy – Reporting Disability Discrimination/Harassment

An employee or job applicant who has questions regarding this policy or believes they have been discriminated against or harassed based on their pregnancy, childbirth or medical or common conditions related to pregnancy or childbirth should immediately follow the Complaint Reporting Procedure outlined in the District's Nondiscrimination and Antiharassment Policy. The District will treat all such inquiries or complaints as confidentially as possible. However, the District cannot guarantee absolute confidentiality, as it must share information as needed to investigate complaints promptly and take remedial action when warranted.

No Retaliation

The antiretaliation provisions in the District's Nondiscrimination and Antiharassment Policy apply to this Pregnancy Discrimination Policy in equal force.

Summary

Employees have a right to: be free from unlawful discrimination or harassment in the workplace; file a charge of discrimination or harassment; and obtain reasonable accommodations for pregnancy, childbirth and/or related medical or common conditions.

While the District hopes to resolve any complaints of discrimination within the District, it acknowledges each employee's right to contact the IDHR at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois, 60601, about filing a formal complaint. If the IDHR determines there is sufficient evidence of discrimination to proceed further, it will file a complaint with the IHRC, located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, an employee may file a complaint directly with the HRC between the 365th and the 395th day.

POL.P.01.05 - Anti-Nepotism

The employment of relatives can cause various problems, including charges of favoritism, conflicts of interest, family discord, and scheduling conflicts that work to the disadvantage of both the Park District and its employees.

It is the policy of the Park District not to employ any "relatives" of elected Park District officials in any capacity. In addition, two or more members of an immediate family shall not be employed where one such immediate family member occupies a position that has influence over the other's employment, including hire, promotion, supervision, compensation or other benefits.

For the purposes of this Policy, "relatives" includes the following relationships, whether established by blood, marriage, or other legal action, and it also includes step and generational relationships: mother, father, husband, wife, civil union partner, son, daughter, brother, sister, aunt, uncle, niece or nephew.

When a situation occurs which results in a violation of this Policy (whether because of the marriage of two employees or some other circumstance), one of the employees involved will be required to resign their current position or otherwise be terminated. If one of the employees is qualified for an available position in another department, the employee can request a transfer. Requesting a transfer under these circumstances does not guarantee that the employee will be selected for the available position. If no positions are available or the employees are not qualified or selected for an available position, the Park District will decide in its sole discretion who will remain employed.

POL.P.01.06 - Employment of Minors

The District complies with all applicable federal, state and local child labor laws regarding employment of minors. This policy does not seek to list all of those laws but to highlight key provisions generally.

All minors under age 16 must have an employment certificate before the District will allow them to work. The Regional or District Superintendent of Schools or a duly authorized agent issues employment certificates and must give the certificate to the District for employment purposes, so the District can produce the certificate upon request to the Illinois Department of Labor.

For purposes of this policy, "School Day" means any day when school is in session and "School Week" means any week where one or more days are school days.

Federal and Illinois child labor laws mandate a minor under the age of 16 cannot work the following hours:

- During school hours when school is in session.
- More than six consecutive days in a calendar week.
- More than 40 hours in a calendar week and more than eight hours a day when school is out.
- Earlier than 7 a.m. and later than 7 p.m., except from June 1 to Labor Day, when the minor may work up to 9 p.m.
- Over three hours a day when school is in session.
- Over eight hours a day combining school and work hours when school is in session.
- Over 18 hours in a calendar week when school is in session.

The District will provide an unpaid meal period of at least 30 minutes to minors under the age of 16 no later than the fifth consecutive hour of work.

Under applicable federal, state and local laws, certain duties or positions may be prohibited for certain age groups, such as those under the age of 16 or under the age of 18. The District complies with all such limitations and may put relevant age restrictions in applicable job descriptions and/or postings for clarity.

Work Restrictions

Minors working for the Park District are not permitted to supervise any part of the transportation of camp, field trips, or other Park District-sponsored program participants to or from Park District-sponsored activities. Those minors may resume their duties only after all participants and materials have been unloaded from the bus or other vehicle.

Employees Under the Age of Sixteen (16) May Not Engage in the Following Activities: Exposure to hazardous chemicals, ladder climbing, operation of heavy, powered machinery, use of any type of power tool, construction work, roofing or excavating operations, work on elevated services with or without equipment

Employees Under the Age of Eighteen (18) May Not Engage in the Following Activities: Driving on or off road vehicles, mowing, working on roofs, demolition work, operating heavy, powered machinery, and entering confined spaces

Page intentionally left
blank.

POL.P.01.07 - Employment of Certified and Professionally Trained Staff

Relevant education and professional certification are desirable elements of candidates for employment with the District. Selection of management employees should emphasize this policy. Employees should maintain professional certifications throughout employment.

POL.P.01.08 - Immigration Law Compliance

In compliance with the Immigration Reform and Control Act, all newly hired employees (including new hires previously employed by the Park District) must present documented proof of identity and eligibility to work in the United States. Employees will be required to furnish this information on the first day of work or within three (3) working days of your hire date. If the employee cannot verify his/her right to work in the United States within three (3) working days of hire, the Park District is required by law to terminate his/her employment.

POL.P.01.09 - Employment Screening Policy

Post-Offer Examination

Applicants to whom a conditional offer of employment has been made will be required to submit to a post-offer, pre-employment drug screening (excluding cannabis except for positions requiring a Commercial Driver's License), conducted by a clinic or physician arranged and paid for by the Park District. Applicants for positions in certain categories (e.g., labor intensive and/or safety sensitive positions) may be required to submit to a post-offer, pre-employment job-related medical exam to determine whether the applicant can perform the essential job duties of the position and do so safely, with or without an accommodation.

Criminal Background Check

All employees will be required to submit to a criminal background check prior to first day of employment. Employees will also be required to submit to periodic criminal background checks. Employees may be required to submit fingerprints and/or other identification if required by a government agency. Any employee who refuses to submit to a criminal background check under this Policy or refuses to sign a consent form will be subject to termination of employment.

State statute (70 ILCS 1205/8-23) requires park districts to obtain criminal conviction information concerning all applicants, and the District will initiate a criminal background check on applicants for all positions prior to the applicant starting work. Pursuant to the statute, any conviction of offenses enumerated in subsection (c) of said statute (regardless of when the conviction sentenced ended) will automatically disqualify the applicant from consideration for working for the District, and any conviction of offenses enumerated in subsection (d) of said statute, where the conviction sentence ended within the seven years prior to employment, will automatically disqualify the applicant from consideration for working for the District. Any other conviction(s) will not automatically disqualify the applicant from consideration (or employee from continued employment), but the District will consider whether the convictions are substantially related to the employment sought or held or whether granting or continuing employment would involve an unreasonable risk to property or to the safety and welfare of specific individuals or the general public, as discussed below.

Before making an employment decision based on a criminal conviction, the Park District will provide an opportunity to the individual to demonstrate that he/she should not be excluded from employment based on the criminal conviction and that the exclusion from employment based on the criminal conviction would not be job-related and consistent with business necessity. All offers of employment and re-employment are contingent upon passing the above mentioned criminal background check.

Sealed or Expunged Records

The District does not require applicants to disclose sealed or expunged records of corrections, nor will the District take adverse employment action based on same.

Consent

The District may require applicants to submit fingerprints and/or other identification information to facilitate a criminal conviction background check. All information concerning the record of convictions will be confidential and only transmitted to those persons necessary to the decision process, or as required by law.

Disqualifying Convictions

In some circumstances, the law may require the District to disqualify an applicant (or dismiss an employee) with certain criminal convictions automatically. In all other instances, the District will not consider conviction records in making adverse employment decisions regarding applicants and employees unless: (1) there is a substantial relationship between one or more of the previous criminal offenses and the employment sought or held; or (2) the granting or continuation of the employment would involve an unreasonable risk to property or to the safety and welfare of specific individuals or the general public.

- "Substantial relationship" means a consideration of whether the employment position offers the opportunity for the same or a similar offense to occur and whether the circumstances leading to the conduct for which the person was convicted will recur in

the employment position.

- Showing that a conviction record poses an “unreasonable risk” means that before making a decision to bar employment, the District will assess the risk the employee poses to the workplace in the particular position and determine whether the risk is unreasonable under the circumstances.
- The District will consider the following factors in determining whether a substantial relationship or unreasonable risk exists: (1) length of time since the conviction(s); (2) number of convictions; (3) nature and severity of the conviction(s) and its relationship to the safety and security of others; (4) facts or circumstances surrounding the conviction; (5) age of the applicant/employee at the time of conviction; and (6) evidence of rehabilitation efforts.

Notice of Pending Adverse Action and Interactive Process

The District gives notice to, and has an interactive process with, applicants/employees prior to making a final adverse employment decision based on any conviction record. In particular:

- If, after considering the listed factors, the District makes a preliminary decision the applicant's/ employee's conviction record may result in an adverse employment action, the District will notify the employee of the preliminary decision in writing that contains: (1) the potentially disqualifying conviction(s); (2) a copy of the conviction history report; and (3) an explanation of the employee's right to respond to the notice before that decision becomes final, including (but not limited to) submission of evidence challenging the accuracy of the conviction record or evidence of mitigation.
- The employee/applicant then receives at least five business days to respond before the District will make a final decision.
- The District will consider any documentation or information submitted by the applicant/employee.

Notice of Adverse Action or Hiring/Continued Employment

After engaging in this interactive process, the District will either notify the applicant/employee they can continue with hiring/employment or will give written notice to applicant/employee of a final adverse employment decision based on any conviction record. Any written notice of a final adverse employment decision based on a conviction record will contain: (1) notice of the disqualifying conviction(s) that is the basis for the final decision and the District's reasoning for the disqualification; (2) any existing procedure the District has for the applicant/employee to challenge the decision or request reconsideration (if any); and (3) the right to file a Charge of Discrimination with the IDHR.

Drug Screening

The District requires drug testing, in accordance with its Alcohol and Drug Abuse Policy, for applicants/employees in safety sensitive positions, including those that drive a Park District vehicle (car, truck, van, Zamboni or required to have a commercial drivers license [CDL], etc.) and/or operate any gas-powered or electric equipment or machinery. Also, will be required to submit to random drug screening. Any employee who refuses to submit to a drug screen under this Policy or refuses to sign a consent form will be subject to immediate termination of employment. Drug screens may also be conducted at other times as set forth in other sections of this Manual. All offers of employment and re-employment are contingent upon passing the drug screen.

Driver's License Abstracts/Checks

Employees required to use a Park District vehicle in performing their job duties must pass a Motor Vehicle Record check with the Illinois Secretary of State before commencing employment and using any of the Park District vehicles. Thereafter, Motor Vehicle Record checks will be performed for these employees generally on an annual basis. An employee must notify the Supervisor, Department Head and Human Resources if the employee's driver's license has been suspended or revoked. However, if a restriction or suspension is a result of

an applicant's/employee's disability or pregnancy, the applicant/employee will have all rights available under the District's ADA and Pregnancy Discrimination Policies, and the District will engage in the interactive process to determine what reasonable accommodations, if any, are available to the employee pursuant to the relevant policy. Employees should refer to Motor Vehicle Record Review.

All offers of employment and re-employment are contingent upon passing required employment screening.

POL.P.01.10 - Introductory Employment Period Policy

The Introductory Employment Period is intended to assist new employees in adjusting to the Park District and the new position with orientation and training. The Introductory Employment Period gives the employee's supervisor a reasonable amount of time to evaluate performance, including determining if the employee appears to possess the aptitude and attitude necessary to meet the required standards and expectations of the position.

The Introductory Employment Period for Full-time and Part-Time employees is a minimum of six months. The Introductory Employment Period for Seasonal employees is one month. Employees' immediate supervisors will use the introductory period to help employees adjust to their new positions and for orientation and training, if any. The employee may be discharged at any time during this period if the Park District concludes that his/her job performance is not satisfactory. Under appropriate circumstances, the introductory period may be extended at the Park District's sole discretion. Additionally, as is true at all times during employment with the District, employees' employment is not for any specific time, and the District may terminate it at will, with or without cause and without prior notice. A new introductory period is established for any job transfers, promotions, demotions and job additions.

During their Introductory Employment Periods, newly-hired employees will be paid for holidays recognized by the Park District that are applicable to their employment classification.

After two months of employment, a new employee will be allowed to use earned vacation, sick time and/or PTO (Paid Time Off) benefits with supervisory approval. Additional time off, if any, will be unpaid. The employee's attendance may influence the Park District's decision whether to terminate employment during or at the end of the Introductory Employment Period.

Other employee benefits, such as group insurance, will be applied according to the Park District's agreement with its group insurance providers. Transferred or promoted employees will maintain their benefits, unless the new position provides for different benefits eligibility.

At the end of the Introductory Employment Period, the employee and his/her supervisor will discuss the employee's performance. If the Park District determines that the employee's job performance meets the expectations of the Park District, the employee will be retained as an at-will employee

Successful completion of the Introductory Employment Period does not guarantee continued employment for any specific period or otherwise create an employment contract between the employee and the Park District. Thus, subject to any governing CBA, employees remain at-will during and after their Introductory Employment Period, which means they can be discharged at any time, with or without cause and/or prior notice.

POL.P.01.11 - Orientation

Each employee, including transferred or promoted employees, are required to complete an orientation session prior to starting and training in the job hired in or within one week of hire. The orientation process may include training required by law and guidance from the Park District Risk Management Agency (PDRMA). The orientation will be assigned through Paycom, once the employee is approved for hire/rehire. Employees will be required to sign an Employee Orientation/Onboarding Checklist to confirm that they have received and understand the necessary material and training from their supervisor, department and the District.

POL.P.01.12 - Personnel Files

The District will create a personnel file for each employee that contains all pertinent employment information and forms, including without limitation, employment application, references, evaluations, commendations, disciplinary actions and other employment records. The District also has an Human Resources Information System that retains pertinent employment information. The District will maintain a separate, confidential file for employees' medical and benefit records, as well as any other confidential personnel records.

The District will not release or disclose any information contained in personnel (and confidential medical or benefit) files without an employee's written consent, except to persons with a lawful right or need to know, including without limitation, pursuant to a court order.

The District will not disclose an employee's disciplinary report, letter of reprimand or other disciplinary action to a third party or to a party outside of the District's organization (except in the event of union representation) without first providing written notice to the employee mailed first-class mail to the employee's last known address on or before the day the information is divulged. (When the request for such a record is made pursuant to IL FOIA, the District may send the written notice to the employee via first-class mail or through electronic mail). This paragraph is inapplicable, however, if (1) the employee specifically waived written notice as part of a written, signed employment application with another employer; (2) the disclosure is ordered in a legal action or arbitration; or (3) a government District requested the information as a result of a claim or complaint by the employee or as a result of a criminal investigation by such District.

Employees may review their personnel files in accordance with applicable law and established District procedures. If employees wish to review their personnel files, they should contact the Human Resources Department to submit the request.

It is to an employee's advantage to ensure all personnel records are accurate and up-to-date. Employees are responsible for and must promptly advise the District of any changes in their:

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

Employees make changes directly through Paycom Employee Self-Service Center (ESS).

POL.P.01.13 - Performance Reviews Policy

Purposes for Performance Reviews

The Park District has a formal performance review system for full-time, part-time and seasonal employees to provide a means of evaluating employees' performance and progress. Performance reviews assist the Park District in making personnel decisions related to such matters as promotions, transfers, demotions, terminations, rehire and salary adjustments. Performance reviews are an essential part of an employee's personnel records.

Frequency of Reviews and Performance-Based Increases

All full-time and part-time, year-round employees and seasonal employees should receive an annual performance review. In addition, full-time employees generally will receive a mid-year performance review. A review may be conducted more frequently, if an employee's job responsibilities change substantially during the year. Formal evaluations for full-time and part-time staff are conducted by the immediate supervisor on a pre-determined annual schedule. Performance-based pay increases, if any, generally are processed to take effect on a pre-determined annual schedule. All new employees should be reviewed after the first six months of employment or at the end of the Introductory Employment Period. The timing of pay adjustments for new employees following the Introductory Employment Period, if any, should be factored in to the annual review schedule and agreed upon at the time of hire. A positive performance review does not guarantee an increase in rate of pay.

Short-term and Seasonal employees should receive a performance review at the end of each season. Performance-based increases, if any, should be considered at the start of the next year's season.

Informal Review of Employee Performance

In addition to scheduled performance reviews, the immediate supervisor, Department Head, or Executive Director, or all of them, may observe and informally evaluate employee performance on a daily basis. An employee will be notified about deficiencies in work performance or inappropriate conduct.

Unsuccessful Review

If an employee receives an unsuccessful performance review, that employee will be ineligible for a merit pay increase and, in addition, may be subject to disciplinary action up to and including termination of employment. Employees may be placed on a performance improvement plan.

Appeal of Formal Performance Review

If an employee disagrees with a formal performance review, that employee may request a meeting with the immediate supervisor to discuss the performance review. If that employee still disagrees with the review after the meeting, that employee may submit a written request for a meeting with the next higher level supervisor. The decision of the next higher level supervisor is final.

POL.P.01.14 - Employment in More Than One Position

Part-time employees are usually hired for a specific position in one department. An employee may work an additional part-time or short-term job with the Park District if the primary Park District job is not adversely affected in any manner. The Human Resources Director has to sign off on the additional position(s). The Supervisor of the primary position is required to manage all hours worked to ensure compliance with budgetary and staffing policies. Permission to work the second position may be revoked at any time if the Park District determines for any reason that the additional position interferes or is inconsistent with the primary position. Full-time employees are not permitted to work in a second position in the District.

POL.P.01.15 - Outside Employment

The primary work duty and responsibility of Park District employees is to the Park District. No full-time employee may: (a) engage at any time in any outside employment for salary, wages, or commissions; or (b) engage in any outside business interests, except if the employee's Department Head recommends approval for the outside activity in writing to the Executive Director and the Executive Director grants approval in writing.

A full-time employee seeking approval for other employment or outside business interests must furnish the Department Head with a written description of the outside employment or business interest. The employee must update and resubmit the written description annually. The written description must include the employer or business name and address, the nature of the work or activities to be performed, and the schedule and number of hours per week that the employee will work in the outside employment position. The Park District has the absolute right to deny, for any reason, the request of any full-time employee to engage in outside employment.

All Park District employees are prohibited from performing services or using Park District vehicles or equipment for any person or entity other than the Park District while on Park District time. In addition, employees are prohibited from using any Park District vehicle, equipment, or other property while they are not on Park District duty. Further, no employee may receive pay or any other compensation or benefit, other than Park District pay and benefits, for performing services while on Park District duty.

All Park District employees, including part-time employees, are expected to be available to work upon request by the Park District, regardless of whether the Park District employee works for another employer, and other employment should not interfere with employees' availability to work for the Park District.

POL.P.01.16 - Modified Duty Program

The purpose of the Modified Duty Program is to provide a temporary modified work assignment to assist employees who are unable to perform the essential functions of their job, with or without an accommodation, due to a workplace injury, disability, or pregnancy-related accommodation.

Basic Program Requirements

- a. Employees will not be assigned a Modified Duty if they are able to perform the essential functions of their job, with or without an accommodation.
- b. Employees may be assigned to a temporary Modified Duty, which fulfills a job function(s) useful to the Park District and within the limitations set by treating and/or evaluating physicians. Modified Duty assignments will not create a new job, but, rather, will modify an existing position on a temporary basis. The assignment may include duties anywhere within the Park District. Modified Duty will not be offered where no productive work of value to the Park District is available to be offered.
- c. A modified duty assignment will not be provided on an indefinite basis.
- d. Hourly employees will be paid their regular hourly rate for all hours worked while on modified duty (or, one and one-half times their regular hourly rate for all hours worked over forty (40) hours in a workweek). The compensation of exempt, salaried employees will depend on the circumstances, but the Park District may reduce an employee's salary or pay the employee on an hourly basis, depending on the circumstances.
- e. There should be regular communication among Human Resources, the employee's immediate supervisor, the employee's healthcare provider and PDRMA throughout the course of treatment and recovery.
- f. Participants in the Modified Duty Program should report any problems with a Modified Duty assignment to an immediate supervisor or Human Resources, promptly notify the immediate supervisor of any and all changes or modifications to the employee's work restrictions, promptly provide all original copies of physician releases and reports and all medical records and forms to Human Resources, immediately notify the person who assigned a task about any problems performing the duties, inform the immediate supervisor about subsequent doctor visits for the same injury, and avoid disruption of Park District operations by scheduling doctor's appointments during non-work hours.
- g. An employee who declines a Modified Duty position within the limitations determined by the employee's healthcare provider may be subject to disciplinary action and possible termination of employment. The employee may adversely impact workers' compensation benefits.

Procedure

- h. The Department Head, Manager, Supervisor, or Human Resources will manage an employee on Modified Duty. Modified Duty assignments may be coordinated with other departments, Risk Management, Human Resources, and PDRMA. Each department is responsible for keeping a list of Modified Duty assignments up-to-date.
- i. The attending healthcare provider will be asked to complete a Physician's Evaluation. This form may request an opinion about the Employee's ability to perform the essential functions of his or her job, request a list of the duties the employee is capable of performing, any restrictions the employee may have or accommodations that may be advisable, among other required information.
- j. The employee may also be asked to be examined by a healthcare provider selected by the Park District at the District's expense for a similar opinion.
- k. The employee must return the Physician's Evaluation to Human Resources, who will contact the employee's immediate supervisor. The immediate supervisor will work with the Department Head to assign modified duty to the employee, if possible.
- l. All Modified Duty assignments are subject to continuing review of the existing medical restrictions of the employee and the

operational needs of the Park District.

m. When applicable, the possibility of medical management and/or vocational services will be explored and communicated to all parties.

Employees will be compensated at a pre-determined rate of pay while performing Modified Duty assignments, including time necessary to report to a physician's office for further review. Time above and beyond that which is necessary for the doctor's visit, including reasonable transportation time, will be charged against the employee's available sick or personal time off. Employees who do not have any available time will be compensated only to the extent required by law.

POL.P.01.17 - Separation of Employment

Note: this section is subject to any applicable CBA.

Resignations

Any employee may resign at any time, with or without notice or cause. The Park District requests, however, that the employee give his/her immediate supervisor at least two (2) weeks' advance notice, to enable the Park District to minimize departmental hardship and to make provisions to fill the position. Failure to provide at least two (2) weeks' advance notice will result in a no-rehire status with the District. The District may accept your resignation and relieve you of your position immediately.

Retirement

Employees who want to retire should contact the Human Resources Department so they can complete the appropriate paperwork in a timely manner.

Lay-offs

The District may, in its sole discretion, reduce the number of employees in any given area at any time. It may lay off employees whenever there is a lack of work or funds, or a change in functions directly or indirectly creates a surplus of employees for the workload of the District. Although there is no obligation to do so, the District will make reasonable efforts to transfer employees to another department rather than laying them off. When this is impractical, the Department Head will consider the factors where qualifications, seniority, ability, attitude and performance factors are substantially the same, in determining whom to lay off.

Return of Park District Property

Before officially separating from the Park District's employment for any reason, an employee must return all Park District property, including without limitation vehicles, tools, cellular phones and mobile devices, keys, key fobs, uniforms, equipment, and identification, credit and insurance cards.

References

Employment references are not given by the Park District, except to confirm the employee's start date, end date, job title and job description at the time of separation.

Exit Interview; General Assistance

The Park District will send an exit interview after separation. The Park District also may assist the employee with completion of forms for insurance continuation, IMRF and other termination-related matters.

POL.P.01.18 - Identity Protection

The District adopted this Identity Protection Policy pursuant to the Illinois Identity Protection Act (the Act). The Act requires local and state government agencies to draft, approve and implement an Identity Protection Policy to ensure the confidentiality and integrity of social security numbers (SSNs) that these agencies collect, maintain and use. It is important to safeguard SSNs against unauthorized access to protect against identity theft.

Definitions

The words below shall have the following meanings when used in this Policy.

- Act – Illinois Identity Protection Act.
- Board – Board of the District.
- District – Park District of Oak Park
- Person – Any individual in the employ of the District.
- Policy – This Identity Protection Policy.
- Publicly post or publicly display – To communicate intentionally or otherwise intentionally make available to the general public.
- Redact – To alter or truncate data so none of the digits of a SSN are accessible as part of personal information.
- SSN(s) – Any Social Security Number provided to an individual by the Social Security Administration.
- Statement of Purpose – Statement of the purpose or purposes for which the District is collecting and using an individual's SSN that the Act requires the District to provide when collecting a SSN or upon request by an individual. When necessary, the District will provide all persons with a Statement of Purpose for the District.

Statement of Purpose

The District will provide an individual with a Statement of Purpose anytime it asks an individual to provide the District with their SSN or if an individual requests it.

Prohibited Activities

Neither the District nor any person may:

- Publicly post or publicly display in any manner an individual's SSN.
- Print an individual's SSN on any card required for the individual to access products or services provided by the District.
- Require an individual to transmit a SSN over the Internet unless the connection is secure or the SSN is encrypted.
- Print an individual's SSN on any materials they mail 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 SSN to be on those documents.

Notwithstanding the foregoing, SSNs may be on applications and forms sent by mail including, but not limited to: (i) any material mailed in connection with the administration of the Unemployment Insurance Act; (ii) any material mailed in connection with any tax administered by the Department of Revenue; and (iii) 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 SSN. A SSN permissibly mailed pursuant to this paragraph will 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 opening the envelope.

Except as otherwise provided in this policy (as described below) or as otherwise provided in the Act, neither the District nor any person may:

- Collect, use or disclose a SSN from an individual unless: (i) required to do so under state or federal law, rules or regulations, or the collection, use or disclosure of the SSN is otherwise necessary for the performance of the District's duties and responsibilities; (ii) the need and purpose for the SSN is documented before collection of the SSN; and (iii) the SSN collected is relevant to the documented need and purpose.
- Require an individual to use their SSN to access an Internet website.
- Use the SSN for any purpose other than the purpose for which it was collected.

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

- Disclosure of SSNs to agents, employees, contractors or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors or subcontractors if disclosure is necessary for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity first receives from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the contractor or subcontractor will meet the requirements imposed under this Act on a governmental entity to protect an individual's SSN.
- Disclosure of SSNs pursuant to a court order, warrant or subpoena.
- Collection, use or disclosure of SSNs to ensure the safety of: state and local government employees; wards of the state; and all persons working in or visiting a state or local government District facility.
- Collection, use or disclosure of SSNs for internal verification or administrative purposes.
- Disclosure of SSNs by a state District to the District for the collection of delinquent child support or of any state debt or to the District to assist with an investigation or the prevention of fraud.
- Collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting District 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, lost relative or a person due a benefit, such as a pension benefit or an unclaimed property benefit.

Coordination with the Freedom of Information Act and Other Laws

The District will comply with the provisions of the Illinois Freedom of Information Act and any other applicable law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. However, the District will redact SSNs from the information or documents before allowing public inspection or copying of the information or documents.

When collecting SSNs, the District will request each SSN in a manner that makes the SSN easy to redact if the District must release it as part of a public records request.

Limited Employee Access to Social Security Numbers

Only employees required to use or handle information or documents that contain SSNs will have access. All employees who have access

to SSNs will first receive training on how to protect the confidentiality of SSNs. The training will include instructions on the proper handling of information that contains SSNs from the time of collection through destruction of the information.

Neither the District nor any person shall encode or embed a SSN in or on a card or document including, but not limited to, using a bar code, chip, magnetic strip, RFID technology or other technology in place of removing the SSN as required by the Act and this policy.

Applicability

If any provision of this policy conflicts with any provision of the Act, the stricter of the two (2) provisions shall prevail.

This policy does not apply to either of the following:

- Collection, use or disclosure of a SSN as required by state or federal law, rule or regulation.
- Documents recorded with a county recorder or required to be open to the public under a state or federal law, rule or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois; however, the District shall redact the SSN from such documents if such law, rule or regulation permits.

Availability of Policy

The District has made this policy available to any employees required to use or handle information or documents that contain SSNs and each employee shall maintain it at all times. A copy of the policy is available to all other employees and any member of the public by requesting a copy from the Human Resources Department or pursuant to IL FOIA.

Amendments

The District may amend this policy at any time. If it amends the policy, the District will file a written copy of the policy, as amended, with the board and also advise all District employees of the existence of the amended policy. It will make available a copy of the amended policy to District employees and the public as set forth here.

Violation

Violation of this policy, intentionally or otherwise, shall be grounds for disciplinary action, up to and including dismissal from employment, and they may be found guilty of a Class B misdemeanor and/or such other penalties as now or hereafter provided for under the Act.

POL.P.01.19 - Restroom and Locker Room Policy

The District prohibits all forms of discrimination in the use of its facilities. The District acts in a manner that demonstrates the respect and dignity to all persons when addressing issues regarding our restrooms and locker rooms and does not discriminate based on gender identity, gender expression or sexual orientation.

Transgender individuals, whether they are employees, volunteers, patrons, guests, or contractors are permitted to use the restroom and locker room facility that corresponds with their self-identified gender. The District expects all users to exercise appropriate etiquette when using our restrooms and locker rooms.

The District is also committed to the safety of all persons. An individual who uses a restroom or locker room that corresponds with his/her self-identified gender does not pose a safety risk solely because of his/her gender identity. If an individual is concerned about his or her safety, other than the sole fact that a transgender person is using a restroom or locker room, then that individual should seek assistance from a District employee or by contacting the Oak Park Police.

POL.P.01.20- Open Door Policy

The Park District is interested in all of its employees' success and happiness with The Park District and welcomes the opportunity to help employees whenever feasible. The Park District promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to discuss any problems with their immediate supervisor. Employees may put a problem or concern in writing or supervisors may ask that this is done. An investigation will be made, and the employee will get an answer as quickly as possible.

At any time, or if the supervisor cannot be of assistance, employees may contact their Department Head, Human Resources, and the Executive Director. Employees experiencing or witnessing discrimination, harassment, or retaliation should follow the reporting procedures contained in the Policy on Non-Discrimination and Anti- Harassment .

This procedure is not designed to discourage employees from talking to anyone in the Park District at any time. Rather, it is simply a way to ensure that concerns and problems are dealt with in a prompt, orderly and consistent fashion. The initial communication of an employee's problem or concern should be communicated to a Park District official within a reasonable time of the occurrence. Untimely complaints will be difficult to investigate, so employees are encouraged to make a complaint within a reasonable amount of time.

In addition to an employee's own problems and concerns, the Park District encourages employees to follow these procedures whenever they learn of a violation of Park District rules and policies.

No one who comes forward under this procedure will be retaliated against or suffer any negative consequences, no matter how their complaint or problem is resolved. Please be assured that the confidentiality of all such matters will be maintained to the fullest extent possible but cannot be guaranteed.

POL.P.01.21 - Whistleblower Protection Safe-T Act Policy

Pursuant to § 4.1 of the Public Officer Activities Act, 50 ILCS 105/4.1 (the "Act"), the Park District of Oak Park ("Agency") protects the confidentiality of and prohibits retaliation against any full-time, part-time, or temporary employee or contractor who reports improper governmental action under the Act and this Policy. Confidentiality will be protected to the extent permissible by law unless waived by the employee. The Agency's Auditing Official will manage and investigate complaints filed under the Act and this Policy in accordance with the following processes and procedures.

Improper Governmental Action

For purposes of this Policy, "improper governmental action" means any action by an employee of the Agency, an appointed member of a board, commission or committee, or an elected official of the Agency that:

- Is undertaken in violation of a federal or state law or local ordinance;
- Is an abuse of authority;
- Violates the public's trust or expectation of their conduct;
- Is of substantial and specific danger to the public's health or safety; or,
- Is a gross waste of public funds.

The action need not be within the scope of the official duties of the employee, elected official, board member, or commission member to be subject to a claim of improper governmental action.

Improper governmental action does not include the Agency's personnel actions, including but not limited to: (1) employee grievances or complaints; (2) appointments, promotions, transfers, reassignments, or reinstatements; (3) restorations or reemployment; (4) performance evaluations; (5) reductions in compensation; (6) dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation.

Confidentiality

The identity of an employee will be kept confidential to the extent allowable by law unless waived in writing by the employee.

The Auditing Officials may take reasonable measures to protect employees who reasonably believe they may be subject to bodily harm for reporting improper government action.

No Retaliation

The Agency will not retaliate against an employee or contractor who:

- Reports an improper governmental action under this Policy or the Act;
- Cooperates with an investigation by the Auditing Official related to a report of improper governmental action; or
- Testifies in a proceeding or prosecution arising out of an improper governmental action.

Prohibited retaliation means any adverse change in an employee's employment status or terms and conditions of employment. Retaliatory action includes, but is not limited to: (1) denial of adequate staff to perform duties; (2) frequent staff changes; (3) frequent and undesirable office changes; (4) refusal to assign meaningful work; (5) unsubstantiated letters of reprimand or unsatisfactory performance evaluations; (6) demotion; (7) reduction in pay; (8) denial of promotion; (9) transfer or reassignment; (10) suspension or dismissal; or (11) other disciplinary action made because of an employee's protected activity under the Act.

Reporting Procedures

To invoke the protections of the Act and this policy, any employee who is aware of an improper governmental action (as defined above) is required to make a written report of it to the Agency's Director of Human Resources, who serves as our Auditing Official.

Further, any employee who believes that he or she is being retaliated in violation of the Act and this Policy must submit a written report regarding the retaliation to the Agency's Auditing Official, within 60 days of learning of the retaliatory conduct.

If the Auditing Official is the individual doing the improper governmental action, then a report may be submitted to any State's Attorney.

Investigation Procedures

Upon receiving a report of alleged improper governmental action, the Auditing Official shall conduct a confidential investigation of report.

The Auditing Official will also notify the employee and all witnesses of the Agency's policy against retaliation for reporting alleged improper government action or participating in a related investigation or proceeding.

The Auditing Official may notify the Agency's corporate counsel and/or the General Counsel of the Park District Risk Management Agency of the report and seek legal advice regarding the report, investigation, and potential findings and remedies.

The Auditing Official may transfer a report of improper governmental action to another auditing official designee (including, but not limited to, the appropriate State's Attorney) for investigation if the Auditing Official deems it appropriate.

If the Auditing Official (or his/her designee) concludes that an improper governmental action has taken place or concludes that the any person has hindered the investigation, the Auditing Official shall notify in writing the Agency's Executive Director and any other individual or entity the Auditing Official deems necessary in the circumstances, including, for example, the President of the Board or other Board Commissioners.

If the Auditing Official determines that an employee has been subjected to retaliation in violation of the Act or this Policy, the Auditing Official may also reinstate, reimburse for lost wages or expenses incurred, promote, or provide some other form of restitution. In instances where the Auditing Official determines that restitution will not suffice, the Auditing Official may make his or her investigation findings available for the purposes of aiding in that employee or the employee's attorney's effort to make the employee whole.

The Auditing Official shall maintain records relating to the report, investigation, and findings confidential to the extent allowed by law and shall consult with the District's corporate counsel and/or PDRMA's General Counsel before disclosing such records to any third parties, including, but not limited to, pursuant to a request under the Illinois Freedom of Information Act (IL FOIA).

Other Duties Of The Auditing Official

The Auditing Official shall also ensure that each employee receives a written summary or a complete copy of § 4.1 of the Act upon hire and at least once each year of employment as well as any updates to it and sign a form acknowledging receipt.

The Auditing Official shall also be familiar with § 4.1 of the Act and any amendments thereto and shall comply with all requirements of the Act. The Auditing Official shall also respond to questions from employees about this Policy.

POL.P.02.01 - Classifications, Definitions, and Status of Employees

- a. Exempt employees are those employees who are not eligible for overtime compensation under federal and/or Illinois law.
 - b. Non-Exempt/Hourly employees are those employees who are eligible for overtime compensation under federal and/or Illinois law.
 - c. Full-Time employees are defined as employees who are designated as full-time by the Executive Director or the Board of Park Commissioners. Except for determining eligibility under the Park District's health insurance plan, full-time employees are regularly scheduled to work at least 37.50 hours per workweek. Full-time employees may be required to work additional hours as necessary. Short-term, part-time and seasonal employees are excluded from the full-time employee classification, regardless of the number of hours worked.
 - d. Part-Time employees are defined as employees who are designated as part-time by the Executive Director. Part-time employees are regularly scheduled to work less than thirty (30) hours per week. Part-time employees are eligible for employment benefits based on their classification when hired, except as otherwise required under the Patient Protection and Affordable Care Act of 2010 ("ACA"). The classifications are as follows:
 - Class I IMRF Qualifying: Part-time employees regularly scheduled to work at least 1,000 hours in a single position during the twelve (12) months following their date of hire are eligible for IMRF enrollment and paid time off benefits at a prorated rate.
 - Class II Non-IMRF Qualifying: Part-time employees regularly scheduled to work less than 1,000 hours in a single position but more than 600 hours during the twelve (12) month period following their date of hire are not eligible for IMRF enrollment, but do receive paid time off benefits at a prorated rate.
 - Class III Non-Eligible: Part-time employees regularly scheduled to work less than 600 hours in a single position during the twelve (12) month period following their date of hire are not eligible for IMRF enrollment or paid time off benefits.
 - e. Short-term and Seasonal employees are employed for a specific function or project, and work for a temporary and limited period, generally less than nine (9) months during a calendar year. Short-term and seasonal employees are excluded from the part-time employees' benefits eligibility, regardless of the number of hours worked, except as required by law. The District does not guarantee it will rehire short-term employees in a subsequent season or, if rehired, that it will rehire them for the same position.
-

POL.P.03.01 - Compensation

Salary Increases

Full-time and part-time employees may be considered for wage adjustments on an annual basis based on performance. Employees receiving an unsuccessful performance evaluation rating are not eligible for a wage increase for that year and may be subject to a performance improvement plan, disciplinary action, up to and including, termination.

Overtime Eligibility

Non-exempt employees are entitled to overtime compensation at the rate of one and one-half (1½) times their regular rate of pay for all hours worked in excess of forty (40) in a single workweek. The workweek for purposes of determining overtime is 12:00 a.m. Sunday to 11:59 p.m. Saturday. Paid time off such as vacation, holidays, etc., is not counted as "hours worked" for purposes of calculating overtime. "Hours worked" will also not include any form of leave, or other non-working time, whether paid or unpaid. Exempt employees are not eligible for overtime pay.

Overtime Obligations and Approval

Depending on Park District work needs, employees may be required to work overtime. Refusal to work overtime when requested may be cause for disciplinary action up to and including termination of employment. For all non-exempt employees, prior written approval of the employee's immediate supervisor is required before the non-exempt employee works overtime. Employees working overtime without prior approval will be paid, but may be subject to disciplinary action. The Park District's policy prohibits all non-exempt employees from working without pay (i.e., off-the-clock). No member of management is authorized to require an employee to work without pay.

Therefore, you must report any instances of working without pay or a person requesting that you work without pay to your Department head or Human Resources. Employees should review their paycheck every pay-period to ensure that it accurately reflects the hours worked. Employees should contact their immediate supervisor, Department Head or Human Resources regarding any error in pay.

POL.P.03.02 - Payroll Periods and Paychecks

Park District employees are paid bi-weekly on Fridays. If the payday is a Park District-recognized holiday, employees are paid on the preceding business day. Employees are encouraged to sign-up for direct deposit. If an employee chooses to be paid with a paycheck, the employee is responsible for picking up his/her paycheck at the payroll department. Paychecks may not be given to anyone other than the employee without the employee's prior written consent. If employment is terminated in the middle of a pay period, the employee will be paid for all hours worked.

If a paycheck is lost, the payroll assistant must be notified in writing before a replacement check will be issued. The employee is responsible for paying any fees that the District is charged due to the lost paycheck.

[2023 Payroll Schedule.pdf](#) 

2023 PAYROLL SCHEDULE

Pay Period	Beginning (Sunday)	Ending (Saturday)	Pay Day Friday
1	12/18/2022	12/31/2022	1/6/2023
2	1/1/2023	1/14/2023	1/20/2023
3	1/15/2023	1/28/2023	2/3/2023
4	1/29/2023	2/11/2023	2/17/2023
5	2/12/2023	2/25/2023	3/3/2023
6	2/26/2023	3/11/2023	3/17/2023
7	3/12/2023	3/25/2023	3/31/2023
8	3/26/2023	4/8/2023	4/14/2023
9	4/9/2023	4/22/2023	4/28/2023
10	4/23/2023	5/6/2023	5/12/2023
11	5/7/2023	5/20/2023	5/26/2023
12	5/21/2023	6/3/2023	6/9/2023
13	6/4/2023	6/17/2023	6/23/2023
14	6/18/2023	7/1/2023	7/7/2023
15	7/2/2023	7/15/2023	7/21/2023
16	7/16/2023	7/29/2023	8/4/2023
17	7/30/2023	8/12/2023	8/18/2023
18	8/13/2023	8/26/2023	9/1/2023

19	8/27/2023	9/9/2023	9/15/2023
20	9/10/2023	9/23/2023	9/29/2023
21	9/24/2023	10/7/2023	10/13/2023
22	10/8/2023	10/21/2023	10/27/2023
23	10/22/2023	11/4/2023	11/10/2023
24	11/5/2023	11/18/2023	11/24/2023
25	11/19/2023	12/2/2023	12/8/2023
26	12/3/2023	12/16/2023	12/22/2023

2023 HOLIDAY SCHEDULE

New Year's Day	Monday	1/2/2023
Martin Luther King, Jr. Day	Monday	1/16/2023
Memorial Day	Monday	5/29/2023
Independence Day	Tuesday	7/4/2023
Labor Day	Monday	9/4/2023
Thanksgiving Day	Thursday	11/23/2023
Day After Thanksgiving	Friday	11/24/2023
Christmas Eve (1/2)	Friday	12/22/2023
Christmas Day	Monday	12/25/2023
New Year's Day	Monday	1/1/2024

POL.P.03.03 - Payroll Deductions

Automatic payroll deductions will be made from your paycheck for federal and state income tax purposes, IMRF pension contributions, union dues (if applicable), and social security and Medicare tax, and any other item ordered by a court or applicable law. Voluntary deductions may be made for elective programs such as health insurance, tax-deferred retirement plans, credit union accounts, and supplemental life insurance. Please contact the Finance Department for information on payroll deductions or if you think there has been an error. Employees are responsible for reviewing their paystubs each pay-period to ensure the deductions are correct.

Except as required by law, court order such as child support payments and wage garnishments or the CBA, deductions will not be taken without your written authorization.

Salaried Exempt Employees

It is our policy to comply with the salary basis requirements of the law. Deductions from pay are permissible when a salaried exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for penalties imposed in good faith for infractions of safety rules of major significance. Also, an employer is not required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

If you believe that an improper deduction has been made to your salary, you should immediately report this information to Human Resources.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

POL.P.03.04 - Work Schedules

Department work schedules are established by the immediate supervisor or Department Head based on the needs of the Park District. The number of working hours that will be scheduled is subject to the financial and staffing requirements of the Park District, and employees are not guaranteed any specific number of hours per day or week. The responsibilities of certain positions may require an employee to be on call on a twenty-four (24) hour basis. The Park District may change the work schedules at its discretion.

A change in work schedules or exchange of work periods among employees may need prior written approval of an immediate supervisor or may be required for you to obtain in advance of not meeting the scheduling obligations.

POL.P.03.05 - Recording of Hours Worked

Employees are required to maintain an accurate and legible record of their hours worked, by clocking in and out through Paycom. These time records, which must be approved by the immediate supervisor, are the basis for employee paycheck calculations. An employee with permission to leave during working hours must clock out and clock in upon return.

Employees may not clock or sign in or out for other employees. Recording another employee's time record or falsification of an employee's own time record is against Park District policy and is grounds for disciplinary action up to and including termination of employment.

An employee must commence work immediately after clocking in. Failure to commence work immediately is deemed to be a falsification of timekeeping records. Employees are prohibited from performing any work before clocking in or after clocking out.

An employee who forgets to clock in or out must submit a punch change request or missed punch request. Employees who fail to punch in and out will be subject to disciplinary action up to and including termination.

Supervisors are expected to review and approve timecards, punch change requests and missed punch requests weekly. Supervisors should not directly enter any work time in the system on behalf of the employee. Supervisors must thoroughly review each time card to ensure hours worked are accurate and reflective of employee's schedule and are assigned to the appropriate labor allocation and pay.

POL.P.03.06 - Meal and Rest Periods

Department Heads are authorized to establish and arrange meal break periods and up to two paid rest periods during each workday that are most consistent with departmental operation. Rest periods may not exceed ten minutes. The granting of rest periods is entirely at the discretion of the Department Head or Executive Director. Employees must take authorized rest breaks away from the designated work area, but they District does not permit employees to leave District premises during this period. The District compensates rest or break time as work time. Rest periods are compensated as hours worked for pay purposes. Employees who are required to work during their authorized rest periods may not leave work early. Drive time is included in break periods.

An employee who works 7.5 hours or more each day is entitled to at least a thirty (30) minute unpaid meal period break no later than five hours after the start of the work period. An employee may not waive a required meal break period, or choose to work during the meal break period in order to leave work early. Employees on rest or meal breaks must not interfere with employees who are working.

Nursing mothers will also receive reasonable paid breaks to express milk in a private location for one year after the child's birth. Mothers requiring a break to express milk should discuss with their immediate supervisor or the Human Resources Department the appropriate location.

POL.P.03.07 - Emergency Closings

The Park District may close for all or part of a normally scheduled workday because of inclement weather, national crisis, or other emergency. The Park District will attempt to notify employees of its closure through phone calls and emails. Certain essential personnel may be required to report to work during emergency closings. The selection of essential personnel will be determined using Park District critical-incident plans included in the safety manual. If a non-exempt employee does not work due to an emergency closure, the employee will not be paid for hours he/she was scheduled to work (but did not actually work).

POL.P.03.07 - Conference and Training Attendance

Non-exempt/hourly employees who are required to attend training that directly relates to the employee's job will be compensated for the time spent at the training, excluding meal break periods meeting or exceeding thirty (30) minutes. Voluntary attendance at training not directly related to the employee's job outside of regular working hours will not be compensated.

POL.P.03.09 - Extended Trip Wage Calculation

Non-exempt employees will be paid travel time for work-related trips away from the Park District, minus the normal commute time.

Non-exempt employees who are required to work on trips that are organized and run by the Park District will be compensated for the time spent working on the trip and certain travel time, excluding meal breaks lasting thirty (30) minutes or more and sleep time.

If the trip is more than twenty-four (24) hours in duration, up to eight (8) hours per day will be designated as unpaid sleeping time. Regardless of the organizer of the trip, the employee may be paid at a predetermined reduced hourly rate, which will not be less than minimum wage .

POL.P.04.01 - Holidays

The Park District observes the following holidays: New Year's Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving (Friday), Christmas Eve (half day), and Christmas Day. Holidays that fall on a weekend will be observed on either the preceding Friday or the following Monday as determined by the Executive Director.

Full-Time Employees

Full-time employees will be given a paid day off on the observed holiday. An employee must receive prior approval to work on an observed holiday. Full-time exempt employees required to work on an observed holiday will be granted paid time off on another day, subject to the Department Head's approval. Paid time off for working on a holiday should be scheduled within one week after the date of the holiday and must be used by the end of the year or it will be lost. If the holiday falls in the 4th quarter of the year (October 1 through December 31), the time off must be used by the end of the first quarter of the following year (by March 31) or it is forfeited without compensation. If an employee is on an approved vacation leave during which a holiday falls, the holiday will not count as a day of used vacation leave.

POL.P.04.02 - Vacation Leave

Accrual

Eligible full-time employees accrue vacation benefits per pay period. Any increases in accrued vacation benefits due to length of service will occur during the pay period in which the employee's anniversary date falls. There will be no accrual of vacation time during any unpaid leave of absence. Employees are required to take vacation as either a 1/2 day increment or a full-day increment unless being used for FMLA leave. The hours are defined based on classification and pay type. For example; 3.75/4 hours for 1/2 day or 7.5/8 hours for a full-day.

The amount of accrued vacation benefits will be based on the employee's length of service as follows:

- From the date of hire through the completion of the second year of continuous service, the employee earns vacation time at the rate of 2.88 hours per pay period for a maximum of ten (10) days annually, however an employee is not permitted to use any vacation for the first two months of employment.
- From the start of the third year of service through the completion of the fifth year of service, the employee earns vacation time at the rate 4.33 hours per pay period days per month for a maximum of fifteen (15) days annually.
- From the start of the sixth year of service through the completion of the tenth year of service, the employee earns vacation time at the rate of 5.77 hours per pay period for a maximum of twenty (20) days annually.
- From the start of the eleventh year of service through the remaining years of service, the employee earns vacation time at the rate of 7.21 hours per pay period for a maximum of twenty (25) days annually.

Benefits For Eligible Part-Time Employees

1. Class I part-time personnel are eligible to earn a maximum of twelve (12) days (seventy-two (72) hours) paid time off (PTO) annually upon hire, but PTO cannot be used until sixty (60) days after the employee's start date. Employees are required to take PTO in six (6) hour increments unless being used for FMLA leave.
2. Class II part-time personnel are eligible to earn a maximum of four (4) days (twelve (12) hours) of Paid Time Off (PTO) annually upon hire, but PTO cannot be used until sixty (60) days after the employee's start date. Employee are required to take PTO in three (3) hour increments unless being used for FMLA leave.

The employee may elect to use the paid time off benefits for vacation, holiday or sick leave. The benefits for vacation, holiday or sick leave must be used by December 31 or will be lost. Accrued but unused PTO will be paid out at the time an employee's employment ends.

Paid Time Off Benefits for Part-Time Employees Who Become Full Time

If an employee's status changes to full-time from part-time, accumulated paid time off benefits will be converted into eligible paid time off benefits for full-time employees. For purposes of calculating accrued paid time off benefits, the employee's length of service will be determined by converting the number of hours worked on a part-time basis into a percentage of a full-time work schedule. Part-time service must have been continuous in order for this proration to apply.

Scheduling Vacation

Vacation leave must be scheduled in not less than half (1/2) day increments for both exempt and non-exempt/hourly employees, unless an employee is using the vacation for intermittent FMLA leave. Employees must request vacation leave using the time off request in Paycom. Requested vacation requests should be made at least two (2) calendar weeks before the planned leave. The immediate supervisor will approve or deny the dates requested, depending on the workload during the particular time requested. When two or more employees in the same department request the same days off (and it is not possible to let both employees off), the Department

Head will decide who is allowed to take the time off. The immediate supervisor may require an employee to reschedule a vacation or PTO request, even after a request is approved based on business needs. The Park District generally does not approve unpaid vacation day requests.

If an employee fails to return to work at the end of an approved vacation leave, that employee may be considered to have voluntarily resigned his/her position with the Park District effective immediately.

Vacation Accumulation

Vacation time must be taken in the calendar year in which the employee earns it. Full-time employees are allowed to carry-over a maximum of five unused vacation days from one calendar year into the next. Any excess days not used by December 31 will be lost without compensation.

Vacation Pay upon Termination

When employment ends for any reason, the employee will be paid for any accrued, but unused vacation days. Payment for accrued, but unused vacation days at the time employment with the Park District ends is based on the employee's regular hourly rate of pay or rate of salary at the time employment ends.

Credit for Prior Service

For purposes of determining length of service under this policy, the Executive Director may give prior service credit of fifty percent (50%) of months served as a full-time employee at another park district or similar industry to new managerial employees hired from outside the organization.

POL.P.04.03 - Personal Leave (For Full-Time Employees Only)

Full-time employees receive five (5) paid personal days per calendar year. Employees receive personal days on January 1. The amount of personal days will be based on the employee's length of service as follows:

- First year of employment
 - Hired January through March employees receive 5 personal days
 - Hired April through June employees receive 4 personal days
 - Hired July through September employees receive 3 personal days.
 - Hired October - December employees receive 2 personal days.
- Second year of employment through the remaining years of service, employees receive 5 personal days as of January 1.

The District grants personal days to employees to allow paid time off for personal reasons of any nature, including holidays not recognized by the District and emergencies. Personal days cannot be taken in conjunction with vacation leave. Personal days must be taken during the calendar year in which they are received, or they will be forfeited without compensation. Because personal days are used for personal reasons such as unforeseen emergencies, employees will not be paid for any earned, unused personal days in the event an employee's employment ends

Personal days must be taken in at least half (1/2) day increments, unless being used for intermittent FMLA Leave.

POL.P.04.04 - Sick Leave

Eligible full-time employees will earn one (1) sick day for each month (up to a maximum of twelve (12) sick days earned per calendar year) of employment from date of hire, up to a maximum of 240 sick days. Unless otherwise provided in another leave of absence policy, sick days may not be added to the beginning or end of vacation time, and abuse of sick days will result in discipline up to and including termination of employment. Sick days will not accrue while an employee is on any leave of absence. There is no advancement of sick leave.

Sick days will not accrue while an employee is on an unpaid leave of absence. An employee may use sick days for:

- Absences from work because of an employee's nonwork-related illness or injury.
- Although the District encourages employees to make medical and dentist appointments during nonworking hours, employees may use paid sick days for their medical/dentist appointments.
- Injuries and illnesses of, or medical and dentist appointments for, an employee's cover family member
- Their covered family member's "personal care." Personal care includes activities to ensure meeting the covered family member's basic medical, hygiene, nutritional or safety needs or to provide transportation to medical appointments for a family member unable to meet their own needs. Personal care also means being physically present to provide emotional support to a family member with a serious health condition who is receiving inpatient or home care.

For purposes of this Policy, "covered family member" means an employee's spouse, civil union or domestic partner, child, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or step-parent.

Sick days must be taken in at least half ($\frac{1}{2}$) day increments, unless being used for intermittent FMLA leave.

Whenever an employee will be absent or late to work (or must leave early from work), the employee or someone on their behalf must notify their immediate supervisor directly, or the supervisor at the succeeding level of authority in their department if they are unable to reach their immediate supervisor, no later than one hour before their scheduled starting time. If an employee is unable to make the call personally, a family member or a friend should contact the supervisor. The employee must contact their immediate supervisor, or the supervisor at the succeeding level of authority in their department if their immediate supervisor cannot be reached, each day of absence. If an employee fails to notify a supervisor, the District may consider the absence/tardiness as an absence without leave, which may result in loss of pay and/or disciplinary action, up to and including dismissal. The employee must later confirm notice of sick leave in writing as soon as practicable after the leave or when requested by an immediate supervisor. An employee who fails to notify their immediate supervisor for three consecutive workdays is considered to have voluntarily resigned their employment.

If an employee is away from work for three or more consecutive days because of illness or injury, or if their immediate supervisor becomes aware they have incurred an illness or injury likely to last more than three consecutive days, their immediate supervisor may require the employee to provide documentation from their treating health care provider confirming the illness or injury, the employee's fitness to return to work and/or their ability or inability to perform the essential functions of their position. If the District has reason to suspect abuse of this sick day policy, the District may require the employee to provide such documentation for time away from work of less than three consecutive days.

Failure to comply with this policy or abuse of this policy may result in disciplinary measures, up to and including dismissal.

Sick leave may not be used as vacation time.

Request For Health Care Provider Statement

If an employee is absent on sick leave for three (3) or more consecutive days due to an employee's own health condition, Human Resources, the supervisor or Department Head may require the employee to produce a statement from a health care provider to verify

that the employee is receiving medical care and when the employee can return to work. If proof of illness is requested and not provided, an employee may be disciplined.

The Park District may require a medical physical or statement from a health care provider if an employee experiences multiple or repeated illnesses of shorter periods, or requests sick leave on the day of, prior to, or after a holiday, scheduled vacation, or weekend.

Unused Sick Days Conversion

Upon resignation or non-disciplinary termination, full-time employees with unused sick leave who have worked full-time for five (5) consecutive years and are eligible to establish or contribute to a health savings account, may convert up to a maximum of thirty (30) days of accrued sick time to a health savings account at the employee's current rate of pay. If the employee is terminated as part of a disciplinary action, no unused sick time will be paid out. Notwithstanding the aforementioned, employees retiring with an IMRF pension may still use their unused sick leave for additional IMRF service credit to the extent permitted under IMRF, which in turn will reduce the amount of unused sick leave converted into a health savings account. Employees may accumulate a maximum of 240 sick days. Should the employee accumulate more than 240 sick days due to being governed by a grandfathered policy, the unused amount will be converted into a health savings account at a rate of 25% of the sick days in excess of the 240 maximum. This conversion will occur annually in December.

POL.P.04.05 - Bereavement Leave

All employees eligible for leave under the federal Family and Medical Leave Act (FMLA) are also eligible for bereavement leave in accordance with the Illinois Family Bereavement Leave Act (the Act).

Amount of Leave

Full-time and Class I part-time employees are allowed up to three (3) workdays with pay per calendar year to attend to matters relating to the death of a family member, or five (5) workdays if travel is necessary for more than 200 miles. Pay will be based on the number of hours the employee is regularly scheduled to work. In the unfortunate event that an FMLA-eligible employee suffers the death of a child, the employee will receive up to seven (7) additional days of unpaid leave to attend to personal matters. Generally, an employee will not be eligible for more than ten (10) days off of work for family bereavement leave.

In the event of the death of more than one covered family member in a 12-month period, an employee may take up to a total of six weeks of unpaid bereavement leave during the 12-month period. The Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to, the unpaid leave time permitted by, the FMLA.

Reasons for Leave

Bereavement leave is available under the Act for the following reasons: (1) attend the funeral or alternative to a funeral of a covered family member; (2) make arrangements necessitated by the death of a covered family member; (3) grieve the death of a covered family member; or (4) be absent 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 another party contests it; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.

"Covered family member" means an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent.

"Domestic partner," used with respect to an unmarried employee under this policy, includes: (1) the person recognized as the domestic partner of the employee under any domestic partnership or civil union law of a state or political subdivision of a state; or (2) an unmarried adult person who is in a committed, personal relationship with the employee, who is not a domestic partner as described under subsection (1) to or in such a relationship with any other person, and who is designated to the employee's employer by such employee as that employee's domestic partner.

"Child" means an employee's son or daughter who is a biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing in loco parentis.

Use Within a Reasonable Time

Employees must take leave under this policy consecutively within a reasonable time after the death of the covered family member or other triggering event (typically 60 days) and generally cannot postpone it.

Notification

The employee must notify their immediate supervisor and the Human Resources Department of the reason and length of the employee's absence. An employee must provide notice at least 48 hours in advance, unless providing such notice is not reasonable and practicable.

Reasonable Documentation

The District may require reasonable documentation. Documentation may include a death certificate, a published obituary or written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution or government District. For leave resulting from an event listed under reason (4) above, reasonable documentation is a form provided by the Illinois Department of Labor, filled out by a health care practitioner who has treated the employee or the employee's spouse or

domestic partner or surrogate for an event listed under reason (4) above, or documentation from the adoption or surrogacy organization the employee worked with related to an event listed under reason (4) above certifying the employee, spouse or domestic partner has experienced an event listed under reason (4) above. The District does not require the employee identify which subcategory of event the leave pertains under reason (4) above as a condition of exercising rights under this Act.

When an employee suffers the loss of more than one family member in a calendar year, consideration will be given to extending a reasonable leave benefit at the discretion of the Executive Director. Proof of death and the relationship to the deceased may be required.

Full-time and Class I part-time employees are allowed up to three (3) workdays with pay per calendar year to attend to matters relating to the death of a family member, or five (5) workdays if travel is necessary for more than 200 miles. Pay will be based on the number of hours the employee is regularly scheduled to work. A family member is defined as the employee's spouse or civil union partner, domestic partner, child, stepchild, parent, grandparent, sibling, grandchild or in-law. In the unfortunate event that an FMLA-eligible employee suffers the death of a child, the employee will receive up to seven (7) additional days of unpaid leave to attend to personal matters. Generally, an employee will not be eligible for more than ten (10) days off of work for child bereavement leave. When an employee suffers the loss of more than one family member in a calendar year, consideration will be given to extending a reasonable leave benefit at the discretion of the Executive Director. Proof of death and the relationship to the deceased may be required.

POL.P.04.06 - Civic Duty Leave

Jury Duty and/or Court Appearances

Employees called to serve on a jury or who receive a subpoena (to testify as a witness) will be granted paid time off for the duration of their civic service. In order to receive pay from the Park District, employees must submit proof that the employee attended jury duty. All employees must provide written notice, supported with appropriate documentation of civic duty (e.g., the jury duty summons or the subpoena), to their immediate supervisor before reporting for civic duty. They must also inform their immediate supervisor as to the expected duration of the civic duty leave and provide the Park District with appropriate documentation evidencing the length of their civic duty.

Voting

The Park District provides eligible employees two (2) hours of paid voting leave on election day, provided the employee requests the leave prior to election day. Employees eligible for this paid leave are those employees whose shifts begin less than two (2) hours after polls open and end less than two (2) hours before polls close. The Park District may specify the time that the employee may take the leave.

POL.P.04.07 - Family and Medical Leave

This policy summarizes the District's policies and procedures under the FMLA, and the District provides it for informational purposes. The FMLA statute and regulations contain more detailed rules about FMLA leave, requirements, limits and definitions that control to the extent this policy may not address a particular issue.

Eligible employees can take up to twelve (12) weeks of unpaid, job-protected leave in a rolling 12-month period for any one of the following reasons:

- a. Bonding leave for the birth of a child or placement of a child for adoption or foster care (leave must be taken within one year of the child's birth or placement).
- b. Care for the employee's spouse, child or parent who has a qualifying serious health condition. to care for the employee's child after birth, or placement for adoption or foster care (leave must be taken within one year of the child's birth or placement);
- c. Employee's own qualifying serious health condition that makes the employee unable to perform their job.
- d. Qualifying exigencies related to the deployment of a military member who is the employee's spouse, child or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. Employees must use available accrued paid time off benefits concurrently while taking FMLA leave (unless the employee is receiving paid workers' compensation benefits, paid IMRF benefits or other paid short-term disability benefits).

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition."

Benefits and Protections

During FMLA leave, the District will continue health insurance coverage as if the employee was not on leave. Prior to taking leave, employees must arrange with the Human Resources Department to pay their share of the health insurance premiums during the leave. The District reserves the right that, if an employee's health insurance premium payments are more than 30 days late, the District will provide written notice to the employee that it has not received the payments and health insurance coverage will terminate in 15 days, if the employee does not pay the premiums.

Upon return from FMLA leave, the District must restore most employees to the same job or one nearly identical to it with equivalent pay, benefits and other employment terms and conditions. There are exceptions to this general rule, including, for example, where the District would have eliminated the employee's position or shift irrespective of the leave, the employee fraudulently obtained leave or the employee is unable to perform essential job functions, with or without an accommodation.

Employees do not ordinarily accrue paid time off or other benefits while on unpaid FMLA leave.

The District will not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA or being involved in any proceeding under or related to the FMLA.

Eligibility Requirements

An employee who works for the District must meet three criteria to be eligible for FMLA leave. They:

- Have worked for the District for at least 12 months.

- Have worked at least 1,250 hours in the 12 months before taking leave.
- Currently work at a location where the District has at least 50 employees within 75 miles of the employee's worksite.

Requesting and Returning from FMLA Leave

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, they must notify the Human Resources Department as soon as practicable.

Employees do not have to share a medical diagnosis but must provide enough information to the District, so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing the District the employee is or will be unable to perform their job functions, that a family member cannot perform daily activities or needs hospitalization or continuing medical treatment. Employees must inform the District if the need for leave is for a reason for which FMLA leave was previously taken or certified.

The District ordinarily requires an initial medical certification and/or periodic recertifications supporting the need for leave. If the District determines the certification is incomplete, it will provide a written notice indicating what additional information or clarification it requires. The District also reserves the right to seek second and third medical opinions.

If continuous leave was due to an employee's own serious health condition, they must submit a fitness-for-duty certification from their health care provider in accordance with the District's normal policies and practices applicable to other leaves of absence, certifying the employee is able to resume work and perform the essential functions of the job (either with or without a reasonable accommodation). The District will give a list of the essential job functions or a job description with the medical certification form for compliance with this requirement prior to the District designating leave as FMLA leave. The District will require a fitness-for-duty certification following intermittent leave only where reasonably safety concerns exist about an employee's ability to perform their essential job duties.

Even when the District approves leave, employees must still provide their supervisors with advance notice of foreseeable absences (e.g., appointments) and comply with the District's call-off procedure for unforeseen absences, which requires them to make every reasonable effort to contact their immediate supervisor, Department Head or other supervisor personally and as soon as practicable. Employees calling off for intermittent leave must specifically tell the supervisor they are taking FMLA leave.

The District may consider an employee's failure either to return to work on the scheduled date of return or to apply in writing for an extension as soon practicable after they know they need additional leave as a voluntary resignation of employment effective as of the last date of the approved leave.

An employee who fraudulently obtains FMLA from the District is not protected by the FMLA's job restoration or maintenance of health benefits provisions. The District prohibits employees from working a second job while on leave. In addition, the District will take all available appropriate disciplinary action against such employee due to such fraud, up to and including dismissal.

District Responsibilities

Once the District becomes aware an employee's need for leave is for a reason that may qualify under the FMLA, the District will notify the employee if they are eligible for FMLA leave and, if eligible, will also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the District will provide a reason for ineligibility.

The District will notify its employees if it will designate the leave as FMLA and, if so, how much leave it will designate as FMLA.

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against the District.

Compliance with Other Laws

The FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. Depending on the circumstances, the District may grant additional leave or other accommodations to employees under the Americans with Disabilities Act or Illinois Human Rights Act on a case-by-case basis.

The Genetic Information Nondiscrimination Act (GINA) prohibits employers from requesting or requiring genetic information of an employee or family member of the employee, except as specifically allowed by this law. To comply with this law, the District asks employees not provide any genetic information when responding to a request for medical certification regarding their own serious health conditions under this FMLA Policy. "Genetic information" as defined by GINA includes an individual's family medical history, results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

<https://dhr.illinois.gov/content/dam/soi/en/web/dhr/publications/documents/pregnancy-posting-lgl-eng14.pdf>

http://www2.illinois.gov/dhr/Publications/Documents/Pregnancy_Posting-lgl-ENG14.pdf

[FMLA Poster.pdf](#) 

POL.P.04.08 - Personal Leave of Absence (Non-FMLA Leave)

Eligible full-time and part-time employees may be granted a non-FMLA, unpaid personal medical leave of absence for a period generally not to exceed ninety (90) consecutive calendar days within any twenty-four (24) consecutive month period. Employees who are eligible for this medical non-FMLA leave of absence must substitute any accrued paid vacation days, personal days, and sick days (if they otherwise qualify) for unpaid leave under this Policy, and any such paid time off must be taken concurrently with leave under this Policy. Normally, a personal leave of absence will not be granted during the first year of employment.

All requests for personal leave must be made in writing and must be submitted to Human Resources stating the reason for and the beginning and ending dates of the proposed leave. The leave request must be approved by the Executive Director or his/her designee. Each request will be reviewed on a case-by-case basis.

If the leave request is for a medical reason and it is foreseeable, the Park District asks that employees submit such requests at least thirty (30) days before the requested start date of the leave of absence. If emergency circumstances exist, leave of absence requests under this Policy should be submitted as soon as practicable. In deciding whether to grant a personal leave of absence, the Park District will consider the reason for the leave and its impact on the Park District's operations.

Employees requesting personal leave for medical reasons will be required to submit a statement from their doctor verifying their medical condition and the length of time they will be unable to work. In addition, employees requesting personal leave for medical reasons agree that the Park District will have the right to verify the employee's medical condition on a periodic basis during the leave of absence. Furthermore, the Park District may require an employee returning from a medical leave of absence for medical reasons to provide proof that he or she is able to perform the essential functions of the position for which he or she is qualified, with or without reasonable accommodation, before he or she is permitted to return to work.

While a full-time employee is on an approved personal non-FMLA leave, the employee will be eligible to continue the group health insurance coverage (medical, Life, vision and dental insurance) in existence for that employee at the start of the leave under the Park District's group plan for the duration of the leave. The employee will be responsible for paying the employee portion of the premium contribution while on leave.

Any planned salary increase for an employee returning from an unpaid leave of absence will be deferred by the length of the leave, and the length of the leave will extend the normal performance review date.

An employee will not return from a personal leave before the end of leave time as granted, without the prior authorization of the Park District. Except as otherwise provided by applicable law (e.g., a reasonable accommodation under the ADA or the Illinois Human Rights Act), the District does not guarantee that the position of a person who has been on a personal leave will be held open for that person, but the Park District will endeavor to place a person in the same or a similar position when the individual is available to return to work. Refusal of an individual to accept a position offered to him or her by the Park District will be considered a voluntary resignation.

Any employee who fails to return to an available position on the first scheduled working day after the leave of absence has expired generally will be considered to have resigned from the Park District. However, extensions of the personal leave may be granted or denied at the sole discretion of the Park District. The Park District complies with the Americans With Disabilities Act, the Illinois Human Rights Act and all other relevant laws, and will consider providing a personal leave of absence as a reasonable accommodation for qualified employees with disabilities.

Employees may not engage in other employment or businesses or apply for unemployment benefits while on personal leave. Employees who return from an authorized personal leave will retain all benefits they had earned or accrued at the commencement of their leave, but will not earn or accrue any benefits, including vacation, holidays, or seniority, while they are on leave.

POL.P.04.09 - Military Leave

- Employees who have need for leave due to voluntary or involuntary service in the military should contact the Park District's Human Resources Department as soon as the employee receives military orders.

Concurrent Compensation

- During periods for annual training, employees will continue to receive full compensation for up to 30 days per calendar year.

Differential Compensation

- If an employee's leave is for more than thirty (30) days, an employee may be eligible for differential compensation. Employees may be eligible for differential compensation during periods of leave for active service employees will receive the difference between the employee's average daily rate of military pay and the average daily rate of pay the employee would have received had the employee remained working. The Park District will calculate an employee's average daily rate of military pay by taking the employee's monthly military rate of pay and dividing it by the number of days in the month. The Park District will calculate the employee's daily rate of pay from the Park District by determining the number of shifts the employee would have worked per pay period had the employee not been on military leave and dividing the number of shifts per pay period by what the employee would have normally been paid that pay period.
- Typically, an employee will only be eligible for differential pay for a period of sixty (60) work days in a calendar year. Depending on the type of military service the employee is performing this period of differential pay may be extended.

Performance Evaluations

- During the period of military leave, the Park District will be credited with the average of performance evaluations that the employee received for the three (3) years immediately before the military leave. Additionally, the employee will not receive a lower rating that the employee received for the period immediately prior to the commencement of the military leave.

Maintenance of Health Benefits

- Park District health plan benefits will continue, except that the Park District will pay the full premium and administrative costs during time an employee is on active duty.

Reinstatement

- Employees are required to inform the Park District regarding any changes to the employee's military orders. Upon the end of an employee's military leave, the employee will be reinstated to the employee's prior position with no loss of seniority.

POL.P.04.10 - Illinois Family Military Leave

This section briefly summarizes rights and regulations under the Illinois Family Military Leave Act (IFMLA), if you have any questions please contact Human Resources.

The IFMLA provides eligible employees with up to thirty (30) days of unpaid leave if the employee is the spouse, domestic partner, civil union partner, parent, child, or grandparent of a person called to active military service lasting longer than thirty (30) days with the State of Illinois or the United States pursuant to the orders of the Governor or the President of the United States. During this leave, an eligible employee is entitled to continued group health plan coverage at his/her expense. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position. The leave must be taken during the period the military deployment orders are in effect.

Eligibility

An Eligible employee is any employee who has worked for the Park District for at least twelve (12) months, and for at least 1,250 hours during the twelve (12) month period immediately preceding the start of the leave. An employee may not take leave as provided under this Policy unless he or she has exhausted all accrued vacation leave, personal leave, and any other leave that may be granted to the employee, except sick leave and disability leave.

Length Of Time

Employees qualifying for leave under the IFMLA may take up to a maximum of thirty (30) days of unpaid family military leave during the time federal or State deployment orders are in effect.

Requesting Leave

The employee will give at least fourteen (14) days' notice of the intended date upon which the family military leave will commence if leave will consist of five (5) or more consecutive workdays. Where possible, the employee will consult with the Park District to schedule the leave so as to not unduly disrupt the operations of the Park District. Employees taking family military leave for less than five (5) consecutive days will give the Park District as much advanced notice as is practicable. The Park District may require certification from the proper military authority to verify the employee's eligibility for the family military leave requested.

Intermittent Or Reduced Work Schedule Leave

Intermittent leave is leave taken in separate blocks of time. A reduced work schedule leave is a leave schedule that reduces an employee's usual number of hours per workweek or hours per workday. The Park District is not required to grant intermittent or reduced work schedule leave, however this type of leave may be granted if the employee's requested leave does not unduly disrupt the Park District's operations.

Benefit Continuation

While a full-time employee is on IFMLA leave, the Park District will make it possible for the employee to maintain group health insurance coverage at the employee's expense. The employee will be responsible for any premium contribution and/or payment to other employee elected benefit programs and may be paid pursuant to a system voluntarily agreed to by the Park District and the employee. Benefits such as vacation days, sick days, or personal days, will not accrue while an employee is on IFMLA leave. Employees on IFMLA leave, however, will not forfeit any benefits that accrued before the start of IFMLA leave by virtue of taking IFMLA leave.

Certification

The Park District may require certification from the proper military authority to verify the employee's eligibility for the family military leave requested.

Return From Leave

Upon returning from IFMLA leave, the employee will be entitled to be restored to the position held by the employee when the leave commenced or to a position with equivalent seniority status, employee benefits, pay and other terms and conditions of employment. Employees are entitled to reinstatement only if they would have continued to be employed had IFMLA leave not been taken. Thus, an employee is not entitled to reinstatement if, because of a layoff, reduction in force or other reason, the employee would not be employed at the time job restoration is sought.

Failure To Return To Work Following IFMLA Leave

An employee who fails to return to the available position on the first scheduled workday after the leave of absence has expired will be considered to have voluntarily resigned his/her employment.

The Park District will not interfere with, restrain, or deny the exercise or the attempt to exercise any right provided under this Policy or terminate, fine, suspend, expel, discipline or in any other manner discriminate against any employee that exercises any right provided under this Policy.

POL.P.04.11 - Victim's Economic Security and Safety Leave

This section briefly summarizes rights and regulations under the Victims' Economic Security and Safety Act (VESSA).

VESSA provides employees with up to 12 workweeks of unpaid leave during a 12-month period to address the consequences of actual or threatened domestic, gender, sexual violence, or any other crimes of violence, to themselves or their family or household member who is a victim.

Basis of Leave

The District will provide up to 12 weeks of unpaid leave from work on an intermittent, reduced or continuous work-schedule basis to an employee who is a victim of actual or threatened domestic, gender, sexual violence, or any other crimes of violence, (or who has a family or household member who is a victim of such violence) to address the violence if the employee is pursuing any of the following actions:

- **Seeking medical attention** for, or recovering from, physical or psychological injuries caused by actual or threatened domestic, gender or sexual violence, or by any other crimes of violence, to the employee or the employee's family or household member.
- **Obtaining services from a victim services organization** for the employee or the employee's family or household member.
- **Obtaining psychological or other counseling** for the employee or the employee's family or household member.
- **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 actual or threatened domestic, gender, sexual violence, or any other crimes of violence, or ensure economic security.
- **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 actual or threatened domestic, gender, or sexual violence, or from any other crimes of violence.

"Family or household member" means a spouse, civil union partner, grandparent, child, grandchild, sibling, any other person related by blood or by present or prior marriage or civil union, any other person who shares a relationship through a child or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee and persons jointly residing in the same household.

"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 conduct proscribed by Articles of the Criminal Code of 2012 referenced in other definitions in the Illinois Victims' Economic Security and Safety Act.

Period of Leave

The District allows employees a total of 12 workweeks of unpaid leave during any 12-month period. (This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under the unpaid leave time permitted by the federal FMLA.)

Existing Leave

The employee may use any available paid or unpaid leave (including family, medical, sick, annual, personal, etc.) as substitution for any period of such leave for an equivalent period of leave.

Notice

The employee must provide the District with at least 48 hours' advance notice of their intention to take the leave, unless providing such

notice is not practicable.

When an unscheduled absence occurs, the District will not take any action against the employee if the employee, within a reasonable period after the absence (generally defined herein as 15 days), provides certification as shown under the next section.

Certification

The District may require the employee to provide certification to the District that:

- Employee or the employee's family or household member is a victim of actual or threatened domestic, gender or sexual violence or any other crimes of violence.
- Leave is for one of the purposes enumerated in the above "Basis of Leave" paragraph.

The employee shall provide such certification to the District's Human Resources Department within a reasonable period after the District requests certification.

An employee may satisfy the above certification requirement by providing the District a signed and dated statement of the employee and, upon obtaining such documents, the employee will (if the employee has possession of such document) provide one of the following to the District:

- Documentation from an employee, agent or volunteer of a victim services organization, an attorney, a member of the clergy or a medical/professional from whom the employee or the employee's family or household member has sought assistance in addressing actual or threatened domestic, gender or sexual violence, or any other crimes of violence, and the effects of the violence.
- Police or court record.
- Other corroborating evidence.

The employee will choose which document to submit, and the District will not request or require more than one document. The District will not request or require more than one certifying document during the same 12-month period that the employee requests or takes leave if the reason for leave is related to the same incident or incidents of violence or the same perpetrator or perpetrators of the violence.

Confidentiality

All information provided to the District, including a statement of the employee or any other documentation, record or corroborating evidence, and the fact the employee has requested or obtained leave pursuant to this policy, will be retained in the strictest confidence by the District, except to the extent that disclosure is one of the following:

- Requested or consented to in writing by the employee.
- Otherwise required by applicable federal or state law.

Restoration to Position

In general, VESSA entitles an employee who takes leave under this policy to one of the following upon returning from such leave:

- Restoration to the position of employment held when the leave commenced.
- Restoration to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.

Loss of Benefits

The taking of leave under this policy will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, the employee is not entitled to either:

- Accrual of any seniority or employment benefits during any period of unpaid leave.
- Any right, benefit or position of employment other than any right, benefit or position to which the employee would have been entitled had they not taken the leave.

Reporting to the District

The District may require an employee on leave under this policy to report periodically to the District on the status and intention of the employee to return to work.

Maintenance of Health Benefits

Except as provided under the "Loss of Benefits" paragraph, during any period an employee takes leave under this policy, the District will maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

Failure to Return from Leave

The District may recover the premium it paid for maintaining coverage for the employee and the employee's family or household member under such group health plan during any period of leave under this policy if the situation meets all of the following conditions:

- Employee fails to return from leave under this policy after the period of leave to which the employee is entitled has expired.
- Employee fails to return to work for a reason other than: (a) the continuation, recurrence or onset of actual or threatened domestic, gender or sexual violence that entitles the employee to leave; (b) the need for other job-protected leave under an applicable law; or (c) other circumstances beyond the control of the employee.

The District may require an employee who claims they are unable to return to work because of a reason above to provide, within a reasonable period after making the claim, certification to the District that the employee is unable to return to work because of that reason.

An employee may satisfy the certification requirement in this sub-section by providing the District any one of the following (at the employee's sole election):

- Sworn statement of the employee.
- Documentation from an employee, agent or volunteer of a victim services organization, an attorney, a member of the clergy or a medical/professional from whom the employee has sought assistance in addressing actual or threatened domestic, gender, sexual violence, or any other crimes of violence, and the effects of that violence.
- Police or court record.
- Other corroborating evidence.

The District will not:

- Fail to hire, refuse to hire, dismiss from employment or harass any individual for exercising their rights under this policy.

- Otherwise discriminate against any individual exercising their rights under this policy with respect to the compensation, terms, conditions or privileges of employment of the individual.
- Retaliate against an individual in any form or manner for exercising their rights under this policy.

Reasonable Accommodations

In response to an actual or perceived threat of domestic, sexual or gender violence, or any other crimes of violence, an employee may qualify for a reasonable accommodation, which may include adjustment to a job structure, workplace facility, modified schedule, leave, a changed telephone number or seating

assignment, installation of a lock, implementation of a safety procedure and/or assistance in documenting actual or threatened domestic, sexual or gender violence (or any other crimes of violence) that occur at the workplace or in a work-related setting, unless the accommodation would create an undue hardship for the District.

In response to an actual or perceived threat of domestic, sexual or gender violence, or any other crimes of violence, an employee may qualify for a reasonable accommodation, which may include adjustment to a job structure, workplace facility, modified schedule, leave, a changed telephone number or seating

assignment, installation of a lock, implementation of a safety procedure and/or assistance in documenting actual or threatened domestic, sexual or gender violence (or any other crimes of violence) that occur at the workplace or in a work-related setting, unless the accommodation would create an undue hardship for the District.

POL.P.04.12 - School Visitation Leave

Employees who have worked for the Park District at least six (6) months for an average of at least twenty (20) hours per week, may be eligible to take up to eight (8) hours of unpaid school visitation leave per school year to attend school conferences, behavioral meetings, academic meetings, or classroom activities related to their child(ren) if the conference or classroom activities cannot be scheduled during non-work hours. For purposes of this Policy, "school" means any public or private primary or secondary school or educational facility located in Illinois or a state that shares a common boundary with Illinois.

No more than four (4) hours of leave may be taken in any one-day. Leave will not be granted until the employee has used all available vacation leave and personal days.

Before arranging attendance at the school conference or activity, the employee must provide the Park District with a written request for leave at least seven (7) days in advance of the requested time off. In an emergency, an employee must give as much advance notice as possible. In addition, the employee must consult with his/her immediate supervisor to schedule the leave so as not to disrupt operations unduly.

School visitation leave will be unpaid. The employee may choose to make up the time taken for school visitation leave on a different day or shift if the Park District may reasonably accommodate such request. The District will make a good faith effort to permit an employee to make up the time taken for the purposes of this Act. If no reasonable opportunity exists for the employee to make up the time taken or the employee opts not to make up the time taken, the district will not pay the employee for the time (but the District may require a salaried exempt employee to make up the leave hours within the same pay period.) If the employee does not choose to make up the time taken, or a reasonable arrangement cannot be made, the employee will not be compensated for the leave taken.

Upon completion of a school visitation, documentation of the visit from the school administrator may be required to be submitted to the Park District. Failure to submit the documentation upon request to the Park District within two (2) working days of the school visit may subject the employee to disciplinary action up to and including termination of employment.

The District will not dismiss an employee for an absence from work, if the absence is due solely to the employee's attendance at a school conference, behavioral meeting or academic meeting, as provided in this policy. Please contact the Human Resources Department for further information regarding school visitation leave.

POL.P.04.13 - Blood Donation Leave

Any full-time employee who has been employed by the Park District for (6) six months or more may, upon request, use up to one hour with pay every 56 days to donate blood.

A participating employee will submit a request for leave to his/her supervisor before donating or attempting to donate blood. The request must include medical documentation of the appointment to donate. The medical documentation may consist of a written statement from the employee's doctor or a blood bank indicating that the participating employee has an appointment to donate or attempt to donate. In the case of a blood drive, documentation of the time and location of the drive will be acceptable medical documentation.

A participating employee must provide a written statement from a doctor or the blood bank confirming that the employee kept the donation appointment.

A participating employee will not be required to use vacation or other paid time off for the period used to donate or attempt to donate blood.

POL.P.04.14 - Nursing Mothers

The Park District is committed to provide nursing employees with reasonable paid break periods to express breast milk for an infant child, unless the break time unduly disrupts Park District operations. The break time will run, if possible, concurrently with any break time already provided to the employee. Additionally, the Park District will make reasonable efforts to provide nursing employees a private room or other location, in close proximity to the work area, to express milk privately. The private room will not be a toilet stall. Employees with any questions concerning this Policy should contact Human Resources.

POL.P.04.15 - Absence Without Leave

Absence without leave is any absence from work, including a single day or any portion of a day, which has not been granted or approved in accordance with established policy and procedure. In any such case, pay may be denied and the employee may be subject to disciplinary action up to and including termination of employment.

If an employee is absent without leave for three (3) consecutive working days, without calling in or providing notice to his/her supervisor, the Park District will consider the employee to have voluntarily resigned from the Park District.

POL.P.04.16 - Advancement of Time Off Benefits

In order to allow employees flexibility in planning to use vacation benefits, the Park District may allow regular full- time employees to take advancements in their vacation time up to their yearly allocation. The advance payment of time off benefits is provided with the understanding that if employment with the Park District ends for any reason before the total amount of advanced time is accrued the employee is responsible for repaying the difference to the Park District . Introductory Employees are not eligible for the advancement of time off benefits until after completing two months of employment (based on policy) or unless the time off is agreed to at the time of hiring.

POL.P.04.17 - Personal Crisis Leave Donation

The Park District recognizes that an employee may have a family emergency or a personal crisis that necessitates time off in excess of available paid time off benefits. To address this need, all eligible employees will be permitted to donate personal, sick or vacation time accrued but not yet used or scheduled to their co-workers in crisis in accordance with this policy.

Eligibility

Only full-time employees of the Park District in good standing.

Guidelines

Employees who would like to make a request personal crisis time from their co-workers must have a situation that meets the following criteria:

- a. Family Health Related Emergency. A critical or catastrophic illness or injury of the employee or an immediate family member that poses a threat to life and/or requires inpatient or hospice health care. "Immediate family member" is defined as spouse, domestic partner, civil union partner, child, parent or other relationship in which the employee is the legal guardian or sole caretaker.
- b. Other Personal Crisis. This may include, but is not limited to, a natural disaster such as a fire, flood or severe storm impacting the employee's primary residence.

If the recipient employee has accrued, unused, time-off benefits, those benefits must be exhausted prior to receiving any donated time under this Policy. Human Resources must approve any request for donation leave in advance of the donation. Donated time that exceeds the time off needed to address a personal crisis will be held for the recipient's bank for use only pertaining to the personal crisis. The Executive Director has sole discretion if donated time not used may be carried over, into a new calendar year. All leave requests are subject to the following:

- Employees who request personal crisis time may receive no more than sixty (60) days (twelve (12) weeks) within a rolling twelve (12) month period.
- All time off must be approved by the recipient employee's supervisor in thirty (30) day increments.
- Personal Crisis Time will run concurrent with any FMLA leave request or Personal leave request.

Employees seeking to donate time must have sufficient time in their balance and will not be permitted to exhaust their balances. This limitation is in order to provide for unforeseen needs of personal time off. In no event may an employee borrow against future time to donate. In addition, an employee who is currently on an approved leave of absence may not donate time.

Employees who donate time from their unused balance are limited to the following:

- minimum donation - half (½) day; or
- maximum donation - five (5) days.

Procedure

An employee seeking to receive personal crisis time previously authorized by the supervisor must provide a written request to Human Resources. The form should be returned promptly to Human Resources for approval. The request should specify the total number of days requested, up to sixty (60) business days. Human Resources will approve up to thirty (30) business days of the leave request and, at the expiration of those thirty (30) days, reconsider the initial request if additional time has been requested and sufficient hours are donated. If Human Resources approves the request, Human Resources and the employee's Department Head will solicit donations of leave from qualifying employees of the District for the sole purpose of addressing the crisis. The solicitation will identify the amount of

leave requested; state whether the request is for a Family Health Related Emergency or Other Personal Crisis, and impose a deadline for making a donation.

Employees who wish to donate time to a co-worker in need must provide a written request to Human Resources indicating amount of time and type of time donated by a specified date. All written requests should be returned to Human Resources, who will calculate the total number of days donated and communicate the days of available personal crisis leave to the requesting employee. If the leave donation is insufficient to cover the approved leave request, the employee will convert to unpaid leave for the duration of the approved leave of absence.

Benefits Disclaimer

Employee Benefits Disclaimer

The Park District has established a variety of employee benefit programs designed to assist the employee and eligible dependents in meeting the financial burdens that can result from illness, injury and disability, and to help plan for retirement. This portion of the Employee Manual contains a very general description of the benefits to which employees may be entitled. Please understand that this general explanation is not intended to, and does not, provide all the details of these benefits. This Manual does not change or otherwise interpret the terms of the official benefit plan documents. The Employee's rights in that regard can be determined only by referring to the full text of the official plan documents, which are available for examination from Human Resources Department. To the extent that any of the information contained in this Manual is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described here will be held or construed to create a promise of employment or future benefits, or a binding contract between the Park District and its employees, retirees or their dependents, for benefits or for any other purpose. All employees will remain subject to termination or discipline to the same extent as if these plans had not been put into effect.

The Park District reserves the right, in its sole discretion, to amend, modify or terminate, in whole or in part, any of the provisions of the benefit plans described here, including any health benefits that may be extended to retirees and their dependents. Further, the Park District reserves the right to administer, apply and interpret the benefit plans described here and to decide all matters arising in connection with the administration of such plans.

Benefits under the plans described here will be paid only if the plan administrator determines in its discretion that the applicant is entitled to them.

For more complete information about any Park District benefit programs, please refer to the plan documents, which can be obtained from Human Resources or found on the PDRMA website if applicable.

POL.P.05.01 - Illinois Municipal Retirement Fund (IMRF) Pension Plan

Employees who work in Park District positions that meet certain hour standards are required to participate in the Illinois Municipal Retirement Fund (IMRF). IMRF provides retirement, disability, and death benefits to eligible participants. These benefits are in addition to those provided by Social Security. For more information on IMRF benefits, or to confirm IMRF provisions or rules, or to see the latest updates, employees should visit the IMRF website at www.imrf.org.

Contribution

Participating employees contribute a certain percentage of their gross pay as determined by IMRF through payroll deductions. Contributions are tax deferred and not subject to either federal or Illinois income tax, but will be subject to federal income tax when refunded or withdrawn as a pension or death benefit. The Park District also contributes to IMRF as a percentage of total contributions.

POL.P.05.02 - Social Security and Medicare

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

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

POL.P.05.03 - Domestic Partner Program

Definitions

When used in these policies, the following terms have the following meanings:

Affidavit of Domestic Partnership: A form, provided by Human Resources, in which two people agree to be jointly responsible for the necessities of life incurred during the domestic partnership and state under oath that all qualifications for domestic partnership as set forth in this Policy are met when the Affidavit is signed.

The form will set forth all the requirements for a domestic partnership as defined herein. The fraudulent misrepresentation of information set forth therein by the Park District employee executing it will be considered cause for termination of the employee's employment with the Park District. Further, the persons executing such affidavit may be held civilly liable for the misstatement of any information set forth therein and such affidavit may further be construed by a court of law as creating enforceable, legal obligations between the persons executing the affidavit.

Dependent: One who lives with a domestic partner and is a biological, adopted or stepchild of a domestic partner, a dependent of a domestic partner as defined by the Internal Revenue Service regulations, or a ward of a domestic partner as determined under the laws of guardianship or agency.

Domestic Partner: Each adult in a domestic partnership.

Domestic Partnership: Two unrelated adults of the same sex, one of whom is an employee of the Park District who is otherwise eligible for employee benefits, who have chosen to share one another's lives in an intimate and committed relationship of mutual caring, who also:

- share the same primary, regular and permanent residence and have lived together for the previous twelve (12) months;
- agree to be jointly obligated and responsible for the necessities of life for each other;
- are not married to anyone;
- are each eighteen (18) years of age or older;
- are competent to enter into a contract;
- are and have been each other's sole domestic partner for at least twelve (12) months prior to execution of the Affidavit of Domestic Partnership required under this Policy;
- agree to file a Termination of Domestic Partnership within thirty (30) days if any of the above facts change;
- have filed the required notice of termination of any prior Domestic Partnership acknowledged under the provisions of this Policy in the manner required herein and no less than twelve (12) months prior to the execution of the current Affidavit of Domestic Partnership; and
- execute an Affidavit of Domestic Partnership, indicating compliance of the persons executing such affidavit with all the requirements for a Domestic Partnership set forth in this Policy.

Live Together: Two people claiming Domestic Partnership status share the same primary, regular and permanent residence. It is not necessary that both Domestic Partners have the legal right to possess the residence.

Necessities of Life: Basic food, shelter, clothing, medical care and the costs associated therewith. The Domestic Partners need not contribute equally or jointly to the cost of these expenses as long as they agree that both are responsible and obligated for the cost.

Termination of Domestic Partnership: Any change in the Domestic Partnership, which causes the partnership not to satisfy any one of the requirements for a Domestic Partnership set forth herein.

Affidavit Of Domestic Partnership; Execution And Accompanying Documentation

Both parties seeking recognition by the Park District of a Domestic Partnership must sign an Affidavit of Domestic Partnership, under oath.

The signatures of both persons must be witnessed and notarized. The parties will also be required to indicate that they thoroughly understand the content of the affidavit at the time of execution. The Director of Human Resources, or his/her designee, will receive executed Affidavits of Domestic Partnership and may require reasonable documentation verifying the truth and accuracy of any statements contained in the affidavit, including verification of the primary, regular and permanent residence address of the persons seeking recognition of a Domestic Partnership.

Once the affidavit has been properly executed by both individuals seeking recognition of a Domestic Partnership by the Park District and presented to the Director of Human Resources along with all requested supporting documentation and the Director of Human Resources is satisfied that the individuals seeking recognition of a Domestic Partnership have met all requirements for recognition, the Human Resource Director will provide those individuals with a letter, recognizing the Domestic Partnership, identifying the parties to same and identifying the benefits to which the Domestic Partners are then entitled. The letter will further indicate that the Domestic Partners must comply with the provisions of the Domestic Partnership policy and notify the Director of Human Resources of the termination of the Domestic Partnership within thirty (30) days of the termination, and the possible consequences for the failure to do so.

Employment Benefits

The Park District will provide the same family sick leave, bereavement leave, health insurance, or any other benefits available to any Park District employee, and the spouse, Domestic Partner and dependents of any Park District employee, to any Park District employee and any other person with whom the employee has formed a Domestic Partnership and the dependents of such Domestic Partnership as defined herein to the best of the Park District's ability. If the Park District is not able to offer health insurance benefits for an employee's Domestic Partner or the dependents of the Domestic Partnership because of contractual restraints dictated by the insurance carrier, the employee will be provided with a monthly cash payment in the same amount that the District would be obligated to pay if the coverage would be allowed to be provided to offset the cost of individual insurance. However, the Park District will not extend health insurance benefits or cash payments to a Domestic Partner, or the Domestic Partner's dependents, if the Domestic Partner who is not a Park District employee is otherwise eligible for health insurance benefits through his/her employer.

Termination Of Domestic Partnership; Notice Required

Any employee of the Park District who is receiving employment benefits as a member of a Domestic Partnership and whose Domestic Partnership terminates as defined herein, will notify the Director of Human Resources within 30 days of such termination.

Fraudulent Misrepresentation

If any employee fraudulently misrepresents information in the Affidavit of Domestic Partnership executed by such employee, or fails to inform the Park District of the termination of his/her Domestic Partnership, the Park District reserves its right to repayment of any expenditures made by the Park District in reliance on such misrepresentations or for expenditures made due to the employee's failure to notify the Park District of the termination of a Domestic Partnership, including by way of affect against future benefits of the employee and/or his/her dependents. Such fraudulent misrepresentation will also constitute cause for the termination of the employee's employment with the Park District.

POL.P.05.04 - Insurance & Flexible Spending Account Plan

Eligible employees may enroll in certain group insurance plans based on the terms of those plans by timely completing the required enrollment forms. The employee's portion of any required premium payment may be made through payroll deduction.

Group plans are subject to the rules and regulations of the insurance providers and the Park District. Except where prohibited by law, the Park District reserves the right to change, modify, cancel or discontinue any group insurance plans or change the amount of the required employee premium at any time with or without notice. Employees' insurance under the plan(s) will terminate immediately if the group policies are cancelled or if the employee fails to make any required premium payment.

Newly hired employees do not have to complete their Introductory Period before being eligible to participate in the plan; they are eligible to participate on their first day of employment if they meet all plan requirements.

Employee Insurance Plans

The following group insurance plans generally are limited to eligible full-time employees and their dependents (as defined by the insurance providers who are eligible under the terms of the plans):

- a. Medical. Group medical and hospitalization are available to all eligible full-time employees. Employees are expected to pay a portion of the cost. The cost is on a pre-tax basis.
- b. Dental. The Park District offers optional dental insurance to eligible full-time employees and their dependents. The employee must pay a portion of the cost. Payment is made through payroll deductions. The cost is on a pre-tax basis.
- c. Life and AD&D Insurance. The Park District provides all eligible full-time employees with basic life and accidental death and dismemberment (AD&D) insurance. This insurance is currently provided at no cost to the employee. A description of this benefit is available from the Human Resources Department.
- d. Supplemental Life Insurance. The Park District offers supplemental life and AD&D policies to eligible full-time employees. The employee must pay the entire premium. Payment is made through payroll deduction. The cost is on an after-tax basis.
- e. Vision. The Park District offers optional vision insurance to eligible full-time employees and their dependents. The employee must pay a portion of the cost. Payment is made through payroll deductions. The cost is on an after-tax basis.
- f. Voluntary Insurance plan through AFLAC. Eligible full-time employees and their dependents may sign up directly with AFLAC for plans such as accident/illness/cancer. Employees contact vendor directly to inquire and enroll then inform the District. The employee must pay the entire premium. Payment is made through payroll deduction.

Employee Flexible Spending & Dependent Care Account Plans

The following group Flexible Spending Account options are limited to full-time employees and their dependents (as defined by the providers) who are eligible under the terms of the plans and the cost is on a pre-tax basis:

- a. Flexible Spending Account. This account allows employees to plan ahead and set aside tax-free dollars through bi-monthly payroll deductions (up to the IRS legal limit) for un-reimbursed medical expenses.
- b. Dependent Care Account. This account allows employees to plan ahead and set aside tax-free dollars for child or elder care expenses through bi-monthly payroll deduction. Employees can set aside up to \$5,000 per year in this account. Employees cannot receive more than their current balance at any time.

Human Resources will assist employees in making the necessary arrangements for enrollment in any of the above plans.

Opt-Out Program

Some employees may have “excess” coverage or be “over-insured” where, for example, the employee is covered by the Park District health plan and his/her spouse’s or domestic partner’s employer’s plan.

To ensure all employees are able to benefit from the Park District’s health insurance program, the Park District will provide an incentive for employees who have declined Park District coverage. This incentive plan will take the form of a payment into the employee’s Flexible or Dependent Care Spending Account. Notwithstanding the preceding, pursuant to the Medicare Secondary Payer rules, individuals who are eligible for Medicare must demonstrate enrollment in other primary coverage (other than Medicare) in order to be eligible for a benefit under this Opt-Out Program.

This program only applies to the Park District’s health insurance coverage. Dental and Life Insurance are not included in this incentive opt-out program. This option may be renewable each year under the current configuration under which health insurance is provided to employees; however, no one knows how future federal mandates or other variables may affect these types of programs.

Employees wishing to participate in the insurance opt out program must provide evidence (such as a copy of their health insurance card) that they have primary health coverage other than through Medicare (e.g., through their spouse’s or domestic partner’s employer or an individual policy) and sign the authorization form. Employees may convert back to the District’s coverage at the annual open or special enrollment or any time there is a change in status event as defined in the District’s IRS Section 125 Plan including loss of coverage by a spouse or domestic partner.

POL.P.05.05 - Deferred Compensation Plan

The Park District has established two voluntary deferred compensation plans in accordance with state and federal guidelines in order to aid employees with their long-term financial planning. The plans allow employees to put money aside for retirement on a tax-deferred basis or a post-tax basis through payroll deductions. The Park District offers the plans as a voluntary service; employees should consider their financial needs to determine if a deferred compensation plan is in their best interest.

POL.P.05.06 - Indemnification and Liability Insurance

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

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

POL.P.05.08 - Workers' Compensation

The Illinois Workers' Compensation Act provides for medical care and replacement of wages if an injury is sustained during the course of employment with the Park District. Non-job-related illnesses or injuries are not covered under the Act. All employees must adhere to the following procedures:

Any work-related injury or illness (even if the employee is uncertain if the injury or illness is work-related, but suspects it might be work-related) must be reported immediately and directly to the employee's supervisor or Department Head, upon discovery/onset of the injury or illness, no matter how minor. Failure to report an injury or illness immediately upon discovery/onset may jeopardize the employee's eligibility for workers' compensation benefits and can result in discipline.

The employee will be instructed to report to a designated hospital or physician for an examination or treatment. In the case of an emergency, the employee should go to the nearest hospital emergency room for treatment and then utilize the Park District's physician network referral service if additional treatment is necessary.

No employee will be allowed to return to work without a statement from a physician approving the employee's return to work without restrictions, or with restrictions acceptable to the Park District. The Park District has the right to re-assign the employee to another position at the same pay and benefits the employee received at the time of the injury.

When an employee has been released by a licensed physician to return to work on a modified duty basis, the employee may periodically be requested to return for medical evaluations.

POL.P.05.09 - Education, Training, and Professional Participation

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

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

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

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

Conference Attendance

Attendance at and participation in professional seminars, conferences, conventions, workshops and technical meetings is considered part of the administrative and supervisory staff's normal duties. Reimbursement for attendance expenses will be 100% of approved expenses. It is the expectation of the Park District that attendees participate in all facets of a conference they are given the opportunity to attend.

Employees who attend professional seminars, conferences, conventions, workshops and technical meetings outside the Park District, may be required to submit a written report to their immediate supervisor within five (5) days of attendance, which summarizes the ideas or methods discussed at the meeting.

Education

At the discretion of the Park District, employees may be given the opportunity to take educational courses related to their position within the Park District. Interested employees should consult with their immediate supervisor. Park District resources are limited and the employee's immediate supervisor and Human Resources will evaluate individual requests.

Professional Organizations

Employees may, but are not required to join and participate in professional associations that promote Park District goals, individual skill development, professional recognition, or relate to their job responsibilities. However, employee participation in such associations must not conflict with the Park District's interests. Depending upon the benefits derived from membership by the Park District, the Park District may pay all or part of the membership fees.

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

POL.P.05.10 - Tuition Reimbursement

Full-time employees are eligible for consideration and may participate in the Park District's tuition reimbursement program. Employee should request during budgetary process if interest in applying for tuition reimbursement.

The Park District will partially reimburse an employee for tuition for a course that the Park District determines is job-related in accordance with the requirements of this Policy. Eligible courses must be directly and substantially related to improving an employee's productivity in his/her current job. Employees will not receive any reimbursement for a grade lower than a "B". Reimbursement will not exceed an annual amount of \$1,500, unless approved in advance by the Executive Director.

The Executive Director may authorize the full reimbursement of tuition for the completion of an advanced degree for executive level management staff, subject to approval by the Board of Commissioners.

An employee must apply for and obtain written approval for tuition reimbursement before the course begins. The employee must take the following steps:

- Discuss courses with Department Head. The Department Head must confirm that funds are in the budget specifically in tuition reimbursement prior to approval.
- Complete a tuition reimbursement form.
- If the request is approved, return the signed form to Human Resources.
- Sign a tuition reimbursement agreement with Human Resources.
- Pay the course tuition and fees.
- After the class ends and the employee has received a grade of B or better, attach the tuition bill and the final grade to a copy of the initial tuition reimbursement form and send the form to Human Resources.

The employee will receive a reimbursement within thirty (30) days after properly completing all steps.

No employee may take a course when the class or class-related activities must be performed during business hours, except with the prior written approval of a Department Head.

If an employee resigns or is involuntarily terminated before completing a course and receiving a final grade, the employee will not be reimbursed for tuition expenses. If an employee resigns or is involuntarily terminated within twelve (12) months after receiving reimbursement, the Park District will require the employee to repay the Park District in full for such reimbursement in accordance with the law. An employee will be required to complete cash advance agreement at the time of the advance.

Items ineligible for tuition reimbursement include: meals, transportation, lodging, books, classroom supplies, and application and other associated registration fees.

Employees will not be eligible to earn or receive tuition reimbursement unless they enter into a tuition reimbursement agreement with the Park District.

POL.P.05.11 - Employee Assistance Program

Personal and work-related problems can affect an employee's job performance, health, family, and emotions. To help with these pressures, the Park District has contracted with an independent firm to provide confidential employee assistance (EAP) services. The services are available to all employees and their families. Please contact Human Resources for further information about the EAP.

POL.P.05.12 - Credit Union

The Park District has established a voluntary credit union program. The plan allows employees to become a member of the Alliance Credit Union River Forest. All funds contributed, and the income earnings on the funds, are available for distribution to the employee at any time according to credit union rules. The Park District offers this plan as a voluntary service; employees should consider their financial needs to determine if this plan is in their best interest.

POL.P.05.13 - Use of Recreational Facilities

Season Passes

Active Full-time employees and active year-round part-time employees are eligible to receive free skating and swimming passes. Employees receiving such passes free of charge must endeavor to use the facilities at non-peak hours, or when their use would prevent a paying resident from using the facilities. The passes issued to full-time and eligible part-time employees will be limited to the employee and immediate family members (spouse, domestic partner, civil union partner, and dependent children under eighteen (18) living at home). All full-time and year-round part-time employees, and their family members must meet any requirements and restrictions for facility usage including regular hours of operation, age limitations and waivers.

Recreation Programs and Group Lessons

Full-time employees and year round part-time employees and their immediate family members (spouse, domestic partner, civil union partner, and dependent children under eighteen (18) living at home) will be allowed to enroll in recreation programs (excluding leagues or private lessons) at a reduced rate of eighty percent (80%) of the resident rate.

Employee participation in any recreational program cannot conflict with normal working hours.

Facility Rental

Full-time employees will be allowed to rent all Park District facilities (except Cheney Mansion) at a reduced rate of eighty percent (80%) of the resident rental rate for private family events, including birthday parties. There is no discount for additional children. Part-time employees do not receive a discount on facility rentals, including birthday parties. Since registration systems may not distinguish between full-time and part-time employees, if a party is booked online it is the responsibility of the program supervisor to check the status of the employee. If a part-time employee is found to have rented a facility or birthday party at a reduced discounted rate, the employee must repay the difference to the Park District and is subject to disciplinary action up to and including termination. The rentals may not be used for any commercial purpose, and the employee must attend the event.

All discounted passes and discounts given to a benefits-eligible employee or qualifying dependent will expire immediately upon termination of employment with the Park District. Complimentary passes and discounts cannot be transferred. Unauthorized use of any discounted pass may result in revocation of all pass privileges and disciplinary action up to and including termination of employment.

POL.P.05.14 - Expense Reimbursement

This policy assists employees in reporting and receiving reimbursement for reasonable expenses incurred while conducting business for or on behalf of the District.

The District expects employees to act responsibly and professionally when incurring business expenses. It will reimburse employees for reasonable expenses incurred on behalf of the District and preapproved in writing by the immediate supervisor, Department Head or Executive Director. This includes, for example, travel, mileage, tools, uniforms, airfare, accommodations, meals, use of mobile devices for work and purchases made on behalf of the District. Employees must exercise care to avoid impropriety or the appearance of impropriety. The District allows reimbursement only when employees have not, and will not, receive reimbursement from other sources.

Employees must adhere to the following general guidelines to qualify for reimbursement for any expenses:

- Submit original receipts, mobile telephone bills and/or other documents evidencing charges. If the employee cannot provide original documents, they must submit a signed statement explaining the missing receipts.
- Submit all requests for reimbursements and supporting documentation to the Business Operations Department within 30 days of incurring the expense. The District may not reimburse expenses submitted beyond the 30 days.
- The District must preapprove all reimbursable expenses.
- Employees must return any reimbursement that exceeds the actual cost incurred to the District within 30 days.

When submitting business meal expenses for reimbursement, please include the following:

- Business purpose.
- Names and affiliations of participants or other information establishing a business relationship with the individual(s) incurring the expense.

If an employee does not comply with the above guidelines, or the District has not preapproved an expense in writing, it may deny the employee reimbursement. If an employee incurs an expense due to their own negligence or misconduct, the District may not reimburse such an expense. Falsification of any expense reimbursement, supporting documentation or other misrepresentations in connection with a request for expense reimbursement is subject to discipline up to and including dismissal, no matter when the District discovers it. The District requires employees to repay the District for reimbursements improperly obtained by the employee and reserves the right to pursue any additional avenues of applicable relief (e.g., civil proceedings, criminal charges, etc.).

It is the intention of the District for this policy to serve as an “accountable plan” (as described by the Internal Revenue Service) to allow employees to exclude such reimbursements from taxable income; employees should consult their own tax advisor to determine how any such reimbursements will affect them personally in that regard.

POL.P.05.15 - Employee Awards

The Park District Employee Awards Program has been established to recognize length of service or outstanding performance. Full-time employees may be so honored based on the recommendation of the Department Head or Executive Director and approval of the Executive Director. The length of service or outstanding performance award is not a guarantee of employment for any specified length of time.

POL.S.05.16 - Wellness Policy

The Park District of Oak Park recognizes its employees as one of its most important assets. The district encourages, supports, and provides health and wellness related opportunities for all employees. The district will assist employees in achieving physical, mental, and emotional well-being, resulting in improving the overall health for employees. The district believes that employee health and well-being is a vital part of the overall success of the Park District of Oak Park.

As part of its commitment to encouraging a healthy lifestyle for all employees, the district offers the following:

- A Wellness Committee, which consists of employees from departments, offers employees opportunities to participate in seminars, programs and services to improve their health and wellness.
 - The health and safety of all employees is maximized by being an Alcohol and Drug-Free Workplace and by the implementation of a district wide alcohol and drug testing program.
 - Eligible employees are offered free passes for use of recreation facilities including rink/pool passes.
 - Fitness classes are available to employees at a discounted rate.
 - A wide range of recreation programs are available to employees at a discounted rate.
-

POL.P.06.02 - Abuse of Authority Policy/Conflict of Interest, Statement of Economic Interest and Outside Activities

Statement of Policy

It is the policy of the Park District that employees should exercise their judgment and perform job duties according to the highest ethical standards of conduct and for the sole benefit of the citizens of Oak Park. To this end, employees should avoid accepting or retaining any economic benefits or opportunities, which could impair or present an actual threat to the exercise of independent judgment. It is further the policy of the Park District that all appearances of impropriety should be avoided. The Board of Park Commissioners hereby determines that a policy setting forth ethical principles and regulations applicable to public officials and employees is in the best interest of the Park District and will contribute to the public confidence in the integrity, ability and performance of said persons.

The Park District recognizes the right of employees to engage in activities outside of their employment, which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that the Park District may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse, domestic partner, civil union partner or significant other, children, parents, siblings) because of the Park District's business dealings.

It is the responsibility of every Park District employee to disclose any personal or financial interest in any person, firm, company or any business entity doing business with the Park District. This information is required to determine whether any undue or special influence may be involved in sales to or purchases from the Park District. Such disclosure must be made in writing by the employee and forwarded to the Executive Director for review of a potential conflict of interest.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones that most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, they should immediately contact the Human Resources Department or Executive Director to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

Certain employees are required to file a Statement of Economic Interest as required by Illinois law. Please see the Executive Director for additional details. As a general matter, the following groups of employees (in addition to the District's elected officials) must file a Statement of Economic Interest at the time of initial hire/appointment and annually by May 1 thereafter pursuant to the Illinois Governmental Ethics Act, 5 ILCS 420/4A-101, et seq.:

- Those who serve as head of a department or other administrative unit or who exercise similar authority.
- Those who have direct responsibility over the formulation, negotiation, issuance or execution of contracts in the amount of \$1,000 or more.
- Those who have nonministerial authority to approve licenses and permits.
- Those who adjudicate, arbitrate, decide or review any judicial or administrative proceeding.
- Those who issue or promulgate rules and regulations.
- Those who have supervisory authority for 20 or more employees.

A violation of this policy may result in immediate and appropriate discipline, up to and including immediate dismissal from employment.

Persons Affected

1. This Policy applies to the Executive Director, Department Heads and Management Team
2. The Sections entitled "Standards of Conduct," "Ruling," "Complaints," and "Procedures," applies to all employees of the Park District.

Disclosure of Real Estate

The Executive Director, Department Heads and Management Team will file, with Cook County, a statement disclosing direct or indirect ownership of any real property located within the corporate limits of the Village of Oak Park, owned by the person required to file or by the spouse, domestic partner or minor children of such person. Property in which the Executive Director or Department Head or Management Team resides is exempt from this provision, unless said property contains more than three (3) residential units. Such statement will include the legal description and common address of the real estate and will indicate the ownership held in such real estate. For purpose of this section, the ownership of beneficial interest in each estate held in land trust, real property being purchased by contract or real property held by a corporation, an investment group or partnership in which the person filing will own more than a five percent (5%) interest, will be considered real property.

Disclosure of Business Interests

The Executive Director, Department Heads and Management Team will file with Cook County, a statement disclosing an ownership interest of greater than five percent (5%), either direct or indirect, of a business, firm or corporation doing business with the Park District.

Filing and Disclosure

All disclosure statements referenced in the Policy will be filed with Cook County on or before May 1 of each calendar year, except as hereinafter set forth. Persons already obligated to file disclosure statements by laws of the State of Illinois may file copies of said statements with the Director of Finance in satisfaction of the requirements of this Policy, except that any information required by this Policy and not contained on other filed statements must be separately filed herein.

The Park District will keep the disclosure statements described in this Policy herein for five (5) years from the date of filing. Said records will be considered public and accessible to citizens of Oak Park for the purpose of viewing and copying as indicated in the Freedom of Information Act.

Standards of Conduct

1. No employee of the Park District will have any interest directly or indirectly in any contract work or business of the Park District. Any financial or other personal interest, direct or indirect, which tends to affect the independent judgment of said official or employee, will be publicly disclosed.
2. No person subject to this Policy will use or permit the use of Park District funds, services, property, equipment, or materials except as provided by law or in accordance with the Administrative Directive as ordained by established Park District policy.
3. Officers and employees of the District who are involved in the investment process will refrain from any personal business activity that could conflict with the execution of the investment program or which could impair their ability to make impartial investment decisions. Employees and investment officials will disclose to the Park District Board of Park Commissioners any material financial interests in financial institutions that conduct business with the District, and they will further disclose any large personal, financial or investment positions that could be related to the performance of the District's portfolio.

Employee and officers will subordinate their personal investment transactions to those of the District particularly with regard to the timing of purchases and sales.

Indemnification

Investment officers and employees of the District acting in accordance with this investment policy and written procedures as have been or may be established and exercising due diligence will be relieved of personal liability for an individual's security credit risk or market changes.

Reporting

The Director of Finance will submit to the Park Board a monthly report on the investment program and activity. The report will include a

review of the performance. This report will be reviewed as part of the monthly review of the District's financial records.

Administrative Help

The District will provide and pay for professional and administrative help, staff and equipment necessary to carry out the duties and responsibility contained in this investment policy and the procedures established for operations of the program.

Amendment

This policy will be reviewed from time to time, at least once annually, and revisions will be presented to the Park Board for approval.

Conflict

All District Ordinances and parts of Ordinances and all Resolutions and Policy statements or parts thereof in conflict with this policy or any parts thereof are hereby repealed. In the event of any conflict between this policy and the Illinois Compiled Statutes or case decisions of the State of Illinois, the then Statutes and case law decisions will control.

Ruling

Any person who questions a particular situation may ask in writing for a ruling from the Executive Director.

Complaints

Complaints that a person covered by this Policy has violated its provisions should be made in writing and filed with the Executive Director.

Procedures

If the Executive Director determines that a complaint is valid, appropriate remedial action will be taken. Remedial action may consist of a reprimand, suspension without pay or termination of employment. The Executive Director may also refer the matter to the prosecuting attorney for action under the general penalty provisions of the Illinois Municipal Code or refer the matter to the States Attorney's office for prosecution.

The District does not allow employees to pursue outside work activities when one or more of the following occurs; they:

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

From time to time, the District may require employees to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to the District have priority. In the case of full-time employees, the District hires them to continue in the Agency's employ with the understanding the District is their primary employer. In all cases, other employment or commercial involvement in conflict with the business interests of the District is strictly prohibited.

Employees also must not perform work on behalf of outside entities or enter into any contracts with an individual or company to perform services on behalf of outside entities while on duty with the District or while using the District's vehicles, equipment or other property. No employee shall receive pay other than District pay for performing services while on duty.

POL.P.06.03 - Attendance, Punctuality and Dependability Policy

Employees must report to work regularly, promptly, and ready to perform assigned duties at the beginning of the workday. Absenteeism and tardiness will have an adverse impact on an employee's performance review and chances for advancement, and will result in disciplinary action up to and including termination of employment.

Each employee who will be late or absent for any reason, or someone on his/her behalf, must contact the employee's immediate supervisor at least thirty (30) minutes before the scheduled start time. It is the employee's personal responsibility to ensure that proper notification is given. Reporting an absence or late arrival via e-mail or text message to a co-worker is unacceptable.

If an employee must leave work early because of an illness or personal emergency, he or she must make every reasonable effort to promptly advise his or her immediate supervisor.

Employees are required to present a doctor's note or other documentation substantiating the length of and reasons for the absence lasting three (3) days or longer.

Notice requirements apply to each day of absence or tardiness, including without limitation consecutive days. Failure to give proper notice may subject the employee to disciplinary action.

Continued irregular attendance or excessive absenteeism or tardiness constitutes unsatisfactory work performance and will subject the employee to disciplinary action up to and including termination of employment.

POL.P.06.04 - Proper Dress and Appearance Policy

POL.P.06.04 - Proper Dress and Appearance Policy

Employees' attire on the job should be professional in nature and in good taste, clean, neat, and appropriate for the duties performed at work, including footwear. Clothing and shoes that are torn, frayed, deteriorated, and/or visibly dirty are unacceptable. We respect the right of every employee to share any view or belief that they feel is appropriate concerning any personal or social issue including politics, religion, views about issues of civil unrest and civil rights, etc. However, we need to ensure that personal views are not shared or communicated with others during working time or in working areas in a way that could be offensive or disrespectful to others who may not share your same views or beliefs.

Safety equipment and clothing may be required for certain jobs, and must be worn when assigned.

Employees should avoid extremes in dress and appearance. Hair must be neat, clean, trimmed, and present a groomed appearance, including mustaches and beards. For safety purposes, all employees working with maintenance equipment must either keep their hair in back no longer than one inch below the ear, or firmly secured away from the face.

Exposed tattoos may not be offensive in nature, including but not limited to those using profanity, vulgarity, or otherwise offensive symbols.

Any employee requiring an accommodation of this Policy because of disability, religious belief, national origin, or other legally protected basis should file a written request for an accommodation with Human Resources or the Executive Director.

Uniforms, nametags, and other Park District property remain the property of the Park District, and must be returned upon termination. Employees may be responsible for the cost of replacing any damaged or lost Park District property.

Uniforms, nametags, and other items with a Park District logo may not be worn when an employee is not on duty.

POL.P.06.05 - Park District Property Policy

No employee, contractor, elected official or member of the public may use Park District property for personal use without the prior written consent of the Executive Director. The Executive Director may approve the personal use of Park District equipment under certain circumstances, if a benefit to the Park District is established. The Park District's equipment, such as telephones, cellular phones, mobile devices, postage, facsimile and copier machines, is intended for primary business purposes. Working time includes the time during which an employee is scheduled to work, but does not include scheduled rest periods, meal breaks, and other specified times when employees are not expected to be working such as before or after an employee's scheduled shift. Personal usage, in an emergency, of equipment that results in a charge to the Park District should be reported immediately to your immediate supervisor so that reimbursement can be made.

Except in the ordinary course of performing duties for the Park District, or as otherwise permitted, Park District property may not be removed from the work premises. For the purpose of this section, Park District property is defined as vehicles, facilities, grounds, tools, implements, building materials, electronic equipment, data, records, recreation and rental equipment and all other property owned, leased, or in the possession and control of the Park District. Before an employee leaves the Park District, the employee must return to the Park District all related Park District information and property the employee has in his/her possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disk, supplies, uniforms, equipment, office supplies, identification cards, cellular phone or mobile device, keys or key fobs.

Employees should understand that while certain Park District-owned property, such as desks, lockers, and vehicles are available for their use, these items remain the property of the Park District, and are subject to inspection, with or without notice and with or without consent. Employees are not permitted to store wrongfully obtained, illegal, or prohibited items or substances in or on Park District property or otherwise misuse Park District property.

Searches and Inspections

Whenever necessary or appropriate, and at the Park District's sole discretion, the Park District may monitor and search anywhere on and within Park District property, including without limitation any employee work area, such as desks, file cabinets, lockers, computers, cell phones and vehicles parked on Park District property. Any monitoring or searching may be conducted without specific cause and without notice. All employees are required to cooperate with any search, and an employee may be subject to disciplinary action up to and including termination of employment for failure or refusal to cooperate. Therefore, employees should have no expectation of privacy in any Park District-owned property that they use.

Any property belonging to the Park District is subject to search to ensure compliance with the Park District's policies, or if it is reasonably suspected that the property holds or contains any illegal or prohibited items or substances or missing or stolen Park District or Park District patrons' funds or property.

In addition, the Park District reserves the right to inspect any packages, parcels, purses, handbags, gym bags, briefcases, lunch boxes, or any other possessions or articles carried to and from Park District premises by all persons, including employees.

Loss, damages, or theft of Park District property should be reported at once. Negligence in the care and use of Park District property may be considered grounds for discipline up to and including termination of employment. The Park District is not responsible for the loss of personal property

POL.P.06.06 - Credit Card, Procurement Card or Charge Account Usage Policy

Employees are fully responsible for all: charges to cards issued under their name; Park District cards temporarily assigned to them; and charge account purchases initiated by them. Any misuse or unauthorized use of credit cards, procurement cards or charge accounts may result in the withdrawal of these privileges and possible discipline, up to and including termination of employment.

These forms of payment may be used only for approved Park District business transactions and may not be used for personal expenses under any circumstances.

Employees may not use the credit cards or procurement cards to withdraw cash unless specifically authorized by the Executive Director.

Regardless of payment method, purchases must be authorized according to the Park District Procurement Policy. Employees are responsible for saving and providing documentation supporting all purchases and use of cards and accounts and receipts must be turned in promptly after each use of these payment methods.

Misuse of these payment methods, or failure to report purchases in the required timeframe, may cause the Park District to recover the funds through payroll deductions or other means for any amounts incorrectly claimed or for reconciliations that are one month in arrears of the statement date.

Employees must report lost or stolen credit or procurement cards to the Business Operations Department immediately upon discovering that the card is missing.

When an employee's employment ends, he/she must return any credit or procurement cards to his or her immediate supervisor with a final reconciliation of all expenditures prior to departure. Discharged employees must return credit or procurement cards immediately, and will provide a final reconciliation of all expenditures within two (2) business days. Failure to comply with this requirement will result in the discharged employee being personally responsible for all charges on the account at the time of discharge, or until the account is closed, whichever is later.

POL.P.06.07 - Travel and Vehicle Use Policy

Vehicles Operated On Park District Business

- An employee's immediate supervisor must authorize the use of any vehicle for Park District business.
- Employees operating any vehicle for Park District business must have a valid driver's license with the proper classification for the type of vehicle being operated, show proof of such license upon request, and notify the immediate supervisor if the status of the driver's license changes.
- Employees must obey all driving and traffic regulations, including without limitation the use of seat belts at all times and headlights when the windshield wipers are on.
- Employees must report all accidents immediately to the immediate supervisor with a copy of the police report, if applicable. Employees who are in an accident or are injured while on Park District business may be sent for a post-accident/injury drug and alcohol test if it is reasonable to believe the employee's injury/accident was caused by the employee's impairment.
- No employee may be under the influence of alcohol, illegal substances, or legal drugs that affect an employee's ability to perform the functions of the job while operating any vehicle (regardless of the reason for operation) for Park District business. Employees must comply with the Drug & Alcohol policy at all times.
- Employees are specifically prohibited from accessing electronic mail or the Internet, text messaging, or instant messaging while driving on Park District business and/or operating a Park District vehicle. This includes composing, sending, or reading an electronic message while operating a vehicle on a roadway. However, this prohibition does not apply to employees engaging in electronic communications via their cellular telephones in hands-free or voice-activated mode; or while safely parked on the shoulder of a roadway. Employees cannot wear head phones or "ear buds" while operating a Park District vehicle.

Park District-Owned Vehicles

- Park District-owned vehicles may be taken home only when authorized by the Executive Director, or when the employee is subject to emergency calls during off-duty hours.
- Employees operating Park District vehicles must be eighteen (18) years old or older.
- Park District vehicles may not be used to transport Park District patrons unless the vehicle and employee are authorized to do so or in case of emergency and the employee is 21 years old or older.
- Any employee who is required to have a commercial driver's license (CDL) as a condition of employment is subject to random drug and alcohol testing.
- Employees are responsible for the care and conservation of Park District vehicles and must promptly report any accident, breakdown, or malfunction of any vehicle so that necessary repairs may be made.
- No employee may smoke any product while inside a Park District vehicle.
- Park District vehicles belong to the Park District and employees have no expectation of privacy in or associated with a Park District vehicle. The Park District has the right to search any Park District vehicle at any time with or without consent.

Personal Vehicles

- An employee using a personal vehicle for Park District business must have liability insurance on the vehicle in accordance with applicable law and may be asked to provide proof of the insurance. The Park District's liability insurance is secondary to the employee's own coverage.

- No employee may use his/her personal vehicle at any time to transport participants in any Park District programs.
 - Reimbursement for authorized use of personal vehicles will be predetermined by a monthly car allowance or for trips of 100 or fewer miles each way at the standard mileage rate established by the IRS and will be considered payment for the use of the vehicle, insurance and all other transportation costs. For trips longer than 100 miles each way, the Park District will endeavor to provide the employee with a Park District vehicle. If a Park District vehicle is not available, then the employee will be reimbursed only for the actual expense incurred. See the Expense Reimbursement Policy for further details, including the 30-day deadline for submitting reimbursement requests.
-

POL.P.06.08 - Security and Keys Policy

In the interest of safety and protection of property, strict control over access to Park District property, work locations, records, computer information, cash and other items of value or confidential nature must be maintained. Employees who are assigned keys, key fobs, safe combinations or other access to Park District property in connection with their job responsibilities must exercise sound judgment and discretion to protect against theft, loss or negligence. Employees must immediately report any loss of keys to their immediate supervisor. Failure to do so may result in disciplinary action, up to and including termination of employment. Keys and key fobs may not be transferred from one employee to another without the prior written authorization by the appropriate Facility Manager. Employees must reimburse the Park District \$20.00 for each lost key.

POL.P.06.09 - Work Areas Policy

Work areas will be kept clean and orderly at all times. Apparel such as boots, coats and umbrellas will be stored in designated areas. Before the end of the workday, all tools and equipment will be cleaned and stored. All items, papers, or information of value must be properly secured. Non-work materials, such as posters, signs, pictures and calendars are permitted to the extent that they do not interfere with the performance of work and they are not offensive to a reasonable person. The Executive Director is the final authority when deciding whether a non-work item is permissible.

POL.P.06.10 - Retention of Lost Property Policy

When property is lost or left behind at one of the Park District facilities or parks, the item should be brought to the attention of a supervisor as soon as practicable before the close of business or the end of the duty shift. A reasonable effort should be made to identify and contact the owner of the lost property. In many cases, the owner will return to the facility within a day to reclaim the missing item.

If the item reasonably appears to exceed \$100 in value, the supervisor should report the lost property to the Oak Park Police Department by the close of business so that the Police Department may collect that item. The Police Department will provide an incident report number at the time of collection.

Supervisors should avoid retaining lost items overnight in a desk drawer, on-site safe to which many employees have access, or other unsecured location. In the case of large items such as bicycles, the property should be retained only if adequate storage is available.

The supervisor should prepare an incident report to document the date and location of the loss and any witnesses to the discovery of the lost property. The incident report should be filed with the Park District's Risk Manager.

POL.P.06.11 - Alcohol and Drug Abuse and Testing Policy

PURPOSE

The Park District has implemented an Alcohol and Drug Abuse Policy (the "Policy") in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety and efficiency. Because Park District employees operate, supervise and maintain parks, facilities, programs and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, the Park District wishes to maximize the health and safety of its patrons and employees.

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

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

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

ACTS PROHIBITED

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

DEFINITIONS

For purposes of this Policy, the following definitions apply:

1. "Alcohol" means any substance containing any form of alcohol, including but not limited to ethanol, methanol, propanol and isopropanol.
2. "Cannabis" is defined as provided in the Cannabis Control Act (720 ILCS 550/1, et seq.), which provisions are specifically incorporated in this Policy by reference.
3. "Controlled Substance" means a controlled substance in schedules I through V of section 812 of Title 21 of the United States Code, which provisions are specifically incorporated in this Policy by reference.
4. "Criminal Drug Statute" means a criminal statute involving the manufacture, distribution, dispensation, possession or use of any

controlled substance or cannabis.

5. "Director" is the Executive Director of the Park District.

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

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

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

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

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

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

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

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

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

VOLUNTARY TREATMENT

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

SCREENING AND TESTING

Pre-employment Testing. The Park District may require applicants whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind or engage in other any Public Safety Responsibility to be drug screened or tested on a conditional post-offer, pre-employment basis as part of its hiring process. However, pre-employment testing will not include testing for alcohol or cannabis, absent a federal, state or local law requiring the Park District to do so.

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

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

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

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

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

Opportunity to Contest. After the Park District receives a confirmed, positive drug or alcohol test and/or information indicating that the employee manifests specific, articulatable symptoms that demonstrate impairment or being under the influence, the employee will have a reasonable opportunity to contest the basis of the Park District's determination. However, any the Park District will make a final decision at its sole and exclusive discretion.

Consent Forms Required . The Park District requires each employee to sign a consent form, a copy of which is included with this Policy. The Park District will require prospective employees applying for positions that require a CDL or pre-employment drug testing to sign a consent form prior to taking the pre-employment drug screening.

The Park District may also require each employee and prospective employee to sign a separate consent form requested by the medical facility conducting the screening or testing. Refusal to sign any requested consent form will result in non-hire or disciplinary action up to and including dismissal, as deemed appropriate by the Park District, in its sole discretion, under the circumstances.

TREATMENT

If the medical facility recommends treatment, the Park District may, depending on the circumstances as determined in its sole discretion, give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the Park District and employee.

Participation in such treatment will be at the employee's expense. The employee must enter the treatment program within ten (10) days from the time of recommendation of treatment. The Park District may reinstate the employee provided that the employee submits a statement issued by the medical facility certifying successful completion of the treatment program, that the employee is released to return to work and that the employee agrees to all conditions of reinstatement as determined by the Park District, which may include, but is not limited to, future alcohol and/or drug testing.

USE OF PRESCRIPTION/OTC DRUGS

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

NOTICE OF CONVICTIONS

Any employee convicted of violating any federal or state criminal drug statute must notify the Director within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Director may subject the employee to disciplinary action, up to and including dismissal.

DISCIPLINE/PENALTIES FOR VIOLATION

1. The Park District reserves the right to discipline any employee suspected of being impaired by or under the influence of drugs or alcohol during working hours or any on-call period.
2. An employee who reports to work or is found during working on-call hours to be or to have been under the influence of alcohol, controlled substances or cannabis or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances or cannabis while on Park District property or while acting on behalf of the Park District, is convicted of a drug related crime, causes financial or physical damage to the Park District property, its employees or patrons as the result of alcohol or drug abuse, or fails to report the use of prescription/OTC drugs in accordance with this Policy, will be disciplined in accordance with the Disciplinary Action Section of the Park District's Personnel Policy Manual. In addition to or in the alternative, depending on the circumstances as determined by the Park District in its sole discretion, the Park District may require the employee to successfully complete an alcohol and/or drug abuse counseling or rehabilitation program approved for such purposes by the Park District and by a federal, state, or local health law enforcement or other appropriate Park District. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the Park District. Participation in a treatment program will not protect the employee from disciplinary actions should job performance remain unsatisfactory.
3. In addition to the examples of misconduct that may subject an employee to disciplinary action contained in this Policy and the Manual, the Park District will discipline an employee up to and including dismissal for the following: (1) if the employee refuses to submit to diagnosis, testing or screening upon request of the Park District; (2) if the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing; (3) if the medical facility recommends treatment and the employee refuses to undergo such treatment; (4) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) if the employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this Policy; or (6) if the employee fails to notify the Director of a conviction for violating any federal or state Criminal Drug Statute in accordance with the "Notice of Conviction" section of this policy.

INSPECTIONS

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

1. Lockers, desks, files, vehicles, equipment and other containers and property owned or leased by the Park District and which the Park District permits an employee to use during employment are and remain the property of the Park District at all times, and employees have no reasonable expectation of privacy regarding such property. The Park District does not permit employees to keep controlled substances, cannabis (including medical marijuana) or alcohol in or on such property.
2. Any such property reasonably suspected of having or holding such substances is subject to search by the Park District.
3. The Park District will treat any refusal to submit to such an inspection as an act of insubordination, which may result in disciplinary action up to and including dismissal.

RECORDS

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

Alcohol and Drug Procedures for CDL Employees

INTRODUCTION

To promote public safety and help prevent accidents and injuries, the U.S. Department of Transportation (DOT) instituted regulations that establish a zero-tolerance level for the presence of alcohol or controlled substances in the system of any individual who operates or maintains a commercial class vehicle. The regulations establish testing requirements to help ensure compliance with the alcohol and controlled substance prohibitions. The controlled substances prohibited by DOT regulations are: Marijuana, Cocaine, Opiates, Amphetamines and Phencyclidine (PCP). The following procedures have been developed to implement the DOT regulations found in 49 CFR Parts 40 and 382. The numbers inside the parentheses appearing in many of the sections refer to 49 CFR Part 40 or 382 sections relevant to the particular procedure. Employees who violate this policy are subject to disciplinary action, up to and including discharge.

ADVERSE EFFECTS OF ALCOHOL AND DRUG USE

Unlawful use of drugs and alcohol poses risks. Alcohol and drug abuse can lead to health problems such as lung cancer, obstructive pulmonary disease, chronic respiratory infections, liver disease, high blood pressure, cardiac disease and seizures. Drug abusers have an increased risk of AIDS and hepatitis.

The impairments drugs cause mean users (and their nearby coworkers) suffer more accidental injuries and motor vehicle accidents. Drugs can also rob the user of the ability to reach long-term goals, deal constructively with stress and anxiety or have successful and satisfying friendships and family relationships. Because drug use is unlawful, users ruin lives when they are arrested, jailed or injured by drug-related violence.

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

AFFECTED EMPLOYEES

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

time and part-time employees.

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

EMPLOYEE REQUIREMENTS (382.201 TO .215)

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

- Affected employees will not consume any product containing alcohol or controlled substances while on duty.
- Affected employees will not report for duty while there is any alcohol or controlled substance in their system (unless the use is pursuant to the instruction of a physician who has been informed of the affected employee's job duties, and has advised the affected employee that the substance does not adversely affect his/her ability to safely perform his/her job).
- Affected employees will not possess any product containing alcohol or controlled substances while on duty.
- Affected employees cannot report for duty within four hours of having consumed alcohol and may not perform safety-sensitive functions (this includes but is not limited to operating motor vehicles or equipment) within four hours after using alcohol.
- Affected employees must immediately report for testing when so ordered and must cooperate with testing personnel and procedures.
- Affected employees must agree to release testing results to the Park District and to the substance abuse professional (SAP) and to release the substance abuse professional's report to the Park District.
- Affected employees cannot consume alcohol for eight hours following an accident involving a death or an accident for which the employee received a moving violation for operation of a commercial class vehicle which contributed to the accident or until the employee undergoes a post-accident or controlled substance test, whichever occurs first. The employee must remain available for testing for a period of eight hours for an alcohol test or seventy-two (72) hours for a controlled substance test.

TESTS PERFORMED

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

Alcohol Test

- Employee immediately reports to the designated testing facility, shows a photo identification card, and signs testing form.
- Employee blows into alcohol testing device. If employee cannot exhale sufficient quality of air through the machine for a complete test a medical exam will be performed.
- If test results are negative the employee returns to work. Results will be reported to the Director.
- If test results are positive, another test will be performed after a fifteen (15) minute wait but before twenty (20) minutes. The employee may not eat or drink anything nor belch during the waiting period for the retest.
- If retest results are negative, test is reported to the Director as negative.
- If retest results are positive, the test results are immediately reported to the Director.

Controlled Substances Test:

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

- Employee immediately reports to the designated testing facility, shows a photo identification card, and signs the testing form.
- Employee provides a urine sample. If unable to provide sufficient quantity for testing, the employee will drink water (up to twenty-four (24) oz. in two (2) hours) and attempt again.
- Hospital personnel will perform required testing to verify the specimen sample has not been tampered with. The employee returns to work.
- Sample is sent to lab where it is split in half. A screening test is performed on a portion of one of the sample splits. If negative results are obtained, the testing is reported as negative to the medical review officer (MRO) who, in turn, reports negative results to the Director.
- If screening tests are positive, sophisticated confirmation testing is performed on the rest of the split sample. Results are reported to the MRO. If negative, the MRO reports a negative result to the Director.
- If the results are positive, confirming the presence of one of the five controlled substances, the MRO will contact the employee to talk over the results of the test to determine if there is a legitimate clinical reason for the presence of the drug and will decide if test results are negative or positive. If the MRO cannot reach the employee, he will contact the Director and ask the Director to tell the employee to contact the MRO. If the employee does not contact the MRO within seventy-two (72) hours, the MRO will determine the test results as positive. The MRO reports to the Director test results as positive or negative.
- If test results are positive, the employee will be removed from duties of operating or maintaining a commercial class vehicle. The employee has seventy-two (72) hours in which to request a retest of the second split sample and can request the split sample be tested at a second lab. A negative retest of the split sample will cancel the first positive results.

SIX CIRCUMSTANCES UNDER WHICH TESTING WILL BE PERFORMED

1. Pre-employment Testing (382.301, 413)

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

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

Alcohol test results must be below a detectable level and controlled substances negative or the employee cannot be hired to the position without a substance abuse professional evaluation. There is no requirement that the prospective employee be hired or that they see the MRO or SAP, but an attempt must be made to inform the prospective employee of the test results and to seek an evaluation.

In addition to submitting to testing, the prospective employee must supply the Park District with the names of all firms for which they have been employed in the previous two (2) years operating or maintaining commercial class vehicles. The prospective employee must cooperate fully with the Park District in obtaining from each of the previous employer's results of any positive test, SAP's reports and any refusals to test.

2. Random Testing (382.305)

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

The annual rate of testing for the entire pool will be as directed by the U.S. Secretary of Transportation, currently 10 percent (10%) per year for alcohol and 50 percent (50%) per year for illegal drugs.

Every employee in the selection pool has an equal chance of being selected each time a drawing is made.

Selection for testing will be performed on a sufficiently random basis by the Consortium. Employees will not know when testing is complete for the year nor when to anticipate the next selection.

A surplus of names will be generated so that another selection may be made in place of an employee who is temporarily on leave.

3. Reasonable Suspicion Testing (382.307)

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

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

When a reasonable suspicion determination has been made, the employee must immediately stop operation or maintenance of a commercial class vehicle. (For twenty-four (24) hours or until a negative test result whichever comes first.)

The employee will be informed of her right to consent or refuse testing and the consequences of refusing testing or failing an alcohol or drug test. The employee will be asked to review and sign a Consent/ Refusal Form.

The supervisor calls the designated testing facility to advise that the employee will report for testing. The employee under suspicion must be accompanied to the testing facility, preferably by a supervisor.

If an employee refuses to submit to a test, he will be required to call someone to drive him home. If unable to find someone, a cab will be called. The Park District will pay for the cab with reimbursement by the employee when he returns to work. If the employee insists on driving himself, the local police department will be called and notified.

Testing for alcohol reasonable suspicion should be performed within two hours but cannot be conducted if eight (8) hours have passed since the determination was made. A written report must be submitted to the Director for the file explaining why testing was not performed within two hours. Controlled substances testing should be performed as soon as possible but not after thirty-two (32) hours since the determination was made.

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

4. Post-accident Testing (382.303)

A surviving driver of a commercial class vehicle involved in an accident in which a death occurred or for which the driver received a ticket for the operation of the commercial vehicle having contributed to the accident or damage to property, will be tested for both alcohol and controlled substances. E.g. A surviving driver of a commercial class vehicle involved in an accident in which a death occurred or for which the driver received a ticket for the operation of the commercial vehicle having contributed to the accident or damage to district property or third-party property, will be tested for both alcohol and controlled substance.

The driver will remain readily available for testing after an accident until thirty-two (32) hours have passed or earlier, if a supervisor advises that testing will not be necessary.

A driver cannot consume any alcohol within eight hours following an accident unless a supervisor advises that no testing will be required, or testing has already been performed.

If a death occurs or a driving citation is issued, alcohol testing will be performed within two (2) hours but no testing after eight hours and controlled substance testing within thirty-two (32) hours. A written record must be submitted to file explaining why alcohol testing could

not be performed within two hours if such is the case and a record if either testing could not be performed.

5. Return to Duty Testing (382.309)

Alcohol and controlled substances testing will be performed with negative test results (less than 0.00 alcohol) on all affected employees who:

- Have been removed from duty of operating or maintaining a commercial class vehicle for refusing to test or testing positive for controlled substances or alcohol greater than 0.04. Employee will be responsible for all costs associated with this classification of return to duty testing or
- Have not been in a random testing pool for more than thirty (30) days. (Employees who have been on extended leave).

6. Follow-up Testing (382.311, 605)

Any affected employee who has refused to test or who has tested positive for controlled substances or who has any alcohol content and has been determined by a substance abuse professional to require help in dealing with substance abuse problems will be subject to follow-up testing.

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

At a minimum, six (6) unannounced tests will be required within the first twelve (12) months of return to duty. This minimum must be conducted regardless of whether the SAP deems no more testing is required.

Employee is responsible for all costs associated with follow-up testing.

CONSEQUENCES OF FAILED OR REFUSED TESTS (382.605)

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

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

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

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

- Does not require any help in dealing with a substance abuse problem – in which case the employee may be returned to full duty.
- That the employee requires and is cooperating with continued counseling and rehabilitation and may return to full duty or may not return to full duty yet.
- That the employee requires but is not cooperating with counseling and rehabilitation and may not return to duty.

The employee is responsible for obtaining any counseling or rehabilitation prescribed the SAP and must provide appropriate releases for counseling and rehabilitation professionals to report back to the SAP. Employees are advised that the DOT regs require that the additional counseling and rehabilitation not be performed by any business entity in which the SAP has a financial interest.

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

the employee must:

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

REQUIRED TRAINING

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

Employees are required to complete and sign the consent form below.

[Drug Alcohol Consent Form 1.pdf](#) 

POL.P.06.12 - Smoking Policy

Use of any tobacco product, recreational drugs such as marijuana, illegal drugs or electronic smoking device (vaping) is prohibited in or on any Park District building, facility, property, equipment, and vehicle. In addition, use of any tobacco product, recreational drugs such as marijuana, illegal drugs or electronic smoking device is prohibited within fifteen (15) feet of any entrance or exit to a Park District facility. Park District employees working outside are not permitted to use any tobacco product, recreational drugs such as marijuana, illegal drugs or electronic smoking device while on duty. This Policy applies equally to all employees, patrons, and visitors.

Electronic smoking device, i.e. e-cigarettes, means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

POL.P.06.13 - Weapons Policy

The Park District strictly prohibits weapons at any Park District facility, on any Park District property, in any Park District vehicle, or at any Park District-sponsored event.

Weapons include visible and concealed weapons, including those for which the owner has necessary permits. Weapons can include firearms, knives with a blade longer than three (3) inches, explosive materials or any other objects that could be used to harass, intimidate, or injure another individual, including but not limited to an employee, manager, or supervisor, visitor, patron or participant.

Note: Employees who are licensed to carry a concealed firearm in the State of Illinois:

- will be permitted to carry a concealed firearm on or about their person within their personal vehicle while driving into or out of a Park District parking area;
- may store a firearm or ammunition concealed in a case within their locked personal vehicle or locked container out of plain view within the personal vehicle in a Park District parking area; and
- may carry a concealed firearm in the immediate area surrounding his/her personal vehicle within a Park District parking area only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk, provided the licensee ensures the concealed firearm is unloaded prior to exiting the vehicle.

Employees who violate this Policy may be subject to disciplinary action, up to and including termination of employment.

Procedure For Reporting Seeing a Weapon

If an employee is aware of any person possessing a weapon on Park District property or while on Park District business, he/she is required to report it his/her immediate supervisor. If the employee feels uncomfortable doing so, or if the employee's supervisor is the source of, condones, or ignores the problem, the employee must report to the supervisor's supervisor, Human Resources, the Executive Director, or the police (if necessary).

POL.P.06.14 - Violence in the Workplace Policy

Violence in the Workplace Policy

The Park District strongly believes that all employees should be treated with dignity and respect. Acts or threats of violence will not be tolerated. Any instances of violence must be reported to the employee's immediate supervisor and/or the Department Head. All complaints will be investigated.

The Park District will promptly respond to any incident or suggestion of violence. Violation of this Policy will result in disciplinary action, up to and including immediate termination of employment.

In furtherance of this Policy, employees should warn their supervisors, Human Resources, or the Executive Director of any suspicious workplace activity, situations, or incidents that they observe or that they are aware of that involve other employees, former employees, Park Board Commissioners, patrons, vendors, or visitors and that appear problematic. This includes, for example, threats of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this Policy will be held in confidence to the extent possible. The Park District will not tolerate any form of retaliation against any employee for making a report under this Policy.

POL.P.06.15 - Dating or Sexual Relationships Policy

The Park District strongly discourages dating and sexual relationships between co-workers. In addition, the Park District prohibits dating and/or sexual relationships between a manager/supervisor and any employee who reports directly to that manager/supervisor. The Park District also prohibits dating and/or sexual relationships between a manager/supervisor and any employee over whom the manager/supervisor has any input with regard to terms and conditions of employment, including but not limited to hiring, discipline, promotion, evaluation, compensation, expense reimbursement or duty assignment.

If a dating or sexual relationship between a supervisor or manager and an employee develops, then the supervisor or manager must disclose the existence of the relationship promptly to his/her Department Head so that the Park District can address any potential conflict of interest and take appropriate action.

By incorporating this Policy, the Park District does not intend to inhibit social interaction (such as lunches, dinners, or attendance at entertainment events) that may be part of or an extension of the working environment.

POL.P.06.16 - Children in the Workplace Policy

It is inappropriate for employees to bring children in their care to the workplace during the workday. Bringing children to the workplace should be avoided except in extraordinary emergencies and only with prior authorization from a supervisor. This Policy is intended to minimize disruptions and distractions in job duties of the employee and co-workers, to reduce property and general liability, and to maintain the Park District's professional work environment.

A child brought to the workplace in an unavoidable emergency will be the sole responsibility of the employee caregiver and must be under the direct supervision of the employee caregiver at all times. Excessive need to bring a child to the workplace may result in discipline, up to and including termination of employment.

POL.P.06.17 - Political Activity Policy

Park District employees are expected to serve all patrons equally. The political opinions or affiliations of any patron should in no way affect the amount or quality of service received from the Park District.

Park District rules do not preclude an employee from becoming a political candidate or from taking part in election campaigns and other lawful political activities. However, employees may not engage in political activities at any time while on duty or when they may be identified as an employee of the Park District by any means such as uniform, insignia, motor vehicle or in any other manner. Political activities include, but are not limited to, running as a candidate for public office, soliciting or receiving funds for a political party or candidate for public office, soliciting votes for such party or candidate, attending political rallies, circulating petitions, distributing political literature, or encouraging others to do any of the above. For purposes of this paragraph "while on duty" includes those hours you are scheduled to work and are working for the Park District but does not include, breaks, lunches, or other duty-free periods of time.

Employees are also prohibited from interrupting or disturbing other employees who are on duty.

Political affiliation, preference or opinion will not influence an individual's employment, retention or promotion as a Park District employee. Employees of the Park District will not be required to contribute monies to any candidate or political party, but may do so on a strictly voluntary basis.

POL.P.06.18 - Solicitation and Distribution of Literature Policy

Policy

Employees may not solicit any other employee during working time, nor may employees distribute literature where employees perform their assigned work tasks, during working time. Working time includes the time during which an employee is scheduled to work, but does not include scheduled rest periods, meal breaks, and their specified times when employees are not expected to be working such as before or after an employee's scheduled shift. Under no circumstances may an employee disturb the work of others to solicit or distribute literature to them during their working time.

Bulletin Boards

Bulletin boards maintained by the Park District are to be used only for posting or distributing material of the following nature:

- Notices containing matters directly concerning Park District business, and
- Announcements of a business nature that are equally applicable and of interest to employees.

All posted material must have prior authorization from Human Resources, Director of Marketing & Communications or Executive Director. All employees are expected to check these bulletin boards periodically for new and/or updated information and to follow the rules set forth in all posted notices. Employees are not to remove material from the bulletin boards.

Any employee who violates this policy is subject to disciplinary action, up to and including termination of employment.

POL.P.06.19 - Staff Acceptance of Gifts Policy

Employees may not solicit or accept any gift, gratuity or other reward from any person, business, or entity doing business with the Park District or attempting to secure business from the Park District. Further, employees may not solicit, accept, or expect people who use Park District programs or facilities to give gifts, gratuities, other rewards, or favors for performing a job. This Policy does not apply to nominal non-cash tokens such as a cup of coffee, a soft drink, or a sandwich. Retention of any gift will be conditioned on approval of the Executive Director after consultation with the appropriate Department Head. Failure to report a gift, gratuity, or other reward properly may result in disciplinary action up to and including termination of employment.

POL.P.06.20 - Electronic Communication Policy

All Park District owned or provided computer equipment, voicemail, and online mobile access devices, including information transmitted, received or contained therein, are the property and assets of the Park District. The use of computer equipment, telephones, cell phones, tablets, and electronic communication devices issued by the Park District are for primary business purposes. Employees are only permitted to use Park District equipment for personal use during non-working time in an emergency. Working time does not include meal periods, breaks or time before or after an employee is working.

Employees should have no expectation of privacy in anything they create, store, send or receive using the Park District's computer equipment, e-mail system, telephones, cellular phones or mobile devices.

Failure to abide by this Policy may result in discipline, up to and including termination of employment.

System Security and Configuration Guidelines for Computers

All computer equipment provided by the Park District is pre-configured with the appropriate hardware and software for Park District business use. No employee may install, change, or remove system hardware or software. For the purposes of this Policy, "systems" means the Park District's electronic systems, including but not limited to its computer system, e-mail network, and phone and voicemail systems.

A user may be responsible for replacement or repair costs up to the Park District's insurance deductible for lost, stolen, damaged, unsecured, or unprotected equipment.

No Expectation of Privacy

No user has any reasonable expectation of privacy or other rights at any time with respect to any use of Park District property, including without limitation electronic and communications systems and equipment. The Park District has the right to monitor all on-line activity, including communications, to ensure that appropriate business and lawful purposes are being pursued to ensure compliance with the Park District's policies, and to limit communications solely to business-related reasons. The Park District's systems may not be used for political, or commercial purposes unless specifically authorized in advance by the Park District. The Park District may search all computers, cell phones, other equipment, and information at any time.

Any electronic communication may be considered a "public record" and thus may be subject to inspection and copying under the Illinois Freedom of Information Act. No message should be created on the Park District's systems that casts the Park District in false light or that creates unfair or undue discomfort or embarrassment.

Illegal and Inappropriate Use

The Park District specifically prohibits the use of its systems and computer equipment for any illegal or inappropriate purpose at any time, whether in the course of business or otherwise. All users are prohibited from gaining unauthorized access to, or intentionally damaging, other computer systems, networks, or the information contained within them; committing theft, fraud, or other criminal or dishonest acts of any kind; distributing or obtaining illegally copied software, graphics, sounds, text, or other material; or sending material that violates our Anti-Harassment, Anti-Discrimination or Workplace Violence policies.

User Name/Password

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

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of the Park District's entire network. As such, all Park District employees are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords. The purpose of this Policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change. The scope of this Policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that

resides at any Park District facility, has access to the Park District network, or stores any non-public Park District information.

User passwords should be changed every 90 days at a minimum. Passwords must not be inserted in email messages or other forms of electronic communication. Employees will not share Park District passwords with anyone. All passwords are to be treated as sensitive, confidential Park District information. All Park District passwords are required to be a minimum of six alphanumeric characters long, include at least one upper case and one lower case character and include at least one number. Employees will not use the same password for Park District accounts as they do for their personal accounts and where possible, will not use the same password for various Park District access needs.

Employees will not use the "Remember Password" feature of applications (e.g., Outlook, Yahoo Mail) or write passwords down or store them anywhere in Park District facilities. Passwords should not be stored in a file on ANY computer system (including handheld/mobile devices) without encryption. If an account or password is suspected to have been compromised, employees should report the incident to IT and change all passwords. Password cracking or guessing may be performed on a periodic or random basis by IT or its delegates. If a password is guessed or cracked during one of these scans, the user will be required to change it. If someone demands a password, employees should refer them to this Policy or have them contact the IT Manager.

Downloading or Saving Information

To protect systems from computer viruses, no user may download or install any executable programs, screen savers, or other similar items without the prior approval of the IT Manager.

To protect the Park District from infringement actions due to copyright or trademark violations, no user may send, download, or save any material from any online source, however retrieved, unless the material is legally permitted to be downloaded without violation of copyright or trademark laws.

E-mail and Text Messages on Park District Issued Devices

E-mail messages and text messages are business communications and an appropriate business tone should be used in every message. E-mail messages and text messages should not contain any material that would violate any of the Park District's policies.

Prohibited Activities

This is not intended to be an exhaustive list. The following activities are strictly prohibited on the Park District's systems:

- Posting of confidential information on the Internet related to the Park District's patrons or guests;
- Subscription to news groups or mailing lists without prior approval;
- Completion of the final terms of any contract electronically;
- Removing electronic equipment of any kind from Park District premises without prior approval;
- Disseminating or printing copyrighted materials, including articles and software, in violation of copyright laws.
- Sending or soliciting sexually oriented or harassing statements, messages, images or language that violates the Park District's Anti-Harassment policy.

Internet

The Internet is a useful research and communication resource that is primarily provided to Park District employees for uses related to Park District business. Employees accessing the Internet for work are representing the Park District. Employees are responsible for seeing that the Internet is used in an effective, and lawful manner. Use of the Internet must not disrupt the operation of the Park District network or the networks of other users. It must not interfere with the user's job performance productivity.

Employees may not use the Internet to:

- Transmit, retrieve or store communications of a discriminatory or harassing nature or materials that are obscene, pornographic or violent including gambling sites or any illegal activities;
- Download unauthorized software; or
- Access other materials that may violate the Park District's Non-Discrimination and Anti-Harassment Policy.

Disclaimer of Liability for Use of Internet

The Park District is not responsible for material viewed or downloaded by users from the Internet. Users are cautioned that many Internet pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous searches may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to the receipt of unsolicited e-mail containing offensive conduct. Employees accessing the Internet should notify the IT Manager immediately if this occurs.

Confidentiality

Electronic messages may be monitored by service providers and authorized Park District officials, and may be compromised by unauthorized or unintended distribution. Confidentiality may also be compromised because of inadequacy of current technology to protect against unauthorized access. Consequently, all electronic messages will be limited to non-confidential matters, except for communications with Park District Legal Counsel.

Information Sensitivity

Users are also prohibited from using electronic means to seek out personal or confidential information regarding Park District employees, contracts, finances, or other non-public matters, unless otherwise specifically authorized by the Board of Park Commissioners or Executive Director.

Cellular Phones and Mobile Devices

The Park District may issue cellular phones or mobile devices to certain employees. Cellular phones and mobile devices will be provided only when they are required for the employee to perform essential functions of his/her job. Incidental and infrequent personal use of cell phones and mobile devices issued by the Park District is permissible. In certain circumstances, a Department Head may authorize an employee to use a personal cell phone or mobile device for Park District business. Authorized use of personal cell phones or mobile devices to conduct business is a reimbursable expense subject to the Expense Reimbursement Policy, including the 30-day deadline for submitting reimbursement requests. In any case, the Department Head is responsible for the continued justification of providing or authorizing the use of a cell phone or mobile device on the job.

Each employee who is issued a cellular phone or mobile device by the Park District should keep costs low by using land lines whenever possible, by giving the cellular phone/mobile device number only to those who need it for matters related to the essential functions of the employee's job, and when traveling for business.

All equipment, and all information transmitted, received, or contained in the equipment, is the property of the Park District and may be subject to a Freedom of Information Act request. All relevant Park District policies and procedures will apply to the use of cellular phones and mobile devices. Employees are required to "sign-out" PDOP owned equipment such as cell phones, hot spots, tablets, lap tops, etc. Employees are responsible for the proper care and maintenance of the cellular phone equipment issued, any other equipment issued and employees will be required to pay for the repair or replacement costs of equipment that is damaged or lost due to negligence. Employees must return equipment in good working condition upon request.

Failure to abide by these rules is grounds for discipline up to and including termination of employment.

Reimbursement for Personal Cell Phone Calls

It is preferable that Park District-provided cellular phones and mobile devices not be used for personal business, but if an employee elects to make or receive personal calls on a Park District-provided cellular phone or mobile device, those calls should be kept to a minimum and be made only during non-working time. Employees who have excessive usage for personal calls during work hours will be subject to disciplinary action. Alternatively, if an employee is authorized to use a personal cell phone or mobile device to conduct business, then the Park District will reimburse the employee at a predetermined monthly cellular phone/mobile device usage allowance. In either event, the employee will be required to sign an agreement acknowledging the terms and conditions of the Cell Phone/Mobile Device Policy and reimbursement rate. Reimbursements remain subject to the Expense Reimbursement Policy, including the 30-day deadline for submitting reimbursement requests, including any requests to receive a monthly allowance or to increase a predetermined monthly allowance.

POL.P.06.21 - Audio Recording Policy

It is a violation of Park District policy to record conversations, take videos with a phone or other recording device unless prior approval is received from your Department Head or all parties to the conversation give their consent.

The purpose of this Policy is to eliminate a chilling effect on the expression of views that may exist when one person is concerned that his conversation with another is being secretly recorded. This concern can inhibit spontaneous and honest dialogue especially when sensitive or confidential matters are being discussed.

Violation of this Policy will result in disciplinary action, up to and including immediate termination.

POL.P.06.22 - Social Media Policy

The Park District understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, employees' use of social media can pose risks to the Park District's confidential information, and can potentially jeopardize the Park District's compliance with the law. To minimize these legal risks and assist employees in making responsible decisions about their use of social media, the Park District has established these guidelines for appropriate use of social media.

Guidelines

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to an employee's own or someone else's blog, journal, personal website, social networking or affinity website (such as Facebook, LinkedIn, Twitter or Pinterest), or a chat room, whether or not associated or affiliated with the Park District, as well as any other form of electronic communication.

Employees may not use social media in a manner which violates the Park District's Policies. Postings that violate a Park District policy will not be tolerated and may subject the employee to disciplinary action, up to and including termination of employment.

Employees must also comply with copyright, fair use and financial disclosure laws. Employees may not cite or reference the Park District's members, guests, customers or vendors or without their approval.

Participation in social networking activities that can be characterized as non-work related and are carried out during a time that an employee is scheduled to be working can certainly interfere with work duties and/or responsibilities and can be grounds for appropriate disciplinary action, up to and including termination of employment.

Employees must respect the Park District's confidential information. Do not post, discuss or divulge the Park District's confidential information or record or post any video or photo of the Park District's facilities that will divulge such information. For purposes of this Policy, the Park District's "confidential information" includes confidential customer, member and guest information, or other copyrighted materials. Employees with questions about the appropriateness of publishing or disclosing the Park District's confidential information online should consult the Director of Human Resources and Risk Management. Do not create a link from your blog, website or other social networking site to a Park District website.

When expressing a personal opinion, employees should make it clear that your views are their own and do not represent those of the Park District. To help reduce the potential for confusion, we suggest that you put the following notice - or something similar - in a reasonable prominent place on your site or post (e.g., at the bottom of an "about me" page): "The views expressed on this website are mine alone and do not necessarily reflect the views of my employer."

Employees must not use their Park District e-mail address to register on social networks, blogs or other online tools utilized for personal use.

If you are required to use social media as part of your job duties (if you are not sure, ask Human Resources), for the Park District's marketing, public relations, recruitment, communications or other business purposes, you should carefully review this Policy. Only authorized employees can create the Park District's social media sites, pages or similar entries or categories on Facebook, Twitter or any existing, new or future social media network. Also, only authorized employees can prepare, post and modify content on the Park District's social media sites, pages or similar social media entries.

If an employee's job duties require him or her to speak on behalf of the Park District in a social media environment, the employee must obtain approval for such communication in advance from Human Resources. Likewise, if an employee is contacted to provide an official comment on behalf of the Park District for publication or posting on any social media, the employee must direct the inquiry to the Marketing Director, and is not to provide an official comment on behalf of the Park District without prior approval from the Marketing Director.

Employees with any questions about this Policy should contact the Director of Human Resources and Risk Management.

Violations of this Policy may result in discipline, up to and including termination of employment.

Your actions both in and outside the workplace reflect on your judgment, decision-making, professionalism, maturity, and commitment to the Park District. If you're about to publish something that makes you even the slightest bit uncomfortable, review the guidelines above and consider the potential consequences of your actions. Ultimately, employees are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved.

POL.P.06.23 - Video Surveillance Footage Viewing

Purpose:

The Park District of Oak Park (the "District") leverages the use of digital video surveillance ("surveillance") devices such as video or photography still cameras for the purpose of monitoring and recording areas within the organization's various facilities. The District will use surveillance devices in accordance with District policies and procedures and in accordance with all other local, state, and federal laws, rules, and regulations.

II. Surveillance Device Placement/Guidelines:

- Surveillance cameras will be used in various areas on District property, including but not limited to indoor and recreation spaces, non-recreational service areas, parking lots, entrances, service desks, areas that are prone to theft or misconduct, and areas where money is stored or handled.
- Cameras will not be installed in areas of the District where individuals have a reasonable expectation of privacy, such as restrooms, shower areas, locker and changing rooms, and private offices.
- Cameras may be installed at District-owned swimming facilities to monitor access to and from the area. Cameras will not be installed or used to monitor the water or lifeguarding staff.
- Signs will be posted at public entrances stating that security cameras are in use.
- Audio recordings are prohibited. (See POL.P.06.21 Audio Recording Policy)
- Any person who tampers with or destroys surveillance equipment will be subject to criminal prosecution and fines imposed by the District in accordance with its policies and ordinances.

III. Use of and Access to Security Camera Recording:

- District staff may determine the procedure of when and how to monitor surveillance feeds on a case-by-case basis and exercise discretion to balance monitoring any video feeds with other assigned duties in the interests of time, safety, and efficiency. While the District maintains discretion concerning when to use and monitor video feeds, the surveillance system is not used or intended to be used for 24/7 live time monitoring. The recordings are recorded over based on space limit due to activity.
- Information obtained through surveillance monitoring may be used for, but not limited to, safety, security, compliance with District policies, procedures or for law enforcement purposes.
- An investigation may be initiated should monitoring reveal activity that violates any District policy, ordinances or violates any other local, state, or federal law.
- Monitoring of individuals based on characteristics of race, gender, sexual orientation, disability, or other protected class is prohibited.
- Surveillance records are considered confidential and are secured in a controlled area and/or password protected. Access to live feeds and recordings is available to authorized personnel only.
- Requests for surveillance recordings will be made through the District Freedom of Information Act Policy or for the purposes of law enforcement review or by court order or subpoena.
- If a release is warranted under the laws of FOIA, District personnel shall make the video footage available to the requester in the manner determined solely by the District, which may or may not require software to be downloaded to view the footage. The District shall not be required to provide viewing assistance, beyond basic instructions, to the requestor.
- District personnel are prohibited from using or disseminating information acquired from District security cameras, except for official

District purposes. All information and/or observations made in the use of security cameras are considered confidential and can only be used for official District and law enforcement purposes unless otherwise required by law.

IV. Storage and Retention of Security Camera Recordings:

- The District will store all surveillance records in a secure location, such as the network, with access by authorized personnel only. No attempt shall be made to alter any part of any surveillance recording.
 - Surveillance records will be retained subject to applicable maintenance and space limit due to activity.
-

POL.P.07.01 - Disciplinary Actions Policy

The Park District may take corrective action other than immediate termination of employment under the appropriate circumstances to address work performance and behavioral issues. The intent of corrective action is to document problems formally while providing the employee with a reasonable time in which to improve performance.

Notwithstanding the Park District's option to take corrective action in a particular situation, the Park District may apply any appropriate discipline at any time, including without limitation termination for a first violation or offense, foregoing lesser forms of discipline.

Appropriate disciplinary action may range from an oral warning, written warning, suspension, or termination of employment.

- **Oral Warnings.** Oral warnings may be issued to express disapproval of conduct or poor work performance or attendance, to clarify applicable procedures or guidelines, and to warn an employee that repetition of the conduct or failure to improve work performance or attendance may result in more severe discipline including termination of employment.
- **Written Warnings.** Written warnings may include a conference between the employee and the supervisor imposing the warning, and will include a written statement expressing disapproval of conduct, poor work performance, or attendance and a warning that repetition of the conduct or failure to improve may result in more severe discipline, including termination of employment.

The employee will be asked to sign the written warning to acknowledge receipt and understanding of the reasons. A refusal to sign should be witnessed by more than one supervisor.

- **Suspensions.** A suspension is a temporary relieving of an employee from duty. Depending on the circumstances, a suspension may be with or without pay.
- **Administrative Review Suspension.** Employees may be suspended or reassigned from performing their normal duties during the investigation of an accident, incident, or accusation.
- **Disciplinary Suspension.** Employees may be suspended for disciplinary reasons. The supervisor imposing a disciplinary suspension will meet with the employee and issue a written statement outlining the details of the suspension, including without limitation the reasons for and duration of the suspension. During the meeting, the employee will be given an opportunity to respond to the reason for the suspension.

The employee is required to sign the written notice of suspension to acknowledge receipt and be given an opportunity to provide written comments on the notice. A refusal to sign should be witnessed by more than one supervisor.

- **Termination of Employment.** An employee's employment may be terminated at any time at the will of the Park District, with or without cause (subject to any applicable CBA).

Generally, an employee will be issued a written notice of the reasons for the termination including the effective date and time of termination. Under ordinary circumstances, a supervisor or designee will meet with the employee, explain the reasons for the termination, and offer the employee an opportunity to respond. The employee will be asked to sign the written notice of termination to acknowledge receipt. If the employee refuses to sign, another supervisor may be asked to witness the refusal.

Examples of Reasons for Disciplinary Action

Reasons for disciplinary action include but are not limited to:

- Absence from duty without permission, habitual tardiness, excessive absenteeism, or misrepresentation of material facts relating to the use of leave;
- Extending breaks or lunches and/or not taking breaks or lunches at scheduled times;
- Leaving the job during working hours without permission;
- Failure to obey any lawful official rule, regulation, or order;
- Insubordinate attitude toward a supervisor and/or failure to follow supervisor's directions or requests;
- Willful or reckless destruction of Park District supplies, materials, vehicles, equipment, tools, or other property;
- Failure to wear uniform or safety equipment as directed, such as safety shoes, glasses, goggles, or a face shield;
- Endangering one's safety or the safety of others by failing to act properly in the performance of job duties;
- Failing to report an accident or known hazardous conditions to an immediate supervisor;
- Gambling while on duty;
- Fighting;
- Being under the influence or possession of intoxicants or illegal drugs while on duty or on Park District property or failing to notify the Park District that you are taking legal drugs when such notice is required;
- Theft, misappropriation, or the careless, negligent, or improper use of funds or property belonging to the Park District, Park District employees, or the public;
- Incompetence, inefficiency, negligence, or other failure to perform duties properly;
- Failure to maintain a valid driver's license or other license or certification required for a Park District position;
- Smoking in or on Park District property;
- Violation of Weapons Policy
- Violating the Park District's Equal Employment Opportunity Policy (anti-discrimination policy), Non- Discrimination and Anti-Harassment Policy, Violence in the Workplace Policy, or Conflict of Interest and Ethics Policy;
- Dishonesty, lying to Park District personnel, or falsifying or providing misleading information on forms, records, or reports provided to or on behalf of the Park District;
- Time card or time-keeping violations;
- Unauthorized possession, use, or copying of any document that is the property of the Park District;
- Sleeping on duty;
- Excessive use of personal cellular telephones or similar devices;
- Any violation of policies or procedures regarding the privacy of individually identifiable health information.



MEMO

Safety Policy Manual Review

Memo



To: David Wick, Administration and Finance Committee
Board of Park Commissioners

From: Paula A. Bickel, Director of Human Resources and Risk Management

CC: Jan R. Arnold, Executive Director

Date: October 28, 2022

Re: Safety Policy Manual Review

Statement

The Park District of Oak Park believes that a comprehensive Safety Policy Manual is helpful to educating staff to both their rights and responsibilities. Every year the Park District reviews the Safety Policy Manual to make changes that include best practices, legal, and legislative changes.

Discussion

As part of the CAPRA Award application and keeping in line with good practices, the Safety Policy Manual must be reviewed on an annual basis. This year staff reviewed the manual and has made legal language requirement changes as well as the following:

Staff Contact Information

- Updated staff contact information in the manual to include new Risk Manager.

POL.S.02.04 – Ergonomics Policy

- Expanded language beyond office type working conditions to include park and recreation working conditions.

Recommendation

Staff is recommending the board approve the attached Safety Policy Manual.

Attachment: Safety Policy Manual

Safety Manual

**Created on: 10/27/2022 9:27 am
CDT**

Table of Contents

Library	5
<i>Policies & Procedures</i>	5
Safety & Risk Management Policies Manual	5
Safety Policy Introduction / Statement	5
Purpose	5
Safety Statement	6
Safety Manual Introduction	7
Concept	8
Park District Risk Management Agency (PDRMA)	9
Management/Employee Participation & Responsibility	10
POL.S.01.01 - Responsibility for Risk Management & Safety	10
Pol.S.01.02 - Park District of Oak Park Executive Director	11
POL.S.01.03 - Safety Action Committee	12
Pol.S.01.04 - Risk Manager	13
POL.S.01.05 - Supervisors/Managers	14
POL.S.01.06 - Employees	15
General Safety Rules	16
POL.S. 02.01 - Introduction of General Safety Rules	16
POL.S.02.02 - General Safety Rules	17
POL.S.02.03 - Statement of Admission	19
POL.S.02.04 - Ergonomics Policy	20
POL.S.02.05 - Use of Park District Property	21
POL.S.02.06 - Office Safety	22
POL.S.01.05 - Employee Right-to-Know	23
POL.S.02.07 - Cyber Liability	26
POL.S.02.09 - Safety Training	27
POL.S.02.08 - Safety Purchasing	28
Working in Hazardous or Severe Weather	29
POL.S.03.01 - General Statement Severe Weather	29
POL.S.03.02 - Lightening Hazards	30
POL.S.03.03 - Severe Cold Weather	31
POL.S.03.04 - Severe Hot Weather	32
POL.S.03.05- Tornado Safety Tips	34
Security Plans	35
POL.S.04.01 - General Preventative Measures	35
POL.S.04.02 - Enforcement of Rules, Regulations, Ordinances, and Laws	36
POL.S.04.03 - Violence Prevention Policy	37
POL.S.04.04 - Behavior Management Policy	39
POL.S.04.05 - Facility Access	40
POL.S.04.06 - Facility Security	41
POL.S.04.07 - Traffic, Parking, and Crowd Control	42
POL.S.04.08 - Hazardous Materials	43
POL.S.04.09 - Responding to Scene of a Crime	44
POL.S.04.10 - PDOP Staff's Relationship with Law Enforcement	45
First Aid Administration, Injury and Emergency Action	47
POL.S.05.01 - Emergency Action	47
POL.S.05.02 - Notification of Authorities	48
POL.S.05.03 - First Aid Kits	49

POL.S.05.04 - Major Injury Treatment	50
POL.S.05.05 - Animal Bites	51
POL.S.05.06 - Eye Injuries	52
POL.S.05.07 - Physicians Immediate Care (Occupational Health)	53
Procedures for Contagious Illnesses	54
Documentation & Reporting	55
POL.S.06.01 - General Reporting Introduction	55
POL.S.06.02 - Documentation	56
POL.S.06.03 - Waivers	58
POL.S.06.04 - Accident/Incident Reports	59
POL.S.06.05 - Employee Injury Reports	60
POL.S.06.06- Abused and Neglected Child Reporting Act / Mandated Reporter	61
Motor Vehicle Safety	65
POL.S.07.01 - Motor Vehicle General Introduction	65
POL.S.07.02 - Driver Qualification Guidelines	66
POL.S.07.03 - Vehicle Safety Check Rides, Defensive Driving Training & the Driver's Challenge	67
POL.S.07.04 - Rules for Drivers	68
POL.S.07.05 - Vehicle Safety Inspection Check List	70
POL.S.07.06 - Auto/Truck Accident Reporting	71
POL.S.07.07 - Motor Vehicle Record Review	72
Personal Protection	73
POL.S. 08.01 - Personal Protection General Introduction	73
POL.S.08.02 - Specific Protective Equipment	74
POL.S.08.03 - Blood Borne Pathogens and Infectious Diseases	75
Safety Data Sheet Portal	82

Page intentionally left
blank.

Purpose

Safety Policy Introduction/Statement

1. Create and maintain an active interest in safety.
 2. Communicate health and safety information to employees and the general public.
 3. Inspect and recommend methods for elimination of hazards.
 4. Provide information on the improvement of safety.
-

Safety Statement

Playing it safe is everyone's business. The Park District of Oak Park Safety and Risk Management Program is designed to give all employees valuable information needed to do their job safely. Safety is a number one priority. Your attitude about safety could someday save your life or the life of a co-worker. Remember, you are responsible for your own safety.

When it comes to safety, things are never stagnant. Work environments are constantly changing. New procedures are being implemented, new materials and chemicals that require special safety procedures are routinely being introduced into the work area, and new people are coming into the department. Just when you think you have safety down, you may have an accident. Always take precautions and be aware of your environment and what is going on around you; accidents can be prevented.

The Park District of Oak Park Safety and Risk Management Program provides you with policies and procedures that pertain to safety. You will learn what to do on a day-to-day basis, what to do in an emergency, how to respond to a hazard, and how to avoid taking risks. You will be expected to hold safety as a high priority.

Staff at all levels are directed to make safety a matter of continuing concern, equal in importance with all other operational considerations. Staff are to ensure that work is done in a safe manner, inspections are conducted on a regular and timely basis, hazards are identified and addressed, and accidents are investigated.

We are confident that this program will be successful and expect your cooperation and support.

Jan Arnold

Paula A. Bickel

Joseph Marrotta

Executive Director

Director of HR and Risk Management

Risk Manager

Safety Manual Introduction

This manual is issued to:

1. Inform employees about the policies that are the basis for the Park District's safety and loss prevention program.
2. Establish uniform safety procedures for tasks that are performed in more than one operating unit.
3. Establish uniform safety procedures for the more specific activities of individual departments.

Although careful consideration was paid to ensure comprehensiveness, this manual will not and cannot identify and cover every task performed and encountered by all departments. Conversely, there will be material that is not applicable to certain departmental activities. If you are responsible for performing a task in which you are unsure how to safely perform it and the procedure is not outlined in this manual, contact your immediate supervisor/manager before proceeding with the task. Employees should be on constant alert for potential hazards which are not referred to in any written practices but which may result in injuries or property damage. Where potential hazards are thought to exist, employees should use all known precautionary measures and when in doubt as to the procedure to follow, consult with the immediate supervisor/manager.

Managers and supervisors have been directed to make safety a matter of continuing concern, equal in importance to all other operational considerations. **As a condition of employment, every employee is expected to concern themselves with their own safety, the safety of fellow workers, and the safety of the general public affected by park and recreation activities.** This entails willing acceptance and active support of approved safety rules and procedures.

Accidents often occur when we overlook safety to concentrate on a mechanical skill or problem, when we fail to recognize a hazard, or when we hurry to get the job done and take unnecessary risks. Accidents are costly to the employee and the employer. Accidents can cause physical pain, possible disability, and potential loss of income or future earning power.

Safe operating procedures are essential in performing any job skill. Safe performance is an efficient performance. Shortcuts that ignore safety usually take more time rather than save time. Most accidents can be avoided by identifying and attending to safety hazards and performing tasks in a safe manner. When someone fails to do something he or she should have done or when a hazard was not recognized, an accident can happen.

Concept

Within all recreational activity, there may be exposure to personal injury or property damage that may be unintentionally hidden. Safety reviews of facilities and operations should include consideration of problems and/or errors which could occur, as it relates to recreation programs, equipment, job procedures, and personnel. Accidents are unplanned events. Proper planning can minimize accidents and/or their impact. Most accidents are caused and can be prevented. Loss prevention initiates such pre-planning as is necessary to minimize unsafe acts, contain environmental hazards, and control unsafe conditions.

Continued emphasis on safe working conditions has been shown to significantly reduce injuries, property damage, and work interruption. Every employee is charged with the responsibility of supporting and cooperating with the safety and loss prevention team. All employees are expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient and the only acceptable way to perform it. Compliance with safety policies and procedures will be considered an important component of supervisory and employee performance evaluations.

The Park District of Oak Park is committed to making the Safety and Loss Prevention Program a success and expects all employees to assist in the safety effort by following all established rules and procedures

Park District Risk Management Agency (PDRMA)

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

POL.S.01.01 - Responsibility for Risk Management & Safety

Staff, contractors, volunteers, and any other persons acting on behalf of the Park District will make safety a matter of continuing concern and of equal importance with all other operational considerations. Additionally, these persons have a duty to provide a safe environment for and protect fellow staff, contractors, volunteers, and members of the public. Staff are to ensure that work is done in a safe manner, inspections are conducted on a regular and timely basis, hazards are identified and addressed, and accidents are investigated.

The Executive Director is accountable and responsible for the overall execution of the Park District's goals and objectives and development of operational procedures related to risk management and safety. The Executive Director may delegate the responsibility for implementation and coordination of risk management and safety procedures and initiatives to the Risk Manager.

A Safety Action Committee has been established, chaired by the Risk Manager, to facilitate the exchange of ideas between employees while enhancing the identification of potential risks and promotion of safety and loss prevention practices.

Pol.S.01.02 - Park District of Oak Park Executive Director

The Executive Director is accountable and responsible for the overall execution of the Park District's goals and objectives, as well as the health and welfare of each employee. To achieve these goals and objectives safely, the Executive Director has created the **Safety Action Committee** and the position of **Risk Manager** who serves as the Chairperson of this committee reporting on a day-to-day basis to the Director of Human Resources.

POL.S.01.03 - Safety Action Committee

The Park District Safety Action Committee is intended to assist Park District employees in providing safe and efficient operations and services for employees and patrons. The Safety Action Committee is comprised of one or more employees from each facility. The Safety Action Committee makes safety inspections of Park District facilities, organizes employee-training sessions, manages Safety Awareness campaigns, reviews patron and employee accidents and makes recommendations where safety can be improved. Meetings are held at least six times a year, and visitors are encouraged to attend. Employees should speak with their immediate supervisors if they would like to attend a meeting.

The most effective accident prevention measures are those that have been formulated at each level of the Park District, thoroughly discussed and coordinated by all concerned, and supported by senior management. The organization of the Safety Action Committee facilitates the maximum exchange of ideas between employees while enhancing the immediate definition of the problem areas and the promotion of safety and loss prevention practices.

The Safety Action Committee will be composed of designated representatives from various departments or areas. Employees apply to serve on the Safety Action Committee for a two-year term. The responsibilities and goals of the committee members include, but are not limited to:

1. Identify safety and/or unsafe situations/issues in their area.
 2. Make recommendations and/or assist in the development and implementation of processes to address safety or unsafe situations/issues.
 3. Monitor and report on safety and/or unsafe situations/issues.
 4. Facilitate and maximize the communication of safety ideas, programs, and processes between employees and management.
 5. Promote and support safety and loss prevention practices.
 6. Attend bi-monthly Safety Action Committee meetings.
 7. Participate in bi-monthly safety trainings conducted at the Safety Action Committee meetings.
 8. Attend training classes provided by the Park District Risk Management Agency (PDRMA), such as the Risk Management Institute.
-

Pol.S.01.04 - Risk Manager

The Risk Manager will be the individual with primary responsibilities for developing, implementing, and coordinating the District's risk management and loss control programs.

The Risk Manager's major responsibilities include, but are not limited to:

- Formulate, direct, and support all safety activities throughout the Park District with the support of Park District senior management.
- Recommend and implement safety-related ideas, improvements, and efficiency measures. Assist in developing safety goals and objectives.
- Review and develop safety-related statistics and reports. Prepare cost analyses and reports for safety-related projects.
- Function as Chairperson of the District's Safety Action Committee.
- Facilitate action plans from the Safety Action Committee's recommendations and concerns.
- Maintain Accident/Incident report files and log. Process and submit accident/incident reports to PDRMA, when appropriate.
- Update the Safety Manual as necessary.
- Recommend and facilitate the safety training of supervisors and employees including general safety and health programs such as Cardiopulmonary Resuscitation (CPR), AED, first aid, etc.
- Recommend safety policy changes and apprise the Executive Director of particular safety issues as well as the overall condition of the Park District.
- Receive and review all safety-related departmental or staff memos, minutes, and training rosters and maintains files on loss control and safety program components.
- Review and analyze accident/incident reports, departmental correspondence, and PDRMA LRN Alerts regarding the safety conditions of District facilities and to facilitate action plans, if required.
- Review and investigate accidents and to recommend ways of eliminating such occurrences.
- Establish an incident/accident reporting and investigation procedure.
- Ensure that the Safety Action Committee meeting notes are prepared, distributed, and maintained in a timely manner.
- Develop safety responsibilities for all staff members.
- Establish emergency response procedure for the Administrative building and all Park District facilities.
- Schedule, conduct, and/or participate in safety inspections and evaluations with findings and recommendations reported to the supervisor/manager, the Executive Director, and the Safety Action Committee.
- Coordinate and schedule the PDRMA Loss Control Program Evaluation meeting along with facilitating the meeting.
- Attend Risk Management Institutes and other educational sessions sponsored by PDRMA.
- Distributes PDRMA correspondence to staff and Safety Action Committee, including newsletters, LRN Alerts and meeting registration flyers.
- Monitor compliance with agency and PDRMA claims reporting policies.
- Promote and support Safety and Risk Management programs throughout the Park District of Oak Park and the community.
- Stay abreast of ILOSHA, NIOSH, IDOL, DOT etc. or other safety agency updates and implement as needed these important updates.

POL.S.01.05 - Supervisors/Managers

A supervisor may be defined as a Department Head, Manager, Supervisor or any individual that controls the actions of others. Supervisory level staff members have the primary responsibility for carrying out the District's safety and loss prevention policies, including those contained in all District's safety manuals as well as those enacted by the District's Administration and/or Board. Supervisors have a dual responsibility to both management and employees. For both groups, the supervisor must coordinate safety efforts, encourage and coordinate safety actions, and respond to suggestions and complaints about safety practices. Supervisors/managers major responsibilities include, but are not limited to:

1. Instructs personnel in safe practices to be observed at work.
 2. Enforce safety standards and requirements.
 3. Set the example of good safety practices in all work endeavors.
 4. Act positively to eliminate any potential hazards within the activities under their jurisdiction.
 5. Complete or delegate the completion of accident/incident reports in their department(s).
 6. Complete accident/incident, property damage, vehicle reports and turn into the Risk Manager within 24 hours of the accident.
 7. Train employees on the proper method of completing accident/incident reports.
 8. Conduct thorough investigations of all accidents and take the necessary steps to prevent recurrence.
 9. Conduct regular safety checks to ensure that equipment is maintained properly.
 10. Give full support to all safety procedures, activities, and programs.
 11. Communicate to their employees the importance of safety hazard identification and awareness.
 12. Correct employees if they observe an activity or task being performed in an unsafe manner.
-

POL.S.01.06 - Employees

Each employee, as part of the safety and comprehensive loss prevention program, is expected to place safe work practices and identification of unsafe conditions as the highest priority while performing other daily tasks. In addition, employees have the duty to protect the public who patronize our facilities and services. An employee's safety responsibilities include, but not limited to:

1. Using the safety equipment provided in performing daily work assignments.
 2. Wearing the prescribed uniform and safety equipment.
 3. Operating equipment only after receiving the proper orientation and/or training.
 4. Reporting defective equipment or other unsafe conditions to supervisors and co-workers.
 5. Report all accidents, injuries and unsafe acts and conditions to your supervisor immediately. Cooperate with and assist in the investigation of accidents. Failure to do so may result in disciplinary action up to and including termination. Completing appropriate form for all injuries regardless of severity.
 6. Providing protection for unsafe conditions resulting from work that could present a hazard to the public.
 7. Not abusing departmental tools and equipment.
 8. Restricting use of equipment and facilities.
 9. Designated employees will conduct facility inspections, AED reports, and playground inspections.
 10. Submit suggestions related to safety methods, conditions or activities.
 11. Preserve potential evidence found or left behind at the scene for the proper authorities. This includes, but not limited to: cordon off the scene to stop evidence from being touched, misplaced, moved, mishandled or damaged. Notify proper authorities of the location of evidence and transfer authority of the investigation and evidence gathering to the proper authorities. Notify your supervisor of the event.
 12. Report all property damage to your supervisor immediately. Failure to do so may result in disciplinary action up to and including termination.
-

POL.S. 02.01 - Introduction of General Safety Rules

The Park District of Oak Park reaffirms its continued policy that the safety and health of its employees is its first consideration in the operation of its facilities. Working conditions will meet the accepted standards for the protection, safety, and health of our employees, and will be maintained at a level so as to encourage efficient operations. The safety rules as described will be strictly enforced by all employed by the Park District of Oak Park. Employee's full participation and cooperation in preventing accidents is a necessity.

POL.S.02.02 - General Safety Rules

On-the-job safety is the responsibility of every Park District employee. Employees are expected to be alert for safety hazards that may exist and could affect the public or employees of the Park District. Employees are also responsible for reporting any unsafe equipment or condition to their supervisor immediately upon discovery of such a condition. All employees must adhere to the following rules. Failure to do so will result in disciplinary action up to and including termination.

- Work at a safe speed (Pace yourself)
- Avoid horseplay such as throwing of any material at another employee, distracting another employee at any time, or creating action that may mislead another employee into an unsafe act or condition. Horseplay and fighting will not be tolerated in the work place.
- Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs is prohibited in the work place.
- Employees are responsible for informing an immediate supervisor if required to take medication during work hours that may cause drowsiness or alter judgment, perception or reaction time.
- Employees must notify an immediate supervisor of any permanent or temporary impairment that reduces their ability to perform their job in a safe manner, or that prevents or hinders their performance of the essential functions of their position.
- Equipment must be operated only by trained and authorized personnel.
- Read and obey all warning signs and tags. They are posted to point out hazards and are there for your protection.
- Use the personal protective equipment required on the job being done, such as hard hats, goggles, safety shoes, gloves, etc.
- If you create a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended.
- Provide and use guards and barricades when required. If they are removed for any reason, they should be replaced as soon as possible.
- Periodic inspections of workstations will be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.
- Know the location of the first aid kits and AED and know how to use these materials.
- Any potentially unsafe conditions or acts must be reported promptly to the immediate supervisor.
- Note all exits in case of evacuations.
- Do not block access to emergency devices such as fire hydrants, fire extinguishers, first aid kits, AED's, control valves, electrical switch boxes, emergency doors.
- Know the location of the fire extinguisher nearest your work area and learn how to operate it.
- If there is any doubt about the safety of a work method, the immediate supervisor should be consulted before beginning work.
- All accidents, near misses, and property damage must be reported immediately to the immediate supervisor, regardless of the severity of the damage.
- Injuries must be reported as soon as they are discovered.
- Failure to report an accident or known hazardous condition may be cause for disciplinary action up to and including termination of employment.
- All employees must follow recommended work procedures outlined for their job, department, and facility.
- Employees are responsible for maintaining an orderly workspace. All tools and equipment must be stored in a designated

place. Scrap and waste material must be discarded in a designated refuse container.

- Any smoke, fire, or unusual odors must be reported promptly to your immediate supervisor.
 - All potential slip or trip hazards must be corrected immediately or marked clearly before being left unattended.
 - Safety and restraint belts must be fastened before operating any motorized vehicle.
 - Employees who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals, markers, and all applicable laws.
 - Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate and must report revocation or suspension of a driver's license to a supervisor.
 - All employees must know departmental rules regarding accident reporting, evacuation routes, and fire department notification.
 - Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures.
 - Approach all electrical repairs with extreme caution. Treat every electric wire as "live."
-

POL.S.02.03 - Statement of Admission

All employees are expected to conduct themselves at all times in the best interest of the Park District. When an accident or incident occurs, no matter how severe or how insignificant, an employee must never presume or admit guilt or fault of any kind of their own or of any other person. An employee should never speculate on the cause of an accident or incident or an injury. An employee should cooperate with investigating authorities and with any investigation conducted by or on behalf of the Park District. Any questions relating to an accident or incident involving Park District property and/or personnel should be promptly directed to a Department Head, Risk Manager or the Executive Director.

POL.S.02.04 - Ergonomics Policy

Ergonomics is the science of tailoring workplace conditions and job demands to those who do the work. Effective ergonomic interventions can provide a safer working environment for District staff. It is the policy of the District to employ a proactive, sustained commitment to creating and maintaining a work environment incorporating practical ergonomic solutions to help reduce or eliminate ergonomic-related injuries, decrease related financial costs, and most importantly, improve the safety, health, and morale of employees, both on and off the job.

Working conditions with park and recreation departments are varied and unique and include multiple risk factors that may cause stress and strain on tendons, muscles, ligaments, cartilage, blood vessels, and nerves, leading to injury. Whether performing parks maintenance activities, working on computer video display terminals, or working hands on with patrons, the degree of risk depends on the intensity, frequency, and duration of exposure to risk factors. This policy establishes uniform requirements to ensure that ergonomic controls and procedures within the organization are implemented, evaluated, and that the proper hazard information is transmitted to all affected workers.

Through employee education and by implementing some simple and practical ergonomic principles, employees can reduce or eliminate ergonomic-related injuries, decrease costs and improve the health & morale of employees, both on and off the job. The Risk Manager is responsible for all facets of this program, including making recommendations to ensure success of the program and identify any operation of the organization where there is danger of serious personal injury.

Employees who are assigned to work with computers will:

1. Participate in ergonomic training.
 2. Notify management of their reasonable needs to improve their workstations.
 3. Be responsible for correct use of the equipment.
 4. Cooperate with Management to identify ergonomically related concerns and report these for correctional action.
-

POL.S.02.05 - Use of Park District Property

- Unless it is specifically assigned or authorized as part of employment/duties or is generally available to the public, no employee or elected official may use Park District property for personal use at any time.
 - For the purposes of this policy, property is defined as, but not limited to, buildings, vehicles, facilities, grounds, tools, building materials, electronic equipment, recreational and rental equipment and/or related personnel services. Because safety and liability is of chief concern, it is expected that the property which is assigned, authorized or permitted, will be used or operated in a fashion consistent with the Park District's established safety rules and regulations. Instructions on safe and proper use are available. In addition, property use requires the use of permits, waivers and releases, which conforms with regular service to the public.
 - Loss, damage or theft of Park District property should be reported at once. Negligence in the care and use of Park District property may be considered grounds for discipline, up to and including termination. Vehicles and equipment, trailers, etc. must be locked and secured.
 - Property may not be used over and above The Park District's regular operations. Use of agency property in violation of this policy may result in punitive measures such as disciplinary procedures including termination or revocation of privileges.
 - If this section is violated, the Park District will not be liable for any claims, costs or damages arising out of or resulting from the use, operation or possession of said Park District property.
-

POL.S.02.06 - Office Safety

Office work is more dangerous than it is commonly supposed and many accidents occur during ordinary office routine. Here are some “safety tips” for the office:

- Every employee will be responsible to see that his or her own desk and work area are clean and orderly. Pick up items such as pencils or paper clips and wipe up any spilled liquids. Good housekeeping is the key to a safe office environment.
 - Watch out for loose or rough floor covering. Report to your manager/supervisor if found.
 - Be extra cautious when approaching a door that can be pushed open toward you. Take it easy when pushing a door open; slow down when walking to a blind corner.
 - Watch out for electrical cords and keep them out of walkways and aisles.
 - All file, desk and table drawers will be kept closed when not in use. As soon as you leave them, close them. Never open more than one file drawer at a time.
 - Overloading the top drawer of unsecured file cabinets has caused many an injury or damage. If you are unfamiliar with the file cabinet, test the drawers and be careful not to pull them out too far if there is no locking device on them.
 - Furniture, such as tables, desks, and chairs, must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, etc.
 - Overuse injuries and/or pain can result from desk equipment (office chair, keyboard, monitor, etc.) that is not ergonomically suited to an employee. Contact your supervisor or Risk Manager for an ergonomic assessment of work area.
 - Chairs can be a hazard when improperly used and care should be taken to assure that they are in good condition. Learn the limits. Be sure your chair is behind you before you sit down. Do not tilt chairs when sitting on them.
 - Never use chairs, desks or other office furniture as a “make-shift” ladder. Use a stepladder. Do not over reach and lose your balance.
 - Keep blades of paper cutters closed when not in use.
 - Pencils and pens are safest when carried point down in pockets.
 - Scissors, paper cutters, glass, and razor blades can cause painful injuries. If such injuries occur, take the appropriate first aid actions as soon as possible to protect yourself from infection. Report all incidents on the appropriate forms as soon as possible and report it to your supervisor immediately.
 - Be sure equipment is grounded and that the electrical cord is in good condition. If a machine gives you a shock or starts smoking ... **UNPLUG IT** and report it.
 - If a space is in use, make sure to turn it off when you leave the room, plug it directly into the wall. Refrain from plugging it into a power strip.
-

POL.S.01.05 - Employee Right-to-Know

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

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

Employers must develop a written hazard communication program that:

- Tells employees about the Hazard Communication Standard, including its recent revisions, and explains how the standard is in effect in the workplace, especially with regard to OSHA's transition to the new standard;
- Provides information on hazardous chemicals in the workplace;
- Provides training on the correct safety procedures for working with hazardous substances, including how to understand Labels and both MSDS/SDS sheets;
- Maintains labels on chemicals in a manner, which continues to be legible, so that the pertinent information does not get defaced or removed in any way.

Employees must:

- Respect all warnings and precautions;
- Read substance labels and MSDS/SDS sheets;
- Use the correct personal protective equipment when handling hazardous substances;
- Know in advance what could go wrong and what to do about it; and
- Practice sensible, safe work habits.

Information on Labels

Although labels differ vary, all labels will contain similar types of information. In many cases, any deviation from the label instructions can result in potentially more hazardous situations for you and others.

Labels will contain:

1. Name, address, and telephone number of the chemical manufacturer, importer, or responsible party.
2. Product Identifier that refers to the name of the chemical and/or code and batch numbers that are congruent with the MSDS/SDS.
3. Signal words that are used to indicate the severity of the hazard and alert the reader to the potential hazard on the label. MSDS labels use *Danger*, *Warning* and *Caution*. The SDS labels use *Danger* and *Warning*.
4. Hazard statements that describe the nature of the chemical hazard – the physical hazards (Will this explode or catch fire? Is it reactive?) and the health hazards (Is it toxic? Could it cause cancer? Is it an irritant?).
5. Precautionary statements are recommendations to minimize potentially adverse effects from the aforementioned Hazard Statements.
6. Supplementary information provides additional instructions and information that the manufacturer may deem helpful. With

the new standard, there are nine standard pictograms that can be used to communicate certain hazards (These are not the same as the US Department of Transportation Diamonds used for chemical transport).



MSDS Sheets

MSDS sheets are a guide to working safely with hazardous substances. These sheets provide information on everything that is known about the substance, including chemical and physical dangers, safety procedures, and emergency response techniques. Specifically, MSDS sheets cover:

- **Identity**, including the manufacturer's name, address and phone number, and the date the substance was produced;
- **Hazardous ingredients**, including the substance's hazardous components, its chemical ID, and common names. Worker exposure limits to the substance and other recommended limits are included;
- **Physical and chemical characteristics**, such as boiling point, vapor pressure, vapor density, melting point, evaporation rate, water solubility, and appearance and odor under normal conditions;
- **Physical hazards**, including fire and explosion, and ways to handle those hazards (such as firefighting equipment and procedures);
- **Reactivity**, including whether or not the substance is stable, and which substances and situations to keep it away from so it will not react;
- **Health hazards**, including how the substance can enter the body and the possible health hazards that could arise from exposure. This section also covers signs and symptoms of exposure, such as eye irritation, nausea, dizziness, etc., and whether or not the substance is carcinogenic. Emergency and first aid procedures are also outlined;
- **Precautions for safe handling and use**, including what to do if the substance spills or leaks; how to dispose of the substance; equipment needed for cleaning up spills and leaks; proper storage and handling; and any other necessary precautions; and
- **Control measures** will lessen your exposure to the materials. This section outlines the personal protective equipment, clothing, respirators, and ventilation that should be used when handling the substance. Special work or hygiene practices are also outlined.

SDS Sheets

OSHA's new standard Safety Data Sheet (SDS) is very similar to the MSDS sheet in content, but it is broken out in 16 sections that are more specific than the previous MSDS sheet:

1. **Chemical and Manufacturer/ Supplier Identification**, with common names and synonyms of chemical;
2. **Hazard(s) Identification**, this time with pictograms and Hazard Signal Words either *Danger* or *Warning* (but not *Caution*);
3. **Composition/Information on Ingredients** including the substances, mixtures, and concentrations of chemical constituents in

the product. Often this section may be nonspecific with claims of “trade secret.” However, the one may use contextual information in the other sections of this document to infer potential hazards;

4. **First-Aid Measures**, symptoms and initial care in case of exposures;
5. **Fire-Fighting Measures**, recommends suitable extinguishing protocol including special Personal Protective Equipment (PPE) that may be required;
6. **Accidental Release Measures**, appropriate response to leaks or spills, containment and cleanup practices to protect exposure to others and the environment;
7. **Handling and Storage**, to prevent the aforementioned Accidental Releases;
8. **Exposure Controls/Personal Protection**, indicates exposure limits, Personal Protective Equipment (PPE) and other consideration (such as ventilation);
9. **Physical and Chemical Properties**, similar to the MSDS;
10. **Stability and Reactivity**, similar to the MSDS;
11. **Toxicological Information**, similar to MSDS Health Hazard Data;
12. **Ecological Information**, evaluates environmental impacts of chemical release and accumulation;
13. **Disposal Considerations**, provides guidance on disposal , recycling, or reclamation of the chemical/container. Expands on Section 8 – Exposure Controls/Personal Protection;
14. **Transport Information**, includes a UN number that classifies the chemical for transport by road, air, rail, or sea;
15. **Regulatory Information**, this section is for listing any additional specifics from agencies like OSHA. Department of Transportation, Environmental Protection Agency, or Consumer Product Safety Commission; and
16. **Other Information**, may indicate where and when the last revisions were made.

OSHA's Right-to-Know regulation was developed to protect employees on the job. Making the information available is only the start in keeping the Park District safe. Employees' habitual reading and reviewing of labels and the MSDS/SDS sheets is a critical practice that promotes a safer working environment.

POL.S.02.07 - Cyber Liability

The internet – the technological wonder of worldwide communication – has spun a whole new web of liability risks. Loss of confidential customer and / or employee data is not acceptable at the District. A breach is defined as the actual release or disclosure of information to an unauthorized individual / entity that exposes a person's:

- Personally Identifiable Information (PII).
- Protected Health Information (PHI).
- Financial / Reputational information that may cause a person or a company inconvenience or harm.
- Customer (current / former), applicant or employee data.
- Corporate information or intellectual property.

All potential or actual security breaches must be reported to your supervisor immediately. A thorough investigation will be conducted to determine the scope and cause of the breach. Any individuals affected by the security breach according to the requirements of the Illinois Personal Information Protection Act (815 ILCS 530) will receive notification of such breach.

POL.S.02-09 - Safety Training

Each department has responsibility for providing on-the-job training to each employee about how to do their jobs safely and efficiently. Training will include:

1. Orientation to departmental and overall District safety and health rules.
2. Procedures for reporting on the job injuries, processing hospital/medical bills related to job related injuries and Worker's Compensation claims.
3. Accident Report forms and procedures including accident investigation.
4. Requirements for the use of vehicles.
5. Reporting of unsafe conditions.
6. Safety Manual and all safety policies.
7. Review of the Park Districts Personnel Policy Manual.

In addition, specialized training should be offered in other areas as it relates to specific job activities. OSHA and IDOL have training and operational guidelines that in some cases **must** be followed. Training must also be offered in the use of tools and equipment in order to maximize the capabilities of the equipment as well as prolong its usable life and to prevent accidents. All employees are expected to request instruction in those tasks or for any equipment with which they are not familiar.

POL.S.02-08 - Safety Purchasing

Managers and supervisors are to make sure that equipment, commodities, and services that are purchased for use by Park District employees conform to industry standards as well as Federal, State and local codes and manufacturing requirements.

A great deal of responsibility can be transferred to the manufacturers and distributors of supplies and equipment. For this reason, the following general statement may be used in the standard purchasing documents for all purchases made under contract. "The equipment you would supply to the Park District of Oak Park must comply with all requirements and standards as specified by the federal government's Occupational Safety and Health Act of 1971. All guard and protectors as well as appropriate markings will be placed before delivery. Items not meeting OSHA specifications will be refused. Suppliers may be required at their expense to provide training to Park District employees in the use, operation, and maintenance of the supplied items."

Specialized equipment usually is constructed with components that are designed, built or tested to standards prepared by Underwriters Laboratories (UL), American Society for Testing and Materials (ASTM), American Society of Mechanical Engineers (ASME), or American National Standards Institute (ANSI) to name a few. It should be determined if certification is present. By doing so, the manager/supervisor making the purchase reaffirms the commitment to safety of the employees and demonstrates a concern for the effective and efficient use of budgeted funds.

In the case of a pandemic, special cleaning products and equipment will be used to help reduce, slow down and/or stop the spread of germs and viruses. When purchasing products staff will ensure the products meet the sanitizing requirements set by the Center for Disease Control (CDC), Illinois Department of Public Health (IDPH) and Federal, State and Local Agencies.

POL.S.03-01 - General Statement Severe Weather

This should serve as a guideline for assessing if non-vital services should be performed during periods of hazardous or severe weather. Emergency Action Plans are available at each facility and posted on the hub. Employees are expected to review them regularly to ensure employees are familiar with what to do in various severe weather situations. Employee may contact their immediate manager/supervisor or Risk Manager for additional direction regarding specific situations. While this information may not be relevant to all Park District departments, the data provides good personal information and should be shared with employees for their use.

POL.S.03.02 - Lightning Hazards

- The Weather Bureau will broadcast a “Thunder storm warning” when thunderstorms are imminent. Get ***inside*** a building.
 - Avoid using the telephone ***except*** in emergencies.
 - If no structure is available, ***do not*** stand under a natural lightning rod such as a tall, isolated tree in an open field.
 - ***Do not*** touch water.
 - If you are caught in an open field and feel your hair “stand on end” (a signal that lightning is about to strike), drop to your knees and bend forward, putting your head on your knees. ***Do not lie flat.***
 - If you sight a funnel cloud, move at a 90-degree angle away from it.
 - Stay away from wire fences, golf clubs, bicycles, motorcycles, scooters, golf carts, metal equipment, metal pipes and other metallic paths.
 - In the forest, seek shelter in a low area populated by many trees.
 - In an open area, ***seek low places.***
-

POL.S.03.03 - Severe Cold Weather

Wind chill factors were developed by the military to determine the effects of combining wind and temperature as they affect exposed skin surfaces. "Wind chill" effect does not cause liquids to freeze when the air temperature is above the freezing point. However, when the air temperature is below freezing, wind effect will speed up the process. There are going to be situations where no condition of weather will force work to be stopped. Bear in mind, however, those non-essential services should be considered for curtailment during extreme temperature or wind chill periods. The procedure for evaluation of particular jobs will be as follows:

- Discuss with your immediate supervisor/manager the necessity of performing the particular task at that time.
 - Assuming the task must be done, determine if the employees are properly dressed and protected from the elements.
 - Determine what method the employee will have available to get warm periodically while the task is being performed.
 - The general policy for non-life threatening safety tasks will be that cold weather considerations will be implemented anytime the reported "Wind Chill" factor falls below minus 25 degrees.
-

POL.S.03.04 - Severe Hot Weather

Severe hot weather can be a killer. According to the U.S. Center for Disease Control and Prevention, an average of 300 people die of heat related causes each year. Many more incidents result in permanent brain damage. The primary killer is known as **HEAT STROKE** (Sunstroke).

“Heatstroke” occurs when the body’s thermostat rises wildly, reaching around 106 degrees in about ten minutes. As the body temperature climbs, cells are destroyed and the brain and other vital organs begin to fail. Normally the body keeps itself cool by sweating. It uses sweat evaporation to cool the blood just below the skin surface, lowering body temperature. But, when people suffer heatstroke, they stop sweating. If there is no way for the body to cool off, the body temperature will rise at a rate of two degrees Fahrenheit per hour until death.

If the outside temperature matches the bodies inside temperature, the heat stays inside the body. If the outside humidity rises to equal the moisture in the body’s system, sweat cannot cool the body by evaporating. That is why the “Heat Index” is so important. A “Heat Index” of 100 degrees + is **DANGEROUS**. Other factors that add to the risk by hindering the body’s ability to regulate temperature include old age, obesity, fever, dehydration, heart disease, poor circulation, sunburn, and drug or alcohol use.

Common sense is the best preventive measure. Avoid strenuous exertion, and insulating clothing while in a very hot and humid environment (100 degrees + Heat Index). Ensure that fluid (preferably water) intake is high and constant.

Recognizing and treating heat illnesses:

Heat Cramps

How it starts: Onset is sudden during vigorous activity. First signs are severe including incapacitating pain in the extremities and abdomen.

Skin: Usually sweating heavily and pale.

Pulse: Generally rapid. Normal or raised.

Body Temperature: Normal.

Treatment: Move patient to a cool environment. Have them lie down if they feel faint. If the patient is not nauseated give them one or two glasses of a salt-containing solution, example such as Gatorade.

Heat Exhaustion

How it starts: Fatigue, faintness and dizziness are usually the first signs of heat exhaustion. Insufficient water and intake are primary causes.

Skin: Usually cold and clammy, with profuse sweating.

Pulse: Normal or raised.

Body Temperature: Usually low or normal.

Treatment: Have the person lie down in a cool, shady place and give them cool liquids (water or juice). Consult a doctor for advice.

Heat Stroke

How it starts: Heat exhaustion, if untreated, can develop into heatstroke as heat builds up in the body. People who are not treated can die quickly.

Skin: Hot, dry and red. Perspiration usually stop completely.

Pulse: Rapid and strong.

Body: Usually 102 degrees or higher.

Temperature: At 107 degrees, it’s usually fatal.

Treatment: Emergency help is needed immediately. Wrap the person in a wet sheet and use a fan to help cool the skin. The patient should be taken to a hospital as soon as possible after the emergency methods have been instituted for further management.

Page intentionally left blank.

POL.S.03.05- Tornado Safety Tips

Learn these Tornado Danger Signs:

- *Severe thunderstorms*-frequent lightning, heavy rain and strong winds.
- *Hail*-bullets of ice from a dark cloudy sky.
- *Roaring noise*-like jet planes or a hundred railroad trains.
- *Funnel*-type dark spinning “rope” or column from the sky to the ground.

Listen to radio and television broadcasts to determine the situation.

A **Tornado Watch** *means* that conditions are right for a tornado to develop.

A **Tornado Warning** *means* a tornado has been sighted.

During a Tornado:

- Stay out of cars, mobile homes and trailers. If in a vehicle, get out and take cover by lying flat in the nearest ditch, ravine or depression.
 - If walking outside, find the nearest ditch and lie flat in it.
 - In the home, move to a basement or lowest level. Try to locate yourself in a windowless room. If possible get under a table or workbench.
 - In the workplace, go to the interior hallways in the lowest floor of a building or seek a sheltered area.
 - In schools, follow instruction of school authorities. Move to interior walls away from wide spanning roofs.
-

POL.S.04.01 - General Preventative Measures

Park District employees are responsible for monitoring parks and facilities to help deter criminal activity and emergencies and to report all suspicious activity to local law enforcement agencies. Staff will:

- Actively patrol parks and facilities and provide customer service to patrons by advising them of regulations and answering questions
 - Post signage regarding rules and risks where appropriate
 - Ensure trails, paths and open areas are clear and passable
 - Include lighting in park and facility inspections to ensure areas are well-lit at night
 - Conduct regular inspections for safety and security items, including fire extinguishers
 - Ensure all buildings and bathrooms are vacant prior to locking
 - Close and secure facilities, bathrooms, gates, etc. and set alarms according to operation schedules and procedures.
 - Work with law enforcement to document and clean-up graffiti as quickly as possible to avoid the encouragement of additional tagging
 - Report any problems to appropriate staff for corrective action
 - Participate in training regarding basic law enforcement procedures
 - Contact law enforcement for when suspicious activity is observed
 - File reports with Risk Management as required
-

POL.S.04.02 - Enforcement of Rules, Regulations, Ordinances, and Laws

Park District staff members have the authority and duty to advise patrons of the Rules and Regulations that govern the use of our facilities. Violations of laws or park ordinances are enforced by certified law enforcement officers. Park District staff members are to call local law enforcement for violations if addressing the problem verbally does not rectify behavior or actions of patrons.

All responsibilities for the enforcement of laws are routed to and handled by the appropriate local law enforcement agency. The primary law enforcement agency within the Village of Oak Park is the Oak Park Police Department, which has jurisdiction over all property located within the boundaries of the Village of Oak Park. The Board of Commissioners has authorized the Oak Park Police Department to patrol and protect Park District of Oak Park parks and facilities as well as the patrons visiting the parks and facilities.

In case of suspicious criminal behavior, employees are to immediately call 911 to notify the appropriate law enforcement agency for follow up action. Staff is required to complete and file an incident report by the next business day to document illegal activities, vandalism or any other activity requiring local law enforcement assistance.

If police, fire or ambulance are called to a District Facility staff must immediately call, at a minimum, their direct supervisor who will then contact the Department Head, Executive Director and Risk Manager.

POL.S.04.03 - Violence Prevention Policy

The safety and well-being of the Park District of Oak Park employees and patrons are a priority. Threats of physical violence, verbal intimidation, harassment, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Park District property will not be tolerated. Violations of this policy will lead to disciplinary action that may include dismissal, arrest and prosecution.

Any person, who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Park District property, will be removed from the premises pending the outcome of an investigation. The Park District will initiate an appropriate response, including, but not limited to suspension, reassignment of duties, termination of employment, recreational privileges, or business relationship, and/or criminal prosecution of the person (s) involved.

No existing policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

All Park District personnel are responsible for notifying their immediate manager/supervisor of any threats that they have witnessed received, or have been told that another person has witnessed or received. Even without an actual threat, Park District personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on/at a Park District site. Employees are responsible for making this report regardless of the relationship between the individual initiating the threat or threatening behavior and person(s) receiving the threat, including domestic or patron problems, which they fear, may result in a violent act against them, a co-worker, or a patron.

All individuals who apply for or obtain a protective or restraining order which lists the Park District locations as protected areas must provide a copy of the petition used to obtain the order, as well as a copy of the protective or restraining order which was granted, to their immediate manager/supervisor.

Workplace violence is defined as physical assault, threatening behavior or verbal abuse in the work setting. As noted, there are three types of violent behavior:

- Emotional.
- Verbal: some behaviors may start with verbal abuse. This may also include verbal threats of physical violence.
- Physical Assaults or Sexual Abuse.

Warning signs of potential workplace violence include:

- Increased use of alcohol and/or drug abuse.
- Unexplained increase in absenteeism.
- Noticeable decrease in attention to appearance and hygiene.
- Depression and withdrawal.
- Explosive outbursts of anger or rage without provocation.
- Threats or verbal abuse directed at co-workers and supervisors.
- Repeated comments that indicate suicidal tendencies.
- Frequent vague physical complaints.
- Noticeable unstable emotional responses.
- Suspect paranoid behaviors.
- Preoccupation with previous incidents of violence.
- Increased mood swings.
- Has a plan to "solve all problems."
- Resistance to, and, an overreaction to changes within the organization.

- Increased and unsolicited comments about firearms and other dangerous weapons.
- Empathy with individuals committing violence.
- Escalation of home/domestic problems.
- Withdrawing from relationships with co-workers.
- Externalizing or blaming others for their own actions and/or recently undergoing a personal loss such as a divorce, separation, loss of status, or humiliation at work.

Appropriate ways to address workplace violence:

- The Park District of Oak Park has an Employee Assistance Program (EAP). If the employee is experiencing personal problems, they are urged to seek assistance. Contact Human Resources for further information about EAP.
- There is a grievance procedure outlined in the Personnel Policies and/or the Collective Bargaining Agreement. If an employee has a problem with a supervisor or work related issue, the grievance procedure may help to resolve it.
- Report all threats, verbal or emotional confrontational incidents to the respective supervisor immediately.
- The Park District of Oak Park prohibits weapons to be carried on Park District properties unless the carrying of such weapons is the official requirement of one's position (police, military, etc.). If an employee observes either another employee or person(s) unknown carrying or brandishing a weapon on Park District properties, that employee must notify the police (call 911) as soon as possible.
- Be aware of surroundings at all times. Do not open the facility door to a stranger before or after regular business hours. At the first sign of any trouble, call "911" immediately. Get help on the way!
- The Park District trains staff following ALICE Training's approach which is Alert, Lockdown, Inform, Counter and Evacuate. The training and response to active shooter intruder is not sequential. Staff are trained to be empowered to make the best decision for their survival and safety based on the information they know at the time.

If an incident should occur outside of the facility while you are inside the facility:

- Call "911" immediately. Give your name and the details of the situation.
- Stay within the facility.
- Secure the facility (lock doors and windows). Watch for emergency response vehicles.
- Move to inner hallways and away from windows.
- If there are children present, notify the parents as soon as the situation allows, and assure them of the child's safety and welfare.

If an incident occurs in the park:

- If you are in charge of an activity, maintain control over the participants and know where they are at all times.
- Be aware of the sudden arrival of person(s) unknown.
- Always know where a working and accessible telephone is located.
- Call "911" as soon as possible.

POL.S.04.04 - Behavior Management Policy

BEHAVIOR:

All participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make all programs safe and enjoyable for all participants. Additional rules may be developed for specific programs as deemed necessary by staff.

The Park District of Oak Park insists that all participants comply with a basic behavior code. All participants will:

1. Show respect to all participants, staff, volunteers, and program instructors.
2. Follow program rules and take direction from staff.
3. Refrain from using abusive or foul language.
4. Show respect for equipment, supplies and facilities.
5. Not bring any weapons to Park District parks, facilities, or programs.

DISCIPLINE:

A positive approach will be used regarding discipline. Park District staff will periodically review rules with participants and volunteers during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The Park District of Oak Park reserves the right to dismiss a program participant or volunteer whose behavior endangers his or the safety of others.

PROCEDURES:

If a participant or volunteer exhibits inappropriate actions, the following guidelines should be followed:

1. The staff should determine the severity of the action and immediately take the appropriate steps to correct it.
 2. If the action requires contacting a guardian or parent, then a conduct report should be completed by the program staff leader and given to their immediate manager/supervisor for action.
 3. Upon receiving a conduct report, the manager/supervisor will contact the parent/guardian and address the issue.
 4. If the actions are of a serious and violent nature the staff should notify the Oak Park Police Department immediately.
-

POL.S.04.05 - Facility Access

Locking Key Systems

A system of locks, both physical and electronic, are used to secure access to Park District facilities, as well as spaces within those facilities such as rooms, offices, and storage areas. Preventative maintenance is performed at least semi-annually to all facility locks, including inspecting the latch, strike plate, and wood or metal surrounding the lock for excessive wear before lubricating the keyhole with WD-40 or a graphite substance, followed by opening and closing the lock several times with a key to ensure that it is working properly. When a lock needs repair or replacement, whether it is damaged, or to update the key for that facility, the Building Supervision in Parks & Planning is responsible for assigning an employee to perform the task or coordinating with a locksmith to complete the task.

Staff may be assigned keys or key fobs as required by their role. Keys and key fobs should be assigned individually and must not be shared with other staff. The Park District uses "Key Management" software to document which keys are able to open up which locations, track personnel key assignments, and generate key assignment acknowledgement forms, which is managed by the Parks & Planning Staff. Assignment of key fobs at facilities with electronic locks are handled by the individual facility manager through the use of software. If Park District keys or key fobs are lost or stolen, it must be reported immediately to the employee's direct supervisor. Copies of keys may only be made by the Superintendent of Parks & Planning.

Alarm Systems

The Park District uses an alarm service to monitor our facilities. Only staff essential to the opening and closing of these facilities are granted access to alarm codes. Alarm codes should be assigned individually and must not be shared with other staff. Other staff to these facilities requires the presence of an authorized staff member. The Building Supervision in Parks & Planning will provide the alarm service with a current list of employees to contact for each facility in the event the alarm is activated. Upon activation of the alarm system, the alarm service will contact the employee charged with responsibility for the facility, or depending on the circumstances of the situation the Oak Park Police Department.

POL.S.04.06 - Facility Security

Communication

Each facility has at a minimum, a phone line which can be used to report emergencies. When construction or other situations make the phone line unavailable to staff, a cell phone and charger will serve as a temporary alternative, along with staff training to ensure that the phone remains charged and secured. Depending on the facility size and features, the following additional communication tools may be used to communicate security and emergency information to staff and patrons:

- cell phones
- radios
- loudspeakers
- intercoms
- emergency alarm systems

Security Cameras

Security cameras have been installed in high-traffic areas or those with a history of increased security-related incidents. Current facilities with cameras include Ridgeland Common Recreation Complex, Gymnastics & Recreation Center, Rehm Pool, Dole Center, Longfellow Center, and Stevenson Center, all Community Centers, Conservatory, Austin Gardens Environmental Center, Administration Center. Access to view some live camera feeds is given to appropriate supervisory staff in order to aid in supervision of the facilities off-site.

If video is needed by the Park District or the Oak Park Police Department because of a possible security incident, the Director of Human Resources or designee is responsible for accessing and downloading the video during the timeframe of the suspected events. Refer to Video Surveillance Footage Viewing Policy for additional information.

Fire Alarm & Fire Suppression Systems

All Park District facilities are alarmed for fire emergencies using the Firelite system. Alarm Security, Inc. (ASI) monitors and maintains the annual inspection of the units. Ridgeland Common, Gymnastics Recreation Center, John Hedges Administration Center and the Conservatory facilities are also equipped with fire suppression (sprinkler) systems.

Fire extinguishers are included in monthly facility inspections in order to ensure that extinguishers are available and function in the case of emergency. Missing extinguishers or ones that are not charged or has signs of use or damage should be replaced immediately. The Risk Manager facilitates training an/or shares resources for staff on proper fire extinguisher use.

Fire escape routes are posted in each facility showing the quickest, safest route out of the building. Parks & Planning Department staff, with assistance from facility staff, are responsible for ensuring that there are no obstacles on the fire escape route, that all fire exits can be opened quickly and easily, e.g., not chained up, and that emergency lighting is operational.

POL.S.04.07 - Traffic, Parking, and Crowd Control

At Park District Facilities

The Park District currently has three facilities with small parking lots for patrons. Signage is used to communicate traffic direction, proper parking locations, and other pertinent information. Care should be taken to ensure that traffic moves in a safe fashion during high-use times by enforcing parking rules or providing extra safety measures (such as cones or signage during summer camp participant drop-off). Staff may also have to take extra measures to re-direct traffic during emergencies such as traffic accidents, fires, or adverse weather conditions. If law enforcement or emergency personnel are at the scene, staff will take direction from them as the situation warrants.

At Park District Special Events

Special care should be taken with special events expecting large attendance or Park District special event plans that will require the closing of streets. For any large event, staff should communicate parking options to participants and also advise participants to follow all parking restrictions. Additionally, plans should include emergency vehicle access and responsibility for escorting emergency vehicles safely to the area needs.

When the special event includes street closures, the Park District of Oak Park maintains full responsibility for coordinating and providing for the safety and security of event participants. Traffic plans are developed by Park District staff with involvement with law enforcement. At a minimum, staff will:

- Set up barricades, cones, and directional signage to instruct patrons and the public where to go as well as help enforce traffic and parking plans
- Coordinate with the Village of Oak Park to secure any necessary permits and coordinate all public street closures
- Coordinate with the Oak Park Police Department to share traffic plans and secure police presence for the event (if necessary)
- Develop a map to communicate traffic flow as well as locations where traffic enforcement will be located whether through the use of barriers, staff, volunteers, or police.
- Provide safety training and resources for event staff and volunteers responsible for traffic direction and enforcement, including guidelines explaining when staff or volunteers should contact law enforcement to report traffic incidents and violations as well as safety vests or reflective gear
- Notify affected residents and businesses on those streets in advance

Traffic Accidents and Reports

Local law enforcement is responsible for the enforcement of all local and state traffic laws and will be contacted to investigate all traffic accidents. Staff will provide necessary information to law enforcement personnel. Incidents will be reporting using required forms (depending on what type of damage and injuries occurred) and communicated to Risk Management.

POL.S.04.08 - Hazardous Materials

Some facilities at the Park District may contain hazardous chemicals, including pool chemicals, custodial supplies, fuels, paints, pesticides, automotive products, compressed gases, and fertilizers. A “hazardous chemical” is any chemical that is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.

Hazardous chemicals will be stored according to Occupational and Safety Health Administration standards and access to areas where these chemicals are stored is to be limited to trained staff.

The Park District has developed a comprehensive Hazard Communication (HAZCOM) Program to ensure that information about the hazards of chemicals used in Park District operations is communicated to employees. The Park District of Oak Park HAZCOM Program applies to all work areas where employees have the potential to be exposed to chemicals during routine operations, non-routine tasks, and chemical-spill emergencies. The HAZCOM program consists of five basic elements:

- Written HAZCOM program
- Inventory of hazardous chemical products
- Inventory of Material Safety Data Sheets
- Labeling procedure for hazardous material containers
- HAZCOM employee training program

A copy of the HAZCOM Plan can be found at each facility inside the SDS Binder. In case of a suspected chemical leak or spill, the Chemical Leak Emergency Action Plan is included in the Emergency Action Plans Procedures on the hub.

POL.S.04.09 - Responding to Scene of a Crime

If Park District staff are witness to a crime in progress, employees are encouraged to remain calm and if possible, without endangering themselves, remove any patrons or co-workers from the scene. Safety of staff and patrons is the primary concern. As soon as it is safe to do so, silent alarms should be activated or 911 should be called to report the nature of the crime. Keep anyone else present at the crime scene until law enforcement arrives and can interview potential witnesses. Staff should administer any First Aid if necessary and contact the facility manager, Risk Management, and the Executive Director.

Handling of Evidence

Park District staff who witness an incident or crime, or come upon the scene of an incident or crime, are responsible for preserving the scene and/or any evidence until law enforcement arrives and authority is turned over to them. Staff should document what happened on appropriate form. Park District staff should safely secure the scene (ensuring no unauthorized Park District staff or any members of the public), so that no potential evidence is moved or disturbed.

In instances where the scene absolutely cannot be secured, evidentiary items may need to be collected by staff for safekeeping. If a camera is available to staff, photos should be taken of the scene before anything is moved or cleaned up. Photos should document the location of evidentiary items as well as any damage, such as broken windows.

Evidentiary items must be secured until law enforcement arrives to process the items in a locked safe, drawer, or office area. At no time shall items be kept with a staff person.

Drugs or Narcotics

If drugs or narcotics are located and absolutely must be handled by staff, personal protective equipment shall be used.

Weapons

In weapons are located, staff shall close that area of the park or facility. Weapons can be part of a crime scene and must be evaluated by law enforcement. Staff members are not to handle guns in any way. Staff should tape off the area and remain inside the area or have additional staff respond to keep the area closed until cleared by local law enforcement.

Addressing Vandalism

Vandalism is a time-sensitive issue that should be dealt with immediately. Park District staff who discover vandalism in a facility or park should notify their supervisor and work with the facility manager and/or Risk Management to complete an incident report and possibly also a police report if warranted. After reports are completed and any necessary photos or other documentation completed, staff should work with facility and Parks & Planning Department staff to address the damage, including graffiti, right away.

POL.S.04.10 - PDOP Staff's Relationship with Law Enforcement

In Service Training regarding PDOP Staff's role within the Public Safety and Law Enforcement Relationships.

Purpose: To understand where PDOP staff's authority ends and when an incident should be referred to Law Enforcement.

Goal: To assure Staff are fully prepared to respond to Law Enforcement incidents.

What are examples of Law Enforcement incidents?

- Suspicious individuals
- Child(ren) situations (missing, abandoned and mandated reporter issues)
- Armed Robbery
- Burglary (in process)
- Crimes against Persons (fights, assaults in process etc.)

When to call? What's the litmus test?

If you feel you need it! Threatened, unsure, unsafe for you and/or participants or guests.

911 for emergency situations, threat to life and limb.

(708) 383-3800 for non-emergency calls, something doesn't feel right, no immediate threat.

In the meantime, while you're in the moment, stay calm and be patient. Depending on the type of call, emergency or non emergency, it may take the OPPD a few moments to arrive.

Try to remember as much information as possible and write down facts if possible.

- Name(s) and/or descriptions of involved?
- Exact location?
- Situation?
- Vehicle descriptions?
- Property damage?
- Injured?
- Anything else that might be relevant to the investigation?
- ***IMPORTANT*** In a stressful situation, the adrenaline in your body shuts down your "Rational/Thinking" part of your brain because of the Fight or Flight response you just entered. Details will be forgotten easily due to dissociative amnesia, a coping mechanism. You must intentionally tell your self to remember details. Write them down as soon as possible to keep the details fresh.
- Also, any information gathered from victims/witnesses?

Upon arrival of the OPPD, transfer of authority from PDOP to the OPPD is immediate.

- Their first objective will be to assess and secure the situation (mediate and resolve confrontations).

- Follow instructions.
- Assist OPPD in any way possible-situational information, etc...
- Notify supervisors/managers of the situation.

In general, always be aware of your surroundings and who or what are in it, especially if something seems out of place.

Don't be surprised by events that happen, if you do, serious harm, damage and loss of information can result.

Play mental exercise games, who's around me, what's going on, if this happened what would I do?

Don't forget your PDRMA forms and to hand them in within 24 hours of the events!

POL.S.05.01 - Emergency Action

Employees must be familiar with the location of telephones, first aid kits, emergency exits, emergency evacuation procedures, and AEDs. The manager/supervisor will orient employees to the location of equipment and emergency action procedures at particular job sites. Employees trained in first aid and CPR should provide assistance in emergency situations. Specifics on how to handle emergencies are covered in the American Heart Association First Aid and CPR/AED course. Once an emergency has been recognized, remain calm and follow these emergency action steps:

CHECK

- Check the scene for safety (yours and the victim(s)).
- Check the victim for consciousness and an airway.

CALL

- Call 911 if the situation is unsafe, the victim is unconscious or in the case of a life-threatening condition. (Once the police or paramedics arrive they will take charge of the scene.)

CARE

- Attend to the victim's needs (first aid and/or CPR) until the Emergency Medical Services (EMS) arrives.
-

POL.S.05.02 - Notification of Authorities

Notification of the Oak Park Police or Fire Department may be made in the following ways:

- **Emergency Response Calls-911**

These calls should be limited to those situations requiring immediate Police or Fire Department intervention to protect life or property. Examples are:

- Active Shooter
- Armed Robbery
- Burglary (in process)
- Fire
- Hazardous Chemical Release / Spill
- Crimes against Persons (fights, assaults in process etc.)
- Medical emergencies (requiring life support or ambulance)

When making a call to the Police or Fire Departments, employees should be prepared to give the following information:

- Caller's Name
- Description of incident or information of what happened
- Specific location of incident
- Caller's location and/or facility's name and address
- Vehicle description, license number etc.
- Suspect's description
- Vehicle/Suspect's direction of travel
- Details of the medical emergency

Things NOT to do:

- Employees should NOT attempt to intervene when a criminal act is suspected.
 - Employees should NOT attempt to separate adult combatants or minors who are the same size or larger than the employee.
 - Employees should NOT pursue a fleeing suspect.
 - Employees should NOT enter a facility that appears to have been burglarized.
-

POL.S.05.03 - First Aid Kits

First aid kits are carried in all vehicles and distributed to key staff. The Administrative Center, Historical Houses, Swimming Pools, Gymnastic Center, Conservatory, Community Center and recreation programs will maintain first aid kits. (All PDOP Facilities)

First aid kits will be issued by the Risk Manager or designee. When requesting a first aid kit, email the required materials/amount to the Risk Manager. Please allow at least 48 hours to fill your request.

POL.S.05.04 - Major Injury Treatment

Treatment for major injuries should be given by paramedics. To reach the Fire Department paramedics, call **911**. Secure the accident site and do what you can to calm the injured. Also complete an Accident/Incident report and submit it to the Risk Manager or the Director of Human Resources within 24 hours or the next regular work day if the accident/incident occurred on a holiday or weekend.

Email or call the Executive Director, Director of Human Resources, Risk Manager and Department Head for any ambulance call or present on District property.

POL.S.05.05 - Animal Bites

All animal bites must be reported to your immediate supervisor/manager and to the Oak Park Police Department. Because of the possibility of rabies, animal bites should receive prompt medical attention by a doctor. If someone is bitten, get him or her away from the animal without putting yourself in danger. **DO NOT TRY** to stop, hold, or catch the animal. **DO TRY** to remember a complete description of the animal, the area and the direction the animal was going. Give this information to the police and/or Animal Control unit. Also complete an Accident/Incident Report and forward to the Risk Manager.

Email or call the Executive Director, Director of Human Resources, Risk Manager and Department Head of any calls to the Police or Police at our facilities.

POL.S.05.06 - Eye Injuries

All eye injuries should be taken care of at a medical facility. In the event of a chemical contamination, call 911 immediately. Flush the affected eye with copious amounts of water or eye rinse if available. Do this for 15 to 20 minutes or until the EMS arrives. If object is penetrating the eye do not remove object. Also complete an Accident/Incident Report for patron injuries and Employee Injury report for Employee injuries and forward it to the Risk Manager.

POL.S.05.07 - Physicians Immediate Care (Occupational Health)

The Park District of Oak Park uses Physicians Immediate Care to provide routine services such as:

- Pre-employment exams and/or drug screens;
- Fitness for duty exams;
- On duty post-accident/injury care; and
- Reasonable suspicion, and/or post-accident and injury drug & alcohol screens

You should send employees who do not otherwise require emergency transport to the Physicians Immediate Care at 2201 South Oak Park Ave in Berwyn (312-324-0222). This Physicians Immediate Care location is open M-F 8am-8pm and Sat-Sun 8am-4pm.

Additionally, a secondary location for medical treatment is available during off hour needs (when Physicians Immediate Care is closed). The Emergency Room at Rush Oak Park is located at 520 S Maple Ave, Oak Park (708.660.4636). This facility is only to be used when Physicians Immediate Care is not open during the published hours. Supervisors must contact Fastest Labs at 1-847-378-8847 to arrange a technician to meet you at the Emergency Room to perform the appropriate drug and alcohol testing.

If no medical treatment is needed, call Fastest Labs at 1-847-378-8847 to meet you at the District location to perform post-accident/incident testing.

Procedures for Contagious Illnesses

The following procedures are to be used for reporting contagious illnesses to participants or employees.

Contagious Illnesses

Participant with Contagious Illness

- If a participant is sent home due to a suspected case of a communicable disease, the program instructor should contact their full-time supervisor to develop a note to be sent home to the other participants regarding possible exposure.
- The situation and prepared note must be shared with the Program Manager in advance of distribution to the other participants.
- The contagious child's name will not be used in the distributed communication.

Employee with Contagious Illness

- Staff diagnosed as having a communicable disease should inform their supervisor and not attend work. If there is a risk that others may have been exposed, a full-time supervisor will develop a note to be sent home to program participants and fellow employees.
 - The situation and prepared note must be shared with the Human Resources Director in advance of distribution to the other participants or employees.
 - The contagious employee's name will not be used in the distributed communication.
-

POL.S.06.01 - General Reporting Introduction

While emphasis is placed on the prevention of accidents and injuries, they do occur and first aid may be required. Prompt knowledgeable treatment of wounds or other physical results of accidents will, in many cases, prevent minor injuries from becoming major ones, and sometimes save lives. The prompt reporting of accidents/incidents helps to gather data about trends and identifies hazardous areas or activities so that preventive measures may be taken. In all instances, an Accident/Incident Report should be completed and sent to the Risk Manager or Director of Human Resources **ASAP** (within twenty-four (24) hours of the discovery of the incident).

POL.S.06.02 - Documentation

The Risk Manager will be responsible for keeping a master file for all safety-related documents. Supervisors are responsible for sending all safety-related information to the Risk Manager for documentation purposes. The safety-related documentation will include, but is not limited to the following:

- Training agendas and rosters
- Accident/incident reports and investigations
- Follow up forms for accident/incident
- Safety Action Committee minutes and agendas
- Safety inspection forms and results
- Hazard Communication/MSDS/SDS files
- Safety reference information
- Safety related legal information

Forms Summary – The District currently uses various different forms to report injuries, illnesses, property damage, complaint, behavior problems, and near misses. The following will explain the use of these forms. All of these activities must be reported. Some situations may require multiple forms, such as an injury and property damage involved in the event. If you are ever unsure as to which form to use, report it on something. The following provide examples of situations and which forms to use:

Employee Injury or Illness

Description: Injury or illness where first aid or other medical attention is needed.

Forms: Employee Injury Report – Completed by supervisor. An employee can never complete their own employee injury report.

Patron or Participant Injury or Illness

Description: Injury where first aid or other medical attention is needed. Illness where assistance was rendered.

Form: Accident/Incident Report

District Vehicle Accident

Description: Any damage to a District vehicle or by a District vehicle.

Forms: Vehicle Accident Report, Police Report, Accident/Incident Report Form and / or Employee Injury Report.

Patron Vehicle Accident / Damage

Description: Any damage to a patron vehicle by a district vehicle, or employee vehicle in the course of their job.

Forms: Accident/Incident Report; Employee Injury Report

District Property Damaged, Stolen or Vandalized

Description: Property owned by the District that is damaged, missing or vandalized by a known or unknown party.

Form: Property Loss Report

Patron, Participant or Property Stolen or Damaged

Description: Missing or damaged property not owned by the District but damage caused by a District employee / event or occurring on District property

Form: Accident/Incident Report and suggest that a Police report be made for their own record.

Patron or Participant Behavior Problem

Description: Parents need to be contacted in person or via note / report. If problems are frequent, all behavior problems for the individual should be reported.

Form: Accident/Incident Report

Patron or Participant Request or Complaint

Description: If a request or complaint is made and follow-up is needed.

Form: Accident/Incident Report

Near Miss

Description: An event occurs where someone could have gotten hurt or property could have been damaged, but didn't; or staff feel event should be documented. This would include such things as a bomb threat, equipment failed / malfunctioned; find a weapon in the park, called police for assistance, etc.

Form: Accident/Incident Report

Missing Child

Description: A participant or non-participant was reported missing and staff assisted in the search. Police may or may not have been called for assistance.

Form: Accident/Incident Report, Police Report if their assistance was rendered.

POL.S.06.03 - Waivers

PDRMA has developed a comprehensive program regarding the use of waivers for District activities. Waivers can be an effective defense for the District if appropriate standards are maintained. The use of waivers is recommended so that the District has a defense against claims for which its actions were not the direct cause. Some guidelines for the use of waivers for both adults and minors, include:

Use of Waivers for programs – Waivers should be used for all recreational programs where there is significant risk of physical injury and the District requires waivers for all programs.

Using and Signing Waivers - For adults, PDRMA requires that all members use waivers for hazardous adult recreational activities. The program participant must sign the waiver. The signature of a friend, parent, neighbor or coach/team manager is not enforceable and should not be accepted. For minors, PDRMA recommends that waivers be used when they are participating in hazardous recreational activities. Their parent or guardian should sign for the following reasons:

1. By signing the waiver, the parent/guardian acknowledges the program risks and gives permission for the minor to participate. This is important since immunity is provided to governmental agencies under some circumstances as long as the participant or his or her legal guardian was given information about the risks involved in participating in the program.
2. Although the parent/guardian cannot waive the ability of a minor to bring a claim or suit, that parent/guardian can waive his or her own ability to make a claim for damages if the participant was injured. This includes such items as medical bills and loss of the participant's service.

Using Waivers for Adults or Children with Disabilities - The waiver form can be used as long as it is signed by the participant's parents/guardian. The signature acknowledges the risks involved in the program and gives permission for the individual to participate. As previously stated, the parent/guardian waives his or her own ability to make a claim for damages if the participant was injured. This would generally include payment of medical bills and loss of the participant's services.

Waiver Frequency, Filing, Excluding Participants and Types of Waivers – It should be obtained each time a participant registers for a program, generally at the beginning of each program session. All membership and registration waivers need to be filed and kept until the expiration of the membership and the completion of the program. PDRMA has determined that participation can be refused for failing to sign a waiver, and has adopted a policy to defend a member against a suit filed for refusing to allow participation. The wording must be specific to the program for which the participant is registering, and cover appropriate legal principles.

POL.S.06.04 - Accident/Incident Reports

If a private citizen is injured in the course of participating in a Park District program or while in one of our facilities or parks, the employee on duty who witnessed the event must complete an **Accident/Incident Report Form 01**. This is a 2 page form used to document accidents and incidents. When completing this report it is important to be as detailed as possible and state the **facts** only.

Do not speculate or give opinions. Be specific regarding the nature of the injury and the injury site (right leg, left arm etc.). In all cases the report must then be submitted to the Risk Manager or in some cases, the report will be forwarded to PDRMA for evaluation and follow-up actions as appropriate.

POL.S.06.05 - Employee Injury Reports

If a Park District employee is injured while on the job, a PDRMA Employee Injury Report Form 04 is to be completed and submitted to the Risk Manager within twenty-four (24) hours of the accident. The Employee Injury Report is to be completed by the employee's immediate supervisor with the input of the affected employee. If the employee is transported to the hospital via ambulance, the employee's medical condition needs to be entered as soon as possible on the Employee Injury Report. If the accident is serious, the report should contain photos, witness statements (including their contact information) and any additional relevant information. All employee's requiring medical attention will also be required take a post-accident / injury drug & alcohol test, including if it is reasonable to believe the accident/injury was caused by the employee's impairment. Any refusal to take a drug & alcohol test will result in immediate dismissal. We have a zero tolerance policy regarding drugs & alcohol. All accidents, injuries, damage to any property whether the district or a third-party will be required to take a post-accident / injury drug & alcohol test.

POL.S.06.06- Abused and Neglected Child Reporting Act / Mandated Reporter

It is the policy of the Park District to fully comply with the State of Illinois Abused and Neglected Child Reporting Act ("Act") codified in 325 ILCS 5/1 *et seq.* Under the Act, "recreational program or facility personnel" are mandated reporters. Mandated Reporters are required to report any suspected cases of abuse or neglect. Employees who make good faith reports have immunity from liability under law. Simply reporting your suspicions to your manager or supervisor or others does not satisfy the legal requirements. Employees are legally required to call 1-800-252-2873 and report the incident. As such, the Park District will make every reasonable effort and precaution to prevent, detect and handle cases of suspected child abuse and neglect for children who participate and use Park District programs, areas and facilities and will ensure that any such cases get reported to the Illinois Department of Children and Family Services ("DCFS") in accordance with the Act.

Definitions

"Abused child" means a child whose parent or immediate family member or any person responsible for the child's welfare or any individual residing in the same home as the child or a paramour of the child's parent:

- Inflicts, causes to be inflicted or allows to be inflicted upon such child physical injury by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health or loss or impairment of any bodily function;
- Creates a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
- Commits or allows to be committed any sex offense against such child, as such sex offenses are defined in the Criminal Code of 1961 as amended and extending those definitions of sex offenses to include children under eighteen (18) years of age;
- Commits or allows to be committed an act or acts of torture upon such child;
- Inflicts excessive corporal punishment;
- Commits or allows to be committed the offense of female genital mutilation, as defined in Section 12-34 of the Criminal Code of 1961 against the child; or
- Causes to be sold, transferred, distributed, or given to such child under eighteen (18) years of age, a controlled substance as defined in Section 102 of the Illinois Controlled Substances Act in violation of Article IV of the Illinois Controlled Substances Act, except for controlled substances that are prescribed in accordance with Article III of the Illinois Controlled Substances Act and are dispensed to such child in a manner that substantially complies with the prescription.

A child will not be considered abused for the sole reason that the child has been relinquished in accordance with the Abandoned Newborn Infant Protection Act (325 ILCS 2/1 *et seq.*).

"Neglected child" means any child who is not receiving the proper or necessary nourishment or medically indicated treatment including food or care not provided solely on the basis of the present or anticipated mental or physical impairment as determined by a physician acting alone or in consultation with other physicians or otherwise is not receiving the proper or necessary support or medical or other remedial care recognized under State law as necessary for a child's well-being, or other care necessary for his or her well-being, including adequate food, clothing and shelter; or who is abandoned by his or her parents or other person responsible for the child's welfare without a proper plan of care; or who is a newborn infant whose blood, urine, or meconium contains any amount of a controlled substance as defined in subsection (f) of Section 102 of the Illinois Controlled Substances Act or a metabolite thereof, with the exception of a controlled substance or metabolite thereof whose presence in the newborn infant is the result of medical treatment administered to the mother or the newborn infant. A child will not be considered neglected for the sole reason that such child's parent or other person responsible for his or her welfare has left the child in the care of an adult relative for any period of time. A child will not be considered neglected for the sole reason that the child has been relinquished in accordance with the Abandoned Newborn Infant Protection Act. A child will not be considered neglected or abused for the sole reason that such child's parent or other person responsible for his or her welfare depends upon spiritual means through prayer alone for the treatment or cure of disease or remedial care as provided under Section 4 of this Act. A child will not be considered neglected or abused solely because the child is not attending school in accordance with the requirements of Section 26 of The School Code, as

amended (105 ILCS 5/26-1 *et seq.*).

When Should You Report Suspected Child Abuse?

If you believe a child has been abused or neglected, Immediately contact the full-time facility, site, or program manager in charge to discuss the situation confidentially. He or she will help you determine if a report should be made to the Child Abuse Hotline or with local police and help you gather appropriate information. Please remember to respect the child's privacy and dignity involved in the matter. All reports and notes should be sent to the office of the Director of Human Resources for safe keeping. Some examples of reasons to call the Child Abuse Hotline (1-800-25ABUSE):

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

If a report is made, staff involved in reporting the matter will be responsible for completing a written incident report within 24 hours.

Handling Allegations of Abuse

If a child advises Park District staff that someone has molested or otherwise abused the child, staff should be prepared to help the child. See the [Crisis Management & Communication Plan](#).

- District staff working with the child will:
- Remain calm and reassuring. If you panic, become angry, or overreact to the information disclosed, so will the child. The child needs to feel that the person to whom he or she is speaking is in control of the situation and will reassure him or her that everything will be okay.
- Encourage the child to tell the Executive Director or the appropriate supervisor what happened. Tell the child no one should ask him or her to keep a secret about what happened and that it is okay to talk to the Executive Director about it. Make sure the child feels that he or she is not to blame for what happened. Try to avoid repeated interviews about the incident and other dealings with the child that may be very stressful for the child.
- Don't criticize the child, question the child's story, or imply that the child may have misunderstood what happened. Accept the information openly without indicating value judgment.
- Respect the child's privacy. Take the child to a location where you cannot be overheard by other children but within view of another adult. It is important that you discuss the child's situation only with the Executive Director or with the appropriate DCFS and designated law enforcement personnel. It must not become the topic of conversation among other staff members either on or off District premises. The child and his or her family or other persons involved should not have to pay the price of a person's indiscretion. Disclosing the information to other persons is in violation of the child's privacy rights and the privacy rights of other persons involved.
- The Executive Director or his/her designee should be the contact person for reporting suspected child abuse. In his/her absence, the Department Head should be notified.
- The Executive Director and staff person reporting the suspected abuse should immediately notify DCFS as required under the Act by telephone to the DCFS "central register" or in person or by telephone through the nearest DCFS office at 1-800-25ABUSE (1-800-252-2873). Reports are immediately transmitted to the appropriate DCFS Child Protective Service Unit ("CPS"), which will in turn begin to investigate the matter.
- The report should include, if known: (1) the name and address of the child and his or her parents or other persons responsible

for the child's welfare; (2) the name and address of the school that the child attends or the school that the child last attended, if the report is written during the summer when school is not in session, and the name of the school district in which the school is located, if applicable; (3) the child's age, sex and race; (4) the nature of the child's abuse or neglect, including any evidence of previous injuries, abuse or neglect of the child or his or her siblings; (5) the names of the persons apparently responsible for the abuse or neglect; (6) family composition, including names, ages, sexes, and races of other children in the home; (7) the name of the person making the report, his or her occupation, and where he or she can be reached; (8) the actions taken by the reporting source, including the taking of photographs and x-rays, placing the child in temporary protective custody, or notifying the medical examiner or coroner; and (9) any other information that the person making the report believes might be helpful in the furtherance of the purposes of this Act.

- The oral report should be confirmed by the reporting staff person in writing to the assigned CPS within 48 hours of the initial report.
- The Executive Director will notify the President of the Park Board of Commissioners of all reports of child abuse/neglect, which are suspected and reported to the Department of Child and Family Services.

What Should You Report?

Hotline staff are trained to determine what constitutes child abuse/neglect under Illinois law. Details are very important. Ideally, you should be able to tell the Hotline worker the following information, if known:

- The child's name, address, and age;
- The nature and extent of the suspected abuse or neglect, including when and where it occurred and any evidence of previous abuse;
- The names of the suspected perpetrator(s) and their relationship to the child.
- Explanation given for the suspected abuse; and
- Any other information you think may be helpful in establishing cause of the abuse and identity of the abuser .

What Happens When the Hotline is Called?

When the Hotline is called, a Hotline worker will listen to your report. The worker will then ask questions to help gather enough information to determine whether to make a formal report. If there is not enough information to take a report, the worker will tell you so and answer any questions you may have. If a formal report is taken, a child protection investigator will begin the investigation within 24 hours or sooner; if the child is considered in immediate risk or harm.

Remember: If you suspect abuse or neglect, contact your supervisor immediately. If you are the manager/supervisor, determine all pertinent information as outlined above and call 1-800-252-2873.

Details of the report will not be discussed with other staff or participants.

All Park District of Oak Park employees who interact or have contact with children (eighteen (18) years old or younger), during the performance of their work duties are considered to be mandated reporters under Illinois State law. Mandated Reporters are required to report any suspected cases of abuse or neglect. Employees who make good faith reports have immunity from liability under law. Simply reporting your suspicions to your manager or supervisor or others does not satisfy the legal requirements. Employees are legally required to call 1-800-252-2873 and report the incident.

Mandated reporters must complete the mandated reporter training within 3 months of hire and at least every three years thereafter. Employees must take this free training through DCFS website to satisfy this requirement.

What is Child Abuse?

Child abuse is defined as the mistreatment of a child under the age of eighteen (18) years by a care-taker, someone living in the child's home, parent or someone who works with or around children. Child abuse can be physical (such as burns or broken bones), sexual (such as fondling or incest) or emotional in nature.

What is Neglect?

"Neglect" is defined as instances when a parent or caregiver fails to provide adequate supervision, food, clothing, shelter, or other basics

POL.S.07.01 - Motor Vehicle General Introduction

Park District of Oak Park vehicles are easily identified as such and thus constitute a traveling advertisement seen by many citizens. With courteous, considerate driving, we can build good public relations with the community. We must apply the principles of "defensive driving" to avoid accidents.

POL.S.07.02 - Driver Qualification Guidelines

Due to the nature of the duties performed by Park District employees, many employees must drive as a condition of employment. As a result, it is necessary to pre-qualify drivers and ensure that they can safely drive the vehicle assigned to them.

Driver Pre-Qualifications

- Driving Record Background Check. An applicant's driving record is checked by Human Resources using the Driver's License Verification form. The following could result in an applicant no longer being considered for employment:
 - a "revoked" or "suspended" license within the past two years,
 - one or more Type A violations in the preceding thirty-six (36) months, or
 - two or more Type B violations in the preceding thirty-six (36) months

If one of these circumstances is found, at a minimum a more thorough background check should be completed prior to hiring. Additionally, the applicant, if hired, should be made to understand the importance of maintaining a good driving record especially during the probationary period.

- Pre-placement Physical and Drug Screen. If the position the applicant is applying for requires the transporting of participants in Park District programs, a pre-placement drug screen is required. Failure to pass the "drug screen" disqualifies an applicant for employment.
- Driver Training & Orientation. All new drivers are to be oriented to the vehicle they will be primarily driving, by a supervisor/manager. All new drivers should receive a "Road Check" in the vehicle they will be driving, prior to driving the vehicle on Park District business. This is particularly important for drivers of vehicles that require skills beyond those needed for the operations of a passenger car or pick-up truck.

Human Resources will review driving records on an annual basis for all drivers and follow-up appropriately on any changes to a driving record.

Changes in Driver's License Status

- All drivers must immediately report any changes in their status with regard to their driver's license and/or ability to operate vehicles.
 - All drivers are subject to disciplinary actions if they drive without a valid driver's license appropriate for the type of vehicle operated. Failure to report an accident, failure to report a change in their driver's license status, inability to operate a vehicle, or failure to drive responsibly may lead to disciplinary action up to and including termination.
 - All drivers must follow the procedures outlined in this manual including the wearing of seat belts, following the procedures in case of an accident and regular vehicle inspections. All vehicle accidents or incidents will be reviewed by the Risk Manager and/or Director of Human Resources.
-

POL.S.07.03 - Vehicle Safety Check Rides, Defensive Driving Training & the Driver's Challenge

All employees who are required to drive a Park District vehicle will be required to demonstrate driving skills and knowledge. These supervised check rides are to be documented using the **Park District of Oak Park Road Check Form** and/or by participating in the Driver's Challenge held annually.

Employees who fail to demonstrate safe, defensive and effective driving skills may be terminated.

POL.S.07.04 - Rules for Drivers

Failure to follow these rules will result in disciplinary action up to and including termination.

1. Make all adjustments for safe driving before putting the vehicle into gear, such as the seat and inside and outside mirrors.
2. Drivers of Park District vehicles must possess a valid driver's license and they must be thoroughly familiar with the state and local regulations governing motor vehicle operations.
3. All "slow-moving" equipment operated in public right of ways should be equipped with triangular shaped reflecting signs in accordance with Illinois Motor Vehicle Code.
4. Load Security: Supplies transported in motor vehicles should be secured in such a manner that they will not be dislodged or fall forward during transit or sudden stops. Drawers or cabinets in trucks should always be secured before the trucks are driven. All tower equipment (ladder trucks, aerial buckets, etc.) should be checked and/or secured before the movement of the vehicle. Only materials and equipment necessary to carry on Park District work should be transported in or on Park District vehicles.
5. **DO NOT TAKE "NUMBING" PRESCRIPTION DRUGS OR MEDICATION BEFORE OPERATING A VEHICLE. DRUGS, ILLNESS OR EXTREME FATIGUE MAY AFFECT YOUR ABILITY TO JUDGE DISTANCES, SPEED AND/OR DRIVING CONDITIONS.**
6. All persons who drive or ride in Park District vehicles will wear the installed seat belts, according to state law.
7. Park District vehicles should not be used to transport hitchhikers or other non-Park District employees or patrons.
8. All motor vehicle laws should be adhered to at all times.
9. When backing a vehicle, be sure the way is clear. Get out of the vehicle when necessary and inspect the area to be backed into. Back up slowly. Sound the horn while backing when necessary. If there is another employee along, have that person get out and direct the backing.
10. **Never** leave a vehicle with the engine running.
11. **Never** use a cell phone while driving. If you must use a cell phone, pull over to the shoulder put your flashers on and then proceed with the call.
12. Drivers must be particularly alert while near children. While working in areas such as schools, parks, playgrounds, swimming pools or community centers, drivers must be especially watchful for children.
13. Stay within posted speed limits. Reduce speed when conditions warrant.
14. Do not assume the "right of way." Practice **DEFENSIVE DRIVING** techniques.
15. Keep a distance equal to two or more seconds behind other vehicles to avoid tailgating. Do not allow others to tailgate. When necessary, slow down, pull over to the side and let tailgaters pass.
16. Signal intentions at least 100 feet in advance, including change in lanes and actual change in directions. Avoid sudden braking.
17. Parking lights designate a vehicle is parked. Never drive with only parking lights on.
18. Lock all doors when you exit the vehicle.
19. Remove all frost, snow, ice or other sign obstructions from windows before operating vehicles.
20. Report all vehicle defects to your supervisor immediately. A vehicle inspection form must be filled out prior to driving a vehicle.
21. Keep the passenger compartments of Park District vehicles clean and free of loose articles lying on the dashes, seats, window ledges and floors.

22. During a pandemic if there are two (2) or more employee's in the vehicle, a face covering must be worn.

Filling the fuel tanks:

- Shut off the motor of the equipment.
- Do not smoke near gasoline pumps.
- Keep the hose nozzle against the edge of the pipe.
- Do not fill a tank too quickly. Under fill rather than overfill.
- Use a funnel when necessary.

If you are involved in an accident with a Park District vehicle, utilize the Vehicle Emergency Kit to assist in taking the following actions:

- Stop the vehicle in a safe place and shut off the engine. Turn on the hazard flashers.
 - Extinguish fires and do not smoke or allow smoking in the area.
 - Get assistance quickly and warn oncoming traffic with flares, flags, reflectors, etc.
 - Administer emergency care to the injured (within the limitations of your training).
 - Call the Police or "911." Then call your supervisor/manager.
 - Complete the "Vehicle Accident Report," including name, addresses, telephone numbers, and notes and take pictures.
 - Be courteous. Willingly show your driver's license and advise that "...this vehicle is owned by a governmental agency and that vehicle insurance coverage is provided by the Park District Management Agency (PDRMA)."
 - Do not argue about the accident and never admit or discuss guilt, however make note of any admission of guilt by occupants(s) of the other vehicle(s).
 - In addition to the above, if the accident involves an unattended vehicle, call the Police or "911". You may leave a note for the owner. List your name, The Park District of Oak Park at 218 Madison Street, Oak Park, IL 60302, 708-725-2000 and your supervisor's name. Complete the Vehicle Accident Report and report the accident to your supervisor immediately and the authorities. Obtain the police officer's information and report number as indicated on the Vehicle Accident Report.
 - You must contact your supervisor and fleet point of contact immediately for any accident/incident with the vehicles.
-

POL.S.07.05 - Vehicle Safety Inspection Check List

All employees are to complete a vehicle safety check each day before driving the vehicle, utilizing the Vehicle Safety Inspection Check List. It should be completed every time you drive the vehicle.

The Vehicle Safety Inspection Check List is intended to facilitate vehicle safety inspections. It is to be used on a “daily” basis by the driver before the driver begins to drive the vehicle. It is intended to help the driver feel more comfortable driving the vehicle and to ensure that the vehicle is safe to operate. It also provides management with data needed to schedule maintenance, replacements and determine insurance requirements. Each item on the checklist is to be identified as either an “X”, if the item is operating safely and does not present a serious safety hazard, or an “O”, indicating that there is a problem to be addressed. The checklist has spaces for the following data and evaluations:

- If you are not the first driver of that vehicle for the day, complete the multiple drivers form
- List all new discrepancies (damage, etc.) on designated sheet that were not already listed on the 1st of the month description.
- Vehicle log month/year
- Vehicle number
- Year/make/model
- Days of the month are listed 1 through 31
- Driver’s full name (write vertically)
- Mileage (odometer reading when you enter the vehicle, write vertically)
- Steering/handling
- Brakes
- Instrument gauges
- Safety seat belts
- Lights (headlights, backup lights, turning lights, taillights, hazard lights, panel lights etc.)
- Tires (check for defects and pressure, also check spare tire)
- Exterior body damage
- Mirrors
- Windshield, windshield wipers and fluid
- Horn
- Fluid levels (gas and oil, if less than $\frac{1}{4}$ filled, refill)
- Vehicle interior (condition and cleanliness)
- Emergency Road Kit (first aid kit, fire extinguisher, reflective warning triangle)
- Accident Reporting Kit
- Windows
- Have new months inspection sheets ready prior to the beginning of the next month

POL.S.07.06 - Auto/Truck Accident Reporting

The **Vehicle Accident Report Form 02** is to be used to report ALL accidents involving vehicles (Zamboni, Utility Vehicles and other mobile equipment) owned by the Park District of Oak Park. This form is to be filled out in addition to the **State of IL Motorist Report Form**. It is important to be as detailed as possible and to have pictures if possible. The police and the department manager/supervisor are to be immediately notified. The report should be **completed by the department manager/supervisor** and sent to the Risk Manager within the business day or within 24 hours, whichever is practical. You must inform your supervisor and fleet point of contact immediately of the accident/incident. These forms will be reviewed by the Risk Manager, Director of Human Resources, the Executive Director and PDRMA for evaluation and follow-up action as appropriate. Refer to the [Crisis Management & Communication Plan](#) in the case of a severe injury.

[Illinois Motorist Report.pdf](#) 

POL.S.07.07 - Motor Vehicle Record Review

The Park District conducts an annual review of State Motor Vehicle records for employees who have driving responsibilities in their job description or are required to possess a current driver's license as a job qualification. A record check is intended to disclose Type A violations of a serious nature that will result in state mandated license penalties or Type B moving violations that generally result in a fine.

Type A violations include without limitation:

- DWI, DUI or operating while impaired
- Chemical test refusal
- Reckless/careless driving
- Fleeing police
- Leaving the scene of an accident

Type B violations include without limitation:

- Speeding (more than 15mph over the limit)
- Improper/illegal lane change or turn
- Following too close
- Traffic signal offense
- Failure to signal
- Failure to yield

An employee is required to disclose to a supervisor all Type A violations immediately upon a conviction. Any employee who is subject to a record review may incur discipline up to and including termination of employment for convictions. When an employee driving record shows one or more Type A violations in the preceding 36 months, or two or more Type B violations in the preceding 36 months, the Park District may at its discretion take the following actions:

- Suspend the employee from driving Park District-owned vehicles;
 - Require the employee to attend driver safety training;
 - Impose periodic check rides and other driver monitoring on the employee;
 - Revoke an employment offer; and/or
 - Terminate the employee's employment.
-

POL.S. 08.01 - Personal Protection General Introduction

In recognition of the Park District of Oak Park's continued commitment to safety and risk management and to further minimize the risk of injury to our employees, the use of **Personal Protective Equipment (PPE)** is recommended and in some individual circumstances, mandatory. The availability and use of PPE compliments other known risk management and safety measures under the category of "job design" and "safety training". PPE may on occasion represent a "last line of defense" against harmful agents. In this context, the use of PPE should be considered a necessary tool in the protection of employees.

PPE will be recommended on the basis of the inherent hazards for individual jobs/tasks. As a safety program feature, workers will be notified of inherent hazards and then supplied with PPE. Supervisors will train workers to appreciate the inherent risks, proper selection, implementation and care of the equipment. Supervisors will also enforce the use of PPE as well as any associated safety rules pertaining to the work activities taking place. Further, failure to use PPE can result in disciplinary action up to and including termination.

As it relates to this section, training and care of PPE, all current technical standards will be followed. Examples include the Occupational Health & Safety Administration (OSHA), American Standards for Testing Materials (ASTM), American National Standards Institute (ANSI), individual manufacturer's specifications, organizational guidelines (i.e., American Gymnastic Federation) and the like.

Employees should be made to understand at the outset that their safety may depend upon the use of the equipment required by the Park District of Oak Park. Users should be aware that the equipment does not eliminate the hazard; it helps to protect against the associated hazards as long as the PPE does not fail due to misuse, improper fit or defective materials.

Examples of Personal Protective Equipment which may be required is listed below (this list is not all-inclusive):

Area of the Body	Work PPE	Sample Activity
Head	Hard Hat	Construction
Eyes & Face	Face Shield	Grinding
Ears	Ear Plugs	Mowing (gang mowers)
Respiratory	SCBA	Confined Space Entry
Torso	Fluorescent Vest	Nighttime Activities
Arm, Hand, & Fingers	Neoprene Gloves	Pesticide Mixing
Foot	Steel-toe Shoes	Lifting Tables
Internal (Disease Avoidance)	Microshield & Gloves	First Aid & CPR

General Clothing & Personal Effects

To further "personal protection" on the job, employees must understand that they share in the responsibility for reducing the risk associated with their own clothing, grooming or personal effects in conjunction with their job activities. Hence, he or she may be asked at the outset of the job to remove or eliminate any personal effects, which represent a hazard in completing the job. Unless otherwise instructed, employees should assume that these types of directives will stand during the course of their employment with the Park District.

Public Safety Awareness Campaign

Workers should remember that their close attention and practice of the above guidelines for the use of PPE would have an added benefit as well; the Park District of Oak Park has a standing goal of setting an example for the supporting public in terms of this safety policy. This would include using safe practices and PPE where and when it is indicated.

POL.S.08.02 - Specific Protective Equipment

The variety of work operations performed by Park District employees involves many industrial hazards. Research has been done to develop measures to protect employees from accidental injury. Most often, this is accomplished by providing guards for various types of machinery.

When it is impractical or impossible to place a guard over the source of a hazard, it is necessary to place the guard on the worker. This is done by wearing protective equipment such as bump caps, hard hats, goggles, traffic vests, toe guards, etc. Supervisors will ensure that all of their employees are properly protected. Each employee is expected to know and follow these regulations where applicable. The following safety procedures are established:

Machine Guards

1. All machine guards will be kept in place while machinery is operating.
2. Tampering with machine guards is strictly prohibited.
3. All guards are to be properly replaced after machinery repairs have been completed.
4. When it's necessary to work on electrically powered machinery, the disconnect switch for controlling the machine will be secured in the "open" or "off" position by the worker or workers performing the job by means of "lock-out, tag-out" devices.
5. The "lock-out, tag-out" device should not be removed until the work has been completed and the area has been cleared. The "lock-out, tag-out" device should be removed only by the person who put it on.

General Clothing

1. The wearing of loose, flowing or ragged clothing on or near moving machinery or equipment is prohibited.
2. Long sleeves, buttoned at the wrist, should be worn for all work other than machinery operation.
3. Pant legs should be cut to ankle length and cuffs sewn up. Rolled up cuffs collect dirt and are likely to come down and cause you to fall. Torn pants or those with holes in them should not be worn.
4. Steel-toe shoes should be worn in all jobs involving heavy equipment or machinery.
5. The "safe" worker does not wear rings, medals, identification bracelets or jewelry when working with heavy machinery or power equipment. Jewelry increases the danger of electric shock and can cause fingers to be badly injured.
6. Protective smocks, coveralls or aprons should be worn, where necessary, to keep work clothes clean.
7. For outdoor work in winter weather, it is best to wear loose, warm, fairly lightweight clothing. Wear layers of clothing so that they can be peeled off for inside work and cut back on when going outdoors.
8. Oil soaked clothes are a serious fire hazard. Keep your clothing free from oil and petroleum based products.

Personal Protective Equipment for employees of Conservatory Operations, Parks & Planning, and Revenue Facilities is discussed in the Operations & Safety Manuals for those departments.

POL.S.08.03 - Blood Borne Pathogens and Infectious Diseases

OSHA requires employers to perform an exposure determination to identify employees who may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to personal protective equipment (employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to identify all job classifications in which all employees in such classification may incur occupational exposure, regardless of frequency. At the Park District of Oak Park, the following job classifications are in this category:

1. Administration Center Managers & Staff
2. Aquatics Lifeguards
3. Aquatics Staff Supervisors
4. Parks & Planning Managers & Staff
5. Coaches for Contact Sports
6. Community Center Staff
7. Conservatory Operations Managers & Staff
8. Day Camp Supervisors & Counselors
9. Fitness Instructors
10. Good Samaritan First Aid Responders
11. Gymnastic Center Supervisors & Staff
12. Historic Facilities Supervisor & Staff
13. Licensed Preschool Workers and Non-Licensed staff
14. Playground Supervisors & Staff
15. Recreation Program Supervisors
16. Risk Manager

OSHA also requires that a detailed plan and process be established for the protection of employees. The plan includes:

In work areas where there is a reasonable likelihood of occupational exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present. After removal of protective gloves, employees will wash their hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water. If employees incur exposure to their skin or mucous membranes, then those areas will be washed or flushed with water as soon as feasible following contact.

Mouth pipetting or suctioning of blood or other potentially infectious material is prohibited.

All procedures will be conducted in a manner which will minimize splashing, spraying, spattering, and generation of droplets of blood or other potentially infectious materials.

The Park District will provide the healthcare professional who is responsible for an exposed employee's post-exposure evaluation with: (1) a description of the employee's job duties as they relate to the exposure incident; (2) documentation of the route(s) of exposure and the circumstances under which exposure occurred; (3) results of the source material or individual's blood testing, if available; and (4) all medical records relevant to the appropriate treatment of the employee, including his or her HBV vaccination status, which are the Park District responsibility to maintain.

The Park District will obtain and provide to the employee, within 15 days of its completion, a copy of the written opinion of the healthcare professional that performs a post-exposure evaluation.

Education and Training

In order to minimize workplace exposure to, and prevent the spread of infectious diseases while avoiding unnecessary panic, discrimination, or inappropriate reaction to the Park District's implementation of preventative measures, the Park District will strive to educate and train Park District personnel on relevant safety guidelines.

In particular, the Park District's training program will endeavor to include:

1. a general explanation of the spread, prevention and symptoms of blood borne diseases;
2. information on the modes of transmission of blood borne pathogens;
3. information on the appropriate methods of recognizing the tasks and other activities that may involve employee contact with blood or other potentially infectious materials;
4. information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;
5. information on the Hepatitis B vaccine, including information on its effectiveness, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered to its employees free of charge;
6. information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
7. information on the post-exposure evaluation and follow-up that the Park District will provide for the employee, if he or she comes into contact with blood or other possibly infectious materials.

All staff and volunteers who are potentially at risk for exposure should be provided in-service training with respect to the precautionary procedures, and advised that failure to comply with these procedures may subject an employee/volunteer to disciplinary action, including termination of employment/volunteer services. All staff/volunteers should be required to sign a compliance statement indicating their understanding of the procedures and agreement to comply with them.

Personal Protective Equipment

The Park District recognizes that the use of personal protective equipment (PPE) helps prevent or reduce occupational exposure to infectious materials. PPE is considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach employees' work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions or use and for the duration of time which the PPE will be used.

The Park District will provide training on, make accessible, and require the use of PPE at no cost to the employee or volunteer. PPE will also be provided in appropriate sizes when necessary.

The Park District has identified the following employee/positions, which may have a need for PPE:

1. Administration Center Managers & Staff
2. Aquatics Lifeguards
3. Aquatics Staff Supervisors
4. Parks & Planning Managers & Staff
5. Coaches for Contact Sports
6. Community Center Staff
7. Conservatory Operations Managers & Staff
8. Day Camp Supervisors & Counselors
9. Fitness Instructors
10. Good Samaritan First Aid Responders
11. Gymnastic Center Supervisors & Staff

12. Historic Facilities Supervisor & Staff
13. Licensed Preschool Workers and Non-Licensed staff
14. Playground Supervisors & Staff
15. Recreation Program Supervisors
16. Risk Manager

Method of Compliance

The standard also requires the practice of "universal precautions" or the treatment of all bodily fluids/materials as if infectious and emphasizing engineering and work practice controls. Additional precautions must include regular hand-washing. Employers must provide facilities and insure that employees use them following exposure to blood.

Employers must provide, at no cost, and requires employees to use appropriate personal protective equipment such as gloves, masks, eye protection, mouth pieces and resuscitation bags and must clean, repair, and replace these when necessary. The standard requires a written schedule for cleaning, identifying the method of decontamination to be used in addition to cleaning following contact with blood or other potentially infectious materials. It specifies methods for disposing of contaminated sharps and sets standards for containers for these items and other related waste. Further, the standard includes provisions for handling contaminated laundry to minimizing exposure.

Precautions and Procedures

Because other infections in addition to the HIV virus, the Hepatitis B virus and AIDS can be present in blood or non-intact skin, exposed body tissue or excrement or other body fluids, the following routine procedures are required when handling blood (e.g. cleansing of and applying first aid to open wounds, stopping a nose bleed), excrement or urine (cleaning up "potty accidents" of young children), or other body fluids. It is to be emphasized that these procedures are required for all persons, not just those who may be infected with the AIDS virus or other infectious diseases. Precautionary procedures for handling blood and body fluids should be predicated on the assumption that all blood/body fluids are infectious. These procedures should be followed and enforced routinely. Failure to follow appropriate procedure may result in disciplinary action up to and including discharge.

The following procedures should be followed and enforced routinely:

- Hand washing is the most important technique for preventing the spread of disease. Staff, volunteers, and participants should wash their hands frequently. In addition, hand washing is required before and after food preparation, after toileting, after contact with any body fluids, etc. The Park District will provide single-use towels or hot air drying machines for such hand washing. Where soap and water is not available, antiseptic towelettes or hand wipes may be used, followed as soon as possible by washing with soap and water.
- Non-sterile gloves that are puncture-resistant and impervious to blood must be worn. Such gloves should be immediately available for use in areas where need is more predictable (first aid kits, near changing tables in day-care facilities, etc.). Care should be taken to avoid any bodily contact with blood or other bodily fluids of other persons. In particular, exposure of open skin lesions or weeping dermatitis or mucous membranes to blood or body fluids should be avoided. Even though gloves are used, hands must be washed with soap and water immediately and thoroughly after the gloves are removed.
- Soiled surfaces and recreation materials of any kind (including van/bus seats, exercise mats, changing tables, etc.) should be promptly cleaned with disinfectants such as household bleach (diluted 1 part bleach to 10 parts water). Bleach should not be placed directly on large amounts of protein matter (urine, stool, blood, sputum, etc.) in order to protect the employee from noxious fumes. Therefore, large quantities of bodily waste or fluids should be cleaned up prior to disinfecting. If a mop is used, it should be rinsed in the disinfectant. These surfaces should be routinely cleaned and disinfected at the end of each work shift.
- Disposable towels or tissues should be used whenever possible. After use they should be saturated with the disinfectant and

disposed of in plastic bags rather than unlined containers.

- When wiping up, emptying regular trash or washroom waste or sanitary napkin containers or clean sharp objects (e.g. broken glass), employees must wear non-sterile, puncture-resistant gloves.
- Employees should avoid placing their hands in trash or waste containers in order to "pack down" the trash and should otherwise handle trash with care. Puncture-proof or puncture resistant gloves should be worn when emptying trash or garbage receptacles.
- All cuts and open wounds should be covered following basic first aid procedures. Protective coverings, Band-Aids, bandages, etc. should be worn by all staff, volunteers or participants and are provided by the Park District. Staff and volunteers are responsible for providing protective coverings to participants who have open lesions.
- Sharing of personal items, such as combs, brushes, toothbrushes, lipstick, etc. should be avoided. Whenever possible, disposable items (e.g., cups and utensils) should be provided or brought in yourself and not shared by others.
- Disinfectant should be stored in a safe area that is inaccessible to participants. (Note: Safety Data Sheets should be maintained for each disinfectant).
- Documentation of incidences of contact with blood or other body fluids should be made whether or not a participant or employee is known to have a communicable disease.

Incident Records

The Park District will keep records of incidents of employee contact with blood or other potentially infectious materials, and compliance with these guidelines. A failure to follow recommended precautions may result in disciplinary action.

Communicable Diseases-Bloodborne

Hepatitis means inflammation of the liver. Most people have heard of different types of hepatitis that are caused by viruses, such as hepatitis A, B, or C. However, hepatitis has many other causes, including certain medicals, long term alcohol use, and exposure to certain industrial chemicals.

Hepatitis A

Hepatitis A is one of several forms of viral hepatitis. It is one of the most widely reported diseases that is preventable by receiving a vaccine. Worldwide, most people get hepatitis A by eating food or drinking water that is contaminated with the hepatitis A virus (HAV). Your doctor can diagnose hepatitis A infection by doing a blood test. In most cases, HAV infection goes away on its own and usually does not cause long term illness or liver damage. HAV infection can be prevented by vaccination with a series of two shots. The vaccine usually is 100% effective in preventing infection if you receive both shots before you are exposed to HAV.

Hepatitis B

Hepatitis B is one of several forms of viral hepatitis. Your doctor can diagnose infection with hepatitis B virus (HBV) by doing a blood test.

The hepatitis B virus is spread from one person to another through body fluids, including blood, semen, and vaginal fluids (including menstrual blood). The virus can be passed from a mother to her newborn baby during delivery (prenatal transmission). However, most people in the United States acquire HBV infection as adolescents or adults.

Short-term (acute) infection usually goes away on its own without treatment. Some people have no symptoms. Most people who develop symptoms feel better in 20-30 weeks and recover completely after 4-8 weeks. Other people may take longer to recover.

Long-term (chronic) infection occurs when the hepatitis B virus continues to be present in a person's liver and blood for six months or more. Chronic infection can lead to serious liver diseases such as cirrhosis and liver cancer.

Vaccination can prevent hepatitis infection; the vaccine is up to 95% effective. Although the vaccine is not widely used among adults, those at risk for infections should be vaccinated. Currently 42 states require childhood immunization against HBV.

Hepatitis B Virus Vaccination Series

Pre-Exposure

The Park District shall make available the Hepatitis B vaccine series to any employee who must handle blood or is expected to render first aid on a routine and regular basis in the course of his/her employment. This series will be provided at no cost to the employee. If an employee declines to be vaccinated, he or she must sign a Hepatitis B Vaccination Declination form, which the Park District will retain as part of that employee's record.

Employees whose primary job assignment(s) do not include handling blood or providing first aid, yet may render first aid as a collateral duty, will be offered the Hepatitis B vaccine series as a post-exposure provision. Again, this series will be provided at no cost to the employee.

Post-Exposure

If any employee actually is exposed to blood or other potentially infectious materials, the Park District will provide a confidential medical evaluation and follow-up, again at no cost to the employee. Hepatitis B vaccinations and post-exposure evaluation and follow-ups will be provided, by or under the supervision of a licensed physician, and utilizing an accredited laboratory. Evaluation and follow-up will include at least the following elements:

1. Documentation of the route(s) of exposure, and the circumstances under which the exposure occurred;
2. Identification and documentation of the source of the blood or other potentially infectious material with which the employee came into contact, including the source individual, if possible;
3. Prompt testing of the source material, (with the employee's consent) with the results being communicated in confidence to the exposed employee;
4. Collection and testing of the exposed employee's blood with his or her consent, for HIV or HBV;
5. Post-exposure preventive measures, as recommended by the U.S. Public Health Service;
6. Counseling; and
7. Evaluation of reported illnesses.

Hepatitis C

Although there is no vaccine to prevent with the hepatitis C virus (HCV), research is under way to develop one. New strains of the original virus can develop that are not affected by vaccine against the original strain. This complicates efforts to create and effective vaccine.

People often don't know they have hepatitis C until they try to donate blood. All donated blood is screened for hepatitis C and other blood-borne diseases. Donors whose blood tests positive for hepatitis C are notified by the blood donation center.

Chronic hepatitis C may be treated with medications that fight viral infections. Standard treatment combines two antiviral medications: interferon and Ribavirin. However this treatment is not an option for everyone and only 30% to 40% of those who receive antivirals are cured of the infection.

Human Immunodeficiency Virus (HIV)

The human immunodeficiency virus (HIV) attacks and gradually weakens your immune system. A weakened immune system makes you more susceptible to opportunistic infections and cancers. HIV is spread from one person to another through contact with blood, semen, or vaginal fluids. Symptoms of early HIV (acute retroviral syndrome) which are often mistaken for symptoms of another viral infection such as influenza or mononucleosis include: fever, sore throat, headache, muscle aches, enlarged lymph nodes, skin rash, nausea, and diarrhea.

These early symptoms of HIV usually disappear on their own after 2-3 weeks. Exams and tests play an important role in the diagnosis and treatment of HIV infection. Early diagnosis and an understanding of HIV will help you get the treatment and support you need to improve your chances of staying healthy longer.

Treatment of HIV infection focuses on: Slowing the rate at which the virus makes copies of itself (replicates) in the body; preventing or controlling opportunistic diseases; and maintaining good overall health by eating well, reducing stress, and staying physically active.

Acquired Immunodeficiency Syndrome (AIDS)

AIDS is the last of several states of HIV infection. Aids is diagnosed when you: Have a CD4+cell count below 200 cells per micro liter of blood; develop and opportunistic disease or cancer. More than half of the adults with HIV who do not received treatment develop AIDS within 12 or 13 years. Once the HIV infection progresses to AIDS, death more often occurs within eighteen18 to twenty-four 24 months or sooner in rapid progressors and young children.

Coronavirus Disease (COVID-19)

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow). During the COVID-19 pandemic workers and patrons are to wear cloth face coverings at The Park District of Oak Park to help reduce the spread of COVID-19.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

Fever or chills

Cough

Shortness of breath or difficulty breathing

Fatigue

Muscle or body aches

Headache

New loss of taste or smell

Sore throat

Congestion or runny nose

Nausea or vomiting

Diarrhea

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

Trouble breathing

Persistent pain or pressure in the chest

New confusion

Inability to wake or stay awake

Bluish lips or face

Privacy Considerations

A. The infected person's right to privacy will be respected, including maintaining confidential records. These records are not subject to disclosure under the Freedom of Information Act. The number of persons affiliated with the Park District of Oak Park (PDOP) who know the identity of the infected person will be kept to a minimum. Only the members of the review team and those personnel who the review team determines have a need to know of the infected person's condition to assure proper care and precaution may be told the identity of the person. Personnel should be reminded that no information regarding the identity or condition of the person is to be discussed with anyone including, without limitation, their spouses, other family members, or PDOP personnel other than personnel specifically designated by the Director of the PDOP. The legal ramifications to the employee involved and the PDOP

of a breach of confidentiality should be clearly explained to employees.

B. Unless the infected participant (or parent/legal guardian, if a minor) gives written permission, the PDOP may not advise the public or program participants or their parents of the participation in its programs or the employment by the PDOP of a person infected with the HIV or HBV virus, or AIDS. However, if the above noted permission is given and depending on the circumstances, the PDOP may consider advising the public in whatever means it deems appropriate of the participation in its program or the employment of a person (no name or sex identification) infected with the HIV or HBV virus, or AIDS. The message should communicate current evidence concerning both the transmission of HIV or HBV and invite questions or comments. Depending on the circumstances the PDOP may elect to hold one or more special meetings to address public concerns. The decision to inform the public or program participants or their parents should be made only after consultation with PDOP's legal counsel.

C. Apart from a public meeting, all inquiries from the public concerning the participation of persons with HIV, HBV, or AIDS in PDOP programs should be directed to a single spokesperson, such as the Director of the PDOP. No other person associated with the District should divulge any information concerning the participation in its programs of persons infected with the HIV, HBV, or AIDS, other than to point out that the PDOP believes confidentiality for the person, family and staff directly involved is legally required and absolutely essential and further, that the PDOP has received and is receiving expert medical and legal advice on this matter.

Safety Data Sheet Portal

<https://pdop.sds.center/#>
