

MT. PROSPECT PARK DISTRICT  
1000 W. CENTRAL ROAD  
MOUNT PROSPECT, ILLINOIS 60056

SPECIAL MEETING OF THE BOARD OF COMMISSIONERS

MEMO TO: MT. PROSPECT PARK DISTRICT BOARD OF COMMISSIONERS  
PRESS  
PUBLIC

FROM: STEVE KURKA  
PRESIDENT

DATE OF THIS NOTICE: OCTOBER 31, 2014

RE: SPECIAL MEETING OF THE BOARD OF COMMISSIONERS  
NOVEMBER 5, 2014 - 6:00 P.M.  
CENTRAL COMMUNITY CENTER  
1000 W. CENTRAL ROAD, MT. PROSPECT, ILLINOIS

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AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMENT

DISCUSSION ITEMS:

- A. Operating Budget Review - Fiscal Year 2015 • (Discussion)
- B. Personnel Policy Manual Updates & Revisions • (Discussion)

ADJOURNMENT



To: Board of Commissioners  
From: Greg Kuhs, Executive Director  
Date: October 31, 2014  
Re: **Proposed Budget – Fiscal Year 2015**

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### **Background**

The information contained in this binder relates to the proposed FY 2015 Budget for the Mt. Prospect Park District. Development of the annual budget is done by taking into consideration the district's past history, and trends combined with anticipated services, needs and commitments for the upcoming year.

These are the items contained within the budget binder:

- Consolidated Budget Report
- Summary of Operating Funds (FY 2014 Budget compared to Proposed FY 2015 Budget)
- Chart showing the revenue sources & expenses categories by percentage based on Proposed FY 2015 Budget
- Copy of tax levy worksheet for levy year 2014
- Proposed Budget Report by Fund (blue pages)
- Detailed Proposed Budget Report by Fund, Department and Center (yellow pages)
- Detailed Proposed Budget Report by Department (pink pages)

Within the next few months, staff will prepare a Tentative Budget & Appropriation Ordinance which sets forth the legal spending requirements for the park district in FY 2015. This document is created from the Operating Budget and the dollar figures are approximately 10% higher than those which are in the Operating Budget. The higher amount provides a "cushion" and allows for unforeseen expenditures which may occur during the upcoming fiscal year.

The Tentative Budget & Appropriation Ordinance must be available for public inspection for at least 30 days prior to approval. Both the Operating Budget and the Budget & Appropriation Ordinance are scheduled to be approved at the March 2015 Regular Board Meeting. Approving these in March allows us to make additional adjustments to the budget between now and then if needed.

### **General Notes for FY 2015**

- Revenue for FY 2015 is budgeted to increase by 2.8% compared to FY 2014 Budget.
- Expenses for FY 2015 (not including pending capital projects for FY 2015) are budgeted to increase by 2.7% compared to FY 2014 Budget. Increase is due increases in debt service, utilities, salaries & benefits.
- There is a proposed 3% merit increase budgeted for staff.
- Health insurance rates are estimated to increase 10-12% and this has been included in the budget.

### **General Fund Information (10)**

• Revenue for FY 2015 is budgeted to increase by 13.6% which is due to the shifting of a portion of tax dollars (previously levied in the Conservatory Fund) to the General Fund. The further reduction in the park districts EAV (Equalized Assessed Property Value) caused a reduction in the amount of property taxes that could be levied for the Conservatory Fund. Expenses for the General Fund were also increased by the same percentage as salaries and fringe benefits have been re-allocated to allow for the loss in tax dollars in the Conservatory Fund. Utilities are budgeted to increase by approximately 5.5%.

### **Recreation Fund Information (20)**

• Revenue for FY 2015 is budgeted to increase by 2.2%. Budgeted tax revenue is estimated to increase by 6.3% due to the shifting of a portion of tax dollars (previously levied in the Conservatory Fund) to the Recreation Fund. Revenue in the Recreation Fund (less property taxes) is budgeted to increase by 1.3% which is attributed primarily to the golf course only being open for a partial season in 2015. Expenses for the Recreation Fund were also increased by the same percentage as salaries and fringe benefits have been re-allocated to allow for the loss in tax dollars in the Conservatory Fund.

### **Other Fund Information**

→ ***Paving & Lighting (21)*** – 17.2% *decrease* in property tax revenue budgeted for this fund as a result of the further reduction in the park districts EAV (Equalized Assessed Property Value) caused a reduction in the amount of property taxes that could be levied for the Paving & Lighting Fund. 66.4% *decrease* in expenses. We anticipate a small carry-over of funds.

→ ***Social Security (23)*** – 1% increase in property tax revenue is budgeted for this fund - no increase in budgeted expenses.

→ ***Liability Insurance (24)*** – 3% increase in property tax revenue is budgeted for this fund and less than 1% increase in expenses.

→ ***Handicapped Recreation (25)*** – 17.1% *decrease* in property tax revenue budgeted for this fund. Reduction is due to a drop in our contribution amount for NWSRA in 2015. No increase in budgeted accessibility improvements.

→ ***IMRF (26)*** – 1.3% increase in property tax revenue is budgeted for this fund – no increase in budgeted expenses.

→ ***Conservatory (27)*** – 12.8% *decrease* in property tax revenue budgeted for this fund. The further reduction in the park districts EAV (Equalized Assessed Property Value) caused a reduction in the amount of property taxes that could be levied for the Conservatory Fund. A portion of salaries and fringe benefits have been re-allocated to other funds to allow for the loss in tax dollars in this fund.

→ ***Internal Service (28)*** – 6.2% *decrease* in capital project billings and expenses budgeted for this fund.

→ ***Bond & Interest (30)*** – 6.6% increase in revenue is budgeted for this fund and a 7% increase in expenses.

### **Golf Course Notes**

Budget assumptions for the golf course operation for FY 2015 are as follows:

- Budget numbers are based on the course being opened in July.
- Based on a shortened 2015 season, staff recommends not running leagues or holding any outings in 2015. This will allow the turf of the course to become better established and ready for a full season of golf in 2016.
- For 2015, staff recommends the following:
  - Selling pro-rated passes (based on 2014 rates) in 2015 once we establish an opening date.
  - Permanent tee times will not be sold in 2015.
  - Keeping green fee rates the same as 2014 rates.

### **Recreation Notes**

- As a result of the transition from annual to month-to-month fitness membership sales, staff is planning to adjusting the Courts, Pool and Track daily fee from \$4.00 to \$5.00 starting in 2015. We also plan to introduce an \$8.00 flat rate daily summer pool fee with a \$3.00 resident discount as a customer service feature at both Meadows and Big Surf pools for the summer 2015 season.
- The Recreation Department will be incorporating a number of cross marketing campaigns in 2015. This includes Kids Klub swimming lessons, a swim and fitness combination program, fitness and cultural arts program. We believe this will be an added dimension to our program lineup, and will enable patrons to experience other programming areas offered by the Park District.
- Special events will take on a different look as the Park District will turn 60 in 2015. The year will start with a Mari Gras Family Fun event in February, celebration of the Week of the Young Child in April, a 1955 themed Sock-Hop will start our Thursday Summer Concert Series in June, hosting and participating in the National Night Out on August 4<sup>th</sup>, a Community Pumpkin Contest in October, and the year will end with 60-years of fitness event in December.
- We anticipate a course of action and timeline for the Big Surf Pool renovation project will also become a big part of FY 2015. FGM Architects will present a number of options from the facility audit completed in the fall 2014.

### **Parks & Planning Notes**

- We are awaiting notice from the State of Illinois as to if the grant application for the Einstein Park improvements will be approved. Once we learn about the status of the grant, bid documents will be developed in anticipation of this project being completed in FY 2015.
- Parking lot repairs are planned for Studio and Friendship Park Conservatory.
- Seal coating & crack filling are slated to take place on a portion of the paths the park district maintains within the ComEd easement.
- Erosion control work will be completed around the Friendship Park pond to the north of the building.
- Continue to do our best to stay on track with the equipment and Vehicle replacements throughout the district.

### **Administration Notes**

- The use of SmartFusion (our new updated accounting software package) will begin in January 2015. Staff is looking forward to becoming familiar with the capabilities of the new software in terms of reporting and allowing staff easily access financial information concerning their areas of responsibility.
- We anticipate the approval of the Personnel Manual updates to be completed near the end of the current fiscal year or early in FY 2015.



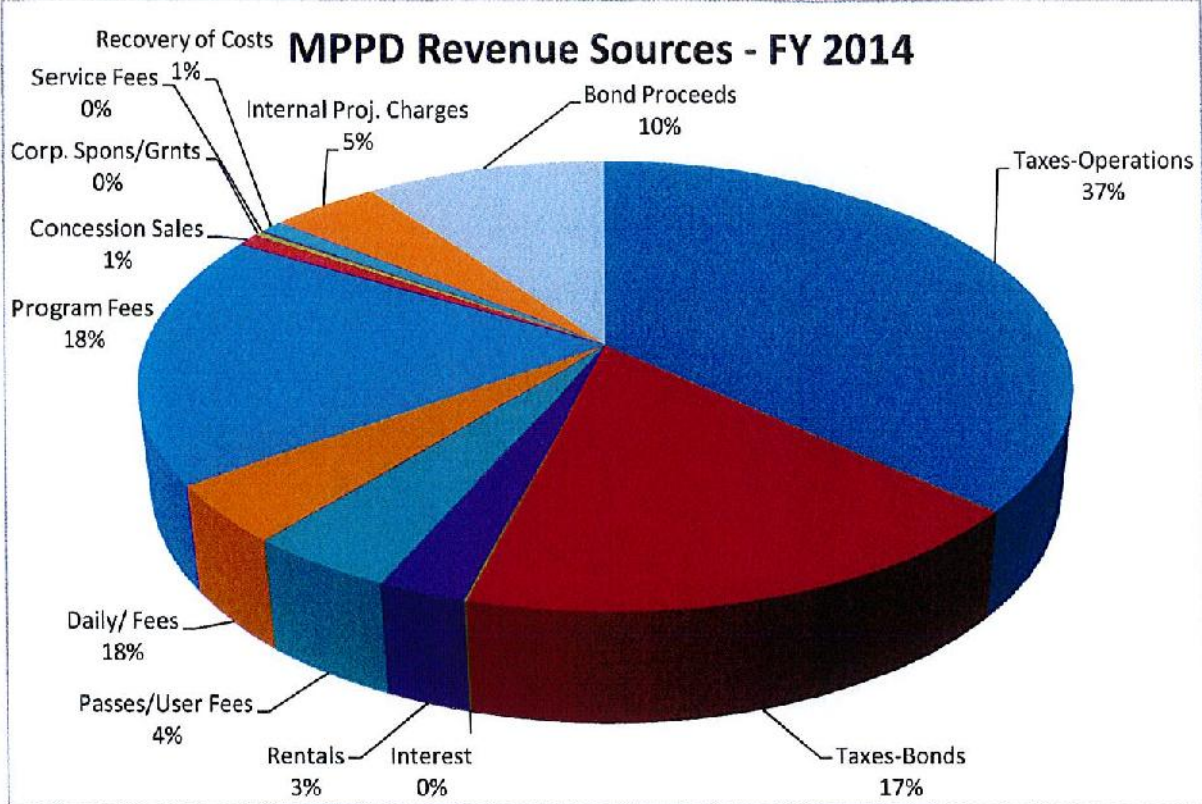
- Staff will be working on an updated purchasing policy which should be presented to the Board for consideration before the end of the current fiscal year.

**Capital Projects/Improvements – FY 2015**

Staff will be requesting approval of the list of Capital Projects/Improvements for FY 2015 at the November 12 Regular Meeting. An updated copy of the proposed items (which were reviewed and discussed at the October 8 Special Meeting) will be included in your meeting packet for November 12.

Staff anticipates that the majority of the Capital Projects/Improvements list would be completed or at least started in FY 2015. Significant changes, if any, to this tentative project list which in the future may need to be altered due by changed circumstances or unforeseen needs will be brought to the attention of the board prior to implementation where possible.

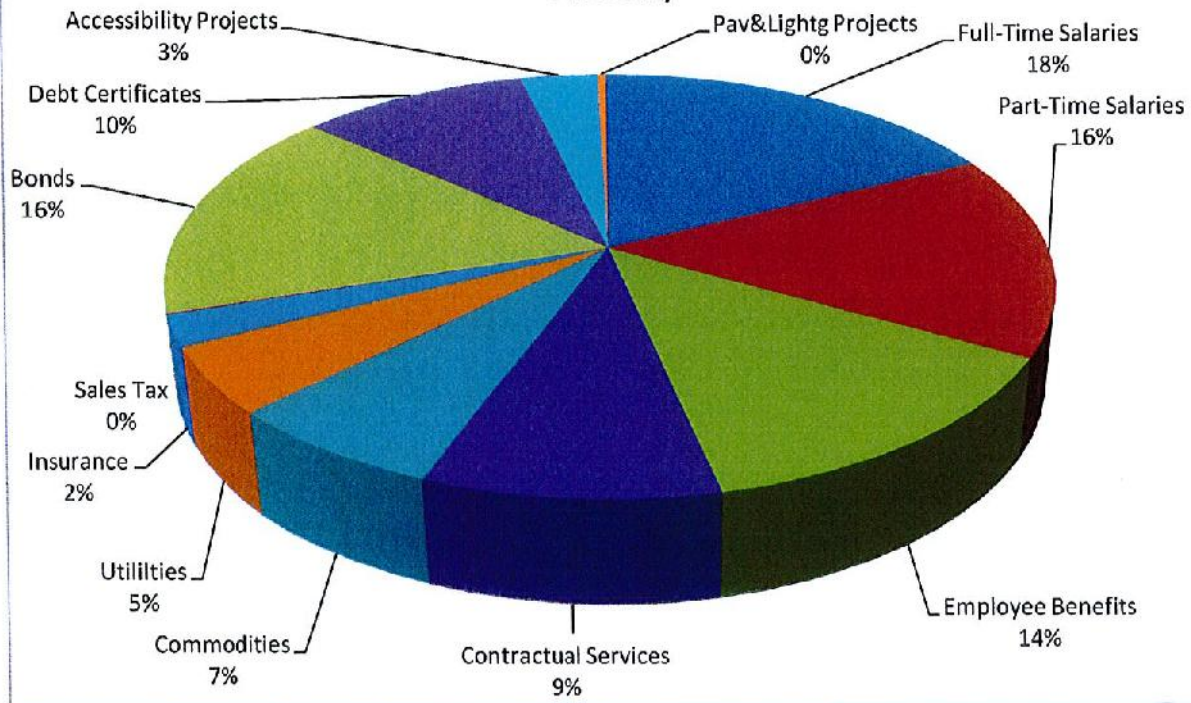
Total Budgeted Revenues - \$17,730,868



Total Budgeted Expenses - \$17,981,819

### Mt. Prospect Park District - Expense Categories FY 2014

(does not include Capital Projects/Improvements Funded through Bond Proceeds)



<b>Revenue Sources - FY 2015</b>		<b>% of total</b>
Taxes-Operations	6,542,023	37%
Taxes-Bonds	3,084,772	17%
Interest	12,000	0%
Rentals	460,750	3%
Passes/User Fees	748,500	4%
Daily/User Fees	744,300	4%
Program Fees	3,252,560	18%
Concession Sales	169,900	1%
Corp. Sponsors/Grants	48,500	0%
Service Fees	(35,000)	0%
Recovery of Costs	156,809	1%
Internal Proj. Charges	782,380	4%
Bond Proceeds	1,763,374	10%
	<b>17,730,868</b>	<b>100%</b>

<b>Expense Categories - FY 2015</b>		
Full-Time Salaries	3,194,811	18%
Part-Time Salaries	2,783,755	15%
Employee Benefits	2,415,502	13%
Contractual Services	1,645,094	9%
Commodities	1,218,833	7%
Utilities	900,588	5%
Insurance	430,916	2%
Sales Tax	14,410	0%
Bonds	2,937,304	16%
Debt Certificates	1,763,374	10%
Accessibility Projects	610,093	3%
Pav&Lightg Projects	67,139	0%
	<b>17,981,819</b>	<b>100%</b>

**Mount Prospect Park District  
2015 Budget Report  
Consolidated**

	<b>Budget 2014</b>	<b>Budget 2015</b>
<b>REVENUE</b>		
10 General Fund	1,973,422	2,242,235
20 Recreation Fund	6,853,614	7,005,625
21 Paving and Lighting	81,038	67,139
23 Social Security Fund	575,056	580,920
24 Liability Insurance Fund	674,332	694,562
25 NWSRA Fund	648,304	537,112
26 IMRF Fund	569,246	576,800
27 Conservatory Fund	912,618	795,949
28 Internal Service Fund	407,744	382,380
30 Bond & Interest Fund	4,545,963	4,848,146
<b>Total</b>	<b>17,241,337</b>	<b>17,730,868</b>
<b>EXPENSE</b>		
10 General Fund	1,973,422	2,242,235
20 Recreation Fund	6,853,614	7,005,625
21 Paving and Lighting	200,000	67,139
23 Social Security Fund	564,302	564,302
24 Liability Insurance Fund	674,332	679,628
25 NWSRA Fund	960,369	977,883
26 IMRF Fund	560,000	560,000
27 Conservatory Fund	912,618	795,949
28 Internal Service Fund	407,744	382,380
30 Bond & Interest Fund	4,406,966	4,706,678
<b>Total</b>	<b>17,513,367</b>	<b>17,981,819</b>
<b>Total Revenue</b>	<b>17,241,337</b>	<b>17,730,868</b>
<b>Total Expense</b>	<b>17,513,367</b>	<b>17,981,819</b>
<b>Net Income/Loss</b>	<b>(272,030)</b>	<b>(250,951)</b>



MOUNT PROSPECT PARK DISTRICT  
SUMMARY - ALL OPERATING FUNDS  
2015 BUDGET

ACCOUNT NAMES		2014 BUDGET	2015 BUDGET	CORPORATE	REC	LIAB INS.	SOC SEC	NWSRA	IMRF	CONSERV.	PAV/LIGHT	DEBT SERV.	INT SERV.
Est. BALANCE, Beginning			4,531,755	503,657	709,676	277,839	126,450	1,808,825	(187,143)	118,820	450,457	708,416	14,758
REVENUES:													
PROPERTY TAXES	1.3	9,332,864	9,453,070	1,966,113	1,274,262	694,562	580,920	537,112	576,800	671,390	67,139	3,084,772	
REPLACEMENT TAXES	0.0	173,725	173,725	84,000	89,725								
RENTAL	14.0	404,300	460,750	54,000	360,450					46,300			
PASSES /USER FEES	-16.8	899,500	748,500		748,500								
DAILY /USER FEES	12.2	663,600	744,300		744,300								
PROGRAM FEES	3.4	3,144,860	3,252,560		3,202,060					50,500			
CONCESSION SALES	-2.2	173,700	169,900		144,900					25,000			
CORP SPONSORS	-17.8	59,000	48,500		48,500								
V/MC & OTHER	12.6	463,266	521,809	126,122	392,928					2,759			
INTEREST	0.0	12,000	12,000	12,000									382,380
INT PROJ CHARGES	-6.2	407,744	382,380										
BOND PROCEEDS	17.0	1,506,778	1,763,374										1,763,374
TOTAL REVENUE	2.8	17,241,337	17,730,868	2,242,235	7,005,625	694,562	580,920	537,112	576,800	795,949	67,139	4,848,146	382,380
% Inc. (-Dec.) of Budget			2.8	13.6	2.2	3.0	1.0	-17.2	1.3	-12.8	-17.2	6.6	-6.2
EXPENDITURES:													
FULL TIME SALARIES	3.7	3,081,268	3,194,811	1,097,742	1,543,562	143,782				348,745			60,980
PART TIME SALARIES	1.3	2,747,880	2,783,755	56,650	2,543,330					118,775			65,000
HEALTH BENEFITS	8.0	1,195,800	1,291,200	485,584	618,120	47,288				113,808			26,400
CONTRACTUAL SERVICES	0.9	1,265,709	1,277,304	233,737	784,775	57,642				66,150		6,000	129,000
COMMODITIES	-0.2	1,146,483	1,144,483	152,350	818,144					72,989			101,000
CONCESSIONS	-9.7	82,300	74,350		66,350					8,000			
UTILITIES	3.8	867,204	900,588	216,172	619,134					65,282			
INSURANCE	1.2	425,776	430,916			430,916							
N W SPECIAL REC	5.0	350,276	367,790					367,790					
RETIREMENT	0.0	1,124,302	1,124,302				564,302		560,000				
LONG TERM BONDS	17.0	1,506,778	1,763,374									1,763,374	
ROLLOVER BONDS	1.5	2,894,188	2,937,304									2,937,304	
SALES TAX	-5.9	15,310	14,410		12,210					2,200			
CAPITAL PROJECTS:													
ADA IMPROV.	0.0	610,093	610,093					610,093					
PARK IMPROV PAVING	-66.4	200,000	67,139								67,139		
TOTAL EXPENDITURE	2.7	17,513,367	17,981,819	2,242,235	7,005,625	679,628	564,302	977,883	560,000	795,949	67,139	4,706,678	382,380
% Inc. (-Dec.) of Budget			2.7	13.6	2.2	0.8	0.0	1.8	0.0	-12.8	-66.4	6.8	-6.2
REVENUE OVER(UNDER)		(272,030)	(250,951)	0	0	14,934	16,618	(440,771)	16,800	0	0	141,468	0
Est. BALANCE, Ending			4,280,804	503,657	709,676	292,773	143,068	1,368,054	(170,343)	118,820	450,457	849,884	14,758

MOUNT PROSPECT PARK DISTRICT  
SUMMARY - ALL OPERATING FUNDS  
2015 BUDGET

	2014 BUDGET	2015 BUDGET page	% Change
Beginning Balance	4,803,785	4,531,755	
<b>ACCOUNT NAMES</b>			
<b>REVENUES:</b>			
Taxes	9,506,589	9,626,795	1 1.3%
Interest	12,000	12,000	0.0%
Rental	404,300	460,750	1 14.0%
Passes/User Fees	899,500	748,500	1 -16.8%
Daily/User Fees	663,600	744,300	2 12.2%
Program Fees	3,144,860	3,252,560	2 3.4%
Concession Sales	173,700	169,900	3 -2.2%
Corp Sponsors & Grants	59,000	48,500	-17.8%
Other	112,766	156,809	39.1%
V/MC Charges	(49,500)	(35,000)	-29.3%
INT Proj Charges	807,744	782,380	-3.1%
Bond Proceeds	1,506,778	1,763,374	17.0%
<b>Total Revenue</b>	<b>17,241,337</b>	<b>17,730,868</b>	<b>2.8%</b>
<b>EXPENDITURES:</b>			
Full Time Salaries	3,081,268	3,194,811	3 3.7%
Part Time Salaries	2,747,880	2,783,755	3 1.3%
Employee Benefits	2,320,102	2,415,502	4 4.1%
Contractual Services	1,615,985	1,645,094	4 1.8%
Commodities	1,228,783	1,218,833	5 -0.8%
Utilities	867,204	900,588	5 3.8%
Insurance	425,776	430,916	5 1.2%
Sales Tax	15,310	14,410	-5.9%
Debt Service			
Bonds	2,894,188	2,937,304	1.5%
A Debt Certificates	1,506,778	1,763,374	17.0%
<b>CAPITAL PROJECTS</b>			
B Accessibility	610,093	610,093	0.0%
Paving & Lighting	200,000	67,139	-66.4%
<b>Total Expenditures</b>	<b>17,513,367</b>	<b>17,981,819</b>	<b>2.7%</b>
<b>REVENUE OVER(UNDER)</b>	<b>(272,030)</b>	<b>(250,951)</b>	
Ending Balance (ESTIMATED)	4,531,755	4,280,804	
<b>FUND BALANCE - CARRYOVER PROJECTS</b>			
ADA Projects Carryover	(312,065)	(440,771)	
Paving & Lighting Proj.'s Carryove	(118,962)	0	
Debt Service Reserve Buildup	138,997	141,468	
Retirement Fund Buildup	20,000	33,418	
Libility Ins. Buildup	0	14,934	
	<b>(272,030)</b>	<b>(250,951)</b>	
<b>TOTAL EXPENDITURES</b>			
A W/O refinancing Long Term Bond	16,006,589	16,218,445	1.3%



# Memo

**To:** Board of Commissioners  
**From:** Barry J. Kurcz, Director of Business Services and Human Resources  
**Date:** 10/31/14  
**Cc:** Greg Kuhs, Executive Director  
**Re:** Recommended Changes to Personnel Policy Manual

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Attached you will find recommended revisions to the current Personnel Policy Manual. The largest change you will find is the recommendation to remove the sections related to benefits and place them in a separate document. The rationale behind this is that the vast majority of our employees are part time working under 1000 hours per year who do not receive benefits. There is a separate Full Time Benefits Manual and Part Time Benefits Manual (for those working at least 1,000 hours per year) which would be distributed accordingly.

The recommended changes to the current Personnel Policy Manual are identified as follows. **Red represents additions** and **blue with strikeout represents removal of current language**. **Green represents new changes in the last 30 days**.

Another recommended change is organizational in nature – the placing of policies tied to state and/or federal regulations to the back as separate appendices. This will allow for future updates to be easily added without having to disrupt the entire manual.

Please note the three main content changes.

- Appendix A – Added a separate Acknowledgement Form which will require all employees to sign and date that they have read and understand these policies. This is a common best practice of other employers. Currently we have employees acknowledge and sign "receipt" of the Personnel Policy Manual along with variety of other new hire paperwork.

- Sick Pay (Full Time Benefits Manual) – Revising policy for employees hired on or after January 1, 2012. Currently those newer employees cannot accumulate any unused sick time --- they receive 6 sick days per year = use it or lose it. In contrast, employees hired before January 1, 2012 can accumulate up to 18 days. Those employees who accumulate in excess of 18 days are automatically paid in full for those excess days on an annual basis. In addition, they can choose to cash in any or all of their 18 days on an annual basis.

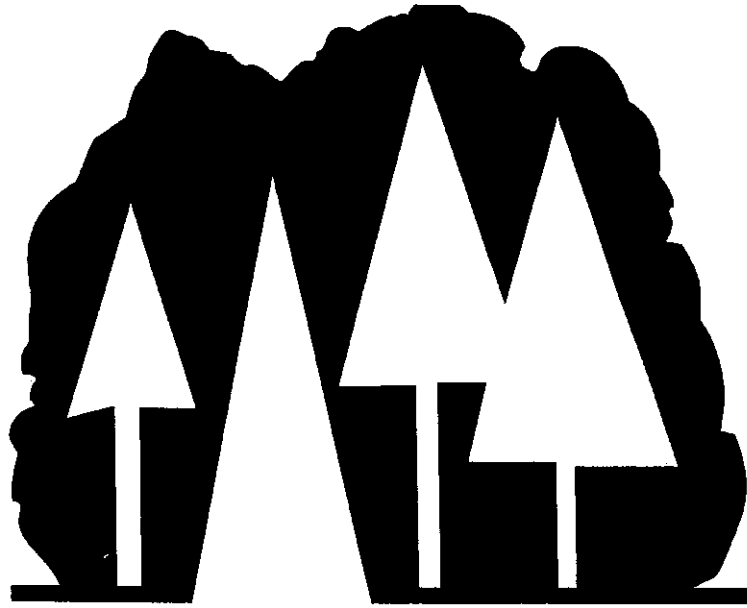
The recommendation is to allow those hired on or after January 1, 2012 to accumulate up to 18 days also. In addition, for those who accumulate in excess of 18 days, they will automatically be paid in at 50% of their current rate of pay for those excess days on an annual basis.

- Holidays and Vacation (Part Time Benefits Manual) - Currently, part time employees are paid for both holidays and vacation based on the average number of hours worked per day in the last month. This varies each and every time, is overly burdensome to administer and is ripe for inconsistency and errors.

Vacation recommendation for part time IMRF employees working between 1,000-1,499 hours per calendar year, they accrue 20 hours of vacation annually(50% Full Time Equivalent). For part time IMRF employees working between 1,500-2,079 hours per calendar year, they accrue 30 hours of vacation annually (75% Full Time Equivalent).

Holiday recommendation for part time IMRF employees working between 1,000-1,499 hours per calendar year, they receive 4 hours for a paid holiday(50% Full Time Equivalent). Likewise, for those part time IMRF employees working between 1,500-2,079 hours per calendar year, they receive 6 hours for a paid holiday(75% Full Time Equivalent).

I would be happy to review these recommended revisions at an upcoming Board Meeting and answer any questions you may have.



# **Mt. Prospect Park District**

## **PERSONNEL POLICY MANUAL**

**1000 West Central Road  
Mt. Prospect, Illinois 60056**

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\*\*\***FORMATTING TO BE CORRECTED AT THE END**\*\*\*

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## 1. MISSION STATEMENT

The Mt. Prospect Park District Board of Park Commissioners has established the following principles of intent in guiding the development and operation of the Mt. Prospect Park District:

- A. Provide quality open land, facilities and wholesome recreation for residents of the Mt. Prospect Park District.
- B. Provide safe and environmentally responsible open land, facilities and recreation.
- C. Apply fiscally responsible and prudent business practices over assets of the Mt. Prospect Park District.
- D. Promote and maintain Community Partnerships.
- E. Provide optimum access to all lands and facilities for Mt. Prospect Park District residents.
- F. Promote and maintain corporate and inter-governmental relationships.
- G. Provide quality employment opportunities at the Mt. Prospect Park District.

## 2. PURPOSE OF MANUAL

The Mt. Prospect Park District Personnel Policy Manual is intended to familiarize employees with the Mt. Prospect Park District's personnel policies and practices. ***THE MANUAL DOES NOT GRANT ANY CONTRACTUAL EMPLOYMENT OR OTHER JOB-RELATED RIGHTS. IT MAY BE CHANGED BY THE BOARD OF PARK COMMISSIONERS AT ANY TIME WITHOUT NOTICE.*** Exceptions may be made by the Board of Park Commissioners or the Executive Director throughout this Manual, as they deem necessary.

**The State of Illinois is considered an at-will employment state and therefore you are an at-will employee of the Park District. This means that you may terminate your employment at any time, with or without cause or notice, and that the Park District has the same right.**

## 3. EQUAL OPPORTUNITY IN EMPLOYMENT

The Mt. Prospect Park District is committed to equal opportunity in all job related decisions, including employment compensation, promotions, retention and discipline. In all of these matters, decisions will be based on merit and fairness. Discrimination will not be tolerated on the basis of race, color, nationality, religion, sex, **age, disability, sexual orientation, or genetic information**, or ~~physical condition except as required by law or when age, sex or physical requirements constitutes a bona fide occupational qualification.~~ Applicants and **Employees** who believe they are victims of unlawful discrimination are encouraged to invoke the Mt. Prospect Park District complaint procedure.

#### 4. TYPES OF EMPLOYEES

##### A. CLASSIFICATIONS

- (i) Full-time - Employees who are hired to work a regular weekly schedule of 40 hours year round **in positions designated and budgeted as full time**. Due to the needs of the Park District, evening and weekend hours may be required. Your work schedule may vary and your workweek may exceed 40 hours at times.
- (ii) Part-time - Employees other than full-time employees who work as required on a regular or an irregular basis. Due to the needs of the Park District, evening and weekend hours may be required. Your work schedule may vary.
- (iii) Exempt/Non-Exempt Employees - All employees are classified as either exempt or non-exempt for the overtime pay provisions of the Federal Fair Labor Standards Act ("Act") and the Illinois Minimum Wage Law. Exempt employees are those who comply with the Act's requirements for professional, executive or administrative classifications and are thus exempt from overtime pay provisions of the Act. All other employees are classified as non-exempt.
- (iv) Special Service Employees - Certain full-time employees may be allowed to develop and instruct programs for extra compensation with the approval of the immediate supervisor and Executive Director according to the following criteria:
  - \* Instruction time must be in addition to the regular workweek.
  - \* Instruction must not be part of regular duties.
  - \* The employee must be equally or better qualified to instruct in the intended subject area than an outside instructor.
- (v) Contractual - Employees having a written employment agreement with the Park District, approved by the Executive Director.

NOTE: Volunteers and Independent Contractors-People associated with the Mt. Prospect Park District in these roles are not employees.

#### 5. EMPLOYMENT AND PROMOTION

- A. Procedure-New employees will be selected based solely on qualifications (See Equal Opportunity). The usual procedure is:
  - \* Completion of application form
  - \* Interview with hiring supervisor and others (as appropriate)



- \* Testing (as required)
- \* Thorough checking of references
- \* Passing a Criminal Background Check (see Section 6)
- \* Physical examination by a physician selected by the Mt. Prospect Park District and at the Mt. Prospect Park District's expense (usually full-time only)
- \* Notice of acceptance or rejection in a reasonable time.

B. Residency Requirements - There is no requirement for a prospective employee to live within the territorial boundaries of the Mt. Prospect Park District in order to be eligible for employment.

C. Employment of Relatives - Employment is open to all, including relatives of employees and Commissioners. **Direct supervision of any relative is prohibited.**

~~D. Work Permits for 14 and 15 year olds - No person shall be hired to begin work prior to that person's 14th birthday. The yellow employment certificate shall be returned to the Mt. Prospect Park District office and placed in the person's personnel file. All work employment tasks will adhere to the work task limitations defined on the permit. No work permit shall be valid for more than one year.~~

~~E. Children Under 16 Years of Age. It is the policy of the District that no one under 14 years of age be permitted to work or volunteer services for the District, except volunteers who are part of an organized group activity approved in advance by the Executive Director. Volunteers for the Park District who are 14 or 15 years of age shall be entitled to serve the District only with parental permission and then only in accordance with rules applicable to 14 and 15 year old employees; compensation requirements excluded.~~

## 6. **CRIMINAL BACKGROUND CHECK**

**The Park District will conduct criminal background checks on all potential new hires in an effort to foster a safe and secure environment for children and the public as a whole.**

## 7. **PROMOTION**

The Mt. Prospect Park District encourages employees to prepare themselves for and to seek out promotions. To aid in this policy, the Mt. Prospect Park District will normally post jobs that are available.

## 8. **PROBATION**

Newly hired full-time employees will be on probationary status for the first 90 calendar days of employment. Newly hired part-time employees will be on probationary status for the first 30 calendar days of employment. During this period they will be expected to become proficient in their performance. They may be dismissed any time during this period without compliance with Section 28 hereof relating to discipline. The employee will receive counsel and an oral evaluation,



as appropriate, and will receive a formal evaluation at the end of the period at which time a decision will be made as to continued employment.

Upon recommendation of the supervisor the probation period for all ~~part-time~~ employees can be extended for up to an additional 90 days. Probationary employees will participate in all benefit programs according to the terms of the plans.

## 9. PERSONNEL RECORDS

A personnel file is kept for each employee. All such files are confidential and are kept in a secured cabinet in the Administration and Human Resources Division. Each file contains the employee's application form, various required governmental forms, pay history, performance reviews, disciplinary history, commendations and other relevant information. The Director of ~~Administration~~ Business Services and Human Resources is responsible for the security of the files. Employees may examine their files in the Administration and Human Resources Division by appointment and, if ~~it~~ required, ~~time~~ during work hours ~~by~~ with prior supervisory approval as provided by law. The Park District will grant at least two (2) inspection requests by an employee in a calendar year when requests are made at reasonable intervals. The Park District will provide the employee with the inspection opportunity within two (2) working days after the employee makes the request in writing to the Director of ~~Administration~~ Business Services and Human Resources. If the Park District can reasonably show that such deadline cannot be met, the employer shall have an additional two (2) days to comply.

Employees may add their own documents to their files, provided same are dated and initialed by the employee when added and may make copies of portions of their files as provided by the law. Employees are expected to keep the Mt. Prospect Park District informed of changes in their personal status (such as name, address, marital status, dependents, tax exemptions, insurance beneficiaries and emergency contacts).

## 10. PAY

A. Basic Policy - Subject to its ability to pay, the Mt. Prospect Park District will pay ~~cash~~ wages that:

- \* Are competitive with similar Park Districts.
- \* Recognize differences between types of jobs.
- \* Recognize the quality of performance by individual employees.

B. Pay Ranges - Each employee shall have his or her job identified as exempt or non-exempt as well as by the job title and pay.

C. Pay Increases - New employees normally start at or near the minimum of their pay range. ~~Full-time~~ eEmployees may be eligible for annual ~~receive~~ pay increases ~~in the month of April and part-time employees may receive pay increases in the spring or fall~~ based on their individual performance as determined by annual performance reviews. Supervisors will review their employees shortly before their possible pay increase ~~s~~ dates. Performance reviews are based upon



the duties set forth in the job description plus other performance related criteria established by the Mt. Prospect Park District (e.g. achievement of specified goals).

D. Promotions - Upon promotion to a higher rated job an employee's pay will immediately be increased to at least the minimum of the pay range of the new job.

E. Pay Periods - The Mt. Prospect Park District pays all employees every other week (26 pay periods per year).

F. Pay When an Employee Works in More Than One Job - The **non-exempt** employee's pay rate for overtime purposes will be equal to the weighted average pay for all hours worked, if the employee is paid at more than one pay rate.

~~G. Pay Advances - Employees going on vacation may request pay one day in advance of the normal pay day, otherwise pay will not be paid in advance.~~

## 11. WORK WEEK AND WORK DAY

For purposes of scheduling work the workweek begins at 12:01 A.M. Monday and ends at midnight Sunday. Unless otherwise scheduled, full-time employees work five consecutive days consisting of eight hours each.

An hourly employee may not leave the Park District premises during his/her paid 15-minute break, unless it is a work necessity as designated by the primary supervisor, and provided that all employees under a given supervisor are treated the same in this regard. Breaks may not be used to extend a lunch period or to permit employees to leave early unless approved by the Department Head.

A. Supervisory, executive and administrative employees (identified as exempt employees under the Fair Labor Standards Act), while normally scheduled for a five day, forty hour workweek, are considered to be on duty at all times and to work whatever hours are necessary to perform their jobs. These employees, subject to approval of their Supervisors, may schedule their work and their lunches and breaks to suit the needs of their particular jobs.

B. Non-exempt full-time employees will work a prescribed schedule of five eight-hour days with a half hour or hour unpaid lunch, as designated by their Primary Supervisor. Where required, employees will punch out and in for lunch. Non-exempt full-time employees will be entitled to two paid fifteen-minute breaks, one during the first half of the shift and one during the second half of the shift.

C. Part-time employees scheduled to work more than 7.5 consecutive hours in a shift are permitted to take one unpaid 30 minute meal period, beginning not later than the end of the fifth hour of work. In addition, employees scheduled to work more than 7.5 consecutive hours in any shift may be permitted to take one paid 15-minute break at the discretion of their supervisor, provided that all employees under a given supervisor are treated the same in this regard.

Part-time employees scheduled to work a minimum of four (4) consecutive hours in any day may be permitted one paid 15 minute break at the discretion of their supervisor, provided that all employees under a given supervisor are treated the same in this regard.

~~Employees who are 14 and 15 years old must take one unpaid 30 minute meal period if scheduled to work more than 5 consecutive hours. The meal period must begin no later than the beginning of the 5th consecutive hour of work.~~

## 12. OVERTIME PAY

Employees entitled to overtime pay will receive one and one half time their stated hourly rate for all hours worked in a work week in excess of forty. Appropriate Supervisors must approve the overtime work in advance. For more than one pay rate, see Section 10.

## 13. STANDARDS OF CONDUCT

Employees are expected to be present, adhere to district regulations, and perform their duties in a safe, efficient and harmonious manner. Disciplinary action will be taken for, but not limited to, the following violations.

### Attendance

- \* Unauthorized absences or abuse of leave privileges.
- \* Repeated tardiness.

### Conduct

- \* Insubordination.
- \* Refusal to obey an order, which a superior is entitled to give.
- \* Abusive, disrespectful, disorderly conduct.
- \* Intoxication while on duty, or the consumption, sale or distribution of intoxicants while on duty or reporting to work while intoxicated. (Intoxicants include alcohol and drugs that have not been prescribed).
- \* Taking any fee, gift, or other thing of value from any person when the expectation of the giver is better service than that accorded to other persons.
- \* Dishonesty in the performance of employee's duties.
- \* Violation of written departmental rules.
- \* Improper appearance or improper clothing for job responsibilities as stated within department regulations or safety manual.
- \* Discourteous or disorderly behavior when dealing with the public or another member of the staff.
- \* Use of harsh, impolite or profane language for any reason.
- \* Engage in any business or have a financial interest, which would be incompatible with the proper discharge of or impair independence of judgment in the performance of duties.
- \* Gambling during work hours or while on Mt. Prospect Park District premises.



- \* Failure to treat every employee of the Mt. Prospect Park District equally and with respect.
- \* Conviction of a criminal offense, which, if employment continues, would jeopardize the reputation or standing of the Mt. Prospect Park District in the community.
- \* Sexual harassment.
- \* Failure to adhere to the District's Electronic Communications Policy.

Performance

- \* Incomplete performance of duties.
- \* Carelessness or negligence in operation and use of Mt. Prospect Park District Property.

14. **USE OF ELECTRONIC COMMUNICATIONS, ~~TELEPHONES, AND FAXES~~**

“Electronic Communications” includes, but is not limited to, the sending, receipt, and use of information through the District’s electronic information network **including but not limited to** the Internet, voice mail, facsimiles, teleconferencing, **desktop computers, laptop computers, personal digital assistants (PDA), cellular phones, electronic tablets, smart phones** and all other on-line information services. The District treats all electronic communications sent, received, or stored as business messages, including those for personal use **and will be regarded as public information**. Personal use is permissible on a limited basis. This limited personal use should not be during work time and **should not interfere with job performance**.

The District reserves the right to monitor, access, review, copy, store, or delete any electronic communications, including personal messages, from the system for any purpose and to disclose them to others, as it deems appropriate.

All users shall have no expectations of privacy with respect to any electronic message sent, received, transmitted, or stored on the District’s information system. Authorized management reserves the right to revoke any user’s access privilege at any time for violations or conduct that disrupts the normal operation of the District’s information systems. The District further reserves the right to repair, inspect, and service all District owned ~~computer, telephone or fax machines,~~ **electronic communications devices** and all other on-line information services.

District authorized software/hardware is defined as software/hardware purchased by the District with prior written consent from the Division of Administration and Human Resources. In order to purchase, install, delete, alter, upgrade or transfer any authorized software/hardware to or from any District computer, written consent from the Division of Administration and Human Resources must be first obtained.

The following actions shall be strictly prohibited. Disciplinary action will be taken for, but not limited to, the following actions:



- Knowingly and intentionally purchasing, installing, deleting, altering, upgrading or transferring any unauthorized software/hardware to or from any District ~~owned computer, telephone or fax machine.~~ **electronic communications device.**
- Receiving, sending or creating derogatory, defamatory, harassing or obscene messages or content. Employees may not break into any ~~computer~~ **electronic communication device** or intercept the communications of other individuals.
- Disclosing confidential, private or internal information, with malicious intent, and/or to compromise the security of the District's information.
- Distributing information regarding other users' password or security systems; soliciting or distributing information with the intent of using such information to cause personal harm or bodily injury; and distributing statements likely or intended to incite violence, or describing or promoting the use of weapons or devices associated with terrorist activities.
- Knowingly or intentionally spreading computer viruses, and/or damaging or altering software components of a District owned ~~computer or computer system~~ **electronic communication device.**

## 15. CONFLICT OF INTEREST AND **OUTSIDE SECONDARY EMPLOYMENT**

Mt. Prospect Park District employees are expected to give the Mt. Prospect Park District their best efforts during working hours and while subject to being called to work. They are also not to profit from their employment except for the pay they receive, thus:

- \* Full-time employees may not work for any other employer (including themselves) without permission from the Executive Director and knowledge of the primary supervisor. **If the District determines that an employee's secondary employment interferes with or negatively impacts the performance of the employee's full time job, the employee may be asked to terminate their secondary employment. Full-time employees may not work any secondary job within the Park District, with the exception of approved Special Service Employees.**
- \* **Part time employees may hold more than one position within the District, provided the employee's primary job is not compromised.**
- \* Neither employee nor their families may directly or indirectly benefit financially because of their employment status from any business transaction entered into by the Mt. Prospect Park District without permission of the Executive Director.

## 16. **WORKPLACE VIOLENCE AND SEXUAL HARASSMENT**

### **WORKPLACE VIOLENCE**

The Mt. Prospect Park District maintains a zero tolerance policy of violence in the workplace, whether the violence originates inside or outside the workplace.



The Park District maintains an environment which minimizes negative feelings such as isolation, resentment and hostility among employees.

The Mt. Prospect Park District promotes sincere, open communication among management and employees; offers opportunities for advancement and professional development; fosters family activities and social opportunities open to all staff members; maintains mechanisms for complaints and concerns allowing them to be expressed in a non-judgmental forum that includes feedback to the initiator; takes a sincere interest in "quality of life" issues such as facilities, job satisfaction, and recreation opportunities; maintains a fair treatment and discipline for all employees exhibiting improper conduct and performance.

The District is concerned about the increased violence in society, which has also filtered into many workplaces throughout the United States. We have taken steps to help prevent incidents of violence from occurring at the Park District. In this connection, it is the policy of the Park District to expressly prohibit any acts or threats of violence by any Park District employee or former employee against any other employee in or about the Park District's facilities or premises. The Park District also will not condone any acts or threats of violence against the Park District's employees, Board members, patrons, volunteers, or visitors on the Park District's premises at any time or while they are engaged in business with or on behalf of the Park District.

In keeping with the spirit and intent of this policy, and to promote the Park District's objectives in this regard, the Park District will endeavor to do the following:

1. To provide a safe and healthful work environment.
2. To take prompt remedial action, up to and including immediate dismissal, against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.
3. To take appropriate action when dealing with the customers, vendors, former employees, or visitors to the Park District's facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel, prosecuting violators to the maximum extent of the law and enforcing the District's Control Ordinance.
4. To establish viable security measures to promote the safety and security of the Park District's facilities.

In furtherance of this policy, employees have a "duty to warn" their Supervisors, Managers, Directors, 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, Board members, patrons, vendors, or visitors and that appear problematic. This includes, for example, threats of acts 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 practical and safe. The Park District will not condone any form of retaliation against any employee for making a report under this policy.

However, false or frivolous accusations of violence can have serious effects on innocent persons. False or frivolous accusations of violence are usually made maliciously or recklessly. For

example, the accuser is using a violence complaint to accomplish some end other than stopping a threat of violence. False or frivolous accusations do not refer to charges made in good faith that cannot be proven. If an investigation results in a finding that a person who has accused another of violence has maliciously or recklessly made false or frivolous accusations the accuser will be subject to disciplinary action, up to and including termination of employment.

All employees are encouraged to report any violence that they have either witnessed or been the victim of, and to use the complaint procedure set forth in this policy.

Prohibited acts of workplace violence can occur in many forms from threats to physical violence. Examples of workplace violence (including but not limited to):

1. Sabotage of equipment and/or stealing property for revenge.
2. Verbalizing wishes to hurt co-workers and/or management.
3. Sending sexual or violent notes to co-workers and/or management.
4. Physical fighting.
5. Utilization of weapons to harm others.

## **SEXUAL HARASSMENT**

The Mt. Prospect Park District ("District") is committed to maintaining a work environment that encourages and fosters appropriate conduct among colleagues and respect for individual values and sensibilities. Accordingly, the District's officers and administration are committed to enforcing its Sexual Harassment Policy at all levels within the workplace and creating an environment free from discrimination of any kind, including sexual harassment.

Sexual harassment, according to the Equal Employment Opportunity Commission and the Illinois Department of Human Rights, and for purposes of this policy, consists of unwelcome sexual advances, requests for sexual favors or other verbal, non-verbal or physical acts of a sexual or sex-based nature, where

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- 2) An employment decision affecting an employee is based on the individual's acceptance or rejection of such conduct; or
- 3) Such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Sexual harassment can occur between men and women, or between members of the same gender. Such conduct is unlawful under Title VII of the Civil Rights Act of 1964, which prohibits employment discrimination on the basis of race, color, sex, age, religion or national origin.

It is also unlawful to retaliate in any way against anyone who has complained about sexual harassment or discrimination, whether that concern relates to harassment of or discrimination against the individual raising the concern or against another individual.

Sexual harassment affects the victim and other employees as well. Each incident of harassment contributes to a general atmosphere in which everyone suffers the consequences. Sexual-oriented acts or sex-based conduct have no legitimate business purpose. Where such conduct is directed by a supervisor (or someone in a management position) toward a subordinate, the former will be held to a higher standard of accountability because of the degree of control and influence he or she has or is perceived to have over the employment conditions and benefits of the subordinate.

### **PROHIBITED CONDUCT**

Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity or contact or physical contact. At times the offender may be unaware that his or her conduct is offensive or harassing to others. Examples of conduct, which could be considered sexual harassment, include:

- 1) Persistent or repeated unwelcome flirting, pressure for dates, sexual comments or touching;
- 2) Sexual suggestive jokes, gestures or sounds directed toward another or sexually oriented or degrading comments about another;
- 3) Preferential treatment of an employee, or a promise of preferential treatment to an employee, in exchange for dates or sexual conduct; or the denial or threat of denial of employment, benefits or advancement for refusal to consent to sexual advances;
- 4) The open display of sexually oriented pictures, posters, or other material offensive to others;
- 5) Retaliation against an individual for reporting or complaining about sexually harassing conduct.

All employees are encouraged to express displeasure at any conduct which might be sexually harassing, to tell the individual engaging in the conduct that it is unwelcome, to report that conduct, and to use, the complaint procedure set forth in this policy.

### **COMPLAINT PROCEDURE FOR SEXUAL HARASSMENT AND WORKPLACE VIOLENCE**

While the District encourages individuals who believe they are being harassed in any way to firmly and promptly notify the offender that his or her behavior is unwelcome, the District also recognizes that power and status disparities between an alleged harasser and a target may make such a confrontation impossible. In the event that such informal, direct communication between

individuals is either ineffective or impossible, or even when such communication has occurred, the following steps should be taken to report a sexual harassment/or act of violence complaint.

- A. Reporting of Incident: All employees are urged to report any suspected sexual harassment or act of violence by another employee to the employee's supervisor, except where that person is the individual accused of harassment/violence. In that case, the complaint should be reported to the Director of Administration and Human Resources. If the aggrieved employee or other complainant prefers to report the suspected harassment/violence to someone of the opposite gender from that of the Director of Administration and Human Resources, the complaint can be reported to the Executive Director unless the Executive Director is of the same gender, in which case the complainant should report to the Executive Director's highest subordinate of the opposite gender. The report may be made initially either orally or in writing, but reports made orally must be reduced to writing before an investigation can be initiated.
- B. Investigation of Complaint: When a complaint has been reduced to writing, the Director of Administration and Human Resources or the individual informed pursuant to paragraph A above will initiate an investigation of the suspected sexual harassment/violence as soon as reasonably possible. If necessary, the Director of Administration and Human Resources may designate another supervisory or management employee of the opposite sex to assist him/her or the alternate individual in Paragraph A in the investigation. If the Director of Administration and Human Resources is the subject of the investigation, the investigation will be conducted by the Executive Director. The investigation will include an interview with employee(s) who made the initial report, the person(s) towards whom the suspected harassment/violence was directed and the individual(s) accused of the harassment/violence. Any other person who may have information regarding the alleged sexual harassment/violence may also be interviewed.
- C. Report: The Director of Administration and Human Resources or designated person responsible for investigating the complaint shall prepare a written report within ten (10) working days from notification of the suspected harassment/violence unless extenuating circumstances prevent him/her from doing so. The report shall include a finding that sexual harassment/violence occurred, sexual harassment/violence did not occur, or there is inconclusive evidence as to whether sexual harassment/violence occurred. A copy of the report will be given to the employee(s) who made the initial report, the employee(s) to whom the suspected harassment/violence was directed, and the employee(s) suspected of the harassment/violence.
- D. Records Confidentiality: Employees who report incidents of sexual harassment/violence are encouraged to keep written notes in order to accurately record the offensive conduct. Every effort shall be made to keep all matters related to the investigation and various reports confidential. In the event of a lawsuit, however, the District advises that records it maintains and the complainant maintains may not be considered privileged from disclosure. Written records will be

maintained for ten years from the date of the resolution unless new circumstances dictate that the file should be kept for a longer period of time.

- E. Appeals Process: If either party directly involved in a sexual harassment/violence investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit his/her written comments in a timely manner to the Director of Administration and Human Resources or the Executive Director, whoever did not conduct the investigation.

## 17. DISCIPLINE/SANCTIONS

Disciplinary action will be taken against employees found to have engaged in sexual harassment/violence of any other employee. The extent of sanctions may depend in part upon the length and conditions of employment of the particular employee and the nature of the offense. The District has the right to apply any sanction or combination of sanctions, up to and including discharge, to deal with unreasonable conduct or discrimination.

Where a hostile work environment has been found to exist, the District will take all reasonable steps to eliminate the conduct creating such an environment.

## 18. NEW EMPLOYEES

As part of general orientation, each recently hired employee will be given a copy of and requested to read and sign a receipt for the District's policy statement on sexual harassment and workplace violence so that they are on notice of the standards of behavior expected.

## 19. ATTENDANCE

The Mt. Prospect Park District needs and expects the presence and contribution of its employees during working hours. Thus, excessive absence or tardiness, regardless of the justification, may result in discipline, including termination.

Employees should promptly telephone their supervisor (according to department rules) if they will be late or absent.

## 20. SOLICITATION AND DISTRIBUTIONS

Non-employees may not solicit or distribute literature on any Mt. Prospect Park District property for any purpose. The Park District may make limited exceptions for charitable, non-profit and educational organizations or Park District related programs. All exceptions must be approved in advance from the respective Director who oversees and directs that area and/or facility.

Park District employees may not engage in solicitation during working time and may not distribute non-Park District literature during working time or in work areas. Work areas include all areas except lunchrooms, restrooms, and parking areas. Working time includes the work time of both the employees doing the soliciting and/or distributing and the employees to whom the distribution and/or solicitation is directed. Working time does not include breaks, lunchtime, and time before and after work.

## 21. DRESS, APPEARANCE AND BEHAVIOR

Since the Mt. Prospect Park District is a municipal organization and thus serves the public, employees are expected to dress neatly and appropriately for the kind of job they perform. Since they represent the Mt. Prospect Park District, their appearance and behavior should enhance the reputation of the Mt. Prospect Park District to those it services. When uniforms are required or provided, they should be worn and maintained as required by the employee's department. Similarly, safety apparel and equipment must be worn and used as prescribed. Violations of safety rules make an employee subject to discipline, including dismissal.

## 22. DISCIPLINE

Employees are encouraged and expected to adhere to a high level of conduct in the performance of their duties. Should they fail to do so they may be disciplined. Forms of discipline include oral reprimand, written reprimand, suspension with or without pay, demotion and dismissal, not necessarily dispensed in a progressively more severe order. A list of possible reasons for discipline, not intended to be all-inclusive, is set forth in Standards of Conduct (Section 2013).

### Description of Types of Discipline

Oral Reprimand - This type of discipline consists of an oral warning issued by the employee's supervisor and is intended for use for minor infractions of rules, regulations or policies of the Park District or where minor job performance deficiencies have arisen. A written notation of the verbal warning, acknowledged by the employee, shall be retained as part of the employee's personnel file for a period of two years from the date of issuance.

Written Reprimand - This type of discipline consists of a written warning issued to the employee by the employee's supervisor under circumstances where in the opinion of the employee's supervisor the employee has committed an infraction of a Park District rule, regulation or policy, or has a job performance deficiency of a more serious nature than that which would be addressed by an oral reprimand but of less serious nature than that which might be addressed by a suspension. A copy of the written warning, acknowledged by the employee, shall be retained as a part of the employee's personnel file for a period of two years from the date of issuance.

Suspension - This type of discipline consists of the removal of an employee from the workplace, with or without pay in the discretion of the Executive Director or the employee's supervisor, for a period of time not to exceed thirty calendar days in any twelve month period, for conduct in violation of the orders of the employee's supervisor or contrary to the policies or rules of the employee's department, but not considered serious enough in the opinion of the Executive



Director to warrant dismissal or demotion. Only the Executive Director or the employee's supervisor may suspend an employee. Within twenty-four business hours (Mon-Fri) 9am-5pm of ordering the suspension, the Director of Human Resources or the employee's supervisor shall mail the employee a written notice of suspension containing an explanation of the reasons therefore. A copy of same shall be maintained in the employee's personnel file for a period of three (3) years from the date of issuance.

**Demotion** - This type of discipline consists of removal of an employee to a lower step in a related classification for the reason that the employee has failed to meet the requirements for the employee's class of work, at the request of the employee and lieu of dismissal, made upon recommendation of the employee's Department Head and with the approval of the Executive Director. Such a request need not be honored by the Executive Director.

**Dismissal** - This type of discipline consists of the permanent removal of the employee by the Executive Director from all job duties and employment with the Park District because of misconduct, inefficiency, or insubordination, based upon a written recommendation from the employee's supervisor to the Executive Director, which recommendation shall include the specific reasons for the recommended discharge and all other pertinent information. A disciplinary dismissal is to be distinguished from dismissal for budgetary, economic or structural reorganization reasons.

An employee may request a personal conference with the Executive Director to review within seven (7) days following the notification of dismissal the situation leading to the recommendation for dismissal. An employee who is dismissed shall be given advance written notice if possible. At the discretion of the Executive Director, full-time employees may be given written notice plus two weeks pay.

In the case of dismissal of a supervisory employee directly responsible to the Executive Director, the employee may request a review by the Board of Commissioners.

### 23. **EMPLOYEE COMPLAINTS**

It is important that employee work related problems be openly discussed and resolved promptly, fairly and confidentially. Because of the closeness of the parties involved this procedure is intended to give all parties at least one management level with which to appeal. Typical complaints may include, but are not limited to working conditions, personnel problems, disciplinary action, compensation and evaluations.

To resolve a complaint, the employee is encouraged to take the following steps:

- \* Make every reasonable effort to discuss the complaint with the immediate supervisor within 30 calendar days. The supervisor of that employee must respond to the complaint within 10 working days of notification of the complaint (this time may need to be extended if said supervisor is on approved leave). On rare occasions, when the employee sincerely believes such a discussion is personally too distasteful, the employee may request a meeting with the Director of **Administration Business Services** and Human Resources, which thereafter will discuss the complaint with the



immediate supervisor and the employee. Within 10 working days from date of notification, the Administration and Human Resources Division will have a response.

- \* If the complaint is not resolved to the employee's satisfaction, the employee should promptly put it in writing and deliver it to the Department Head, or the Division Head when the complaint involves the Department Head, with a copy to the Director of Administration Business Services and Human Resources within five working days. The written complaint should describe the problem, the supervisor's response and the remedy sought by the employee. The Department Head must respond to the complaint within five working days.
- \* If the complaint is still not resolved to the employee's satisfaction, it should be delivered to the Executive Director for a final decision.

Copies of the final disposition of the complaint are directed to the employee, all Supervisors involved and to the personnel file of the employee. If necessary, the Director of Administration Business Services and Human Resources will participate in the handling of each step of the complaint or in order to assure consistency and fairness.

## 24. PERFORMANCE APPRAISAL

Performance appraisals are intended to:

- \* Give the employee a fair, full and objective review of the employee's work performance.
- \* Recognize good performance and help the employee improve performance where needed.
- \* Encourage job-related discussion between employees and their Supervisors.

Appraisals take place normally once a year and at least thirty days before any approved pay increase date. The appraisal consists of a written and oral review with the employee of the employee's performance as based on quality of work, work habits efficiency, safety, dependability, potential and other relevant criteria. The employee is invited to add written comments to the appraisal form. Both parties sign the form, which ultimately is put in the employee's personnel file. The Administration and Human Resources Division administers the appraisal procedures.

## 25. SEPARATIONS

A. Resignation - In order to resign from a position with the Mt. Prospect Park District in good standing, an employee is expected to submit to the Executive Director, through their immediate supervisor, a written notice of resignation, at least fourteen calendar days prior to the actual date of leaving. This written resignation should give reasons for leaving. If an employee later is rehired by the Mt. Prospect Park District he or she will start as a new employee. Employees



failing to give proper notice or employees who resign during pending discipline will not be eligible for re-employment.

B. Dismissal - An employee may be involuntarily dismissed for a disciplinary reason or for economic, organization or other reasons not related to performance or discipline, as determined by the Mt. Prospect Park District.

Employees dismissed because of poor performance or for other disciplinary reasons (Section 282, Discipline) may be informed in writing of the reason(s) for the dismissal. These employees may, if they act within seven days of receiving notice, invoke the complaint procedure.

All full-time employees will meet prior to their exit with a member of the Administration and Human Resources Division at the time of resignation or dismissal. However, the Mt. Prospect Park District may waive the interview if the employee is dismissed for poor performance or other disciplinary reasons.

Separated employees, except for separation resulting from misconduct, are eligible to continue their medical benefits for a period of time pursuant to the federal government's COBRA program provided they pay the full costs of the benefits. The Administration and Human Resources Division will explain the program upon request.

## 26. SALES TAX

Purchases made on behalf of the Park District are exempt from the Illinois sales tax. Employees making such purchases should provide the seller with the Illinois sales tax exemption number when making such purchases. If an employee pays sales tax on a Park District purchase the sales tax will not be reimbursed by the Park District.

## 27. MISCELLANEOUS

A. **Vehicle Driver Authorization - A Motorized Vehicle Review is required annually for any Park District employee who drives a Park District owned, leased or rented vehicle or who drives any vehicle while conducting Park District business. Those employees are required to sign a Vehicle Driver Authorization Form.**

B. Use of Personal Automobiles - All employees who are required to use personal vehicles in the performance of their duties, with prior approval of the Department Heads will receive a mileage **allowance reimbursement** determined by the ~~Board of Commissioners~~ **IRS on an annual basis**. Mileage will not be paid to and from work. An individual bi-monthly log form detailing the mileage reimbursement request will be required to be submitted at the end of every other month, covering the previous two calendar month's mileage reimbursement request.

C. Merchandise Discounts and Recreation Benefits - Discounts and benefits are reviewed **annually** by the Board **as necessary**. Details are available through your direct supervisor.

Part-time and full-time staff are allowed to use Mt. Prospect Park District facilities as outlined in the applicable Employee Privilege lists and as approved by the Executive Director.



- D. Gratuities - Full-time employees may not receive gratuities for services performed without permission of the Executive Director. Part-time employees whose work would normally permit gratuities (i.e. bartender, waitress, coat checker) are exempt from this prohibition.
- E. Gifts - eEmployees must not solicit or accept any gift, gratuity or other reward from any person, business or entity that is doing business with the Park District or is attempting to secure business from the Park District. Further, employees must not solicit or accept, nor should employees expect people who use the Park District programs or facilities to give employees gifts, gratuities or other rewards, or other remunerative devices or favors for performing the employee's job, except as otherwise provided in this section.

If someone offers or gives an employee a gift as a result of the employee's position as a Park District employee, the employee must report it to his/her immediate supervisor. This policy does not apply to nominal non-cash matters such as a cup of coffee, a soft drink, a sandwich, or other similar items. However, employees must report such non-cash matters to their Supervisor or Department Head.

- F. Use of Assigned Equipment and Supplies - Mt. Prospect Park District vehicles, equipment, supplies and tools will not be used for unauthorized purposes. Employees will be responsible for the care and conservation of these Mt. Prospect Park District properties and will promptly report accidents, breakdowns, or the malfunctioning of any unit in order that necessary repairs can be made. An employee, while operating Mt. Prospect Park District vehicles, will have in his or her possession a valid State of Illinois driver's license and be personally responsible for any tickets or citations arising out of the operation of the vehicle in an illegal manner. While using Mt. Prospect Park District vehicles, employees must keep in mind that they are representatives of the Mt. Prospect Park District and that their conduct in adhering to the rules of safety and courtesy on the road is a reflection on the entire organization.

G. Legal Proceedings Against Employees - Criminal matters involving Mt. Prospect Park District employees and work related incidents must be reported to the Executive Director. Inability to meet personal financial obligations may result in the legal garnishment of the employee's wages. Any employee who drives a Park District vehicle and is convicted of a DUI (in any state) is required to report the conviction to their supervisor immediately. In addition any employee who drives a Park District vehicle must report the revocation of their drivers license to their supervisor immediately.

H. Personal Services Contracts - An employee may not enter into a contract with an individual or organization for performance of personal services during working hours or while on Mt. Prospect Park District property without the approval of the Executive Director (See Section 2215, Conflict of Interest).

I. Keys - A key that is lost or given to an unauthorized person could bring about untold damage or illegal use of facilities and/or equipment. Therefore, keys necessary for work duties shall be signed out only to employees. At no time may keys be transferred from one employee to another without authorization. Duplication of keys, except as assigned by the Executive Director, is prohibited by employees and Commissioners. All keys assigned to an employee must be turned in upon dismissal before a final paycheck can be issued. The loss of a key must be reported to the Supervisor immediately upon discovery of the loss.

J. Health and Safety - Safety while on the job is the responsibility of every employee of the Mt. Prospect Park District. All employees are expected to be alert for safety hazards and make certain that they are reported to their Department Head for action, as stated in the Safety Manual. Employees are assigned to serve on the Safety Committee.

K. Reporting of Accidents and Injuries - Employees involved in an accident, during working hours, whether injured or not, should inform their supervisor immediately. **Dial 911 if the situation is an emergency. If not, the supervisor will call in the incident to the District's Worker's Compensation company who will determine whether medical treatment is necessary.** Minor injuries may be treated with first aid kits located in the departments. In the event of a more serious injury employees will be referred to a hospital ~~or their family physician~~ or clinic. For complete information, employees should study the Safety Manual.

L. Political Activities – All employees are prohibited from any political campaign activities or promotions of any kind while on duty for the Park District.



**APPENDIX A**  
**MT. PROSPECT PARK DISTRICT**  
**PERSONNEL POLICY MANUAL ACKNOWLEDGEMENT FORM**

I hereby acknowledge receipt of the Mt. Prospect Park District Personnel Policy Manual and Appendices ("Manual"). I agree and represent that I have read this Manual thoroughly and in its entirety. I agree that if there is any policy or provision in the Manual that I do not understand, I will seek clarification from my immediate supervisor, department director or Human Resources.

I understand that this Manual has been developed as a general reference guide for Mt. Prospect Park District ("District") employees and that neither the Manual nor its individual terms or any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Manual is intended to create or shall create an employment contract, either express or implied, on the part of the District. I also understand that the policies, benefits and rules contained in this Manual can be changed or discontinued by the District at any time, with or without advance notice. I further acknowledge that I understand that this Personnel Manual supersede all previous versions of the Manual that I may have received during my employment with the District.

I understand that nothing contained in this Manual may be construed as creating a promise of future benefits or a binding contract with the District for benefits or for any other purpose. I further understand that I am an at-will employee as provided in the Manual and as such, employment with the District is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. In addition, I understand that no representative of the District, other than the Director with the Board's express approval, has authority to enter into any employment agreement for any specific period of time or to make any binding representation or agreement, whether oral or written, contrary to the foregoing.

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

Please sign and date this acknowledgment form and return to your immediate supervisor within one week of employment or being issued a revised Personnel Policy Manual.

Employee

Signature: \_\_\_\_\_

Print

Name: \_\_\_\_\_

Date Signed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## APPENDIX B

### ~~YOUR RIGHTS UNDER THE~~ FAMILY AND MEDICAL LEAVE ACT (FMLA) ~~OF 1993.~~

FMLA requires the Mt. Prospect Park District to provide up to 12 weeks of unpaid, job-protected leave in a twelve month period to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for the Park District for at least one year, and for 1,250 hours over the previous 12 months.

It shall be the policy of the District that an employee's FMLA entitlement as of any given date shall be computed using a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. Under this method, each time an employee takes FMLA leave the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months. For example, if an employee has taken eight weeks of leave during the past 12 months, an additional 4 weeks of leave could be taken. If an employee used 4 weeks beginning February 1, 2004, 4 weeks beginning June 1, 2004 and 4 weeks beginning December 1, 2004, the employee would not be entitled to any additional leave until February 1, 2005. However, beginning on February 1, 2005, the employee would be entitled to 4 weeks of leave, on June 1, 2005, the employee would be entitled to an additional 4 weeks, etc.

For the purposes of this section, the following definitions and terms apply:

- a. A "serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a healthcare provider.
- b. "Immediate family member" is defined as the employee's child, spouse, or parent. "Parent" means the person who acted as the employee's parent when the employee was a child and does not include a parent-in-law. "Child" means a child either under eighteen (18) years of age, or 18 years of age or older but incapable of self-care.
- c. Leave for placement of a child for adoption or foster care is available only during the first twelve (12) months after the placement of the child.
- d. Leave for birth of a child of the employee is available only as related to the pregnancy.

REASONS FOR TAKING LEAVE: Unpaid leave must be granted for any of the following reasons:

- \* To care for the employee's child after birth, or placement for adoption or foster care;
- \* To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- \* For a serious health condition that makes the employee unable to perform the employee's job.
- \* **Qualifying exigency leave for employees with family members in the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.**

At the employee's or Mt. Prospect Park District's option, certain kinds of paid leave may be substituted for unpaid leave.

ADVANCE NOTICE AND MEDICAL CERTIFICATION: Employees are required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- \* The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable".
- \* The Park District does require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and does require a fitness for duty report to return to work, at the employee's expense.
- \* In all leaves taken under this policy, the District reserves the right to request periodic re-certification of the employee's intent to return to work, as well as new medical certifications should circumstances warrant them.

#### JOB BENEFITS AND PROTECTION

- \* For the duration of FMLA leave, the Park District must maintain the employee's health coverage under any "group health plan". Medical, dental, life and disability insurance benefits continue during the leave. An employee must pay his or her normal portion of the benefit premiums while on leave. Should an employee not return from leave, the employee upon request will reimburse the Park District for benefits costs incurred by the Park District while the employee was on leave.
- \* Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- \* The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.
- \* An employee otherwise entitled to receive holiday pay shall not receive holiday pay for any day for which such employee receives disability pay but shall, notwithstanding that employee is not actively working at the time, receive holiday pay for any holiday which occurs during the period of unpaid FMLA leave or during the first 7 days of disability leave.
- \* An employee's accrued, paid sick and vacation days may, at the election of the employee, be substituted for (counted against) the employee's annual FMLA entitlement when FMLA leave is taken for a reason other than a disability qualifying for paid disability benefits. When disability leave is applied for on account of a FMLA qualifying serious medical condition and the employee does not immediately qualify for paid disability benefits, such leave shall be counted as

FMLA leave and the employee must elect from his accrued paid sick days and/or vacation days and/or any allowed unpaid personal leave days to be substituted for (counted against) those days of an employee's annual FMLA leave entitlement that are not eligible for paid disability leave, until the first qualifying day of paid disability coverage, at which point paid disability leave days shall be substituted for (counted against) the employee's remaining FMLA leave entitlement. In the event that an employee on paid disability leave which is counted as FMLA leave shall fail to return to work at the expiration of the paid disability benefit period such employee shall not be obligated to use his remaining accrued paid vacation or sick days.

- \* When an employee is on any type of leave (excluding accrued paid sick, vacation, compensatory time, paid FMLA or other paid personal time off) the employee shall not accrue any vacation time or sick leave during the period the employee is on leave and the employee's entitlement to vacation and sick leave for the ensuing year, shall, subject to the provisions hereof, be decreased consistent with past practice.
- \* Intermittent leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced leave schedule is a leave schedule that reduces an employee's usual number of working hours per workweek, or hours per workday. A reduced leave schedule is a change in the employee's schedule for a period of time, normally from full-time to part-time. The District shall allow intermittent leave or leave on a reduced leave schedule to the extent required by law.

UNLAWFUL ACTS BY EMPLOYERS: FMLA makes it unlawful for the Park District to:

- \* Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- \* Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

ENFORCEMENT:

- \* The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- \* An eligible employee may bring a civil action against the Park District for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

## **APPENDIX C**

### **MILITARY CAREGIVER LEAVE**

Employees are eligible if they have worked for the Park District for at least one year, and for 1,250 hours over the previous 12 months. This leave entitles eligible employees to take up to 26 workweeks of unpaid leave during a single 12 month period to care for the Covered Service member during treatment, recovery, or outpatient care for a serious injury or illness incurred during active during service.



## APPENDIX D

### VICTIMS' ECONOMIC SECURITY AND SAFETY ACT (VESSA)LEAVE

The Victims' Economic Security and Safety Act (known as "VESSA") provides an employee who is a victim of domestic violence, or who has a family or household member who is a victim of domestic violence, with up to twelve (12) weeks or unpaid leave during any twelve (12) month period to address issues arising from domestic or sexual violence. For purposes of VESSA leave, "family or household member" means a spouse, parent, son, daughter, and persons jointly residing in the same household whose interests are not adverse to the employee as it relates to the domestic or sexual violence.

- a) An employee may take VESSA leave to:
  - i) Seek medical attention for, or recover from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
  - ii) Obtain victim services for the employee or the employee's family or household member;
  - iii) Obtain psychological or other counseling for the employee or the employee's family or household member;
  - iv) Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence; or
  - v) Seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.
- b) Notice and Certification Requirements

The employee shall provide the employer with at least **forty-eight(48)** hours' advance notice of the employee's intention to take leave, except in such cases where it is not practicable to provide such notice. If an unscheduled absence occurs, the Park District will not take action against the employee if the employee provides certification within a reasonable period after the absence.

Leaves under this policy are unpaid except to the extent that paid leave is available under the Park District's other policies or programs, such as sick leave or vacation. An



employee may request, or the District may require, that any accrued paid time off such as sick leave or vacation leave be designated as VESSA leave, and be used prior to the use of unpaid VESSA leave. If you are applying for VESSA leave for a condition that also qualifies for time off under our Family and Medical Leave Act (FMLA) policy, the leave time will run concurrently. An employee who is on leave under this policy may not work for any other employer on a full-time, part-time or sporadic basis. Violation of this policy may result in disciplinary action up to and including termination.

c) Applying for VESSA Leave

An employee requesting VESSA leave will be provided in writing with a listing of the employee's rights and obligations regarding such leaves, as well as the consequences of failing to meet those obligations. Employees must give forty-eight (48) hour advance notice of VESSA leave whenever practicable. The Park District will require the employee to provide, as certification, a sworn statement that the VESSA leave is to be taken for one of the purposes enumerated above and that the employee or employee's family of household member is a victim of domestic or sexual violence. In addition to this sworn statement, the employee will provide corroborating information to support the need for the employee's leave, such as documentation prepared by a victim services organization, attorney, member of the clergy, or medical or other professional from whom the employee or the employee's family or household member has sought assistance; a police or court record; or other corroborating evidence.

The Park District will maintain the confidentiality of all information pertaining to the use of VESSA leave, notice of employee's intention to take VESSA leave, and certification provided by the employee.

d) Duration of VESSA Leave

The maximum period of VESSA leave is twelve (12) weeks over a rolling 12-month period measured from the last day of leave. VESSA leave may be taken intermittently or on a reduced work schedule. Benefits will continue during the period of leave as if the employee was actively working. Requirements for the payment of the employee portion of health insurance premiums, if any, will be included in the written notice given to the employee when the leave is requested.

The Victims' Economic Security and Safety Act expressly provides that it "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 federal Family and Medical Leave Act of 1993." In other words, VESSA does not permit an employee to take more than 12 weeks of leave during any 12-month period if the employee already has taken a 12-week leave under the FMLA for the same reason.

An employee who is on leave under this policy may not work for any other employer on a full-time, part-time or sporadic basis. Violation of this policy may result in disciplinary action, up to and including termination of employment.



e) Restoration to Position

In general, an employee who takes leave under this policy shall be entitled, on return from such leave: (i) to be restored by the Park District to the position of employment held by the employee when the leave commenced; or (ii) to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

f) Loss of Benefits

The taking of leave under this policy shall 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: (i) the accrual of any seniority or employment benefits during any period of unpaid leave; or (ii) any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

g) Maintenance of Benefits

Except as provided under "Loss of Benefits," during any period that an employee takes leave under this policy, the Park District shall 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.

h) Failure to Return from Leave

The Park District may recover the premium that the Park District 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: (i) the employee **fails to return** from leave under this policy after the period of leave to which the employee is entitled has expired; and (ii) the employee **fails to return** to work for a reason other than:

- (I) the continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave; or
- (II) other circumstances beyond the control of the employee.

The Park District may require an employee who claims that the employee is unable to return to work because of a reason described in (I) or (II) above to provide, within a reasonable period after making the claim, certification to the Park District that the employee is unable to return to work because of that reason.

An employee may satisfy the certification requirement of clause by providing to the Park District:

- a 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 or other professional from whom the employee has sought assistance in addressing domestic or sexual violence and the effects of that violence;
- a police or court record; or
- other corroborating evidence.

The Park District will not fail to hire, refuse to hire, discharge, or harass any individual exercising their rights under this policy or 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, or retaliate against an individual in any form or manner for exercising their rights under this policy.

## **APPENDIX E**

### **BLOOD DONATION LEAVE**

Any full-time employee who has worked for the Park District for at least six months may, with the written approval of his or her immediate Supervisor, take paid leave for up to one hour to donate blood every 56 days. Employees wishing to take blood donation leave must submit a written request to their immediate Supervisor. This written request must be accompanied by medical documentation of the proposed donation. Blood donation leave may be taken only when it will not, in the Supervisor's sole discretion, interfere with the Park District's operations.



## **APPENDIX F**

### **SCHOOL VISITATION LEAVE**

As provided by the Illinois School Visitation Rights Act (820 ILCS 147/1 *et seq.*), if an employee worked for the Park District at least six (6) months for an average of at least twenty (20) hours per week, he/she may be eligible for unpaid leave of absence of up to eight hours during any school year to attend school conferences or classroom activities related to their child(ren) if the conference or activity cannot be scheduled during non-working hours. No more than four hours of leave may be taken in any one-day. Leave will not be granted unless the employee has used all available vacation leave and personal days. 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.

## **APPENDIX G**

### **VOTING**

The State of Illinois law grants eligible employees up to two hours of paid time off for the purpose of voting in a primary, general or special election within the State of Illinois if their working hours on the day of the election begin less than 2 hours after the opening of the polls and end less than 2 hours before the closing of the polls.

To be eligible for paid time to vote on the day of an election, an employee must be:

- Entitled to vote at a primary, general or special election or at any election at which propositions are submitted to a popular vote in the State of Illinois.
- Scheduled to work on the day of such election, with working hours beginning less than 2 hours after the opening of the polls and ending less than 2 hours before the closing of the polls. For example, if the polls are open from 6:00am to 7:00pm and the employee's scheduled work hours are from 7:00am - 7:00pm, the employee may be granted 2 hours of paid time to vote during the day of the election. The employer has the discretion of which 2 hour period will be granted.

## APPENDIX H

### DRUG/ALCOHOL ABUSE POLICY FOR DRIVERS OF COMMERCIAL MOTOR VEHICLES

In order to achieve the goal of assuring a drug and alcohol-free transportation system, as well as to comply with requirements of the Omnibus Transportation Employee Testing Act of 1991 and the Federal Motor Carrier Regulations, the Park District has developed and is implementing an alcohol and controlled substance testing program designed to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by drivers of commercial motor vehicles. The specifics of this testing program and the related drug/alcohol abuse policy applicable to employees of the Park District who are drivers of commercial motor vehicles are embodied in the district's written drug/alcohol abuse policy, a copy of which will be made available to each such commercial motor vehicle driver by the Park District. For purposes of the policy, a "commercial motor vehicle" is defined as a motor vehicle or a combination of motor vehicles used to transport passengers or property which:

- (1) Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross motor vehicle weight rating of more than 10,000 pounds; or
- (2) Has a gross vehicle rating of 26,001 or more pounds; or
- (3) Is designed to transport 16 or more passengers, including the driver; or
- (4) Is of any size and is used in the transportation of hazardous materials required to be placarded under the Hazardous Materials Transportation Act.

A driver subject to this policy, includes any person who operates a commercial motor vehicle, including but not limited to the following:

- (1) Full-time, regularly employed drivers;
- (2) Casual intermittent or occasional drivers; and
- (3) Leased drivers and independent, owner-operator contractors who are either directly employed by or under lease with the Park District or who operate a commercial motor vehicle at the direction of or with the consent of the Park District.

If you are an employee of the Park District who meets the above definition of a driver of a commercial motor vehicle subject to the Park District's drug/alcohol abuse policy, please contact the Administration and Human Resources Division for the purpose of obtaining a complete copy of the Park District's drug/alcohol abuse policy and an explanation of how same will apply to you.



## **APPENDIX J**

### **DRUG FREE WORKPLACE ACT**

The Mt. Prospect Park District shall be and remain a drug free workplace within the meaning of the Illinois Drug Free Workplace Act (30 ILCS 580/1 et seq.). The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis is prohibited in all of the workplaces of the Mt. Prospect Park District. Violation of the foregoing prohibition shall result in dismissal from employment of the employee responsible. Each employee of the Mt. Prospect Park District is hereby notified that as a condition of employment on any work or project funded in whole or in part by a grant from the State of Illinois, that he or she is not only required to abide by the provisions of the aforesaid prohibition but is also required to notify the Director of ~~Administration~~ **Business Services** and Human Resources of any criminal drug statute conviction entered against such employee for a violation occurring in a Mt. Prospect Park District workplace no later than five (5) days later than such conviction.

## **APPENDIX K**

### **USE OF LEGAL DRUGS**

Any employee who takes an over-the-counter or prescribed medication that could cause drowsiness or alter judgment, perception or reaction time must notify his immediate supervisor. The information will be retained in a confidential manner and will only be disclosed to persons who need to know. The employee's immediate supervisor may confer with the Director of Business Services and Human Resources to determine whether the employee can continue to perform his/her job safely while using the legal drug. In some instances, the employee may need a temporary reassignment of job duties while taking the legal drug. Failure to declare the use of such legal drugs may be cause for disciplinary action, up to and including termination of employment.

MPPD\Personnel Policy

Revised 02/01/2000

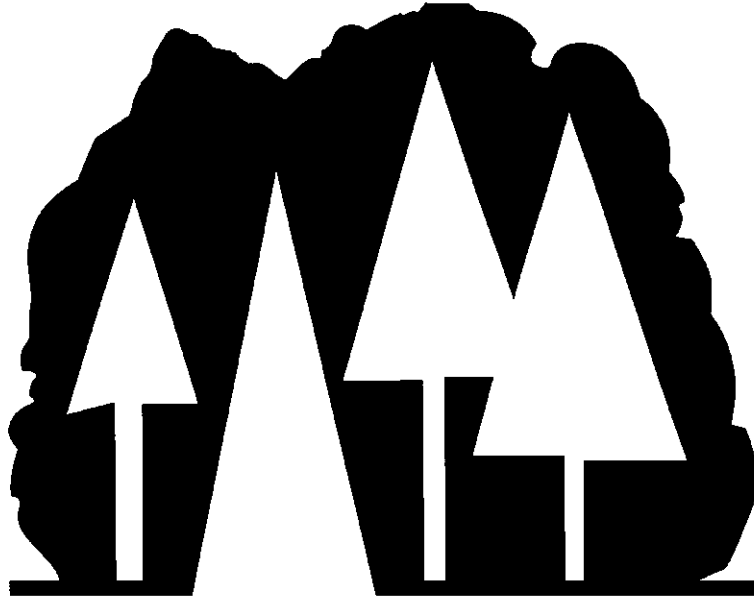
Revised 01/03/2005

Revised 07/17/2006

Revised 12/01/2011

Revised 05/10/2013

Revised 10//31/2014



# **Mt. Prospect Park District**

## **FULL TIME EMPLOYEE BENEFITS MANUAL**

**1000 West Central Road  
Mt. Prospect, Illinois 60056**



The Mt. Prospect Park District maintains a comprehensive program of employee benefits. This program is available to all regular full time employees of the District. The various aspects of the employee benefit program currently available through the District are explained in this manual.

The Mt. Prospect Park District may add, eliminate, or revise any or all of the aspects of the employee benefit program, with or without notice, based on the operational needs of the District.

Employee benefits are not only an importance part of the total compensation package but provide you with important tools to improve your work/life balance. Please take the time and read this information carefully and if you have any questions, please contact your supervisor or Human Resources.

## HOLIDAYS

All full-time employees will receive the following twelve paid holidays:

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day
Presidents' Day	Thanksgiving Friday
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	Employee's Birthday (Floating holiday)

As to full-time employees, if a holiday falls on Saturday it will be observed on the preceding Friday; if the holiday falls on Sunday, it will be observed on the following Monday. If a holiday occurs while an employee is on vacation, the holiday is maintained and the displaced vacation day should be taken before the end of the current year, or added to the beginning or end of the vacation.

Full-time exempt employees who work on a holiday will be allowed to take time equivalent to the holiday before the end of the current year.

Full-time non-exempt employees and who have enrolled in IMRF and who work on the Park District observed holiday date will receive premium pay at two times their regular hourly rate for all hours worked, plus their paid holiday.

If, due to rare scheduling needs, an employee mentioned in the immediately preceding paragraph works on an actual holiday date, the employee will receive premium pay at two times his/her regular hourly rate for all hours worked. **In addition, the employee will be scheduled off as close to the holiday as possible so they can take a day off and get paid the holiday they are entitled to.**

Whether any particular employee will or will not work on a given observed or actual holiday will be decided by that employee's supervisor, given due regard to staffing needs. Only one holiday will be paid if an employee works both the observed and the actual holidays.

To be eligible for holiday pay all employees must work the scheduled work days immediately preceding and following the holiday unless absent because of illness or vacation which is excused by the employee's Department Head, or unless the day before and after a holiday was not the employee's regularly scheduled work day. Written proof of illness may be required.

Any employee entitled to holiday pay but who is on approved disability leave or worker's compensation, will not receive pay for those days, except for any elimination period as required by disability benefits.



All holidays, including the employee's birthday, must be used in the calendar year in which they occur. Holidays cannot be carried over to the following year. An employee who has not taken all of his or her holidays in the calendar year in which the holidays occur will not be paid for those days upon separation or retirement from the District.

## VACATION

The purpose of this policy is to provide employees with an extended period of recreation and relaxation. Thus, subject to exceptions stated below, employees are expected to take all earned vacation time by the end of each calendar year. Employees may not receive pay in lieu of time off.

**Request for Vacation Leave** - All requests for vacation are subject to approval by the immediate supervisor or Executive Director after consideration of the District's staffing needs and other vacation requests. If a paid holiday occurs during an employee's vacation, the holiday shall not be considered as part of the employee's vacation. In the event of extenuating circumstances where vacation days need to be borrowed from the new calendar year permission must be granted by the Executive Director.

**Separation or Retirement** - Upon separation or retirement from the District, an employee is entitled to be paid for any unused vacation time that was accrued from the previous calendar year to current year.

Vacation time may be taken in increments of half days. Employees are required to give their supervisor at least three (3) days advance notice of intent to take vacation time (except in the event of an [family-emergency](#)).

All IMRF employees on any type of leave, excluding entitled accrued sick, vacation, compensation days, and/or other paid personal time off as defined in Section 16, will not accrue any vacation time or sick leave for the period the employee is on leave. The calculation of such time will be determined by the Administration and Human Resources Division in a non-discriminatory manner.

**Carry-Over** - There is no carry-over of vacation time, and any unused vacation time remaining at the end of the calendar year will be forfeited; provided, however, that the Executive Director shall have the discretion in appropriate circumstances and in the best interest of the District to allow an employee to carry forward unused vacation time for a period of up to three months.

**Eligibility** - Full-time personnel are eligible for paid vacation leave pursuant to the terms and conditions described [in Section A](#)-below.

### [Section A—Full-Time](#)



Length of Vacation Leave for New Employees - New employees hired during the calendar year accrue vacation benefits on a prorated basis for each full calendar month of service beginning the 1st day of the first full month employed and during the remaining portion of that calendar year ~~from the 1st day of employment~~. The employee earns one vacation day upon completion of each full calendar month remaining in the current calendar year to a maximum of 10 days. Vacation leave accrued by the new employee during this period will be available for use beginning the following January 1.

Length of Subsequent Vacation Leave - Starting with January 1 of each calendar year, eligible employees will begin to accrue paid vacation time on a calendar-year basis. Eligible employees will accrue paid vacation throughout the calendar year, and all accrued vacation leave must be used during the calendar year immediately following the year in which the time was accrued. **Maintenance employees may use vacation leave during the year in which it is accrued.** The amount of paid vacation leave granted to eligible employees is shown in the charts below.

FULL TIME EMPLOYEES

PAID VACATION LEAVE

Less than 5 calendar years of service  
 5 to 9 calendar years of service  
 10 and over calendar years of service

10 working days  
 15 working days  
 15 working days plus 1 day  
 at completion of each  
 additional year, up to a  
 maximum of 26 days

Vacation time accrued by the new employee during this period will be available for use beginning the following calendar year, or for maintenance employees vacation time accrued may be taken in the year in which it is earned.

~~Starting with January 1 of each calendar year, eligible employees will begin to accrue paid vacation time on a calendar-year basis. Eligible employees will accrue paid vacation throughout the calendar year, and all accrued vacation time will be available for use beginning the following January 1. All accrued vacation leave must be used in full during the calendar year immediately following the year in which the time was accrued, or for maintenance employees vacation time accrued may be taken in the year in which earned.~~

~~Part time employees will be paid for vacation based on the number of hours regularly worked on a daily basis. If an employee's daily work hours are consistently irregular, the primary supervisor will average the hours worked from the last month in which the employee worked to determine the number of vacation hours to be paid. If an employee has several pay rates, the vacation will be paid at the pay rate, which corresponds to the position performed most regularly throughout the year. In the event the employee regularly works the same number of hours for two~~



jobs at two different pay rates, the vacation rate of pay will be determined by paying half the hours at one rate and half at the other.

## SICK PAY AND DISABILITY PAY

The Mt. Prospect Park District's sick pay plan and its insured disability plan provide full-time employees with continued pay, depending on their length of service, for an extended period of time when absence is due to non-work related sickness or accident.

All IMRF employees on any type of leave, excluding entitled accrued sick, vacation, compensation days and/or other paid personal time off as defined in Section 16, will not accrue any vacation time or sick leave for the period that the employee is on leave. The calculation of such time will be determined by the Administration and Human Resources Division in a non-discriminatory manner.

- A. Sick Pay - Newly hired full-time employees earn one sick day (paid sick leave) every two full calendar months of employment from date of employment through December 31. Thereafter, each January 1, all full-time employees are credited with six additional paid sick days, subject to the maximum accrual stated below.

Paid sick leave shall be applicable only to full-time employees, as follows:

- 1) Existing employees will be granted six paid-sick days on January 1<sup>st</sup> each year.
- 2) Newly hired employees will be credited one paid-sick day bi-monthly (every two full calendar months) from the first day of the first full calendar month of employment through December 31st. However, beginning January 1st of each following year the employee will be granted six paid-sick days.

Up to eighteen (18) paid sick days may be accrued by those employees who commenced employment prior to January 1, 2012, for use or "cash in" as stated in the next paragraph. At the end of each fiscal year (December 31) employees who commenced employment prior to January 1, 2012 and who have accumulated in excess of eighteen (18) sick days will automatically be paid in full for those excess days. Employees hired on or after January 1, 2012, and who have accumulated in excess of eighteen (18) sick days will automatically be paid at 50% of their current rate of pay for those excess days. ~~automatically lose all unused/accrued sick days not taken by the end of each fiscal year (December 31).~~

Employees hired on or before December 31, 2011 and who at year-end have accrued, unused paid sick days may choose to "cash in" any or all of (but not more than eighteen) of those days for 100% pay at their then-current rate of pay, provided they are employees at the end of the

year. Only at the end of the fiscal year will such choice be available. The pay back will be included in the first or second paychecks of the New Year. Such of those accrued sick days as are not chosen to be cashed in, or otherwise automatically paid out, shall be carried forward for future use or cash-in.

It must be understood that the six days granted on January 1st of each year cannot be included for pay back until the following fiscal year.

A doctor's verification of sickness or injury will be required for any absence extending for more than two days and for which sick pay is claimed.

Upon separation of employment, employees will not be paid for any accrued sick days.

For use of sick pay for work related injuries and/or leave of absences, see Disability section.

Sick pay may be taken in one-half day increments, provided that the employee works at least four (4) hours on the day same is taken.

Employees who have used up all of their accrued sick days may then use any earned but unused vacation days in order to be paid for days while sick, provided they have given their supervisor not less than three days advance notice of their intent to do so.

B. Disability Insurance - Disability insurance benefits are described in detail in the insurance booklets given to all newly hired IMRF employees. In general, the Park District offers both Short-term and Long-term disability to all full-time employees. Disability insurance provides a portion of an employee's income when they are unable to work due to injury or illness.

Employment status continues as long as long-term benefits are being paid for a period of 1 year. Continued employment after one year is subject to the Board of Commissioner's determination.

Employee's Responsibility – All employees are expected to keep their Supervisors informed of the status of their health on at least a weekly basis while they are absent because of any sickness or accident, whether or not they are receiving pay. The Mt. Prospect Park District may monitor an employee's health at its discretion and may also require verification of the employee's medical condition.

C. Worker's Compensation - All Mt. Prospect Park District employees are covered by the State of Illinois law which pertains to medical expenses and absences caused by on the job accident or sickness. The Mt. Prospect Park District supplements the benefit provisions of the law by paying employees full pay for the first three days of absence.



## OTHER PAID PERSONAL TIME OFF

A. Bereavement - Full-time employees will receive up to three days pay for absence caused by death of employee's spouse, spouse's parents, child, parent, grandparent and sibling. Employees may use earned but unused vacation pay for any required additional time off.

B. Jury or Witness Duty - Full-time employees required to serve jury or witness duty will receive their regular pay upon turning over any pay received for such to the Mt. Prospect Park District.

C. Training - Upon approval of the Executive Director, full-time employees may be paid their base daily pay for job-related training or other approval training activity. Travel time or evening work is not considered compensable time.

D. Military Reserve Training or Service – All employees who are members of the Illinois National Guard or any reserve component of the armed forces of the United States, are entitled to attend their periods of training or activation for State or National emergencies. They will receive their regular pay while on such duty, provided they turn their military pay over to the Park District. Any employee shall be granted military leave provided that the employee gives advance verbal or written notice of the leave except when such notice is precluded by military necessity, impossibility, or unreasonableness. In granting of such leave, the Park District may require verification of an employee's military orders.

An employee who is not eligible for military leave with pay may have such absence charged to accrued vacation or compensatory time off, or the military leave may be without pay.

All employees are entitled to leave with pay when called into service by the Governor of Illinois as provided by law. In this event, employees will receive their regular pay and the military pay received from the State of Illinois will be turned over to the Mt. Prospect Park District. Should employees extend their reserve military duty, they will be required to take earned but not used vacation time for special training camps away from work.

## UNPAID TIME OFF FROM WORK

~~All IMRF employees on any type of leave, excluding entitled accrued sick, vacation, compensation days and/or other paid personal time off as defined in Section 16, will not accrue any vacation time or sick leave for the period the employee is on leave. The calculation of such time will be determined by the Administration and Human Resources Division in a non-discriminatory manner.~~

### ~~A. UNPAID PERSONAL LEAVE~~

- ~~(i) Ten days or less. Full-time employees may upon written request, and at the discretion of the Executive Director, be granted up to and including ten (work) days of unpaid personal leave of absence. Granting of personal leaves will be based on the reasons for the request and the needs of the Mt. Prospect Park District. While on~~



~~personal leave, an employee's benefits will remain in effect. However, the employee will continue to pay the required portion of the benefit premiums while on personal leave. At the end of the personal leave an employee will return to the job held when he/she began the leave.~~

- (ii) ~~More than ten days. Full time employees may, upon written request and at the discretion of the Board of Commissioners, be granted up to six calendar months of unpaid personal leave of absence. Granting of such personal leaves will be based on the reason for the request and the needs of the Mt. Prospect Park District. While on such leave employees may retain coverage in the Mt. Prospect Park District's medical, dental, life and disability insurance plan provided they pay the full premium in advance each month while on leave. Time on leave will not count towards service credit with IMRF or towards the accrual of sick days or vacation days.~~ Unpaid leave may be considered as part of an ADA reasonable accommodation.

## INSURANCE

The Mt. Prospect Park District offers major medical, dental, vision, life and disability insurance to its full-time employees. Normal eligibility is the completion of 31 days of service. Details of each plan are set forth in each plan's summary plan description. The plans may be changed by the insurance carrier and/or the Mt. Prospect Park District without notice.

In brief, the Mt. Prospect Park District offers employees and their dependents a ~~choice of a~~ Participating Provider Option (PPO) program ~~and a Health Maintenance Organization (HMO).~~ The employee pays a portion of the premium. ~~In the HMO plan the employee pays very little while~~ ~~the~~ PPO plan requires the employee to pay a deductible and a portion of specified additional costs. The employee can also buy pharmaceuticals at a reduced cost.

- A. Health Savings Account** – Any eligible employee can elect to participate in our High Deductible PPO plan and contribute pre-tax dollars into a savings account through payroll deductions.
- B. Health Insurance Opt Out** – Any employee who is eligible for single, single/spouse, single/child(ren) or family coverage and does not want to be covered by a Park District health insurance plan may decline the coverage and receive an annual lump sum payment paid in 24 equal semi-monthly installments. The decision will be made during the Park District annual open enrollment period and will apply the entire plan year. Proof of qualified alternative health insurance coverage is required.



- **ELIGIBLE FOR FAMILY COVERAGE** - If an employee is eligible for Family coverage and has alternative coverage for themselves and spouse/child(ren) dependent coverage, the annual reimbursement amount is \$1,600.
- **ELIGIBLE FOR EMPLOYEE/SPOUSE OR EMPLOYEE/CHILD(REN) COVERAGE** - If an employee is eligible for Employee/Spouse or Employee/Child(ren) coverage and has alternative coverage for themselves and spouse or child(ren) dependent coverage, the annual reimbursement amount is \$1,200.
- **ELIGIBLE FOR SINGLE COVERAGE** - If an employee is eligible for Single coverage has alternative coverage for his/her self, the annual reimbursement amount is \$800.

The Mt. Prospect Park District provides term life insurance in the amount of \$25,000 for all eligible employees. In addition, life insurance for IMRF participants is provided by the plan. The amount of insurance varies with length of creditable service and is paid for by the employee's and Mt. Prospect Park District's contributions to the IMRF.

Unemployment and Worker's Compensation are statutory benefits of the State of Illinois. They provide payments while unemployed under certain circumstances and for injuries or illness, which result from employment. The Mt. Prospect Park District pays the entire cost of these plans.

## **RETIREMENT**

A. Illinois Municipal Retirement Fund (IMRF) - Any employee hired with the expectation of 1,000 or more hours of work each calendar year, and any employee who does in fact work that many hours and is reclassified, participates in this State of Illinois benefit program. Both the Mt. Prospect Park District and employee contribute to the fund, though employees contribute a lesser amount. Contributions are transferable if employees leave to work for another IMRF participating employer. Employees who leave to work for a non-IMRF participating employer will have their contributions refunded or retained according to IMRF regulations.

Although primarily a retirement program that includes survivor benefits, IMRF also provides disability and life insurance benefits. The details of IMRF are discussed in the official plan booklet.

B. Social Security (FICA) - Employees and the Mt. Prospect Park District contribute equally to this federal (primarily) retirement program.

C. Mt. Prospect Park District Deferred Compensation Plan - The Mt. Prospect Park District provides this Employee Savings Plan for its employees. Details of this plan are available through the Administration and Human Resources Division.

## **EDUCATIONAL PROGRAM**

Full-time employees are encouraged to continue their work related formal and vocational education whenever possible, where it does not conflict with their normal work week and must seek



prior approval for taking class(es) by ~~their Department Head and dDivision Ddirector~~ and Director of Business Services and Human Resources. ~~The Department Head and Division Director will first consider budgetary constraints.~~ Classes must be part of an undergraduate or graduate degree program from an accredited school and must be applicable to Park District business. With such prior approval, all the tuition, lab and book fees will be paid by the Mt. Prospect Park District ~~in accordance with budgetary provisions and~~ upon satisfactory completion of the class (a grade of C or better). Those persons not receiving satisfactory grades will not be reimbursed. All class materials (books and other special equipment) for class for which reimbursement has been paid by the Mt. Prospect Park District to the employee will become property of the Mt. Prospect Park District following completion of the course. There is a \$5,000 maximum benefit per calendar year. If an employee leaves the Park District's employ prior to completing 3 years of continuous service following receipt of educational assistance, all monies must be refunded to the Park District.

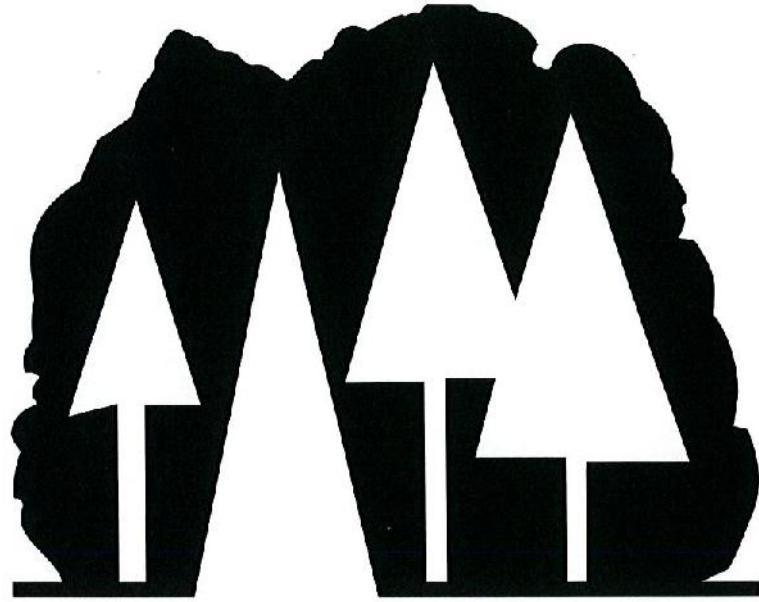
### **CONFERENCES, WORKSHOPS AND SEMINARS**

Attendance at professional conferences, workshops, and seminars will be considered part of the employee's normal duties. With the prior approval of the Department Head employees may attend such functions without loss of pay and at the Mt. Prospect Park District's expense in accordance with budgeting provisions. Written reports may be required for submission to the Executive Director and/or Board of Commissioners.

Reimbursable expenses for conferences/seminars shall include mileage at the determined rate per mile, hotel bills, meals, commercial transportation expense, conference registration fees, educational materials, which will be, placed in the Mt. Prospect Park District Library, and other miscellaneous expenses. An itemized listing of expenses shall be submitted to the head of the department, division or to the Executive Director within seven days following conference attendance.

The Mt. Prospect Park District in accordance with the district's budgeting provisions will pay for related expenses. Conferences, workshops or seminars must pertain to the employee's primary position of employment with the district. All class materials will become the property of the Mt. Prospect Park District and placed in the Park District's library.

Reimbursable expenses for conferences, workshops, or seminars may include mileage at the determined rate per mile, commercial transportation expense and meals. An itemized listing of expenses shall be submitted to the head of the department and/or division within seven days following conference attendance.



# Mt. Prospect Park District

## PART TIME - **IMRF ELIGIBLE** EMPLOYEE BENEFITS MANUAL

1000 West Central Road  
Mt. Prospect, Illinois 60056



The Mt. Prospect Park District maintains a comprehensive program of employee benefits. This program is available to all regular part time employees of the District who work over 1,000 hours per year. The various aspects of the employee benefit program currently available through the District are explained in this manual.

The Mt. Prospect Park District may add, eliminate, or revise any or all of the aspects of the employee benefit program, with or without notice, based on the operational needs of the District.

Employee benefits are not only an importance part of the total compensation package but provide you with important tools to improve your work/life balance. Please take the time and read this information carefully and if you have any questions, please contact your supervisor or Human Resources.

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## HOLIDAYS

**Part time** ~~All other~~ employees who are expected to work 1,000 or more hours a year and who have enrolled in IMRF will receive those holidays as defined below that occur when the employee is actively working. The seven paid holidays are to be taken on the observed holiday:

New Year's Day	Thanksgiving Day
Memorial Day	Christmas Eve (effective 2005)
Independence Day	Christmas Day
Labor Day	

If a holiday occurs while an employee is on vacation, the holiday is maintained and the displaced vacation day should be taken before the end of the current year, or added to the beginning or end of the vacation.

Part-time non-exempt employees who are expected to work 1,000 or more hours a year and who have enrolled in IMRF and who work on the Park District observed holiday date will receive premium pay at two times their regular hourly rate for all hours worked, plus their paid holiday.

If, due to rare scheduling needs, an employee mentioned in the immediately preceding paragraph works on an actual holiday date, the employee will receive premium pay at two times his/her regular hourly rate for all hours worked. **In addition, the employee will be scheduled off as close to the holiday as possible so they can take a day off and get paid the holiday they are entitled to.**

Whether any particular employee will or will not work on a given observed or actual holiday will be decided by that employee's supervisor, given due regard to staffing needs. Only one holiday will be paid if an employee works both the observed and the actual holidays.

To be eligible for holiday pay all employees must work the scheduled work days immediately preceding and following the holiday unless absent because of illness or vacation which is excused by the employee's Department Head, or unless the day before and after a holiday was not the employee's regularly scheduled work day. Written proof of illness may be required.

Any employee entitled to holiday pay but who is on approved disability leave or worker's compensation, will not receive pay for those days, except for any elimination period as required by disability benefits.

All holidays, ~~including the employee's birthday,~~ must be used in the calendar year in which they occur. Holidays cannot be carried over to the following year. An employee who has not taken all of his or her holidays in the calendar year in which the holidays occur will not be paid for those days upon separation or retirement from the District.

~~Part-time employees will be paid for holidays based on the number of hours regularly worked on a daily basis. If an employee's daily work hours are consistently irregular, the primary supervisor will average the hours worked from the last month in which the employee worked to determine the~~



~~number of holiday hours to be paid. If an employee has several pay rates, the holiday will be paid at the pay rate, which corresponds to the position performed most regularly throughout the year. In the event the employee regularly works the same number of hours for two jobs at two different pay rates, the holiday rate of pay will be determined by paying half the hours at one rate and half at the other.~~

Part time employees who are expected to work 1,000 or more hours a year and who have enrolled in IMRF but are expected to work less than 1,500 hours a year will be paid holidays on a prorated basis of 50% full time equivalent. Therefore, a paid holiday is 4 hours. Those part time employees who are expected to work 1,500 or more hours a year and who have enrolled in IMRF will be paid holidays on a prorated basis of 75% full time equivalent. Therefore, a paid holiday is 6 hours.

## VACATION

The purpose of this policy is to provide employees with an extended period of recreation and relaxation. Thus, subject to exceptions stated below, employees are expected to take all earned vacation time by the end of each calendar year. Employees may not receive pay in lieu of time off.

**Request for Vacation Leave** - All requests for vacation are subject to approval by the immediate supervisor or Executive Director after consideration of the District's staffing needs and other vacation requests. If a paid holiday occurs during an employee's vacation, the holiday shall not be considered as part of the employee's vacation. In the event of extenuating circumstances where vacation days need to be borrowed from the new calendar year permission must be granted by the Executive Director.

**Separation or Retirement** - Upon separation or retirement from the District, an employee is entitled to be paid for any unused vacation time that was accrued from the previous calendar year to current year.

Vacation time may be taken in increments of half days. Employees are required to give their supervisor at least three (3) days advance notice of intent to take vacation time (except in the event of an ~~family~~-emergency).

**Carry-Over** - There is no carry-over of vacation time, and any unused vacation time remaining at the end of the calendar year will be forfeited; provided, however, that the Executive Director shall have the discretion in appropriate circumstances and in the best interest of the District to allow an employee to carry forward unused vacation time for a period of up to three months.

**Eligibility** - Part-time personnel are eligible for paid vacation leave pursuant to the terms and conditions ~~described in Section B~~ below.:

~~For purposes of determining vacation entitlement, there are two classifications for part-time employees:~~



- 1) Employees hired with the expectation of working **between 1,000 and 1,499 hours or more** per calendar year and who have enrolled in IMRF; **accrue 20 hours of vacation annually**; and
- 2) Employees ~~unexpectedly attaining 1,000~~ **between 1,500 hours or more and 2,079** per calendar year and who have enrolled in IMRF; **accrue 30 hours of vacation annually**

~~Length of vacation leave for new part-time employees hired with the expectation of working 1,000 hours or more or unexpectedly attaining 1,000 hours or more per calendar year:~~

— ~~These~~ **Employees working between 1,000-1,499 hours per calendar year** hired during the calendar year accrue vacation benefits on a pro rated basis, earning **4 hours one vacation day** upon completion of two full calendar months remaining in the current calendar year to a maximum of **20 hours 5 days**. **Employees working between 1,500-2,079 hours per calendar year earn 6 hours upon completion of two full calendar months remaining in the current calendar year to a maximum of 30 hours.**

Vacation time accrued by the new employee during this period will be available for use beginning the following calendar year, or for maintenance employees vacation time accrued may be taken in the year in which it is earned.

~~Length of Subsequent Vacation Leave for a part-time employee expected to work 1,000 hours or more or unexpectedly attaining 1,000 hours or more per calendar year:~~

Starting with January 1 of each calendar year, eligible employees will begin to accrue paid vacation time on a calendar-year basis. ~~5. Eligible employees will accrue paid vacation throughout the calendar year, and all accrued vacation time will be available for use beginning the following January 1. All accrued vacation leave must be used in full during the calendar year immediately following the year in which the time was accrued, or for maintenance employees vacation time accrued may be taken in the year in which earned.~~

— ~~Part-time employees will be paid for vacation based on the number of hours regularly worked on a daily basis. If an employee's daily work hours are consistently irregular, the primary supervisor will average the hours worked from the last month in which the employee worked to determine the number of vacation hours to be paid. If an employee has several pay rates, the vacation will be paid at the pay rate, which corresponds to the position performed most regularly throughout the year. In the event the employee regularly works the same number of hours for two jobs at two different pay rates, the vacation rate of pay will be determined by paying half the hours at one rate and half at the other.~~



## **WORKER'S COMPENSATION**

All Mt. Prospect Park District employees are covered by the State of Illinois law which pertains to medical expenses and absences caused by on the job accident or sickness. The Mt. Prospect Park District supplements the benefit provisions of the law by paying employees full pay for the first three days of absence.

## **OTHER PAID PERSONAL TIME OFF**

Military Reserve Training or Service – All employees who are members of the Illinois National Guard or any reserve component of the armed forces of the United States, are entitled to attend their periods of training or activation for State or National emergencies. They will receive their regular pay while on such duty, provided they turn their military pay over to the Park District. Any employee shall be granted military leave provided that the employee gives advance verbal or written notice of the leave except when such notice is precluded by military necessity, impossibility, or unreasonableness. In granting of such leave, the Park District may require verification of an employee's military orders.

~~An employee who is not eligible for military leave with pay may have such absence charged to accrued vacation or compensatory time off, or the military leave may be without pay.~~

All employees are entitled to leave with pay when called into service by the Governor of Illinois as provided by law. In this event, employees will receive their regular pay and the military pay received from the State of Illinois will be turned over to the Mt. Prospect Park District. Should employees extend their reserve military duty, they will be required to take earned but not used vacation time for special training camps away from work.

Unemployment and Worker's Compensation are statutory benefits of the State of Illinois. They provide payments while unemployed under certain circumstances and for injuries or illness, which result from employment. The Mt. Prospect Park District pays the entire cost of these plans.

## **RETIREMENT**

A. Illinois Municipal Retirement Fund (IMRF) - Any employee hired with the expectation of 1,000 or more hours of work each calendar year, and any employee who does in fact work that many hours and is reclassified, participates in this State of Illinois benefit program. Both the Mt. Prospect Park District and employee contribute to the fund, though employees contribute a lesser amount. Contributions are transferable if employees leave to work for another IMRF participating employer. Employees who leave to work for a non-IMRF participating employer will have their contributions refunded or retained according to IMRF regulations.

Although primarily a retirement program that includes survivor benefits, IMRF also provides disability and life insurance benefits. The details of IMRF are discussed in the official plan booklet.

B. Social Security (FICA) - Employees and the Mt. Prospect Park District contribute equally to this federal (primarily) retirement program.

## **EDUCATIONAL PROGRAM CONFERENCES, WORKSHOPS AND SEMINARS**

Part-time IMRF employees, with the recommendation of their primary supervisor and the approval of their Department Head, Division Head and Director of Administration and Human Resources, may attend professional conferences, workshops, and seminars without the loss of pay where it does not conflict with their normal work week on a regular basis. The Mt. Prospect Park District in accordance with the district's budgeting provisions will pay for related expenses. Conferences, workshops or seminars must pertain to the employee's primary position of employment with the district. All class materials will become the property of the Mt. Prospect Park District and placed in the Park District's library.

Reimbursable expenses for conferences, workshops, or seminars may include mileage at the determined rate per mile, commercial transportation expense and meals. An itemized listing of expenses shall be submitted to the head of the department and/or division within seven days following conference attendance.

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