



# Oak Brook Park District Board Packet

January 17, 2022

We strive to provide the **very best** in **park** and **recreational opportunities, facilities,** and **open lands** for **our community.**

Family Recreation Center | 1450 Forest Gate Road | Oak Brook, IL 60523-2151 | P: 630-990-4233 | F: 630-990-8379  
Tennis Center | 1300 Forest Gate Road | Oak Brook, IL 60523-2151 | P: 630-990-4660 | F: 630-990-4818

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**AGENDA  
PUBLIC HEARING AND  
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT  
BOARD OF COMMISSIONERS  
January 17, 2022 – 6:30 p.m.  
Zoom Meeting**

Please note: On January 7, 2022, Illinois State Governor Pritzker had issued Gubernatorial Executive Order 2022-01 (COVID-19 Executive Order No 97) in response to the epidemic emergency and public health emergency to slow the spread of COVID-19. In accordance with the Open Meetings Act (5ILCS 120/7(e)), public bodies of government may conduct an open or closed meeting by audio or video conference, without the physical presence of a quorum of members so long as 1.) The Governor or Director of the IL Department of public Health has issued a disaster declaration related to public health and the jurisdiction of the public body is covered by the disaster area; 2.) the head of the public body determines that an in-person meeting or a meeting conducted under this Act is not practical or prudent because of a disaster; 3.) and the other requirements of the Act are met by the public body, including providing access for the public to contemporaneously hear all discussion, testimony and roll call votes. The Public Body shall also conduct a verbatim recording of the open meeting.

Therefore, President Knitter of the Oak Brook Park District Board of Park Commissioners has determined that an in-person Board Meeting is not practical or prudent because of the public-health emergency and the Oak Brook Park District has made an alternative arrangement for the January 17, 2022 Board Meeting to be conducted by Zoom Video Teleconference. The public is invited to participate in the Zoom Video Conference to contemporaneously hear all discussion, testimony, and roll call votes.

**Public participation instructions:**

**Computer Access: Join the Zoom Meeting:** <https://us02web.zoom.us/j/82739442546> **Meeting ID: 827 3944 2546**

**Phone access:** Audio Participation for Chicago Region: Dial 1 312 626 6799 **Meeting ID: 827 3944 2546**  
**Android phones & tablets, iPad, iPhone: Download the “Zoom Cloud Meeting”** app through the Google Play Store or Apple App Store. Open the app on your device. **Meeting ID: 827 3944 2546**

**Important:** As you install the Zoom software, it will prompt you to enter your name. **Please be sure to use your legal name.** Plan to join the meeting at least 5-10 minutes before the start of the meeting.

- **Everyone is automatically muted.** If you wish to speak during “Open Forum” use the “Chat” function to type a message to the host indicating you would like to speak. You will then be unmuted to speak. Comments for the Public Hearing or Open Forum during the Board Meeting may also be emailed to lkosey@obparks.org by 2:30 p.m. on January 17, 2022 to be read at the meeting by staff.
- You can use the following link to view a tutorial on how to connect with your computer:  
[https://www.youtube.com/watch?v=hIkCmbvAHQQ&list=PLKpRxBfeD1kEM\\_I1lId3N\\_XI77fKDzSxe&index=2](https://www.youtube.com/watch?v=hIkCmbvAHQQ&list=PLKpRxBfeD1kEM_I1lId3N_XI77fKDzSxe&index=2)
- In accordance with the provisions of the Americans with Disabilities Act, any individual who is in need of a reasonable accommodation in order to participate in or benefit from attendance at a public meeting of the Oak Brook Park District Board of Commissioners should contact Laure Kosey, Executive Director at 630-645-9535.





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**BOARD OF COMMISSIONERS**  
**January 17, 2022 – 6:30 p.m.**  
**Zoom Meeting**

1. START THE VERBATIM RECORDING
2. CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL
3. OPEN FORUM
4. CONSENT AGENDA
  - a. APPROVAL OF THE January 17, 2022 AGENDA
  - b. APPROVAL OF MINUTES
    - i. December 13, 2021 Regular Board Meeting Minutes
  - c. APPROVAL OF FINANCIAL STATEMENT ENDING December 31, 2021
    - i. Warrant 655
5. COMMUNICATIONS/PROCLAMATIONS
  - a. Board of Commissioners to share communications
6. STAFF RECOGNITION
  - a. Colton Lopez, Parks Technician
7. REPORTS:
  - a. Communications, IT, and Administration Report
  - b. Finance & Human Resources Report
  - c. Recreation & Facilities Report
  - d. Parks & Planning Report
7. UNFINISHED BUSINESS
  - a. Ordinance 22-0117: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof
  - b. New Policy - Administrative Policies and Procedures Manual: Section 6.16 Vehicle Idling Policy
  - c. New Policy - Personal Policy Manual Section 4.29 Whistleblower Protection (SAFE-T Act)

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**BOARD OF COMMISSIONERS**  
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8. NEW BUSINESS

- a. Ordinance 22-0221: An Ordinance Transferring Funds To And From Several Park District Funds
- b. Ordinance 22-0222: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings
- c. Market Based Salary Range Adjustment
- d. Updated & Review of Personnel Policy Manual
- e. Outdoor Tennis Courts Resurfacing Project 2022

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON FEBRUARY 21, 2022, 6:30 P.M.

10. ADJOURNMENT

In accordance with the provisions of the Americans with Disabilities Act, any individual who is in need of a reasonable accommodation in order to participate in or benefit from attendance at a public meeting of the Oak Brook Park District Board of Commissioners should contact: Laure Kosey, Executive Director at 630-645-9535.

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Therefore, President Knitter of the Oak Brook Park District Board of Park Commissioners has determined that an in-person Board Meeting is not practical or prudent because of the public-health emergency and the Oak Brook Park District has made an alternative arrangement for the January 17, 2022 Board Meeting to be conducted by Zoom Video Teleconference. The public is invited to participate in the Zoom Video Conference to contemporaneously hear all discussion, testimony, and roll call votes.

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[https://www.youtube.com/watch?v=hIkCmbvAHQQ&list=PLKpRxBfeD1kEM\\_I1lId3N\\_XI77fKDzSxe&index=2](https://www.youtube.com/watch?v=hIkCmbvAHQQ&list=PLKpRxBfeD1kEM_I1lId3N_XI77fKDzSxe&index=2)
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**BOARD OF COMMISSIONERS**  
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**Zoom Meeting**

*Prior to the start of the Board Meeting, President Knitter shall state “As President of the Oak Brook Park District Board of Park Commissioners, I have determined that it is not practical or prudent to conduct the January 17, 2022 meeting of the Board of Park Commissioners in-person due to the continued health risks of the COVID-19 pandemic as declared by the January 7, 2022 Gubernatorial Executive Order 2022-01 (COVID-19 Executive Order No 97) issued by Governor Pritzker. I further determine that attendance at the regular meeting location is not practical or prudent due to the continued health risks of the COVID-19 pandemic declared by Gubernatorial Executive Order 2022-01. I hereby directed staff to make alternative arrangements in a manner that will allow any interested member of the public access to this meeting, and to contemporaneously hear all discussion, testimony and roll call votes via telephone number or web-based link to this Zoom Teleconference Meeting.”*

1. START THE VERBATIM RECORDING *[The Board President and Executive Director shall verify and confirm the Board Meeting is being recorded.]*
2. CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL *[Call to Order the Regular Meeting of the Oak Brook Park District Board of Commissioners and ask the Recording Secretary to conduct the Roll Call.]*
3. OPEN FORUM *[Ask whether there are any public comments under the “Open Forum.” If necessary, the President may advise speakers to observe the rules set forth in Section 1.1VII B of the Rules of the Board of Park Commissioners. Executive Director Laure Kosey shall also read emailed comments, if any were sent prior to the meeting and no later than 2:30 p.m. on 1/17/22]*
4. CONSENT AGENDA *[Request a motion (and second) to approve taking a Single Omnibus Vote on the Consent Agenda, as Presented. **Roll Call Vote—VOTE MUST BE UNANIMOUS.***

*Then ask for a motion (and second) to approve the Consent Agenda, as presented. **Roll Call Vote...**]*

- a. APPROVAL OF THE January 17, 2022 AGENDA
- b. APPROVAL OF MINUTES
  - i. December 13, 2021 Regular Board Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING December 31, 2021
  - i. Warrant 655

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**Zoom Meeting**

5. COMMUNICATIONS/PROCLAMATIONS *[For review and discussion only.]*
  - a. Board of Commissioners to share communications
  
6. STAFF RECOGNITION *[For review and discussion only.]*
  - a. Colton Lopez, Parks Technician
  
7. REPORTS: *[For review and discussion only.]*
  - a. Communications, IT, and Administration Report
  - b. Finance & Human Resources Report
  - c. Recreation & Facilities Report
  - d. Parks & Planning Report
  
7. UNFINISHED BUSINESS
  - a. Ordinance 22-0117: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof *[Request a motion and a second to approve Ordinance 22-0117: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof. Roll Call Vote...]*
  - b. New Policy - Administrative Policies and Procedures Manual: Section 6.16 Vehicle Idling Policy *[Request a motion and a second to approve the Vehicle Idling Policy, Section 6.16 of the Administrative Policies and Procedures Manual. Roll Call Vote...]*
  - c. New Policy - Personal Policy Manual Section 4.29 Whistleblower Protection (SAFE-T Act) *[Request a motion and a second to approve the Whistleblower Protection Policy. Roll Call Vote...]*





**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**January 17, 2022 – 6:30 p.m.**  
**Zoom Meeting**

8. **NEW BUSINESS** *[For review and discussion only.]*
  - a. Ordinance 22-0221: An Ordinance Transferring Funds To And From Several Park District Funds
  - b. Ordinance 22-0222: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings
  - c. Market Based Salary Range Adjustment
  - d. Updated & Review of Personnel Policy Manual
  - e. Outdoor Tennis Courts Resurfacing Project 2022
9. **THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON FEBRUARY 21, 2022, 6:30 P.M.** *[Announce the next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on February 21, 2022, 6:30 p.m.]*
10. **ADJOURNMENT** *[Request a motion and a second to adjourn the January 17, 2022 Regular Meeting of the Oak Brook Park District Board of Commissioners. **All in Favor...**]*

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## Minutes

**Minutes**  
**PUBLIC HEARING AND**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**December 13, 2021 – 6:30 p.m.**  
**Canterberry Room**

1. PUBLIC HEARING – TRUTH IN TAXATION ACT - For the Levying of Taxes and Assessing of Taxes for the Fiscal Year 2022-2023 of the Oak Brook Park District, DuPage and Cook Counties, Illinois  
(Notice of the Public Hearing was Published on December 2, 2021, in the Daily Herald Newspaper and on the District's Website.)

- a. Call to Order the Public Hearing

President Knitter called to order the Public Hearing for the Truth in Taxation Act – For the Levying of Taxes and Assessing of Taxes for the Fiscal Year 2022-2023 of the Oak Brook Park District, DuPage and Cook Counties Illinois, at 6:30 p.m. Commissioners Ivkovic Kelley, Suleiman, Truedson, and President Knitter answered, "present" from the Oak Brook Park District Family Recreation Center, Canterbury Conference Room.

- b. Open Forum for the Receipt of Public Comments and Questions Regarding the Levying of Taxes and Assessing Taxes for the Fiscal Year 2022-2023 of the Oak Brook Park District, DuPage and Cook Counties, Illinois.

President Knitter asked if there were any public comments. No one addressed the Board.

Discussion pursued among the Commissioners to increase the Special Recreation Tax Levy for one year to assist in benefiting the community with inclusive bathrooms, and playground resurfacing.

- c. Adjournment of Public Hearing

Motion: Commissioner Truedson made a motion, seconded by Commissioner Suleiman, to adjourn the Public Hearing for the Truth in Taxation Act – For the Levying of Taxes and Assessing Taxes for the Fiscal Year 2022-2023 of the Oak Brook Park District, DuPage, and Cook Counties Illinois, at the hour of 6:41 p.m.

2. CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL

President Knitter called to order the regular meeting of the Oak Brook Park District Board of Commissioners at 6:42 p.m. Commissioners Ivkovic Kelley, Suleiman, Truedson, and President Knitter answered, "present" from the Oak Brook Park District Family Recreation Center, Canterbury Conference Room. Also present in Canterbury Conference Room, Laure Kosey, Executive Director; Marco Salinas, Chief Financial Officer; Dave Thommes, Deputy Director; and Bob Johnson, Director of Parks and Planning.

### 3. OPEN FORUM

President Knitter asked if there were any public comments.

Nick Castaldo, an Oak Brook Resident, voiced concerns about increased crime at the Dean Nature Sanctuary during the night.

President Knitter informed Mr. Castaldo; staff would look into alternative security measures.

### 4. CONSENT AGENDA

- a. APPROVAL OF THE DECEMBER 13, 2021 AGENDA
- b. APPROVAL OF MINUTES
  - i. November 15, 2021, Regular Board Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING November 30, 2021
  - i. Warrant 654

Motion: Commissioner Truedson made a motion, seconded by Commissioner Suleiman, to approve taking a single omnibus vote on the Consent Agenda as presented.

There was no additional discussion, and the motion passed by roll call vote.

Ayes: Commissioners Ivkovic Kelley, Suleiman, Truedson, and President Knitter

Nays: None

Absent: Commissioner Trombetta

There was no additional discussion, and the motion passed by roll call vote.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Suleiman, to approve the Consent Agenda, and the motion passed by roll call vote.

Ayes: Commissioners Ivkovic Kelley, Suleiman, Truedson, and President Knitter

Nays: None

Absent: Commissioner Trombetta

### 5. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications

There were no communications between the Board Members.

### 6. STAFF RECOGNITION

- a. None

7. REPORTS:

a. Communications, IT, and Administration Report

Dr. Laure Kosey presented her report, which can be found in the Park District's records.

Dr. Kosey reported amending the FOIA and OMA representatives to clarify which representatives would be assigned by designated job titles.

Dr. Kosey informed the Board of the continued staffing shortages and the Park District's difficulty hiring full and part-time staff.

Dr. Kosey stated staff would be looking at security options at the Dean Nature Sanctuary.

b. Finance & Human Resources Report

Mr. Marco Salinas presented his report, which can be found in the Park Districts records.

Mr. Salinas reported on the last seven months of the fiscal year, the General, Recreation, and Tennis Center funds are doing well, with expenses being down and revenues being up.

c. Recreation & Facilities Report

Mr. Dave Thommes presented his report, which can be found in the Park Districts records.

Mr. Thommes reported on the hiring of an Aquatic Manager. Additionally, the Park District is interviewing for an Aquatic Supervisor.

Mr. Thommes stated additional interviews were being conducted at the Tennis Center and other promising areas.

Mr. Thommes stated the Cocoa Cabin, in conjunction with the Winter Lights, has been going well; the Holiday Express is sold out. The upcoming Triathlon has good attendance.

d. Parks & Planning Report

Mr. Bob Johnson presented his report, which can be found in the Park District's records.

Mr. Johnson reported final paperwork and auditing are being prepared for the OSLAD Grant submittal of phase 1 of the North Athletic Fields project.

Mr. Johnson stated lighting in the parking lots throughout Central Park has been upgraded to LED. The project was partially funded through the ComEd Energy Efficiency Program.

8. UNFINISHED BUSINESS

- a. Approval of a Travel Expense for Commissioner Attendance at the 2022 IAPD/IPRA Annual Conference, January 27-29, 2022, at the Hyatt Regency Chicago

Motion: Commissioner Truedson made a motion, seconded by Commissioner Suleiman, to approve the conference travel for Commissioners Ivkovic Kelley, Suleiman, and President Knitter.

There was no additional discussion, and the motion passed by roll call vote.

Ayes: Commissioners Ivkovic Kelley, Suleiman, Truedson, and President Knitter

Nays: None

Absent: Commissioner Trombetta

- b. IAPD Annual Business Meeting Credentials

Motion: Commissioner Truedson made a motion, seconded by Commissioner Suleiman, to delegate Bob Johnson, Director of Parks and Planning, to attend the Annual Business Meeting of the Illinois Association of Park Districts.

There was no additional discussion, and the motion passed by roll call vote.

Ayes: Commissioners Ivkovic Kelley, Suleiman, Truedson, and President Knitter

Nays: None

Absent: Commissioner Trombetta

- c. Ordinance No 21-1213: An Ordinance Levying Taxes and Assessing Taxes for the Fiscal Year 2022-2023 of the Oak Brook Park District of DuPage and Cook Counties, Illinois.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Suleiman, to approve the amend Ordinance No 21-1213: An Ordinance Levying Taxes and Assessing Taxes for the Fiscal Year 2022-2023 of the Oak Brook Park District of DuPage and Cook Counties, Illinois.

There was no additional discussion, and the amended motion passed by roll call vote.

The Commissioners decided to amend Ordinance No 21-1213 to include and update playground surfacing to be inclusive, all would benefit the community.

Ayes: Commissioners Ivkovic Kelley, Suleiman, Truedson, and President Knitter

Nays: None

Absent: Commissioner Trombetta

d. 2022 Board Meeting Dates

Motion: Commissioner Truedson made a motion, seconded by Commissioner Suleiman, to approve the 2022 Board Meeting Dates.

There was no additional discussion, and the motion passed by roll call vote.

Ayes: Commissioners Ivkovic Kelley, Suleiman, Truedson, and President Knitter

Nays: None

Absent: Commissioner Trombetta

9. NEW BUSINESS

- a. Ordinance 22-0117: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof

Dr. Kosey and Mr. Thommes stated the Recreation Department found surplus in the storage areas and preschool.

- b. New Policy - Administrative Policies and Procedures Manual: Section 6.16 Vehicle Idling Policy

- c. New Policy - Personal Policy Manual Section 4.29 Whistleblower Protection (SAFE-T Act)

Dr. Kosey stated this was a new state law.

- d. Designation of Staff to Serve as the Open Meetings Act Officers of the Oak Brook Park District and to Complete the Annual Electronic Training Curriculum Developed and Administered by the Illinois Attorney General's Public Access Counselor. (\*\*\*)Requires waiving the Board Rules to approve at this meeting.)

Motion: Commissioner Truedson made a motion, seconded by Commissioner Suleiman, to waive the Board Rules to approve at this meeting the designation of the Executive Director and the Deputy Director to serve as the Open Meetings Act Officers of the Oak Brook Park District and to complete the Annual Electronic Training Curriculum Developed and Administered by the Illinois Attorney General's Public Access Counselor.

There was no additional discussion, and the motion passed by roll call vote.

Ayes: Commissioners Ivkovic Kelley, Suleiman, Truedson, and President Knitter

Nays: None

Absent: Commissioner Trombetta

Motion: Commissioner Truedson made a motion, seconded by Commissioner Suleiman, to approve the Board Rules to approve at this meeting the designation of the Executive Director and the Deputy Director to serve as the Open Meetings Act Officers of the Oak Brook Park

District and to complete the Annual Electronic Training Curriculum Developed and Administered by the Illinois Attorney General's Public Access Counselor.

There was no additional discussion, and the motion passed by roll call vote.

Ayes: Commissioners Ivkovic Kelley, Suleiman, Truedson, and President Knitter

Nays: None

Absent: Commissioner Trombetta

- e. Designation of Staff to Serve as the Freedom of Information Act Officers of the Oak Brook Park District and to Complete the Annual Electronic Training Curriculum Developed and Administered by the Illinois Attorney General's Public Access Counselor (\*\*\*)Requires Waiving the Board Rules to approve at this meeting.)

Motion: Commissioner Truedson made a motion, seconded by Commissioner Suleiman, to waive the Board Rules to Approve at this Meeting the Designation of the Finance Manager and the Administrative Services Specialist to serve as the Freedom of Information Act Officers of the Oak Brook Park District and to complete the Annual Electronic Training Curriculum Developed and Administered by the Illinois Attorney General's Public Access Counselor.

There was no additional discussion, and the motion passed by roll call vote.

Ayes: Commissioners Ivkovic Kelley, Suleiman, Truedson, and President Knitter

Nays: None

Absent: Commissioner Trombetta

Motion: Commissioner Truedson made a motion, seconded by Commissioner Suleiman, to approve the designation of the Finance Manager and the Administrative Services Specialist to serve as the Freedom of Information Act Officers of the Oak Brook Park District and to complete the Annual Electronic Training Curriculum Developed and Administered by the Illinois Attorney General's Public Access Counselor.

There was no additional discussion, and the motion passed by roll call vote.

Ayes: Commissioners Ivkovic Kelley, Suleiman, Truedson, and President Knitter

Nays: None

Absent: Commissioner Trombetta

10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON JANUARY 17, 2022, 6:30 p.m.

President Knitter announced the next Regular Meeting of the Oak Brook Park District Board of Park Commissioners will be held on January 17, 2022.

11. ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Suleiman, to adjourn, December 13, 2021, Regular Meeting of the Oak Brook Park District Board of Commissioners at the hour of 7:30 p.m.

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Dr. Laure Kosey, Executive Director



## Financial Statement

**Oak Brook Park District**  
**General Fund Revenue and Expenditure Summary - Unaudited**  
**Fiscal Year-to-Date Activity through December 31 2021, 2020 and 2019**  
**66.67% completed (8 out of 12 months)**

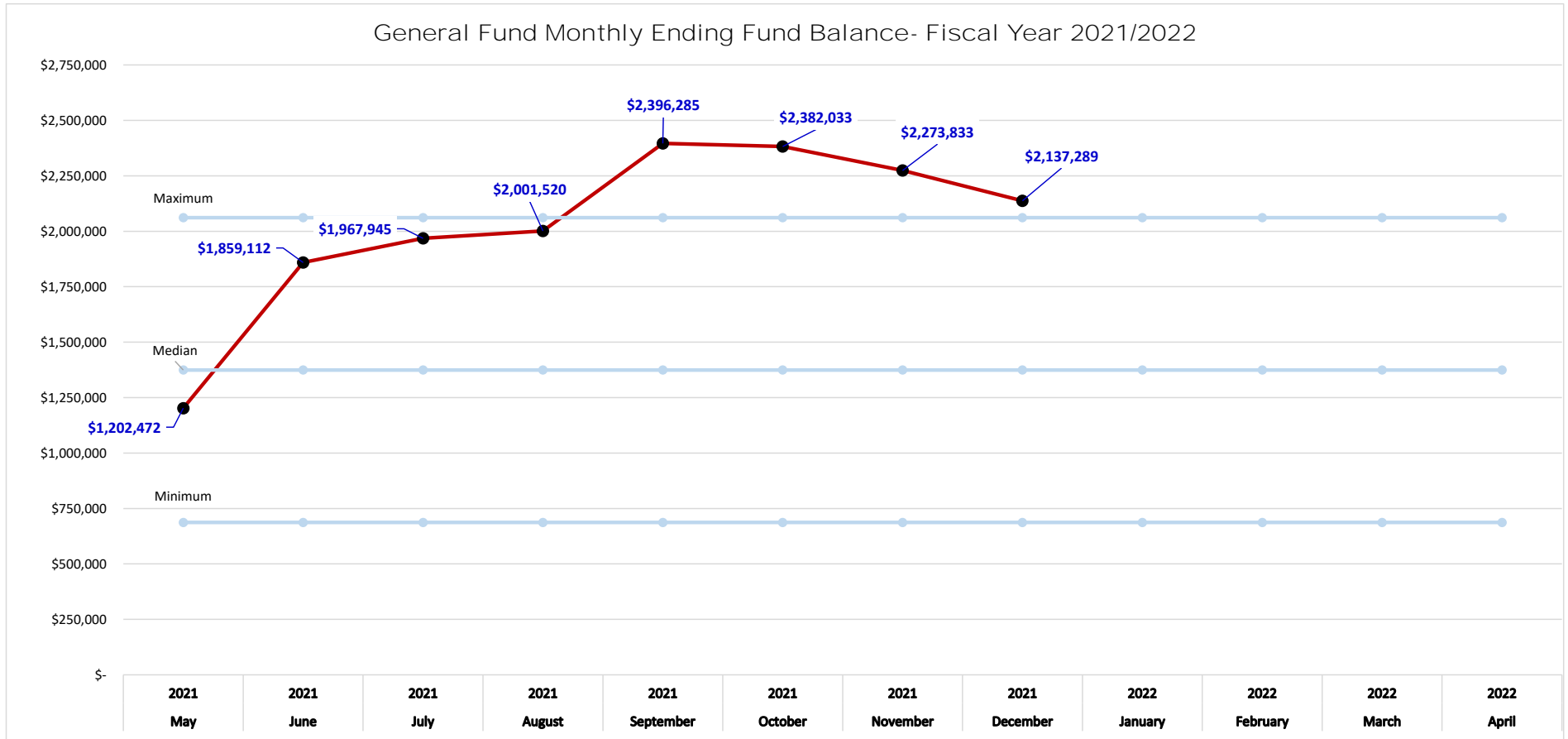
	Fiscal Year 2021/2022 Highlighted items reflect more than 8.33% variance						FY 2021/2022 compared to FY 2019/2020 Highlighted items reflect more than 10% variance			"Covid-19 Year"
	Original Annual Budget	December 2021 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2019/2020 YTD Actual	FY 2021/2022 YTD Higher/(Lower) than 2019/2020 YTD Actual	Percent Change	Fiscal Year 2020/2021 YTD Actual
<b>REVENUES</b>										
Administration	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -
Finance										
Property Taxes	1,608,036	9,489	1,587,092	-	1,587,092	98.7%	1,497,519	89,573	6.0%	1,577,238
Personal Prop. Repl. Taxes	99,912	9,247	120,660	-	120,660	120.8%	73,519	47,141	64.1%	56,776
Investment Income	4,800	235	1,767	-	1,767	36.8%	7,673	(5,907)	-77.0%	5,160
Other	10,500	-	12,965	-	12,965	123.5%	13,085	(120)	-0.9%	12,018
Central Park North	65,000	3,200	69,328	-	69,328	106.7%	25,734	43,593	169.4%	54,525
Central Park	165,000	(2,718)	207,825	-	207,825	126.0%	133,818	74,007	55.3%	148,412
Building-Recreation Center	863,507	36,432	554,407	-	554,407	64.2%	519,238	35,169	6.8%	442,249
Central Park West	59,100	1,472	44,010	-	44,010	74.5%	44,410	(400)	-0.9%	8,327
<b>TOTAL REVENUES</b>	<b>\$ 2,875,855</b>	<b>\$ 57,355</b>	<b>\$ 2,598,053</b>	<b>\$ -</b>	<b>\$ 2,598,053</b>	<b>90.3%</b>	<b>\$ 2,314,997</b>	<b>\$ 283,057</b>	<b>12.2%</b>	<b>\$ 2,304,706</b>
<b>EXPENDITURES</b>										
Administration	\$ 466,751	\$ 39,180	\$ 300,527	\$ 2,864	303,391	64.4%	\$ 283,375	\$ 17,151	6.1%	\$ 282,352
Finance	450,092	26,358	238,782	7,106	245,888	53.1%	257,728	(18,946)	-7.4%	246,572
Central Park North	23,082	1,184	18,140	3,517	21,657	78.6%	13,913	4,227	30.4%	7,186
Central Park	690,755	52,127	412,689	27,443	440,132	59.7%	409,893	2,796	0.7%	355,617
Saddlebrook Park	25,498	690	16,700	1,695	18,395	65.5%	18,315	(1,615)	-8.8%	10,155
Forest Glen Park	26,624	758	14,017	3,213	17,230	52.6%	16,606	(2,589)	-15.6%	10,710
Chillem Park	9,774	90	2,329	210	2,539	23.8%	4,746	(2,417)	-50.9%	1,968
Dean Property	11,531	235	3,856	3,858	7,714	33.4%	7,207	(3,352)	-46.5%	4,497
Professional Services	46,000	960	14,867	-	14,867	32.3%	34,851	(19,985)	-57.3%	23,381
Contracts- Maint. DNS	26,000	-	17,275	5,247	22,522	66.4%	17,403	(128)	-0.7%	16,868
Building-Recreation Center	917,285	64,659	483,762	39,100	522,862	52.7%	535,516	(51,754)	-9.7%	395,898
Central Park West	55,094	7,656	28,671	7,378	36,049	52.0%	35,308	(6,636)	-18.8%	21,758
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,748,485</b>	<b>\$ 193,898</b>	<b>\$ 1,551,615</b>	<b>\$ 101,632</b>	<b>\$ 1,653,247</b>	<b>56.5%</b>	<b>\$ 1,634,861</b>	<b>\$ (83,246)</b>	<b>-5.1%</b>	<b>\$ 1,376,963</b>
<b>TRANSFERS OUT</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ 2,998,485</b>	<b>\$ 193,898</b>	<b>\$ 1,551,615</b>	<b>\$ 101,632</b>	<b>\$ 1,653,247</b>	<b>51.7%</b>	<b>\$ 1,634,861</b>	<b>\$ (83,246)</b>	<b>-5.1%</b>	<b>\$ 1,376,963</b>
<b>REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ (122,631)</b>	<b>\$ (136,543)</b>	<b>\$ 1,046,438</b>	<b>\$ (101,632)</b>	<b>\$ 944,807</b>	<b>-853.3%</b>	<b>\$ 680,136</b>	<b>\$ 366,303</b>	<b>53.9%</b>	<b>\$ 927,742</b>

**Note>** Fiscal year 2021/2022 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2019/2020, the highlighted items reflect a variance of +/-10.00% or greater. Due to the significant impact that the COVID-19 pandemic had on our operations during fiscal year 2020/2021, this schedule compares current fiscal year activity against fiscal year 2019/2020 activity.

**Oak Brook Park District**  
**Schedule of Ending Monthly Fund Balance- General Fund**

**Actuals- Unaudited**

	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022
Beginning Unassigned	\$ 1,090,851	\$ 1,202,472	\$ 1,859,112	\$ 1,967,945	\$ 2,001,520	\$ 2,396,285	\$ 2,382,033	\$ 2,273,833				
Monthly Net Surplus/(Deficit)	111,621	656,640	108,833	33,575	394,765	(14,251)	(108,201)	(136,543)				
Ending Unassigned	\$ 1,202,472	\$ 1,859,112	\$ 1,967,945	\$ 2,001,520	\$ 2,396,285	\$ 2,382,033	\$ 2,273,833	\$ 2,137,289				



Minimum (3 months Exp.)	\$ 687,121	\$ 687,121	\$ 687,121	\$ 687,121	\$ 687,121	\$ 687,121	\$ 687,121	\$ 687,121	\$ 687,121	\$ 687,121	\$ 687,121	\$ 687,121
Median (6 months Exp.)	\$ 1,374,243	\$ 1,374,243	\$ 1,374,243	\$ 1,374,243	\$ 1,374,243	\$ 1,374,243	\$ 1,374,243	\$ 1,374,243	\$ 1,374,243	\$ 1,374,243	\$ 1,374,243	\$ 1,374,243
Maximum (9 months Exp.)	\$ 2,061,364	\$ 2,061,364	\$ 2,061,364	\$ 2,061,364	\$ 2,061,364	\$ 2,061,364	\$ 2,061,364	\$ 2,061,364	\$ 2,061,364	\$ 2,061,364	\$ 2,061,364	\$ 2,061,364

**Oak Brook Park District**  
**Recreation Fund Revenue and Expenditure Summary - Unaudited**  
**Fiscal Year-to-Date Activity through December 31, 2021, 2020 and 2019**  
**66.67% completed (8 out of 12 months)**

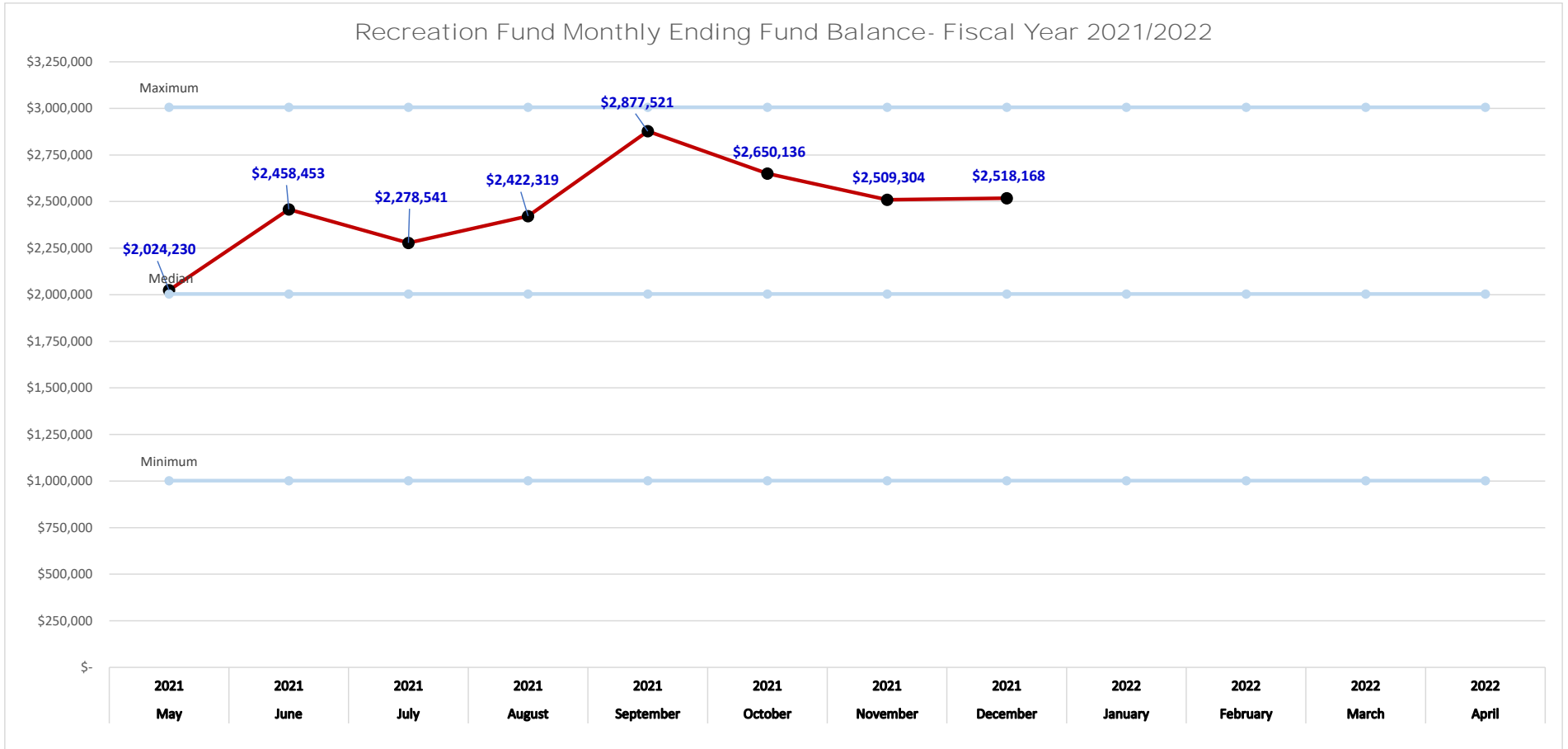
	Fiscal Year 2021/2022 Highlighted items reflect more than 8.33% variance						FY 2021/2022 compared to FY 2019/2020 Highlighted items reflect more than 10% variance			"Covid-19 Year"  Fiscal Year 2020/2021 YTD Actual
	Original Annual Budget	December 2021 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2019/2020 YTD Actual	FY 2021/2022 YTD Higher/(Lower) than 2019/2020 YTD Actual	Percent Change	
	<b>REVENUES</b>									
<b>Administration</b>										
Property Taxes	\$ 1,250,250	\$ 7,371	\$ 1,232,920	\$ -	\$ 1,232,920	98.6%	\$ 886,255	\$ 346,665	-39.1%	\$ 980,118
Personal Prop. Repl. Taxes	31,454	2,911	37,985	-	37,985	120.8%	23,145	14,841	64.1%	17,874
Investment Income	10,000	372	2,327	-	2,327	23.3%	11,874	(9,548)	-80.4%	6,022
Other	2,000	605	1,813	-	1,813	90.7%	1,089	724	66.5%	6,779
<b>Fitness Center</b>	687,837	35,630	250,640	-	250,640	36.4%	554,018	(303,378)	-54.8%	123,333
<b>Aquatic Center</b>	468,401	20,527	198,757	-	198,757	42.4%	327,319	(128,561)	-39.3%	124,610
<b>Aquatic Recreation Prog.</b>	697,617	41,910	276,681	-	276,681	39.7%	442,178	(165,497)	-37.4%	115,913
<b>Children's Programs</b>	231,035	24,442	285,618	-	285,618	123.6%	96,074	189,544	197.3%	117,185
<b>Preschool Programs</b>	269,592	46,632	187,740	-	187,740	69.6%	157,326	30,414	19.3%	50,269
<b>Youth Programs</b>	214,498	5,961	154,679	-	154,679	72.1%	213,514	(58,835)	-27.6%	56,175
<b>Adult Programs</b>	47,745	12,816	38,291	-	38,291	80.2%	38,979	(689)	-1.8%	4,615
<b>Pioneer Programs</b>	67,400	2,712	31,011	-	31,011	46.0%	55,321	(24,310)	-43.9%	5,033
<b>Special Events and Trips</b>	135,770	21,996	79,142	-	79,142	58.3%	92,992	(13,850)	-14.9%	84,453
<b>Marketing</b>	49,000	3,225	10,055	-	10,055	20.5%	78,108	(68,053)	-87.1%	12,100
<b>Capital Outlay</b>	-	-	-	-	-	N/A	-	-	N/A	-
<b>TOTAL REVENUES</b>	<b>\$ 4,162,599</b>	<b>\$ 227,111</b>	<b>\$ 2,787,660</b>	<b>\$ -</b>	<b>\$ 2,787,660</b>	<b>67.0%</b>	<b>\$ 2,978,193</b>	<b>\$ (190,533)</b>	<b>-6.4%</b>	<b>\$ 1,704,477</b>
<b>EXPENDITURES</b>										
<b>Administration</b>	\$ 906,213	\$ 53,175	\$ 439,255	\$ 21,671	\$ 460,926	48.5%	\$ 445,763	\$ (6,508)	-1.5%	\$ 554,375
<b>Fitness Center</b>	463,454	18,700	208,952	21,748	230,700	45.1%	409,773	(200,821)	-49.0%	214,865
<b>Aquatic Center</b>	866,125	42,443	356,536	40,659	397,196	41.2%	472,491	(115,955)	-24.5%	355,945
<b>Aquatic Recreation Prog.</b>	320,182	20,615	140,627	6,354	146,981	43.9%	158,762	(18,135)	-11.4%	55,028
<b>Children's Programs</b>	190,904	2,663	113,712	4,355	118,066	59.6%	46,199	67,513	146.1%	76,215
<b>Preschool Programs</b>	237,585	13,401	102,959	1,697	104,656	43.3%	118,942	(15,982)	-13.4%	66,065
<b>Youth Programs</b>	154,120	2,361	51,918	72	51,990	33.7%	99,779	(47,861)	-48.0%	37,064
<b>Adult Programs</b>	35,704	1,910	10,011	-	10,011	28.0%	22,706	(12,695)	-55.9%	4,354
<b>Pioneer Programs</b>	140,370	12,521	68,290	4,229	72,519	48.6%	40,908	27,382	66.9%	5,259
<b>Special Events and Trips</b>	96,928	29,956	72,834	1,831	74,665	75.1%	65,887	6,946	10.5%	62,930
<b>Marketing</b>	307,569	18,830	127,379	403	127,781	41.4%	182,941	(55,562)	-30.4%	157,826
<b>Capital Outlay</b>	289,000	1,672	268,442	-	268,442	92.9%	92,662	175,780	189.7%	139,168
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,008,153</b>	<b>\$ 218,247</b>	<b>\$ 1,960,914</b>	<b>\$ 103,019</b>	<b>\$ 2,063,933</b>	<b>48.9%</b>	<b>\$ 2,156,812</b>	<b>\$ (195,898)</b>	<b>-9.1%</b>	<b>\$ 1,729,094</b>
<b>TRANSFERS OUT</b>	\$ 312,548	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A	\$ -
<b>TOTAL EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ 4,320,701</b>	<b>\$ 218,247</b>	<b>\$ 1,960,914</b>	<b>\$ 103,019</b>	<b>\$ 2,063,933</b>	<b>45.4%</b>	<b>\$ 2,156,812</b>	<b>\$ (195,898)</b>	<b>-9.1%</b>	<b>\$ 1,729,094</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ (158,102)</b>	<b>\$ 8,864</b>	<b>\$ 826,745</b>	<b>\$ (103,019)</b>	<b>\$ 723,727</b>	<b>-522.9%</b>	<b>\$ 821,381</b>	<b>\$ 5,365</b>	<b>0.7%</b>	<b>\$ (24,617)</b>

**Note** - Fiscal year 2021/2022 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2019/2020, the highlighted items reflect a variance of +/-10.00% or greater. Due to the significant impact that the COVID-19 pandemic had on our operations during fiscal year 2020/2021, this schedule compares current fiscal year activity against fiscal year 2019/2020 activity.

**Oak Brook Park District**  
**Schedule of Ending Monthly Fund Balance- Recreation Fund**

**Actuals- Unaudited**

	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022
Beginning Committed	\$ 1,691,423	\$ 2,024,230	\$ 2,458,453	\$ 2,278,541	\$ 2,422,319	\$ 2,877,521	\$ 2,650,136	\$ 2,509,304				
Monthly Net Surplus/(Deficit)	332,807	434,223	(179,912)	143,778	455,201	(227,385)	(140,832)	8,864				
Ending Committed	\$ 2,024,230	\$ 2,458,453	\$ 2,278,541	\$ 2,422,319	\$ 2,877,521	\$ 2,650,136	\$ 2,509,304	\$ 2,518,168				



Minimum (3 months Exp.)	\$ 1,002,038	\$ 1,002,038	\$ 1,002,038	\$ 1,002,038	\$ 1,002,038	\$ 1,002,038	\$ 1,002,038	\$ 1,002,038	\$ 1,002,038	\$ 1,002,038	\$ 1,002,038	\$ 1,002,038
Median (6 months Exp.)	\$ 2,004,077	\$ 2,004,077	\$ 2,004,077	\$ 2,004,077	\$ 2,004,077	\$ 2,004,077	\$ 2,004,077	\$ 2,004,077	\$ 2,004,077	\$ 2,004,077	\$ 2,004,077	\$ 2,004,077
Maximum (9 months Exp.)	\$ 3,006,115	\$ 3,006,115	\$ 3,006,115	\$ 3,006,115	\$ 3,006,115	\$ 3,006,115	\$ 3,006,115	\$ 3,006,115	\$ 3,006,115	\$ 3,006,115	\$ 3,006,115	\$ 3,006,115

**Oak Brook Park District**  
**Tennis Center (Recreational Facilities Fund) Revenue and Expense Summary - Unaudited**  
**Fiscal Year-to-Date Activity through December 31 2021, 2020 and 2019**  
**66.67% completed (8 out of 12 months)**

	Fiscal Year 2021/2022 Highlighted items reflect more than 8.33% variance						FY 2021/2022 compared to FY 2019/2020 Highlighted items reflect more than 10% variance			"Covid-19 Year"
	Original Annual Budget	December 2021 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2019/2020 YTD Actual	FY 2021/2022 YTD Higher/(Lower) than 2019/2020 YTD Actual	Percent Change	Fiscal Year 2020/2021 YTD Actual
<b>REVENUES</b>										
Administration	\$ 8,500	\$ 300	\$ 29,754	\$ -	\$ 29,754	350.1%	\$ 16,646	\$ 13,108	78.7%	\$ 11,328
Building- Racquet Club	500	-	-	-	-	0.0%	479	(479)	-100.0%	149
Programs- Racquet Club	1,803,000	77,953	1,347,108	-	1,347,108	74.7%	1,505,670	(158,562)	-10.5%	1,167,151
<b>TOTAL REVENUES</b>	<b>\$ 1,812,000</b>	<b>\$ 78,253</b>	<b>\$ 1,376,862</b>	<b>\$ -</b>	<b>\$ 1,376,862</b>	<b>76.0%</b>	<b>\$ 1,522,795</b>	<b>\$ (145,933)</b>	<b>-9.6%</b>	<b>\$ 1,178,627</b>
<b>EXPENSES</b>										
Administration	\$ 691,588	\$ 34,646	\$ 303,808	\$ 8,006	\$ 311,814	43.9%	\$ 376,705	\$ (72,896)	-19.4%	\$ 297,649
Building- Racquet Club	375,829	9,702	135,782	91,219	227,001	36.1%	161,932	(26,150)	-16.1%	136,943
Programs- Racquet Club	814,500	41,221	335,042	557	335,599	41.1%	397,159	(62,117)	-15.6%	290,873
Capital Outlay	160,000	-	48,612	-	48,612	30.4%	174,465	(125,854)	-72.1%	77,916
<b>TOTAL EXPENSES</b>	<b>\$ 2,041,916</b>	<b>\$ 85,570</b>	<b>\$ 823,244</b>	<b>\$ 99,781</b>	<b>\$ 923,026</b>	<b>40.3%</b>	<b>\$ 1,110,261</b>	<b>\$ (287,017)</b>	<b>-25.9%</b>	<b>\$ 803,381</b>
<b>REVENUES OVER (UNDER) EXPENSES</b>	<b>\$ (229,916)</b>	<b>\$ (7,317)</b>	<b>\$ 553,618</b>	<b>\$ (99,781)</b>	<b>\$ 453,836</b>	<b>-240.8%</b>	<b>\$ 412,534</b>	<b>\$ 141,084</b>	<b>34.2%</b>	<b>\$ 375,246</b>

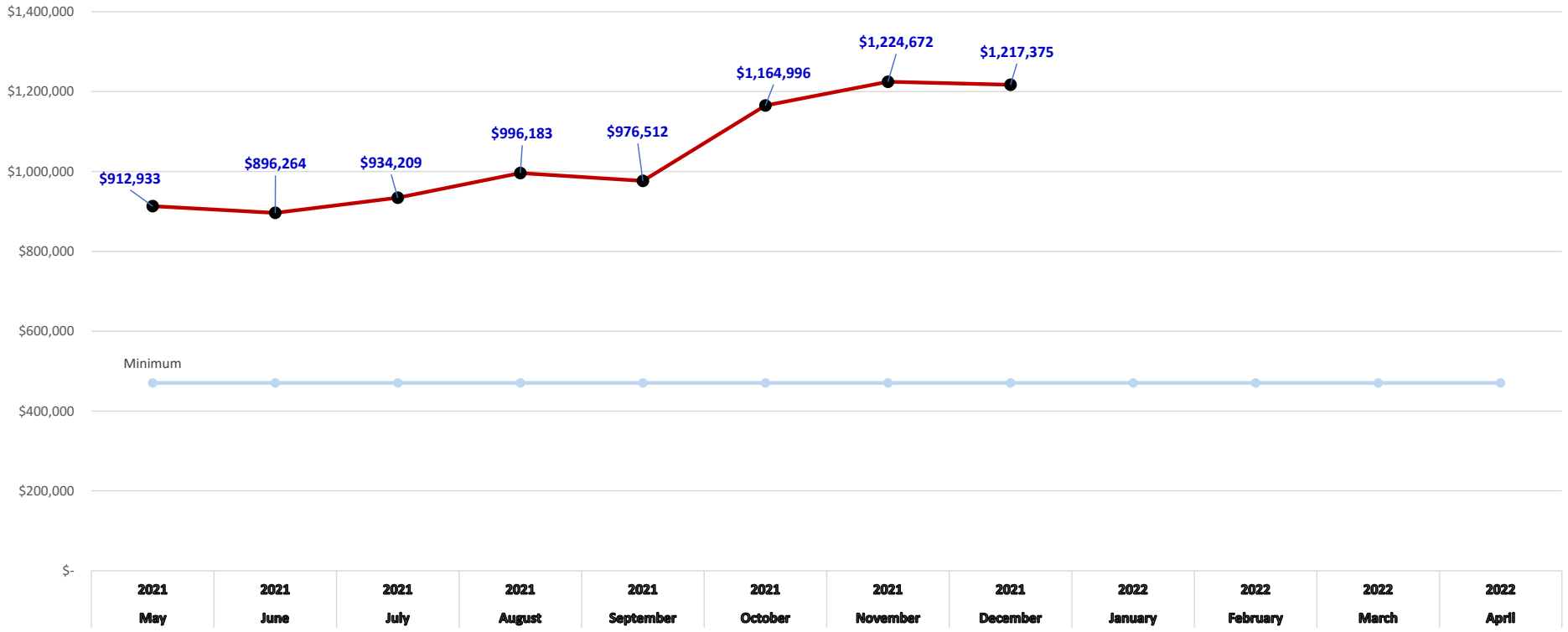
**Note>** Fiscal year 2021/2022 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2019/2020, the highlighted items reflect a variance of +/-10.00% or greater. Due to the significant impact that the COVID-19 pandemic had on our operations during fiscal year 2020/2021, this schedule compares current fiscal year activity against fiscal year 2019/2020 activity.

**Oak Brook Park District**  
**Schedule of Ending Monthly Net Position- Tennis Fund**

**Actuals- Unaudited**

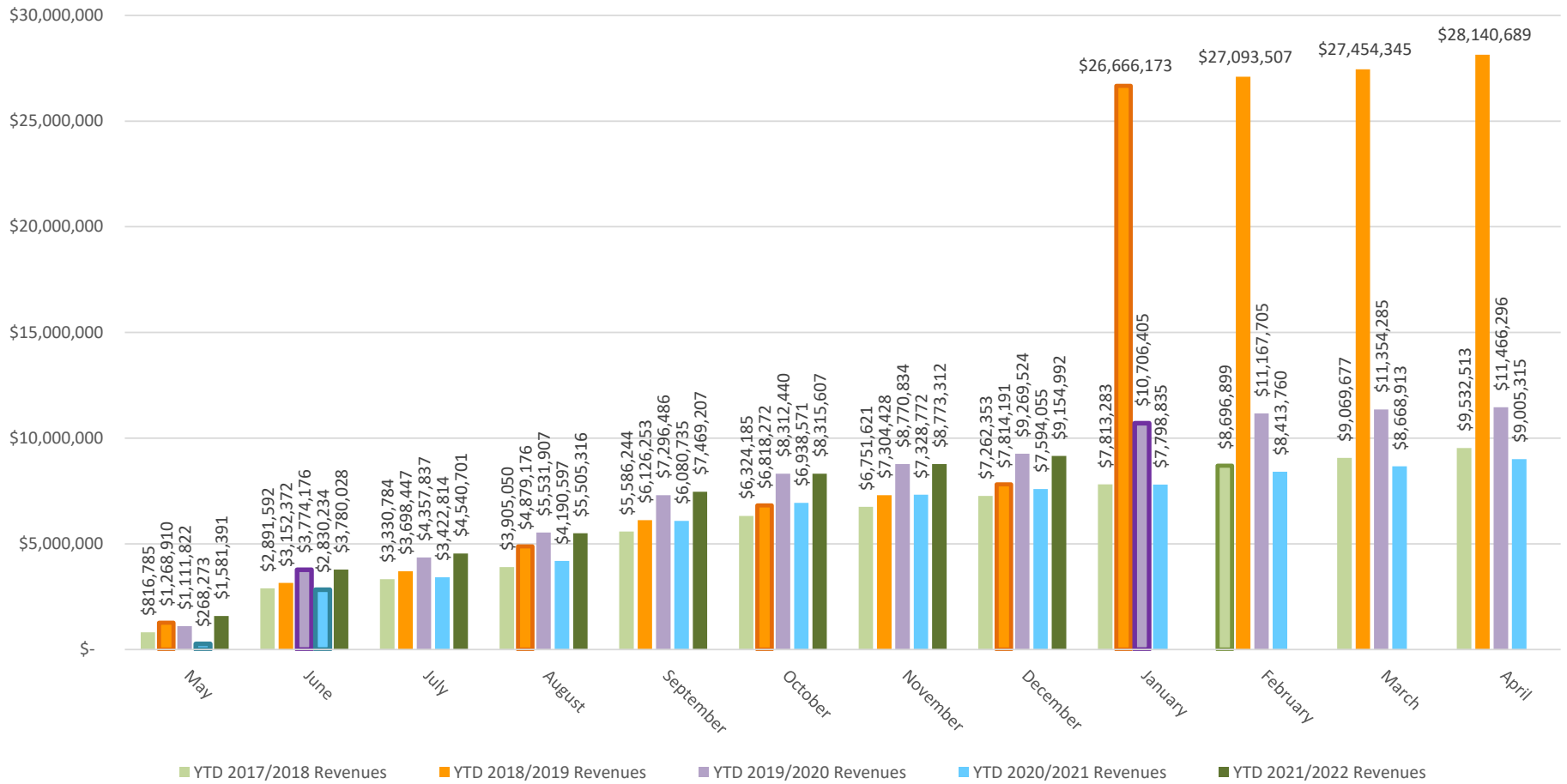
	May	June	July	August	September	October	November	December	January	February	March	April
	2021	2021	2021	2021	2021	2021	2021	2021	2022	2022	2022	2022
Beginning Investment in Capital Assets	\$ 1,695,849	\$ 1,695,849	\$ 1,695,849	1,695,849	1,695,849	1,715,249	1,743,401	1,744,461				
Beginning Unrestricted	712,369	912,933	896,264	934,209	996,183	976,512	1,164,996	1,224,672				
Monthly Net Surplus/(Deficit)	200,564	(16,669)	37,945	80,876	(48,242)	245,725	60,736	(7,317)				
Ending Investment in Capital Assets	1,695,849	1,695,849	1,695,849	1,695,849	1,715,249	1,743,401	1,744,461	1,744,461				
<b>Ending Unrestricted</b>	<b>912,933</b>	<b>896,264</b>	<b>934,209</b>	<b>996,183</b>	<b>976,512</b>	<b>1,164,996</b>	<b>1,224,672</b>	<b>1,217,375</b>				

Tennis Fund Monthly Ending Unrestricted Net Position- Fiscal Year 2021/2022



Minimum (3 months Exp.)	\$	470,479	\$	470,479	\$	470,479	\$	470,479	\$	470,479	\$	470,479	\$	470,479	\$	470,479	\$	470,479	\$	470,479	\$	470,479		
Median (6 months Exp.)		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A
Maximum (9 months Exp.)		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A

## Oak Brook Park District- Consolidated Year-to-Date Revenues (excluding transfers in)



### NOTES

**2017/2018:** In February 2018 we recorded \$500,000 in debt certificate proceeds in the Capital Projects Fund and such proceeds are being used to fund the construction of the universal playground. This is one reason for the large increase in YTD revenues.

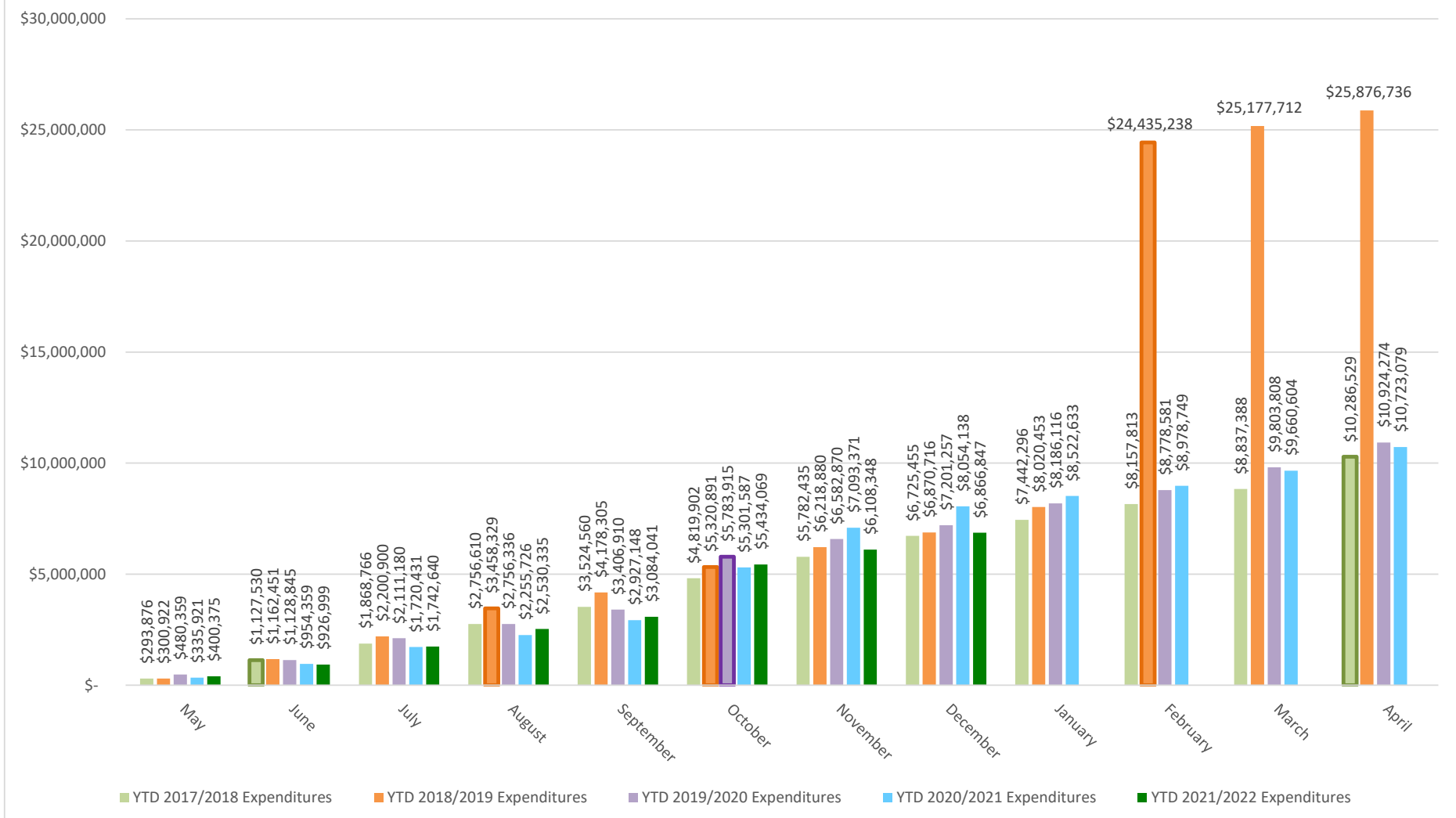
**2018/2019:** Historically, we have received the largest portions of our property taxes in June and September. In FY 2018/2019 we received approximately \$418,000 in property taxes in May and another \$522,000 in August; a month earlier than usual. In addition, this fiscal year is benefitting from approximately \$229,000 in new revenues related to our management of the Village's aquatic center. Tennis group lesson revenue is also significantly higher than prior year. In January 2019 the District received approximately \$18.1 million in bond proceeds to be used for the purchase of 34 acres of land.

**2019/2020:** The large increase in YTD revenues beginning in June 2019 is attributed to the increase in property tax receipts in our Debt Service Fund for the repayment of our 2019 "referendum" bonds. The 1st payment on these bonds is scheduled for October 30, 2019. In January 2020, we recorded \$450,000 in proceeds from the issuance of our 2020 debt certificates plus another \$500,000 in proceeds from a promissory note. These proceeds to fund various outdoor lighting upgrades.

**2020/2021:** The large decreases in May and June 2020 revenues is attributed to the closure of all our indoor and outdoor recreation facilities as a result of the COVID-19 pandemic. Such closure began in Mid-March and extended through the end of June 2020, with the resumption of limited on-site programming during the month of June.



## Oak Brook Park District- Consolidated Year-to-Date Expenditures/Expenses (excluding transfers out)



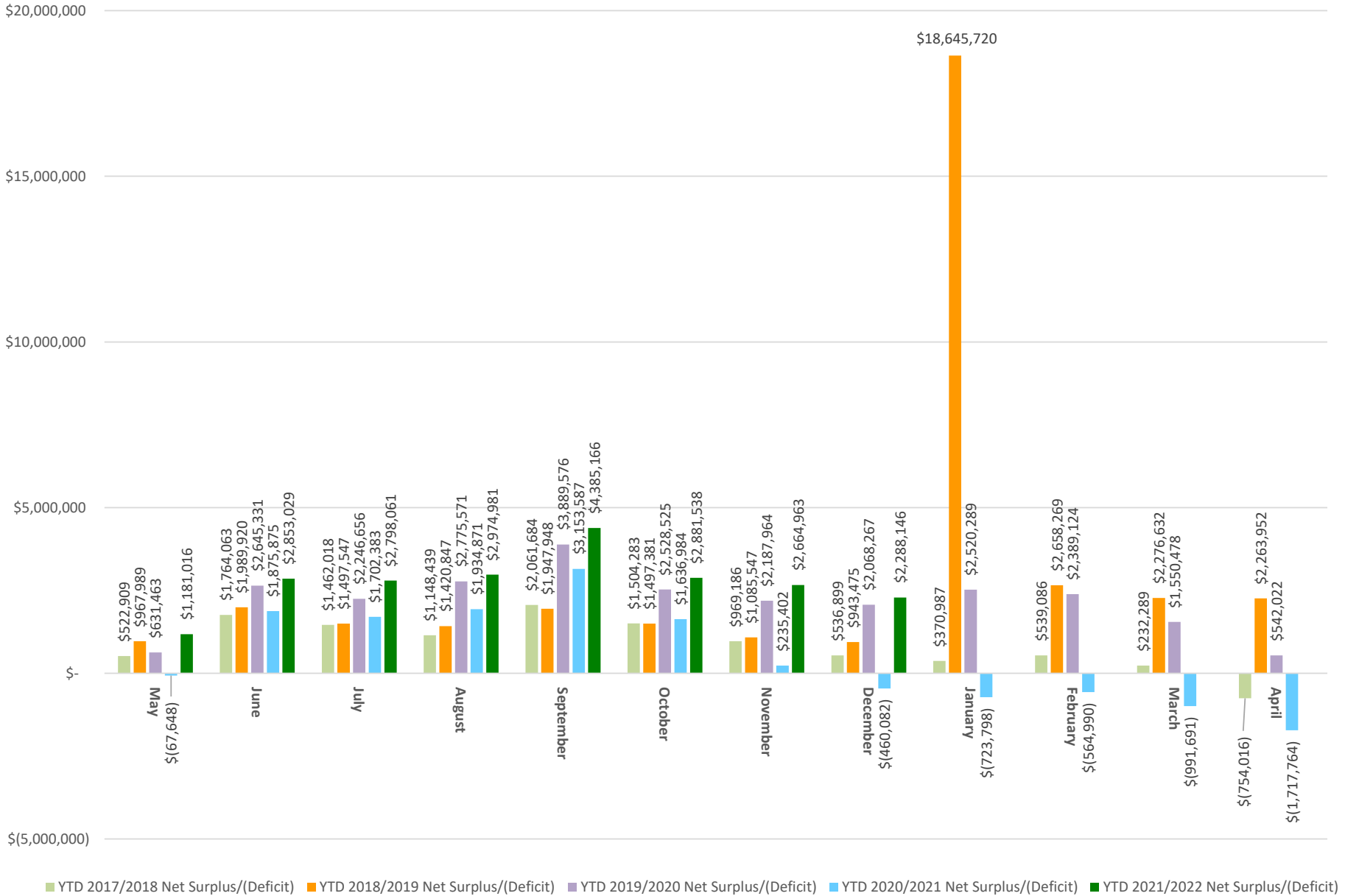
**NOTES**

**2017/2018:** During June 2017 and 2018 the Park District recognized three payroll disbursements when compared to two disbursements in June of 2015 & 2016. This is one of the reasons for the increased Y-T-D expenditures in June 2017 and 2018 over the same period in 2016 and 2015. The increased expenditures as of April 30, 2018 are primarily due to increased capital expenditures in our Capital Projects Fund (family locker room) and Tennis Center (HVAC upgrade, reflective ceiling).

**2018/2019:** The large increase in expenditures during August 2018 is due to the additional capital costs incurred for our Central Park improvement project. During that month we recognized \$502,035 in capital costs which brings the YTD total to \$936,997. In the prior year we had only recognized \$43,525 in capital costs as of the end of August 2017. Additionally, this fiscal year includes new expenditures related to our management of the Village's aquatic center. In February 2019 the District recorded \$15.8 million in capital expenditures for the purchase of 34 acres of land.

**2019/2020:** During October 2019, we made a \$1,226,621 payment on our 2019 G.O. bonds as well as a \$334,605 payment on our 2016/2012 G.O. bonds.

### Oak Brook Park District- Consolidated Year-to-Date Net Surplus/(Deficit)





**OAK BROOK PARK DISTRICT**  
**SUMMARIZED REVENUE & EXPENSE REPORT**  
**December 2021**

<b>FUND NAME</b>	<b>FY 2021/2022 ANNUAL BUDGET</b>	<b>CURRENT MONTH ACTUAL</b>	<b>Y-T-D ACTUAL (8 months)</b>
<b>GENERAL CORPORATE FUND</b>			
REVENUES	\$ 2,875,855	\$ 57,355	\$ 2,598,053
EXPENDITURES	2,998,485	193,898	1,551,615
SURPLUS/(DEFICIT)	\$ (122,631)	\$ (136,543)	\$ 1,046,438
<b>RECREATION FUND</b>			
REVENUES	\$ 4,162,599	\$ 227,111	\$ 2,787,660
EXPENDITURES	4,320,701	218,247	1,960,914
SURPLUS/(DEFICIT)	\$ (158,102)	\$ 8,864	\$ 826,745
<b>IMRF FUND</b>			
REVENUES	\$ 148,375	\$ 3,295	\$ 152,266
EXPENDITURES	205,000	15,679	131,026
SURPLUS/(DEFICIT)	\$ (56,625)	\$ (12,385)	\$ 21,240
<b>LIABILITY INSURANCE FUND</b>			
REVENUES	\$ 137,439	\$ 1,462	\$ 137,641
EXPENDITURES	157,070	3,431	75,595
SURPLUS/(DEFICIT)	\$ (19,632)	\$ (1,969)	\$ 62,045
<b>AUDIT FUND</b>			
REVENUES	\$ 12,168	\$ 85	\$ 13,407
EXPENDITURES	13,038	-	11,513
SURPLUS/(DEFICIT)	\$ (870)	\$ 85	\$ 1,895
<b>DEBT SERVICE FUND</b>			
REVENUES	\$ 1,845,042	\$ 9,248	\$ 1,545,400
EXPENDITURES	1,830,142	104,000	1,354,117
SURPLUS/(DEFICIT)	\$ 14,900	\$ (94,752)	\$ 191,283
<b>RECREATIONAL FACILITIES FUND (TENNIS CENTER)</b>			
REVENUES	\$ 1,812,000	\$ 78,253	\$ 1,376,862
EXPENSES	2,041,916	85,570	823,244
SURPLUS/(DEFICIT)	\$ (229,916)	\$ (7,317)	\$ 553,618



**OAK BROOK PARK DISTRICT**  
**SUMMARIZED REVENUE & EXPENSE REPORT**  
 December 2021

<b>FUND NAME</b>	<b>FY 2021/2022 ANNUAL BUDGET</b>	<b>CURRENT MONTH ACTUAL</b>	<b>Y-T-D ACTUAL (8 months)</b>
<b>SPORTS CORE FUND</b>			
REVENUES	\$ 445,638	\$ -	\$ 295,060
EXPENDITURES	413,922	2,298	313,420
SURPLUS/(DEFICIT)	\$ 31,716	\$ (2,298)	\$ (18,360)
<b>SPECIAL RECREATION FUND</b>			
REVENUES	\$ 72,969	\$ 342	\$ 56,822
EXPENDITURES	130,194	2,583	68,830
SURPLUS/(DEFICIT)	\$ (57,225)	\$ (2,241)	\$ (12,008)
<b>CAPITAL PROJECT FUND</b>			
REVENUES	\$ 503,000	\$ 95	\$ 50,759
EXPENDITURES	405,500	125,029	426,644
SURPLUS/(DEFICIT)	\$ 97,500	\$ (124,933)	\$ (375,885)
<b>SOCIAL SECURITY FUND</b>			
REVENUES	\$ 139,081	\$ 2,434	\$ 141,063
EXPENDITURES	235,000	7,902	149,928
SURPLUS/(DEFICIT)	\$ (95,919)	\$ (5,468)	\$ (8,865)
<b>CONSOLIDATED SUMMARY</b>			
REVENUES	\$ 12,154,165	\$ 379,681	\$ 9,154,992
EXPENDITURES/EXPENSES	12,750,968	758,637	6,866,847
SURPLUS/(DEFICIT)	\$ (596,802)	\$ (378,957)	\$ 2,288,146

**OAK BROOK PARK DISTRICT  
CONSOLIDATED REVENUES AND EXPENDITURES REPORT  
December 2021**

	<b>CONSOLIDATED TOTALS</b>
<b>REVENUES</b>	
Property Taxes	\$ 28,707
Replacement Taxes	17,124
Recreation Program Fees	192,512
Fitness Center Fees	35,630
Aquatic Center & Program Fees	62,437
Marketing	3,225
Sports Core - Fields	-
Sports Core - Aquatics	-
Sports Core - Tennis	-
FRC Rental/Member Fees	36,432
CPW Building Rentals	1,472
Field Rentals- Central Park	(2,718)
Field Rentals- Central Park North	3,200
Interest	1,058
Grant Proceeds	-
Transfers	-
Donations	-
Sponsorship	-
Overhead Revenue	-
Miscellaneous	605
<b>TOTAL- REVENUES</b>	<b>\$ 379,682</b>
<b>EXPENDITURES/EXPENSES</b>	
Accounts Payable and Other	\$ 299,960
Overhead Expenditures	-
December Payroll and Related Benefits	458,677
<b>TOTAL EXPENDITURES/EXPENSES</b>	<b>\$ 758,637</b>
 <b>NET REVENUES/(EXPENDITURES/EXPENSES)</b>	 <b>\$ (378,956)</b>

**Oak Brook Park District  
Consolidated Balance Sheet  
As of December 31, 2021**

**ASSETS**

	<b>Consolidated Totals</b>
<b>Current Assets</b>	
Cash and Investments	\$ 6,698,989
Receivables - Net of Allowances	
Property Taxes	4,805,629
Accounts	828,722
Due from Other Funds	-
Prepays	204,581
Inventories	<u>18,191</u>
Total Current Assets	<u>\$ 12,556,112</u>
<b>Noncurrent Assets</b>	
Capital Assets	
Non-depreciable	\$ 40,475
Depreciable	5,153,403
Accumulated Depreciation	<u>(3,498,029)</u>
Total Noncurrent Assets	<u>\$ 1,695,849</u>
Total Assets	\$ 14,251,962

**DEFERRED OUTFLOWS OF RESOURCES**

Deferred Items-IMRF	\$ 46,593
<b>Total Assets and Deferred outflows of Resources</b>	<b><u>\$ 14,298,555</u></b>

**LIABILITIES**

<b>Current Liabilities</b>	
Accounts Payable	\$ 44,958
Accrued Payroll	16,809
Retainage Payable	99,165
Unearned Revenue	599,828
Due To Other Funds	-
Unclaimed Property	<u>3,635</u>
Total Current Liabilities	<u>\$ 764,395</u>
<b>Noncurrent Liabilities</b>	
Compensated Absences Payable	\$ 17,154
Net Pension Liability - IMRF	(104,738)
Total OPEB Liability - RBP	<u>86,345</u>
Total Noncurrent Liabilities	<u>\$ (1,239)</u>
Total Liabilities	\$ 763,157

**DEFERRED INFLOWS OF RESOURCES**

Deferred Items - IMRF	\$ 224,437
Property Taxes	4,805,629
<b>Total Liabilities and Deferred Inflows of Resources</b>	<b><u>\$ 5,793,223</u></b>

**FUND/NET POSITION BALANCES**

Net Investment in Capital Assets	\$ 1,744,461
Non-spendable	-
Restricted	523,832
Committed	2,882,375
Unassigned/Unrestricted	<u>3,354,664</u>
<b>Total Fund Balances</b>	<b><u>\$ 8,505,332</u></b>
<b>Total Liabilities, Deferred Inflows of Resources and Fund Balances</b>	<b><u>\$ 14,298,555</u></b>

**OAK BROOK PARK DISTRICT**  
**Treasurer's Report- As of December 31, 2021**

<b>Investment Type</b>	<b>Bank/Institution</b>	<b>Balance</b>	<b>Rate/APY</b>	<b>Description/Note</b>	<b>Concentration Percentage</b>
<b><u>Money Market</u></b>					
	Evergreen Bank	\$ 5,844,184.50	0.200%	Interest-bearing	92.38%
	Hinsdale Bank	261,630.88	0.060%	Interest-bearing	4.14%
	Sub-Total:	<u>\$ 6,105,815.38</u>			<u>96.51%</u>
<b><u>Savings</u></b>					
	Evergreen Bank	\$ 97,000.57	0.650%	Interest-bearing (Insured Cash Sweep)	1.53%
<b><u>Checking</u></b>					
	Fifth Third Bank	\$ 68,482.41	0.120%	Interest-bearing	1.08%
<b><u>Investment Pool</u></b>					
	The Illinois Funds	\$ 55,114.20	0.056%	Illinois Public Treasurers' Investment Pool	0.87%
	<b>Grand Total Investments:</b>	<b><u><u>\$ 6,326,412.56</u></u></b>			<b><u><u>100.00%</u></u></b>

<b><u>Benchmark</u></b>					
<b>Three-month U.S. Treasury Bill</b>			0.050%	Highly liquid short-term security. Payment of principal and interest guaranteed by the full faith and credit of the U.S. government	

**Oak Brook Park District**  
**Schedule of Capital Expenditures/Expenses**  
**As of December 31, 2021**

DESCRIPTION	VENDOR	Year-to-Date Expenditures
<b>Capital Project Fund</b>		
New Ford Explorer- Fire extinguisher, floor mats	Various	\$ 272.11
Legal fees- FRC roof, asphalt paving, monument signs	Robbins Schwartz	2,300.00
Kubota RTV utility vehicle	Russo	16,078.99
Way finding signage- Various Locations	Alphagraphics, Vacker Sign	2,750.42
FRC roof improvements	Top Roofing, Mercury Mechanical Corp.	232,138.40
CPW painting & acoustical panel installation	Certapro Painters, Accurate Construction	25,900.00
Central Park North- Phase 2 Design & Engineering	Upland Design	29,510.01
Central Park North- Phase 1	Integral Construction	110,882.00
I.T. server replacement	Sterling Network Integration	1,812.50
	<b>SUBTOTAL BALANCE</b>	<b>\$ 421,644.43</b>
<b>Recreation Fund</b>		
Fitness equipment- capital lease payment No. 2 of 3	Lease Servicing Center	\$ 39,111.66
Plexiglass at Splash Island	Bear Metal Welding	11,750.00
Skid steer and trailer	Big Tex Trailer, Arends Hogan Walker, Alta Equip.	59,984.54
Outdoor pickleball courts (prev. basketball courts)	Perm-A-Seal, Peerless Fence	39,844.99
Monument & wayfinding signage- Central Park North	McMaster-Carr, Parvin-Clauss Sign Co., Anderson Landscape, Hinsdale Nurseries	42,750.46
Asphalt project- Central Park & Saddle Brook	Accu-Paving Co.	75,000.00
	<b>SUBTOTAL BALANCE</b>	<b>\$ 268,441.65</b>
<b>Tennis Fund</b>		
Tennis Center Roof Improvement Project	Seal-Tight Exteriors Inc., Daily Herald	\$ 18,778.20
Legal fees- Outdoor courts resurfacing project	Robbins Schwartz	800.00
Interior crack repairs and sealing	Perma-Seal Basement System	18,433.75
Asphalt project- Central Park	Accu-Paving Co.	10,600.00
	<b>SUBTOTAL BALANCE</b>	<b>\$ 48,611.95</b>
<b>Special Recreation Fund</b>		
Asphalt project- Central Park & Saddle Brook	Accu-Paving Co.	\$ 19,997.40
	<b>SUBTOTAL BALANCE</b>	<b>\$ 19,997.40</b>
	<b>TOTAL YEAR-TO-DATE CAPITAL EXPENDITURES</b>	<b>\$ 758,695.43</b>



Warrant

## Warrant #655

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INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT

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User: NLAWLER

POST DATES 12/31/2021 - 01/17/2022

DB: Oak Brook Park I

UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
43052	ACCULIGHT SOLUTIONS LLC	12/10/2021	01/17/2022	1,962.20	1,962.20	Open	N
43053	ACCULIGHT SOLUTIONS LLC	12/10/2021	01/17/2022	7,121.25	7,121.25	Open	N
43065	ADOBE SYSTEMS INCORPORATED	12/21/2021	01/17/2022	2,179.04	2,179.04	Open	N
43010	ANDERSON ELEVATOR CO.	12/01/2021	01/17/2022	590.00	590.00	Open	N
43023	AQUA PURE ENTERPRISES, INC.	12/27/2021	01/17/2022	(1,356.94)	(1,356.94)	Open	N
43015	BARTLETT PARK DISTRICT	12/17/2021	01/17/2022	614.00	614.00	Open	N
43056	BEST OFFICIALS	01/05/2022	01/17/2022	410.00	410.00	Open	N
43069	BROTHERS CARPET CLEANING	12/31/2021	01/17/2022	2,116.00	2,116.00	Open	N
43020	BUTTREY RENTAL SERVICE INC.	12/15/2021	01/17/2022	77.00	77.00	Open	N
42932	CHICAGO FILTER SUPPLY	12/02/2021	01/17/2022	376.96	376.96	Open	N
42934	COM ED	11/29/2021	01/17/2022	28.00	28.00	Open	N
43012	DAVEY RESOURCE GROUP INC	12/14/2021	01/17/2022	5,247.00	5,247.00	Open	N
43004	DIRECT ENERGY BUSINESS	12/15/2021	01/17/2022	3,798.37	3,798.37	Open	N
43006	DIRECT ENERGY BUSINESS	12/15/2021	01/17/2022	555.41	555.41	Open	N
42987	DREISILKER ELECTRIC MOTORS INC	12/07/2021	01/17/2022	652.05	652.05	Open	N
43075	DU PAGE CONVENTION & VISITORS	12/06/2021	01/17/2022	125.00	125.00	Open	N
42919	EBEL'S ACE HARDWARE #8313	11/22/2021	01/17/2022	63.95	63.95	Open	N
42960	EBEL'S ACE HARDWARE #8313	12/13/2021	01/17/2022	16.19	16.19	Open	N
42961	EBEL'S ACE HARDWARE #8313	12/14/2021	01/17/2022	(16.19)	(16.19)	Open	N
42991	EBEL'S ACE HARDWARE #8313	12/17/2021	01/17/2022	15.27	15.27	Open	N
42923	ELMHURST OCCUPATIONAL HEALTH	10/31/2021	01/17/2022	93.00	93.00	Open	N
42924	ELMHURST OCCUPATIONAL HEALTH	11/30/2021	01/17/2022	141.00	141.00	Open	N
43068	ENERGIZE SPORTZ	12/31/2021	01/17/2022	1,212.40	1,212.40	Open	N
42936	ENVISION HEALTHCARE INC	12/01/2021	01/17/2022	37.00	37.00	Open	N
43046	ENVISION HEALTHCARE INC	01/01/2022	01/17/2022	39.00	39.00	Open	N
42985	FERGUSON FACILITY #3400	12/14/2021	12/22/2021	503.36	503.36	Open	N
42992	FERGUSON FACILITY #3400	12/15/2021	01/17/2022	333.90	333.90	Open	N
42993	FERGUSON FACILITY #3400	12/15/2021	01/17/2022	270.95	270.95	Open	N
43008	FERGUSON FACILITY #3400	11/05/2021	01/17/2022	1,158.72	1,158.72	Open	N
43009	FERGUSON FACILITY #3400	11/11/2021	01/17/2022	73.53	73.53	Open	N
43028	FERGUSON FACILITY #3400	12/16/2021	01/17/2022	63.33	63.33	Open	N
43029	FERGUSON FACILITY #3400	12/21/2021	01/17/2022	238.50	238.50	Open	N
43030	FERGUSON FACILITY #3400	12/17/2021	01/17/2022	121.49	121.49	Open	N
43072	FERGUSON FACILITY #3400	12/10/2021	01/17/2022	2,923.30	2,923.30	Open	N
43070	FITNESS EQUIPMENT SERVICES	11/30/2021	01/17/2022	690.00	690.00	Open	N
43035	FLAGG CREEK WATER RECLAMATION	12/28/2021	01/17/2022	1,038.93	1,038.93	Open	N
43036	FLAGG CREEK WATER RECLAMATION	12/28/2021	01/17/2022	52.56	52.56	Open	N
43037	FLAGG CREEK WATER RECLAMATION	12/28/2021	01/17/2022	23.92	23.92	Open	N
43038	FLAGG CREEK WATER RECLAMATION	12/28/2021	01/17/2022	29.82	29.82	Open	N
43073	FLUID RUNNING LLC	12/28/2021	01/17/2022	6,354.00	6,354.00	Open	N
43048	FULLIFE SAFETY CENTER	01/03/2022	01/17/2022	178.00	178.00	Open	N
42988	GATEWAY SRA	12/08/2021	01/17/2022	18,143.30	18,143.30	Open	N
43017	GOOD CLEAN FUN MUSIC, INC	10/14/2021	01/17/2022	300.00	300.00	Open	N
42935	GOVERNMENT FINANCE OFF. ASSN.	10/25/2021	01/17/2022	460.00	460.00	Open	N
43054	GRAINGER	12/29/2021	01/17/2022	179.89	179.89	Open	N
42921	HOME DEPOT CREDIT SERVICES	11/02/2021	12/23/2021	7.54	7.54	Open	N
42946	HOME DEPOT CREDIT SERVICES	10/28/2021	01/17/2022	135.10	135.10	Open	N

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT  
 POST DATES 12/31/2021 - 01/17/2022  
 UNJOURNALIZED  
 OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
42947	HOME DEPOT CREDIT SERVICES	10/29/2021	01/17/2022	513.39	513.39	Open	N
42948	HOME DEPOT CREDIT SERVICES	11/10/2021	01/17/2022	531.90	531.90	Open	N
42949	HOME DEPOT CREDIT SERVICES	11/10/2021	01/17/2022	7.02	7.02	Open	N
42950	HOME DEPOT CREDIT SERVICES	11/10/2021	01/17/2022	236.51	236.51	Open	N
42951	HOME DEPOT CREDIT SERVICES	11/17/2021	01/17/2022	67.06	67.06	Open	N
42952	HOME DEPOT CREDIT SERVICES	11/08/2021	01/17/2022	127.08	127.08	Open	N
42953	HOME DEPOT CREDIT SERVICES	11/17/2021	01/17/2022	23.28	23.28	Open	N
42954	HOME DEPOT CREDIT SERVICES	11/18/2021	01/17/2022	38.12	38.12	Open	N
42955	HOME DEPOT CREDIT SERVICES	11/20/2021	01/17/2022	88.69	88.69	Open	N
42956	HOME DEPOT CREDIT SERVICES	11/22/2021	01/17/2022	60.17	60.17	Open	N
42957	HOME DEPOT CREDIT SERVICES	11/19/2021	01/17/2022	36.43	36.43	Open	N
43013	IMAGINE NATION, LLC	12/15/2021	01/17/2022	368.13	368.13	Open	N
43063	INSIGHT DIRECT USA INC	12/20/2021	01/17/2022	1,978.82	1,978.82	Open	N
43041	INTEGRITY LANDSCAPING, INC	12/27/2021	01/17/2022	4,740.00	4,740.00	Open	N
43011	JONES TRAVEL	10/31/2021	01/17/2022	984.00	984.00	Open	N
43059	JONES TRAVEL	12/21/2021	01/17/2022	1,200.00	1,200.00	Open	N
43061	KNOWBE4 INC	12/21/2021	01/17/2022	864.85	864.85	Open	N
43034	KONICA MINOLTA BUSINESS	12/31/2021	01/17/2022	263.87	263.87	Open	N
42918	KONICA MINOLTA PREMIER FINANCE	11/30/2021	01/17/2022	739.00	739.00	Open	N
43024	LANGUAGE IN ACTION, INC	12/17/2021	01/17/2022	400.00	400.00	Open	N
43018	LDL	09/24/2021	01/17/2022	1,402.50	1,402.50	Open	N
43019	LDL	09/24/2021	01/17/2022	1,512.00	1,512.00	Open	N
43058	LDL	01/05/2022	01/17/2022	336.00	336.00	Open	N
43032	LENNO LASN	12/31/2021	01/17/2022	123.00	123.00	Open	N
43067	LPG MUSIC INC.	12/20/2021	01/17/2022	1,508.63	1,508.63	Open	N
42920	MARKET ACCESS CORP.	12/02/2021	01/17/2022	915.00	915.00	Open	N
42931	MASTERBLEND INTERNATIONAL LLC	10/06/2021	01/17/2022	5,907.70	5,907.70	Open	N
42940	McMASTER-CARR	12/01/2021	01/17/2022	66.75	66.75	Open	N
42941	McMASTER-CARR	11/30/2021	01/17/2022	131.97	131.97	Open	N
42942	McMASTER-CARR	11/30/2021	01/17/2022	172.68	172.68	Open	N
43064	MEDIA NUT	12/19/2021	01/17/2022	382.50	382.50	Open	N
43027	NEXT GENERATION	12/14/2021	01/17/2022	439.50	439.50	Open	N
43040	NEXT GENERATION	12/17/2021	01/17/2022	75.00	75.00	Open	N
43044	NEXT GENERATION	12/30/2021	01/17/2022	273.75	273.75	Open	N
43003	NICOR GAS	12/13/2021	01/17/2022	1,268.19	1,268.19	Open	N
43005	NICOR GAS	12/13/2021	01/17/2022	335.35	335.35	Open	N
42943	NuTOYS	11/20/2021	01/17/2022	271.00	271.00	Open	N
42933	OAKBROOK TERRACE PARK DISTRICT	12/02/2021	01/17/2022	43.20	43.20	Open	N
43031	OAKBROOK TERRACE PARK DISTRICT	12/31/2021	01/17/2022	238.50	238.50	Open	N
43026	P.D.R.M.A.	12/31/2021	01/17/2022	67,549.32	67,549.32	Open	N
43039	P.D.R.M.A.	09/22/2021	01/17/2022	35.00	35.00	Open	N
43066	PC CONNECTION	12/15/2021	01/17/2022	2,900.00	2,900.00	Open	N
43045	PFEIFFER'S PEST CONTROL	12/30/2021	01/17/2022	200.00	200.00	Open	N
43025	QUADIANT, INC	12/17/2021	01/17/2022	26.00	26.00	Open	N
43033	QUEST DIAGNOSTICS	12/30/2021	01/17/2022	115.52	115.52	Open	N
43050	ROBBINS SCHWARTZ	11/29/2021	01/17/2022	330.83	330.83	Open	N
43076	SEAL TIGHT EXTERIORS INC.	12/21/2021	01/17/2022	76,270.00	76,270.00	Open	N

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
43014	SERVICE SANITATION, INC.	12/10/2021	01/17/2022	60.50	60.50	Open	N
42989	SONITROL CHICAGOLAND WEST	11/29/2021	01/17/2022	3,734.82	3,734.82	Open	N
42958	SOUTH SIDE CONTROL SUPPLY CO	11/23/2021	01/17/2022	231.88	231.88	Open	N
42959	SOUTH SIDE CONTROL SUPPLY CO	11/11/2021	01/17/2022	2.31	2.31	Open	N
43060	STERLING NETWORK INTEGRATION	10/08/2021	01/17/2022	942.50	942.50	Open	N
43062	STERLING NETWORK INTEGRATION	12/06/2021	01/17/2022	3,864.00	3,864.00	Open	N
43016	SWEET COMB CHICAGO	12/01/2021	01/17/2022	2,000.00	2,000.00	Open	N
42939	TAMELING INDUSTRIES INC.	11/25/2021	01/17/2022	90.45	90.45	Open	N
43042	TAMELING INDUSTRIES INC.	12/16/2021	01/17/2022	3,253.76	3,253.76	Open	N
43043	TAMELING INDUSTRIES INC.	12/23/2021	01/17/2022	259.00	259.00	Open	N
43074	TAYLOR PLUMBING	12/08/2021	01/17/2022	8,568.00	8,568.00	Open	N
43007	UNITED LABORATORIES	11/24/2021	01/17/2022	265.55	265.55	Open	N
42986	UPLAND DESIGN LTD	12/06/2021	01/17/2022	20,515.72	20,515.72	Open	N
43047	VC3, INC	01/04/2022	12/31/2021	999.00	999.00	Open	N
42922	VILLA PARK ELECTRICAL SUPPLY	12/15/2021	01/17/2022	182.61	182.61	Open	N
42929	VILLA PARK ELECTRICAL SUPPLY	12/08/2021	01/17/2022	271.60	271.60	Open	N
42990	VILLA PARK ELECTRICAL SUPPLY	12/16/2021	01/17/2022	105.57	105.57	Open	N
43057	VILLA PARK ELECTRICAL SUPPLY	01/05/2022	01/17/2022	33.98	33.98	Open	N
43051	VILLAGE OF OAK BROOK	12/13/2021	01/17/2022	1,054.57	1,054.57	Open	N
43055	VILLAGE OF OAK BROOK	12/29/2021	01/17/2022	835.84	835.84	Open	N
42938	WAREHOUSE DIRECT WORKPLACE	11/30/2021	01/17/2022	19.50	19.50	Open	N
43049	WAREHOUSE DIRECT WORKPLACE	12/21/2021	01/17/2022	49.50	49.50	Open	N
43071	WINDY CITY NINJAS	12/14/2021	01/17/2022	1,440.00	1,440.00	Open	N
# of Invoices:	115	# Due:	115	Totals:	285,629.10	285,629.10	
# of Credit Memos:	2	# Due:	2	Totals:	(1,373.13)	(1,373.13)	
Net of Invoices and Credit Memos:					<u>284,255.97</u>	<u>284,255.97</u>	

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT  
 POST DATES 12/31/2021 - 01/17/2022  
 UNJOURNALIZED  
 OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
--- TOTALS BY FUND ---							
	01 - GENERAL CORPORATE FUND			54,050.45	54,050.45		
	02 - RECREATION FUND			27,522.83	27,522.83		
	04 - LIABILITY INSURANCE FUND			50,661.99	50,661.99		
	07 - RECREATIONAL FACILITIES FUND			103,841.85	103,841.85		
	09 - SPECIAL RECREATION FUND			18,143.30	18,143.30		
	12 - CAPITAL PROJECTS FUND			30,035.55	30,035.55		
--- TOTALS BY DEPT/ACTIVITY ---							
	01 - ADMINISTRATION CORPORATE			28,853.06	28,853.06		
	02 - FINANCE			1,898.36	1,898.36		
	04 - CENTRAL PARK NORTH			665.45	665.45		
	05 - CENTRAL PARK			21,704.04	21,704.04		
	06 - SADDLEBROOK PARK			961.00	961.00		
	07 - FOREST GLEN PARK			336.00	336.00		
	08 - CHILLEM PARK			90.00	90.00		
	09 - DEAN PROPERTY			2,739.90	2,739.90		
	10 - PROFESSIONAL SERVICES			3,613.33	3,613.33		
	12 - CONTRACTS. MAINTENANCE DNS			5,247.00	5,247.00		
	15 - BUILDING/RECREATION CENTER			10,185.09	10,185.09		
	20 - CENTRAL PARK WEST			1,130.26	1,130.26		
	21 - FITNESS CENTER			2,090.46	2,090.46		
	25 - AQUATIC CENTER			2,480.88	2,480.88		
	26 - AQUATIC-RECREATION PROGRAMS			6,429.00	6,429.00		
	30 - CHILDRENS PROGRAMS			5,902.90	5,902.90		
	31 - PRESCHOOL PROGRAMS			1,908.63	1,908.63		
	32 - YOUTH PROGRAMS			281.70	281.70		
	40 - ADULT PROGRAMS			410.00	410.00		
	50 - PIONEER PROGRAMS			2,484.00	2,484.00		
	60 - SPECIAL EVENTS & TRIPS			1,339.36	1,339.36		
	71 - BUILDING/RACQUET CLUB			25,975.51	25,975.51		
	75 - TENNIS PROGRAMS			123.00	123.00		
	80 - MARKETING			76,709.50	76,709.50		
	90 - LIABILITY INSURANCE FUND			50,661.99	50,661.99		
	95 - CAPITAL PROJECTS FUND			30,035.55	30,035.55		

# Warrant #655

01/10/2022 12:04 PM  
 User: NLAWLER  
 DB: Oak Brook Park D

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT  
 POST DATES 12/09/2021 - 12/09/2021  
 JOURNALIZED  
 PAID

Page: 1/1

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
42903	ALPHA GRAPHICS	07/01/2021	12/09/2021	90.70	0.00	Paid	Y
42905	HI TOUCH BUSINESS SERVICES	11/05/2021	12/09/2021	27.31	0.00	Paid	Y
42906	ILLINOIS DEPARTMENT OF	12/06/2021	12/09/2021	173.25	0.00	Paid	Y
42902	LENNO LASN	11/30/2021	12/09/2021	391.00	0.00	Paid	Y
42901	PETTY CASH - CORPORATE ADMIN.	12/08/2021	08/08/2021	284.19	0.00	Paid	Y
42907	QUEST DIAGNOSTICS	11/24/2021	12/09/2021	115.52	0.00	Paid	Y
42908	ROBBINS SCHWARTZ	10/28/2021	12/09/2021	1,380.00	0.00	Paid	Y
# of Invoices:                    7   # Due:            0                    Totals:				2,461.97	0.00		
# of Credit Memos:            0   # Due:            0                    Totals:				0.00	0.00		
Net of Invoices and Credit Memos:				2,461.97	0.00		

--- TOTALS BY FUND ---

01 - GENERAL CORPORATE FUND	1,043.90	0.00
02 - RECREATION FUND	433.82	0.00
04 - LIABILITY INSURANCE FUND	173.25	0.00
07 - RECREATIONAL FACILITIES FUND	811.00	0.00

--- TOTALS BY DEPT/ACTIVITY ---

01 - ADMINISTRATION CORPORATE	567.72	0.00
02 - FINANCE	83.90	0.00
10 - PROFESSIONAL SERVICES	960.00	0.00
31 - PRESCHOOL PROGRAMS	148.31	0.00
75 - TENNIS PROGRAMS	391.00	0.00
80 - MARKETING	137.79	0.00
90 - LIABILITY INSURANCE FUND	173.25	0.00

# Warrant #655

01/10/2022 12:06 PM

User: NLAWLER

DB: Oak Brook Park I

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT

POST DATES 12/14/2021 - 01/10/2022

Page: 1/2

JOURNALIZED

PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
43021	AQUA PURE ENTERPRISES, INC.	11/18/2021	12/30/2021	148.31	0.00	Paid CR	Y
43022	AQUA PURE ENTERPRISES, INC.	12/27/2021	12/30/2021	(1,389.82)	0.00	Paid	Y
42963	CARDMEMBER SERVICE	11/26/2021	12/23/2021	534.04	0.00	Paid	Y
42964	CARDMEMBER SERVICE	11/26/2021	12/23/2021	1,038.81	0.00	Paid	Y
42965	CARDMEMBER SERVICE	11/26/2021	12/23/2021	309.38	0.00	Paid	Y
42966	CARDMEMBER SERVICE	11/26/2021	12/23/2021	988.91	0.00	Paid	Y
42967	CARDMEMBER SERVICE	11/26/2021	12/23/2021	480.91	0.00	Paid	Y
42968	CARDMEMBER SERVICE	11/26/2021	12/23/2021	1,690.07	0.00	Paid	Y
42969	CARDMEMBER SERVICE	11/26/2021	12/23/2021	131.98	0.00	Paid	Y
42970	CARDMEMBER SERVICE	11/26/2021	12/23/2021	642.30	0.00	Paid	Y
42971	CARDMEMBER SERVICE	11/26/2021	12/23/2021	948.40	0.00	Paid	Y
42972	CARDMEMBER SERVICE	11/26/2021	12/23/2021	280.00	0.00	Paid	Y
42973	CARDMEMBER SERVICE	11/26/2021	12/23/2021	1,048.74	0.00	Paid	Y
42974	CARDMEMBER SERVICE	11/26/2021	12/23/2021	1,743.63	0.00	Paid	Y
42975*	CARDMEMBER SERVICE	11/26/2021	12/23/2021	7,416.28	0.00	Paid	Y
42976	CARDMEMBER SERVICE	11/26/2021	12/23/2021	1,651.42	0.00	Paid	Y
42977	CARDMEMBER SERVICE	11/26/2021	12/23/2021	159.00	0.00	Paid	Y
42978	CARDMEMBER SERVICE	11/26/2021	12/23/2021	198.46	0.00	Paid	Y
42979	CARDMEMBER SERVICE	11/26/2021	12/23/2021	278.53	0.00	Paid	Y
42980	CARDMEMBER SERVICE	11/26/2021	12/23/2021	1,862.54	0.00	Paid	Y
42981	CARDMEMBER SERVICE	11/26/2021	12/23/2021	176.33	0.00	Paid	Y
42982	CARDMEMBER SERVICE	11/26/2021	12/23/2021	3,507.54	0.00	Paid	Y
42983	CARDMEMBER SERVICE	11/26/2021	12/23/2021	3,374.24	0.00	Paid	Y
42998	CARDMEMBER SERVICE	11/26/2021	12/23/2021	5,460.92	0.00	Paid	Y
42999	CARDMEMBER SERVICE	11/26/2021	12/23/2021	198.47	0.00	Paid	Y
43000	CARDMEMBER SERVICE	11/26/2021	12/23/2021	1,581.94	0.00	Paid	Y
42944	COM ED	12/01/2021	12/16/2021	961.96	0.00	Paid	Y
42909	DIRECT ENERGY BUSINESS	12/07/2021	12/30/2021	14,152.65	0.00	Paid	Y
43001	FLUID RUNNING LLC	11/16/2021	12/23/2021	6,162.50	0.00	Paid	Y
42937	IPS PACKAGING & AUTOMATION	10/29/2021	12/16/2021	3,159.85	0.00	Paid	Y
42994	JOHNSON CONTROLS SECURITY SOLUTION	12/11/2021	12/30/2021	228.98	0.00	Paid	Y
42995	JOHNSON CONTROLS SECURITY SOLUTION	12/11/2021	12/30/2021	228.98	0.00	Paid	Y
42996	JOHNSON CONTROLS SECURITY SOLUTION	11/06/2021	12/23/2021	292.99	0.00	Paid	Y
42997	JOHNSON CONTROLS SECURITY SOLUTION	11/06/2021	12/23/2021	273.00	0.00	Paid	Y
42984	KATE SNEIGOWSKI	12/03/2021	12/16/2021	735.95	0.00	Paid	Y
42915	KONICA MINOLTA BUSINESS	11/30/2021	12/30/2021	24.51	0.00	Paid	Y
42916	KONICA MINOLTA BUSINESS	11/30/2021	12/30/2021	359.29	0.00	Paid	Y
42917	KONICA MINOLTA BUSINESS	12/09/2021	12/30/2021	(35.95)	0.00	Paid	Y
42962	PETER MILETIC	12/14/2021	12/16/2021	300.00	0.00	Paid	Y
43002	VC3, INC	12/01/2021	12/23/2021	999.00	0.00	Paid	Y
42925	VILLA PARK ELECTRICAL SUPPLY	09/17/2021	12/30/2021	274.83	0.00	Paid	Y
42926	VILLA PARK ELECTRICAL SUPPLY	08/31/2021	12/30/2021	(13.16)	0.00	Paid	Y
42927	VILLA PARK ELECTRICAL SUPPLY	09/30/2021	12/30/2021	34.26	0.00	Paid	Y
42928	VILLA PARK ELECTRICAL SUPPLY	08/31/2021	12/30/2021	130.50	0.00	Paid	Y
42930	VILLA PARK ELECTRICAL SUPPLY	10/27/2021	12/30/2021	17.92	0.00	Paid	Y
42910	VILLAGE OF OAK BROOK	12/08/2021	12/23/2021	2,803.91	0.00	Paid	Y
42911	VILLAGE OF OAK BROOK	12/08/2021	12/23/2021	103.52	0.00	Paid	Y

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
42912	VILLAGE OF OAK BROOK	12/08/2021	12/23/2021	68.45	0.00	Paid	Y
42913	VILLAGE OF OAK BROOK	12/08/2021	12/23/2021	150.28	0.00	Paid	Y
42914	VILLAGE OF OAK BROOK	12/08/2021	12/23/2021	45.07	0.00	Paid	Y
42945	WASTE MANAGEMENT CORPORATE SERVICE	11/30/2021	12/16/2021	643.01	0.00	Paid	Y
# of Invoices:	48	# Due:	0	Totals:	68,002.56	0.00	
# of Credit Memos:	3	# Due:	0	Totals:	(1,438.93)	0.00	
Net of Invoices and Credit Memos:				66,563.63	0.00		
* 1 Net Invoices have Credits Totalling:				(97.80)			
--- TOTALS BY FUND ---							
	01 - GENERAL CORPORATE FUND			24,789.04	0.00		
	02 - RECREATION FUND			32,614.38	0.00		
	07 - RECREATIONAL FACILITIES FUND			9,147.38	0.00		
	08 - SPORTS CORE			12.83	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	01 - ADMINISTRATION CORPORATE			10,166.62	0.00		
	02 - FINANCE			1,837.98	0.00		
	04 - CENTRAL PARK NORTH			961.96	0.00		
	05 - CENTRAL PARK			5,795.09	0.00		
	07 - FOREST GLEN PARK			422.49	0.00		
	09 - DEAN PROPERTY			55.00	0.00		
	15 - BUILDING/RECREATION CENTER			8,171.56	0.00		
	20 - CENTRAL PARK WEST			3,907.31	0.00		
	21 - FITNESS CENTER			2,639.82	0.00		
	25 - AQUATIC CENTER			5,586.47	0.00		
	26 - AQUATIC-RECREATION PROGRAMS			8,942.88	0.00		
	30 - CHILDRENS PROGRAMS			72.31	0.00		
	31 - PRESCHOOL PROGRAMS			34.18	0.00		
	32 - YOUTH PROGRAMS			53.96	0.00		
	50 - PIONEER PROGRAMS			4,452.93	0.00		
	60 - SPECIAL EVENTS & TRIPS			4,804.35	0.00		
	71 - BUILDING/RACQUET CLUB			4,896.14	0.00		
	75 - TENNIS PROGRAMS			2,554.84	0.00		
	80 - MARKETING			1,207.74	0.00		



## Communications and Proclamations

## Staff Recognition

# Getting To Know

## Colton Lopez

### Parks Technician

Birthday: May 18

I decided to work at the OBPD because it is the perfect job for me and my family.

My favorite childhood memory is playing baseball.

The last good movie I saw: Dune.

The last good book I read: Enders Game.

My favorite meal: Pork Roast and Veggies

My personal hero is my grandma.

I'd love to meet Neil DeGrasse Tyson.

I'm better than anyone else when it comes to cancelling plans.

My favorite place to vacation is home because I like to relax.

My dream/goal is to retire and be self-sustainable.

Three words that best describe me: happy, funny, tired.

Little known fact about me: I played College baseball.

My most humbling experience: hurting my shoulder.

My greatest accomplishment is graduating college.



## Reports

Communications, IT, and Administration Report

Finance & Human Resources Report

Recreation & Facilities Report

Parks & Planning Report



# Memo

To: Oak Brook Park District Board of Commissioners  
From: Laure Kosey, Executive Director  
Date: January 11, 2022  
Re: December 2021/January 2022: Communications, IT & Administration

---

## **December Board Meeting Follow Up:**

### **Public Hearing**

At the December meeting, the Commissioners voted to amend the Special Recreation Fund. The notice was published a second time on December 23, 2021.

## **January Board Meeting Discussion Points:**

### **New/Updated Policies**

Vehicle Idling Policy (sustainability) and the Whistleblower Protection Policy (required by law) are both new to our manuals. Staff has updated the entire Personnel Policy Manual to address more inclusive pronouns.

### **Under Communications**

Due to the altercation at Oakbrook Center, the Park District promoted shopping local by offering guest passes for every \$20 spent locally over the holidays. To date, over 300 guest passes have been distributed. Thanks to Commissioner Suleiman, this promotion sparked another community opportunity to assist in self COVID testing at the Park District.

## **IT Report:**

A new subscription software has been purchased for Email Security Awareness Training. The company we are using is knowBe4 which is what many other local park districts are using to train employees on computer and email security.

The website now has a fully electronic application form that can be submitted. This will make it easier and quicker for applicants to apply for jobs online.

**Corporate and Community Relations:**

Sponsorships	\$-
Advertising	\$ -
Vendors	\$175.00
In-Kind Donations	\$34.00
Oak Brook Park District Foundation	\$3,592.83
Total for December:	\$3,801.83

**Marketing & Communications Report:**

**Facebook Analytics**

Total Likes: 3,535 (up 30)  
 Posts: 27  
 Total Reach (organic and paid): 31,719

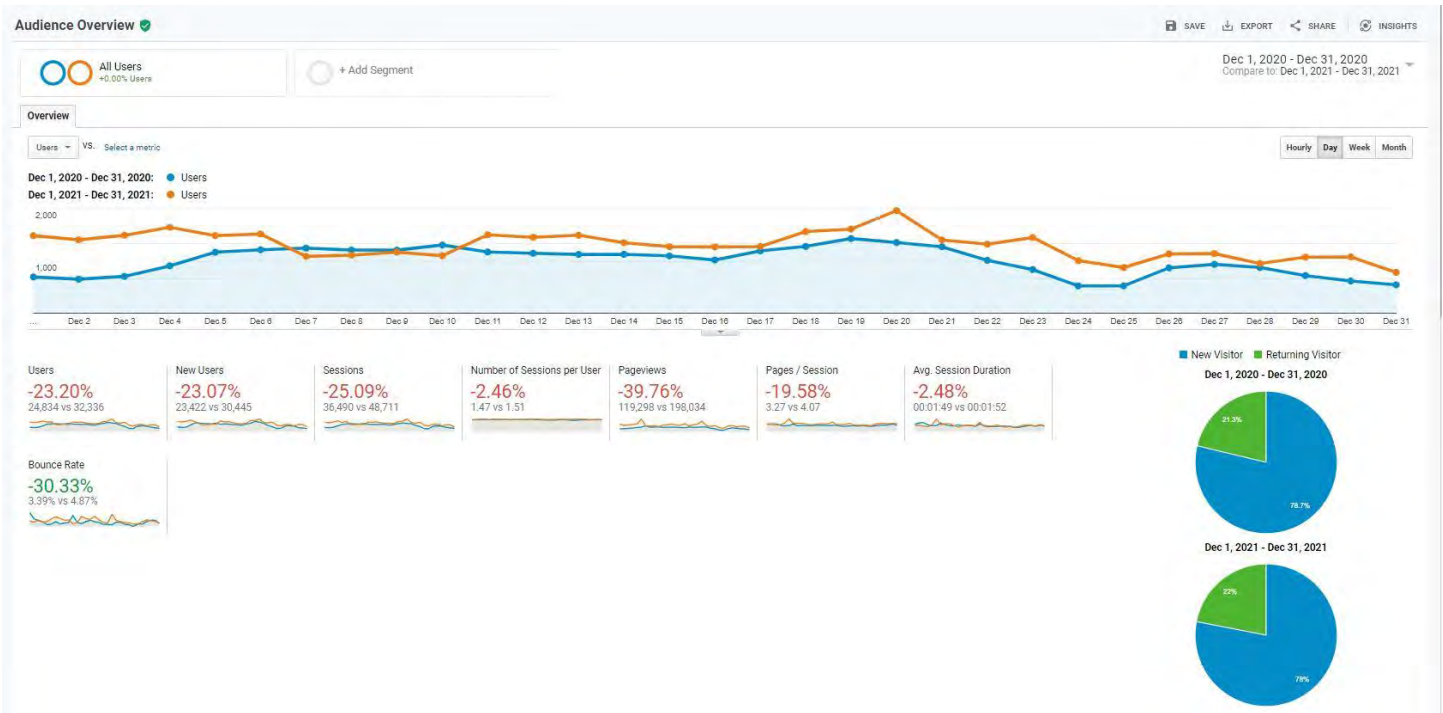
**Instagram Analytics**

Total Followers: 1,528 (up 30)  
 Posts: 19  
 Top Post Reach: 350

**Twitter Analytics**

Total Followers: 1,097 (up 2)  
 Posts: 16  
 Top Post Impressions: 184

The screenshot shows a Facebook post from 'Oak Brook Park District' dated December 24, 2021. The post text reads: 'In light of the recent tragedy that took place in our community on December 23, the Oak Brook Park District encourages the community to shop local this holiday season. Anyone who shops in Oak Brook from December 24-30 and brings their receipt to the Oak Brook Park District will receive a guest pass for every \$20.00 spent. A maximum of 10 guest passes per person (while supplies last) will be gifted to all who show proof of their receipts by January 7, 2022. Questions? Please call Haley Colucci, Marketing and Communications Manager at (630) 740-7936.' The post has 7,029 people reached and 1,163 engagements. A performance analytics overlay on the right shows: 7,029 People Reached; 341 Reactions, Comments & Shares (204 Likes, 61 Love, 2 Wow, 40 Comments, 34 Shares); 822 Post Clicks (0 Photo views, 0 Link clicks, 822 Other clicks); and 0 Negative Feedback (0 Hide post, 0 Report as spam, 1 Hide all posts, 0 Unlike Page).



### December 2021 Top pages\*

1. Winter Lights
2. Obparks.org
3. Cocoa Cabin
4. Facilities/Family Aquatic Center
5. Facilities/Central Park
6. Programs/Aquatics
7. Special Events
8. Facilities/Family Recreation Center
9. Obparks.org/Home
10. Winter Lights Central Park

### December 2021 Top Products\*

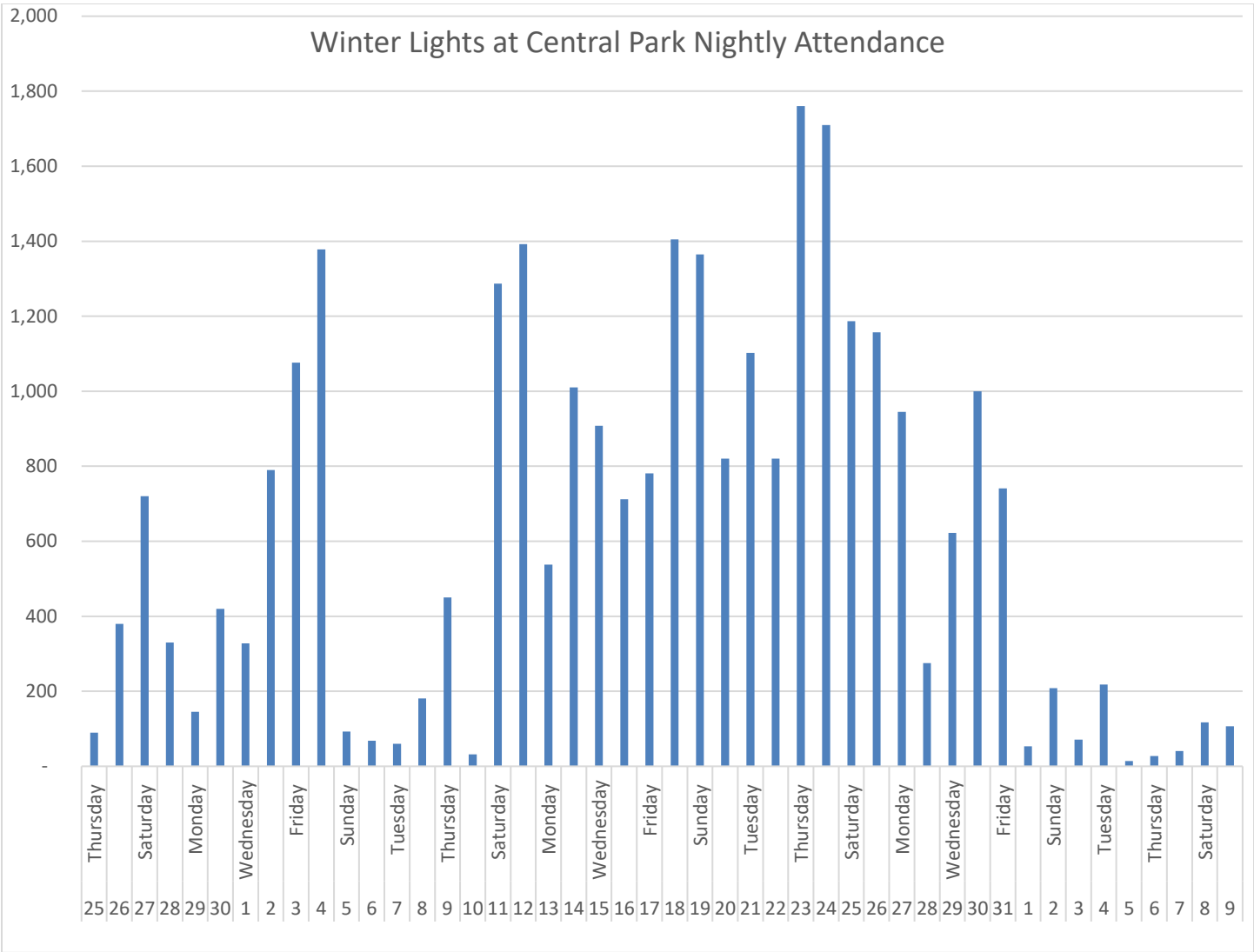
1. Get Better League Winter 2022 1st Grade Boys
2. Get Better League Winter 2022 Kindergarten COED
3. Pickleball 11/22 Beginner Open Play
4. STARS Swim Team Red Group
5. Get Better League Winter 2022 2nd Grade Boys

### obparks.org Acquisition Value\*

Referral Percentage Values	Dec. 2021	Dec. 2020
Direct:	35%	27.9%
Organic Search:	54.8%	59.6%
Social:	5.1%	4.1%
Referrals:	5.2%	8.4%

### obparks.org Ecommerce Overview – December 2021\*

	Dec. 2020	Dec. 2021
Total Revenue	\$24,688	\$162,944
Transactions:	207	1,012
	<b>2020</b>	<b>2021</b>
Year to date total	\$682,863	\$1,707,026



**Total attendance 2021/22: 28,934**

<b>Total Raised after Service Fees</b>	<b>\$3,682.65</b>
<b>50% People’s Resource Center Donation</b>	<b>\$1,841.33</b>
<b>Foundation Grand Total</b>	<b>\$1,841.32</b>





# Memo

To: Board of Commissioners and Executive Director, Laure Kosey  
From: Marco Salinas, Chief Financial Officer  
Date: January 11, 2022  
Re: December 2021 Financials

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*In response to recent feedback received from the Board, going forward my commentary on the monthly financial activities of the Park District will be focused on comparing current year actual results against the current year annual budget, as well as a comparison to the actual results from fiscal year 2019/2020 (two years prior). Comparisons to Fiscal year 2020/2021 (“Covid” year) will be temporarily discontinued due to the fact that such year was highly unusual and was negatively impacted by the temporary closure of our facilities and suspension of recreation programming.*

## **General Fund**

We have now completed eight months of our current fiscal year (66.67% completed), and year-to-date (YTD) revenues, expenditures, and transfers-out for this fund equal \$2,598,053, \$1,551,615, and \$0, respectively. This is resulting in a YTD net surplus of \$1,046,438; which is a \$366,303 increase over the \$680,136 net surplus experienced in FY 2019/2020. Following is additional commentary:

- **Revenues-** With the exception of investment income, all other revenues are either exceeding or in-line with budgeted expectations. When comparing to FY 2019/2020, total revenues have increased \$283,057. The largest drivers of this increase are property tax and personal property replacement tax (PPRT) receipts, as well as the rental/licensing fees received from Wizards Football Club (\$100,000) and Girls Lacrosse (\$22,200) that have been captured in the Central Park and Central Park North departments. Such licensing fees were not in effect in FY 2019/2020.
- **Expenditures-** With the exception of our Central Park North department, all other departments are either in-line or lower than budgeted expectations. When comparing to FY 2019/2020, total expenditures have decreased \$83,246. In Central Park North, the increased expenditures are primarily due to increased electricity costs due to the installation of the outdoor field lighting; which didn't exist 2 years prior. These additional costs are being recouped via increased field rental revenues.

## **Recreation Fund**

YTD revenues, expenditures, and transfers out for this fund equal \$2,787,660, \$1,960,914, and \$0, respectively. This is resulting in a YTD net surplus of \$826,745; which is a \$5,365 increase over the \$821,381 net surplus experienced in FY 2019/2020. Following is additional commentary:

- **Revenues-** Total revenues have decreased approximately \$190,533 when compared to two years prior. The primary driver of this, is decreased active memberships which has resulted in decreased revenues across several departments. Additionally, enrollments for many of our programs such as swim lessons, party rentals, and personal training, have also decreased due to the continuing pandemic. In our Marketing Department, two years prior, we received a \$45,000 donation from the Foundation related to their universal playground fundraising campaign. On the positive side, revenues in our Children's Programs department have increased

significantly due to the expansion of our youth basketball programming. In addition, property tax receipts have increased approximately \$347,000.

- **Expenditures-** All of our departments, with the exception of Special Events & Trips and Capital Outlay, are currently lower or in-line with budgeted expectations. In total, YTD expenditures have decreased \$195,898 when compared to two years prior. The primary driver of this is decreased part-time and recreational programming personnel costs, equipment repairs, maintenance, and utilities. In the Special Events & Trips department, we have recognized various expenditures incurred for our Winter Lights program that did not exist two years prior.

### **Recreational Facilities Fund (Tennis Center)**

YTD revenues and expenses in this fund are currently at \$1,376,862 and \$823,244, respectively. This is resulting in a YTD net surplus of \$553,618; which is a \$141,084 increase when compared to the \$412,534 YTD net surplus experienced in FY 2019/2020. Following is additional commentary:

- **Revenues-** Total revenues have decreased \$145,933 when compared to FY 2019/2020. The primary drivers of this are decreased group lesson (adult, junior camp, etc.) revenues as well as decreased private lessons revenue (\$106,130 -vs- \$140,387).
- **Expenses-** All departments are currently lower than budgeted expectations and, in total, have decreased \$287,017 when compared to FY 2019/2020. This is primarily driven by decreased part-time wages for administrative and programming staff, and a \$125,854 reduction in spending on capital improvements.

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### **FINANCE OPERATIONS:**

- The FY 2022/2023 budget preparation process continues. Staff has now met to discuss the Five-year capital improvement plan, and the operating budget requests will now be due to Finance by January 18, 2022.
- Finance has been working with the Parks and Administration departments to formally close-out the OSLAD grant-funded Central Park North project. Once this is closed-out and all reviews have been carried-out, we will receive the final \$200,000 payment from the Illinois Department of Natural Resources.

### **HUMAN RESOURCES:**

- Linda has processed the annual employee PTO allocations and continues to work on generating the 2021 IRS Forms W-2.



# Memo

To: Oak Brook Park District Board of Commissioners  
From: Dave Thommes, Deputy Director  
Date: January 7, 2022  
Re: Recreation & Facilities Report

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## Recreation

- Twenty-two Oak Brook residents enjoyed a visit from Santa during our annual Santa Stocking deliveries.
- Holiday Express sold out with 225 participants on December 21<sup>st</sup>.
- Brian DeWolf passed his CPRP test. Congratulations, Brian!
- The Getter Better League ended on December 18<sup>th</sup>. 281 players were registered for this league, which is up from 144 last year.
- Men's Basketball League ended in December. The league did not run in 2020 due to COVID-19
- Winter Break programs included Soccer Made in America and Shooting Stars.
- Fifteen Pioneers had a wonderful time in Charleston from November 30<sup>th</sup> through December 5<sup>th</sup>. Highlights included: Rainbow Row, the Citadel, the City Market and tours of Fort Sumter and Boone Hall Plantation.
- Twenty-three Pioneers participated in a free Senior Living Community Bus Tour on December 9, a free event that toured senior living options in the area. The tour was sponsored by Oasis Senior Advisors, Senior Helpers and Kastle Keepers.
- Pioneer trips and events for the month also included: a trip around Milwaukee for the Holiday Bakers Bus tour, movie matinee "The Holiday" and the Pioneer Holiday Concert.

## Aquatics

- Grant Gilchrist has begun his role as Aquatic Manager. He will primarily oversee the facility, lifeguard/pool manager staff and parties/rentals. The Aquatic Programming Supervisor will report directly to Grant.
- Dominic Brown has begun his role as Aquatic Programming Supervisor. He will primarily oversee all Aquatic programming, including: swim lessons, swim team, adult programming, fluid running and special events. All staff associated with these programs will report directly to him.
- The aquatic center hosted its first swim meet in over 2 years on December 11<sup>th</sup>.
- Four new swim lesson instructors were hired and we are starting to see applications slowly trickle in for other various positions. The new hire reference incentive has helped.
- Planning is underway to finalize the Aqua Egg Hunt event. Considerations are being given to a hybrid offering of smaller public hunts along with up to 5 private hunts for families looking to have an exclusive event.

## Fitness

- After a successful 1st year of the Monthly Membership Challenge, we are looking forward to making the retention program bigger and better in 2022. Each month, members with at least 20 visits will be entered into a raffle, and a winner will be randomly selected for that month.

## Facilities

- Maintenance staff diagnosed and repaired RTU #6.
- New disconnects were installed on lap pool pump and spa jacuzzi pump to address issues discovered during a PDRMA inspection.
- Multiple can lights were rebuilt in Aquatic center along the soffit near main entrances.

## Tennis

- The roofing project was completed at the Tennis Center during December.



## Oak Brook Park District Membership Statistics 2021

Individual Member Data													
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Members, Start of Month	882	929	1018	1063	1094	1176	1385	1552	1489	1512	1515	1618	NA
Members, Month End	839	900	966	1008	1018	1076	1330	1394	1373	1385	1420	1536	NA
Retention Percentage	95.12%	96.88%	94.89%	94.83%	93.05%	91.50%	96.03%	89.82%	92.21%	91.60%	93.73%	94.93%	94%
New Members	84	97	111	84	167	329	254	142	126	163	207	203	1967
Members Cancelled/Expired	43	29	52	55	76	100	55	158	116	127	95	82	988
Net Members	41	68	59	29	91	229	199	-16	10	36	112	121	979
Resident	48%	47%	49%	49%	50%	52%	50%	51%	49%	47%	47%	45%	NA
Non-Resident	52%	53%	51%	51%	50%	48%	50%	49%	51%	53%	53%	55%	NA
Membership Package Data													
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Memberships, Start of Month	488	513	560	588	614	657	738	826	790	804	834	874	NA
Memberships, Month End	463	494	534	561	575	609	701	748	738	747	784	826	NA
Retention Percentage	94.88%	96.30%	95.36%	95.41%	93.65%	92.69%	94.99%	90.56%	93.42%	92.91%	94.00%	94.51%	94.06%
New Memberships	45	57	62	57	88	152	145	60	75	96	108	96	1041
Cancelled/Expired	25	19	26	27	39	48	37	78	52	57	50	48	506
Net Memberships	20	38	36	30	49	104	108	-18	23	39	58	48	535

Chart includes CPC and FRC Memberships (Tennis Only & Summer Aquatic are not included within report)

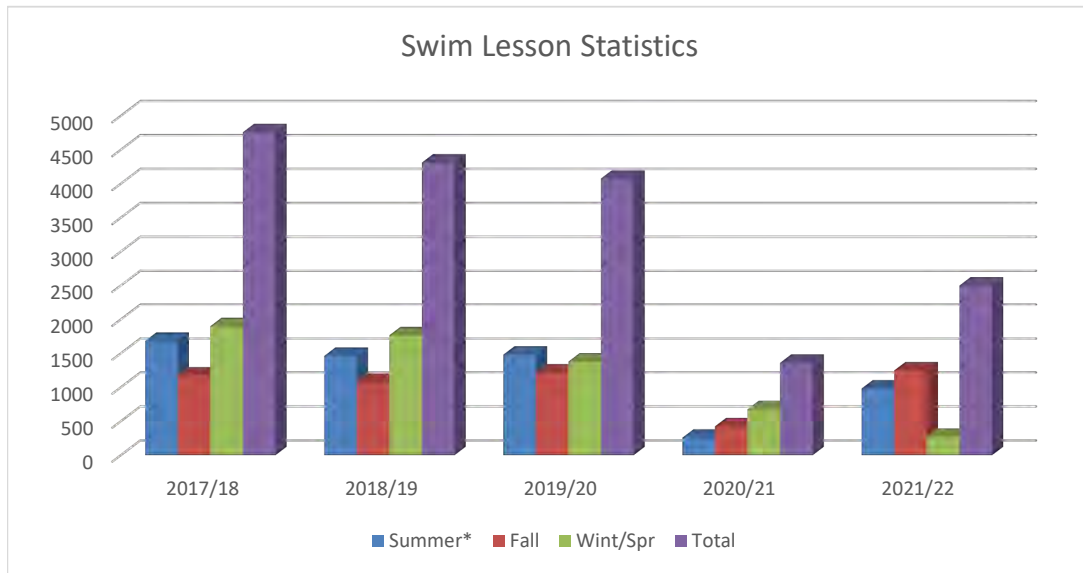


# Oak Brook Park District Aquatic Center Swim Lesson and Swim Team Statistics

Swim Lesson Statistics				
	Summer*	Fall	Wint/Spr	Total
<b>2017/18</b>	1685	1173	1900	<b>4758</b>
<b>2018/19</b>	1463	1082	1767	<b>4312</b>
<b>2019/20</b>	1481	1217	1379	<b>4077</b>
<b>2020/21</b>	258	425	678	<b>1361</b>
<b>2021/22</b>	982	1248	269	<b>2499</b>

Swim Team Statistics					
	Summer	Fall	Wint/Spr	Spring Training	Total
<b>2017/18</b>	32	65	46	73	<b>216</b>
<b>2018/19</b>	71	80	77	100	<b>328</b>
<b>2019/20</b>	79	90	83	0	<b>252</b>
<b>2020/21</b>	52	213	141	63	<b>469</b>
<b>2021/22</b>	59	75	56		<b>190</b>

During COVID we did month-long stroke clinics.  
This impacted registration numbers.





Oak Brook Park District  
Aquatic Center  
Aquatic Party Statistics

2021 Aquatic Party Statistics													
Total # Parties	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Deck Party	0	0	0	0	0	0	2	7	5	4	6	6	30
Studio Party	0	0	0	0	0	0	11	14	5	10	10	9	59
Group (by day)	0	0	0	0	0	0	0	0	0	0	1	0	1
Private (indoors only)	9	16	16	15	12	8	0	0	0	1	1	0	78
Private (indoor/outdoor combo)	0	0	0	0	0	0	0	0	0	0	0	0	0
Splash Island Birthday	0	0	0	0	0	14	10	14	0	0	0	0	38
Camp Rentals	0	0	0	0	0	0	0	0	0	0	0	0	0
Lane Rental (lap only)	20	24	11	13	8	0	0	0	0	1	0	1	78
Scout	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total # Parties</b>	<b>29</b>	<b>40</b>	<b>27</b>	<b>28</b>	<b>20</b>	<b>22</b>	<b>23</b>	<b>35</b>	<b>10</b>	<b>16</b>	<b>18</b>	<b>16</b>	<b>284</b>

<b>2020</b>	22	32	15	0	0	0	44	48	44	44	32	31	312
<b>2019</b>	37	25	44	36	46	53	52	38	20	27	37	25	440







# Oak Brook Park District Athletic Fields Rental Report

## Athletic Field Usage 2020/2021 Fiscal Year Evergreen Bank Group Athletic Field

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	20/21 YTD	19/20 YTD
Hours	0	162	165	161	193	190	109	98	25	0	104	198	1,404	1,197
Revenue	\$0	\$603	\$51,866	\$5,338	\$5,920	\$16,210	\$5,763	\$10,323	\$2,245	\$0	\$9,875	\$9,166	\$117,307	\$93,156

## Athletic Field Usage 2020/2021 Fiscal Year Natural Grass Soccer Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	20/21 YTD	19/20 YTD
Hours	0	2,189	2,385	2,078	2319	2,401	429	0	0	0	0	1549	13,349	1,128
Revenue	\$0	\$14,658	\$72,990	\$28,358	\$25,528	\$22,385	\$3,498	\$0	\$0	\$0	\$0	\$29,952	\$197,367	\$42,897

## Athletic Field Usage 2020/2021 Fiscal Year Baseball Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	20/21 YTD	19/20 YTD
Hours	0	274	224	157	211.25	208	40	0	0	0	2	197.5	1,313	841
Revenue	\$0	\$4,600	\$3,886	\$1,725	\$5,520	\$16,215	\$1,873	\$0	\$0	\$0	\$100	\$5,063	\$38,981	\$23,268

<b>YTD Total Hours:</b>	<b>16065</b>	<b>3166</b>
<b>YTD Total Revenue:</b>	<b>\$353,655</b>	<b>\$159,321</b>

## Athletic Field Usage 2021/2022 Fiscal Year Evergreen Bank Group Athletic Field

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	21/22 YTD	20/21 YTD
Hours	254	214	121	122	193	195	92	8					1,198	1,077
Revenue	\$13,006	\$64,381	\$8,998	\$4,467	\$6,689	\$7,184	\$5,050	\$903					\$110,677	\$96,021

## Athletic Field Usage 2021/2022 Fiscal Year Natural Grass Soccer Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	21/22 YTD	20/21 YTD
Hours	3,468	1,095	875	1,056	1356	1,698	512	0					10,060	11,800
Revenue	\$46,925	\$98,846	\$28,504	\$17,345	\$18,536	\$24,001	\$3,455	\$0					\$237,612	\$167,415

## Athletic Field Usage 2021/2022 Fiscal Year Baseball Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	21/22 YTD	20/21 YTD
Hours	233	206	135	71	177	158	35	0					1,014	1,113
Revenue	\$5,458	\$5,154	\$2,183	\$3,320	\$7,095	\$7,050	\$2,218	\$0					\$32,477	\$33,818

<b>YTD Total Hours:</b>	<b>12,271.75</b>	<b>13,990.00</b>
<b>YTD Total Revenue:</b>	<b>\$380,766</b>	<b>\$297,254</b>



# Memo

To: Board of Commissioners  
From: Bob Johnson, Director of Parks and Planning  
Date: January 7, 2022  
Re: Board Report

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- The Salt Creek trail crossing under the I-294 expressway has been re-opened. Access the that trail section had been closed for nearly two months by the tollway authority for preliminary work along the expressway.
- Staff is beginning the removal and storage of the winter lights displays and equipment at Central Park.
- The Parks Department is in the process of conducting interviews for an open full-time Landscape Specialist position.
- The ice rink and sledding hill areas have been constructed and are open for use as the weather allows.
- Staff applied nearly 100 tons of course sand to the north soccer fields at Central Park. Topdressing sand onto athletic turf significantly improves the soil conditions and playing surface.
- Please see the agenda history regarding a new vehicle idling policy. The policy addresses limiting the amount of time that park district motor vehicles are allowed to idle when in use.

Unfinished Business



## Oak Brook Park District

<b>BOARD MEETING</b> <b>AGENDA ITEM –HISTORY/COMMENTARY</b>	
<b>ITEM TITLE: ORDINANCE 22-0117: AN ORDINANCE DECLARING SURPLUS PERSONAL PROPERTY AND AUTHORIZING CONVEYANCE OR SALE THEREOF</b>	<b>AGENDA NO.: 7 A</b> <b>MEETING DATE: JANUARY 17, 2022</b>
<b>STAFF REVIEW:</b>	Deputy Director, Dave Thommes: 
<b>RECOMMENDED FOR BOARD ACTION:</b>	Executive Director, Laure Kosey: 
<b>ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):</b>  Items that have been recently identified as surplus are listed in the attached Ordinance 22-0117.	
<b>ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):</b>  The manner of conveyance for each item is provided in the ordinance.	
<b>ACTION PROPOSED:</b> A motion and a second to approve Ordinance 22-0117: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof.	

**ORDINANCE NO. 22-0117  
AN ORDINANCE DECLARING  
SURPLUS PERSONAL PROPERTY AND  
AUTHORIZING CONVEYANCE OR SALE THEREOF**

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**WHEREAS**, the Park District Code (70 ILCS 1205/8-22) provides that whenever a Park District owns any personal property that in the opinion of three-fifths (3/5) of the Board members then holding office, is no longer necessary, useful to or for the best interests of the District, three-fifths (3/5) of the Board members then holding office may, by ordinance, authorize the conveyance or sale of that personal property in any manner they may designate, with or without advertising for sale; and

**WHEREAS**, the Oak Brook Park District (the “District”) owns certain personal property as follows:

<b>Quantity</b>	<b>Item</b>	<b>Brand</b>	<b>Color</b>	<b>Disposal Method</b>
1	Cube Cabinet	Unknown	White	Recycle / discard
1	Giant Book Holder	Unknown	Light Wood	Recycle / discard
1	Toy Holder	Unknown	Light Wood	Recycle / discard
1	Toy Roller Cart	Unknown	Light Wood	Recycle / discard
1	Table	Ikea	Black	Recycle / discard
1	Rolling White Board	Unknown	White	Recycle / discard
1	Art Easel Cabinet	Unknown	Light Wood	Recycle / discard
3	Toy Shelves	Unknown	Light Wood	Recycle / discard
1	Gate	Unknown	Light Wood	Recycle / discard
2	Large Book Holder	Unknown	Light Wood	Recycle / discard
1	Book Shelf	Unknown	Light Wood	Recycle / discard
14	Task Chairs with Wheels	Model #: 43676	Black	Supplier removing
1	Rolling Cart	Unknown	Light Wood	Recycle / discard
1	Refrigerator (Tag 000018)	unknown		Recycle / discard

(Hereinafter collectively referred to from time to time as the “Property”), which, according to the advice and recommendation of the District’s staff is no longer necessary, useful to or for the best interests of the District; and

**WHEREAS**, the District's staff has recommended that the Property, except for the Property designated to be recycled/discarded or traded-in, can best be sold directly by the District's Executive Director to a municipality, school district, or park district, or may be sold indirectly by utilizing the services of Obernauf Auction Services, Inc., 118 N. Orchard Street, Round Lake, IL 60073, (an Illinois Auction Firm; License # 444.000105), who shall post the availability of such Property, with a minimum acceptable price as determined by the District's Executive Director, and shall conduct the auction on behalf of the District by accepting bids for the purchase of the Property to the highest bidder; provided that, in the event that no bid is received for any portion of the Property to be sold by Obernauf Auction Services, Inc., any remaining Property shall be donated or disposed of as determined by the Executive Director; and

**WHEREAS**, the Board hereby accepts and adopts the recommendation of the District's staff with respect to the Property.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Park Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois as follows:

**Section 1:** The Property is hereby declared, by a three-fifths (3/5) vote of the Board members now holding office, to be no longer necessary or useful to or for the best interests of the District, and the Board hereby finds that it is in the best interest of the District to dispose of the Property as set forth in Section 2 of this Ordinance.

**Section 2:** The Board hereby authorizes:

a) The sale of the Property, not designated to be discarded or traded-in, may be sold directly by the District's Executive Director to a municipality, school district, or park district, or indirectly by utilizing the services of Obernauf Auction Services, Inc., 118 N. Orchard Street, Round Lake, IL 60073, (an Illinois Auction Firm; License # 444.000105), who shall post the

availability of the Property, with a minimum acceptable price as determined by the District's Executive Director, and shall conduct the auction on behalf of the District by accepting bids for the purchase of the Property to the highest bidder; provided that, in the event that no bid is received for any portion of the Property to be sold by Obernauf Auction Services, Inc., any remaining Property shall be donated or disposed of as determined by the Executive Director; and

b) All other Property to be discarded.

**Section 3:** All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of the conflict.

**Section 4:** This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

**PASSED AND APPROVED THIS 17<sup>th</sup> DAY OF January, 2022**

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

**OAK BROOK PARK DISTRICT**

By:

\_\_\_\_\_  
Sharon Knitter, President

**ATTEST:**

By:

\_\_\_\_\_  
Laure L. Kosey, Secretary



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: VEHICLE IDLING POLICY**

**AGENDA No. 7 B**

**MEETING DATE: JANUARY 17, 2022**

**STAFF REVIEW:**

Director of Parks and Planning, Bob Johnson:

**RECOMMENDED FOR BOARD ACTION:**

Executive Director, Laure Kosey:

**ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):**

The Oak Brook Park District is committed to demonstrating environmentally responsible practices in keeping with the mission of providing the very best in park and recreational opportunities, facilities, and open lands for our community. As stewards of the environment, it is necessary to review and consider policies and procedures which help reduce the carbon footprint of the Oak Brook Park District.

**ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):**

Staff propose adopting a vehicle idling policy for Oak Brook Park District. This policy would limit engine idling of Park District motor vehicles to not more than three minutes, with the exception of specific situations. Limiting the idling time will reduce fuel consumption as well as carbon emissions.

**ACTION PROPOSED:**

A motion (and a second) to approve the Vehicle Idling Policy, Section 6.16 of the Administrative Policies and Procedures Manual.





Oak Brook Park District  
Administrative Policies and Procedures

## 6.16 Vehicle Idling Policy

The Oak Brook Park District understands that emissions from idling vehicles contributes significantly to air pollution, climate change and increased rates of cancer, heart and lung diseases, which adversely affect health. Emissions from idling vehicles significantly affects the natural environment and economic wellbeing of residents, guests, and visitors of the Oak Brook Park District.

All Oak Brook Park District motor vehicles, including trucks, suv's, utility equipment, golf carts, and any other motorized vehicles, shall not be allowed to idle for longer than three minutes.

Vehicles equipped with auto-start/stop technology shall keep the feature activated.

This policy shall apply to all gasoline and diesel-powered motor vehicles.

### **Exceptions to this policy are as follows:**

- A. The vehicle is forced to remain motionless on a public road because of traffic conditions.
  - B. The vehicle is an emergency vehicle used in an emergency situation.
  - C. Vehicle idling is necessary for auxiliary power for Park District equipment, refrigeration units, loading/unloading lifts, etc.
  - D. Vehicle idling is necessary for repair or inspection of the vehicle.
  - E. The health or safety of a driver or passenger requires the vehicle to idle, including instances where the temperature is below 32 degrees F or above 90 degrees F.
-



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: NEW PERSONNEL POLICY MANUAL SECTION 4.29 WHISTLEBLOWER PROTECTION (SAFE-T ACT)**

**AGENDA No.:** 7 C

**MEETING DATE:** JANUARY 17, 2022

**STAFF REVIEW:** Linda Noonan, Human Resource Manager:

**RECOMMENDED FOR BOARD ACTION:** Laure Kosey, Executive Director:

**ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):**

On January 13, 2021, Governor Pritzker signed into law the SAFE-T Act. The Act includes a provision (50 ILCS 105/4.1) which amends the Public Officer Activities Act to prohibit a unit of local government, or any agent or representative thereof, from retaliating against an employee or contractor, who:

- Reports improper governmental action under this section.
- Cooperates with an investigation by an Auditing Official related to a report of improper governmental conduct.
- Testifies in a proceeding or prosecution arising out of an improper governmental action.

An “improper governmental action” under this section is any action by an employee or elected official of a unit of local government that falls under any of the following categories:

- Violates a federal, state or unit of local government law or rule.
- Abuses authority.
- Violates the public’s trust or expectation of conduct.
- Is a substantial and specific danger to the public’s health or safety.
- Is a gross waste of public funds.

The statute specifically excludes personnel actions (i.e., discrimination in hiring, firing, promotions, compensation) from the definition of covered “improper governmental action.”

**ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):**

The attached policy draft reflects the reporting and investigation procedures as well as communication requirements under provision 50 ILCS 105/4.1 of the SAFE-T Act.

**ACTION PROPOSED:**

Request a motion and second to approve the Whistleblower Protection Policy.

#### **4.29 Whistleblower Protection (SAFE-T Act)**

##### **Purpose**

Pursuant to § 4.1 of the Public Officer Activities Act, 50 ILCS 105/4.1 (the “Act”), the Oak Brook Park District (“District”) protects the confidentiality of and prohibits retaliation against any full-time, part-time, or temporary employee or contractor who reports improper governmental action under the Act and this Policy. Confidentiality will be protected to the extent permissible by law unless waived by the employee. The District’s Auditing Official will manage and investigate complaints filed under the Act and this Policy in accordance with the following processes and procedures.

##### **Improper Governmental Action**

For purposes of this Policy, “improper governmental action” means any action by an employee of the District, an appointed member of a board, commission or committee, or an elected official of Oak Brook Park District that:

- Is undertaken in violation of a federal or state law or local ordinance;
- Is an abuse of authority;
- Violates the public's trust or expectation of their conduct;
- Is of substantial and specific danger to the public's health or safety; or,
- Is a gross waste of public funds.

The action need not be within the scope of the official duties of the employee, elected official, board member, or commission member to be subject to a claim of improper governmental action.

Improper governmental action does not include the District’s personnel actions, including but not limited to: (1) employee grievances or complaints; (2) appointments, promotions, transfers, reassignments, or reinstatements; (3) restorations or reemployment; (4) performance evaluations; (5) reductions in compensation; (6) dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation.

##### **Confidentiality**

The identity of an employee will be kept confidential to the extent allowable by law unless waived in writing by the employee.

The Auditing Official may take reasonable measures to protect employees who reasonably believe they may be subject to bodily harm for reporting improper government action.

##### **No Retaliation**

Oak Brook Park District will not retaliate against an employee or contractor who:

- Reports an improper governmental action under this Policy or the Act;
- Cooperates with an investigation by the Auditing Official related to a report of improper governmental action; or
- Testifies in a proceeding or prosecution arising out of an improper governmental action.

Prohibited retaliation means any adverse change in an employee's employment status or terms and conditions of employment. Retaliatory action includes, but is not limited to: (1) denial of adequate staff to perform duties; (2) frequent staff changes; (3) frequent and undesirable office changes; (4) refusal to assign meaningful work; (5) unsubstantiated letters of reprimand or unsatisfactory performance evaluations; (6) demotion; (7) reduction in pay; (8) denial of promotion; (9) transfer or reassignment; (10) suspension or dismissal; or (11) other disciplinary action made because of an employee's protected activity under the Act.

### **Reporting Procedures**

To invoke the protections of the Act and this policy, any employee who is aware of an improper governmental action (as defined above) is required to make a **written** report of it to the District's Executive Director, who serves as our Auditing Official.

Further, any employee who believes that they are being retaliated against in violation of the Act and this Policy must submit a **written** report regarding the retaliation to the District's Auditing Official, within 60 days of learning of the retaliatory conduct.

If the Auditing Official is the individual doing the improper governmental action, then a report may be submitted to any State's Attorney.

### **Investigation Procedures**

Upon receiving a report of alleged improper governmental action, the Auditing Official shall conduct a confidential investigation of report.

The Auditing Official will also notify the employee and all witnesses of the District's policy against retaliation for reporting alleged improper government action or participating in a related investigation or proceeding.

The Auditing Official shall notify the District's corporate counsel and/or the General Counsel of the Park District Risk Management District of the report and seek legal advice regarding the report, investigation, and potential findings and remedies.

The Auditing Official may transfer a report of improper governmental action to another auditing official designee (including, but not limited to, the appropriate State's Attorney) for investigation if the Auditing Official deems it appropriate.

If the Auditing Official (or their designee) concludes that an improper governmental action has taken place or concludes that the any person has hindered the investigation, the Auditing Official shall notify in writing the District's Executive Director and any other individual or entity the Auditing Official deems necessary in the circumstances, including, for example, the President of the Board or other Board Commissioners.

If the Auditing Official determines that an employee has been subjected to retaliation in violation of the Act or this Policy, the Auditing Official may also reinstate, reimburse for lost wages or expenses incurred, promote, or provide some other form of restitution. In instances where the Auditing Official determines that restitution will not suffice, the Auditing Official may make their investigation findings available for the purposes of aiding in that employee's or the employee's attorney's effort to make the employee whole.

The Auditing Official shall maintain records relating to the report, investigation, and findings confidential to the extent allowed by law and shall consult with the District's corporate counsel and/or PDRMA's General Counsel before disclosing such records to any third parties, including, but not limited to, pursuant to a request under the Illinois Freedom of Information Act (IL FOIA).

#### **Other Duties of the Auditing Official**

The Auditing Official shall also ensure that each employee receives a written summary or a complete copy of § 4.1 of the Act upon hire and at least once each year of employment.

The Auditing Official shall also ensure that all employees receive a copy of this Policy upon hire and at least once each year of employment, as well as any updates to it, and sign a form acknowledging receipt.

The Auditing Official shall also be familiar with § 4.1 of the Act and any amendments thereto and shall comply with all requirements of the Act.

The Auditing Official shall also respond to questions from employees about this Policy.

**Employee Acknowledgement  
Whistleblower Protection (SAFE-T Act) Policy and Procedures**

By signing below, I confirm I have received, read and understand the “Whistleblower Protection (Safe-T Act) Policy and Procedures for the Oak Brook Park District. I also understand that as an employee, it is my responsibility to abide by this Policy.

Employee Name (Printed): \_\_\_\_\_



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

Date: \_\_\_\_\_

New Business



# Oak Brook Park District

<b>BOARD MEETING</b> <b>AGENDA ITEM –HISTORY/COMMENTARY</b>	
<b>ITEM TITLE: ORDINANCE 22-0221: AN ORDINANCE TRANSFERRING FUNDS TO AND FROM SEVERAL PARK DISTRICT FUNDS.</b>	<b>AGENDA No.:</b> 8 A <b>MEETING DATE:</b> JANUARY 17, 2022
<b>STAFF REVIEW:</b>	Chief Financial Officer, Marco Salinas: 
<b>RECOMMENDED FOR BOARD ACTION:</b>	Executive Director, Laure Kosey: 
<b>ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY)</b> Included in the fiscal year 2021-2022 adopted budgets, are several operating transfers between our Corporate (General), Recreation, Debt Service, and Capital Projects Funds. The purposes of these transfers are to provide funding for our current year capital purchases and improvements, as well as the repayment of existing outstanding long-term debt.	
<b>ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):</b> The accompanying ordinance authorizes the transfer of funds between our Corporate (General), Recreation, Debt Service, and Capital Project Funds for fiscal year 2021-2022.	
<b>ACTION PROPOSED:</b> For review and discussion only.	



**ORDINANCE NO. 22-0221**

**AN ORDINANCE TRANSFERRING FUNDS TO AND FROM  
SEVERAL PARK DISTRICT FUNDS**

---

**WHEREAS**, the first six months of fiscal year 2021-2022 of the Oak Brook Park District have elapsed; and

**WHEREAS**, Section 4-4 of the Park District Code provides that, after the first six months of any fiscal year, funds from any appropriation item may be transferred, by a two-thirds vote, to any other item of appropriation, so that the item to which said transfer is made is increased to the extent of the amount so transferred; and

**WHEREAS**, the Board of Park Commissioners has determined that it is necessary and desirable to make certain appropriation transfers as provided herein,

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Park Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois, as follows:

**Section 1:** Funds in the amounts listed in Exhibit A, which were appropriated in the Budget and Appropriation Ordinance for fiscal year 2021-2022 for the Corporate (General) and Recreation Funds, are hereby transferred to the Debt Service, and Capital Project Funds, with the Debt Service, and Capital Project Funds increased to the extent so transferred as listed in Exhibit A.

**Section 2:** This Ordinance shall be in full force and effect after its passage and approval by a two-thirds vote of the Board of Commissioners.

**Section 3.** All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict, so that this Ordinance shall have full force and effect as written.

**PASSED AND APPROVED This 21<sup>st</sup> Day of February, 2022.**

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

Approved:

\_\_\_\_\_  
Sharon Knitter, President

ATTEST:

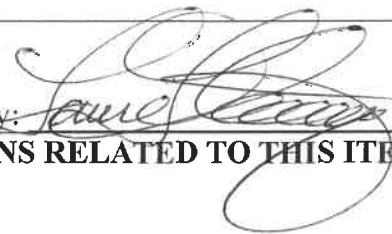
\_\_\_\_\_  
Laure L. Kosey, Secretary

### Exhibit A

<b>Fund</b>	<b>Operating Transfer Out</b>	<b>Operating Transfer In</b>	<b>Purpose</b>
General	\$ 250,000.00		-To fund FY 2021/2022 capital purchases & improvements.
Capital Project		\$ 250,000.00	
Recreation	\$ 312,548.00		-To fund FY 2021/2022 debt service payments on our 2016 General Obligation Bonds, 2020 Promissory Note, and 2018 and 2020 Debt Certificates.
Debt Service		\$ 312,548.00	
<b>Totals:</b>	<b>\$ 562,548.00</b>	<b>\$ 562,548.00</b>	



# Oak Brook Park District

<b>BOARD MEETING</b> <b>AGENDA ITEM –HISTORY/COMMENTARY</b>	
<b>ORDINANCE NO. 22-0222: AN ORDINANCE AUTHORIZING THE DESTRUCTION OF THE VERBATIM RECORD OF CERTAIN CLOSED MEETINGS</b>	AGENDA No.: 8 B  MEETING DATE: JANUARY 17, 2022
RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey: 	
<b>ITEM HISTORY(PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):</b>  As required by the Open Meetings Act, the closed meeting sessions of the Board Meetings are recorded. After 18 months, the Act permits the Board to authorize the destruction of these recordings, as long as the written minutes have been approved by the Board. The written minutes of these meetings have been approved by the Board of Commissioners, routinely, which occurred at the next closed meeting held after the meeting date.	
<b>ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):</b> The following Closed Meeting recordings are now over 18 months in age.  January 20, 2020 March 16, 2020 June 15, 2020	
<b>ACTION PROPOSED:</b> For review and discussion only.	

**ORDINANCE NO. 22-0222**  
**AN ORDINANCE AUTHORIZING THE DESTRUCTION OF THE**  
**VERBATIM RECORD OF CERTAIN CLOSED MEETINGS**

---

**WHEREAS**, the Open Meetings Act (5 ILCS 120/1, *et seq.*) (the "Act") requires governmental bodies to keep a verbatim record of closed meetings by audio or video tape; and

**WHEREAS**, the Oak Brook Park District Board of Park Commissioners (the "Board") has complied with such requirement by providing for the Secretary of the Board to keep a verbatim record of all closed meetings by audio recording; and

**WHEREAS**, the Act also permits governmental bodies to destroy the verbatim record of closed meetings, no less than eighteen (18) months after the completion of the meeting recorded, without notification to or approval of a records commission or the State Archivist under the Local Records Act, but only after: i) the public body approves the destruction of a particular recording; and ii) the public body approves written minutes that meet the requirements of the Act for the closed meeting recorded; and

**WHEREAS**, at least eighteen (18) months have passed since the completion of certain closed meetings of the Board that are identified in Section 1 of this Ordinance, and the Board has approved written minutes for each of the such closed meetings; and

**WHEREAS**, the Board has determined that it is necessary and desirable to order the destruction of the verbatim record of the closed meetings identified in Section 1 of this Ordinance; and

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Park Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois, as follows:

**Section 1.** The Board hereby finds that at least eighteen (18) months have passed since the completion of the following closed meetings of the Board, and that the Board has approved written minutes for such closed meetings:

January 20, 2020                      June 15, 2020  
March 16, 2020

**Section 2.** The Board hereby orders the destruction of the entire verbatim record, in the form of audio tapes, of the closed meetings identified in Section 1 of this Ordinance, and the Secretary is hereby authorized and directed to destroy said audio tapes in a suitable manner.

**Section 3.** All resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

**Section 4.** This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

**PASSED AND APPROVED THIS 21<sup>st</sup> DAY OF FEBRUARY, 2022.**

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

\_\_\_\_\_  
**President Sharon Knitter**

**ATTEST:**

\_\_\_\_\_  
**Laure Kosey, Secretary**



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: MARKET BASED SALARY RANGE ADJUSTMENT (PROPOSED ADJUSTMENT TO FT PAY GRADES EFFECTIVE 5-1-22)**

**AGENDA No.: 8 C**

**MEETING DATE: JANUARY 17, 2022**

**STAFF REVIEW:**

Linda Noonan, Human Resource Manager:

**RECOMMENDED FOR BOARD ACTION:**

Laure Kosey, Executive Director:

**ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):**

HR Source developed a pay grade structure for the District’s full-time positions, effective May 1, 2013. Each year they gather and analyze data from internal and external sources to provide general industry and specific industry structure adjustment recommendations. Their recommended general industry annual adjustments have averaged 1.95% since then.

**ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):**

HR Source is recommending a 1.9% adjustment to existing salary ranges for Park and Recreation Agencies, effective May 1, 2022. Therefore, the revised full-time salary ranges reflect a 1.9% increase, except for Pay Grade Level 1. Due to current competition in the labor market, we are recommending a 9% increase for Pay Grade 1 to align with our proposed internal minimum wage of \$15.00/hour for FY 2022-2023.

Also, the following new positions have been added:

- Superintendent of Parks (Grade 8)
- Director of Tennis Operations (Grade 6)
- Aquatic Manager (Grade 5)
- Tennis Center Customer Service Manager (Grade 5)
- Tennis Center Facility Maintenance Manager (Grade 5)
- Aquatic Programming Supervisor (Grade 3)

**ACTION PROPOSED:**

For review and discussion only.

**Oak Brook Park District  
Pay Grades  
Effective: May 1, 2022\***

Pay Grade	FLSA	Job Title	Minimum	Midpoint	Maximum
13		Hold for Future Restructuring	134,791.24	168,489.06	202,186.88
			64.80	81.00	97.21
12	E	Executive Director	118,656.08	148,317.67	177,981.41
			57.05	71.31	85.57
11	E	Deputy Director	104,449.40	130,560.66	156,673.01
	E	Chief Financial Officer	50.22	62.77	75.32
10	E	Director of Parks and Planning	91,945.52	114,930.83	137,917.22
			44.20	55.26	66.31
9	E	Superintendent of Enterprise Operations	80,937.16	101,170.10	121,406.28
	E	Superintendent of Facilities	38.91	48.64	58.37
	E	Superintendent of IT and Communications			
8	E	Superintendent of Aquatic and Maintenance Operations	71,247.21	89,058.20	106,872.42
	E	Superintendent of Parks	34.25	42.82	51.38
	E	Superintendent of Recreation			
	E	Human Resource Manager			
7	E	Finance Manager	62,718.01	78,396.44	94,077.02
	E	Marketing & Communications Manager	30.15	37.69	45.23
6	NE	Building Engineer	55,210.29	69,010.97	82,813.81
	E	Director of Tennis Operations	26.54	33.18	39.81
	E	Recreation Manager Adult Programs			
	E	Recreation Manager Athletics			
	E	Recreation Manager Youth Programs			
5	E	Administrative Services Specialist	48,599.88	60,749.57	72,899.27
	E	Aquatic Manager	23.37	29.21	35.05
	E	Corporate & Community Relations			
	E	FRC Facility Supervisor			
	E	Graphic Designer			
	E	Tennis Center Customer Service Manager			
	NE	Tennis Center Facility Maintenance Manager			
4	E	Fitness Supervisor	42,782.01	53,477.25	64,171.40
	NE	Landscape Specialist	20.57	25.71	30.85
	NE	Park Specialist			
3	E	Aquatic Programming Supervisor	37,660.61	47,075.22	56,489.83
	NE	Registration Coordinator	18.11	22.63	27.16
2	NE	Building Technician	33,152.52	41,439.85	49,727.16
	NE	Park District Lead Custodian	15.94	19.92	23.91
	NE	Park Technician			
	NE	Facility Coordinator			
1	NE	Park District Custodian	31,200.00	39,000.00	46,800.00
		(9% increase to align with OBPD minimum wage)	15.00	18.75	22.50

\*NOTE: Per HR Source (formerly Management Association of IL), 1.9% market adjustment increase over May 1, 2021.





# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: PERSONNEL POLICY MANUAL REVIEW & UPDATE**

**AGENDA NO.: 8 D**

**MEETING DATE: JANUARY 17, 2022**

**STAFF REVIEW:** Linda Noonan, Human Resource Manager:

**RECOMMENDED FOR BOARD ACTION:** Laure Kosey, Executive Director:

**ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):**

The Board last approved the full Personnel Policy Manual on March 16, 2020. Since then, the Board has reviewed and approved the following revised and new policies:

- Section 3.4 Service Awards (approved 11/16/2020)
- Section 3.10 Bereavement Leave (approved 10/19/2020)
- Section 3.10 Personal Time (approved 8/16/2021)
- Section 3.10 Sick Time (approved 1/18/2021)
- Section 4.9 Dress Code (approved 9/21/2020)
- Section 4.27 Working Remotely – Telecommuting (approved 9/21/2020)
- Section 4.28 Work-Related Expense Reimbursement (approved 11/15/2021)
- Section 6.11 Work-Related Cell Phone (approved 5/17/2021)
- Section 7.6 Merit Pay (approved 3/15/2021)

**ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):**

In addition to the above mentioned approved changes, the manual has been updated to remove specific gender references and the following sections have been revised or added for Board review and approval:

- Section 3.10 Sick Time (revised due to IL law change 4/27/2021)
- Section 3.10 Vacation Time (revised 11/11/2021)
- Section 3.10 VESSA (revised due to IL law change 8/20/21)
- Section 4.29 Whistleblower Protection I(SAFE-T ACT) (New due to IL law change 1/13/2021)
- Section 6.8 Use of District Facilities and Programs (revised 8/20/2021)

**ACTION PROPOSED:**

For review and discussion only.



## PERSONNEL POLICY MANUAL

The contents of this Personnel Policy Manual do not constitute the terms of a contract of employment. Nothing contained in this Manual should be construed as a promise of continued employment. Rather, employment at the District is on an “at will” basis, meaning that either the employee or the District may terminate the employment relationship at any time, for any reason not expressly prohibited by law. The contents of this Manual are subject to change at any time and without prior notice at the discretion of the District.

Updated for Board Review January 17, 2022  
Amended and Approved: March 16, 2020  
    Amended: September 11, 2019  
Amended and Approved: March 20, 2017  
    Amended: November 23, 2016  
Amended and Approved: November 16, 2015  
Amended and Approved: September 21, 2015  
Amended and Approved: October 20, 2014  
Amended and Approved: January 1, 2014  
    Addendum Approved: September 16, 2013  
Amended and Approved: May 20, 2013  
Amended and Approved: October 10, 2011  
Amended and Approved: July 2007  
    Approved: November 14, 2005

We strive to provide the **very best** in **park** and **recreational opportunities, facilities,** and **open lands** for **our community.**

Family Recreation Center | 1450 Forest Gate Road | Oak Brook, IL 60523-2151 | P: 630-990-4233 | F: 630-990-8379  
Tennis Center | 1300 Forest Gate Road | Oak Brook, IL 60523-2151 | P: 630-990-4660 | F: 630-990-4818

[www.obparks.org](http://www.obparks.org)



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# SECTION I: INTRODUCTION

## 1.1 Introduction and At-Will Disclaimer

Welcome to the Oak Brook Park District! The District is proud of its record of continuing growth and expansion of services offered to the residents of the District. The growth and reputation of the District are the direct *results of* individual efforts and close cooperation by all of our employees. Our future success will depend upon continuation of these efforts, along with good safety habits, and adherence to the highest professional standards and ideals.

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

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

Second, this Manual supersedes all previously issued manuals. An employee's decision to continue employment with the District after this revision and any future revision to this Manual shall be deemed to constitute such employee's agreement with all such revisions. **The District and the District's Board reserve the right to unilaterally revise, supplement or discontinue any of the policies, rules, guidelines or benefits described in this Manual, with or without notice.** The District will try to inform employees of any changes as they occur.

Third, nothing contained in this Manual or any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Manual is intended to create, and no such written or oral statement shall create an employment contract, either expressed or implied, to remain in the District's employ. Neither this Manual nor any provision hereof guarantees any fixed terms and conditions of employment. Employment is not for any specific time and may be terminated at will, with or without cause, and without prior notice by the District, or an employee may resign for any reason at any time. In other words, employees may terminate their employment with the District at any time, with or without cause or notice, and the District retains a similar right. No supervisor or other representative of the District (except as delegated and approved by the District's Board) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Fourth, each employee is expected to review this Manual and become familiar with its contents. Accordingly, upon receipt of this Manual, each employee must sign, date and return the Employee Acknowledgement Form found in the Appendix to this Manual. This form will be maintained in the District's files and the employee's personnel file. If an employee has any comments, suggestions, or questions about any aspect of ~~his/her~~ their employment, such employee is encouraged to discuss them with ~~his/her~~ their immediate supervisor or the Human Resource Manager. ~~He/She~~They will listen to the employee's concerns, consider appropriate action to be taken, if necessary, and either provide the employee with the necessary information, or direct the employee to someone who can provide such information.



The Executive Director is responsible for overseeing the enforcement of the policies contained within this Manual, and for the direction of the activities of all employees, except those whose appointment is otherwise prescribed. Should any question arise as to the proper interpretation of any provision of this Manual, or any other personnel policy, the decision of the Executive Director will be final.

Where the context of this Manual permits, words in the masculine gender shall include the feminine and neuter genders and words in the singular number shall include the plural number. The descriptive headings of the various sections or parts of this Manual are for convenience only and shall not affect the meaning or construction, or be used in the interpretation of this Manual or any of its provisions.

Finally, if any policy or procedure or part thereof contained in this Manual is determined invalid in a court of law, or by another appropriate judicial or administrative body or agency, such determination will not affect the validity of the remaining policies and procedures or parts thereof.

<i>Note</i>	Please review the Employment Contract Disclaimer and sign the Acknowledgment Form in the Appendix to this Manual.
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## **1.2 Personnel Policy Manual Administration**

This Manual and revisions will be distributed to all employees of the District in paper or electronic form. The Executive Director of the District, and anyone properly designated by the Executive Director, or any person designated as interim or acting Executive Director in the absence of the Executive Director, shall be responsible for the administration of this Manual.

The District has posted Notices, as required by law, to advise employees of their legal rights with respect to their employment and of Federal and State laws.

## **1.3 Purpose of Personnel Policy Manual**

The purpose of this Manual is to provide all employees of the District with pertinent information regarding the District’s day-to-day policies and procedures. THIS MANUAL DOES NOT STATE CONTRACTUAL TERMS BETWEEN THE EMPLOYEE AND THE DISTRICT. It is impossible to foresee all circumstances, which may arise; thus, the District reserves the right to change any procedure or policy without prior notice and to not adhere to any policy or procedure when the District deems it necessary in a given situation. However, this Manual does state the District’s present policies and procedures, which it intends to apply in most situations.

## **1.4 Party to a Civil Union**

Pursuant to Public Act 096-1513, a “party to a civil union”, as defined in such Public Act, means a person who has lawfully established a civil union pursuant thereto. “Party to a Civil Union” shall be included in any definition or use of the term “spouse”, “family”, “immediate family”, “dependent”, “next of kin”, and other terms that denote the spousal relationship as those terms are used in this Manual.

## Section II: General Employment Policies

### 2.1 Employee Classifications

It is the policy of the District to define employment classifications in order to administer policies and benefits. Employment classifications shall be determined by the Executive Director who shall, when appropriate and practical, consult with the District's Board. The employment classification should be specified prior to the hiring of an employee so that the appropriate policies and benefits may be properly communicated to the employee. The designation of an employment classification in no way alters the employment-at-will nature of the employment relationship, and occasional changes in the number of hours worked by an employee does not affect the employee's classification.

All employees of the District shall be classified in one or more of the following categories:

- a.) Appointed Employee - The position of Executive Director who also acts as the Secretary to the Board of Park Commissioners shall be defined as an appointed employee. The District's Board will be responsible for setting the compensation, benefits, and duties of all appointed employees, and such employees shall be responsible to the District's Board.
- b.) Introductory Employee – An introductory employee is a full-time or part-time employee working within their first 60 days with the District. The introductory period is an opportunity for the employee and the District to evaluate whether the employee is suitable for a position with the District. Once the employee successfully completes the introductory period, the employee will continue employment under the classification for which they were hired. This is simply an administrative designation. It does not mean that the employee has a permanent job and is not in any other way inconsistent with the District's employment At-Will policy. The District reserves the right to extend or shorten the introductory period within its discretion.
- c.) Full-time Employee - A full-time employee is defined as one who is hired for an indefinite period for a full-time work schedule, which normally averages 40 hours or more per work week. Full-time employees meeting appropriate length of service requirements are eligible to participate in all District-sponsored benefit programs.
- d.) Part-time Employee - A part-time employee is defined as one who is hired for an indefinite period either (a) to work less than 2080 hours per year; or (b) to work for a short term, a season or a specific period of time, or for a specific work project, with the understanding that such employment will cease at the expiration of the season or specific period of time or when services are no longer needed. The number of hours that a part-time employee actually works will not change the employee's status or classification as a part-time employee. The District does not guarantee that part-time employees will be rehired in a subsequent season, or if rehired, for the same position. Part-time employees working at least 1,000 hours per year (or 20 hours per week on average on a year-round basis) are eligible to participate in such District sponsored benefit programs as are, by the terms of this Manual, made available to them.

- e.) Certified Professional Instructor - A Certified Professional Instructor (CPI) is a Part-time Employee who is hired for an indefinite period to work at least 1,560 hours per calendar year, 1,300 hours of which must be worked in providing CPI services. In addition to the minimum hours worked, a Certified Professional Instructor shall meet the following criteria:
- (i) Provide instructional services, including, but not limited to, tennis instruction, personal fitness training, swim coaching, and fitness class instruction.
  - (ii) Have professional certification or a license in the relevant field of such instructor, from a recognized program that provides training for professional instructors.

The District reserves the right to change an employee's work hours and employment classification if such change is in the best interest of the District.

## **2.2 Contract Services**

In certain instances, the District may use services contracted through a seasonal help firm or a self-employed independent contractor. Individuals performing tasks on a contract basis are not deemed to be employees of the District.

## **2.3 Employee Recruitment and Selection**

Attracting and selecting qualified employees is vital to the success of the District. All open positions will be posted in a place accessible by all employees; however, it is the policy of the District to use a variety of recruitment resources to attract and select the best available qualified applicants for employment.

When position openings occur, it is the policy of the District to encourage promotion and transfer from within whenever this is consistent with the best interests of the District. In all cases, employment will be based upon selection by appointed or supervisory employees, with ratification by the succeeding level of authority. It shall be the express practice of the District to employ the best available qualified applicant for any position, and employment and advancement shall be based strictly on merit.

## **2.4 Employment of Relatives**

It is policy of the District to discourage the hiring, transfer, or promotion of relatives of District employees. For purposes of this policy, relatives include immediate family, defined as follows: spouse, parent, child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild, and members of the same household. No person shall be hired, transferred or promoted to a position in which he/shethey would report to and be supervised by a supervisor or department director who is a relative, as defined herein. Notwithstanding the foregoing, the District may employ a relative, as defined herein, provided that the Executive Director has approved such employment.

## **2.5 Employment Standards**

All new employees are subject to the following standards for employment.

They must be legally qualified to work in the United States as evidenced by submitting appropriate identity and employment authorization documents, including Form I-9, as required by the Immigration Reform and Control Act.

They must possess a valid driver's license appropriate for any vehicle that may be operated in the course of performing job duties.

They must be physically and mentally fit to perform assigned job duties. With respect to certain positions, the District will conduct a post-offer-physical exam, including appropriate tests to determine the presence of controlled substances in the body. The physical exam shall be scheduled after the employee has accepted the job offer conditioned on a satisfactory physical exam, and prior to the start of work. All employment decisions based upon the post-offer physical exam must be made on a non-discriminatory basis. In reviewing the results of the physical exam, the District shall consider the following:

Physical or Mental Condition - In the event that the individual's mental or physical condition affects ~~his/her~~ their ability to perform the job, the District shall consider what reasonable accommodations may be made to the work environment or job duties in order to accommodate qualified disabled individuals. When reasonable accommodations are not feasible, and where a physical or mental condition impairs the individual's ability to meet normal job performance standards, such factor(s) may disqualify the individual from employment.

Drug Testing - To ensure the safety and well-being of all employees and residents of the District, it is the District's policy that a positive test result indicating presence of controlled substances shall be sufficient grounds to withdraw an offer of employment.

The District recognizes the importance of hiring and retaining qualified employees to accomplish the tasks of the District. It is incumbent upon the District to hire employees who are qualified, responsible and not a threat to the participants' and fellow employees' safety or property of the District. It is the policy of the District to take steps within its power and within the law to assure that current and potential employees are of good character and have the qualifications and background necessary for work with the District for which the applicant has applied.

The District is required by state statute (*70 ILCS 1205/8-23*) to obtain criminal conviction information concerning all applicants, and shall perform a criminal background check for applicants for all positions. Pursuant to statute, any conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the District. Any other conviction(s) shall not be considered by the District until an interview has been scheduled or an offer of employment has been made. Such other convictions shall not automatically disqualify an applicant from consideration but will, rather, be considered in relationship to the specific job and its requirements.

The District requires the applicant's permission for this procedure, which can be given by the applicant's signature. Occasionally, the applicant will be required to submit to a fingerprint test to verify identity. The applicant agrees to participate in the fingerprinting verification, if it is required.

The District shall keep the results of the criminal background check confidential and will provide the applicant with a copy of all materials obtained as required by law. It is the intent of the District to protect itself, its employees, property, and program and facility participants. It is the District's policy that a report of criminal activity shall be sufficient grounds to withdraw an offer of employment.

## **2.6 Equal Employment Opportunity**

The success of the District is founded on the skill, effort, and dedication of our employees. In order to achieve our goals, the District is committed to a philosophy of employee relations in which each employee is treated fairly and with respect, and is recognized as an individual. It is, therefore, the policy of the District to provide equal employment opportunities for all employees and candidates for employment and to make all reasonable accommodations for individuals with a physical or mental disability.

The District is committed to making all employment decisions without regard to an individual's actual or perceived race, color, religion, sex, gender (including gender identity and expression), sexual orientation, national origin, citizenship status, ancestry, genetic information, age, political affiliations, marital status, civil union partnership, physical or mental disability, unfavorable discharge from military service, military or veteran status, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other protected characteristic as established by law. This policy includes employment practices such as recruitment, hiring, promotion, training, transfer, compensation, benefits, discipline, appraisal, termination of employment, and other terms or conditions of employment. In cases where sex or physical requirements of a position constitute a bona fide occupational qualification necessary for proper and efficient functioning in the position, and where no reasonable accommodation is possible, an adverse employment decision shall not be deemed discrimination. Each supervisor is responsible for administering employment practices in a manner that is consistent with the District's policy of providing equal employment opportunities. Any complaint relating to the District's efforts to provide equal employment opportunities may be brought directly to the attention of the Executive Director.

## **2.7 Health Records - HIPAA Policy and Notice**

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

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

Any individual who believes ~~his/her~~ their rights have been violated as granted by HIPAA privacy regulations or any other state or federal laws dealing with privacy and confidentiality may file a written

complaint regarding the alleged privacy violation. Complaints should be submitted to the Human Resource Manager for investigation, tracking, and quality improvement purposes.

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

## **2.8 Indemnification and Liability Insurance**

If any claim, action, suit, proceeding or investigation is instituted against an officer or employee or former officer or employee of the District, which allegedly arose out of an act or omission occurring within the scope of duties of such officer or employee, the District shall do the following:

- Appear and defend against the claim or action; and
- Indemnify the officer, employee or former officer or employee for court costs incurred in the defense of such claim or action; and
- Pay, or indemnify the officer, employee or former officer or employee for a judgment based on such claim or action, except for any judgment for punitive damages; and
- Pay, or indemnify the officer, employee or former officer or employee for a compromise or settlement of such a claim or action except for any portion thereof specifically attributable to punitive damages, if such compromise or settlement is approved by the court having jurisdiction over such claim, action, suit or proceeding, with express knowledge of the existence of the indemnification provided hereby.

No defense, indemnification for a judgment, compromise, settlement, court costs or other payment shall be made by the District with respect to any claim, action, suit, proceeding, or investigation of an officer or employee or former employee, if the District itself, or officers of the District acting in their governmental capacities, and the officer or employee are adverse parties in such claim, action, suit, proceeding, or investigation.

## **2.9 Performance Evaluations**

An employee's performance evaluation follows a standardized format that is initiated by an employee's immediate supervisor, with a recommendation to, and with review and approval of, the next highest level of authority. Both the employee and the supervisor shall sign the written evaluation form as evidence of mutual knowledge. The signing of this appraisal form does not necessarily indicate that the employee agrees with the evaluation. Every employee must be evaluated at least once every twelve months. Evaluations may occur more frequently if warranted. Evaluations should be initiated before March 1st of each calendar year. The written evaluation form becomes a part of the employee's personnel file and shall not become public without the written consent of the affected employee.

The Personnel Record Review Act (820 ILCS 40/11) prohibits disclosure of performance evaluations pursuant to any Freedom of Information Act request.

## **2.10 Personnel Records**

All employee personnel and payroll records are confidential, and access to such records is limited to a need-to-know basis in order to preserve such confidentiality. Employee records are maintained in confidence by an individual designated by the Executive Director. An employee may be granted limited and supervised access to ~~his/her~~ their employee personnel file to verify accuracy of information contained in the file. With the exception of the immediate supervisor, no employee will be permitted access to personnel records of other employees. The employee is responsible for keeping the District informed of any changes affecting the employee's personnel records such as:

- Name, address, telephone number
- Marital status or number of dependents
- Number of income tax exemptions
- Beneficiaries of any District-provided group insurance
- Persons to notify in case of an emergency

## SECTION III: Employee Benefits

### 3.1 Disability - IMRF Disability Benefits Plan

A disability is any serious physical or mental impairment that makes a participating employee unable to perform the duties of any position that might reasonably be assigned by the District. District employees participating in the Illinois Municipal Retirement Fund (IMRF) may apply for disability benefits. If an employee's application for IMRF disability benefits is approved, the employee is receiving disability benefits, the employee shall:

Continue to earn IMRF service credit as if working (at no cost to the employee).

Continue to be covered by IMRF death benefit protection.

Receive 50% of the employee's average monthly earnings.

Be assured that the employee's future pension would be based on ~~his/her~~ their full salary, not on the reduced disability benefit.

IMRF disability benefits are not paid for the first 30 calendar days from the date of disability. Payments may be delayed or reduced if the employee is receiving compensation from the District beyond that 30-day period. The IMRF disability benefit may be also reduced if the employee receives either workers' compensation and/or receives or is eligible for Social Security disability benefits.

In the event that an employee suffers serious illness or injury and becomes eligible for and receives IMRF disability benefits prior to utilizing all available benefit hours, any personal hours and accrued sick time and vacation time will remain available to the employee and will be administered in accordance with the District's policies. During the disability, the employee's length-of-service time for retirement will continue uninterrupted. If an employee is being paid for any portion of leave for IMRF disability, FMLA leave or any other leave, the employee will continue to accrue benefit hours for the months in which they are receiving payment. If the leave is unpaid, the employee will not accrue benefit hours, nor will they receive any regularly scheduled salary or wage increases during this period. During the period of disability, the following procedure will be followed regarding District-sponsored insurance programs:

- i. For the first three months that an individual is receiving a disability payment from IMRF, the District will pay the District's share for costs of the monthly premiums for any employee who is otherwise eligible for such benefits. Each employee who makes the election to take the District sponsored insurance benefits will be responsible for ~~his/her~~ their share of the monthly insurance premium. This payment will be required to be paid on the 1<sup>st</sup> of every month during the initial three months that such an employee is receiving disability payments from IMRF.
- ii. After the completion of the third month of receiving disability payments from IMRF, the employee shall pay the District the full monthly premium for the applicable benefits.



If the employee fails to make such payment to the District for two consecutive months, the employee's participation in the program shall be terminated. The District also reserves the right to terminate the employee's participation in the program if the District changes insurance carriers and the new insurance carriers exclude such participation from their coverage.

Participation in District-sponsored insurance programs under the above arrangement shall be extended for a maximum of two years from the date on which the disability payments began. Termination of this participation shall occur if any of the following events arise during the two-year period: (i) individual terminates employment with the District; (ii) individual retires; (iii) individual returns to work; (iv) individual voluntarily withdraws from the programs; or (v) individual qualifies for Federal Medicare payments.

### **3.2 Education Degrees and Tuition Reimbursement**

All full-time employees with at least one year of employment with the District are eligible for District-sponsored education assistance to attend undergraduate or graduate-level, accredited college programs. The courses selected by the employee must be reasonably related to the employee's job performance, and the schedule of courses selected by the employee must be practical and compatible with ~~his/her~~ their normal work hours.

An eligible employee seeking education assistance from the District for undergraduate or graduate programs must submit a written application for assistance to ~~his/her~~ their immediate supervisor prior to the start of the course. The written application must be approved by the supervisor and the Executive Director prior to the start of the course, taking into account the availability of budgeted funds. The written application for approval will also include a signed authorization by which the employee agrees to allow the District to deduct any advanced or reimbursed tuition if the employee leaves the District within 12 months of any reimbursement or, in the case of advance payment of tuition, if the employee fails to obtain the required grade in the course(s) for which tuition was paid. Upon approval for education assistance, the District will reimburse the employee for 80% of the tuition upon presentation by the employee of a tuition receipt and an official grade report from the accredited educational institution; provided that the employee has achieved a grade of "B" or higher for the approved course(s). The total amount of education assistance received by an employee in a calendar year shall not exceed the maximum annual amounts described below.

The maximum annual amount available to an eligible employee for tuition reimbursement will be based upon the employee's number of years of service as follows:

1-3 years of service	\$1,500 per year
4-5 years of service	\$3,000 per year
6 years or more	\$5,000 per year

If the employee receives education assistance from another source, for example, the G.I. Bill, the District will only reimburse the employee for that portion of the tuition not covered by the other source. With prior written approval of the Executive Director, an advancement of 50% of the tuition may be made to the employee prior to taking the course. If the employee does not earn the required grade in

the course, fails to complete the course, or resigns ~~his/her~~ their employment prior to completing the course, the employee must return the amount advanced by the District.

No time off with pay will be allowed for an employee to attend courses in connection with the District's approved education assistance program. No meal or transportation allowances will be given and all books and classroom supplies are to be purchased by the employee and are not part of the costs eligible for reimbursement from the District.

Any employee who voluntarily terminates ~~his/her~~ their employment will be required to reimburse the District for all education assistance received in the twelve months preceding ~~his/her~~ their last day of work.

### **3.3 Employee Assistance Program**

The Employee Assistance Program (EAP) is a District-sponsored benefit provided to all full-time employees and their families. The EAP provides third party counseling concerning financial, legal, divorce, work/life balance, and similar issues. All referrals to the EAP hotline and subsequent appointments are confidential between the employee and the assigned counselor. Part-time employees may be referred to EAP by their immediate supervisor if the supervisor believes the EAP could provide assistance.

### **3.4 Employee Recognition**

The District has approved the following policies as guidelines for employee recognition.

#### Birthday Recognition

Any employee wishing to celebrate ~~his/her~~ their birthday may do so within ~~his/her~~ their own department by bringing in treats or dessert to share with the other department employees.

#### Farewell Parties

The District will contribute up to \$200.00 for a farewell party for any full-time employee who has over 5 years of service with the District and is resigning in good standing. The immediate supervisor of the full-time employee shall coordinate the farewell party.

The District will contribute up to \$50.00 for a farewell party for any part-time employee who has over 5 years of service with the District and is resigning in good standing. The immediate supervisor shall coordinate the farewell party for the employee, and such party should be held within the department from which the employee is leaving.

#### Service Awards (Revised 11/16/2020)

These guidelines recognize full and part-time employees who have been employed at the District for 5, 10, 15, 20, 25, 30, and 35 years.

Employees will be recognized for their years of services during the annual employee STAR Party according to the number of years worked at the District. The years of service will be recognized with a certificate and a gift corresponding to the years of service. After 5 years of service, employees will

be eligible to choose a gift for themselves on Amazon.com. This gift will be worth \$10.00 for every year of service, starting at 10 years of service. The gifts and allowances include:

- 5 years: Padfolio
- 10 years: \$100
- 15 years: \$150
- 20 years: \$200
- 25 years: \$250
- 30 years: \$300
- 35 years: \$350

Employees who will be choosing a gift for themselves on Amazon.com, must not go over the allotted amount associated with their years of service.

Employees who are eligible to receive a Length of Service Award will receive an email in November asking them to select a gift on the Amazon.com website and to email a link to the selected item to the Marketing and Communications Manager by December 15.

The Marketing and Communications Manager will order the gifts by January 15, wrap, and pass them out at the annual employee STAR Party (typically in March).

### **3.5 Flexible Spending Accounts**

The Flexible Spending Account (FSA) benefit allows full-time employees the option to have pretax dollars deducted from their gross pay over 24 pay periods per calendar year to be used for dependent care or medical expenses. The FSA can be used for dependent care such as after school care, summer camp, vacation camp and daycare. The IRS establishes the limit for dependent care each calendar year. The FSA can also be used for out-of-pocket medical insurance co-pays, annual deductibles for medical and dental, prescription drugs, contacts, contact lens solutions, glasses and orthodontia. The District will establish an annual dollar limit for the medical FSA.

Full-time employees who have chosen to use the FSA health benefit may submit claims and receipts with service dates through the end of the calendar year. A maximum of \$500 of any unused funds will automatically be rolled over for use in the following calendar year.

Full-time employees who have elected to participate in the FSA dependent care benefit may submit claims and receipts with service dates through the end of the calendar year for reimbursement through the first quarter of the next calendar year. Any FSA monies not claimed by April 1 of the next calendar year will not be refunded or carried forward to the new calendar year.

### **3.6 Group Insurance Plans**

All full-time employees with at least one month of continuous service with the District, and who satisfy the eligibility requirements set out in the contracts of insurance, are eligible to participate in District-sponsored insurance programs. Effective July 1, 2015, part-time employees who work, or are expected to work, at least 1,560 hours in the established measurement period and who satisfy the eligibility

requirements set out in the contract of insurance, are eligible to participate in District-sponsored insurance programs. The Executive Director shall be eligible to participate in District-sponsored insurance programs under the terms and conditions agreed upon by the District's Board.

The terms and conditions of the District-sponsored insurance programs are subject to change by the District or by the insurance carriers at any time and without prior notice. In the event of any change to the programs, all eligible employees will be notified of such changes as soon as possible.

Hospital and Medical Insurance - All eligible employees (including dependents) may participate in the District's group hospitalization, medical, and major insurance program, subject to any requirements of insurability or physical examinations required by the insurance carrier. Coverage is effective 30 days from the date of hire for full-time employees and part-time employees who are expected to work at least 1,560 hours in the standard measurement period. Specific details of the insurance coverage are described in the group insurance certificate that is issued to eligible employees. Each eligible employee is responsible for advising ~~his/her~~ their supervisor in the event of any change of dependents, births, marriage, divorce, or other family changes affecting the employee's participation in the insurance program.

Life Insurance: All full-time employees are eligible on the first day of employment for District-sponsored term life insurance, subject to medical evidence of insurability. The District shall assume 100% of the costs of this benefit, and shall provide such insurance in the amount of \$100,000 for each eligible employee.

Dental Insurance: All eligible employees may participate in the District's dental insurance program with coverage effective 30 days from date of hire.

Vision Insurance: All eligible employees may participate in the District's vision insurance program effective on the first day of the month following date of hire.

Effective May, 2011, all eligible employees who have made the election for Hospital and Medical Insurance coverage shall be required to contribute a percentage of the monthly premium as a payroll deduction, as determined by the District's Board. Effective May 1, 2015, eligible employees will also be required to contribute a percentage of the monthly premium as a payroll deduction for dental and vision insurance. An acknowledgement must be signed by each eligible employee authorizing the payroll deduction, and such acknowledgement shall be filed in ~~his/her~~ their employee personnel file.

The District's Board shall have the right, in its sole discretion, to increase the percentage of the employee's contribution, upon written notice to all employees who have elected the coverage.

Upon separation of employment from the District, an eligible employee may elect to continue medical, dental, and vision insurance coverage as permitted under the COBRA insurance continuation law ("COBRA"). Pursuant to the provisions of COBRA, the separating employee may be required to bear the full costs of continuing coverage. COBRA also makes continuation of insurance coverage available for the employee's spouse or dependents in the event of marital separation, divorce, death, or other qualifying events.

In the event of disability or retirement from the District, an insured employee who is eligible to receive an IMRF retirement or disability pension may elect to continue group insurance for themselves and/or their dependents, provided that the full cost of said insurance is paid by the recipient.

### **3.7 Professional Development and Reimbursement of Expenses**

All full-time and part-time employees are encouraged to continue their professional education and improve their skills by attending professional conferences, workshops, seminars, tradeshow, networking meetings, and team building outings, and by obtaining professional certifications. Attendance at and reimbursement for any professional/educational development event must be conducive to the employee's work at the District and approved in advance by the employee's supervising department director, and the Executive Director. Requests should be made in writing on the Travel, Meal, and Lodging Expense & Reimbursement Request Form and shall include a copy of the registration form and promotional information for the event.

- a) State or Other Conferences - All full-time employees are eligible to attend the IPRA/IAPD State Conference. Full-time employees may substitute another state conference for the IPRA/IAPD Conference; however, if they choose to do so, they must receive approval from their immediate supervisor and Executive Director. Attendance at national conferences is generally limited to department directors; however, exceptions may be granted to full-time staff depending on circumstances and approval from their immediate supervisor and the Executive Director.
- b) In-Service Training Programs - It is the responsibility of the Executive Director and department directors and supervisors to identify training programs, seminars, or other means of employee development that will assist employees in improving their job performance. Likewise, it is the responsibility of each employee to take advantage of such training, as well as other means of self-development that may be made available to District employees. All employees of the District are eligible, and may be required to attend training programs that are carried out during the employee's regular working hours and that are conducted on-site at the District. Such training will be provided at the District's expense.

#### Reimbursable Expenses

Reimbursable expenses for travel, meals and lodging shall be approved as set forth herein and in accordance with the Local Government Travel Expense Control Act, *50 ILCS 150/1 et seq.*, and the District's Ordinance No. 17-0116 Regulating Travel, Meal and Lodging Expenses.

Subject to the conditions set forth herein, the District shall only reimburse travel, meal and lodging expenses incurred in conducting business for the District and incurred in attending approved training, professional development or education beneficial to the District, up to the specified maximum allowable amounts as follows:

<b>Maximum Reimbursable Rates for Transportation</b>	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS standard mileage rate when expense was incurred and applicable tolls
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed airfare
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate
<b>Maximum Reimbursable Rates for Meals</b>	
Breakfast	\$15
Lunch	\$25
Dinner	\$35
<b>Maximum Reimbursable Rates for Lodging</b>	
All Locations	\$225/night <u>or</u> lowest available conference housing rate

Conditions for reimbursement of travel, meal and lodging expenses:

1. General Conditions: All supporting receipts must be itemized and attached to the Travel, Meal and Lodging Expense & Reimbursement Request Form and submitted for appropriate approval prior to reimbursement. Employees are responsible for personal expenses and must deduct these costs from the receipt(s) before submittal. Such reimbursement shall be based upon the actual expenses incurred by the employee. Reimbursable expenses normally include round trip coach airfare or use of a personal vehicle, ground transportation, single room occupancy, meals and registration. The supervising Department Director shall approve the employee's expenses prior to any event. Approval of expenses incurred in excess of the maximum allowable amounts, as set forth above, shall be made by the Board as set forth in Ordinance No. 17-0116.
2. Use of the District Procurement Card to Pay for Approved Event Expenses: Cash advances for estimated travel expenses within the maximum allowable limits may be granted with prior approval by the Executive Director. Employees may use their District assigned Procurement Card (P-Card) to pay for approved travel, registration, meal and lodging expenses, but may not exceed the maximum allowable amounts as set forth in the above chart. An employee must use ~~his or her~~ their own personal credit card or funds for any costs incurred in excess of the maximum allowable amounts and request reimbursement for the same, which must be approved by the Board in accordance with Ordinance No. 17-0116. Employees are required to itemize eligible event expenses paid with the District P-Card along with expenses requiring reimbursement on the same Travel, Meal and Lodging Expense & Reimbursement Request Form. Accounts payable vouchers and receipts for each expense shall be submitted for payment in accordance with the District's Accounts Payable Procedures. Group functions must list the names of all employees in attendance. Incurred expenses will be reimbursed only for District employees.
3. Transportation: The least expensive mode of transportation shall be used, provided that the employee incurs no unreasonable hardship. The supervising Department Director shall

approve the employee's means of transportation prior to any event. Employees will be reimbursed for air travel at the coach airline rate. First class air travel will be reimbursed only if emergency circumstances warrant. Emergency circumstances must be explained in writing and a copy of the ticket or purchase receipt must be presented. Rail or bus travel is reimbursable for the actual cost; provided that rail or bus travel costs may not exceed the cost of coach fare, and a copy of the ticket or purchase receipt must be presented.

Use of personal vehicles is permissible at the standard mileage rate set forth by the Internal Revenue Service. Reimbursement may not exceed the cost of coach airfare. Mileage to and from transportation terminals, toll charges and costs for parking are also included as reimbursable expenses. The rental cost of a vehicle is reimbursable when warranted and with prior approval of the Executive Director, subject to Board approval in the event the cost exceeds the maximum allowable amount as set forth in the above chart. Use of taxis and limousines must be specifically related to District business and may be used when District vehicles are not available.

4. Lodging: Employees must obtain approval from their supervising Department Director for all lodging expenses prior to incurring any such expenses. The District may pay for overnight lodging for employees registered to attend an event occurring on multiple days, and will cover only those nights that occur during the attended educational/professional event session days, including prior night lodging for early morning meetings. Lodging will be reimbursed based on the standard single room rate. When multiple employees attend the same event, same-sex employees will be required to share double rooms. Employees, who wish to stay in a single room or will have a roommate other than a District employee, will be reimbursed 50% of the double room rate.

Other expenses incurred that are related to overnight lodging shall be reimbursed when specifically related to District business and approved by supervising Department Director, subject to Board approval in the event the cost exceeds the maximum allowable amount as set forth in the above chart. All receipts must be itemized and presented for reimbursement. Employees are responsible for personal expenses at the time of checkout and must deduct the charges on the expense voucher.

5. Meals/Food: As set forth above, the maximum allowable amounts for meal costs per day, including gratuity, for all-day approved events are as follows: a) \$15.00 for breakfast; b) \$25.00 for lunch; and c) \$35.00 for dinner. An employee will only be reimbursed for the amount incurred and, in the event an employee incurs an excess of the maximum allowable amount, the employee must request reimbursement, which must be approved by the Board in accordance with Ordinance No. 17-0116. If a meal is provided as part of the registration for the event, that meal will be deducted from the daily meal allowance. Vouchers must accompany all expenses for reimbursement.
6. Expenses Incurred in Excess of Maximum Allowed: Expenses incurred by an employee in excess of any maximum allowable amounts as specified above must be first approved by the Board at an open meeting before reimbursement will be made to the employee. In the event

of any emergency or other extraordinary circumstances, the Board may approve more than the maximum allowable expenses as set forth above.

7. Wages/Salary: Employees attending educational/professional development events, conferences, meetings or other events, will be compensated a maximum of 8 hours for that working day. The Executive Director must approve any request for additional hours.
8. Reservation to Amend: The District's Board may, at any time, adjust or limit any reimbursable expense, including but not limited to the categories for which reimbursement will be made and the maximum allowable amount for each authorized category, in its discretion or as required by law.

### **3.8 Professional and Service Organizations**

Professional Organizations - Full-time employees and part-time employees are encouraged to become members of professional organizations related to their work for the District. These organizations may be local, state, regional, metropolitan, or national in scope. If the Executive Director determines that membership in an organization furthers an employee's work for the District, the District shall pay the membership fees to the organization on behalf of the employee.

Community Service Groups - Full-time employees and part-time employees are also encouraged to participate in local civic or service clubs that foster desirable community relationships for the District. Any membership dues and expenses for such organizations are reimbursable if approved by the Executive Director in advance.

### **3.9 Retirement Benefit Plans**

#### **457(b) Deferred Compensation Plan**

All District employees (minimum age 21 years) are eligible to participate in the Board authorized Tax Deferred Compensation Plan (Resolution R16-0817 approved 8/15/16). The Plan provides eligible employees a way to save for retirement through pre-tax and after-tax contributions. The Plan offers a selection of financial services firms and investment options from which to choose. Employee contributions are made through regular payroll deductions.

#### **IMRF Pension Plan & Social Security**

All eligible District employees shall participate in the combined retirement program of the Illinois Municipal Retirement Fund (IMRF) and Social Security upon employment and shall contribute through payroll deduction a percentage of salary or wages based upon retirement fund requirements. All full-time employees are eligible for IMRF. Part-time employees who work 1,000 hours or more annually are eligible for IMRF as well. The District shall also contribute a percentage of salary or wages of each employee based upon retirement fund requirements.

In the event employment is terminated, the amount which the employee contributed to the retirement fund (IMRF only) is refundable. The benefits of the Illinois Municipal Retirement Fund (IMRF) and eligibility for IMRF are subject to state law and may change without prior notice to the District.



The Executive Director shall advise District employees of any changes in the IMRF program whenever possible.

All District employees shall be included in the Social Security Retirement program through payroll deductions, unless otherwise determined to be on a contractual-agreement basis with the District. The District shall also contribute an amount as required by law to the Social Security program. Termination of employment will not result in a refund of employee contributions for Social Security.

### **3.10 Time-off Benefits**

When an employee requires any leave of absence, a written request shall be submitted to ~~his/her~~ their immediate supervisor for approval.

#### **Bereavement Leave (Revised 10/19/2020)**

In the event of a death in the family, full-time employees may be granted up to three (3) working days of paid bereavement leave to attend the funeral of a family member with the approval of the employee's immediate supervisor. "Family" is defined as the employee's spouse, child, parent, sibling, grandparent, aunt, uncle, niece, nephew and cousin; as well as the employee's spouse's family members. "Parent" is defined broadly as the biological, adoptive, step, or foster parent of an employee (or spouse) or an individual who stood *in loco parentis* to the employee (or spouse) when they were a son or daughter. Upon returning to work, the employee must record their absence as a Bereavement Leave on their attendance record. Proof of death and relationship to the deceased may be required. Nothing in this section is meant to diminish the rights of an employee under the Illinois Child Bereavement Leave Act should the employee be eligible for leave under the Act.

#### **Child Bereavement Leave**

In the event of a death of a child, an employee may be entitled to unpaid bereavement leave in accordance with the Illinois Child Bereavement Leave Act (820 ILCS 154/1 et seq.) (the "Act"). In order to be eligible for leave under the Act, an employee must have been employed by the District for at least 12 months and have at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.

The Act provides eligible employees with a maximum of two weeks (10 work days) of unpaid bereavement leave to: (1) attend the funeral or a funeral alternative of a child; (2) make arrangements necessitated by the death of a child; or (3) grieve the death of a child. Leave under the Act must be completed within 60 days after the date on which the employee receives notice of the death of the child. The employee shall provide at least 48 hours' advance notice of the employee's intention to take bereavement leave under the Act, unless providing such a notice is not reasonable and practicable. In the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of 6 weeks of unpaid bereavement leave during the 12-month period.

The Act defines "child" as an employee's son or daughter who is a biological, adopted, or foster child. A stepchild, legal ward, or a child of a person standing in loco parentis.

Eligible employees may elect to substitute any unpaid or any accrued and unused paid leave available to the employee under any other federal, state, or local law, or District policy, for unpaid leave under the Act. An employee eligible for leave under the Act shall not entitle the employee to unpaid leave

that exceeds or is in addition to the amount of leave available to the employee under FMLA. The District may require reasonable documentation of proof of death and relationship of the deceased. Documentation of proof of death may include, but is not limited to, a death certificate, a published obituary, or written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

### **Compensatory Time**

Full-time exempt employees may accumulate up to 40 hours of compensatory time within a calendar year. The accrual of additional compensatory time is subject to approval by the Executive Director. One hour of compensatory time may be banked for every hour worked over 80 hours in a defined two-week payroll period, up to a maximum of 40 hours within a calendar year. Compensatory time may also be banked for hours worked over 72 hours in a pay period containing one District holiday; or for hours worked over 64 hours in a pay period in which two District holidays occur. All unused compensatory time banked in any calendar year shall be forfeited at the end of the year unless the Executive Director determines, in ~~his/her~~ their discretion, to allow an employee to carry forward such unused compensatory time for an additional period not to exceed 60 days. Use of compensatory time shall require at least three days written notice in advance and approval of the employee's immediate supervisor and the Executive Director. Employees will not be entitled to payment of unused compensatory upon their voluntary or involuntary separation from the District.

### **Family and Medical Leave (FMLA)**

It is the policy of the District to grant family leave to eligible employees when the employee or a member of the employee's immediate family has a serious health condition, or upon the birth or adoption of a new child in the employee's home, or any other qualifying circumstance under the FMLA. Immediate family is defined as the employee's spouse, child, parent, and sibling as well as the employee's spouse's parent, sibling, and child. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

- a.) Eligibility: All employees who have at least 12 months of continuous service with the District and who have worked at least 1250 hours during the previous 12 months are eligible for up to a total of 12 work weeks of unpaid leave during any rolling 12-month period for certain family and medical reasons (and up to 26 work weeks of unpaid leave to care for a covered service member). A rolling 12-month period is defined as the current month plus the immediate 11 months preceding the current month. Employees failing to meet these eligibility requirements are not entitled to leave under this policy.

Family and Medical Leave may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per work week or workday) if necessary. If leave is unpaid, the employee's salary base will be reduced based on the amount of time actually worked.

- b.) Request for Leave: An eligible employee is responsible for submitting a family leave request in writing to the immediate supervisor and the Executive Director at least 30 days prior to any anticipated leave, or as soon as practical when the absence cannot be anticipated. Upon receipt of the leave request, the supervisor and Executive Director shall confer with the employee to

consider possibilities for intermittent leave, reduced work schedules, transfer or reassignment, or other arrangements which promote the mutual benefit of the employee and the District, and may request medical certification of the claimed serious health condition of the employee or a family member. In the event of any question regarding the medical justification for the requested leave the District may, at its own expense, obtain a second medical opinion.

- c.) Reporting Requirements: An employee on FMLA shall be required to report periodically on ~~his/her~~ their status and intention to return to work, and further medical certification may be required.
- d.) Wage or Salary: An employee's regular wage or salary will be suspended during approved family leave. If the employee is otherwise eligible for such benefits, the employee may receive pay from the use of accrued sick time, personal time, vacation time or compensatory time during approved family leave. The employee may also request sick time from the Sick Bank, if ~~he/she~~ they qualify~~ies~~. If an employee is being paid for any portion of leave for IMRF disability, FMLA leave or any other leave, the employee will continue to accrue benefit hours for the months in which they are receiving payment. If the leave is unpaid, the employee will not accrue benefit hours, nor will they receive any regularly scheduled salary or wage increases during this period.
- e.) Group Insurance Benefits: The District will continue to pay its portion of any applicable District-sponsored group insurance benefits for a period of not more than 12 weeks during an approved family leave. The employee must make arrangements for payment of ~~his/her~~ their share of the insurance premiums before the leave commences. If the employee does not return to work after the leave, or fails to pay ~~his/her~~ their portion of the premiums, the employee will be required to reimburse the District for the costs and expenses incurred by the District for maintaining the insurance during the leave.
- f.) Returning from Leave: Upon return to work from such leave, an employee will be placed in the same position or an equivalent position with like pay, benefits, and conditions; provided that the employee's total time on leave in a rolling 12-month period has not exceeded 12 weeks.
- g.) Failure to Return from Leave: In the event that an employee fails to return to work on the agreed date at the end of the family leave, the employee's continued absence shall be considered unauthorized and shall subject the offending employee to corrective disciplinary action, including termination of employment. Any employee claiming family leave under false pretenses shall be subject to termination of employment.
- h.) Concurrent Leave Benefits: An employee may substitute any accrued paid vacation time, personal time, sick time or compensatory time (if the employee otherwise qualifies) for unpaid leave under this policy, and any such paid time off shall be taken concurrently with the Family and Medical Leave. If the employee otherwise qualifies for disability pay, such pay will be remitted to the employee at the same time ~~he/she is~~ they are on Family and Medical Leave. Similarly, if the employee otherwise qualifies for any other type of leave of absence, such leave must be taken concurrently with the Family and Medical Leave. All time missed from work

that qualifies for both Family and Medical Leave and for workers' compensation will also be counted toward an employee's Family and Medical Leave.

### **Holidays**

It is the policy of the District to observe designated holidays by providing time off with pay for eligible employees. To be eligible for a paid holiday, an employee must be classified as a full-time employee. When a District Scheduled Holiday(s) occurs on a full-time employee's regularly scheduled day off, the employee shall select an alternate day(s) occurring in the same pay period for holiday paid time off.

Holiday pay is based on 8 hours/day at an employee's regular pay rate per day. Time off without pay for regularly scheduled holidays is permitted for part-time employees with the approval of their immediate supervisor.

District Scheduled Holidays: Under normal circumstances, eligible employees shall be granted 8 hours of leave with pay to observe the following holidays:

- New Year's Day
- Good Friday
- Memorial Day (last Monday in May)
- Independence Day
- Labor Day (first Monday in September)
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve

Saturday/Sunday Holidays: In the event that one of the above designated holidays falls on a Saturday, the District will observe the previous Friday as the holiday. If the holiday falls on a Sunday, the District will observe the following Monday as the holiday.

### Payment for Hours Worked on a District Scheduled Holiday:

**Full-time Exempt Employees:** When a full-time exempt employee is required to work on a District Scheduled Holiday, the employee will be paid for the holiday, and may take equivalent time off during the same pay period or will be given compensatory time equal to the number of hours worked if the employee has not already accrued the maximum compensatory hours allowed during the calendar year.

**Full-time Non-Exempt Employees:** When a full-time non-exempt employee is required to work on a District Scheduled Holiday, the employee will be paid for the holiday, and will also be paid for the hours worked. Premium Pay will apply in situations where a full-time, non-exempt employee is called in to address an emergency that adversely affects facility operations (see Personnel Policy Section 7.7: Premium Pay).

### **Illinois Family Military Leave**

Under the Family Military Leave Act an employer with more than 50 employees must provide up to 30 days of unpaid leave to covered employees who are either the spouse, parents, grandparents or

children of soldiers being called into active military duty. The leave must be taken during the period the military deployment orders are in effect.

- a.) Use of Other Leave: Unpaid leave under this Act can be taken only after the employee has exhausted all accrued vacation, personal leave, and compensatory time. If an employee is being paid for any portion of leave for IMRF disability, FMLA leave or any other leave, the employee will continue to accrue benefit hours for the months in which they are receiving payment. If the leave is unpaid, the employee will not accrue benefit hours, nor will they receive any regularly scheduled salary or wage increases during this period.
- b.) Relationship to Family Medical Leave Act (FMLA): This leave is in addition to the family military leave available under the FMLA. However, if an employee also uses qualifying leave under FMLA, the amount of leave available under the Family Military Leave Act will be reduced by the number of days the employee takes under the FMLA.
- c.) Eligibility: For the purpose of this Act, employee is defined as a person employed for at least 12 months with at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.
- d.) Notice: If the leave under this Act is for five (5) consecutive workdays or more, the employee must provide the District with at least fourteen (14) days notice in advance of the leave date. For leave of less than five (5) consecutive workdays the employee should provide as much advance notice as is practicable.
- e.) Benefits: Employees shall maintain benefits at the employee's expense for the duration of the leave.
- f.) Verification: The District may require certification from the proper military authority to verify the employee's eligibility for the family military leave requested.

### **Jury Service**

The District recognizes the civic responsibility of its employees to participate in jury service when summoned. All full-time employees of the District shall be granted the necessary leave from work to participate in jury service only upon receipt of a copy of the jury summons. The payment of salaries and/or wages for jury service may not exceed 10 working days without approval by the Executive Director. In addition, all District-sponsored benefits will continue uninterrupted during the period of jury service. In order to receive pay from the District, employees eligible for pay must endorse the original check received for jury duty to the District and submit the endorsed check to the Finance Department.

Leaves to serve on a jury by part-time employees will be without pay from the District.

Upon receipt of a summons for jury duty, all employees are responsible for notifying their immediate supervisor as soon as possible. In the event that the employee is released from jury duty during any day of service (permitting a half of day work or more), the employee is expected to return to work.

## **Military Leave**

It is the policy of the District to support an employee's responsibility of military service by permitting time off from work as necessary to fulfill military obligations. As soon as the employee receives any military orders, it is the responsibility of the employee to notify ~~his/her~~ their supervisor. Military leave will be granted for military obligations such as reserve summer training camp, guard activation in a declared emergency, or for an extended tour of duty up to four years (or five years if at the convenience of the military).

Annual Reserve Training: Full-time employees shall receive pay from the District for the difference between their regular pay and their military pay, for a period up to ten working days per calendar year. During annual reserve training, all benefits and length of service for such employees shall continue on an uninterrupted basis. In addition, full-time employees will be entitled to holiday pay for any District-observed holiday occurring during the annual reserve-training period. Military leave for annual reserve training granted to all part-time employees shall be without pay from the District.

Extended Military Obligation: When full-time employees require military leave greater than ten working days per calendar year, such leave will be granted without pay from the District, unless the employee utilizes accrued sick time, available vacation time, accrued personal time off or the Executive Director, in consultation with the District's Board, considers it appropriate and in the best interests of the District to make such payments. Extended military leave granted to all employees will be made without pay from the District. In the case of extended military leave, the Executive Director may determine that it is in the best interests of the District to separate an employee from the District's payroll and discontinue District-sponsored benefits during such leave. If an employee is being paid for any portion of leave for IMRF disability, FMLA leave or any other leave, the employee will continue to accrue benefit hours for the months in which they are receiving payment. If the leave is unpaid, the employee will not accrue benefit hours, nor will they receive any regularly scheduled salary or wage increases during this period.

Re-employment After Extended Military Service: Any former employee who is discharged from military service under honorable conditions and applies for reinstatement with the District within 90 days after discharge from the military shall be reinstated for the same or similar position. Upon re-employment, the employee shall be rehired without loss of any applicable length-of-service credits, benefits, or pay rate.

## **Personal Time (Revised 8/16/21 – Effective January 2022)**

Full-time employees will receive four (4) personal days (32 hours) each calendar year that may be taken at any time within the calendar year to observe a federal holiday, birthday or religious matter, to attend to personal business, or to take time off for any other similar activities.

Certified Professional Instructors, who are required to work a minimum of 1,560 hours during the calendar year, may accrue up to 48 hours of personal time to be used during the following year beginning January 1 and ending December 31. Personal time will be calculated at 2.5 hours of personal time for every 100 hours worked.

Part-time employees, who work a minimum of 1000 hours during the calendar year, may accrue up to 48 hours of personal time to be used during the following year beginning January 1 and ending

December 31. Personal time will be calculated at 2.5 hours of personal time for every 100 hours worked.

Personal time will be paid at the current hourly rate of the employee's job position having the most worked hours.

In all cases, personal time off must be requested in writing from the employee's immediate supervisor or the Executive Director at least 5 days in advance. There is no accumulation or carryover of personal time off, and any unused personal time remaining at the end of the calendar year will be forfeited; provided, however, that the immediate supervisor or the Executive Director shall have the discretion in appropriate circumstances and in the best interests of the District to allow an employee to carry forward unused personal days for a period of up to 60 days.

Separation or Retirement: An employee is entitled to payment for any unused personal time that may be remaining at the time of the employee's voluntary or involuntary separation from the District.

### **School Conference and Activity Leave**

An employee may be eligible to take up to a total of eight (8) hours of unpaid school conference and activity leave per school year to attend school conferences, academic and behavioral meetings or classroom activities related to the employee's child(ren), if the conference, meeting, or classroom activities cannot be scheduled during non-working hours. For purposes of this policy, "school" means any public or private primary or secondary school or educational facility located in Illinois or a state that shares a common boundary with Illinois.

No more than four hours of such leave may be taken in any one day, and such leave will not be granted until the employee has used all available vacation time, personal time, and compensatory time.

Before arranging attendance at the school conference or activity, and at least seven (7) days in advance of the requested time off, the employee must provide the District with a written request for leave. In an emergency situation, the employee may give twenty-four (24) hours notice. In addition, the employee must consult with ~~his/her~~ their immediate supervisor to schedule the leave so as not to unduly disrupt operations.

School Conference and Activity Leave shall be unpaid. The employee may choose, however, to make up the time taken for such leave on a different day or shift if such an arrangement can reasonably be provided by the District. If an employee chooses not to make up the time taken, or an arrangement to make up such time cannot be made, the employee will not be compensated for the leave taken.

Upon completion of school conference or activity leave, the employee may be required to produce documentation of the conference or activity from the school administrator, and to submit such documentation to the District.

<i>Note</i>	Failure to submit the required documentation upon the request of the District within two (2) working days of the school conference or activity leave may subject the employee to disciplinary action, up to and including termination of employment.
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## **Sick Bank**

The Sick Bank is intended to enable a full-time employee, who has either depleted or not yet accrued enough sick time, to take short term leaves of absence with pay due to serious illness, injury or other medically necessary reason or to care for an immediate family member's serious illness, injury or other medically necessary reason. Such leave may be taken only if the employee has exhausted all paid leave (i.e., sick, personal, vacation and compensatory time). Sick Bank time may not be distributed to employees on workers' compensation or disability leave.

Contribution of Sick Hours: Each full-time employee is required to contribute a minimum of 8 hours of sick time per calendar year to be eligible for withdrawal from the Sick Bank. Employees may donate up to 48 hours of sick time per calendar year to the Sick Bank.

Any accrued hours of sick time in excess of the 280-hours/employee limit will automatically be deposited into the Sick Bank at the close of the calendar year.

Eligibility: In order to use Sick Bank time, an employee must have been employed full-time for a minimum of 6 months at the time of the request. Additionally, an employee must first exhaust all of ~~his/her~~ their own accrued paid time off (i.e., sick, personal, vacation and compensatory time).

Effect on Benefits: An employee granted leave under this policy will continue to be covered under the District's group health insurance plan on the same conditions as coverage would have been provided if ~~he/she~~ they had been continuously employed during the leave period.

An employee will continue to accrue benefit hours (sick, personal and vacation) while ~~he/she~~ they ~~is~~ are using Sick Bank time. Once approved Sick Bank time commences, the employee will not be required to use benefit hours (personal, sick, vacation) that accrue during the approved sick leave period in place of preapproved Sick Bank hours.

Holiday hours will be paid and not count against approved Sick Bank time.

Effect on Family and Medical Act (FMLA) and Victims' Economic Security and Safety Act (VESSA) Leave: Sick Bank time will count toward an eligible employee's leave allotment of 12-weeks maximum per 12-month period available to eligible employees under FMLA and VESSA.

Limitations: Employees may be granted no more days of Sick Bank time than have been determined to be medically necessary by ~~his/her~~ their physician up to a maximum of 60 workdays for an employee's own illness or injury and 10 workdays for an employee to care for a member of ~~his/her~~ their immediate family in a rolling 12-month period.

Returning to Work: An employee must return to work when ~~he/she~~ they ~~is~~ are medically able, as determined by ~~his/her~~ their physician or the District's occupational health provider. If deemed necessary by a physician, an employee may return to work on a part-time basis and the hours not worked will be designated as Sick Bank time.

Work Release: When an employee returns to work after the use of Sick Bank time for ~~his/her~~ their own illness, injury or other medically necessary reason, the employee must bring a release from ~~his/her~~ their



their physician stating that the employee is able to return to work. The District reserves the right to require an employee to undergo an examination by the District's occupational health provider to verify fitness to return to work.

Procedure for Requesting Leave: An appointed committee will administer the Sick Bank. A form requesting use of Sick Bank time should be completed and returned to the Human Resource Manager.

If the employee's physician or an immediate family member's physician determines that the employee cannot return to work due to the continued illness, injury or other medically necessary reason of the employee or an immediate family member, after using the number of days of Sick Bank time initially granted to the employee, the employee may, upon the determination of such physician that additional leave is needed, complete and return a new request form to the Human Resource Manager for additional Sick Bank time.

Separation or Retirement: An employee is not entitled to any payment for unused Sick Bank days that may be remaining at the time of the employee's voluntary or involuntary separation from the District.

#### **Sick Time (Revised 1/18/2021; 4/27/2021)**

It is the policy of the District to provide all eligible employees with a paid sick time benefit in the event of incidental or brief absences due to the employee's illness or the illness of an immediate family member (including the employee's child, step-child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, and step-parent). Sick leave may also be taken for the "personal care" of covered family members which includes activities to ensure that the family member's medical, hygiene, nutritional, or safety needs are met, and to provide transportation to medical appointments for a covered family member who is unable to meet those needs themselves. The employee may also use paid sick time to provide emotional support to a covered family member with a serious health condition who is receiving inpatient or home care. The benefit for eligible employees should not be considered a privilege to be used at the employee's discretion, and no attempt should be made by the employee to utilize all available sick days under false pretenses. Falsification of the reason for use of paid sick leave shall be considered grounds for corrective discipline, up to and including termination of employment.

Eligibility: Full-time employees are eligible for paid sick time pursuant to the terms and conditions described below. Part-time and certified professional instructor employees are not eligible for paid sick time. Paid sick time shall be used in the event of actual sickness or illness of the employee or of someone in the employee's immediate family, or to attend a medical, dental, or other sickness-prevention appointment. "Immediate family" in regards to this policy is defined as the employee's child, spouse, domestic partner, sibling, parent, stepparent, grandchild, grandparent, mother-in-law, father-in-law and stepchild, as well as the employee's spouse's sibling and grandparent.

Approval and Accrual of Sick Time: All paid sick leave must be approved by the employee's immediate supervisor or the Executive Director. Unused sick leave may be accrued from year to year, however, no more than 120 sick days or 960 hours of sick time, may rollover for use in the subsequent year. All full-time employees will earn 4 hours of sick leave for each calendar month employed by the District.

Request for Sick Time: In order for an eligible employee to receive paid sick time, the employee must notify ~~his/her~~ their immediate supervisor as soon as practical of the illness and of the approximate length of absence required. Whenever possible, the employee should notify ~~his/her~~ their immediate supervisor at least one hour before the time set for beginning daily duties. The employee shall further notify the supervisor prior to leaving ~~his/her~~ their home during approved sick time. **An employee using three or more consecutive days of sick time may be required by the immediate supervisor to submit a physician's statement certifying the illness.** Any employee claiming illness under false pretenses shall be subject to corrective discipline, including termination of employment.

Separation or Retirement: An employee is not entitled to any payment for unused sick time that may be remaining at the time of the employee's voluntary or involuntary separation from the District.

**Vacation Time (Revised 11/11/2021)**

The District believes that an employee's vacation time provides an important opportunity for rest and relaxation, and strongly recommends that all eligible employees make full use of their paid vacation benefit. Paid vacation time shall be computed in conjunction with the calendar year from January 1 through December 31, and such time shall be accrued in the calendar year prior to that in which it is used. However, with respect to new employees, vacation time is computed on a monthly basis until they reach January 1 of the year following their date of hire. All paid vacation time that is not used by the end of the calendar year following the year in which it was accrued may be carried over for use within 60 days in the new year and must be used by the end of the pay period in which February 28 or 29 occurs or it will be forfeited.

Eligibility: Full-time employees and certified professional instructors are eligible for paid vacation time pursuant to the terms and conditions described below. Part-time employees are not eligible for paid vacation time.

Length of Vacation Time for New Employees: New full-time employees will be entitled to take vacation time after they have been employed by the District for at least six (6) months. Employees, who reach January 1 prior to having worked six months with the District, will be entitled to take their accrued vacation time after completion of their sixth full month of employment.

Paid vacation time for newly hired full-time employees will be computed at the rate of 5/6th of a day for each full calendar month worked in the calendar year of hire, rounded off to the nearest half day.

Paid vacation time for new certified professional instructors will be computed at the rate of 2.5 hours of paid vacation time for each full calendar month worked up to 30 hours per calendar year.

The length of vacation time permitted to eligible full-time employees and certified professional instructors during the calendar year immediately following their date of hire will be as shown in the following chart:

Length of Vacation Time permitted to new Full-time Employees during the calendar year immediately following their date of hire and Certified Professional Instructor Employees during the calendar year following eligibility:
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First Full Month of Employment	Full-time Employees	Certified Professional Instructors
January	10 days	30.0 Hours
February	9 days	27.5 Hours
March	8 days	25.0 Hours
April	7 1/2 days	22.5 Hours
May	7 days	20.0 Hours
June	6 days	17.5 Hours
July	5 days	15.0 Hours
August	4 days	12.5 Hours
September	3 days	10.0 Hours
October	2 1/2 days	7.5 Hours
November	2 days	5.0 Hours
December	1 day	2.5 Hours

For example, if an eligible full-time employee begins work with the District on May 15<sup>th</sup>, the employee will not be entitled to take any paid vacation time until the following January 1<sup>st</sup>. At that time, since the employee worked seven full calendar months during the previous calendar year (June through December), the employee will have accrued 6 paid vacation days that can be taken during the following calendar year.

Length of Vacation Time for Existing Employees Changing from Part-time to Full-time Status: Vacation time for an employee moving from an IMRF qualifying part-time position to a full-time position will be calculated based on their most current IMRF participation date, and be available for use on January 1 of the year following change of status. Vacation time for an employee going from a non-IMRF qualifying part-time position to a full-time position will be calculated from the start of their full-time employment date according to the above accrual table, and be available for use on January 1 of the year following change of status.

Length of Subsequent Vacation Time: Starting with January 1<sup>st</sup> 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<sup>st</sup>. The amount of paid vacation time granted to eligible employees is shown in the following charts. Subsequent vacation time for a newly hired full-time employee or a non-IMRF part-time employee accepting a full-time position is calculated based on the full-time hire date. Subsequent vacation time for an employee changing from an IMRF eligible part-time position to a full-time position is calculated on the most recent IMRF participation date.

Full-time Employees	Paid Vacation Time
Less than 2 years of service	10 working days (80 hours)
2 to 10 calendar years of service	15 working days (120 hours)
10 to 20 calendar years of service	20 working days (160 hours)
20 or more years of service	25 working days (200 hours)

Certified Professional Instructors	Paid Vacation Time
Per Calendar Year	A maximum of 30 hours may be accrued

Request for Paid Vacation Time/Pay: Employees shall make their requests for paid vacation time at least 30 days in advance by notifying their immediate supervisor or the Executive Director in writing. All requests for vacation time are subject to approval by the immediate supervisor or Executive Director after consideration of the District’s staffing needs and other vacation requests. Vacation time off should be scheduled in units of at least one week, unless other arrangements are approved in advance. If a paid holiday occurs during the employee’s vacation time, the holiday shall not be considered as part of the employee’s vacation time.

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, prorated through the last full calendar month of service.

**Vacation Use for College Savings and Loan Payment:**

An employee may elect to cash in no more than 50% of their allotted Vacation time per calendar year, up to a maximum of 40 hours, and direct the funds to an established 529 College Savings Account and/or to a College Loan in their own name, their spouse’s name, or their child’s name. This election is limited to a one-time request per calendar year, per employee. Contributions/payments will be made directly to the applicable account(s). To take advantage of this benefit, the employee shall complete the 529 College Savings Account Contribution Form and/or the College Loan Payment Form and submit it to the Human Resource Manager no later than November 30<sup>th</sup> for processing. The employee is responsible for confirming receipt and crediting of the funds to their account(s).

**Victims Economic Security and Safety Act (Revised 12/20/2021)**

District employees may take unpaid leave under the Victims’ Economic Security and Safety Act (“VESSA”) ~~Amended by Illinois Workplace Transparency Act, effective 1/1/2020) in order to seek assistance for qualifying reasons~~ in response to an act or threat of domestic ~~violence~~, sexual ~~assault~~, or gender violence, ~~or stalking any other crime of violence when the employee or the employee’s family or household member is a victim of such violence.~~ ~~An employee may take this leave to seek services for someone who is a victim of domestic, sexual, or gender violence if the victim is: 1) the employee; 2) For the purpose of this policy, a covered family or household member includes the employee’s (spouse, civil union partner, parent, (biological or loco parentis), grandparent, child, grandchild, sibling, other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee, and persons jointly residing in the same household. son, or daughter); or 3) a household member (who is currently residing with the employee). Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability. “Parent” means a biological, adoptive, foster, or step-parent, or a person who stood in loco parentis over the employee when the employee was a minor child. “Child” means a biological, adopted, foster or step-child, a legal ward, a child over whom the employee stands or stood in loco parentis, or an individual under the employee’s care who is eighteen (18) years or older and incapable of self-care because of a disability.~~

VESSA leave is not allowed, however, if the employee's interests regarding the violent act are adverse to the victim's interests. The District's Executive Director may request a copy of a police report concerning the act or threat of domestic ~~violence~~, sexual ~~assault~~, or gender violence, ~~or stalking or other crime of violence~~ if there is any question concerning the adverse interests of the employee and the victim.

Employees are eligible to take up to twelve (12) work weeks of unpaid VESSA leave from work on a continuous, intermittent or reduced work schedule basis within any twelve (12) month period. and Employees shall be restored to the same or an equivalent position upon their return from leave. ~~This policy 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.~~

a.) Reasons for Leave

An employee who is a victim of actual or threatened domestic, sexual or gender violence, or other crime of violence (or whose ~~has a~~ family or household member ~~who~~ is a victim) may take VESSA leave to obtain assistance or services, for the employee or their covered family or household member, for following purposes:

- (1) to seek medical attention for, or to recover from physical or psychological injuries caused by domestic, sexual, ~~or~~ gender violence or any other crime of violence;
- (2) to obtain services from a victim services organization;
- (3) to obtain psychological or other counseling;
- (4) to participate in safety planning, to ~~seek~~ temporarily or permanently ~~relocation~~ relocate, or to take other actions to increase the safety of the victim from future domestic, sexual, or gender violence, any other crime of violence, or to ensure economic security; or
- (5) to seek legal assistance or remedies to ensure the health and safety of the victim, including preparing for or participating in any legal proceeding related to or resulting from actual or threatened domestic, sexual, or gender violence or any other crime of violence.

If an employee misrepresents the facts in order to be granted a VESSA leave, such employee will be subject to disciplinary action, up to and including termination of employment.

b.) Notice of Leave

An employee must give the District's Executive Director at least forty-eight (48) hours prior notice, unless providing advance notice is not practicable under the particular circumstances. If an employee is unable to provide advance notice, such employee must provide notice when able to do so but, in any event, within a reasonable period of time after the absence. Failure to provide the required notice may result in treatment of the absences as unexcused.

c.) Reporting While on Leave

An employee on VESSA leave shall be required to contact such employee's supervisor on a regular basis regarding the status of such leave and such employee's intention to return to work.

d.) Certification

Employees requesting VESSA leave must provide proper certification for all absences. The certification must show that:

- (1) the victim for whom the leave is requested is the employee, a covered family member, or a covered household member;
- (2) the victim was subjected to an act or threat of domestic, sexual, or gender violence or any other crime of violence; and
- (3) the leave is to seek assistance for a purpose covered by the Act as described in Section a.) above stated in the provisions of this Manual.

The employee must provide two (2) types of written documentation as certification:

- (1) a signed and dated statement by the employee showing that the leave qualifies for a purpose covered by VESSA, and;
- (2) written documentation from the source from whom assistance was sought or who could otherwise verify the nature of the leave, such as documentation from: (a) a representative of a victim services organization, an attorney, member of the clergy, or a medical or other professional, from whom the employee has sought services on behalf of a covered victim to address domestic, sexual, or gender violence or crime of violence and/or the effects of the violence; (b) a police or court record; or (c) other corroborating evidence.

It is the employee's responsibility to ensure that the District receives the proper certification within a reasonable amount of time (generally no later than fifteen (15) days period after leave is requested, or after if the certification is requested by Human Resources). If the District does not receive adequate certification within a reasonable time period after leave is request, or if the certification does not confirm a VESSA-qualifying purpose, the employee's absences may instead be processed under other applicable leave policies and the employee will be held accountable for time taken under the District's attendance requirements (e.g., such time may be considered an unexcused absence).

e.) Leave is Unpaid

VESSA leave is unpaid leave. ~~An employee on VESSA leave may elect to substitute any period of unpaid leave for which the employee is eligible under federal, state or local law.~~ An employee on VESSA leave may also elect to use any available accrued paid time off ~~which would otherwise apply to the circumstances of concurrently with~~ the VESSA leave, including any unused earned sick time (which may only be used if the reason for VESSA leave also qualifies the employee to use sick time), vacation time, compensatory time or personal time. For instance, if VESSA leave is required because the employee is temporarily disabled due to domestic, sexual, or gender violence, the employee may use any available accrued sick time

for that portion of the leave. The substitution of any such paid or unpaid leave time shall not extend the maximum twelve (12) week VESSA leave period.

f.) Medical and Other Benefits

During an approved VESSA leave, the District will continue to pay its portion of any applicable District-sponsored group insurance benefits for ~~the employee's entire VESSA leave, to the maximum twelve a period of not more than (12) weeks of VESSA leave, unless the Executive Director, in consultation with the District's Board, determines that additional payments would be appropriate and in the best interests of the District.~~ The employee must make arrangements for payment of ~~his/her~~ their share of the insurance premiums. If the employee does not return to work at the end of the leave period, the employee may be required to reimburse the District for the cost of the premiums paid by the District for maintaining health care coverage during the employee's unpaid leave, unless the employee cannot return to work because of the continuance, onset or recurrence of domestic, sexual, or gender violence, or other crime of violence, or other circumstances beyond the employee's control. In such a case, the employee will be required to produce written certification to confirm the circumstances beyond the employee's control.

If an employee is being paid for any portion of their VESSA leave due to concurrent paid leave, such as for IMRF disability, FMLA leave or any other leave, the employee will continue to accrue benefit hours for the months in which they are receiving payment. If the leave is unpaid (meaning that the employee is not using any paid leave concurrently with their VESSA leave), the employee will not accrue benefit hours, nor will they receive any regularly scheduled salary or wage increases during this period.

g.) Intermittent and Reduced Schedule Leave

VESSA leave may be taken intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours the employee works per work week or workday). Employees should consult the District's Executive Director to determine the schedule of intermittent or reduced schedule leave. ~~If leave is unpaid, the District will determine the employee's salary based on the amount of time actually worked.~~

h.) Other Applicable Leaves

VESSA leave will run concurrently with any other applicable leave. For instance, leave taken under VESSA, which also qualifies under the Family and Medical Leave Act (FMLA), will be simultaneously designated as both VESSA and FMLA leave. Likewise, absences for which an employee receives sick time or short-term disability benefits for a purpose covered under VESSA will also be designated as VESSA leave.

i.) Returning from Leave

If the employee wishes and is able to return to work at the expiration of the ir VESSA leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment, subject to any applicable exceptions under applicable law; ~~however,~~ ~~†~~ The employee will have ~~has~~ no greater right to ~~reinstatement or~~ other benefits and conditions of employment than if the employee had not

taken the leave. The employee must return to work immediately after the expiration of the approved VESSA leave in order to be reinstated to the same position or an equivalent position.

If the employee takes leave because of the employee's own medical or psychological condition, the employee is required to provide medical certification that the employee is fit to resume work, according to the District's usual policies.

j.) Reasonable Accommodation in the Workplace

The District will consider making reasonable accommodations to an otherwise qualified employee or job applicant for a known limitation resulting from circumstances related to the employee being a victim of actual or threatened domestic, sexual, or gender violence, or any other crime of violence, or having a covered family or household member who has been the victim of such actual or threatened violence; unless the accommodation would cause the District an undue hardship. If the employee is an otherwise qualified individual who can perform the essential functions of the job, but needs such an accommodation, the District will evaluate the employee's circumstances and possible accommodations, taking into account any exigent circumstances or danger facing the employee or the employee's covered family or household member in determining whether a requested accommodation is reasonable. Examples of accommodations the District may consider include~~provide~~ an adjustment to the job structure, workplace facility, or work requirements, including a change in the employee's telephone number or seating assignment, or installation of a lock or implementation of a safety procedure in the employee's work area in response to a need covered by VESSA. The District ~~may~~will also consider a request for transfer, reassignment, or modified schedule if needed due to a known limitation caused by an act or threat of domestic, sexual, or gender violence or other crime of violence. Other safety measures may also be appropriate. Any employee covered by VESSA may make a request for leave or for a reasonable accommodation to the Human Resource Manager or the Executive Director. Requests for reasonable accommodation will be evaluated in a timely manner.

k.) Confidentiality

The District will maintain the employee's written certifications and other documentation regarding any requests for VESSA leave in a confidential file, which will be kept separate from the employee's personnel file. The District will not disclose the nature of or reason for the employee's leave or accommodation other than to those specific persons who need to know for the District's operations, in order to ensure the employee receives the appropriate VESSA rights, except as requested or consented to in writing by the employee or as otherwise required by applicable law.

l.) No Retaliation

The District strictly forbids any of its elected or appointed officials, employees, supervisors, or other representatives from discriminating against, retaliating against, harassing, interfering with, ~~restraining~~ or otherwise treating an employee unfavorably, with respect to compensation, terms, conditions or privileges of employment, for requesting or taking VESSA leave or accommodation, or for exercising any other rights under VESSA. If the employee believes ~~he/she has~~they have been denied VESSA rights, or if the employee believes ~~he/she has~~they have



have been treated unfavorably for having exercised any VESSA rights, the employee should immediately report ~~this such action~~ to the Human Resource Manager or the Executive Director.

The District will investigate the employee’s concerns and take corrective action if it determines that any of its elected or appointed officials or employees has violated the District’s VESSA policy.

### **3.11 Voting Time**

The District fully supports all employees’ participation in government by voting in federal, state, and local elections. In most cases, polling schedules for voting allow employees who are eligible to vote ample opportunity to vote before or after their working hours, and/or employees will be encouraged to take advantage of early voting opportunities. However, when the polling schedules conflict with work schedules of the District’s employees, the employee’s immediate supervisor will grant a maximum of two (2) hours of time off, with pay, for voting.

### **3.12 Workers’ Compensation**

All District employees are covered under the Illinois Workers' Compensation Act. The Act provides for medical care and replacement of wages if an employee sustains an injury arising out of and occurring in the course of ~~his/her~~ their employment with the District. Should the work-related injury result in time off in excess of 30 days, Illinois Municipal Retirement Fund (IMRF) employees may be eligible for concurrent IMRF disability benefits. For injuries resulting in permanent disability or disability expected to last in excess of one year, Social Security Disability benefits may also be available. Non-job-related illnesses or injuries, or illnesses or injuries not related to the performance of an employee’s assigned duties are not covered under the Act.

Any work-related injury or illness (**even if the employee is uncertain if the injury or illness is work-related, but suspects it might be work-related**) must immediately be reported directly to the employee’s immediate supervisor or department director if the immediate supervisor cannot be reached directly. **The District’s risk management association will evaluate all claims.**

<i>Note</i>	<b>Failure to immediately report an injury or illness may jeopardize the employee’s eligibility for workers’ compensation benefits.</b>
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The District strictly prohibits retaliation against any employee who, in good faith, reports a work-related injury or illness, irrespective of whether the employee fails to comply with the reporting procedures under this policy. However, the District reserves the right to discipline any employee for engaging in unsafe, careless, or reckless conduct contributing to an avoidable workplace injury or illness, or for filing a fraudulent workers’ compensation claim.

Upon notification, the District shall instruct the employee to report to a hospital or physician for an examination or treatment. In the case of an emergency, the employee should go to the nearest hospital emergency room for treatment and then utilize the District’s occupational health services provider if additional treatment is necessary.

All medical evaluations by any licensed physician must be submitted to the Safety Coordinator for the duration of the period of leave.

The District reserves the right to have the employee examined by a licensed physician of its own choice at any time during the period of leave. This examination will be at the District's expense and the physician will submit the results to the District. The employee is entitled to a copy of this report.

The District may assign an injured employee to a modified duty assignment. No employee shall be allowed to return to work without a statement from a physician approving the employee's return to work without restrictions, or with restrictions acceptable to the District.

The District reserves the right to re-assign the employee to another position at the same pay and benefits the employee received at the time of the injury.

When an employee has been released by a licensed physician to return to work on a modified duty basis, the employee may periodically be requested to return for medical evaluations. For these doctor visits, the employee will be compensated at the employee's current rate of pay only for the period of time necessary for the visit, including reasonable transportation time. The District reserves the right to verify the time of the visit. Time taken over and above that which is necessary will be charged to the employee's available sick time, vacation time, personal time, compensatory time, or other time off. If the employee does not have any available time off, the employee will be compensated only to the extent required by law.

If an employee is being paid for any portion of leave for IMRF disability, FMLA leave or any other leave, the employee will continue to accrue benefit hours for the months in which they are receiving payment. If the leave is unpaid, the employee will not accrue benefit hours, nor will they receive any regularly scheduled salary or wage increases during this period.

## Section IV: Employee Conduct

### 4.1 Alcohol and Drug Abuse

The patrons and employees of the Oak Brook Park District are a valuable resource and their health and safety are of serious concern to the Park District. Patrons need to be assured that Park District employees do not perform their duties while under the influence of any substance, whether it is legal or not, which impairs their ability to perform their duties or imperils the health, safety or wellbeing of employees or the public. The Park District vigorously supports the Drug Free Workplace Act (*Chapter 30 ILCS Section 580/1 et. seq.*). No Park District employee may perform ~~his or her~~ their job duties under the influence of alcohol, cannabis, any illegal drug, or any drug for which the employee has a prescription that impairs the employee's ability to perform ~~his or her~~ their job duties. No Park District employee may be in possession of alcohol, cannabis, or any illegal drug while performing ~~his or her~~ their job duties. This policy is applicable to all our work force at any location while the employee is working. The Park District also complies with DOT 49 CFR part 40. We have a commitment toward maintaining a safe workplace, free from the influence of drugs and the abuse of alcohol.

Nothing in this policy allows the Park District to refuse to hire or to discharge any individual, or otherwise disadvantage any individual, with respect to compensation, terms, conditions or privileges of employment because the individual uses lawful products off the premises of the employer during nonworking and non-call hours. "Lawful products" means products that are legal under state law. For purposes of this provision, an employee is deemed on-call when the employee is scheduled with at least 24 hours' notice by ~~his or her~~ their employer to be on standby or otherwise responsible for performing tasks related to ~~his or her~~ their employment either at the employer's premises or other previously designated location by ~~his or her~~ their employer or supervisor to perform a work-related task.

Employees are required to report to their supervisors the use of any prescription drug, which may impair the employee's ability to perform the essential functions of ~~his or her~~ their job with the Park District. This includes, but is not limited to, the use of medical cannabis.

### **Medical Cannabis**

Registered qualifying patients in Illinois may be able to obtain a registry identification card, which allows them to purchase medical cannabis for the treatment of a variety of debilitating medical conditions under the Compassionate Use of Medical Cannabis Program Act. The Act also provides employers with the ability to regulate the use of medical cannabis on employer owned premises and during work hours. The following regulations shall apply to employees of the Park District who may also qualify to obtain legal access to medical cannabis:

1. Employees are strictly prohibited from possessing and/or using medical cannabis on any Park District owned property at any time;
2. Employees are strictly prohibited from using medical cannabis during all work hours;
3. Employees are strictly prohibited from reporting to work under the influence of medical cannabis;
4. Employees may not possess medical cannabis in their personal vehicles in any Park District parking lot unless the medical cannabis is in a sealed, tamper-evident medical cannabis container;

5. Employees who possess a Commercial Driver’s License (“CDL”) shall not use or possess medical cannabis; and

Notwithstanding the specific prohibitions set forth above, any employee who validly possesses a card, allowing for the use of medical cannabis shall still be subject to all other provisions of the Park District’s Alcohol and Drug Abuse Policy.

### **Recreational Cannabis Use**

Recognizing that limited possession and use of cannabis for those over 21 years of age is lawful in Illinois as of January 1, 2020, it remains a controlled substance under federal law. Therefore, employees whose jobs are subject to federal prohibitions, such as those that require Commercial Drivers Licenses (“CDL”), or who work pursuant to certain federal grants, are prohibited from using cannabis under any circumstances, and remain subject to federal prohibitions and testing requirements.

### **Notice of Convictions**

Any employee who is convicted of violating any federal or state criminal drug statute must notify the Park District Executive Director within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Executive Director may subject the employee to disciplinary action, up to and including termination of employment.

## **ALCOHOL AND DRUG TESTING**

### **Pre-Employment Screening**

Each prospective employee is required to sign a consent form and undergo a drug screening.

### **Reasonable Suspicion**

In order to help protect the health and safety of employees and the public and to maintain a drug and alcohol-free workplace, the Park District may conduct drug and alcohol testing if a supervisor has a “reasonable suspicion” that an employee is under the influence of drugs and/or alcohol at work.

A supervisor shall have a “reasonable suspicion” that an employee is under the influence of drugs and/or alcohol if the employee demonstrates specific, articulable symptoms while working that lead the supervisor to have a good faith belief the employee is under the influence. A supervisor will use the PDRMA Drug and Alcohol Impairment and Reasonable Suspicion Observation Form to clearly document the specific, articulable observations and behaviors that create a reasonable suspicion that an employee is under the influence of drugs and/or alcohol. Examples include:

- Odors (smell of alcohol, cannabis, or other unlawful substances).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused, or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions)

- negligence or carelessness in operating equipment or machinery
- disregard for the safety of the employee or others
- carelessness that results in any injury to the employee or others.

When reasonable suspicion testing is warranted, the employee's supervisor will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test. Refusal by the employee will be treated as a positive drug test result and will result in immediate termination of employment.

### **Testing Conducted**

The Park District may test for alcohol and any controlled substance or cannabis (when reasonable suspicion exists or when the employee is subject to federal or state prohibitions). Employees are required to sign a consent form, cooperate with any authorized testing, and execute any and all releases necessary to provide the Park District with the results of any test. Failure to cooperate or execute required releases will be grounds for discipline up to and including termination. The procedures of the physical testing and examination will be those set by the medical clinic or laboratory designated by the Park District and will be followed by the employee.

## **VIOLATIONS OF THE ALCOHOL AND DRUG ABUSE POLICY**

### **Disciplinary Action Steps**

Any employee testing positive for illegal drugs, alcohol levels exceeding .02 blood alcohol concentration, or being impaired while on duty under the influence of legal drugs may be disciplined up to and including termination from employment. Prior to issuing any final disciplinary action, the Park District will afford the employee a reasonable opportunity to contest the basis of the determination.

In lieu of termination, the Park District may require an employee to successfully complete substance abuse evaluation assessment, treatment and/or counseling at the employee's expense.

Employees participating in a drug or alcohol treatment program will be allowed to use any paid time off benefits they have accrued; however, any time off necessary to participate in any drug or alcohol treatment program will be either unpaid or paid by the use of the employee's accumulated but unused leave.

An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the District. Participating in a treatment program will not, in and of itself, protect the employee from disciplinary action should job performance remain unsatisfactory.

The District will maintain medical records confidentially, including records concerning alcohol or drug abuse, diagnosis, and treatment, in a file separate from the regular employee personnel files in accordance with the terms of the District HIPAA Policy. Access will be limited to the terms and individuals identified in the District's HIPAA Policy. The District will not disclose these records to persons outside the District without the employee's consent unless disclosure of the records is necessary for legal or insurance purposes.

### **4.2 Attendance at Work**

All employees are expected to be ready for work in a fit condition at the designated starting time.

### **4.3 Blogging and Social Media**

Social media are powerful communications tools that have a significant impact on organizational and professional reputations. The Oak Brook Park District has crafted the following policy to help clarify how best to enhance and protect personal and professional reputations when participating in social media.

Social media are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, Twitter, Facebook, YouTube, and MySpace.

Both in professional and institutional roles, employees need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting with clients, parents, members, donors, media, and other District constituents apply online as in the real world. Employees are liable for anything they post to social media sites.

#### a) Policies for All Social Media Sites, Including Personal Sites

- **Protect confidential and proprietary information:** Do not post confidential or proprietary information about Oak Brook Park District, residents, nonresidents or employees. Adhere to all applicable district privacy and confidentiality policies. Employees who share confidential information do so at the risk of disciplinary action or termination.
- **Respect copyright and fair use:** When posting, be mindful of the copyright and intellectual property rights of others and of the district.
- **Don't use Oak Brook Park District logos for endorsements:** Do not use the Oak Brook Park District logo or any other agency images or iconography on personal social media sites. Do not use the Oak Brook Park District's name to promote a product, cause, or political party or candidate.
- **Respect Park District time and property:** Park district computers and time on the job are reserved for park district-related business as approved by supervisors. There are 15 minutes per day allotted to social media sites per user. After this time has expired, users will be timed out until the next day.
- **Coexisting with park district participants:** Oak Brook Park District employees, summer staff and volunteers shall refrain from any proactive one-on-one communications with Oak Brook Park District customers (including teens) on social networking sites. They may accept invitations to profiles, groups, and events, but may not initiate any type of communication with customers or teens. Responses to customer and teen-initiated communications should be limited to those that are park district-related. Public one-on-one communications (i.e. posting a comment to a wall) are discouraged at all times

Park District employees, summer staff and volunteers agree not to use a social networking profile, group page, blog, or other Internet medium to discuss behavior that is prohibited by park district policy or the Code of Conduct, including, but not limited to, alcohol or drug use, sexual behavior, delinquent behavior, etc.

- **Terms of service:** Obey the Terms of Service of any social media platform employed.

b) Best Practices

- **Think twice before posting:** Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and the Park District. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, ask your supervisor for input or contact the marketing manager.
- **Strive for accuracy:** Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the park district in any capacity. (See "Park District Social Media" below.)
- **Be respectful:** Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or the park district and its institutional voice.
- **Remember your audience:** Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective sponsors, current sponsors, residents, nonresidents, current employers, board members, colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
- **On personal sites,** identify your views as your own. If you identify yourself as an Oak Brook Park District employee or staff member online, it should be clear that the views expressed are not necessarily those of the institution.
- **Photography:** Photographs posted on social media sites easily can be appropriated by visitors. Consider adding a watermark and/or posting images at 72 dpi and approximately 800x600 resolution to protect your intellectual property. Images at that size are sufficient for viewing on the Web, but not suitable for printing.

c) Park District Social Media Sites

- **Purpose of Park District Social Media Sites:** The Park District will utilize social media to increase our presence on the web, and develop conversational platform with our constituents that is both informational and promotional.
- **Content and Monitoring:** The Marketing Manager and IT Manager are responsible for the content of and monitoring all park district pages. Departments or employees that would like to contribute content or create a new social media promotion must contact the Marketing Manager.

- **Approval:** The Executive Director must approve all social media sites, promotion and communications that assume the Park District voice.
- **FOIA Requests:** The Illinois Freedom of Information Act states that “Written requests may be submitted to a public body via personal delivery, mail, telefax, or other means available to the public body” (5ILCS 140/3 (c)). Therefore, if a member of the public posts a comment on an agency’s account that clearly requests certain records, it will be construed as a valid FOIA request. The marketing manager will forward all available information to the FOIA officer to address or clarify the request. The Park District will make a reasonable effort to ensure that contact information for FOIA requests is available on social sites.
- **Acknowledge who you are:** If you are representing Oak Brook Park District when posting on a social media platform, acknowledge this.
- **Link back to the Park District:** [www.obparks.org](http://www.obparks.org) is the only official website of the Oak Brook Park District. Whenever possible, link back to the Oak Brook Park District web site. Ideally, posts should be very brief, redirecting a visitor to content that resides within the Oak Brook Park District web environment.
- **Protect the Park District voice:** Posts on social media sites should protect the park district’s institutional voice by remaining professional in tone and in good taste. No individual Oak Brook Park District department or program should construe its social media site as representing the park district as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post—names, profile images, and posts should all be clearly linked to the particular department or program rather than to the park district as a whole.

#### **4.4 Break Time for Nursing Mothers**

The Fair Labor Standards Act (FLSA), as amended March 23, 2010 when the Patient Protection and Affordable Care Act (PPACA) took effect, requires employers to provide reasonable break time for nursing mothers to express breast milk for up to one year following the child’s birth.

The District’s “Break Time for Nursing Mothers Policy” outlines guidance for compliance with the law, and prohibits discrimination and/or harassment of employees who exercise their right under this policy. This policy establishes standards for breastfeeding and expressing milk for a nursing mother while at work.

Employees shall be provided a place to express their milk. The location provided will be private and functional as a space for expressing breast milk. A bathroom, even if private, is not a permissible location.

Employees shall be provided flexible paid breaks to accommodate milk expression.

Supervisors who receive an accommodation request will work with the Human Resource Manager to review available space (private space with a secured door) and notify employee of appropriate space use.



#### **4.5 Children in the Workplace**

The presence of children in the workplace with an employee parent during an employee's workday is inappropriate and is to be avoided except in extraordinary emergency situations. This policy is established to avoid disruptions and distractions in job duties of the employee and co-workers, reduce property and general liability, and help maintain the District's professional work environment.

Childcare is the personal responsibility of the employee and it is the further responsibility of the employee to prearrange for childcare in the event of an emergency. Bringing a child to work with the employee is only an option when all other emergency options have been exhausted.

If bringing a child to work with the employee is unavoidable, the employee must contact his/her/their supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working. Factors the supervisors will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee's and co-workers' work. If the supervisor determines that it is not appropriate for the child to accompany the employee parent to the workplace, the employee will be required to take vacation or personal leave, with or without pay. Consideration will not be given to allowing a child with an illness to come to work with the employee.

A child brought to the workplace in unavoidable situations will be the responsibility of the employee parent and must be accompanied and be under the direct supervision of the employee parent at all times. The District will accept no liability for property damage or personal injury resulting from the presence of the child in the workplace and, by bringing the child to the workplace, the employee parent agrees to accept total responsibility for such liability. If an employee parent finds it necessary to bring a child to the workplace an excessive number of times, as determined by the supervisor, the employee parent may be subject to disciplinary action, up to and including termination.

#### **4.6 Chronic Illness**

It is the policy of the District to ensure a safe and healthful workplace for all employees and to prohibit arbitrary discrimination in the event an employee becomes afflicted with a chronic illness/disease.

In the event that an employee incurs a medical condition or disease that may affect the health or safety of the employee, co-workers, or the public, the employee has a responsibility to seek appropriate medical care. When the District becomes aware of an employee's medical condition, the District will take the appropriate medical action based on the doctor's recommendation about the employee's ability to work.

Eligible employees with a chronic illness/disease are entitled to participate in District-sponsored benefits plan, group insurance, sick leave, medical leave, family leave, and any other benefits or leave for which they would otherwise be eligible.

In addition, supervisory employees are responsible for making all employment decisions relating to individuals with a chronic illness/disease in a non-discriminatory manner. This includes hiring,

promotion, pay, benefits, training, discipline, termination of employment, or other terms or conditions of employment.

#### **4.7 Donations (Acceptance of)**

Any and all donations to the District shall be referred to the Executive Director for consideration, review, approval, or further direction as to use of any accepted donation and acknowledgement to the donor.

#### **4.8 Donations (Giving of)**

The Marketing Department will oversee the giving of donations from the District. The Executive Director must approve all donations. The District's Board must approve all monetary donations. All donations will be restricted to events and organizations sponsoring events in Oak Brook, and the following bordering communities: Oakbrook Terrace, Elmhurst, Western Springs, Westchester, Downers Grove, Clarendon Hills, Westmont, Hinsdale, LaGrange, and Villa Park.

Only one donation per organization will be made per calendar year. All gift certificate donations will expire one year from the date of issuance. The District will supply, with each donation, a certificate and an information sheet explaining all terms of the donation.

#### **4.9 Dress Code (Revised 9/21/2020)**

It is the desire of the District to project a consistent, professional image to the public. The personal appearance of employees conveys to the public a general impression of the District. Employees must be neat, clean and orderly at all times while on duty.

Exposed body piercing jewelry is limited to that which may not present a safety hazard to you, your coworkers, or the public. Any jewelry that draws inappropriate attention or negative attention is not allowed. The Park District will determine each case individually.

Tattoos cannot be offensive in nature (i.e., words including profanity and/or profane/obscene symbols). Any tattoo design that is determined to be inappropriate by your supervisor will not be allowed. Tattoos must not be immodestly placed so as to draw inappropriate attention. Excessive visible tattoos will not be permitted.

The District will provide Oak Brook Park District apparel to employees who are required to wear uniforms while on duty. In accordance with the department's dress code and each employee's job description, shirts, sweatshirts, caps/hats and other protective gear may be required. While on duty, only apparel with the "Oak Brook Park District" embroidery or screen print shall be worn by employees. Employees shall not wear any District issued apparel when not on duty or while exercising/working out. Apparel with affiliate or sponsor logos may be worn with supervisor approval.

The District provides personal protective equipment (PPE) which is to be worn during work functions that have been identified by supervisory personnel and the District's Safety Committee. OSHA and the Illinois Department of Labor require that park and recreation agencies conduct a hazard assessment

of their workplace to determine if any hazards exist that would require the use of personal protective equipment. Employers must select and have affected employees use PPE suitable for protection from existing hazards. These hazards are listed in Workplace Hazard Assessments, which also list the required PPE. PPE may consist of earplugs, ear covers, helmets, safety goggles/glasses, chaps, protective gloves and other equipment. Employees will be trained to know when personal protective equipment is necessary; what type is necessary; how it is to be worn; and what its limitations are, as well as proper care, maintenance, useful life, and disposal. Employees are required to wear the PPE as assigned and identified in the Workplace Hazard Assessment. Employees are required to return PPE to the designated storage area upon completion of the job assignment on a daily basis or as directed by their supervisor. Employees who do not comply with personal protective equipment procedures shall be subject to discipline.

### Front-line Employees

Employees having direct contact with the public are responsible for wearing an “Oak Brook Park District” nametag and shirt. These employees include: Front Desk Employees, Fitness Floor Employees, Program Instructors and Personal Trainers. The District will provide “Oak Brook Park District” shirts and nametags. Employees are required to return nametags and shirts to their supervisors upon termination of employment.

Slacks, shorts, or skirts can be worn. They are to be casual in style and in khaki, black or navy colors. Shorts shall be no higher than the top of the knee. Skirts shall be no higher than 2 inches above the knee. Jeans or athletic pants may only be permitted, if necessary, to perform a specific job function.

### Aquatic Center Employees

**Life Guards:** Lifeguards will wear the prescribed guard suit and shirt. Guards are allowed to wear red shorts, or red warm-up pants, and red sweatshirts. Guard whistles and lanyards must be worn around the neck or wrist at all times. Absolutely no twirling of these items is permitted. Polarized sunglasses, sunscreen and a hat or visor must be worn while outside.

**Swim Instructors:** All swim instructors while on duty are required to wear the provided uniform consisting of a red one-piece swimsuit or red swim trunks. No towels shall be worn on deck. If an instructor is out of the water, ~~he/she~~ they may wear instructor shorts and a Park District issued shirt. They may also wear a royal blue staff sweatshirt and sweatpants.

### Park Maintenance, Facility Maintenance and Janitorial Employees

The District will provide “Oak Brook Park District” shirts and caps/hats for Park/Facility maintenance and janitorial employees. Such employees are required to return uniforms to their supervisors upon termination of employment.

The wide variety of maintenance tasks conducted at the District make it difficult to require employees to wear safety shoes at all times. In some cases, metal sole inserts or steel toes can make bending and kneeling difficult and can chill feet during winter months. However, it is important that employees have this important foot protection available when specific jobs warrant its use. Maintenance employees may wish to have both a standard work boot and safety shoe available so they can wear appropriate foot protection when conducting specific work tasks that present risks from falling or rolling objects.

**Janitorial Employees** may wear dark colored khakis or work pants. Pants shall not have holes or stains. Shoes shall have non-skid soles and provide sturdy traction for possible wet floors that occur during cleaning operations.

**Park Maintenance/Facility Maintenance Employees** are to wear durable work pants in dark colors, which provide protection for the duties assigned. Pants shall not have holes or stains. Pants used for painting purposes are permitted to have paint stains and are to be worn only during painting projects.

#### Executive and Administrative Employees

Employees are expected to dress in business casual attire Monday through Thursday. Exceptions to the business casual code will only be permitted if necessary, to perform a specific job function or on Casual Friday. Employees that are provided with logoed apparel by the Park District will be required to wear such items during regularly scheduled group activities and other annual special events, as directed by the Executive Director.

#### **Minimum business casual dress includes:**

**Shirts:** Button down dress shirts, button down casual shirts, golf shirts, sweaters, turtlenecks, and mock turtlenecks are acceptable. Sweatshirts, shirts with logos, tank tops, midriff tops, halter-tops, tops with bare shoulders, low-cut necklines, and t-shirts, unless worn under another blouse or jacket, are inappropriate.

**Pants:** Slacks and pants should be of cotton, synthetic or a blend of dress/casual pants. Jeans, athletic pants, shorts, Bermuda shorts, bib overalls, leggings, and any spandex are inappropriate.

**Skirts and Dresses:** Casual dresses and skirts should be at a length no shorter than 2 inches above the knee and/or split below the knee. Mini-dresses, skorts, sundresses and spaghetti-strap dresses are inappropriate.

**Footwear:** Dress shoes, loafers, or flat leather shoes should be worn with coordinating socks. Dress heels and dress sandals are acceptable. Athletic footwear or casual rubber flip-flops are inappropriate.

#### **“Casual Friday” dress includes:**

**Shirts:** Employees that have been issued District logoed shirts, sweaters, sweatshirts and/or warm-up tops must wear such items on “Casual Friday”. If an employee does not wear logoed apparel, then business casual attire will be required to be worn. Button down dress shirts, button down casual shirts, golf shirts, sweaters, turtlenecks, and mock turtlenecks are acceptable. Sweatshirts, shirts with logos, tank tops, midriff tops, halter-tops, tops with bare shoulders, low-cut necklines, and t-shirts, unless worn under another blouse or jacket, are inappropriate.

**Pants:** Jeans that are dark blue or black denim are permitted. The jeans shall not have any holes, frayed hems, or “washed out” color. Oak Brook Park District logo wear is also permitted.

**Skirts and Dresses:** Casual dresses and skirts at a length no shorter than 2 inches above the knee and/or split below the knee are acceptable. Dark blue or black jean skirts meeting the length

guidelines are permitted. Jean skirts with holes, frayed hems or “washed out” color are not permitted. Mini-dresses, skorts, sundresses and spaghetti-strap dresses are inappropriate.

**Footwear:** Dress shoes, loafers, athletic, or flat leather shoes with coordinating socks; dress heels and dress sandals are acceptable. Flip-flops are inappropriate.

#### Dress Code Infractions

Failure to comply with the dress code policy will result in:

**First Offense:** A verbal warning will be issued.

**Second Offense:** A written warning will be issued and the employee will be sent home to change.

**Third Offense:** Employment may be terminated.

#### 4.10 Driving on District Business

The District is committed to promoting safe and responsible driving for all of its employees. Employees who operate District-owned, leased/rented, or personal vehicles during the performance of their jobs must follow the rules and meet the driving record qualifications as established in the Vehicle Policy (Oak Brook Park District Safety Manual). Since the District has the sole discretion in determining who may drive in the course of District business, the District has the right to review any appropriate documents including driving records, proof of a valid license, automobile insurance information etc. and must be made aware of any driving violations, changes to driver information and driver status immediately. Any individual who is in violation of the safety expectations identified herein or in the vehicle policy may be subject to disciplinary action by the District, up to and including termination of employment.

#### 4.11 Emergency Closing and Scheduled Facility Closure

##### **Emergency Closing:**

On occasion, due to inclement weather, power outages, national crisis, or other emergency situations, the District may close its facilities for all or part of a normally scheduled workday. Supervisors will notify employees by email, text or phone if the facility will be closed. The Oak Brook Park District also participates in the Emergency Closing Center System in which radio and television stations report on emergency closings of schools, organizations, and businesses. Announcements of the closings are broadcasted on WGN Radio 720-AM, WBBM Radio 780-AM, or televised on CBS Channel 2, NBC Channel 5, ABC Channel 7, WGN-TV Channel 9, or CLTV cable. The Emergency Closing Center also posts the information on their website: [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com).

Depending on the type of emergency, certain services of the District may continue, for example, park maintenance crews scheduled for snow plowing during a snow storm. The District’s directors and/or their designated representative will contact employees in essential operations to set the schedule for work. The emergency work schedule shall be determined so as to meet the needs of the District and maintain the safety of the employees and patrons.

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

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

- When operations are officially closed due to emergency conditions, the time off from scheduled work for full-time employees will be paid.
- Full-time employees in essential operations may be asked to work on a day when facilities are officially closed. In these circumstances, full-time employees who work will receive pay at their regular hourly rate for hours worked.
- Employees who have scheduled benefit hours on the day of an emergency closing will be paid benefit hours as previously approved.
- An employee, who for personal reasons, wishes to leave work early during severe weather conditions may do so with the permission of his/her/their supervisor and may opt to deduct such time from his/her/their accrued vacation, personal, or compensatory time.
- If an employee is unable to report for work, but the program/facility for which he/she/they works is open, the employee (whether exempt or non-exempt) will not be paid for that day unless the employee opts to deduct such time from his/her/their accrued vacation, personal, or compensatory time.

#### **Scheduled Facility Closure:**

When a facility is scheduled to be closed on a limited basis for a foreseen purpose (i.e., special event, building maintenance) at the direction of the Executive Director, full-time staff affected by the closure shall be compensated for the hours the facility is scheduled to be closed that fall within their regular established work schedule, up to a maximum of 8 hours/day (maximum 10 hours/day for employees with a 4/day work week schedule). If the full-time employee is not normally scheduled to work that day, they will not be compensated for the time the building is closed.

**If a full-time employee is scheduled to work the full day or is using paid time off (personal hours, vacation hours, compensatory, scheduled sick hours for a doctor appointment) on the day the building closure occurs, they are to record their time as follows: actual worked hours, unpaid meal break if applicable, and paid time off hours that occur prior to the scheduled building closing time and then record the balance of hours occurring after the scheduled building closure time as “BLD” type hours for a maximum of 8 hours in the work day (maximum 10 hours/day for employees with a 4/day work week schedule).**

***Example #1: Regular established work schedule 8:30 am – 5:00 pm (less a 30-minute meal break)***

*If the building is scheduled to be closed at 1:00 pm, an employee who works from 8:30 am until 12:30 pm and does not take a meal break, would record 4 hours worked plus 4 “BLD” hours on their time record.*

***Example #2: Regular established work schedule 4:30 am – 1:00 pm (less a 30-minute meal break)***

*If the building is scheduled to be closed at 1:00 pm, an employee who begins work at 4:30 am, takes the required 30-minute meal break, and ends work at 1:00 pm, would record 8 hours worked and .5 hour unpaid meal break.*

**Example #3: Regular established work schedule 7:00 am – 3:30 pm (less a 30-minute meal break) with PTO used a portion of the day**

*If the building is scheduled to be closed at 1:00 pm, an employee who works from 7:00 am until 11:00 am, then leaves for a scheduled doctor’s appointment and does not return, would record 4 hours worked, 2 hours sick time, and 2 “BLD” hours on their time record.*

**Example #4: Regular established work schedule 8:30 am – 5:00 pm (less a 30-minute meal break) with PTO used the full day**

*If the building is scheduled to be closed at 1:00 pm, an employee who is scheduled to use vacation time for the whole day, would record 4 hours vacation and 4 “BLD” hours on their time record.*

#### **4.12 Gifts**

No employee may accept any gift, reward or gratuity of any kind, or grant any special favor to others. If a gift, gratuity, or reward is offered to an employee, the employee shall immediately report it to ~~his/her~~ their supervisor, who will consult with the Executive Director as to whether a gift, reward or gratuity should be retained by the employee. All decisions concerning the acceptance of gifts, rewards or gratuities shall be made by the Executive Director in accordance with the Illinois Gift Ban Act. In all instances where a gift, reward or gratuity must be declined, an employee should do so graciously and tactfully.

#### **4.13 Identity Protection**

The District has approved three important policies regarding identity protection:

- Identity Theft Prevention – Customer Information Policy
- Identity Theft Prevention – Social Security Numbers Policy
- Data Security Policy

These policies are mandated by law and are in response to the ever-growing crime of identity theft. *Identity Theft is a fraud committed or attempted using the Identifying Information of another person without authority.* The District’s Safety Manual contains these policies in their entirety. Highlights of the policies are presented below. All employees shall take every precaution to protect the identity of any individual.

##### **Identity Theft Prevention – Customer Information Policy**

Pursuant to the Federal Trade Commission’s “Red Flag” Rules under the *Fair and Accurate Credit Transactions Act of 2003 (Section 114)*, the District has implemented a Program to detect, prevent, and mitigate instances of Identity Theft, and provide for identification, detection, and appropriate response to patterns, practices, or specific activities, known as “Red Flags”, which could indicate Identity Theft in the fraudulent use of credit cards, membership or registration accounts of the District’s patrons.

The employees of the District that interact directly with patrons on a day-to-day basis shall have the initial responsibility for monitoring the information and documentation provided by the patron or any third-party in connection with the opening of new accounts, modification of, or access to existing accounts and the detection of any Red Flags that might arise.

The Executive Director or a designee shall see to it that all employees who might be called upon to assist a patron are properly trained so that they have a working familiarity with the relevant Red Flags identified in this Program, and so as to be able to recognize any Red Flags that might surface in connection with the transaction. An employee who is not sufficiently trained in this Program shall not have the authority to provide the patron with any service transaction without the direct supervision and specific approval of a management employee. Employees shall receive additional training as appropriate, as changes to the Program are made.

All management employees shall be properly trained so that they can recognize the relevant Red Flags identified in this Program and exercise sound judgment in connection with the response to any unresolved Red Flags that may be present. Management employees shall be responsible for making the final decision on any such unresolved Red Flags.

For the effectiveness of Identity Theft Prevention Programs, the Red Flag Rule envisions a degree of confidentiality regarding the District's specific practices relating to Identity Theft detection, prevention and mitigation. Therefore, under this Program, knowledge of such specific practices is to be limited to those employees who need to know them for purposes of preventing Identity Theft in the use of credit cards, and/or patron membership/registration accounts. However, any employee who has suspicion of fraudulent use of credit cards or personal identity of any individual shall immediately report such concern to their immediate supervisor.

#### Identity Theft Prevention – Social Security Numbers Policy

Pursuant to the requirements of the *Identity Protection Act (5 ILCS 179/1 et seq.)* the District has established a Program to protect social security numbers from unauthorized disclosure.

No person acting on behalf of the District may do any of the following:

1. Publicly post or publicly display in any manner an individual's social security number.
2. Print an individual's social security number on any card required for the individual to access products or services provided by the District.
3. Require an individual to transmit ~~his/her~~ their social security number over the Internet, unless the connection is secure or the social security number is encrypted.
4. Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, and electronic mail or any similar method of delivery, unless State or Federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision of the Act or this policy to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the



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

Except as otherwise provided in the Act or this policy, no person may do any of the following:

1. Collect, use or disclose a social security number from an individual, unless:
  - a.) Required to do so under State or Federal law, rules or regulations, or unless the collection, use or disclosure of the social security number is otherwise necessary for the performance of the District's duties and responsibilities;
  - b.) The need and purpose for the social security number is documented before collection of the social security number; and
  - c.) The social security number collected is relevant to the documented need and purpose.
2. Require an individual to use ~~his/her~~ their social security number to access an Internet website.
3. Use the social security number for any purpose other than the purpose for which it was collected.
4. Encode or embed a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology or other technology, in place of removing the social security number as required by the Act or this policy.

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

#### Data Security Policy

The District acknowledges that safeguarding sensitive data in files and on computers makes good business sense. Loss of confidential customer and/or employee data can lead to lawsuits, the erosion of trust in the District and affect our reputation in the community. The Data Security Policy serves to set standards for collecting, securing, and disposing of sensitive personal information. The policy, in accordance with the *Illinois Personal Information Protection Act (815 ILCS 530)*, also establishes specific steps to be taken upon discovery of a security breach. All employees are responsible for adhering to the procedure provided in this policy to secure personal information held by the District.

#### **4.14 Non-Compete, Non-Disclosure and Non-Solicitation**

The District has the right to protect its valuable intellectual property rights and maintain the confidentiality of patron contacts and relationships, program and service planning information, or similar business information. Protection of confidential business information is vital to the interests and success of the District. Employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment, and possible legal action, even if they do not actually benefit from the disclosure of the information. Such information includes, but is not limited to: information about the operations and policies of the District, patron information and databases, unique marketing tools, brochures or advertisements, and/or personal information concerning the District's employees.

#### **4.15 Non-Discrimination and Anti-Harassment**

The District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the District expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, officer, official, park commissioner or board member, agent, volunteer, and vendor of the District as well as anyone using the District's facilities, to refrain from sexual and other harassment. The District will not tolerate sexual or any other type of actual or perceived harassment of or by employees, interns, elected officials, or any other person in an employee's work environment. Actions, words, jokes, or comments based on an individual's actual or perceived gender (including gender identity or expression), sex race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, sexual orientation, civil union partnership, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals because of ~~his or her~~ **their** actual or perceived gender (including gender identity or expression), sex race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, sexual orientation, civil union partnership, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other legally protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the District prohibit disparate treatment based on these stated characteristics, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

#### **Definitions of Harassment**

1. **Sexual harassment** may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:

- a.) Submission to the conduct is made, either implicitly or explicitly, a condition of the individual's employment;
- b.) Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual; or
- c.) The harassment has the purpose or effect of interfering with the individual's work performance or creating an environment that is intimidating, hostile, or offensive to the individual.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

It is a policy of the District to prohibit harassment of any person by any District employee, District commissioner, or District agent on the basis of sex or gender. All District employees, District commissioners, and District agents are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

2. **Harassment on the basis of any other protected characteristic** is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of an individual's actual or perceived race, color, religion, gender (including gender identity or expression), sex, sexual orientation, civil union partnership, pregnancy, childbirth, medical condition related to childbirth or pregnancy, age, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, disability, order of protection status, or any other characteristic protected by law or that of an individual's relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings,

business-related social events and any other location where the individual is assigned to perform ~~their~~ ~~his or her~~ job duties.

### Retaliation Is Prohibited

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

In addition to the District's prohibition on retaliation, various state and federal laws prohibit retaliation for reports of discrimination, harassment, or retaliation. For instance, protections against retaliation exist under the Illinois Human Rights Act, and depending on the circumstances, protections against retaliation may exist under the Illinois Whistleblower Act and/or the State Officials and Employee Ethics Act.

### Reporting Procedure

The District strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. This policy applies to all full-time and part-time employees. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination, or retaliation. Therefore, while no fixed reporting period has been established, the District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing, discriminatory, or retaliatory conduct from promptly advising the offender that the offender's behavior is unwelcome and requesting that it be discontinued. However, nothing in this policy shall require individuals who believe they are being subjected to harassing, discriminatory, or retaliatory behavior to so advise the offender.

If you experience or witness harassment, discrimination, or retaliation of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to the offending person, your immediate supervisor, department director, and/or the Executive Director. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, texts, social media postings, tweets, e-mails, and telephone messages can strengthen documentation. It is not necessary that the discrimination, harassment, or retaliation be directed at you to make a complaint.

Your response to harassment in the workplace may include any or all of the following steps:

- **Direct Communication with Offender:** If there is harassing, discriminatory, or retaliatory behavior in the workplace toward you or you witness such behavior, and if you feel comfortable doing so, you should directly and clearly express your objection to the offending person(s). clearly stating the conduct is unwelcome and that the offending behavior must stop.

However, you are not required to directly confront the person who is the source of the report, question, or complaint before notifying the persons identified below as those designated to receive such reports, questions or complaints. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.

- **Report to Supervisory and Administrative Employees:** At the same time direct communication is undertaken with the offender, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor or department director. If you feel uncomfortable doing so, or if your immediate supervisor and/or department director is the source of the problem, condones the problem or ignores the problem, the offending behavior should be reported directly to the Executive Director.
- **Report to President of the District's Board:** If the Executive Director is the source of the problem, condones the problem, or ignores the problem, you should immediately contact the President of the District's Board.
- **Report to Executive Director:** A person objecting to offending behavior may also report incidents of harassment or discrimination directly to the Executive Director. The Executive Director or a designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid.
- **Complaint Against a Board Member:** If a complaint is made about alleged discrimination, harassment or retaliation by an elected official of the District, the allegations should be reported to the Executive Director, the President of the Board, or any other Board member not involved in the alleged discrimination, harassment or retaliation. If a complaint is made against an elected official of the District under this Section, the matter must be referred to the District's legal counsel. The complaint and any investigation into the complaint will be thoroughly investigated by the Executive Director or an independent attorney or consultant and will be independently reviewed by a committee made up of other board members who are not the subject of the allegations.

Nothing in this policy precludes a report of discrimination, harassment, or retaliation to the Illinois Department of Human Rights, which is the State agency responsible for enforcing the Illinois Human Rights Act. Further, the IDHR maintains a hotline (phone: 877-236-7703) for confidential reports of sexual harassment.

#### Harassment Allegations Against Non-Employees/Third Parties

If you make a complaint alleging harassment, discrimination or retaliation against an agent, vendor, supplier, contractor, volunteer or person using District programs or facilities, the Executive Director will investigate the incident(s) and determine the appropriate remedial action, if any. The District will take reasonable efforts to protect you from further contact with such persons when warranted or will take other reasonable steps to remediate the situation.

<b><i>Important Notice to All Employees</i></b>	Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint reporting procedure.
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Harassment Allegations by Elected Officials Against Other Elected Official

Any commissioner of the Oak Brook Park District Board of Park Commissioners (Park Board) who believes that s/he has been sexually harassed by another Park Board Commissioner may file a complaint with the Park Board President. If the Board President is the reporting person or is implicated by the allegation, the report can be made to any other Park Board Commissioner. Any report under this section must be referred to the District’s legal counsel. The District’s legal counsel shall promptly appoint a qualified independent attorney or consultant to review and investigate the allegations. The Executive Director and Board President are hereby authorized and directed to implement and administer the Policy in accordance with applicable law.

Harassment of Non-Employees

Harassment of non-employees by employees is strictly forbidden and will be subject to discipline, up to and including termination. If a non-employee has a complaint of harassment, the non-employee should notify the Executive Director. If the Executive Director is implicated by the allegation, the report can be made to the Board President. The allegations of the complaint will be thoroughly investigated by the Board President as appropriate and, if warranted, reasonable remedial measures will be taken. For purposes of this Section, a “non-employee” means a person who is not otherwise an employee of the District and is directly performing services for the employer pursuant to a contract with the District.

Responsibility of Supervisors and Witnesses

Any supervisor or managerial employee who becomes aware of any possible sexual or other harassment, discrimination, or retaliation of or by any individual should immediately advise the Executive Director who will investigate the conduct promptly and take prompt remedial action if the allegations are substantiated. All employees are encouraged to report incidents of harassment, discrimination and retaliation, regardless of who the offender may be or whether or not the reporting employee is the intended victim.

The Investigation

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

### Responsive Action

After investigation, the District will determine whether a complaint of harassment, discrimination or retaliation has been substantiated or not based on a review of the facts and circumstances of each situation. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action for a substantiated complaint may include, for example, training, referral to counseling, and/or disciplinary action (such as a warning, a reprimand, withholding of a promotion or pay increase, a reassignment, a temporary suspension without pay, or termination of employment) as the District believes appropriate under the circumstances.

### False and Frivolous Complaints

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

While the District hopes to be able to resolve any complaints of harassment, discrimination or retaliation within the District, the District acknowledges the right of individuals to contact the Illinois Department of Human Rights (IDHR) (James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601) about filing a formal complaint. The IDHR also has a reporting hotline (877-236-7703), which includes a method for the intake of anonymous phone calls regarding allegations of sexual harassment. If the IDHR determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor in Suite 5-100. If the IDHR does not complete its investigation within 365 days, an individual may file a complaint directly with the HRC between the 365<sup>th</sup> and the 395<sup>th</sup> day.

### **4.16 Outside Work**

All District employees who secure outside employment shall notify their immediate supervisor and the Executive Director in writing of such employment. The outside employment may not interfere with the employee's normal duties with the District or in any way bring discredit to the District. Furthermore, the employee is not permitted to receive outside compensation for performing any work on District time.

### **4.17 Political Activity**

All District employees are encouraged to exercise their individual right to vote as citizens. However, except as otherwise provided by law, employees shall not use their authority, position or title as a District employee as a means of influencing an election. Further, employees shall not solicit campaign funds on behalf of candidates for District offices, take an active part in a political campaign on behalf of any candidate for office, or take part in the management of political activity on any level while on duty, or while wearing or utilizing any equipment, wearing apparel or supplies owned or provided by the District.

#### **4.18 Public Relations**

It is expected that all District employees will be a credit to and exhibit loyalty to the District. Employees are expected to be courteous to the public, their fellow workers, and supervisors.



#### **4.19 Romantic Relationships**

Consenting “romantic” or sexual relationships between employees, especially between a supervisor and an employee, may at some point lead to unhappy complications and significant difficulties for all concerned – the employee, the supervisor and the District. Any such relationship may, therefore, be contrary to the best interests of the District.

Accordingly, the District strongly discourages such relationships and any conduct (such as dating between a supervisor and an employee) that is designed or may reasonably be expected to lead to the formation of a “romantic” or sexual relationship.

By its discouragement of romantic and sexual relationships, the District does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment; and the policy articulated above is not to be relied upon as justification or excuse for a supervisor’s refusal to engage in such social interaction with employees.

If a romantic or sexual relationship between employees or between a supervisor and an employee should develop, it shall be the responsibility and mandatory obligation of the employee or supervisor to promptly disclose the existence of the relationship to ~~his/her~~ their department director.

The District recognizes the ambiguity of and the variety of meanings that can be given to the term “romantic”. It is assumed, or at least hoped, however, that either or both of the parties to such a relationship will appreciate this meaning of the term as it applies to either or both of them, and that they will act in a manner consistent with this policy.

The department director shall inform the Executive Director and others who need-to-know of the existence of the relationship, including in all cases the person responsible for the employee’s work assignments.

Upon being informed or learning of the existence of such a relationship, the District may take all steps that it, in its discretion, deems appropriate. At a minimum, the employee and supervisor will not thereafter be permitted to work together on the same matters (including matters pending at the time that disclosure of the relationship is made), and the supervisor must withdraw from participation in activities or decisions (including, but not limited to, hiring, evaluations, promotions, compensation, work assignments and discipline) that may reward or disadvantage any employee with whom the supervisor has or has had such a relationship.

In addition, and in order for the District to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, any person who believes that ~~he/she~~ hasthey have been adversely affected by such a relationship, notwithstanding its disclosure, is encouraged to make ~~his/her~~ their views about the matter known to the department director, the Human Resource Manager, or the Executive Director.

This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described.

#### **4.20 Safety and Reporting Employee Injury**

The District is committed to providing a safe and healthful working environment for all District employees. Employees are responsible for performing their job duties in a safe manner, following all applicable safety procedures. Failure to follow safety procedures of the District is subject to disciplinary action up to and including suspension or termination of employment. In the event of any accident or injury to the employee while on the job, the employee must report the incident immediately to ~~his/her~~ their supervisor within 24 hours of the incident. The supervisor is responsible for completing and providing an incident investigation report to the District's Safety Coordinator and Executive Director within 24 hours of the incident. Any employee injured on the job may be instructed to report for a medical examination and/or treatment. Failure to timely report such injury or to report for treatment may result in a forfeiture of the employee's rights in accordance with the provisions of the Illinois Workers' Compensation Act.

#### **4.21 Smoke Free Workplace**

Consistent with the Smoke Free Illinois Act and the District's General Use Regulations Ordinance, the Oak Brook Park District is committed to protecting everyone from exposure to second-hand smoke from any kind of lighted smoking equipment.

All Park District facilities and parks have been designated to be smoke-free. This includes offices and work areas, restrooms, conference and meeting rooms, lunch rooms, playgrounds, athletic fields, picnic areas, and all other areas within the District's operation. Smoking is also prohibited in all District vehicles, whether on District Property or not.

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

#### **4.22 Staff Solicitation**

Any solicitation by an employee to obtain sponsorships from other employees for charity or school events or to sell goods, products or services to other employees, shall comply with the following guidelines:

1. No active, person-to-person solicitation shall be allowed, and all solicitation shall be by posting or disseminating information or notices as provided herein.
2. No employee will be allowed to set up a table at the District to disseminate information or sell goods, products or services.
3. Employees may be allowed to post information or notices, for no longer than two weeks at a time, for the purpose of soliciting sponsorships or selling goods, products or services to other employees; provided that such information or notices shall be posted only on bulletin boards at the time clock and copy machine; and further provided that advance approval must be obtained from the Executive Director.

4. Employees may be allowed to disseminate information or notices for the purpose of soliciting sponsorships or selling goods, products or services to other employees by placing such information or notices in employee mailboxes; provided that advance approval must be obtained from the Executive Director.
5. Posting or dissemination of information or notices will be permitted only if the information or notices posted or disseminated do not:
  - a.) Unreasonably disturb or interfere with District business;
  - b.) Harass, embarrass, or intimidate persons who are being solicited; or
  - c.) Involve any message that is discriminatory, hateful, obscene, profane or libelous, or which is likely to incite or produce imminent lawless action, as determined in accordance with the standards for such content that have been or are established by law.
6. An employee who violates this policy may be subject to discipline up to and including termination of employment

#### **4.23 Unauthorized Absence**

Any unauthorized absence of an employee of the District shall be without pay and shall subject the offending employee to corrective disciplinary action, up to and including termination of employment. Any employee who is absent without approval for a period of three consecutive working days shall be deemed to have abandoned ~~his/her~~ their position and to have resigned.

#### **4.24 Violence in the Workplace**

The safety and security of all employees is of primary importance at the District. Threats, stalking, threatening and abusive behavior, or acts of violence, including any threat of or action to cause bodily harm or property damage to employees, visitors, patrons, or District facilities or property, by anyone on District property, on a District-controlled site, or in connection with District employment, facilities, programs or services will not be tolerated. This includes words or actions made in jest.

All employees are responsible for notifying their supervisor, department director, and the Executive Director of any violations of this policy. Even without a specific threat, all employees should report any behavior they have witnessed that they regard as potentially threatening or violent, or that could endanger the health or safety of an employee or patron.

If a situation or incident is currently ongoing, or if the incident involves a threat of bodily harm, actual bodily harm or property damage, a call should immediately be made to 911.

#### **4.25 Weapons in the Workplace**

Employees may not possess or use any weapons, while on District property or while conducting District business, in accordance with the Illinois Firearm Concealed Carry Act. Weapons include, but are not limited to, guns, knives or swords with blades over four inches in length, explosives, and any chemical whose purpose is to cause harm to another person. Please note that this law applies regardless of whether an employee possesses a concealed weapon permit or is allowed by law to possess a weapon.

Employees who violate this policy will be subject to disciplinary action, up to and including employment termination.

#### **4.26 Work Schedules and Meal Breaks**

The hours of operation for the District will be established by the Executive Director and anyone properly designated by the Executive Director. It is normal practice of the District to have employees available as necessary and appropriate from Monday through Sunday.

It is the policy of the District to arrange employee work schedules as necessary to accommodate the requirements of the District's operations and the needs of the District's residents. Hours of work shall be established for each position as part of the job description for that position, subject to any changes in the schedule by the Executive Director or the employee's immediate supervisor. Full-time employees of the District are employed for the totality of work required in a given position and they are expected to be on duty when the need exists for their service. All employees are expected to work all scheduled hours, and the District reserves the right to adjust the work schedule of any employee if such adjustment is in the best interests of the District.

All employees working 7-1/2 or more consecutive hours per day are required to take a minimum 30-minute unpaid meal break. The meal break should be scheduled within the first five (5) hours of an employee's shift, and the meal break deduction should be documented on the employee's time record.

All non-exempt employees working 20 hours or more in a calendar week (Sunday – Saturday) shall receive 24 consecutive hours of rest in that calendar week.

A department's supervisory personnel should avoid taking vacation time, personal time, or compensatory time at the same time as one another. It is the responsibility of the department directors to make sure other directors or employees are available to cover the operations of their department in the absence of the department director.

#### **4.27 Working Remotely - Telecommuting (New 9/21/2020)**

##### **Objective**

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Oak Brook Park District (the "District") considers telecommuting to be a viable, flexible work option when both the position and the nature of the job responsibilities are suited to such an arrangement. Telecommuting may be appropriate for some positions, but not for others.

Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with the District.

### **Procedures**

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. A supervisor can suggest telecommuting as a possible work arrangement or an employee may initiate a request for telecommuting. The District may authorize a telecommuting arrangement if certain eligibility requirements are met and the employee completes a successful three-month trial period, as outlined in the following paragraphs.

The District will review an approved telecommuting arrangement on a regular basis to determine whether approval for continuation is warranted. Any telecommuting arrangement may be discontinued at any time, with or without notice, at the discretion of the District. Notwithstanding the foregoing, every effort will be made to provide advance notice of such change to accommodate commuting, child-care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible. An employee may discontinue a telecommuting arrangement at any time.

### **Eligibility**

Individuals requesting telecommuting arrangements must have a satisfactory performance record. Not all positions are eligible for telecommuting and not all telecommuting requests will be authorized.

Before approving any telecommuting arrangement, the employee's manager must determine the suitability of such an arrangement. The manager will review certain criteria to make this determination, including but not limited to:

- Employee suitability: Assessment of the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuting.
- Job responsibilities: Job responsibilities will be reviewed to determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues: Physical workspace needs, the proposed location for the telework, and any scheduling issues will be reviewed.
- District operations: Assessment of whether the employee's telecommuting arrangement will not adversely impact the District's operations.

The employee is solely responsible for determining any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based or other telework office.

### **General Requirements**

If the employee is determined to be eligible for a telecommuting arrangement by ~~their~~ ~~his or her~~ manager, with concurrence from the Executive Director, the employee will commence a three-month telecommuting trial period.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the manager, and weekly face-to-face meetings to discuss

work progress and problems. At the end of the trial period, the manager will evaluate and recommend whether continuance of the telecommuting arrangement be approved and, if so, the manager will provide any recommended modifications to the arrangement.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the telecommuting arrangement. During the trial period, the level of communication will be more frequent and structured. After conclusion of the trial period, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

In order to remain eligible for telecommuting, the employee must continue to maintain satisfactory performance standards and will be subject to the District's normal conduct and performance expectations for its staff. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency, but will focus on work output and completion of objectives rather than on time-based performance. Additionally, the employee must comply with all District rules, policies, practices and instructions that would apply if the employee were physically working at the District.

Telecommuting is not designed to be a replacement for appropriate child-care. Although an individual employee's schedule may be modified to accommodate child-care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

### **Equipment**

On a case-by-case basis, the District will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The human resource and information system departments will serve as resources in this matter.

Equipment supplied by the District will be maintained by the District. Equipment supplied by the employee, will be maintained by the employee. The District accepts no responsibility for damage or repairs to employee-owned equipment. The District reserves the right to make determinations as to appropriate equipment for the employee's teleworking needs, subject to change at any time. Equipment supplied by the District is to be used by the employee for business purposes only. The employee will not make any changes to security or administrative settings on District equipment, unless otherwise approved. The telecommuter must sign an inventory of all District property received and agree to take appropriate action to protect the items from damage or theft.

All equipment provided by the District shall remain the District's sole property. Upon conclusion of the telecommuting arrangement or upon separation of employment, whichever is earlier, all District property will be returned to the District in good working condition on or before the employee's final day of teleworking or employment with the District, as applicable, unless other arrangements have been made.

The District will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary, for business use only. The District will also reimburse the employee for business-related expenses, that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within ~~their his or her~~ home, or other location for telecommuting purposes. The District will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, lighting, repairs or modifications to the home office space.

### **Security**

Consistent with the District's expectations of information security for employees working at the office, telecommuting employees shall ensure the protection of proprietary District and customer information accessible from their home or other telework office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the teleworking environment. Failure to take appropriate steps to ensure information remains protected while teleworking may result in termination of the telecommuting arrangement and/or disciplinary action.

### **Safety**

Employees are expected to maintain their home or other telework workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home or other telework office location and in conjunction with ~~their his or her~~ regular work duties are normally covered by the District's workers' compensation policy. If any such injuries occur, the employee is responsible for notifying ~~his/her- their~~ supervisor within 24 hours of the occurrence. The employee is liable for any injuries sustained by visitors to the telecommuting employee's worksite.

### **Time Worked**

Telecommuting employees, regardless of whether classified as exempt or non-exempt under the Fair Labor Standards Act, must accurately record all hours worked using the District's timekeeping system. Hours worked by non-exempt employees in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the employee's telecommuting arrangement and/or disciplinary action.

### **Ad Hoc Arrangements**

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, federal or state stay-at-home order, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the District and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the District.

## **4.28 Work-Related Expense Reimbursement (New 11/15/2021)**

This Policy is designed to assist employees in reporting and receiving reimbursement for reasonable out-of-pocket expenses incurred while conducting business for, or on behalf of the District. Generally, the Park District anticipates that most employees will not need to incur business expenses in order to perform their job duties. Employees that have been issued a District purchasing card (P-card) should

make a reasonable attempt to use such P-card to pay for any necessary business expenses before deciding to pay for such expenses out-of-pocket.

The District expects employees to act responsibly and professionally when incurring business expenses. The District will reimburse employees for reasonable out-of-pocket expenses incurred on behalf of the District and that are pre-approved by either the Superintendent, Department Director, or Executive Director (“supervisor”). This includes, for example, travel, mileage, tools, uniforms, airfare, accommodations, meals, and purchases made on behalf of the District. Employees must exercise care to avoid impropriety or the appearance of impropriety and adhere to the District’s existing purchasing policies, when applicable. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources.

Employees must adhere to the following general guidelines in order to be reimbursed for any expenses:

- The District will reimburse employees only for reasonable expenses incurred to discharge their job duties, that inure for the primary benefit of the District and that have been pre-approved by the employee’s supervisor.
- Original receipts or other documentation evidencing the out-of-pocket expenses are required for reimbursement. Such documentation shall contain sufficient detail to provide the vendor name, a description of the goods and/or services purchased, the quantity and prices of the goods and/or services, and the date that such purchases occurred. If original documents cannot be provided, employees must submit a signed statement explaining the reason such documents are not available.
- All requests for reimbursements and supporting documentation must be submitted to the Finance Department within thirty (30) days of incurring the expense. Expenses not submitted within thirty (30) days may be ineligible for reimbursement and such determination will be arrived at on an individual basis.
- Any reimbursement that exceeds the actual cost incurred by the employee must be returned to the District within thirty (30) days of reimbursement.

When submitting business meal expenses for reimbursement, please include:

- The business purpose, and/or
- The names of the participants and their affiliations or other information establishing a business relationship with the individual incurring the expense.
- Please refer to *Personnel Policy Manual Section 3.10 Professional Development and Reimbursement of Expenses* for more detailed guidelines.

If an employee does not comply with the above guidelines, or an expense is not pre-approved by the District, the employee may be denied reimbursement. In addition, if an expense is incurred as a result of an employee’s own negligence or misconduct, such expense may not be reimbursed by the District. Falsification of any expense reimbursement, supporting documentation or other misrepresentations in connection with a request for expense reimbursement is subject to discipline, up to and including discharge, regardless of the falsification’s discovery date. Employees will be required to repay the District for reimbursements improperly obtained by the employee.



Certain employees are required by the Park District to have mobile devices or other tools in order to perform their job duties. The Park District will either provide Park District-owned mobile devices or tools to such employees or reimburse them for a portion of their monthly expenses (subject to the guidelines in *Personnel Policy Manual Section 6.11 Work-Related Cell Phone Policy*). If you have any questions about whether you are required to have a mobile device or certain tools to perform your job duties and/or if you are eligible for reimbursement for such expenses, please contact the department Director.

Employees that use personal vehicles for work-related travel will be reimbursed at the federal IRS mileage reimbursement rate if all of the requirements above are met, including that the work-related travel has been approved in advance by their immediate supervisor. Employees will be reimbursed only for mileage in excess of an employee's normal commute to the office.

It is the intention of the District that this policy serves as an "accountable plan" (as described by the IRS) so as to allow employees to exclude such reimbursements from taxable income; however, each employee should consult ~~his/her~~ their own tax advisor to determine how any such reimbursements will affect him/her personally in that regard.

#### **4.29 Whistleblower Protection (SAFE-T ACT) (New)**

##### Purpose

Pursuant to § 4.1 of the Public Officer Activities Act, 50 ILCS 105/4.1 (the "Act"), the Oak Brook Park District ("District") protects the confidentiality of and prohibits retaliation against any full-time, part-time, or temporary employee or contractor who reports improper governmental action under the Act and this Policy. Confidentiality will be protected to the extent permissible by law unless waived by the employee. The District's Auditing Official will manage and investigate complaints filed under the Act and this Policy in accordance with the following processes and procedures.

##### Improper Governmental Action

For purposes of this Policy, "improper governmental action" means any action by an employee of the District, an appointed member of a board, commission or committee, or an elected official of Oak Brook Park District that:

Is undertaken in violation of a federal or state law or local ordinance;

Is an abuse of authority;

Violates the public's trust or expectation of their conduct;

Is of substantial and specific danger to the public's health or safety; or,

Is a gross waste of public funds.

The action need not be within the scope of the official duties of the employee, elected official, board member, or commission member to be subject to a claim of improper governmental action.

Improper governmental action does not include the District's personnel actions, including but not limited to: (1) employee grievances or complaints; (2) appointments, promotions, transfers, reassignments, or reinstatements; (3) restorations or reemployment; (4) performance evaluations; (5) reductions in compensation; (6) dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation.

### Confidentiality

The identity of an employee will be kept confidential to the extent allowable by law unless waived in writing by the employee.

The Auditing Official may take reasonable measures to protect employees who reasonably believe they may be subject to bodily harm for reporting improper government action.

### No Retaliation

Oak Brook Park District will not retaliate against an employee or contractor who:

Reports an improper governmental action under this Policy or the Act;

Cooperates with an investigation by the Auditing Official related to a report of improper governmental action; or

Testifies in a proceeding or prosecution arising out of an improper governmental action.

Prohibited retaliation means any adverse change in an employee's employment status or terms and conditions of employment. Retaliatory action includes, but is not limited to: (1) denial of adequate staff to perform duties; (2) frequent staff changes; (3) frequent and undesirable office changes; (4) refusal to assign meaningful work; (5) unsubstantiated letters of reprimand or unsatisfactory performance evaluations; (6) demotion; (7) reduction in pay; (8) denial of promotion; (9) transfer or reassignment; (10) suspension or dismissal; or (11) other disciplinary action made because of an employee's protected activity under the Act.

### Reporting Procedures

To invoke the protections of the Act and this policy, any employee who is aware of an improper governmental action (as defined above) is required to make a **written** report of it to the District's Executive Director, who serves as our Auditing Official.

Further, any employee who believes that they are being retaliated against in violation of the Act and this Policy must submit a **written** report regarding the retaliation to the District's Auditing Official, within 60 days of learning of the retaliatory conduct.

If the Auditing Official is the individual doing the improper governmental action, then a report may be submitted to any State's Attorney.

### Investigation Procedures

Upon receiving a report of alleged improper governmental action, the Auditing Official shall conduct a confidential investigation of report.

The Auditing Official will also notify the employee and all witnesses of the District's policy against retaliation for reporting alleged improper government action or participating in a related investigation or proceeding.

The Auditing Official shall notify the District's corporate counsel and/or the General Counsel of the Park District Risk Management District of the report and seek legal advice regarding the report, investigation, and potential findings and remedies.

The Auditing Official may transfer a report of improper governmental action to another auditing official designee (including, but not limited to, the appropriate State's Attorney) for investigation if the Auditing Official deems it appropriate.

If the Auditing Official (or their designee) concludes that an improper governmental action has taken place or concludes that the any person has hindered the investigation, the Auditing Official shall notify in writing the District's Executive Director and any other individual or entity the Auditing Official deems necessary in the circumstances, including, for example, the President of the Board or other Board Commissioners.

If the Auditing Official determines that an employee has been subjected to retaliation in violation of the Act or this Policy, the Auditing Official may also reinstate, reimburse for lost wages or expenses incurred, promote, or provide some other form of restitution. In instances where the Auditing Official determines that restitution will not suffice, the Auditing Official may make their investigation findings available for the purposes of aiding in that employee's or the employee's attorney's effort to make the employee whole.

The Auditing Official shall maintain records relating to the report, investigation, and findings confidential to the extent allowed by law and shall consult with the District's corporate counsel and/or PDRMA's General Counsel before disclosing such records to any third parties, including, but not limited to, pursuant to a request under the Illinois Freedom of Information Act (IL FOIA).

#### Other Duties of the Auditing Official

The Auditing Official shall also ensure that each employee receives a written summary or a complete copy of § 4.1 of the Act upon hire and at least once each year of employment.

The Auditing Official shall also ensure that all employees receive a copy of this Policy upon hire and at least once each year of employment, as well as any updates to it, and sign a form acknowledging receipt.

The Auditing Official shall also be familiar with § 4.1 of the Act and any amendments thereto and shall comply with all requirements of the Act.

The Auditing Official shall also respond to questions from employees about this Policy.

## **Section V: DISCIPLINE PROCESS & GRIEVANCES**

### **5.1 Discipline Process**

No employee is guaranteed continued employment with the District for any specified period of time. Employment with the District is on an “at will” basis, meaning that the employment relationship may be terminated at any time by either the employee or the District for any reason not expressly prohibited by law.

Notwithstanding the “at will” status of all employees, the tenure of all employees shall be contingent upon acceptable conduct and satisfactory performance of duties as determined by the District. Every employee is responsible to obey all rules of the District and to comply with and assist in carrying into effect the provisions of the District’s policies. Failure to meet acceptable standards of conduct and job performance shall result in disciplinary action, up to and including termination of employment.

As a general guideline only, it is the District’s intent that progressive disciplinary procedures will be of benefit to the District and the employee, as such procedures may serve to improve the behavior of an employee that may be detrimental or disruptive to the effective operation of the department and the District. The disciplinary procedures need not be followed under circumstances where the Executive Director believes that an employee’s unsatisfactory behavior warrants accelerated or compound disciplinary action, up to and including termination of employment. These guidelines shall not prevent, limit or delay the District in taking any disciplinary action where the District deems such action to be appropriate. The following progressive disciplinary procedures may be followed, in the District’s sole discretion:

1. Oral warning or reprimand by the immediate supervisor.
2. Written warning or reprimand as determined by the immediate supervisor and approval by the Executive Director.
3. Written notice of suspension, without pay, for up to thirty (30) days, as determined by the immediate supervisor with the approval of the Executive Director.
4. Written notice of termination of employment, as determined by the immediate supervisor with the approval of the Executive Director.

The following list sets forth examples of violations of the District’s rules and regulations that may provide a basis for disciplinary action. They include but are not limited to:

- Failure to adhere to District policies and/or procedures including, without limitation, safety policies, ordinances and procedures, or engaging in any conduct determined by the District in its sole discretion not to be in its best interests.
- Absence from duty without permission, habitual tardiness, chronic absenteeism, or misrepresentation of material facts relating to the use of leave.

- Extending breaks or lunches and/or not taking breaks or lunches at scheduled times.
- Leaving the job during working hours without permission.
- Failure to obey any lawful official rule, regulation or order, or failure to obey any proper direction made or given by the employee's supervisor(s) or inability or unwillingness to take orders from supervisor(s).
- Insubordinate, uncooperative, hostile or discourteous attitude or conduct toward the employee's supervisor(s), the District's Board, co-workers or members of the public.
- Threatening or striking any person who is in or on District property or participating in District activities or fighting while on duty.
- Being wasteful of or willfully destroying District supplies, materials, vehicles, equipment, tools, or other District property.
- Failure to wear uniform or safety equipment (*e.g.*, safety shoes, glasses, goggles and/or face shield) as required by this Manual and/or department manuals, rules and/or procedures, or the failure to wear appropriate clothing for duties as required by this Manual or department manuals, rules and/or procedures.
- Endangering one's safety and/or the safety of others because of failure to act properly and safely in the performance of job duties.
- Failure to follow any federal, state, local or District law, rule or regulation while on duty or while in or on District property, or engaging in criminal activity while on duty or while in or on District property.
- Failure to report an accident or known hazardous conditions to the employee's immediate supervisor.
- Gambling while on duty.
- Being under the influence of or in possession of intoxicants or illegal drugs while on duty or on District property, or failure to notify the District that the employee is taking prescription/OTC drugs when such notice is required.
- Theft or misappropriation or the careless, negligent or improper use of funds or property belonging to the District, fellow employees or the public.
- Possession of weapons in or on District property or while on duty.
- Felony conviction.

- Incompetent, inefficient or negligent performance of duties; inability or failure to perform duties properly; or a careless and uninterested attitude in the performance thereof.
- Failure to maintain a valid driver's license or other license or certification which may be required for the employee's position or as provided in this Manual.
- Smoking in restricted areas.
- Harassment of other employees or members of the public.
- Dishonesty; lying to District employees or falsifying or providing misleading information on forms, records or reports provided to or on behalf of the District, including, without limitation, accident reports, employment applications/resumes, financial reports, reimbursement reports and departmental reports.
- Time card violations.
- Unauthorized possession, use or copying of any records that are the property of the District.
- Sleeping on duty.
- Performance of unauthorized work on District time.
- Any violation of policies or procedures regarding the privacy of individually identifiable health information (or protected health information), as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

## **5.2 Grievances**

All employees having a grievance arising from their employment shall have the right to appeal to their immediate supervisor and finally to the Executive Director until the matter is settled. Except as otherwise provided by District policies, an employee must first submit a written grievance to ~~his/her~~ their immediate supervisor within 5 days of the incident or occurrence. The supervisor shall investigate and provide a written response to the employee's grievance within 5 days after the grievance was filed by the employee. If the supervisory resolution of the grievance is not satisfactory to the employee, or if the supervisor fails to investigate or act on the grievance, the employee may file a written appeal to the Executive Director. The Executive Director shall investigate all sides of the grievance and issue a written decision within 5 days after notice of the employee's appeal. The decision shall be provided to the employee and the employee's immediate supervisor. The decision of the Executive Director shall be final and the grievance shall be considered closed upon resolution by the Executive Director.

## Section VI: District Property and Facilities

### 6.1 Computer, Email, and Internet Usage

Computers, computer files, the e-mail system, and software furnished to employees are the District's property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored by approved employees only. Employees have no reasonable expectation of privacy for their computer and e-mail usage, and the District reserves the right, by approved employees only, to intercept, monitor, copy, view or download computer files and e-mail messages to ensure compliance with this policy. Additionally, all messages sent or received are and remain District property.

Misuse of Computers/E-mail: The District strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the District prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. No anonymous messages may be sent, and all e-mail messages shall be signed.

Games: Use of computer games on District computers is prohibited. Installation of personal computer games onto District computers is prohibited. Games installed on District computers may be deleted without notice.

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

Internet Access: Employee Internet access must be authorized by appropriate supervisory employees in each department consistent with prior approval granted by the Executive Director. Internet access is limited to District business as determined by the Executive Director and resources provided for a fee shall be downloaded from the Internet only with the express permission of the Executive Director or ~~his/her~~ their designee. Unauthorized or inappropriate use will be subject to disciplinary action, up to and including termination of employment.

Copyrights: Copyright law may protect certain information on the Internet. Before reproducing or using copyrighted information, employees must consult with a supervisor, as certain reproduction of such information may be prohibited.

Access Upon Termination of Employment: Employees terminated from employment with the District for any reason have no right to the contents of the District's computer or e-mail system.

## **6.2 Employee Parking**

All employees working at the Family Recreation Center are required to park in the last two rows of the Family Recreation Center Parking lot or in spaces located on the north side of the building, unless assigned otherwise.

All employees working at the Tennis Center are required to park in the back rows of the parking lot facing the soccer field, unless assigned otherwise.

Exceptions to the location of employee parking may occur when necessary to accommodate the District's programs or maintenance needs. Employees will be notified by their supervisor when such accommodations are required and of the interim location for designated employee parking.

## **6.3 Keys/Access Card**

In the interest of safety and protection of property, strict control over access to District property, work locations, records, computer information, cash and other items of value or confidential nature must be maintained. Employees who are assigned keys/access cards, safe combinations or other access to District property in connection with their job responsibilities must exercise sound judgment and discretion to protect against theft, loss or negligence. Employees must immediately report any loss of keys/access cards to their immediate supervisor. Failure to do so may result in disciplinary action, up to and including termination of employment. Keys/access cards may not be transferred from one employee to another.

## **6.4 Record Retention and Freedom of Information Act**

The District's records are produced in the course of the District's business, whether paper or electronic, and are important District assets. A public record may be as obvious as a memorandum, an e-mail, a vendor contract, a patron registration/membership form, patron correspondence, or an invoice, or something not as obvious, such as a computerized desk calendar or appointment book.

### **Record Retention**

The law requires the District to maintain certain types of records for a specified period of time. The District has developed a policy, as well as schedules and procedures for the retention and destruction/disposal of the District's records.

Failure to retain the District's records for the minimum periods identified in the District's Record Retention Schedule could subject the District to penalties, result in a loss of confidentiality for proprietary information, and cause the loss of records to which the public is entitled to access, as provided under the Freedom of Information Act.



All employees shall fully comply with the District's record retention and destruction policies, schedules and procedures.

*Under Illinois State Statute 720 ILCS 5/32-8 (Tampering with Public Records), "a person who knowingly and without lawful authority alters, destroys, defaces, removes, or conceals any public record commits a Class 4 felony."*

An employee who tampers with public records shall also be subject to disciplinary action, up to and including termination of employment.

#### Freedom of Information Act

The Freedom of Information Act (FOIA) is a State law that guarantees the public access to records of governmental entities, including the District. The act establishes the legal process by which requests for District records may be made. The District strives to provide transparency in the operations of the District by publishing information in the District's brochure and on its website. Certain records are exempt from the Freedom of Information Act. Due to the complexity of the Act, employees shall not directly respond to requests for the District's records, but shall immediately direct all public inquiries for records to the District's Freedom of Information Act Officer. The Finance Manager is the District's Freedom of Information Act Officer.

### **6.5 Return of District Property**

All District property furnished to employees shall be returned to the District immediately upon the request of a supervisor or the Executive Director. Failure to return District property may result in corrective disciplinary action, up to and including termination of employment. By execution of the acceptance of the terms and conditions of this Manual, the employee shall be deemed to have agreed that the established value of District property that is not returned may be deducted from the employee's paycheck(s).

### **6.6 Telephone and Cellular Telephone Usage**

Personal phone calls, texting, and emailing should be kept to a minimum. While at the District, employees must exercise the same discretion in using personal cell phones as for the use of District phones. Personal calls, texting, and emailing during the work hours, regardless of the device used, can interfere with employee productivity and be distracting to others.

All employees are asked to make personal calls/texting/emails during breaks and meal periods.

The District will not be liable for the loss of personal cell phones brought into the workplace. Employees are not authorized to use personal cell phones in place of District provided cell phones.

### Cell Phones and Driving

Employees whose job responsibilities include driving, and who must use a cell phone for District business, are subject to State law, as well as this policy. Electronic communications while driving are permitted with hands-free or voice-activated devices; or when reporting an emergency using one button to start and end a call. Accessing electronic mail or the Internet, text messaging, or instant messaging while driving is strictly prohibited. This includes composing, sending, or reading an electronic message while operating a vehicle on a roadway. Allow voice mail to handle calls when possible. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and put the vehicle transmission in park before placing or accepting a call.

If acceptance of a call is unavoidable and pulling over is not a safe option:

- Use a hands-free or voice-activated device;
- Keep the call short;
- Do not take notes, text message or e-mail while driving;
- Refrain from discussion of complicated or emotional issues; and,
- Keep eyes and attention on the road and both hands free to operate the vehicle.

Under no circumstances are employees allowed to place themselves at risk to fulfill District needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. Employees who violate this policy will be subject to disciplinary action up to and including termination of employment.

### Personal Use of District-Provided Cell Phones

Where job or District needs demand immediate employee access, a District cell phone may be issued. Personal use of such equipment is not permitted. Phone records may be audited for compliance. Employees in possession of District cell phones are expected to protect the equipment from loss, damage or theft. Failure to report equipment misuse may result in disciplinary action up to and including termination of employment.

## **6.7 Use of District Equipment and Vehicles**

District equipment, supplies and vehicles are to be used for District business only. Any exception to this policy must be authorized by the Executive Director and a Waiver & Release of Liability Indemnification Agreement (Appendix A) signed by the employee. Employees shall be responsible for the care and conservation of equipment, supplies and vehicles and shall promptly report any accident, breakdown, or malfunction of any unit so that necessary repairs may be made.

District vehicles are to be operated according to the District's vehicle policy (Oak Brook Park District Safety Manual) by authorized licensed employees only. Employees required to utilize District maintenance vehicles shall be trained and oriented in the safe operation of the equipment prior to use. The administrative vehicle shall be used for local errands and to attend local training seminars.

## **6.8 Use of District Facilities and Programs (Revised 8/20/2021)**

### Facility Criteria

Employees and their immediate family members (parents, siblings, spouse and dependent children) living within the same household as the employee are eligible for a complimentary Central Park Campus Membership which includes access to the Fitness Center, Family Aquatic Center and Tennis Center as well as complimentary Walk-On court time at the Tennis Center.

Facility rentals will be at the resident rate for all employees. If the facility is available 2 weeks prior to the event, the rental fee will be at cost.

### Program Criteria

Employees and/or their immediate family members, who wish to register for programs, trips, and events may register at the resident rate. If programs, trips and events have availability on the day of non-resident registration, the fee will be at 50% of the residential rate.

### Tennis Center Drop-In Programs and Pro Shop Discount

Employees and their immediate family member are eligible for complimentary drop-in programs at the Tennis Center (provided that the class is not full) and a 20% Pro Shop discount.

### Summer Camps

Employees may register their eligible children for Pee Wee Camp, Playground Camp, Playground Camp Aftercare, Last Chance Camp, and Junior Counselor at a 75% discount if there is availability two weeks prior to the start of the program.

### Contracted Programs

Employees and their immediate family members will be asked to pay the resident rate for any contracted programs.

Participation in any recreation program by a District employee may not conflict with their normal working hours and shall not displace a paying patron.

## **6.9 Use of District Name, Seal, Logo and Service Marks**

The District name, seal, logos and service marks represent excellence in all areas of the District – fitness, tennis, aquatics, recreation, parks, and administration - to the District’s constituents and guests. The name, seal, logos and service marks have a unique value, and are afforded special protection by state law and District policy. The District has registered certain service marks with the Illinois Secretary of State.

The name “Oak Brook Park District” and all abbreviations thereof are property of the District and may not be used to imply, either directly or indirectly the District’s endorsement, support, favor, association with, or opposition to an organization, product, or service without permission of the District’s Board and Executive Director. Unauthorized use of any of the District’s name, seals, logos, or service marks may constitute infringement of the law and District policy.

Employees may use the District’s letterhead, envelopes, business cards or other promotional material, provided that such use is restricted to conducting official District business, within the course and scope of the employee’s employment responsibilities.

Employees may not create alternative versions of the District Seal.

District logos are developed through the mutual coordination of the Marketing Department and the department directors of the District for the purpose of establishing brand identity and marketing opportunities.

To ensure consistency in the use of the District’s name, seal, logos, or service marks, such use must be approved by the District’s Marketing Department before production.

Unauthorized use of the District’s name, seal, logos, or service marks may result in disciplinary action up to and including termination of employment.

## **6.10 Work Product**

“Work Product” is created when a District employee creates, designs and prints promotional or informational products, and/or obtains Sponsorship Contacts for the support of the District’s programs and special events, in the course of ~~his/her~~ their employment at the District.

Except as provided herein, all Work Product made or maintained by an employee while working for the District, shall be and will remain the sole property of the District, and the employee shall have no right to use such property for any other purpose than the welfare and benefit of the District.

For such time as an employee is employed by the District, and for a minimum of two (2) years after termination of employment, whether voluntarily or involuntarily, the employee shall not utilize any Work Product created by the employee for the District for the employee’s private purposes, or for the benefit of the employee’s private business or enterprise. This includes, but is not limited to, utilizing or posting samples of the employee’s Work Product created for the District as Work Product owned by the employee for the employee’s private business or enterprise promotion. However, the employee

may retain one physical copy of samples of the Work Product for use solely for a professional portfolio, so long as such Work Product is never published, posted on-line, or reproduced without the express written permission of the District.

### **6.11 Work-Related Cell Phone (New 5/17/2021)**

The Oak Brook Park District (“District”) recognizes that an employee’s ability to communicate with supervisors, coworkers, vendors and others is essential to support District operations, and that such communication may occur through the use of a cellular phone (“cell phone”). The purpose of this Cell Phone Policy is to establish: 1) the criteria for approval of any employee’s use of a District issued or personal cell phone to conduct District business; and 2) the rules, requirements, and expectations of an employee’s use of a cell phone to conduct District business.

#### **Criteria for Employee Cell Phone Use to Conduct District Business**

The Executive Director will use the following general criteria to determine whether an employee may be authorized to use a cell phone (either District issued or personal cell phone) to conduct District business:

1. The job function of the employee requires considerable time outside of the employee’s assigned office or work area and, in order to effectively perform ~~their~~ ~~his or her~~ job, the employee must be accessible during such times or needs constant access to emails and other electronic information.
2. The job function of the employee requires them to be accessible to the District outside of scheduled or normal working hours on a recurring basis.
3. The employee is a critical decision maker, as determined by their Department Director.
4. The employee has a position that requires them to be an emergency contact, part of a response team, or has multiple scheduling responsibilities.
5. The employee is required to be highly responsive to citizens, staff members, customers, service providers, contractors, vendors, and any others that support or service the District outside of normal business hours.
6. Any other criteria the Executive Director determines is relevant.

The Executive Director reserves the right to periodically modify the criteria to determine whether an employee may be authorized to use a cell phone to conduct District business, review an employee’s position to determine if cell phone use is still needed to perform the employee’s job, or utilize other factors to determine whether to continue to allow an employee to use a District- issued or the employee’s personal cell phone for business purposes. The Employee Acknowledgement and Agreement Form included in this policy must be read and signed by the employee as a condition of receiving a District-issued cell phone or authorization to use a personal cell phone to conduct District business.

### Use of District-Issued Cell Phones

1. A District-issued cell phone is intended to be used for official District business only and employees are not to use the cell phone for any personal reasons.
2. Employees are responsible for the safe-keeping of a District-issued cell phone and must not allow the cell phone to be used by an unauthorized party. If an employee believes a breach of security has occurred with respect to their cell phone, or discovers another employee has misused it, the Executive Director must be immediately notified.
3. Users may not use unsecured websites.
4. Employees are to use care and caution when downloading a web application or any other program on a District-issued cell phone to avoid additional charges. Excessive costs associated with the download will be the responsibility of the employee.
5. Employees shall not make any modification to the cell phone's hardware or software beyond authorized and routine installation updates, unless otherwise approved by the District's IT Department.
6. A cell phone assigned to an employee may be revoked at any time at the discretion of the Department Director or Executive Director, with or without notice.
7. Employees have no expectation of privacy in the contents of any data stored on, sent to, sent from, or received from a cell phone issued by the District. The District reserves the right to audit and monitor the use of any District-issued cell phone, including any data that has been sent, received, or stored on the cell phone, including but not limited to, all web browsing, phone calls, text messages, emails, pictures, videos and other images.
8. Upon resignation or termination of employment with the District, all District-issued cell phones must be returned.

### Use of Personal Cell Phones to Conduct District Business

An employee authorized to use their personal cell phone to conduct District business must obtain and maintain an active contract of their choosing at their sole expense and will be issued a monthly stipend established by the District. The Department Director shall complete an Authorization for Personal Cell Phone Reimbursement Form and will submit the completed form to the Executive Director for final approval.

The monthly non-taxable stipend will be paid on the first pay date of each month. The plan chosen by the employee for their personal cell phone will have no bearing on the level of stipend provided. The employee is responsible for all charges associated with their personal use of the cell phone beyond the District stipend. The stipend will be discontinued at the end of the authorized period, upon termination of employment, or if the employer determines to suspend, modify or terminate the stipend for any reason.

Employees receiving a stipend shall notify their Department Director immediately if for any reason their personal cell phone becomes inoperative. The employee must also agree to publish their personal cell phone number in the internal District phone directory.

To the extent permitted by law: 1) the District reserves the right to review communications and information regarding District business on an employee's personal cell phone; and 2) upon resignation or termination of employment with the District, an employee may be asked to produce ~~their his or her~~ personal cell phone for inspection. All District communications, documents and data on personal cell phones shall be removed upon resignation or termination of employment.

#### Rules for Use of Cell Phones

Employees shall adhere to the following while using a cell phone to perform District business:

1. Compliance with all District policies and procedures contained in the District's Personnel Policy Manual, including but not limited to the District's Non-Discrimination and Anti-Harassment Policy. Therefore, employees shall not create, send or receive any intimidating, hostile, or offensive communications or materials concerning race, color, religion, sex, age, national origin, disability, or any other protected class on ~~his or her~~their cell phone. Additionally, employees shall comply with the District's policies contained in the Personnel Policy Manual that pertain to use of phones and electronic communications for personal use and shall refrain from excessive personal calls, emails or text messaging during the work hours in work areas.
2. Cell phone use is discouraged when a landline/desk phone is available and can be used.
3. Employees are expected to behave in a professional and courteous manner while using a cell phone to perform District business.
4. Employees must comply with the Fair Labor Standards Act (FLSA), which prohibits all non-exempt, hourly employees from conducting work off the clock unless directly authorized by their supervisor.
5. Employees agree to refrain from using their device to access District emails while on any unpaid leave, on FMLA (Family Medical Leave Act) leave, worker's compensation, or any other leave of absence until they have been approved to return to work.
6. Documents and electronic communication sent, received or stored on a personal cell phone for District purposes, or a District-issued cell phone may be deemed a "public record" and subject to disclosure under the Freedom of Information Act ("FOIA") or may be subject to disclosure in response to a legitimate discovery request arising out of administrative, civil, or criminal proceedings. As such:
  - a. Employees using cell phones for District business shall not delete and shall take the necessary steps to protect access to and archive all District communications and information contained or transmitted in any format on the cell phone including, but not limited to, in emails, texts, internet, and any other electronic communication.

- b. Use of a personal cell phone to conduct District business shall be limited to live conversations and *benign* voicemail/text messages to either return a call, or to provide schedule/availability information. Communications concerning specific business matters shall be communicated via in-person conversations or District email.
7. Employees shall comply with the following with respect to use of a cell phone while operating a motor vehicle while on duty or while conducting District business:
  - a. Employees are expected to comply with all state and federal laws regarding the use of cell phones while driving.
  - b. Employees are expected to refrain from making or answering work-related calls while driving on District business for safety purposes.
  - c. No employee may operate a motor vehicle on a roadway while using a cell phone to compose, send or read an email, text message, instant message, or any other electronic communication, or a command or request to access an internet site, or set a calendar appointment.
  - d. No employee may operate a motor vehicle in a school zone or in a construction zone while using a cell phone.

Employees who are charged with traffic violations resulting from the use of a cell phone while driving will be solely responsible for all liabilities that result from such action. Any employee that uses a cell phone to conduct District business in violation of this policy shall be subject to discipline, up to and including termination of employment.

#### Security

In order to ensure security of the District's information, employees will be required to cooperate with the District in the implementation of security controls as needed.

If a cell phone is lost or stolen, the employee will notify the District's IT Department within one hour, or as soon as practical after the employee notices the device is missing.

#### FOIA and Discovery Requests

Any communication located on a personal cell phone or a District-issued cell phone regarding District business is subject to disclosure in response to a FOIA request and in response to a legitimate discovery request arising out of administrative, civil, or criminal proceeding. As a result, to the extent permitted by law, the District reserves the right to access, review, retain or release information on personal or District issued cell phone to respond to FOIA requests and such legitimate discovery requests. Furthermore, the District makes no representation or warranty regarding whether the employee's cell phone and any communications sent, received or stored on said device will be exempt from review and disclosure to any third party in the event of a FOIA request or any legitimate discovery requests arising out of administrative, civil, or criminal proceedings. Review of the employee's personal cell phone will be performed in the presence of the employee.



Reservation of Rights

The District reserves the right, in its sole discretion, to restrict or terminate an employee's use of a District-issued cell phone or a personal cell phone to conduct Park District business. Violation of this Policy may be grounds for disciplinary action up to and including termination of employment.

Right to Amend Policy

The Park District reserves the right to amend or cancel this policy at any time.

## EMPLOYEE ACKNOWLEDGMENT AND AGREEMENT

I acknowledge, understand and will comply with the above referenced Cell Phone Policy.

I also acknowledge and understand that the Park District reserves the right to, in its sole discretion, restrict or terminate my use of a District-issued cell phone or a personal cell phone to conduct Park District business. Violation of this Cell Phone Policy may be grounds for disciplinary action up to and including termination of employment.

I understand that by using my personal cell phone for District business, any electronic communications and documents sent, received or stored on the cell phone may be subject to review and disclosure to third parties in the event of a FOIA request or a legitimate discovery request arising out of administrative, civil, or criminal proceedings. As such, the Park District makes no representation or warranty regarding my expectation of privacy to any electronic communications and documents sent, received or stored on the cell phone.

I understand that the addition of Park District-provided third-party software on my personal cell phone may decrease the available memory or storage on the cell phone. I understand that the Park District is not responsible for any loss or theft of, damage to, or failure of the cell phone that may result from use of third-party software and/or use of the device for Park District business. I understand that contacting vendors for trouble-shooting and support of third-party software is my responsibility, with limited configuration support and advice provided by the Park District's IT.

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

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OAK BROOK PARK DISTRICT**  
**AUTHORIZATION FOR PERSONAL CELL PHONE EXPENSE**  
**REIMBURSEMENT**

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Employee Title: \_\_\_\_\_

A monthly stipend of \$\_\_\_\_\_ will be paid to the above listed employee whose duties require them to use their personal cell phone for business purposes during the following period of time:

Period of Reimbursement: From Date \_\_\_\_\_ To Date \_\_\_\_\_

*(Note: The reimbursement period shall be stated in full month increments beginning on the first day of a month and with a specific or open-end date. The stipend will be discontinued at the end of the authorized period, upon termination of employment, or if the employee's privileges for the stipend are withdrawn.)*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please forward completed form to the Human Resource Manager for processing.

## Section VII: Payroll Policies

### 7.1 Compensation Program

#### Preparation

The Executive Director shall be responsible for developing a uniform and equitable pay plan for final approval by the District's Board. Salaries and wages shall be determined with due regard to the Pay Plan Range, requisite qualifications, rates of pay for comparable work in other public and private employment in the area, recommendations of the supervisory employees, compliance with the financial policies of the District and other economic considerations. All job positions are included in the Pay Plan Range, which includes a minimum and maximum rate of pay for each job position.

#### Amendments

The Executive Director, may recommend amendments to the Pay Plan when in ~~his/her~~ their judgment the rate of pay for any position is too high or too low because of changes in responsibilities or work involved, rates of pay for comparable work in other public and private employment in the area, the District's financial condition, District policies, or other pertinent conditions. The District's Board must approve all adjustments to the Pay Plan Range.

#### Administration

The minimum rate of pay shall normally be paid upon appointment to the position. Appointment rates above the minimum rate may be paid when the employee's qualifications and/or job experience with other employers are determined by the Executive Director to be greater than the required minimum standards.

Salary adjustments for full-time employees shall be approved by the District's Board. The Executive Director shall approve wages paid to all other employees. Salary and wage pay adjustments for all employees shall not be automatic, but shall be determined based upon each employee's performance evaluation and the recommendation of the employee's immediate supervisor with review and approval by the next higher level of authority.

### 7.2 Definitions

**Exempt Employee:** An employee to whom the minimum wage and overtime provisions of the Fair Labor Standards Act do not apply. Exempt employees are ineligible for overtime pay.

**Non-Exempt Employee:** An employee subject to the minimum wage and overtime provisions of the Fair Labor Standards Act. Non-exempt employees must be paid overtime for hours worked in excess of 40 in a work week.

**Work Week:** The District work week begins at 12:01 am Saturday and ends at 12:00 midnight the following Friday.

### **7.3 Overtime Pay**

Overtime will be paid according to Fair Labor Standards Act and Illinois Department of Labor standards.

Exempt employees are not eligible for overtime pay.

Non-exempt employees are entitled to overtime compensation at the rate of 1½ times their regular hourly rate for all actual hours worked in excess of 40 in a single work week. Paid time off (i.e., personal time, sick time, vacation time, and holidays) is not included in calculating overtime. Prior approval of the non-exempt employee's immediate supervisor is required before working overtime. Non-exempt employees working overtime without approval may be subject to disciplinary action, up to and including termination of employment.

### **7.4 Payroll Period and Payroll Deductions**

**Payroll Period:** Employees shall be paid bi-weekly (every two weeks) or 26 times per year.

**Payroll Deductions:** Mandated payroll deductions shall include Social Security, Medicare, State and Federal income tax, group insurance (if applicable), Illinois Municipal Retirement Fund (if applicable), and any other payroll deduction required by law.

<i>Note</i>	<b>Employees are not to clock in or out for other employees. Recording another employee's time record or falsification of an employee's own time record is a violation of District rules and is grounds for disciplinary action, up to and including termination of employment.</b>
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### **7.5 Recording Hours Worked and Benefit Hours Used**

All employees (exempt and non-exempt) are required to use the automated timekeeping system to accurately record their hours worked and benefit hours used. Non-exempt employees are required to clock in/out for payroll and attendance purposes. Exempt employee timekeeping records will be used to track attendance and accrual of Compensatory Hours. These time records, which must be approved by each employee's immediate supervisor, are the basis for the paycheck calculation and benefit hour tracking. In/out punches are computed to the nearest quarter of an hour (15 minutes).

Employees eligible for paid time off benefit hours must complete a Time-Off Request Form and submit it to their supervisor prior to using benefit hours.

#### **Full-time Exempt Employees**

Full-time Exempt employees will be paid for a total of 80 hours in a biweekly payroll period. The 80 hours shall be fulfilled first by worked hours followed by preapproved benefit hours. If a Full-time Exempt employee works over 80 hours in a biweekly payroll period, the employee may accrue Compensatory Hours.

A total of 40 Compensatory Hours per calendar year may be accrued for use in the calendar year. Compensatory Hours are earned during any pay period where the employee works over 80 hours; or

works over 72 hours in a pay period where one District holiday occurs; or works over 64 hours in a pay period in which two District holidays occur.

An Exempt Employee who has exhausted their applicable benefit hours will be subject to a reduced salary for absences from work for one or more full days for personal reasons, sickness, disability, to offset amounts received as jury or witness fees, military pay, significant infractions of safety rules, or unpaid disciplinary suspensions of one or more full days imposed for workplace rule infractions. Also, deductions from full salary may apply in the initial or final week of employment, or for weeks in which an exempt employee takes unpaid leave under the FMLA.

### Non-Exempt Employees

Non-Exempt Employees will earn overtime pay (1.5 times regular rate of pay) for any hours worked over 40 in a work week (Saturday – Friday). The preapproved use of benefit hours will be paid for a maximum of 8 hours in a work day.

If a Non-Exempt Employee misses an entry into the timekeeping system, the employee must complete and sign a paper timesheet and submit it to ~~his/her~~ their supervisor within the current pay period. The supervisor will manually enter the employee's work hours and benefit hours via the manager timekeeping portal.

A Non-Exempt Employee will be paid for preapproved benefit hours on any regularly scheduled work day (maximum of 8 hours/day). However, when an employee has not been preapproved to use benefit hours and their supervisor has directed them to flex their hours during the work week, they may not use benefit hours to replace the flexed hours.

*Example #1: ~~John is a~~ A Non-Exempt Employee ~~who~~ regularly works 40 hours/week, Monday – Friday. ~~He~~ They ~~has~~ have been preapproved to use 40 benefit hours from Monday – Friday during the first week of the pay period. ~~His~~ Their supervisor calls ~~him~~ them in to clear snow for 8 hours on the Sunday before ~~he~~ they ~~are~~ is scheduled to use benefit hours. ~~John~~ The employee will be paid for 48 hours (8 hours worked plus 40 benefit hours) for the week.*

*Example #2: ~~John is a~~ A Non-Exempt Employee ~~who~~ regularly works 40 hours/week, Monday – Friday. ~~He~~ They ~~are~~ is scheduled to work 8 hours at a special event on Saturday, the first day of the work week. ~~His~~ Their supervisor directs ~~him~~ them to flex ~~his~~ their hours during the week by taking the following Friday off (8 hours) to make up for work performed at the special event. ~~John~~ The employee worked 8 hours each day Saturday, Monday, Tuesday, Wednesday and Thursday. ~~He~~ The employee may not use 8 benefit hours for Friday because ~~he~~ they flexed 8 hours on Friday to make up for hours worked on Saturday.*

*Example #3: ~~John is a~~ A Non-Exempt Employee ~~who~~ works 10 hours on Monday. ~~They~~ He ~~is~~ are directed by ~~his~~ their supervisor to flex the extra 2 hours he worked on Monday by working only 6 hours on Tuesday. ~~He~~ The employee may not use 2 benefit hours on Tuesday to make up an 8-hour day.*

## **7.6 Merit Pay (Revised 3/15/2021)**

A merit pay increase is awarded to an employee based on their annual performance review score and the merit pay percent increase approved by the Board of Commissioners.

**Performance Review**

An annual performance review will be conducted during the last quarter of the current fiscal year with each employee having a hire date prior to December 31 of the current fiscal year. Employees hired during the current fiscal year and after December 31 will not be eligible for an annual performance review and corresponding merit pay increase until the last quarter of the subsequent fiscal year.

Employees will be scored on 10 Specific Job Duties, 10 General Performance Characteristics, and Professional Development Goals (Part-time employees 2 goals; Full-time employees 4 goals). Professional Development Goals must be measurable, attainable, and enhance job performance. Each Specific Job Duty and General Performance Characteristic will be given a score ranging from 1 to 5 points, for a maximum score of 100 points. A point will be added to that score for each Professional Development Goal achieved and a point subtracted for each unmet Professional Development Goal. A performance review score with a fraction falling between two merit ranges shall be rounded to the nearest whole number to determine the applicable merit range. A score with a fraction of .5 or more shall be rounded up to the next whole number. A score with a fraction of less than .5 will be rounded down to the nearest whole number.

**Merit Pay Increase**

The Executive Director will propose a maximum merit pay increase percentage to the Board of Commissioners for consideration during the annual budget process. The Board will then decide if a merit pay increase will be awarded for the next fiscal year and at what percentage increase. If a merit increase is approved, it will be applied to the Merit Scale below and such Merit Scale used to determine the amount of merit pay to be awarded to each employee who “Achieves Normal Job Expectations” or better on their performance review.

**MERIT SCALE (The following example is based on a maximum 4% merit increase.)**

<u>Performance Review Score</u>	<u>Merit Range</u>	
94 - 100	3.6% - 4.0%	Far Exceeds Normal Job Expectations
86 - 93	3.1% - 3.5%	
79 - 85	2.6% - 3.0%	Exceeds Normal Expectations
71 - 78	2.1% - 2.5%	
61 - 70	1.6% - 2.0%	Achieves Normal Job Expectations
51 - 60	1.0% - 1.5%	

**Approved Pay Ranges**

All jobs have established pay ranges with minimum and maximum pay rates/hour. A Merit Bonus will be awarded in situations where an employee’s merit increase will result in their pay rate for a job exceeding the maximum pay rate in the pay range. Any exception to this policy will require prior approval by the Executive Director.

## Merit Bonus

A Merit Bonus will be awarded to an employee whose:

- current pay rate is at the maximum in the pay range for the job; or
- merit increase applied to their current pay rate will result in the pay rate exceeding the maximum pay rate in the pay range for the job.

### Current Pay Rate is at the Maximum in the Pay Range

An employee with a pay rate currently at the maximum in the pay range for the job will receive a merit bonus based on the total dollars paid in the job during the prior fiscal year and the merit percent awarded during their performance review, calculated as follows:

- 1) **TOTAL DOLLARS PAID IN JOB DURING PRIOR FISCAL YEAR =**  
Total hours paid in job x Maximum pay rate/hour
- 2) **MERIT BONUS = TOTAL DOLLARS PAID IN JOB DURING PRIOR FISCAL YEAR x**  
Merit %

*Example: ~~Sarah~~An employee is currently being paid \$20/hour, the maximum pay rate in the pay range for ~~her~~their job as a manager. ~~She~~They ~~was~~were paid for 2,080 hours in that job in the fiscal year ending April 2018. ~~She~~They ~~is~~are awarded a 4% merit pay increase based on her performance review score. ~~Her~~Their hourly rate will not increase. However, ~~she~~the employee will be awarded a Merit Bonus in the amount of \$1,664 which will be paid in June 2018, calculated as follows:*

- i.  $2,080 \text{ hrs} \times \$20/\text{hr} = \$41,600$
- ii.  $\$41,600 \times 4\% = \$1,664$

### Merit Increase will result in the Pay Rate Exceeding the Maximum in the Pay Range

An employee who is awarded a merit increase that will result in their current pay rate exceeding the maximum pay rate in the pay range shall be compensated at the full value of their merit percentage based on the total dollars earned in the job during the prior fiscal year. The Total Merit Value will be awarded as a combination of an Hourly Rate Increase to the maximum pay rate in the range plus a Merit Bonus, calculated as follows:

- 1) **TOTAL DOLLARS PAID IN THE JOB DURING PRIOR FISCAL YEAR =**  
(Total hours paid in job) x (Current pay rate/hour)
- 2) **TOTAL MERIT VALUE =**  
(TOTAL DOLLARS PAID IN THE JOB DURING PRIOR FISCAL YEAR) x (Merit Percent)
- 3) **HOURLY RATE INCREASE VALUE =**  
(Maximum hourly pay rate - Current hourly pay rate) x (# of hours worked in job in prior fiscal year)
- 4) **MERIT BONUS = TOTAL MERIT VALUE – HOURLY RATE INCREASE VALUE**



**Example:** ~~John~~An employee is currently being paid \$16/hour in ~~his~~their job as a supervisor. The maximum pay rate in the pay range for the supervisor job is \$16.50. ~~He~~The employee was paid for 2,080 hours in that job in fiscal year ending April 2018. ~~He is~~They are awarded a 4% merit pay increase during ~~his~~their performance review. Applying the 4% merit increase to ~~his~~the employee's current hourly rate ( $\$16 \times 4\% = \$16.64$ ) would result in exceeding the maximum pay rate in the range (\$16.50). So ~~his~~their hourly pay rate in May 2018 will be \$16.50 plus ~~he~~they will receive a Merit Bonus of \$291.20 which will be paid in June 2018, calculated as follows:

- i.  $2,080 \text{ hrs} \times \$16/\text{hr} = \$33,280$
- ii.  $\$33,280 \times 4\% = \$1,331.20$
- iii.  $\$16.50 - \$16.00 = \$.50$ 
  - a.  $\$.50 \times 2080 \text{ hrs} = \$1,040$
- iv.  $\$1,331.20 - \$1,040 = \$291.20$

### Effective Date of Merit Increase

Merit pay increases will be effective in the first pay period of the new fiscal year that begins with a May date.

Merit bonuses will be paid on the first pay date in June.

### Communication of Merit Pay Increase

The Director/Manager/Supervisor conducting the performance review will:

- 1) Communicate the following information to staff during their annual performance review meeting:
  - Merit percent scale approved by the Board
  - Pay range for employee's job(s)
  - New pay rate(s): The *recommended* pay rate increase is subject to approval by the appropriate Department Director.
    - Full-time employee: The *recommended* pay rate increase must be approved by the applicable Department Director prior to conducting the performance review meeting.
    - Part-time employee: The *recommended* pay rate increase may be tentatively communicated to the employee in the performance review meeting prior to final approval by the applicable Department Director.
  - Merit Bonus calculation (if applicable)
- 2) Provide the employee a copy of the final approved Personnel Change Form listing the new pay rate(s) and/or any applicable Merit Bonus.

## **7.7 Premium Pay**

Premium Pay is defined as 1.5 times the regular hourly pay rate for the job. Premium Pay applies to hours worked by a Full-time, Non-exempt Employee who is called in to work on a scheduled personal/vacation day, District Scheduled Holiday, or the following nationally recognized holidays:

- New Year's Day (January 1)
- Easter Sunday
- Independence Day (July 4)
- Christmas Day (December 25)

to address an emergency that adversely affects facility operations (i.e., chemical spill, burst pipe, snow/ice conditions on parking lots and walkways). Work at premium pay must be approved by the Executive Director prior to commencing.

Full-time, Non-Exempt Employees that work on a District Scheduled Holiday, a nationally recognized holiday (listed above), or on a scheduled personal/vacation day will be paid as follows:

District Scheduled Holiday: Employee will be paid 8 Holiday hours at their regular hourly rate of pay plus 1.5 times the regular hourly rate of pay for hours worked on that day.

Nationally Recognized Holiday (listed above): Employee will be paid 1.5 times their regular hourly rate of pay for hours worked.

Scheduled Personal/Vacation Day: Employee will be paid 1.5 times their regular hourly rate of pay for hours worked plus paid their regular hourly rate of pay for actual personal/vacation hours used.

## **Section VIII: Separation of Employment**

### **8.1 Exit Interview**

It is the policy of the District that, whenever possible, an exit interview should be conducted for any full-time, part-time employee or certified professional instructor who resigns. The employee's supervisor or the Executive Director shall conduct any such interview for the purposes of determining, from the employee's point of view, the reasons for ~~his/her~~ their resignation, positive and negative aspects of the employee's work experience, working conditions, relationship with supervisors, other employees and the District, as well as any recommendations from the employee for improvement of the working conditions for ~~his/her~~ their position, or for continuance of favorable working conditions or benefits.

### **8.2 Layoff**

The Executive Director shall have the right to lay off any employee when it is deemed necessary because of shortage of work or funds, or other legitimate reasons. An effort shall be made to transfer qualified employees to open positions in another department rather than to lay them off, but such a transfer may not always be feasible.

Determination of those employees to be retained or laid off shall be based on considerations of job performance evaluations and shall rest exclusively with the Executive Director.

For a period of one year following the employee's last day of work, an employee who has been laid off shall be given preference in filling positions which are subsequently opened if the employee is qualified for the position and had favorable job performance evaluations prior to layoff.

No suspension or termination of employment as a disciplinary action shall be considered a layoff, and no terminated employee shall be eligible for reemployment.

### **8.3 Reemployment**

Re-employment may be considered for past employees who have resigned in good standing and subsequently apply for open positions. Rehired employees must follow the standard employment procedures and policies.

### **8.4 Resignation**

In order for any employee to resign from a position in good standing, the employee shall submit to the Executive Director, through ~~his/her~~ their immediate supervisor, a written notice of resignation at least 14 calendar days prior to separation.

## **8.5 Return of Park District Property**

Upon termination of employment, for any reason, and before officially separating from the Park District, the employee must return all Park District property, including tools, keys, access cards, uniforms, equipment, credit cards, work products and Park District documents.

## **8.6 Termination of Employment**

All employees of the District serve on an “at will” basis, which means that the employment relationship may be terminated at any time by either the employee or the District for any reason not expressly prohibited by law.

Involuntary Termination of Employment: An employee shall be informed by the District, in writing, by ~~his/her~~ their immediate supervisor, of any involuntary termination of employment.

## **8.7 References or Recommendations for Former District Employees**

This policy will define guidelines for providing references and recommendations for former employees of the District.

It shall be the policy of the District that when former District employees request official references or recommendations from the District, only the Human Resource Manager may provide such a reference, recommendation or statement of employment on behalf of the District and on official District letterhead. Any personal reference or recommendation from any other employee or any Commissioner of the District shall not be prepared on official District letterhead and shall be prepared only from the point of view of having personally known and worked with the former District employee, and not in any official District capacity.

# Appendix

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**APPENDIX A: Waiver & Release of Liability, Indemnification Agreement**

**OAK BROOK PARK DISTRICT**

**PERMIT FOR  
PERSONAL USE OF DISTRICT PROPERTY**

In consideration of the Oak Brook Park District permitting the below named individual to use for personal use and benefit the property listed below, I agree to waive and relinquish any and all claims for damages, losses and/or personal injuries that I or my minor child/ward may have and arising out of the use of the property, and any and all activities connected with, or in any way associated with the use of the property against the District and its officers, agents and employees (hereinafter collectively referred to as "District").

I do hereby fully release and discharge the District from any and all claims from injuries, damage or loss which I or my minor child/ward may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with the use of the property.

I agree to indemnify, hold harmless and defend the District (including reimbursement of reasonable attorney fees) arising from or in connection with my or my minor child's/ward's use of the property.

I further agree to permit the District to withhold from my paycheck, any and all sums owed as a result of lost or damage to the property, unless otherwise agreed.

\_\_\_\_\_  
(Property User's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Property User's Name)

Property permitted for use:

Safety Instructions  
Received

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX B: Acknowledgement Whistleblower Protection (SAFE-T Act)**

**OAK BROOK PARK DISTRICT**

**ACKNOWLEDGEMENT**

**WHISTLEBLOWER PROTECTION (SAFE-T ACT) POLICY AND PROCEDURES**

By signing below, I confirm I have received, read and understand the “Whistleblower Protection (Safe-T Act) Policy and Procedures for the Oak Brook Park District. I also understand that as an employee, it is my responsibility to abide by this Policy.

Employee Name (Printed): \_\_\_\_\_

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

Date: \_\_\_\_\_

|



**APPENDIX CB: Employment Contract Disclaimer & Signed Acknowledgment**

The Oak Brook Park District Personnel Policy Manual (“Manual”) is available to employees electronically in a PDF format or in a printed hard copy format available from the Human Resources Department. Employees shall indicate that they have received a copy of the Manual in their choice of format by checking the appropriate box below and returning this form to their supervisor.

- I acknowledge I have received the Manual in an **electronic format** and accept responsibility for accessing it according to the instructions provided.
- I acknowledge I have received the Manual in **hard copy**.

By signing this Acknowledgement, I hereby acknowledge receipt of the Oak Brook Park District Personnel Policy Manual (“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 supervisor, the human resources department, or Executive Director.

I understand that the information in the Manual is subject to change. I understand that changes in Park District policies may supersede, modify, or render obsolete the information summarized in the Manual. As the Park District provides updated policy information, I accept responsibility for reading and abiding by the policy changes.

I understand that this Manual has been developed as a general reference guide for Oak Brook Park District (Park 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 expressed or implied, on the part of the Park District. I also understand that nothing contained in this Manual may be construed as creating a promise of future benefits or a binding contract with the Park District for benefits or for any other purpose.

I further understand that I am an at-will employee as provided in the Manual and as such, employment with the Park District is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. In addition, I understand that no representative of the Park District, other than the Executive Director with the Board’s expressed 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 Park District policies, rules, and guidelines as promulgated periodically. I further understand that violating any policy within this Manual or any other Park District policy, rule or guideline may subject me to disciplinary action up to and including dismissal.

Please sign and date this acknowledgment and return it to the Human Resources Department.


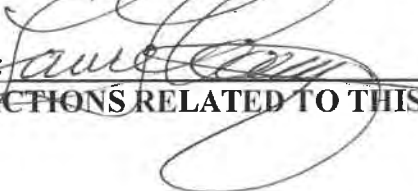
Employee Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_



# Oak Brook Park District

<b>BOARD MEETING</b> <b>AGENDA ITEM –HISTORY/COMMENTARY</b>	
<b>ITEM TITLE: OUTDOOR TENNIS COURTS RESURFACING PROJECT 2022 BID</b>	<b>AGENDA No.: 8 E</b>  <b>MEETING DATE: JANUARY 17, 2022</b>
<b>STAFF REVIEW:</b>	Deputy Director, Dave Thommes: 
<b>RECOMMENDED FOR BOARD ACTION:</b>	Executive Director, Laure Kosey: 
<b>ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):</b>	
<b>ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):</b> Staff is putting together a bid packet for the resurfacing of the outdoor tennis courts at the Tennis Center. This work was last completed in 2016. The following is the timeline for the project:  January 14: Bids available February 4: Bid Opening May 1: Project begins May 31: Project completed  Staff originally bid this project in July 2021, but rejected all bids on the basis of cost and budget. Staff plans to increase the Tennis Center capital budget to account for the increased supply and labor cost in order to complete this project. A recommendation will be submitted to the Board for approval at the February 21 <sup>st</sup> , 2022 meeting.	
<b>ACTION PROPOSED:</b> For review and discussion only.	