



Oak Brook Park District Board Packet

October 21, 2024

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 and Agenda Vote



AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
October 21, 2024 – 6:30 p.m.
Canterberry Room

1. CALL TO ORDER THE REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS AND CONDUCT THE ROLL CALL
2. OPEN FORUM
3. CONSENT AGENDA
 - a. APPROVAL OF THE OCTOBER 21, 2024 AGENDA
 - b. APPROVAL OF MINUTES
 - i. September 16, 2024 Regular Board Meeting Minutes
 - ii. September 16, 2024 Closed Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING SEPTEMBER 30, 2024
 - i. Warrant 689
4. STAFF RECOGNITION
 - a. None
5. COMMUNICATIONS/PROCLAMATIONS
 - a. Board of Commissioners to Share Communications
 - b. Illinois Association of Park District's Commissioner Service Recognition Award
 - i. Sharon Knitter, 15 years
 - c. Presentation of the Annual Comprehensive Financial Report for the fiscal year ended April 30, 2024, by a Representative from Lauterbach and Amen, LLP
 - d. Presentation of the Tennis Center Business Plan
6. REPORTS
 - a. Administration and Enterprise Operations Report
 - b. Finance and Human Resources Report
 - c. Recreation and Communications Report
 - d. Parks and Facilities Report
7. UNFINISHED BUSINESS
 - a. Revisions to the Personnel Policy Manual
 - b. Ordinance 24-1021: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings
 - c. Resolution 24-1022: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 through August 31, 2024





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
October 21, 2024 – 6:30 p.m.
Canterberry Room

8. NEW BUSINESS

- a. Approval of a Travel Expense for Commissioner Attendance at the 2025 IAPD/IPRA Annual Conference, January 23 - 25, 2025 at the Hyatt Regency Chicago
- b. Employee Health Insurance Contract
- c. Acceptance of the Oak Brook Park District's Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ended April 30, 2024

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON NOVEMBER 18, 2024, 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.





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
October 21, 2024 – 6:30 p.m.
Canterberry Room

1. CALL TO ORDER THE REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS AND CONDUCT THE 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.]*
2. OPEN FORUM *[Ask whether there are any Public Comments under “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.]*
3. CONSENT AGENDA
[Request a Motion (and a 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 a Second) to approve the Consent Agenda, as presented. Roll Call Vote...]
 - a. APPROVAL OF THE OCTOBER 21, 2024 AGENDA
 - b. APPROVAL OF MINUTES
 - i. September 16, 2024 Regular Board Meeting Minutes
 - ii. September 16, 2024 Closed Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING SEPTEMBER 30, 2024
 - i. Warrant 689
4. STAFF RECOGNITION
 - a. None
5. COMMUNICATIONS/PROCLAMATIONS *[For Review and Discussion Only]*
 - a. Board of Commissioners to Share Communications
 - b. Illinois Association of Park District’s Commissioner Service Recognition Award
 - i. Sharon Knitter, 15 years
 - c. Presentation of the Annual Comprehensive Financial Report for the fiscal year ended April 30, 2024, by a Representative from Lauterbach and Amen, LLP
 - d. Presentation of the Tennis Center Business Plan
6. REPORTS *[For Review and Discussion Only]*
 - a. Administration and Enterprise Operations Report
 - b. Finance and Human Resources Report
 - c. Recreation and Communications Report
 - d. Parks and Facilities Report





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
October 21, 2024 – 6:30 p.m.
Canterberry Room

7. UNFINISHED BUSINESS

- a. Revisions to the Personnel Policy Manual *[Request a Motion (and a Second) to approve the Revisions to the Personnel Policy Manual.]*
- b. Ordinance 24-1021: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings *[Request a Motion (and a Second) to approve Ordinance 24-1021: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings.]*
- c. Resolution 24-1022: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 through August 31, 2024 *[Request a Motion (and a Second) to approve Resolution 24-1022: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 Through August 31, 2024.]*

8. NEW BUSINESS *[For Review and Discussion Only]*

- a. Approval of a Travel Expense for Commissioner Attendance at the 2025 IAPD/IPRA Annual Conference, January 23 - 25, 2025 at the Hyatt Regency Chicago
- b. Employee Health Insurance Contract
- c. Acceptance of the Oak Brook Park District's Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ended April 30, 2024

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON NOVEMBER 18, 2024, 6:30 P.M. *[Announce the Next Regular Meeting of the Oak Brook Park District Board of Park Commissioners will be held on November 18, 2024, 6:30 p.m.]*

10. ADJOURNMENT *[Request a Motion and a Second to adjourn the October 21, 2024 Regular Meeting of the Oak Brook Park District Board of Commissioners. **Voice Vote, All in Favor...**]*

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.



Regular Meeting
Oak Brook Park District Board of Commissioners
September 16, 2024

Minutes

MINUTES
REGULAR MEETING OF THE
OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS
September 16, 2024 – 6:30 p.m.
Canterberry Room

1. CALL TO ORDER THE REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS AND CONDUCT THE ROLL CALL

President Knitter called to order the Regular Meeting of the Oak Brook Park District at the hour of 6:30 p.m. Commissioners Gondek, Ivkovic Kelley, Suleiman, and President Knitter answered “present” from the Oak Brook Park District Family Recreation Center, Canterbury Conference Room. Commissioner Vescovi was absent. Also present in Canterbury Conference Room was Laure Kosey, Executive Director; Marco Salinas, Chief Financial Officer; Bob Johnson, Deputy Director; and Robert Pechous, Director of Recreation and Communications.

2. OPEN FORUM

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

3. CONSENT AGENDA

a. APPROVAL OF THE SEPTEMBER 16, 2024 AGENDA

b. APPROVAL OF MINUTES

i. August 19, 2024 Regular Board Meeting Minutes

c. APPROVAL OF FINANCIAL STATEMENT ENDING AUGUST 31, 2024

i. Warrant 688

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Gondek, 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 Gondek, Ivkovic Kelley, Suleiman, and President Knitter

Nays: None

Absent: Commissioner Vescovi

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve the Consent Agenda.

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

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

Nays: None

Absent: Commissioner Vescovi

4. STAFF RECOGNITION

a. Stephanie Ter Bush, Aquatic Manager

b. Stephan Garay, Tennis Center Facility Maintenance Manager

The Board welcomed Stephanie Ter Bush and Stephan Garay.

5. COMMUNICATIONS/PROCLAMATIONS

a. Board of Commissioners to Share Communications

President Knitter reported that the Village of Oak Brook informed the Park District that the parking spots on Forest Gate Road along the baseball fields will be removed. A traffic study requested by the Forest Gate HOA was conducted and found there are safety issues with those parking spots. According to this traffic study, a median and removing the parking spots would improve safety. A previous traffic study in 2019 found that a median would not improve safety.

Little League will be informed of the loss of parking spaces.

Commissioner Suleiman asked what safety issues were found.

Dr. Kosey stated that she requested the traffic study, but she has not received it yet.

Commissioner Gondek responded that one of the safety issues is when a child runs to the road when entering the car on that side.

Dr. Kosey reported that in the past there were twenty parking spaces on the south side and thirteen spaces on the north side of Forest Gate Road. As a compromise, the Park District removed twenty spaces on the south side. Also, trees were placed at the request of Forest Gate HOA to hide the lights at the baseball fields. With the removal of the thirteen parking spaces on the south side of the road, the trees will need to be removed to enlarge the inner parking lot. Also, the added costs to add parking in the inner parking lot will affect the Park District Capital Projects. The Park District requested the Village assist funding with additional parking spots.

b. Master Vision Annual Review

Dr. Kosey stated that the Master Vision needs to be reviewed annually to ensure the Park District is going in the right direction. If there are items in the Master Vision that need to be changed, those items are placed in the strategic plan which will be reviewed in November.

President Knitter agreed that the Park District should be prepared to evolve. The state could mandate electric cars which could affect the Park District fleet, and the Park District should consider that demographics could change in Oak Brook.

c. Ryan Massengill, Gateway Special Recreation Association

Ryan Massengill presented Gateway Special Recreation Association and provided a packet of items she reports to the Gateway Board meetings.

President Knitter had asked if the Park District employs any of the Gateway members.

Ms. Massengill stated that Oak Brook Park District has had opportunities to employ Gateway members.

Commissioner Suleiman asked if the Elevate population also participates in the Gateway programs.

Ms. Massengill responded that the Elevate members are community members not involved in day services and the age for Elevate starts at twenty-two years old.

Commissioner Suleiman appreciates that there are more age categories for the members. Commissioner Suleiman then asked if Gateway is fully staffed.

Ms. Massengill stated that there are enough staff who can manage the work well.

6. REPORTS:

a. Administration and Enterprise Operations Report

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

The Tennis Center approached the Leadership Team to change the custodial position from part-time to full-time. The Tennis Center will provide specific details to justify the increase in hours to Dr. Kosey.

Dr. Kosey reported that the Federal Grant agreement for the bridge has arrived.

Mr. Bob Johnson stated that the Federal Government needs to approve the grant agreement, and multiple entities will be involved in completing the grant agreement. The Park District was informed that there will be more time to complete the project once the grant agreement is approved.

Dr. Kosey requested feedback on the Personnel Policy be sent to her. Changes will be noted next month for approval.

b. Finance and Human Resources Report

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

Mr. Salinas is reporting on the four months of the fiscal year. General, Recreation, and Tennis Center Funds are in surplus.

Mr. Salinas reported that the personal property replacement tax has decreased, but investment income and membership and program revenues have increased.

President Knitter asked for clarification of the personal property replacement tax such that the Park District does not receive the full requested funds.

Mr. Salinas stated that the Park District does not request the amount of funds, instead the state decides on how much to disburse the funds. For the past few years, these funds have been decreasing.

Dr. Kosey confirmed that when the Park District levies the tax and asks for the full amount, the state gives the Park District less and does not disburse that full amount.

Mr. Salinas stated that the Pioneer Program revenues have increased significantly.

At the October Board meeting, a representative from the audit firm will come to present the audit report.

c. Recreation and Communications Report

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

Mr. Pechous reported that the Get Better League registration went well. Clear Touch TV's have replaced the Smart Boards. There have been many Pioneer trips and events in August. Trick or Treat Trail will be early this year on October 5, 2024. Marketing has been working on Celebration of International Cultures materials. New network wiring has been installed at Central Park West.

Commissioner Suleiman asked if the Birthday opportunity will be added to the OKR's five new opportunities for in-district residents.

Mr. Pechous responded that the Birthday opportunity will be added and introduced at the Oak Brook Park District Birthday event in November.

President Knitter added that the Theater Thursday Giveaway that has also been added to the OKR's appeared to be popular.

d. Parks and Facilities Report

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

Mr. Johnson reported that three HVAC units have been replaced at the Recreation Center and the HVAC for aquatics will be connected and begin to run this week. Multiple major projects took place simultaneously in the Aquatic Center. Flooring was replaced, all windows were tinted, sound system was installed, painting and cleaning occurred, and new life floor tile system was installed.

The administration office had carpet replacement and new cubicles installed. Parking lot had restriping work and cracks filled. Asphalt replacement work starts this week. Roof project is complete; there are flags on the roof for the manufacturer to confirm that the work is complete.

7. UNFINISHED BUSINESS

a. Fitness Equipment Lease

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve a three-year lease agreement between the Oak Brook Park District and National Cooperative Lease for a total cost not-to-exceed \$144,334.05.

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

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

Nays: None

Absent: Commissioner Vescovi

- b. Resolution No. 24-0916: A Resolution Authorizing Intervention in Property Tax Assessment Appeals

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve Resolution No. 24-0916: A Resolution Authorizing Intervention in Property Tax Assessment Appeals.

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

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

Nays: None

Absent: Commissioner Vescovi

8. NEW BUSINESS

- a. Revisions to the Personnel Policy Manual

Dr. Kosey stated the Board will approve the edited Personnel Policy Manual at the next Board meeting. If there are any questions, please contact her.

Commissioner Gondek asked if all the changes have been previewed and approved by the attorney.

Dr. Kosey responded that PDRMA Risk Management, the State, and the attorney have previewed and approved the changes.

- b. Resolution 24-1023: Community Project Funding Grant Agreement Resolution of Authorization

Mr. Johnson stated that this is the first step in accepting the grant, the second reading may not occur at the next meeting.

- c. Ordinance 24-1021: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings

President Knitter announced that if there is any discussion of the Destruction of the Verbatim Record of Certain Closed Meetings will occur in the Closed Session.

- 9. ENTER CLOSED SESSION: For the purpose of discussing Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21); and for the Semi-Annual Review of Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and 5 ILCS 120/2.06(d) of the Open Meetings Act.

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve to enter into closed session for the purpose of discussing Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21); and for the Semi-Annual Review of Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and 5 ILCS 120/2.06(d).

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

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

Nays: None

Absent: Commissioner Vescovi

10. CLOSED SESSION

- a. Discussion of March 18, 2024 Closed Meeting Minutes
- b. Semi-Annual Review of Closed Meeting Minutes for Release
 - i. Resolution 24-1022: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1, 1989 through August 31, 2024

11. ARISE FROM CLOSED SESSION AND RESUME THE OPEN SESSION

- a. Approval of March 18, 2024 Closed Meeting Minutes

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve March 18, 2024 Closed Meeting Minutes.

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

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

Nays: None

Absent: Commissioner Vescovi

12. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON OCTOBER 21, 2024, 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 October 21, 2024, at 6:30 pm.

13. ADJOURNMENT

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to adjourn the September 16, 2024, regular meeting of the Oak Brook Park District Board of Commissioners. The motion passed by voice vote, and the meeting adjourned at the hour of 7:30 p.m.

Laure L. Kosey, Executive Director

Financial Statement



General Fund

The General Fund is used to account for all activity of the Park District, except for activity required to be accounted for in another fund. The General Fund is comprised of the following departments:

- General Administration
- Finance
- Central Park North
- Central Park
- Saddlebrook Park
- Forest Glen Park
- Chillem Park
- Dean Nature Sanctuary
- Information Technology
- Building- Family Recreation Center
- Central Park West

Among the major activities accounted for in this fund are field and facility rentals, general administration and finance services, information technology services, facility maintenance services for our Family Recreation Center and Central Park West facility, and maintenance of our Central Park and other satellite parks.



General Fund: Revenues and Expenditures Summary (Unaudited)
Fiscal Year-to-Date Activity through September 30, 2024 and 2023
41.67% completed (5 out of 12 months)

	Fiscal Year 2024/2025- Highlighted items reflect more than 8.33% variance						FY 2024/2025 compared to FY 2023/2024- Highlighted items reflect more than 10% variance		
	Original Annual Budget	September 2024 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2023/2024 YTD Actual	Actual Higher/(Lower) than 2023/2024 YTD Actual	Percent Change
REVENUES									
Administration	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A
Finance									
Property Taxes	1,754,965	690,486	1,730,678	N/A	1,730,678	98.6%	1,736,470	(5,792)	-0.3%
Personal Prop. Repl. Taxes	252,617	-	75,859	N/A	75,859	30.0%	121,994	(46,134)	-37.8%
Investment Income	52,000	10,022	40,346	N/A	40,346	77.6%	22,402	17,944	80.1%
Other	1,250	-	1,000	N/A	1,000	80.0%	885	115	13.0%
Central Park North	90,000	(2,944)	77,828	N/A	77,828	86.5%	68,295	9,533	14.0%
Central Park	238,650	(4,946)	136,391	N/A	136,391	57.2%	157,429	(21,038)	-13.4%
Saddlebrook Park	500	-	-	N/A	-	0.0%	-	-	N/A
Forest Glen Park	500	-	200	N/A	200	40.0%	-	200	N/A
Chillem Park	250	-	-	N/A	-	0.0%	-	-	N/A
Dean Property	9,000	-	-	N/A	-	0.0%	-	-	N/A
Information Technology	133,693	105	33,503	N/A	33,503	25.1%	29,665	3,839	12.9%
Building-Recreation Center	1,103,748	27,641	392,306	N/A	392,306	35.5%	356,134	36,171	10.2%
Central Park West	20,597	175	175	N/A	175	0.8%	34,431	(34,256)	-99.5%
TOTAL REVENUES	\$ 3,657,770	\$ 720,540	\$ 2,488,286	\$ -	\$ 2,488,286	68.0%	\$ 2,527,704	\$ (39,418)	-1.6%
EXPENDITURES									
Administration	\$ 413,556	\$ 23,972	\$ 126,426	\$ 410	126,836	30.6%	\$ 152,411	\$ (25,985)	-17.0%
Finance	317,125	18,704	98,407	213	98,619	31.0%	102,155	(3,748)	-3.7%
Central Park North	94,954	5,309	46,988	15,826	62,813	49.5%	25,848	21,140	81.8%
Central Park	826,659	63,489	298,588	52,722	351,310	36.1%	340,953	(42,365)	-12.4%
Saddlebrook Park	16,187	1,453	5,102	1,993	7,095	31.5%	6,573	(1,471)	-22.4%
Forest Glen Park	32,326	2,461	11,146	4,162	15,308	34.5%	11,360	(214)	-1.9%
Chillem Park	7,481	476	1,931	1,127	3,058	25.8%	1,580	351	22.2%
Dean Property	40,423	3,666	8,563	14,285	22,849	21.2%	17,806	(9,242)	-51.9%
Professional Services	31,000	603	11,608	-	11,608	37.4%	13,496	(1,887)	-14.0%
Information Technology	349,743	21,356	122,124	30,121	152,245	34.9%	119,143	2,981	2.5%
Building-Recreation Center	1,145,015	82,493	428,767	82,584	511,352	37.4%	397,192	31,575	7.9%
Central Park West	57,990	3,659	17,535	10,382	27,917	30.2%	22,736	(5,201)	-22.9%
TOTAL EXPENDITURES	\$ 3,332,459	\$ 227,640	\$ 1,177,186	\$ 213,825	\$ 1,391,011	35.3%	\$ 1,211,251	\$ (34,066)	-2.8%
TRANSFERS OUT	\$ 502,000	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 3,834,459	\$ 227,640	\$ 1,177,186	\$ 213,825	\$ 1,391,011	30.7%	\$ 1,211,251	\$ (34,066)	-2.8%
REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT	\$ (176,689)	\$ 492,900	\$ 1,311,100	\$ (213,825)	\$ 1,097,275	-742.0%	\$ 1,316,453	\$ (5,353)	-0.4%

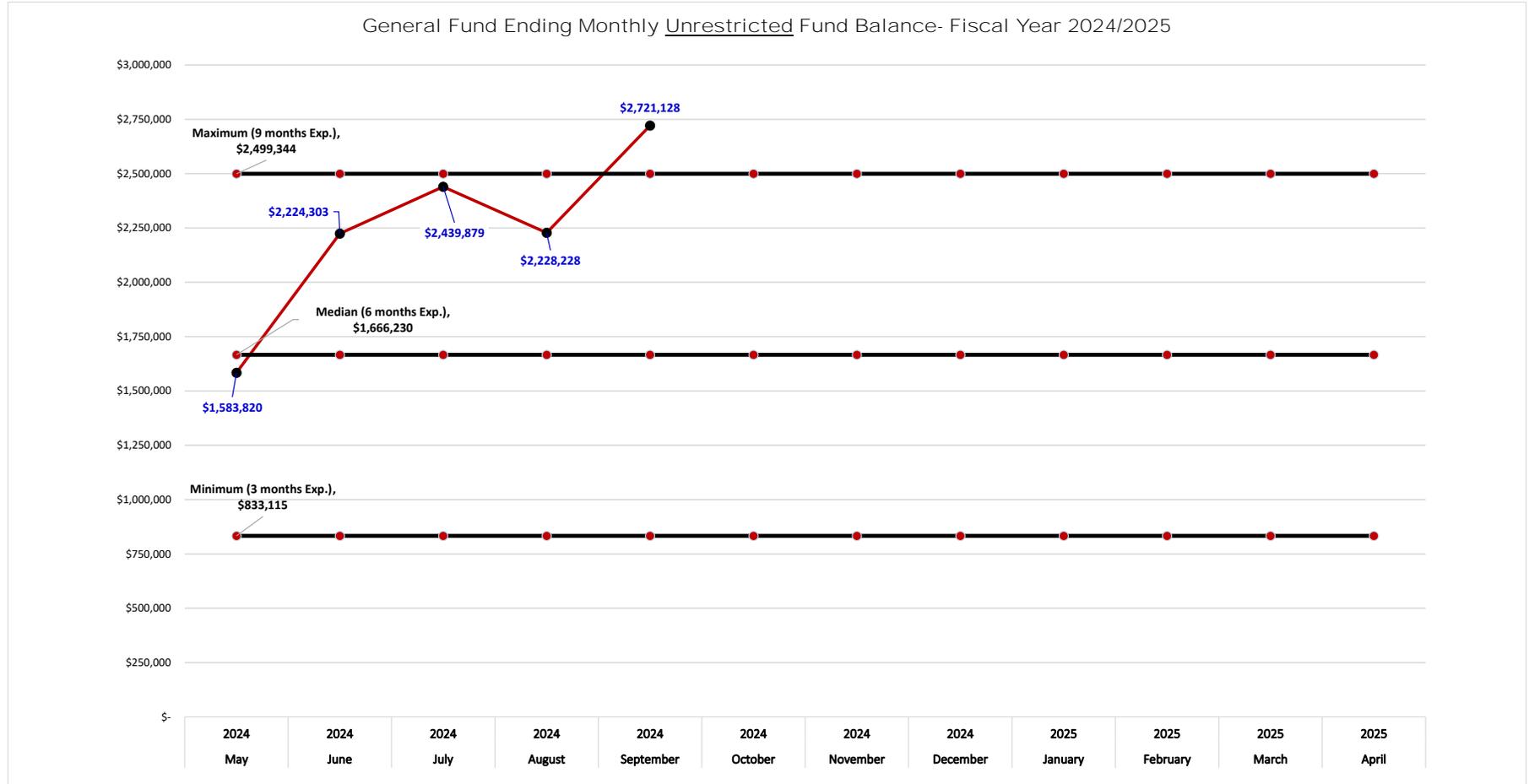
Note> Fiscal year 2024/2025 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2023/2024, the highlighted items reflect a variance of +/-10.00% or greater.

Note 2> Encumbered balances represent the commitment of appropriated (budgeted) funds to purchase goods and services. They set aside (encumber) appropriated funds for future expenditure and are used by staff to manage spending activity.

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

Actuals- Unaudited

	May 2024	June 2024	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	Fiscal Y-T-D
Beginning Unrestricted	\$ 1,410,027	\$ 1,583,820	\$ 2,224,303	\$ 2,439,879	\$ 2,228,228								
Monthly Net Surplus/(Deficit)	173,793	640,482	215,576	(211,651)	492,900								\$ 1,311,100
Ending Unrestricted	\$ 1,583,820	\$ 2,224,303	\$ 2,439,879	\$ 2,228,228	\$ 2,721,128	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	



Minimum (3 months Exp.)	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115	\$ 833,115
Median (6 months Exp.)	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230	\$ 1,666,230
Maximum (9 months Exp.)	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344	\$ 2,499,344



Recreation Fund

The Recreation Fund is used to account for all recreation programming activity of the Park District; except for programming accounted for in our Tennis and Special Recreation funds. The Recreation Fund is comprised of the following departments:

- Recreation Administration
- Fitness Center
- Aquatic Center
- Aquatic Recreation Programming
- Childrens Programs
- Preschool Programs
- Youth Programs
- Adult Programs
- Pioneer Programs
- Special Events and Trips
- Marketing
- Capital Outlay

The primary focus of this fund is to account for recreational programming activities, client memberships, special events, preschool, and the marketing of these services. This fund also accounts for resources used to fund capital improvements.



Recreation Fund: Revenues and Expenditures Summary (Unaudited)

Fiscal Year-to-Date Activity through September 30, 2024 and 2023

41.67% completed (5 out of 12 months)

	Fiscal Year 2024/2025- Highlighted items reflect more than 8.33% variance						FY 2024/2025 compared to FY 2023/2024- Highlighted items reflect more than 10% variance		
	Original Annual Budget	September 2024 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	FY 2024/2025 YTD Actual		
							Fiscal Year 2023/2024 YTD Actual	Higher/(Lower) than 2023/2024 YTD Actual	Percent Change
REVENUES									
Administration									
Property Taxes	\$ 1,300,345	\$ 511,448	\$ 1,281,924	N/A	\$ 1,281,924	98.6%	\$ 1,267,657	\$ 14,267	1.1%
Personal Prop. Repl. Taxes	79,528	-	23,882	N/A	23,882	30.0%	38,405	(14,524)	-37.8%
Investment Income	80,000	15,008	63,381	N/A	63,381	79.2%	37,800	25,581	67.7%
Other	3,000	691	4,240	N/A	4,240	141.3%	598	3,642	609.5%
Fitness Center	733,603	66,934	343,094	N/A	343,094	46.8%	310,793	32,301	10.4%
Aquatic Center	667,703	54,228	332,966	N/A	332,966	49.9%	282,525	50,441	17.9%
Aquatic Recreation Prog.	579,511	7,350	220,936	N/A	220,936	38.1%	252,895	(31,959)	-12.6%
Children's Programs	519,207	28,342	437,906	N/A	437,906	84.3%	441,870	(3,965)	-0.9%
Preschool Programs	328,366	40,740	93,845	N/A	93,845	28.6%	112,392	(18,547)	-16.5%
Youth Programs	256,813	2,848	209,879	N/A	209,879	81.7%	188,293	21,587	11.5%
Adult Programs	131,628	4,971	77,577	N/A	77,577	58.9%	63,015	14,562	23.1%
Pioneer Programs	66,973	1,774	34,584	N/A	34,584	51.6%	27,793	6,792	24.4%
Special Events and Trips	139,340	5,353	86,584	N/A	86,584	62.1%	77,014	9,570	12.4%
Marketing	46,000	3,000	25,370	N/A	25,370	55.2%	16,558	8,812	53.2%
Capital Outlay	-	-	-	N/A	-	N/A	-	-	N/A
TOTAL REVENUES	\$ 4,932,017	\$ 742,686	\$ 3,236,169	\$ -	\$ 3,236,169	65.6%	\$ 3,117,608	\$ 118,560	3.8%
TRANSFERS IN	\$ 150,000	-	-	N/A	-	0.0%	-	-	N/A
TOTAL REVENUES & TRANSFERS IN	\$ 5,082,017	\$ 742,686	\$ 3,236,169	\$ -	\$ 3,236,169	63.7%	\$ 3,117,608	\$ 118,560	3.8%
EXPENDITURES									
Administration	\$ 1,099,291	\$ 53,163	\$ 375,468	\$ 33,613	\$ 409,082	34.2%	\$ 347,529	\$ 27,939	8.0%
Fitness Center	535,242	27,980	173,507	33,086	206,593	32.4%	147,964	25,543	17.3%
Aquatic Center	1,158,019	66,963	481,933	73,531	555,464	41.6%	441,075	40,858	9.3%
Aquatic Recreation Prog.	302,009	4,341	80,248	20,405	100,652	26.6%	98,953	(18,706)	-18.9%
Children's Programs	383,837	5,132	94,996	13,553	108,549	24.7%	92,541	2,455	2.7%
Preschool Programs	307,712	20,695	58,052	-	58,052	18.9%	53,627	4,425	8.3%
Youth Programs	202,400	3,434	103,449	-	103,449	51.1%	98,811	4,638	4.7%
Adult Programs	74,250	6,003	25,770	-	25,770	34.7%	20,707	5,064	24.5%
Pioneer Programs	101,932	10,859	41,174	1,334	42,508	40.4%	33,854	7,320	21.6%
Special Events and Trips	123,647	1,101	45,062	5,807	50,870	36.4%	70,051	(24,989)	-35.7%
Marketing	311,514	20,204	104,125	306	104,431	33.4%	95,759	8,365	8.7%
Capital Outlay	1,213,000	682,243	756,180	334,864	1,091,045	62.3%	39,099	717,082	1834.0%
TOTAL EXPENDITURES	\$ 5,812,852	\$ 902,119	\$ 2,339,964	\$ 516,499	\$ 2,856,463	40.3%	\$ 1,539,970	\$ 799,994	51.9%
TRANSFERS OUT	\$ 177,971	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
TOTAL EXPENDITURES & TRANSFERS OUT	\$ 5,990,823	\$ 902,119	\$ 2,339,964	\$ 516,499	\$ 2,856,463	39.1%	\$ 1,539,970	\$ 799,994	51.9%
REVENUES & TRANSFERS IN, OVER (UNDER) EXPENDITURES & TRANSFERS OUT	\$ (908,806)	\$ (159,433)	\$ 896,205	\$ (516,499)	\$ 379,706	-98.6%	\$ 1,577,638	\$ (681,434)	-43.2%

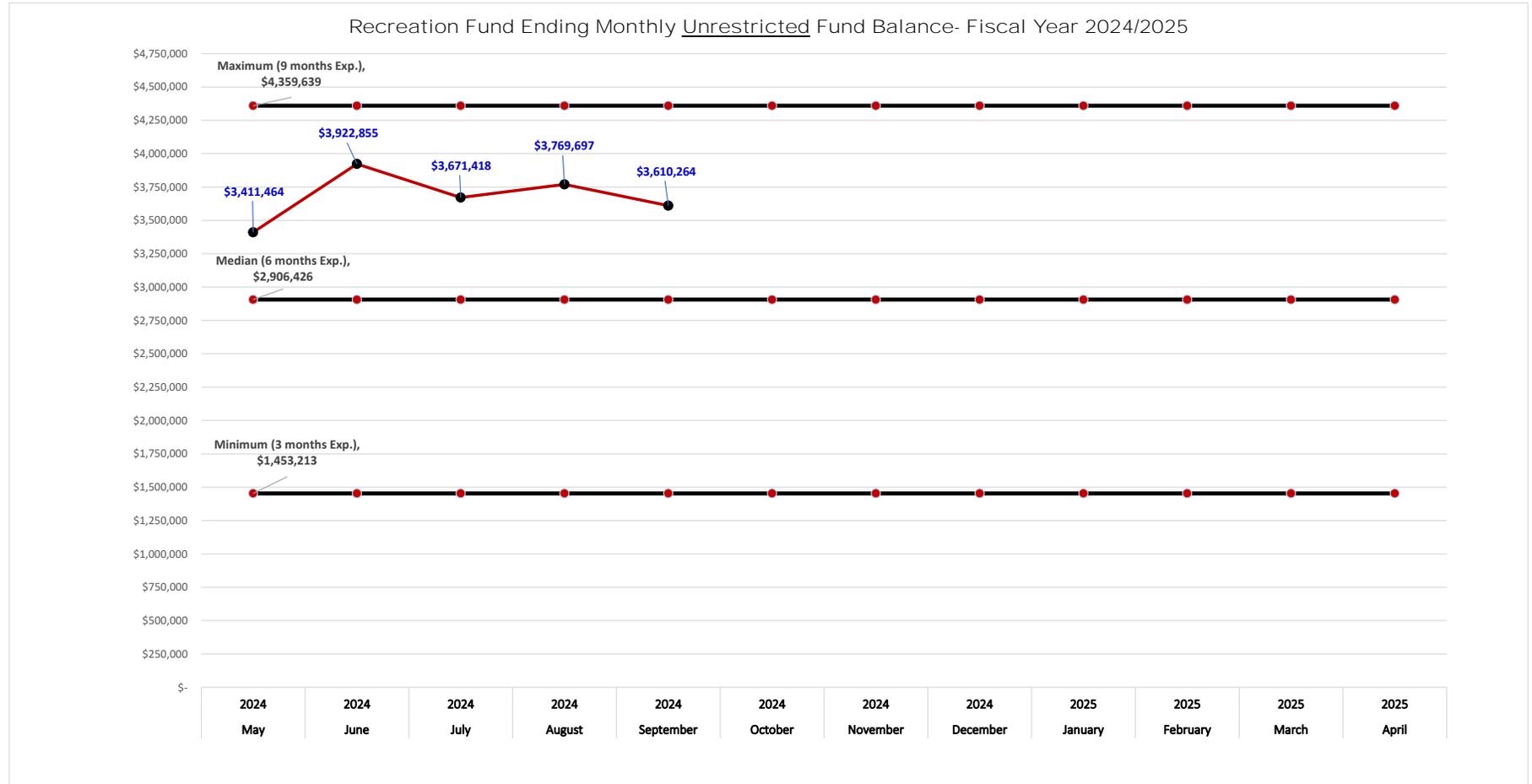
Note> Fiscal year 2024/2025 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2023/2024, the highlighted items reflect a variance of +/-10.00% or greater.

Note 2> Encumbered balances represent the commitment of appropriated (budgeted) funds to purchase goods and services. They set aside (encumber) appropriated funds for future expenditure and are used by staff to manage spending activit

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

Actuals- Unaudited

	May 2024	June 2024	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	Fiscal Y-T-D
Beginning Unrestricted	\$ 2,714,059	\$ 3,411,464	\$ 3,922,855	\$ 3,671,418	\$ 3,769,697								
Monthly Net Surplus/(Deficit)	697,405	511,391	(251,437)	98,279	(159,433)								\$ 896,205
Ending Unrestricted	\$ 3,411,464	\$ 3,922,855	\$ 3,671,418	\$ 3,769,697	\$ 3,610,264	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	



Minimum (3 months Exp.)	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213	\$ 1,453,213
Median (6 months Exp.)	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426	\$ 2,906,426
Maximum (9 months Exp.)	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639	\$ 4,359,639



Tennis Fund

The Tennis Fund is used to account for the activities of our tennis center. The Tennis Fund is comprised of the following departments:

- Tennis Administration
- Building- Racquet Club
- Programs- Racquet Club
- Capital Outlay

The primary focus of this fund is to account for all tennis administration, recreational programming activities, client memberships, and special events. This fund also accounts for resources used to fund capital improvements at the tennis center.



Tennis Center Fund (Recreational Facilities): Revenues and Expenses Summary (Unaudited)

Fiscal Year-to-Date Activity through September 30, 2024 and 2023

41.67% completed (5 out of 12 months)

	Fiscal Year 2024/2025- Highlighted items reflect more than 8.33% variance						FY 2024/2025 compared to FY 2023/2024- Highlighted items reflect more than 10% variance		
	Original Annual Budget	September 2024 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2023/2024 YTD Actual	FY 2024/2025 YTD Actual Higher/(Lower) than 2023/2024 YTD Actual	Percent Change
REVENUES									
Administration	\$ 67,000	\$ 11,557	\$ 74,213	N/A	\$ 74,213	110.8%	\$ 36,525	\$ 37,689	103.2%
Building- Racquet Club	500	-	644	N/A	644	128.9%	-	644	N/A
Programs- Racquet Club	2,186,500	128,156	1,230,913	N/A	1,230,913	56.3%	1,183,535	47,377	4.0%
TOTAL REVENUES	\$ 2,254,000	\$ 139,713	\$ 1,305,770	\$ -	\$ 1,305,770	57.9%	\$ 1,220,060	\$ 85,710	7.0%
EXPENSES									
Administration	\$ 922,009	\$ 73,738	\$ 291,535	\$ 1,704	\$ 293,239	31.6%	\$ 292,886	\$ (1,351)	-0.5%
Building- Racquet Club	379,379	27,965	119,383	70,573	189,956	31.5%	112,037	7,346	6.6%
Programs- Racquet Club	885,000	56,226	285,624	3,890	289,514	32.3%	263,261	22,363	8.5%
Capital Outlay	310,000	-	41,413	58,446	99,859	13.4%	45,356	(3,942)	-8.7%
TOTAL EXPENSES	\$ 2,496,388	\$ 157,928	\$ 737,955	\$ 134,613	\$ 872,569	29.6%	\$ 713,540	\$ 24,416	3.4%
REVENUES OVER (UNDER) EXPENSES	\$ (242,388)	\$ (18,215)	\$ 567,815	\$ (134,613)	\$ 433,202	-234.3%	\$ 506,520	\$ 61,295	12.1%

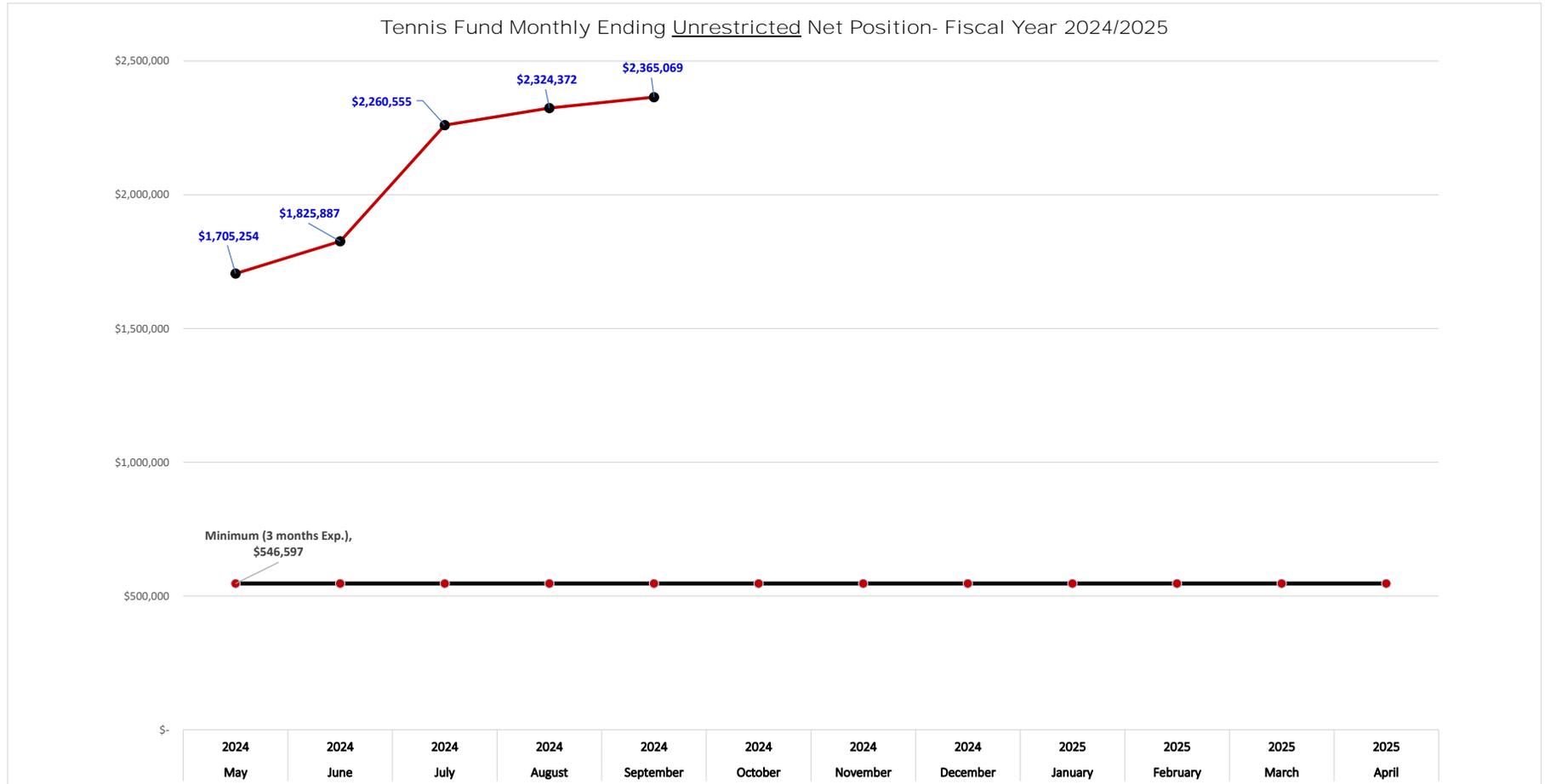
Note> Fiscal year 2024/2025 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2023/2024, the highlighted items reflect a variance of +/-10.00% or greater.

Note 2> Encumbered balances represent the commitment of appropriated (budgeted) funds to purchase goods and services. They set aside (encumber) appropriated funds for future expense and are used by staff to manage spending activity.

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

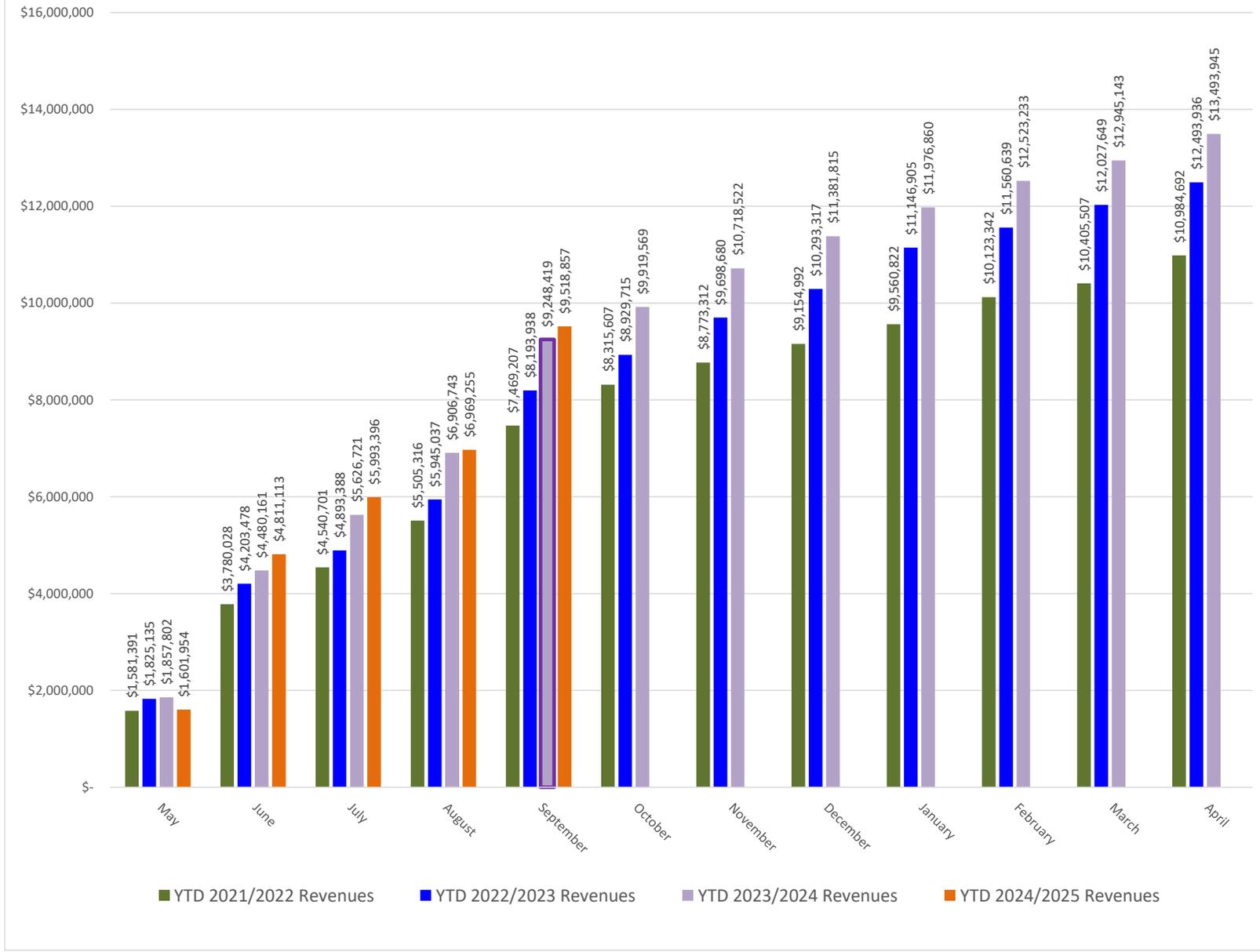
Actuals- Unaudited

	May	June	July	August	September	October	November	December	January	February	March	April	Fiscal
	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	Y-T-D
Beginning Investment in Capital Assets	\$ 1,753,845	\$ 1,911,683	\$ 1,919,169	\$ 1,779,682	\$ 1,795,258								
Beginning Unrestricted	1,838,667	1,705,254	1,825,887	2,260,555	2,324,372								
Monthly Net Surplus/(Deficit)	24,425	322,803	165,993	72,808	(18,214)								\$ 567,816
Ending Investment in Capital Assets	\$ 1,911,683	\$ 1,919,169	\$ 1,779,682	\$ 1,795,258	\$ 1,795,258								
Ending Unrestricted	\$ 1,705,254	\$ 1,825,887	\$ 2,260,555	\$ 2,324,372	\$ 2,365,069								



Minimum (3 months Exp.)	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597
Median (6 months Exp.)	N/A												
Maximum (9 months Exp.)	N/A												

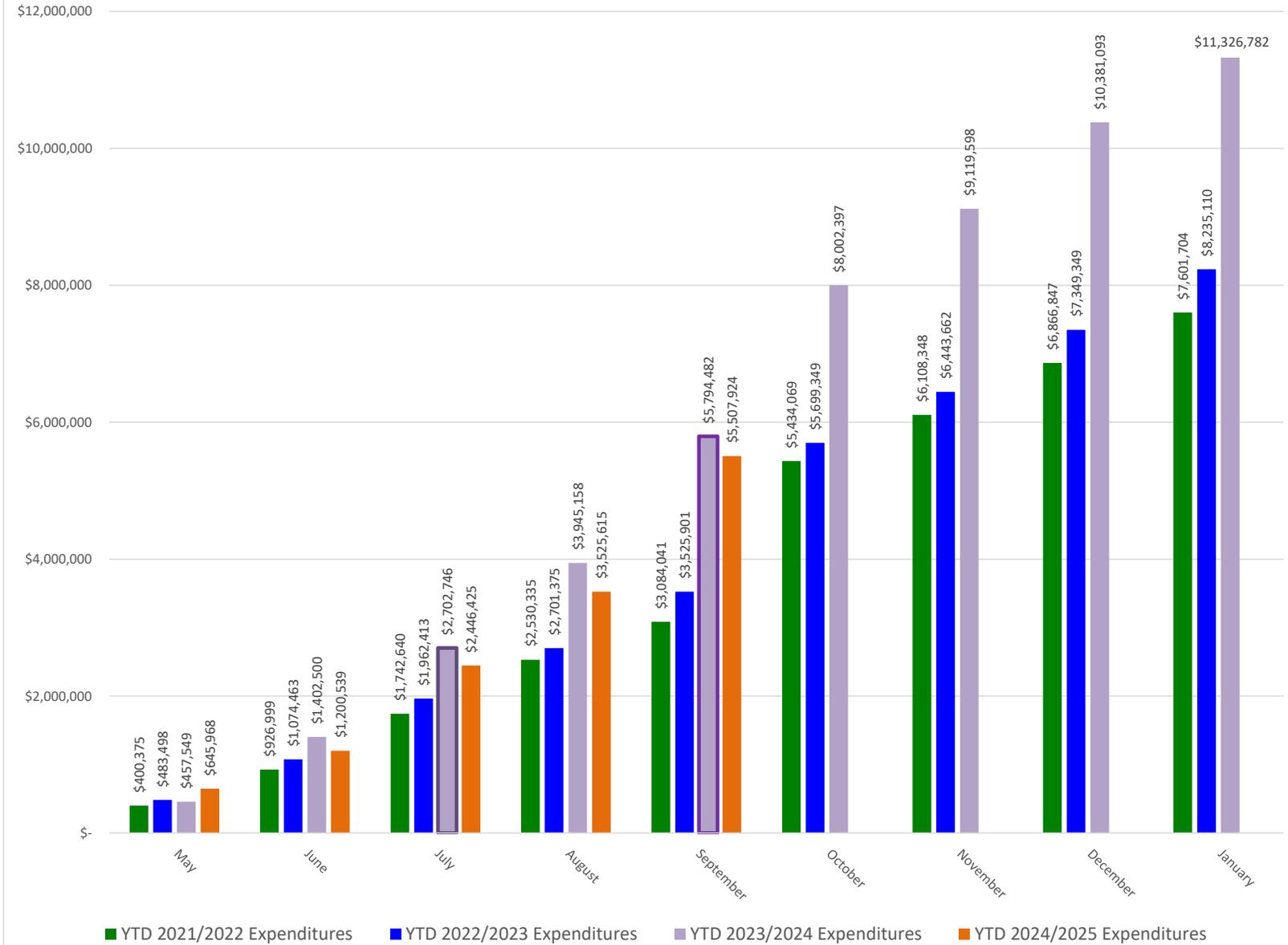
Oak Brook Park District- Consolidated Year-to-Date Revenues (excluding transfers in)



NOTES

2023/2024 The large increase in Y-T-D revenues are being primarily driven by increased programming revenues in our fitness, aquatics, children's, special events departments, as well as in group tennis programming.

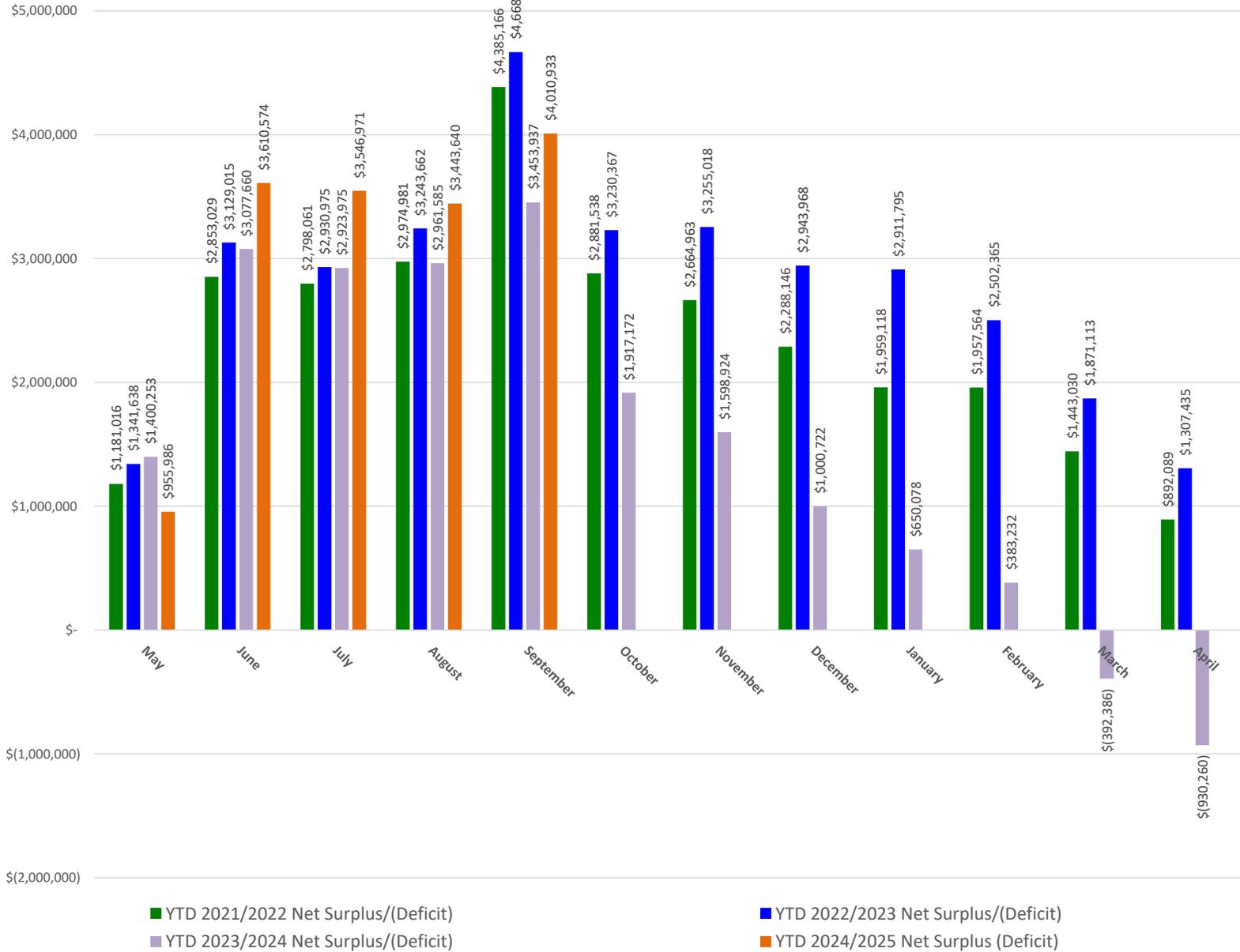
Oak Brook Park District- Consolidated Year-to-Date Expenditures/Expenses (excluding transfers out)



NOTES

2023/2024 The large increase in Y-T-D expenditures are being primarily driven by increased capital improvement costs for our Central Park improvements (e.g. bathrooms, pavilion, synthetic turf field).

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





OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENDITURE REPORT
 September 2024

	FY 2024/2025 ANNUAL BUDGET	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (5 months)
GENERAL CORPORATE FUND			
Revenues & transfers in	\$ 3,657,770	\$ 720,540	\$ 2,488,286
Expenditures & transfers out	3,834,459	227,640	1,177,186
Net surplus/(deficit)	\$ (176,689)	\$ 492,900	\$ 1,311,100
RECREATION FUND			
Revenues & transfers in	\$ 5,082,017	\$ 742,686	\$ 3,236,169
Expenditures & transfers out	5,990,823	902,119	2,339,964
Net surplus/(deficit)	\$ (908,806)	\$ (159,433)	\$ 896,205
IMRF FUND			
Revenues & transfers in	\$ 153,789	\$ 31,998	\$ 102,495
Expenditures & transfers out	180,000	13,584	73,301
Net surplus/(deficit)	\$ (26,211)	\$ 18,414	\$ 29,194
LIABILITY INSURANCE FUND			
Revenues & transfers in	\$ 148,557	\$ 49,626	\$ 130,849
Expenditures & transfers out	159,061	2,342	71,204
Net surplus/(deficit)	\$ (10,504)	\$ 47,284	\$ 59,645
AUDIT FUND			
Revenues & transfers in	\$ 10,181	\$ 4,520	\$ 11,389
Expenditures & transfers out	13,550	-	11,625
Net surplus/(deficit)	\$ (3,369)	\$ 4,520	\$ (236)
DEBT SERVICE FUND			
Revenues & transfers in	\$ 1,943,812	\$ 620,423	\$ 1,555,206
Expenditures & transfers out	1,924,411	2,434	69,002
Net surplus/(deficit)	\$ 19,401	\$ 617,989	\$ 1,486,204
RECREATIONAL FACILITIES FUND (TENNIS CENTER)			
Revenues	\$ 2,254,000	\$ 139,713	\$ 1,305,770
Expenses	2,496,388	157,927	737,955
Net surplus/(deficit)	\$ (242,388)	\$ (18,214)	\$ 567,816
SPECIAL RECREATION FUND			
Revenues & transfers in	\$ 434,837	\$ 148,609	\$ 373,911
Expenditures & transfers out	449,590	79,246	178,093
Net surplus/(deficit)	\$ (14,753)	\$ 69,363	\$ 195,818



OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENDITURE REPORT
 September 2024

	FY 2024/2025 ANNUAL BUDGET	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (5 months)
CAPITAL PROJECTS FUND			
Revenues & transfers in	\$ 2,143,779	\$ 4,211	\$ 80,464
Expenditures & transfers out	2,549,779	570,283	716,783
Net surplus/(deficit)	\$ (406,000)	\$ (566,072)	\$ (636,319)
SOCIAL SECURITY FUND			
Revenues & transfers in	\$ 272,846	\$ 87,224	\$ 234,318
Expenditures & transfers out	318,428	20,097	132,811
Net surplus/(deficit)	\$ (45,582)	\$ 67,127	\$ 101,507
CONSOLIDATED SUMMARY			
Revenues & transfers in	\$ 16,101,589	\$ 2,549,549	\$ 9,518,857
Expenditures/expenses & transfers out	17,916,489	1,975,672	5,507,924
Net surplus/(deficit)	\$ (1,814,900)	\$ 573,878	\$ 4,010,933

**OAK BROOK PARK DISTRICT
CONSOLIDATED REVENUES AND EXPENDITURES REPORT
Month: September 2024**

	CONSOLIDATED TOTALS
REVENUES & TRANSFERS IN	
Property Taxes	\$ 2,139,053
Replacement Taxes	-
Interest	45,993
Miscellaneous	776
Fitness Center Fees, Memberships, Sponsorships	66,934
Aquatic Center Program Fees, Memberships, Rentals	61,578
Other Recreation Program Fees	212,183
Marketing Service Fees, Sponsorships, Donations	3,000
FRC Rental/Member Fees	27,641
Field Rentals & Concessions- Central Park North	(2,944)
Field Rentals- Central Park	(4,946)
Satellite Parks & DNS	-
Information Technology	105
CPW Building Rentals & Other	175
Grant Proceeds	-
Overhead Revenues	-
Transfers In	-
TOTAL REVENUES & TRANSFERS IN:	\$ 2,549,549
EXPENDITURES/EXPENSES & TRANSFERS OUT	
Accounts Payable and Other	\$ 1,478,078
Payroll and Related Benefits	497,593
Overhead Expenditures	-
Transfers Out	-
TOTAL EXPENDITURES/EXPENSES & TRANSFERS OUT:	\$ 1,975,672
NET REVENUES/(EXPENDITURES/EXPENSES)	\$ 573,878

**Oak Brook Park District
Consolidated Balance Sheet
As of September 30, 2024**

	<u>ASSETS</u>	<u>Consolidated Totals</u>
Current Assets		
Cash and Investments	\$	11,548,742
Receivables - Net of Allowances		-
Property Taxes		5,818,600
Accounts		689,600
Due from Other Funds		-
Prepays		1,290
Inventories		24,987
Total Current Assets	\$	18,083,219
Noncurrent Assets		
Capital Assets		
Non-depreciable	\$	259,955
Depreciable		5,476,288
Accumulated Depreciation		(3,982,396)
Total Noncurrent Assets	\$	1,753,846
Total Assets	\$	19,837,065
<u>DEFERRED OUTFLOWS OF RESOURCES</u>		
Deferred Items-IMRF	\$	135,948
Total Assets and Deferred Outflows of Resources	\$	19,973,013
<u>LIABILITIES</u>		
Current Liabilities		
Accounts Payable	\$	74,568
Accrued Payroll		40,576
Retainage Payable		-
Unearned Revenue		533,844
Due To Other Funds		-
Unclaimed Property		1,333
Total Current Liabilities	\$	650,321
Noncurrent Liabilities		
Compensated Absences Payable	\$	17,204
Net Pension Liability - IMRF		17,176
Total OPEB Liability - RBP		221,449
Total Noncurrent Liabilities	\$	255,829
Total Liabilities	\$	906,150
<u>DEFERRED INFLOWS OF RESOURCES</u>		
Deferred Items - IMRF	\$	42,440
Property Taxes		5,818,600
Total Liabilities and Deferred Inflows of Resources	\$	6,767,191
<u>FUND/NET POSITION BALANCES</u>		
Non-spendable	\$	-
Restricted		2,188,431
Committed		4,133,810
Assigned		-
Unassigned		2,723,255
Net Investment in Capital Assets		1,795,258
Restricted		-
Unrestricted		2,365,068
Total Fund/Net Position Balances	\$	13,205,822
Total Liabilities, Deferred Inflows of Resources and Fund/ Net Position Balances	\$	19,973,013

OAK BROOK PARK DISTRICT
Treasurer's Report- As of September 30, 2024 and 2023

Investment Type	Bank/Institution	Current Year Balance	Current Year Rate/APY	Prior Year Rate/APY	Description/Note	Concentration Percentage
<u>Money Market</u>						
	Evergreen Bank	\$ 5,122,932.32	5.100%	3.040%	Interest-bearing	48.04%
	Hinsdale Bank	1,147,188.06	5.380%	5.650%	Interest-bearing	10.76%
	Sub-Total:	<u>\$ 6,270,120.38</u>				<u>58.79%</u>
<u>Savings</u>						
	Evergreen Bank	\$ 52.04	4.500%	2.500%	Interest-bearing (Insured Cash Sweep)	0.00%
<u>Checking</u>						
	Fifth Third Bank	\$ 58,376.74	0.650%	0.700%	Interest-bearing	0.55%
<u>Investment Pool</u>						
	The Illinois Funds	\$ 4,336,436.50	5.229%	5.512%	Illinois Public Treasurers' Investment Pool	40.66%
	Grand Total Investments:	<u><u>\$ 10,664,985.66</u></u>				<u><u>100.00%</u></u>
<u>Benchmark</u>						
	Three-month U.S. Treasury Bill		4.617%	5.462%	Highly liquid short-term security. Payment of principal and interest guaranteed by the full faith and credit of the U.S. government. Rate is as of the day's close on 9/30/24 and 9/29/2023 .	

**Oak Brook Park District
Schedule of Capital Expenditures/Expenses
As of September 30, 2024**

FUND & DESCRIPTION	VENDORS	Year-to-Date Expenditures
<u>Capital Projects Fund</u>		
Purchase of pick-up truck & related snow plow and salt spreader	Sutton Ford. Monroe Truck Equipment	\$ 59,592.00
Aquatic center tile deck replacement project	Il Dept. of Public Health, Concrete & Demolition Plus Inc.	26,860.00
Concrete and ADA pad replacements at Central Park (FRC)	A&A Paving Contractors, Classic Landscape	13,297.41
Central Park video surveillance/security upgrades	Insight Direct USA, Sterling Network Integration	4,671.91
FRC HVAC unit replacement	Trane U.S., Inc.	122,967.01
Central Park Ginger Creek bridge	V3 Companies, Ltd.	58,771.00
Central Park Phase II- OSLAD	Upland Design	4,535.25
Aquatics Tile, FRC Roofing, Ginger Creek Bridge, Central Park Asphalt- Legal Fees	Robbins, Schwartz	3,008.00
FRC Administration office carpet replacement and work/office space reconfiguration	Floor Coverings International, Office Furniture Center	44,743.20
FRC Roof replacement- Phase III	Anthony Roofing TECTA	378,337.50
Sub-total Balance:		\$ 716,783.28
<u>Recreation Fund</u>		
Aquatics Center sound system project	SK Electronics	\$ 1,239.00
CPW bathroom, entryway and ADA improvements	Kluber Architects & Engineers, Red Feather Group	123,554.29
Aquatics Center painting & window coverings	Precision Window Tinting	6,746.00
Aquatics Center HVAC project	C. Acitelli Heating & Piping Inc.	623,677.50
Aquatics Center painting & window coverings- Legal Fees	Robbins, Schwartz	963.50
Sub-total Balance:		\$ 756,180.29
<u>Tennis Fund</u>		
Tennis Center building registration front desk, offices & carpeting project	Villa Park Office Equipment, Securitas Technology, Ubiquiti Store (p-card), CB2 (p-card), SP Progressive Desk (p-card), Crate & Barrel (p-card), Wetworx	\$ 30,017.01
Tennis Center building exterior windows	Kluber Architects & Engineers	3,087.50
Tennis Center exterior windows- Legal Fees	Robbins, Schwartz	1,206.00
Outdoor tennis courts reconstruction & expansion	Upland Design Ltd.	7,102.80
Sub-total Balance:		\$ 41,413.31
<u>Special Recreation Fund</u>		
Concrete and ADA pad replacements at Central Park (FRC)	A&A Paving Contractors	\$ 5,000.00
CPW bathroom, entryway and ADA improvements	Red Feather Group	120,902.79
Sub-total Balance:		\$ 125,902.79
TOTAL YEAR-TO-DATE CAPITAL EXPENDITURES:		\$ 1,640,279.67

Warrant

Invoice Register Report

10/16/2024 12:34 PM

User: NLAWLER

EXP CHECK RUN DATES 10/21/2024 - 10/21/2024

DB: Oak Brook Park I

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
48985	ACCRUE SOLUTIONS LLC	09/08/2024	10/21/2024	81.00	81.00	Open	Y
48968	ANDERSON ELEVATOR CO.	10/01/2024	10/21/2024	650.00	650.00	Open	Y
48953	AQUA PURE ENTERPRISES, INC.	09/05/2024	10/21/2024	181.33	181.33	Open	Y
48981	BARRY BRADFORD	10/15/2024	10/21/2024	350.00	350.00	Open	Y
48918	BATTERIES PLUS LLC	09/23/2024	10/21/2024	117.00	117.00	Open	Y
49004	BEST OFFICIALS	09/30/2024	10/21/2024	1,408.00	1,408.00	Open	Y
49005	BEST OFFICIALS	09/30/2024	10/21/2024	301.00	301.00	Open	Y
48980	BIKE LEAGUE	09/30/2024	10/21/2024	75.00	75.00	Open	Y
49062	CAMPFIRE CONCEPTS	10/05/2024	10/21/2024	1,000.00	1,000.00	Open	Y
49014	CARDMEMBER SERVICE	10/08/2024	10/21/2024	273.00	273.00	Open	Y
49015	CARDMEMBER SERVICE	09/25/2024	10/21/2024	422.90	422.90	Open	Y
49016*	CARDMEMBER SERVICE	09/25/2024	10/21/2024	1,987.38	1,987.38	Open	Y
49017	CARDMEMBER SERVICE	09/25/2024	10/21/2024	420.96	420.96	Open	Y
49018	CARDMEMBER SERVICE	09/25/2024	10/21/2024	1,088.75	1,088.75	Open	Y
49019	CARDMEMBER SERVICE	09/25/2024	10/21/2024	291.63	291.63	Open	Y
49020*	CARDMEMBER SERVICE	09/25/2024	10/21/2024	576.63	576.63	Open	Y
49021*	CARDMEMBER SERVICE	09/25/2024	10/21/2024	144.47	144.47	Open	Y
49022	CARDMEMBER SERVICE	09/25/2024	10/21/2024	70.96	70.96	Open	Y
49023	CARDMEMBER SERVICE	09/25/2024	10/21/2024	123.01	123.01	Open	Y
49024	CARDMEMBER SERVICE	09/25/2024	10/21/2024	5,936.43	5,936.43	Open	Y
49025	CARDMEMBER SERVICE	09/25/2024	10/21/2024	325.24	325.24	Open	Y
49026	CARDMEMBER SERVICE	09/25/2024	10/21/2024	2,675.94	2,675.94	Open	Y
49027*	CARDMEMBER SERVICE	09/25/2024	10/21/2024	971.85	971.85	Open	Y
49028	CARDMEMBER SERVICE	09/25/2024	10/21/2024	1,152.12	1,152.12	Open	Y
49029	CARDMEMBER SERVICE	09/25/2024	10/21/2024	328.39	328.39	Open	Y
49030	CARDMEMBER SERVICE	09/25/2024	10/21/2024	667.88	667.88	Open	Y
49031	CARDMEMBER SERVICE	09/25/2024	10/21/2024	562.38	562.38	Open	Y
49032	CARDMEMBER SERVICE	09/25/2024	10/21/2024	156.58	156.58	Open	Y
49033*	CARDMEMBER SERVICE	09/25/2024	10/21/2024	9,614.10	9,614.10	Open	Y
49035	CARDMEMBER SERVICE	09/25/2024	10/21/2024	620.79	620.79	Open	Y
49040	CARDMEMBER SERVICE	09/30/2024	10/21/2024	752.57	752.57	Open	Y
49057	CARDMEMBER SERVICE	09/25/2024	10/21/2024	10,608.99	10,608.99	Open	Y
49058	CARDMEMBER SERVICE	09/25/2024	10/21/2024	1,284.71	1,284.71	Open	Y
49059*	CARDMEMBER SERVICE	09/25/2024	10/21/2024	2,395.95	2,395.95	Open	Y
49060	CARDMEMBER SERVICE	09/25/2024	10/21/2024	2,194.49	2,194.49	Open	Y
49065	CARDMEMBER SERVICE	09/25/2024	10/21/2024	2,388.70	2,388.70	Open	Y
49077	CARDMEMBER SERVICE	09/25/2024	10/21/2024	437.76	437.76	Open	Y
49078	CARDMEMBER SERVICE	09/25/2024	10/21/2024	390.00	390.00	Open	Y
48899	CASE LOTS INC.	09/11/2024	10/21/2024	559.20	559.20	Open	Y
48920	CERTAPRO PAINTERS	09/13/2024	10/21/2024	39,750.00	39,750.00	Open	Y
48967	CLASSIC LANDSCAPE, LTD.	09/30/2024	10/21/2024	4,117.05	4,117.05	Open	Y
49012	CONSERV FS, INC	10/08/2024	10/21/2024	275.00	275.00	Open	Y
49036	DIRECT ENERGY BUSINESS, LLC	10/08/2024	10/21/2024	740.47	740.47	Open	Y
49037	DIRECT ENERGY BUSINESS, LLC	10/08/2024	10/21/2024	21,706.94	21,706.94	Open	Y
49042	DIRECT ENERGY BUSINESS, LLC	10/04/2024	10/21/2024	32.51	32.51	Open	Y
48976	DIRT-N-TURF CONSULTING INC	06/24/2024	10/21/2024	304.00	304.00	Open	Y
48873	EBEL'S ACE HARDWARE #8313	09/10/2024	10/21/2024	3.83	3.83	Open	Y

WARRANT #689
INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
EXP CHECK RUN DATES 10/21/2024 - 10/21/2024
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Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
48874	EBEL'S ACE HARDWARE #8313	09/12/2024	10/21/2024	40.49	40.49	Open	Y
48928	EBEL'S ACE HARDWARE #8313	09/19/2024	10/21/2024	17.09	17.09	Open	Y
48929	EBEL'S ACE HARDWARE #8313	09/26/2024	10/21/2024	38.19	38.19	Open	Y
48975	EBEL'S ACE HARDWARE #8313	09/30/2024	10/21/2024	27.67	27.67	Open	Y
48993	EBEL'S ACE HARDWARE #8313	10/03/2024	10/21/2024	14.56	14.56	Open	Y
48994	EBEL'S ACE HARDWARE #8313	10/02/2024	10/21/2024	0.97	0.97	Open	Y
49049	EBEL'S ACE HARDWARE #8313	10/10/2024	10/21/2024	17.98	17.98	Open	Y
48963	ENERGIZE SPORTZ	09/24/2024	10/21/2024	13,042.61	13,042.61	Open	Y
48888	FERGUSON FACILITIES #3400	09/04/2024	10/21/2024	550.01	550.01	Open	Y
48891	FERGUSON FACILITIES #3400	09/05/2024	10/21/2024	39.90	39.90	Open	Y
48895	FERGUSON FACILITIES #3400	09/06/2024	10/21/2024	732.45	732.45	Open	Y
48902	FERGUSON FACILITIES #3400	09/11/2024	10/21/2024	2,041.19	2,041.19	Open	Y
48903	FERGUSON FACILITIES #3400	09/11/2024	10/21/2024	147.78	147.78	Open	Y
49010	FERGUSON FACILITIES #3400	10/07/2024	10/21/2024	194.57	194.57	Open	Y
48956	FLAGG CREEK WATER RECLAMATION	09/27/2024	10/21/2024	3,455.23	3,455.23	Open	Y
48957	FLAGG CREEK WATER RECLAMATION	09/27/2024	10/21/2024	33.53	33.53	Open	Y
48958	FLAGG CREEK WATER RECLAMATION	09/27/2024	10/21/2024	104.86	104.86	Open	Y
48959	FLAGG CREEK WATER RECLAMATION	09/27/2024	10/21/2024	30.28	30.28	Open	Y
48960	FLAGG CREEK WATER RECLAMATION	09/27/2024	10/21/2024	72.02	72.02	Open	Y
48907	FLOOR COVERINGS INTERNATIONAL	09/24/2024	10/21/2024	248.00	248.00	Open	Y
48947	GFC LEASING	09/01/2024	10/21/2024	439.35	439.35	Open	Y
49064	GFC LEASING	10/04/2024	10/21/2024	439.35	439.35	Open	Y
48893	GOLD MEDAL PRODUCTS	09/09/2024	10/21/2024	565.63	565.63	Open	Y
49038	GORDON FLESCH COMPANY	08/30/2024	10/21/2024	626.52	626.52	Open	Y
49039	GORDON FLESCH COMPANY	09/30/2024	10/21/2024	540.53	540.53	Open	Y
48871	GRAINGER	09/05/2024	10/21/2024	14.35	14.35	Open	Y
49011	GRAINGER	10/08/2024	10/21/2024	13.76	13.76	Open	Y
48949	GYMNASIUM MATTERS LLC	03/15/2024	10/21/2024	779.00	779.00	Open	Y
48889	HAGG PRESS	09/06/2024	10/21/2024	225.00	225.00	Open	Y
48897	HAGG PRESS	09/11/2024	10/21/2024	211.00	211.00	Open	Y
48900	HAGG PRESS	09/12/2024	10/21/2024	374.00	374.00	Open	Y
48915	HAGG PRESS	09/19/2024	10/21/2024	190.00	190.00	Open	Y
48969	HAGG PRESS	09/30/2024	10/21/2024	28.00	28.00	Open	Y
48970	HAGG PRESS	07/30/2024	10/21/2024	270.00	270.00	Open	Y
48973	HAGG PRESS	09/27/2024	10/21/2024	182.00	182.00	Open	Y
48991	HAGG PRESS	10/04/2024	10/21/2024	265.00	265.00	Open	Y
49009	HAGG PRESS	10/09/2024	10/21/2024	105.00	105.00	Open	Y
48999	HI TOUCH BUSINESS SERVICES LLC	09/13/2024	10/21/2024	105.30	105.30	Open	Y
48875	HOME DEPOT CREDIT SERVICES	09/12/2024	10/21/2024	54.12	54.12	Open	Y
48876	HOME DEPOT CREDIT SERVICES	08/30/2024	10/21/2024	62.39	62.39	Open	Y
48877	HOME DEPOT CREDIT SERVICES	09/07/2024	10/21/2024	4.75	4.75	Open	Y
48878	HOME DEPOT CREDIT SERVICES	09/08/2024	10/21/2024	114.52	114.52	Open	Y
48879	HOME DEPOT CREDIT SERVICES	09/09/2024	10/21/2024	25.23	25.23	Open	Y
48880	HOME DEPOT CREDIT SERVICES	09/11/2024	10/21/2024	14.99	14.99	Open	Y
48881	HOME DEPOT CREDIT SERVICES	09/16/2024	10/21/2024	39.55	39.55	Open	Y
48882	HOME DEPOT CREDIT SERVICES	09/22/2024	10/21/2024	36.93	36.93	Open	Y
48883	HOME DEPOT CREDIT SERVICES	09/21/2024	10/21/2024	108.09	108.09	Open	Y

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
48884	HOME DEPOT CREDIT SERVICES	09/21/2024	10/21/2024	71.10	71.10	Open	Y
48885	HOME DEPOT CREDIT SERVICES	08/29/2024	10/21/2024	249.00	249.00	Open	Y
48886	HOME DEPOT CREDIT SERVICES	09/06/2024	10/21/2024	129.00	129.00	Open	Y
48887	HOME DEPOT CREDIT SERVICES	09/06/2024	10/21/2024	229.00	229.00	Open	Y
48936	HOME DEPOT CREDIT SERVICES	08/27/2024	10/21/2024	187.62	187.62	Open	Y
48937	HOME DEPOT CREDIT SERVICES	09/03/2024	10/21/2024	249.65	249.65	Open	Y
48938	HOME DEPOT CREDIT SERVICES	09/04/2024	10/21/2024	288.79	288.79	Open	Y
48939	HOME DEPOT CREDIT SERVICES	09/06/2024	10/21/2024	717.37	717.37	Open	Y
48940	HOME DEPOT CREDIT SERVICES	09/09/2024	10/21/2024	65.97	65.97	Open	Y
48941	HOME DEPOT CREDIT SERVICES	09/10/2024	10/21/2024	87.85	87.85	Open	Y
48942	HOME DEPOT CREDIT SERVICES	09/13/2024	10/21/2024	102.04	102.04	Open	Y
48943	HOME DEPOT CREDIT SERVICES	09/23/2024	10/21/2024	45.85	45.85	Open	Y
48982	HOME DEPOT CREDIT SERVICES	09/28/2024	10/21/2024	92.23	92.23	Open	Y
48983	HOME DEPOT CREDIT SERVICES	09/10/2024	10/21/2024	(230.91)	(230.91)	Open	Y
48984	HOME DEPOT CREDIT SERVICES	09/27/2024	10/21/2024	10.37	10.37	Open	Y
49063	IL STATE TOLL HWY AUTHORITY	10/07/2024	10/21/2024	18.95	18.95	Open	Y
48923	ILLINOIS STATE POLICE	09/01/2024	10/21/2024	30.00	30.00	Open	Y
48992	J. STEVENS BUSINESS SOLUTIONS, INC	09/26/2024	10/21/2024	160.00	160.00	Open	Y
48917	JOHNSON CONTROLS SECURITY SOLUTION	09/14/2024	10/21/2024	630.08	630.08	Open	Y
49003	JOHNSON CONTROLS SECURITY SOLUTION	09/14/2024	10/21/2024	1,092.00	1,092.00	Open	Y
48910	KANKAKEE NURSERY CO	09/17/2024	10/21/2024	4,255.00	4,255.00	Open	Y
48911	KANKAKEE NURSERY CO	09/17/2024	10/21/2024	325.00	325.00	Open	Y
48901	KLUBER ARCHITECTS & ENGINEERS	08/31/2024	10/21/2024	2,060.74	2,060.74	Open	Y
48944	KLUBER ARCHITECTS & ENGINEERS	03/31/2024	10/21/2024	2,509.39	2,509.39	Open	Y
49006	KLUBER ARCHITECTS & ENGINEERS	09/30/2024	10/21/2024	1,968.75	1,968.75	Open	Y
49007	KLUBER ARCHITECTS & ENGINEERS	09/30/2024	10/21/2024	1,650.00	1,650.00	Open	Y
49079	KLUBER ARCHITECTS & ENGINEERS	08/31/2024	10/21/2024	4,151.59	4,151.59	Open	Y
49048	LAURE KOSEY	10/11/2024	10/21/2024	73.63	73.63	Open	Y
48974	LAUTERBACH & AMEN LLP	09/28/2024	10/21/2024	1,500.00	1,500.00	Open	Y
49073	LEASE SERVICING CENTER INC	10/10/2024	10/21/2024	500.00	500.00	Open	Y
48935	LENNO LASN	09/30/2024	10/21/2024	619.00	619.00	Open	Y
48927	LESLIE ELIZABETH GODDARD	06/28/2024	10/21/2024	400.00	400.00	Open	Y
49008	MARKET ACCESS CORP.	10/09/2024	10/21/2024	175.00	175.00	Open	Y
48926	MASTERBLEND INTERNATIONAL LLC	09/19/2024	10/21/2024	4,128.50	4,128.50	Open	Y
48971	MEDIA NUT	09/30/2024	10/21/2024	276.25	276.25	Open	Y
48972	MEDIA NUT	09/29/2024	10/21/2024	212.50	212.50	Open	Y
48996	MEG ELIZABETH OLANDER	09/30/2024	10/21/2024	106.77	106.77	Open	Y
48964	MENARDS	09/24/2024	10/21/2024	1,262.30	1,262.30	Open	Y
49076	MONICA LOCKIE	10/15/2024	10/21/2024	240.00	240.00	Open	Y
49001	NEUCO INC	09/24/2024	10/21/2024	1,402.47	1,402.47	Open	Y
48986	NICOR GAS	10/01/2024	10/21/2024	207.35	207.35	Open	Y
48995	NICOR GAS	10/01/2024	10/21/2024	776.82	776.82	Open	Y
48945	NRG BUSINESS MARKETING LLC	09/05/2024	10/21/2024	40.60	40.60	Open	Y
48946	NRG BUSINESS MARKETING LLC	09/05/2024	10/21/2024	1,265.56	1,265.56	Open	Y
48919	OAK BROOK MECHANICAL SERVICES INC	09/24/2024	10/21/2024	2,463.99	2,463.99	Open	Y
48890	O'REILLY AUTO PARTS	09/06/2024	10/21/2024	69.99	69.99	Open	Y
48892	O'REILLY AUTO PARTS	09/06/2024	10/21/2024	(69.99)	(69.99)	Open	Y

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
48988	PENTEGRA SYSTEMS LLC	09/30/2024	10/21/2024	26,225.00	26,225.00	Open	Y
49080	PERRY WEATHER, INC	09/19/2024	10/21/2024	7,725.00	7,725.00	Open	Y
49002	PERSPECTIVES, LTD	07/01/2024	10/21/2024	2,360.00	2,360.00	Open	Y
48924	PFEIFFER'S PEST CONTROL	09/16/2024	10/21/2024	600.00	600.00	Open	Y
48916	PORTER PIPE & SUPPLY CO.	09/19/2024	10/21/2024	207.27	207.27	Open	Y
48977	PORTER PIPE & SUPPLY CO.	09/30/2024	10/21/2024	759.78	759.78	Open	Y
48978	PORTER PIPE & SUPPLY CO.	09/30/2024	10/21/2024	6.37	6.37	Open	Y
48979	PORTER PIPE & SUPPLY CO.	09/30/2024	10/21/2024	60.19	60.19	Open	Y
48933	PROGRESSIVE COMMERCIAL AQUATICS LI08/31/2024	10/21/2024	10/21/2024	104,989.16	104,989.16	Open	Y
48934	PROGRESSIVE COMMERCIAL AQUATICS LI09/30/2024	10/21/2024	10/21/2024	115,731.00	115,731.00	Open	Y
48955	PROGRESSIVE COMMERCIAL AQUATICS LI09/30/2024	10/21/2024	10/21/2024	24,524.46	24,524.46	Open	Y
48950	R.A. MAINTENANCE AND CLEANING LLC	09/15/2024	10/21/2024	1,900.00	1,900.00	Open	Y
49061	REACH MEDIA NETWORK	09/04/2024	10/21/2024	3,000.00	3,000.00	Open	Y
48932	RED FEATHER GROUP	08/30/2024	10/21/2024	79,921.82	79,921.82	Open	Y
48997	RED WING BUSINESS ADVANTAGE ACCOUN09/05/2024	10/21/2024	10/21/2024	284.99	284.99	Open	Y
48998	RED WING BUSINESS ADVANTAGE ACCOUN09/09/2024	10/21/2024	10/21/2024	256.49	256.49	Open	Y
49000	RED WING BUSINESS ADVANTAGE ACCOUN09/19/2024	10/21/2024	10/21/2024	300.00	300.00	Open	Y
48930	REINDERS, INC.	09/26/2024	10/21/2024	17,369.50	17,369.50	Open	Y
48931	REINDERS, INC.	09/26/2024	10/21/2024	8,369.08	8,369.08	Open	Y
49053	ROBBINS SCHWARTZ	09/27/2024	10/21/2024	1,386.50	1,386.50	Open	Y
49054	ROBBINS SCHWARTZ	09/27/2024	10/21/2024	752.00	752.00	Open	Y
49055	ROBBINS SCHWARTZ	09/27/2024	10/21/2024	117.50	117.50	Open	Y
49056	ROBBINS SCHWARTZ	09/27/2024	10/21/2024	117.50	117.50	Open	Y
48966	SBC WASTE SOLUTIONS	09/30/2024	10/21/2024	720.00	720.00	Open	Y
48904	SECURITAS TECHNOLOGY CORPORATION	07/31/2024	10/21/2024	795.00	795.00	Open	Y
49043	SECURITAS TECHNOLOGY CORPORATION	09/12/2024	10/21/2024	438.75	438.75	Open	Y
49051	SECURITAS TECHNOLOGY CORPORATION	08/09/2024	10/21/2024	285.00	285.00	Open	Y
48894	SERVICE SANITATION, INC.	09/09/2024	10/21/2024	714.00	714.00	Open	Y
48913	SERVICE SANITATION, INC.	09/13/2024	10/21/2024	546.93	546.93	Open	Y
48914	SERVICE SANITATION, INC.	09/13/2024	10/21/2024	143.17	143.17	Open	Y
48896	SITEONE LANDSCAPE SUPPLY LLC	09/10/2024	10/21/2024	591.88	591.88	Open	Y
48951	SMART INDUSTRY PRODUCTS	09/11/2024	10/21/2024	720.00	720.00	Open	Y
48948	SPORTSFIELDS INC.	09/05/2024	10/21/2024	615.00	615.00	Open	Y
48922	STERLING NETWORK INTEGRATION	09/01/2024	10/21/2024	1,441.06	1,441.06	Open	Y
49041	STERLING NETWORK INTEGRATION	10/01/2024	10/21/2024	1,433.20	1,433.20	Open	Y
49045	STERLING NETWORK INTEGRATION	09/24/2024	10/21/2024	660.00	660.00	Open	Y
49046	STERLING NETWORK INTEGRATION	10/10/2024	10/21/2024	82.50	82.50	Open	Y
49047	STERLING NETWORK INTEGRATION	07/01/2024	10/21/2024	1,384.70	1,384.70	Open	Y
49066	STERLING NETWORK INTEGRATION	08/30/2024	10/21/2024	3,300.00	3,300.00	Open	Y
48987	TAMELING INDUSTRIES INC.	09/26/2024	10/21/2024	201.00	201.00	Open	Y
48990	THE LIFEGUARD STORE	10/04/2024	10/21/2024	432.45	432.45	Open	Y
48912	TOTAL FIRE & SAFETY, INC.	09/18/2024	10/21/2024	645.75	645.75	Open	Y
48872	TRANE U.S. INC.	09/09/2024	10/21/2024	94.04	94.04	Open	Y
48905	TRANE U.S. INC.	09/16/2024	10/21/2024	17,874.00	17,874.00	Open	Y
48906	TRANE U.S. INC.	09/20/2024	10/21/2024	5,138.99	5,138.99	Open	Y
48925	UMB BANK N.A.	09/10/2024	10/21/2024	946,106.26	946,106.26	Open	Y
48962	UPLAND DESIGN LTD	09/13/2024	10/21/2024	15,221.92	15,221.92	Open	Y

WARRANT #689
 INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
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Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
48954	V3 COMPANIES LTD	09/11/2024	10/21/2024	15,800.00	15,800.00	Open	Y
49034	V3 COMPANIES LTD	10/03/2024	10/21/2024	9,264.00	9,264.00	Open	Y
49013	VC3, INC	10/08/2024	10/21/2024	999.00	999.00	Open	Y
48921	VILLAGE OF OAK BROOK	09/12/2024	10/21/2024	1,039.01	1,039.01	Open	Y
49067	VILLAGE OF OAK BROOK	10/10/2024	10/21/2024	256.33	256.33	Open	Y
49068	VILLAGE OF OAK BROOK	10/10/2024	10/21/2024	96.94	96.94	Open	Y
49069	VILLAGE OF OAK BROOK	10/10/2024	10/21/2024	53.47	53.47	Open	Y
49070	VILLAGE OF OAK BROOK	10/10/2024	10/21/2024	241.84	241.84	Open	Y
49071	VILLAGE OF OAK BROOK	10/10/2024	10/21/2024	430.21	430.21	Open	Y
49072	VILLAGE OF OAK BROOK	10/10/2024	10/21/2024	10,486.27	10,486.27	Open	Y
48898	WAREHOUSE DIRECT INC.	09/11/2024	10/21/2024	21.75	21.75	Open	Y
48952	WAREHOUSE DIRECT INC.	09/05/2024	10/21/2024	250.80	250.80	Open	Y
48989	WAREHOUSE DIRECT INC.	10/08/2024	10/21/2024	190.00	190.00	Open	Y
48908	WILSON SPORTING GOODS	09/09/2024	10/21/2024	1,027.20	1,027.20	Open	Y
48909	WILSON SPORTING GOODS	07/03/2024	10/21/2024	1,027.20	1,027.20	Open	Y
48965	WILSON SPORTING GOODS	10/01/2024	10/21/2024	413.32	413.32	Open	Y
49074	ZAZZO'S PIZZA	09/30/2024	10/21/2024	2,623.64	2,623.64	Open	Y
49075	ZAZZO'S PIZZA	08/31/2024	10/21/2024	1,157.54	1,157.54	Open	Y
# of Invoices:	204	# Due:	204	Totals:	1,626,226.43	1,626,226.43	
# of Credit Memos:	2	# Due:	2	Totals:	(300.90)	(300.90)	
Net of Invoices and Credit Memos:					1,625,925.53	1,625,925.53	
* 6 Net Invoices have Credits Totalling:					(555.65)		

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 BOTH JOURNALIZED AND UNJOURNALIZED
 OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
--- TOTALS BY FUND ---							
01	GENERAL CORPORATE FUND			86,958.33	86,958.33		
02	RECREATION FUND			184,801.93	184,801.93		
05	AUDIT FUND			1,125.00	1,125.00		
06	DEBT SERVICE FUND			946,106.26	946,106.26		
07	RECREATIONAL FACILITIES FUND			31,037.61	31,037.61		
09	SPECIAL RECREATION FUND			75,572.22	75,572.22		
12	CAPITAL PROJECTS FUND			300,324.18	300,324.18		
--- TOTALS BY DEPT/ACTIVITY ---							
01	ADMINISTRATION CORPORATE			90,132.47	90,132.47		
02	FINANCE			1,477.72	1,477.72		
04	CENTRAL PARK NORTH			10,425.81	10,425.81		
05	CENTRAL PARK			16,280.30	16,280.30		
06	SADDLEBROOK PARK			622.53	622.53		
07	FOREST GLEN PARK			1,044.64	1,044.64		
08	CHILLEM PARK			789.11	789.11		
09	DEAN PROPERTY			5,301.92	5,301.92		
10	PROFESSIONAL SERVICES			2,621.50	2,621.50		
14	INFORMATION TECHNOLOGY			21,380.07	21,380.07		
15	BUILDING/RECREATION CENTER			18,714.01	18,714.01		
20	CENTRAL PARK WEST			3,215.29	3,215.29		
21	FITNESS CENTER			6,413.12	6,413.12		
25	AQUATIC CENTER			20,324.35	20,324.35		
26	AQUATIC-RECREATION PROGRAMS			1,027.20	1,027.20		
30	CHILDRENS PROGRAMS			13,070.57	13,070.57		
31	PRESCHOOL PROGRAMS			641.88	641.88		
32	YOUTH PROGRAMS			117.41	117.41		
40	ADULT PROGRAMS			1,772.00	1,772.00		
50	PIONEER PROGRAMS			1,127.99	1,127.99		
60	SPECIAL EVENTS & TRIPS			14,292.78	14,292.78		
71	BUILDING/RACQUET CLUB			13,384.89	13,384.89		
75	TENNIS PROGRAMS			5,525.74	5,525.74		
80	MARKETING			12,991.79	12,991.79		
81	CAPITAL OUTLAY			115,675.00	115,675.00		
92	AUDIT FUND			1,125.00	1,125.00		
94	DEBT SERVICE FUND			946,106.26	946,106.26		
95	CAPITAL PROJECTS FUND			300,324.18	300,324.18		

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
48852	FLAGG CREEK WATER RECLAMATION	08/27/2024	09/19/2024	4,154.40	0.00	Paid	Y
48853	FLAGG CREEK WATER RECLAMATION	08/27/2024	09/19/2024	23.78	0.00	Paid	Y
48854	FLAGG CREEK WATER RECLAMATION	08/27/2024	09/19/2024	30.28	0.00	Paid	Y
48855	FLAGG CREEK WATER RECLAMATION	08/27/2024	09/19/2024	90.79	0.00	Paid	Y
48856	FLAGG CREEK WATER RECLAMATION	08/27/2024	09/19/2024	57.94	0.00	Paid	Y
48867	CONCRETE AND DEMOLITION PLUS INC	09/02/2024	09/24/2024	17,125.00	0.00	Paid	Y
48787	GRAINGER	08/28/2024	09/26/2024	31.96	0.00	Paid	Y
48851	MICHELLE SHAW	09/11/2024	09/26/2024	105.00	0.00	Paid	Y
48857	VILLAGE OF OAK BROOK	09/09/2024	09/26/2024	10,674.64	0.00	Paid	Y
48858	VILLAGE OF OAK BROOK	09/09/2024	09/26/2024	82.45	0.00	Paid	Y
48859	VILLAGE OF OAK BROOK	09/09/2024	09/26/2024	67.96	0.00	Paid	Y
48860	VILLAGE OF OAK BROOK	09/09/2024	09/26/2024	24.49	0.00	Paid	Y
48861	VILLAGE OF OAK BROOK	09/09/2024	09/26/2024	328.78	0.00	Paid	Y
48862	VILLAGE OF OAK BROOK	09/09/2024	09/26/2024	227.35	0.00	Paid	Y
48863	DIRECT ENERGY BUSINESS, LLC	09/09/2024	09/26/2024	662.94	0.00	Paid	Y
48864	DIRECT ENERGY BUSINESS, LLC	09/09/2024	09/26/2024	19,959.11	0.00	Paid	Y
48865	ACCRUE SOLUTIONS LLC	09/19/2024	09/26/2024	81.00	0.00	Paid	Y
48866	JOHNSON CONTROLS SECURITY SOLUTION	09/14/2024	09/26/2024	228.98	0.00	Paid	Y
48868	IL DEPT OF REVENUE	09/20/2024	09/26/2024	172.00	0.00	Paid	Y
48869	OFFICE FURNITURE CENTER	08/06/2024	09/26/2024	14,182.94	0.00	Paid	Y
48870	NANCY PORCELLI	09/26/2024	09/26/2024	30.00	0.00	Paid	Y
48961	RR & R SERVICES	09/03/2024	10/10/2024	10,974.60	0.00	Paid	Y
49052	U.S. POSTMASTER	10/15/2024	10/15/2024	2,000.00	0.00	Paid	Y
# of Invoices:	23	# Due:	0	Totals:	81,316.39	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					81,316.39	0.00	

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
--- TOTALS BY FUND ---							
01	- GENERAL CORPORATE FUND			9,883.32	0.00		
02	- RECREATION FUND			32,325.25	0.00		
07	- RECREATIONAL FACILITIES FUND			7,799.88	0.00		
12	- CAPITAL PROJECTS FUND			31,307.94	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
00	- NON-DEPARTMENTAL			45.38	0.00		
01	- ADMINISTRATION CORPORATE			5,268.88	0.00		
02	- FINANCE			8.10	0.00		
04	- CENTRAL PARK NORTH			948.23	0.00		
05	- CENTRAL PARK			1,163.02	0.00		
07	- FOREST GLEN PARK			490.46	0.00		
14	- INFORMATION TECHNOLOGY			8.10	0.00		
15	- BUILDING/RECREATION CENTER			6,402.66	0.00		
20	- CENTRAL PARK WEST			813.32	0.00		
21	- FITNESS CENTER			5,107.55	0.00		
25	- AQUATIC CENTER			8,982.32	0.00		
50	- PIONEER PROGRAMS			4.05	0.00		
71	- BUILDING/RACQUET CLUB			7,665.16	0.00		
75	- TENNIS PROGRAMS			126.62	0.00		
80	- MARKETING			2,000.00	0.00		
81	- CAPITAL OUTLAY			10,974.60	0.00		
95	- CAPITAL PROJECTS FUND			31,307.94	0.00		

Staff Recognition

(None)

Communications and Proclamations

Board of Commissioners to Share Communications
Illinois Association of Park District's Commissioner Service Recognition Award
Presentation of the Annual Comprehensive Financial Report
Presentation of the Tennis Center Business Plan

Reports

Administration and Enterprise Operations Report
Finance and Human Resources Report
Recreation and Communications Report
Parks and Facilities Report



Memo

To: Oak Brook Park District Board of Commissioners
From: Laure Kosey, Executive Director
Date: October 16, 2024
Re: October Board Report: Administration & Enterprise Operations

Upcoming Dates at the Oak Brook Park District:

Monday, October 21	Park District Board Meeting	Canterberry
Friday, October 25	Pumpkin Swim	Aquatic Center
Friday, November 1	Park District Birthday Celebration	FRC-Gym 1

October Board Meeting Discussion Points:

Tennis Center Report

- The 5-year Tennis Center Business Plan has been updated.
- Five racquets were sold during the September Head racquet sale.
- A new digital clock was installed on indoor courts 5-8 and all gutters were cleaned.

Personnel Policy Manual

Staff as well as corporate council has reviewed the eight sections of the manual. Many policies have been updated for accuracy and clarity or by mandate.

Tennis Center Business Plan and Audit Presentations

The Business Plan is presented to the Board every other year. The Auditors present our financials every year in October.

Employee Health Insurance Contract

Our medical insurance contract will have an overall 2.5% decrease this year. Our dental insurance contract will have a 2.5% increase.



Memo

To: Board of Commissioners and Executive Director, Laure Kosey
From: Marco Salinas, Chief Financial Officer
Date: October 16, 2024
Re: September 2024 Financials

General Fund

We have now completed five months of our current fiscal year (2024/2025). Year-to-date (YTD) revenues, expenditures, and transfers-out for this fund equal \$2,488,286, \$1,177,186, and \$0, respectively. This is resulting in a YTD net surplus of \$1,311,100, which is a \$5,353 (.4%) decrease from the \$1,316,453 YTD net surplus experienced in the prior fiscal year. Following is additional commentary:

- **Revenues-** Total current YTD revenues are favorable at 68% when compared to the annual budget; however, they have decreased \$39,418 (1.6%) when compared to the prior year. We collected additional property taxes during September and are now within 2% of the total budgeted tax revenues for the year. As mentioned in previous discussions, Personal Property Replacement Taxes (PPRT) are currently below expectations, and I anticipate that this source will end the year in an unfavorable status. Investment income is currently favorable to the budget and higher than the prior year due to the elevated interest rate environment. We are beginning to see a slight downward trend with our investment earnings, precipitated by the recent decision by the Federal Reserve Board to reduce the federal funds interest rate. CPW revenues are essentially zero due to the continuing construction activity. We anticipate that rental and programming activity at this facility will increase beginning in January 2025, and result in increased revenues. The negative revenue in our Central Park North and Central Park departments is due to the clean-up of several long-outstanding outdoor field reservations that never occurred.
- **Expenditures-** Total current YTD expenditures are favorable to budgeted expectations at 35.3% of the annual budget and have decreased \$34,066 (2.8%) when compared to the prior year. All departments are currently favorable or in-line with current year budgeted expectations. In our Dean Property department, costs are lower than prior year due to the timing of the application of herbicide (occurred later, in the current year) and last year's incursion of costs related to maintenance of the apiary (no such costs in the current year). Expenditures in our Central Park North department are ahead of budget and prior year, primarily due to the costs incurred to purchase concession equipment and supplies for use at our newly constructed concession building. These costs are being partially offset by the \$6,053 in YTD concessions sales revenue, which has become a new revenue stream going forward. Additionally, we have purchased several dual stream outdoor trash/recycling receptacles for use near the concession building. Expenditures have also increased in our Building-Recreation Center department due to a variety of reasons, including increased wages for part-time front desk staff, increased employee health insurance costs, incursion of costs to inspect and adjust the ceiling-mounted basketball courts in the gym, and increased utility costs (natural gas, electricity, water, and sewer). Expenditures in our Central Park department have decreased 12% primarily due to decreased maintenance supplies, portable restroom services, and in the prior year we spent approximately \$8,000 to replace an irrigation system pump and related controls.

Recreation Fund

YTD revenues, transfers-in, expenditures, and transfers-out for this fund equal \$3,236,169, \$0, \$2,339,964, and \$0, respectively. This is resulting in a YTD net surplus of \$896,205, which is a \$681,434 (43.2%) decrease from the \$1,577,638 YTD net surplus experienced in the prior fiscal year. Following is additional commentary:

- **Revenues-** Total current YTD revenues are favorable at 65.6% when compared to the annual budget and have increased \$118,560 (3.8%) when compared to the prior year. Similar to our General fund, this fund is experiencing reduced collections of PPRT. Our Fitness Center and Aquatic Center departments are experiencing increased revenues when compared to the prior year primarily due to a combined \$78,096 increase in membership revenues and a \$6,000 increase in personal training revenues. In our Preschool Programs department, full-day preschool revenues have decreased when compared to the prior year because in the prior year we conducted two sessions, whereas in the current year we only conducted one session due to decreased registrations. This being said, starting in September 2024 we will have three full-day classes which will result in increased revenues for the remainder of this fiscal year. In our Aquatics Recreation Programs department, revenues are lower than in the prior year primarily due to the extended closure of our pool facility in September, to carry-out various extensive facility upgrades.
- **Expenditures-** Total current YTD expenditures are favorable to budgeted expectations at 40.3% of the annual budget and have increased \$799,994 (51.9%) when compared to the prior year. With the exception of our Youth Programs and Capital Outlay departments, all departments are currently favorable, or in-line with current year budgeted expectations. The \$717,082 increase in capital improvement costs were for the installation of a replacement HVAC unit and window tinting at our aquatics center. In our Youth Programming department, we have experienced increased part-time wages that are being offset by increased camp and other programming revenues.

Recreational Facilities Fund (Tennis Center)

YTD revenues and expenses in this fund are currently at \$1,305,770 and \$737,955, respectively. This is resulting in a YTD net surplus of \$567,815, which is a \$61,295 (12.1%) increase over the prior year's surplus of \$506,520.

Following is additional commentary:

- **Revenues-** Total current YTD revenues are favorable at 57.9% when compared to the annual budget and have increased \$85,710 (7%) when compared to the prior year. In the Administration department, investment earnings have increased approximately \$36,000 (175%) when compared to the prior year, and in our Programs department, daily court time fees have increased \$15,882 (28%), while membership revenues have increased \$11,188 (10%) when compared to the prior year.
- **Expenses-** Total current YTD expenses are favorable to budgeted expectations at 29.6% of the annual budget and have increased \$24,416 (3.4%) when compared to the prior year. In our Programs department, part-time wages, and related payroll taxes have increased. This is expected with the increased programming activity and related increase in programming revenues.

FINANCE & HUMAN RESOURCES:

Finance & H.R. personnel have been working on various tasks, including:

- Conducting preliminary analysis and calculations of the 2024 recommended property tax levy.
- Working with our health insurance broker to finalize benefit options and identify insurance premiums for the 2025 calendar year.
- Compiling the annual "Treasurer's Report" and reviewing the Annual Financial Report that will be filed with the Illinois State Comptroller's office.
- Beginning preparations for the FY 2025/2026 operating and capital budget processes.



Memo

To: Oak Brook Park District Board of Commissioners
From: Robert Pechous, Director of Recreation and Communications
Date: October 15, 2024
Re: September 2024: Recreation and Communications Report

Recreation:

- Athletics
 - The Wizards Classic Tournament took place using all the soccer fields with 75 teams.
 - Pickleball leagues have started, 7 out of the 8 leagues are sold out.
- Youth
 - School is back in session. ABC Preschool began with 83 students enrolled. Dolphin Station has 12 students enrolled.
 - Preschool enrichment classes include Messy Masterpieces, Lunchtime Tales, Pee Wee Sports, and Hola! Spanish. STEAM for preschoolers started with 43 students enrolled.
- Pioneers
 - The Trail Kickers group was lucky to be in the right place at the right time when they watched a unique steam train pass while walking in downtown Lombard.
 - Twenty pioneers attended a presentation to learn more about our 2025 overnight trips to Italy (Spring) and Albuquerque (Fall). Following that, the 19 participants who are traveling to Maine next week met to get final details and travel documents.
 - Another sold-out Learn to Play Mah Jongg class started in September.
- Specialty
 - The Toy Story movie party in the gym occurred on Saturday, September 14.
- Special Events
 - The Celebration of International Cultures event took place on Saturday, September 21, from 2:00 to 5:00 p.m. This first-time event was very successful. Thank you to the community, village staff, and park district staff.

Marketing & Information Technology:

- Haley and Laure are rolling out the Community Wide Survey postcard to all Oak Brook residents.
- The Timekeeping system database was updated and transferred to a newer server. This will ensure that the system continues to run without issues.

Corporate and Community Relations:

Sponsorships	\$3,500.00
Advertising	\$2,555.00
Vendors	\$300.00
In-Kind Donations	\$9,980.00
Oak Brook Park District Foundation	\$700.00

Total for September: \$17,035.00

Social Media and Website Engagement:

Facebook Analytics

Total Followers: 5376 (up 60)
 Posts: 36
 Post Reach (organic and paid): 51,763
 Post Engagement: 6,418

Instagram Analytics:

Total Followers: 2331 (up 38)
 Posts: 20
 Top Post Reach: 774
 Accounts Engaged: 65

Twitter Analytics:

Total Followers: 1,140 (up8)
 Posts: 4
 Top Post Impressions: 65

Top Facebook Post

Post Insights

Total Insights
 See more details about your post.

Post Impressions	Post reach	Engagement
18,810	12,300	2,619

Boosted on Sep 26, 2024
 Status: Completed · Boosted by: Haley Tess
 Budget: \$60.00 lifetime · Duration: 7 days

Post reach	Post Engagement
9,927	809

Keep boosting to grow your audience.
 Oak Brook Park District could reach 21532 more people for every \$91 you spend.
[Learn More about reach estimates.](#)

Boost again

Oak Brook Park District
 Published by Haley Tess
 · September 26 at 9:34 AM · 🌐

The Oak Brook Park District is so excited to host Starr Chief Eagle here on November 17! Starr Chief Eagle is an enrolled member of the Sicangu (Rosebud) Lakota Sioux Tribe. She grew up in the Black Hills of South Dakota including Rapid City and the Pine Ridge Indian Reservation and started hoop dancing before she could walk. Since then, she has been practicing every year to perfect her techniques and skills. Starr enjoys sharing her culture through art, language, dance, and song for future generations in hopes of restoring and maintaining the Lakota culture.

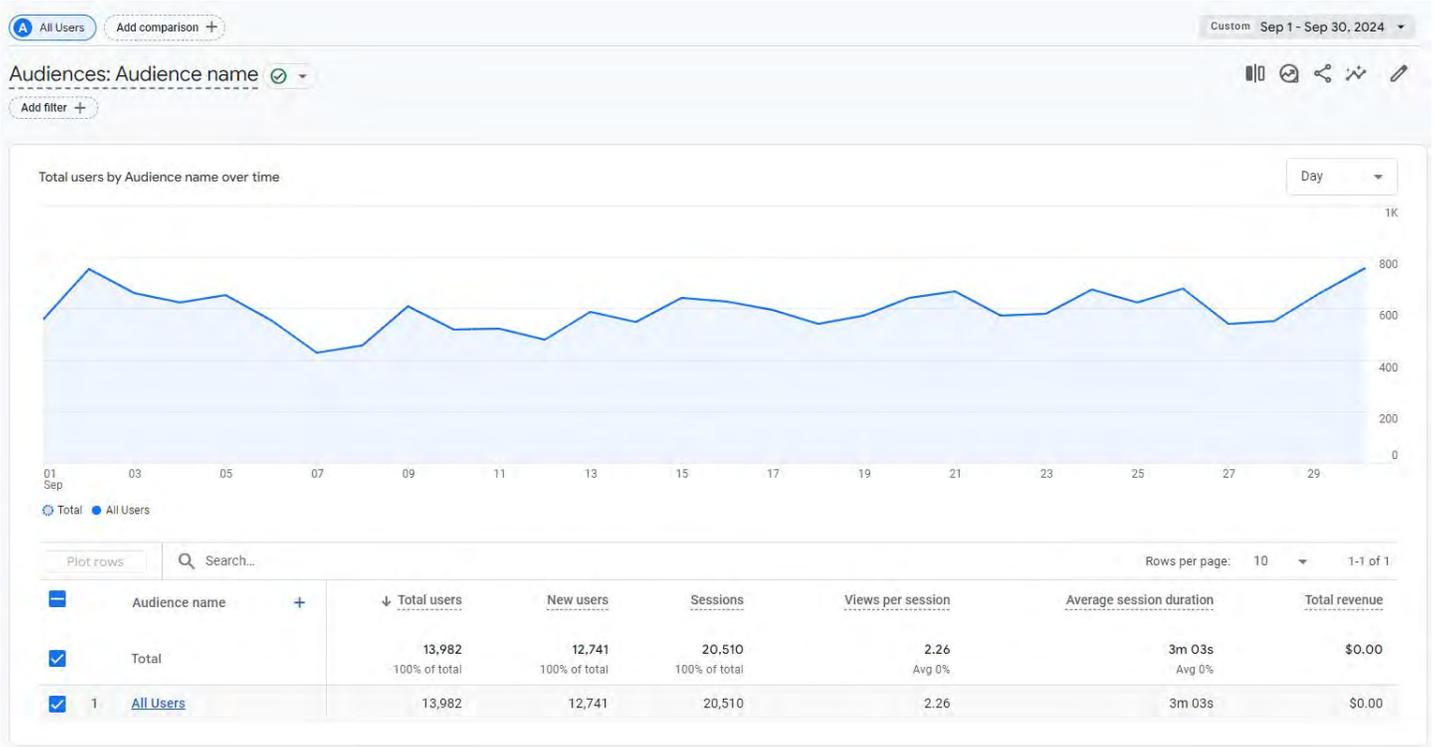
Click the video below to learn more about Starr!
 Register for event online here: <https://www.obparks.org/.../visiting-cultural-artist...>

STARR CHIEF EAGLE Spotlight
 Starr Chief Eagle is an enrolled member of the Sicangu (Rosebud) Lakota Sioux ...

175 likes · 11 comments · 40 shares

Like · Comment · Share

September 2024 Website Traffic



September 2024 Top pages

1. /Obparks.org
2. / Family Aquatic Center
3. /Halloween Trick or Treat Trail
4. /Youth Basketball
5. /Family Recreation Center
6. /Program Guides
7. /Celebration of International Cultures
8. /Splash Island
9. /Membership Opportunities
10. /Special Events

obparks.org Acquisition Value

Referral Percentage Values	Sept 2024	Sept 2023
Direct:	27.4%	41.7%
Organic Search:	64.7%	47.8%
Social:	5.7%	5.5%
Referrals:	1.8%	4.1%



Oak Brook Park District Facility Statistics and Data

Facility Rentals

23/24 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
Gym Rentals Hours	286	212	268	481	264	430	405	377	540	442	385	352	4,441
Gym Revenue	\$15,360	\$11,720	\$14,625	\$24,818	\$13,696	\$20,666	\$21,900	\$19,612	\$24,606	\$23,426	\$18,974	\$18,522	\$227,924
Room Rentals	12	14	11	15	22	20	24	15	16	17	17	20	203
Room Revenue	\$340	\$360	\$440	\$760	\$560	\$760	\$1,675	\$200	\$400	\$350	\$830	\$680	\$7,355
CPW Rentals	4	7	11	9	6	6	2	1	2	8	9	9	74
CPW Revenue	\$1,555	\$4,869	\$9,586	\$6,437	\$4,656	\$4,089	\$1,020	\$330	\$1,840	\$5,345	\$5,535	\$5,690	\$50,951

24/25 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
Gym Rentals Hours	242	272	259	376	307								1,454
Gym Revenue	\$13,287	\$14,079	\$13,610	\$20,647	\$16,279								\$77,901
Room Rentals	21	18	15	19	15								88
Room Revenue	\$900	\$520	\$700	\$1,250	\$430								\$3,800
CPW Rentals	NA	NA	NA	NA	NA								0
CPW Revenue	NA	NA	NA	NA	NA								\$0

Totals	20-21	21-22	22-23	23-24
Gym Rentals Hours	4,195	4,874	4,379	4,441
Gym Revenue	\$207,521	\$261,155	\$228,514	\$227,924
Room Rentals	0	10	79	203
Room Revenue	\$0	\$700	\$7,355	\$7,335
CPW Rentals	20	73	88	74
CPW Revenue	\$12,938	\$48,226	\$54,458	\$50,951

OBJECTIVES AND KEY RESULTS

May 1, 2024 - April 30, 2025

MONTHLY UPDATE September 1, 2024

Accomplish 4 of 4 OKR's: May 1, 2024 – April 30, 2025

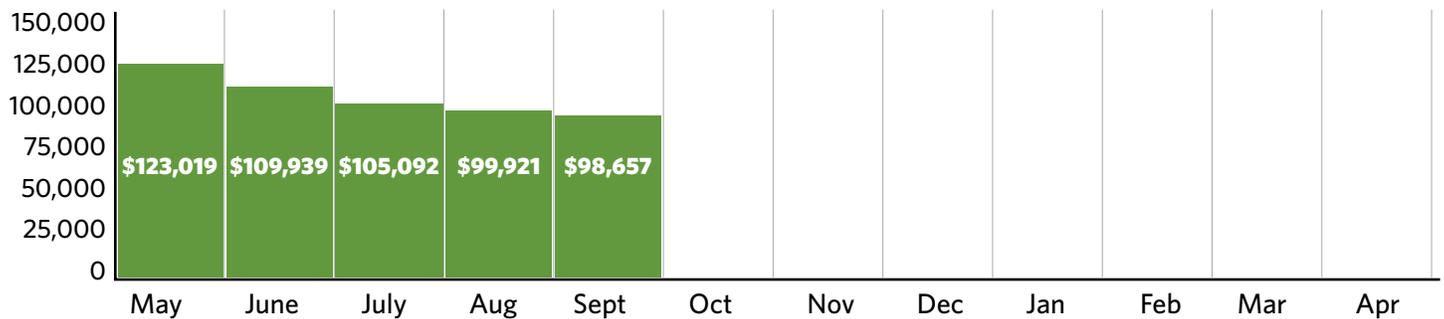
“Accomplish” means 3 of 4 subgoals under each main objective, are completed.

1. MEMBERSHIP & FACILITIES

COMPLETE?

- A FRC to increase membership revenue by 4% compared to April 30 of previous year to date.
- B Obtain 100 new Tennis Center Members to take programming.
- C Create 5 new opportunities to promote resident membership.
 1. Oak Brook First on the 1st
 2. Theater Thursday Giveaway
 3. _____
 4. _____
 5. _____
- D Healthcare Memberships, RenewActive, and Silver Sneakers, yearly goal of \$100,000 in membership revenue.

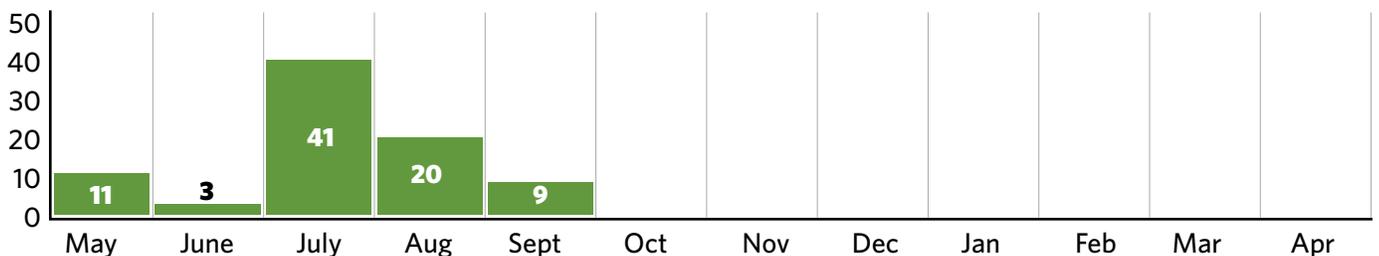
Objective 1, Figure A: FRC Membership Revenue



Current: \$536,628

Goal: \$1,176,502

Objective 1, Figure B: TC New Members



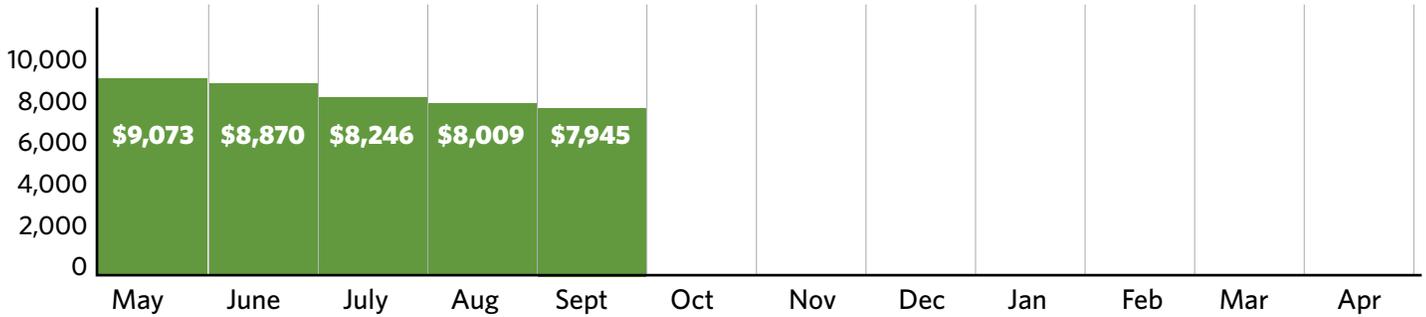
Current: 84

Goal: 100



OBJECTIVES AND KEY RESULTS

Objective 1, Figure D: Healthcare Membership Revenue

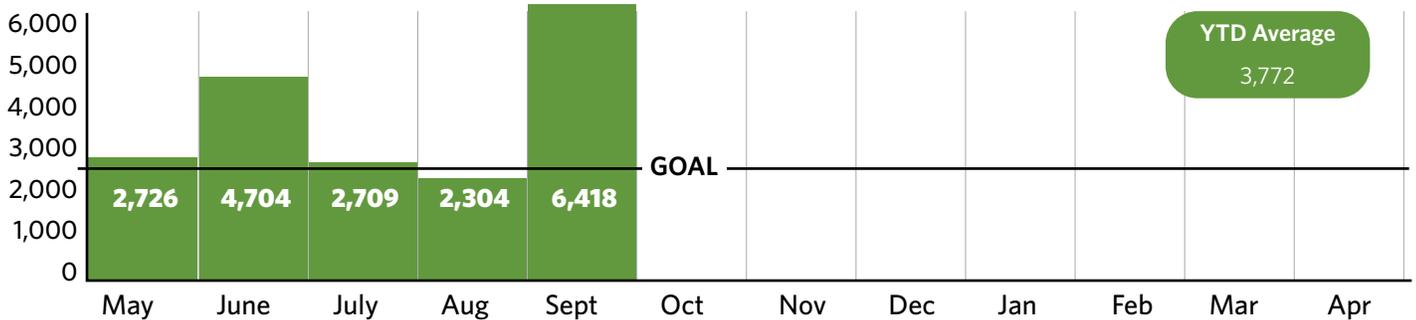


2. MARKETING & COMMUNICATIONS

COMPLETE?

- A Increase average engagement on Facebook to 2,500 from 1,865 per month.
- B Increase average reach on Facebook to 32,000 from 25,423 per month.
- C Measure open rates on a monthly basis of FT/PT employee communication.
FT = 87% PT = 65%.
- D Six in-house projects identifying cost savings.
 1. Gold Medal 2024 Finalist Video
 2. OBPD Mural from a Volunteer
 3. Building Lettering Installation - Ginger Creek Pavilion, Oaks Amphitheater, and 1315 Kensington Rd.
 4. New Pond Aerator Install at Forest Glen Park
 5. _____
 6. _____

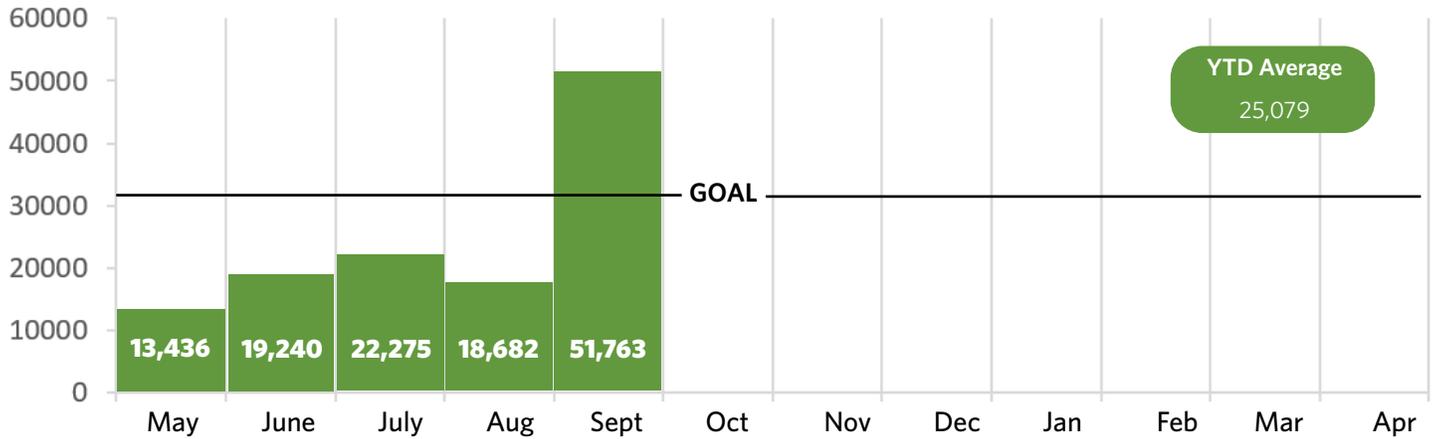
Objective 2, Figure A: Facebook Engagement



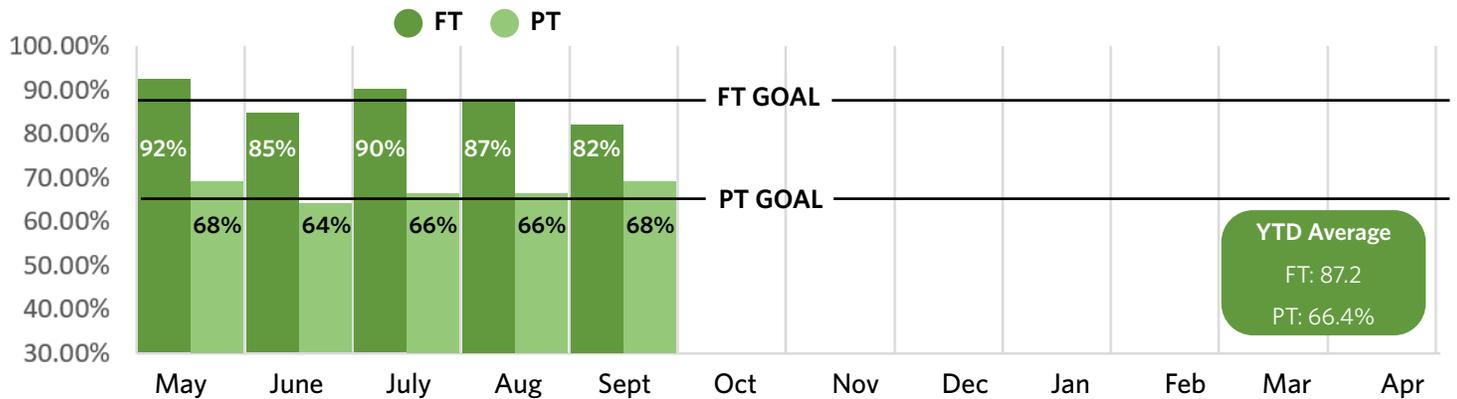


OBJECTIVES AND KEY RESULTS

Objective 2, Figure B: Facebook Reach



Objective 2, Figure C: Open Rate





OBJECTIVES AND KEY RESULTS

3. RECREATION & PROGRAMMING

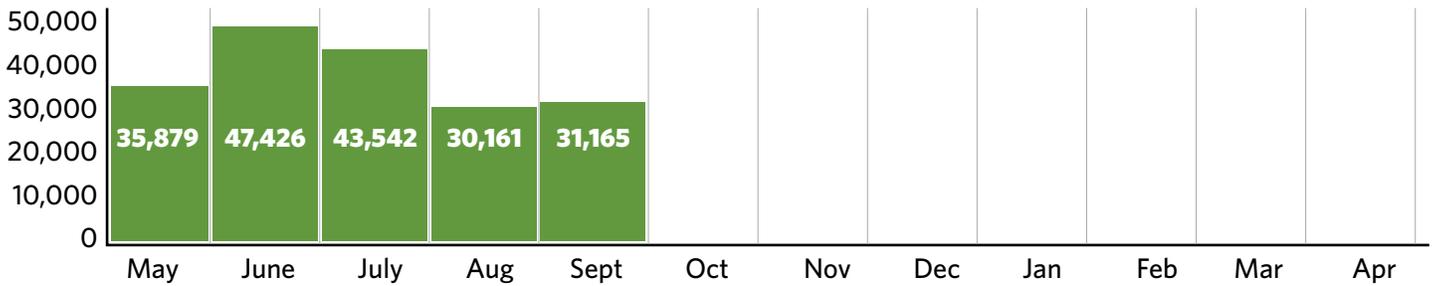
COMPLETE?

- A Add a minimum of 5 new programs/events with at least three departments.
 1. Celebration of International Cultures Event
 2. Visiting Cultural Artist: Starr Chief Eagle
 3. Belly Dance Fusion - Fitness Class
 4. Rec Academy Classes (Foam-Tipped Archery and Drone Racing)
 5. _____
- B Reaching a minimum net revenue total gain of \$50,000 from new programs.
- C Provide an event at no cost to the in-district participants.
 - Free Adult/Child/Infant CPR/AED Sessions
- D Increase the number of overall patron visits to the Family Recreation Center by 2%.

Objective 3, Figure B: Park District Program Net Revenue



Objective 3, Figure D: FRC Patron Visits





OBJECTIVES AND KEY RESULTS

4. FINANCE

COMPLETE?

- A Apply for the "Distinguished Budget Presentation Award" and is awarded by the Government Finance Officers Association (GFOA)
- B General Fund FY 24/25 minimum goal of \$1,180,246.
- C Recreation Fund FY 24/25 minimum goal of \$1,986,059.
- D Tennis Center Fund FY 24/25 minimum goal of \$1,457,593.

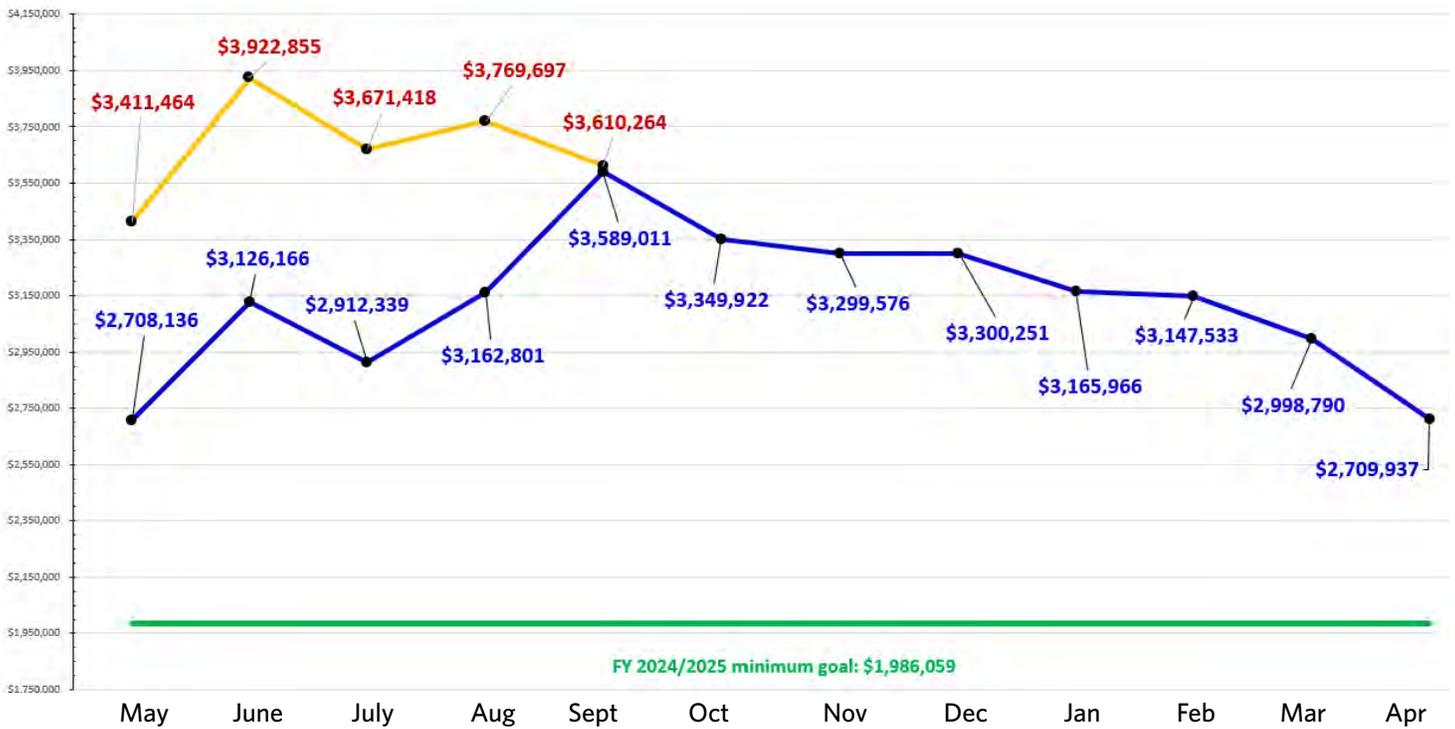
Objective 4, Figure B: General Fund





OBJECTIVES AND KEY RESULTS

Objective 4, Figure C: Recreation Fund



Objective 4, Figure D: Tennis Fund





May 1, 2024 - April 30, 2025

Employee Status	Accomplish 4 of 4 OKR's
Part-Time <400 Hours Annually	No Bonus PTO hours
Part-Time 400-999 Hours Annually	Cash payout of 8 PTO hours
Part-Time 1000-1,500 Hours Annually	Cash payout of 16 PTO hours
CPI & Full-Time 1,501 and Greater Hours Annually	Credit of 24 bonus PTO hours. Hours do not roll forward into the subsequent fiscal year.

Refer to the Personnel Policy Manual for specific details on eligibility for cash payouts and PTO hours.





Memo

To: Board of Commissioners
From: Bob Johnson, Deputy Director
Date: October 15, 2024
Re: Board Report

Parks

- The Family Recreation Center parking lot was crack-filled and re-striped. The rest of the Central Park campus parking lots were re-striped to brighten up faded parking stalls.
- The Oaktober celebration is underway during the month of October. The Park District is raffling off 30 young Oak trees to patrons. Please stop by the Family Recreation Center to add your name to the Oak tree Mural located near the front desk for a chance to win.
- Hinsdale Nursery again donated two-hundred fall mums which staff have planted throughout Central Park.
- The asphalt replacement projects are nearing completion at Central Park, Saddlebrook, and Chillem. Several walking trails are being resurfaced as well as the addition of a new ADA accessible pathway in the front of the Family Recreation Center. The project has experienced several delays due to contractor equipment malfunctions.
- Staff planted 35 trees as part of a CRTI tree grant at Dean Nature Sanctuary. Colette Copic from the Morton Arboretum was on site to observe the planting.
- As part of a Girl Scout Gold Award, three bat houses were installed at Dean Nature Sanctuary. Bats are vital pollinators and they help control pests.
- The aging roof on the gazebo located next to Evergreen Bank Group Field has been replaced.

Aquatics and Maintenance

- Splash Island is closed for the season. It was a good summer, extended by great September weather and our ability to use guards normally needed indoors at Splash Island during the renovation project.
- August and September rental and party numbers were down this year due to the extended shut-down for the Family Aquatic Center renovation, but YTD numbers are still trending 5% ahead of last year overall!
- Swim lessons and STARS Swim team did lose a week of revenue due to the extra week of shut-down. Staff is working to build numbers, increase enrollment and find ways to make up that revenue over the remainder of the fiscal year. Adult swim lessons are starting to see an increase in registration, which will certainly help.
- The Maintenance Team provided labor and electrical reconfiguration for the administrative office renovation. Outlets were relocated to accommodate the new cubicle layout.
- Matt Murtaugh and his team played a vital part in helping to ensure the Family Aquatic Center renovation project was completed as quickly and thoroughly as possible.
- Steve Nemitz changed out the main pool pump for the lap pool. He coordinated with Parks to have the pump evaluated for a re-build – potentially saving the Park District several thousand in expenses for a new pump for the play features next year.

- The remaining bi-fold walls that were used to separate the Canterbury room in half have been removed, and the wall cavity that contained them has been set up as a coat rack closet.
- 75” Smart TVs were mounted in each of the pre-school classrooms.
- Matt assisted with closing out the punch lists for the new roof and the Trane RTU replacement projects.

Facilities

- The Fitness Center had great success with two new fall incentive programs; *Go For the Gold* and *Sweatember*. The programs encouraged healthy habits by motivating members to regularly check-in to improve their physical and mental well-being. They also increased engagement amongst members to boost group class participation and track walking. These check-in programs fostered accountability with making it easier to achieve personal health goals.
- The Fitness Center strength equipment will be replaced in December. Fitness Supervisor Kara Smith is rolling out the December schedule to notify members of the limited access during the replacement project. She is also finalizing the holiday group fitness schedule, so members can continue their health journey during these busy and sometimes stressful months. Lastly, a new brand of disinfecting equipment wipes was introduced in the Fitness Center. The new brand is cost-effective and eco-friendly, reinforcing sustainability and care for the environment.
- The Safety Committee presented Active Threat training at the monthly all-staff meeting, and welcomed Deputy Chief Foltyniewicz and Officer Yager to speak on better preparing for an active threat situation. The staff participated in an active threat drill at the Family Recreation Center and Tennis Center. Participating in a drill prepares individuals for how to respond in a real emergency, familiarize themselves with the safety protocols, and identify weaknesses and areas for improvement.
- The Family Recreation Center’s Phase III Roof and HVAC replacement is complete. The Facilities Department now turns to closing out Central Park West’s ADA bathroom renovation project. The punch list is near completion and the expected reopen date is October 18th.
- The inaugural Celebration of International Cultures event was on Saturday, September 21 at the north Fields. The entertainment, food vendors, and support from In-District families welcomed the community to learn about various cultures.



Oak Brook Park District

Total Membership Packages/In-District Percentage

2024 Membership Package Data												
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Total CPC Memberships	70	71	72	74	78	74	74	73	76			
Total FRC Memberships	1240	1313	1361	1407	1470	1501	1515	1506	1527			
Total SilverSneakers	735	785	818	855	888	918	953	1008	1040			
Total Renew Active	240	256	280	294	305	320	328	337	350			
Total Memberships	2285	2425	2531	2630	2741	2813	2870	2924	2993			
In-District	33%	33%	32%	32%	32%	32%	32%	31%	31%			
Out-of-District	67%	67%	68%	68%	68%	68%	68%	69%	69%			
2023 Membership Package Data												
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Total CPC Memberships	38	39	40	40	43	45	48	53	56	59	61	63
Total FRC Memberships	704	762	793	815	839	859	893	925	966	1025	1085	1150
Total SilverSneakers	197	259	318	355	394	424	469	489	513	551	598	635
Total Renew Active	79	92	108	115	129	142	155	164	175	188	201	219
Total Memberships	1018	1152	1259	1325	1405	1470	1565	1631	1710	1823	1945	2067
In-District	41%	37%	37%	37%	37%	37%	36%	36%	35%	35%	34%	37%
Out-of-District	59%	63%	63%	63%	63%	63%	64%	64%	65%	65%	66%	63%



Oak Brook Park District Aquatic Rental/Programming Revenue Report

Aquatic Usage/Financial Report Parties and Rentals														
FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
23-24	Uses	26	52	45	25	26	25	22	27	34	33	36	29	380
	Parties	\$9,418	\$17,097	\$12,978	\$5,722	\$11,126	\$10,818	\$8,531	\$9,859	\$12,006	\$12,891	\$13,670	\$11,019	\$135,135
	Rentals	\$536	\$6,642	\$9,730	\$5,640	\$2,320	\$2,960	\$2,526	\$3,401	\$5,381	\$2,452	\$4,138	\$3,601	\$49,327
	TOTAL	\$9,954	\$23,739	\$22,708	\$11,362	\$13,446	\$13,778	\$11,057	\$13,260	\$17,387	\$15,343	\$17,808	\$14,620	\$184,462

24-25	Uses	28	59	42	10	15	18							172
	Parties	\$11,844	\$19,665	\$12,626	\$2,879	\$8,091	\$8,646							\$63,751
	Rentals	\$3,124	\$13,558	\$11,442	\$870	\$1,425	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,419
	TOTAL	\$14,968	\$33,223	\$24,068	\$3,749	\$9,516	\$8,646	\$0	\$0	\$0	\$0	\$0	\$0	\$94,170

Swim Lesson					
FY	Season	SUMMER	FALL	W/S	TOTAL
23-24	Registrations	998	918	1,450	3,366
	Private	\$36,058	\$30,485	\$53,494	\$120,037
	Group	\$57,232	\$68,714	\$118,237	\$244,183
	TOTAL	\$93,290	\$99,199	\$171,731	\$364,220

24-25	Registrations	835	458		1,293
	Private	\$36,882	\$17,992		\$54,874
	Group	\$55,371	\$34,629		\$90,000
	TOTAL	\$92,253	\$52,621	\$0	\$144,874

Swim Team						
FY	Season	SUMMER	FALL	WINTER	SPRING	TOTAL
23-24	Registrations	46	75	63	55	239
	Revenue	\$11,186	\$27,453	\$15,682	\$10,941	\$65,262

24-25	Registrations	40	59			99
	Revenue	\$10,147	\$19,614			\$29,761

Unfinished Business



Oak Brook Park District

BOARD MEETING

AGENDA ITEM HISTORY/COMMENTARY

ITEM TITLE: REVISIONS TO THE PERSONNEL POLICY MANUAL

AGENDA No.: 7 A

MEETING DATE: OCTOBER 21, 2024

STAFF REVIEW: Alli Siamis, Human Resource & Risk 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 of Commissioners last approved the Personnel Policy Manual on February 21, 2022 and subsequently approved the following amendments to the manual:

- Bereavement Leave (7/15/24)
- Family Care Leave (9/18/23)
- Vacation Time (6/20/22)
- Referral Incentive (11/14/22)
- Part-Time Tuition Reimbursement (Promise Scholarship) (01/16/2023)

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

Proposed revisions to the Personnel Policy Manual are shown in red colored print. The revisions include the addition of new policies, clarification of existing policies and changes to comply with federal and state laws.

ACTION PROPOSED:

A Motion (and a Second) to approve the revisions to the Personnel Policy Manual.



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 and Approved: February 21, 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



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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 their employment, such employee is encouraged to discuss them with their immediate supervisor or the Human Resources & Risk Manager. 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.

Note

~~Please review the Employment Contract Disclaimer and sign the Acknowledgment Form in the Appendix to this Manual.~~

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.

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.

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 in any week 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.

f.) Seasonal Employee – A Seasonal Employee is defined as one who is hired for a definite period, or for a specific work project, with the understanding that employment will cease at the end of that period or when services are no longer needed. The District does not guarantee that Seasonal Employees will be rehired in any subsequent season.

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.

Referral Incentives

In order to incentivize and retain staff, the District will allow for the referral program for part time and full time staff. The referral must represent the candidate's first contact with the District. Temporary, seasonal, contract, and former employees of the District are not eligible candidates for referral awards.

The candidate must indicate the referring employees name in the "Referred By" section of the application. The referral date will be calculated by the first day of employment. Only one employee is eligible to refer a candidate, and will be the only referring employee eligible for payment.

All candidates will be evaluated for employment consistent with company policies and procedures, and only candidates who meet the essential qualifications for the position will be considered. All information regarding the hiring decision will remain strictly confidential.

The referring employee must be employed by the District during the hired candidate's first 90 days of employment to receive payment of the referral bonus. All referral incentive payments will be paid after the minimum 90-day employment requirement is fulfilled. There is a maximum of four (4) referrals per year paid out at \$100 per referral.

2.4 Employment of Minors: Child Labor Laws

The District complies with all Federal and Illinois Child Labor Laws regarding the employment of minors. Minor work permits are required for any employee under the age of sixteen (16) in accordance with the Child Labor Laws. The permit must be received prior to employment. A copy must be sent with other employment information for the personnel file.

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 they would report to and be supervised by a supervisor or ~~department director~~ **Department Head** 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 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 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 & Risk 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 [request to](#)

~~inspect, copy or receive certain records, as provided by law, be granted limited and supervised access to their employee personnel file to verify accuracy of information contained in the file at least two (2) times in a calendar year. Any such requests must be submitted in writing to Human Resources or the Executive Director. 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

2.11 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).

2.12 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 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 Human Resources or the Executive Director. The Executive Director, in conjunction with Human Resources, 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 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 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:—~~

~~—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 their share of the monthly insurance premium. This payment will be required to be paid on the 1st of every month during the initial three months that such an employee is receiving disability payments from IMRF.~~

~~i. 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~~

Employees who are unable to return to work after thirty (30) calendar days of illness or who have exhausted their sick leave may apply for disability benefits under the Illinois Municipal Retirement Fund (IMRF). Employees should consult the IMRF Policies. IMRF disability benefits start no sooner than the thirty-first (31st) day after the beginning of the illness.

3.2 Education Degrees and Tuition Reimbursement

Full Time

All full-time employees with at least one year of full-time employment with the District are eligible for District-sponsored education assistance to attend undergraduate or graduate-level, accredited college programs or trade school certification 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 their normal work hours.

An eligible employee seeking education assistance from the District for an undergraduate or graduate degree program or a trade school certification program must submit a written application for assistance to their immediate supervisor prior to ~~the start of the course~~January 31st. The written application must be approved by the supervisor and the Executive Director prior to the start of the course and fiscal year, 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 full-time 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 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 their employment will be required to reimburse the District for all education assistance received in the twelve months preceding their last day of work.

Part-Time

The OBPD Promise Scholarship is a tuition reimbursement program awarded to eligible Part-Time employees each November (fall enrollment) or March (spring enrollment). It will fund full-time tuition (12 semester hours) for up to two years at College of DuPage or Triton College at the in-district rate. Upon satisfactorily completing each semester, the award is paid out as a reimbursement. Scholarship recipients are eligible to renew the scholarship for a maximum of four consecutive semesters as long as they meet the continuing criteria.

In order to qualify to apply for the scholarship, employees must meet the following criteria:

- 10 consecutive months of employment with Oak Brook Park District prior to the October 31st or February 28th application deadlines, with continued employment through the start of the fall/spring semester of college the following year.
- A cumulative total of 900 hours worked, or an average of 17.5 hours per week over the most recent calendar year, measured September 1 through August 31 of the application year (January 1 through December 31 for spring enrollment).
- Zero disciplinary documents in the employee personnel file.
- Volunteer/work at a minimum of 3 special events for the Park District in the same calendar year.
- Have a high school GPA above 2.50 at the end of their Junior and Senior year of high school.

Eligible employees may request an application in the spring semester of their senior year of high school. Applications are due annually October 31st and awarded on, or before November 20th for fall enrollment. Applications are due February 28th for spring enrollment.

A selection panel will review all applications. This panel will consist of the Executive Director, the Deputy Director and 1 additional full time Park District employee.

Applicants will remain eligible for reimbursement for up to four consecutive semesters as long as they meet the following criteria:

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- Continued employment at Oak Brook Park District, maintaining a 17.5 hours per week average number of hours worked.
- Volunteer/work a minimum of 3 OBPD Special Events during the calendar year.
- Maintain a personnel file without any disciplinary documentation
- Submit a semester transcript with a cumulative GPA of 2.50 or better and no grades of D or F.
- In cases where a class or classes is graded on a numeric scale, the following scale will used:
 - 90 – 100: A
 - 80 – 89: B
 - 70 – 79: C
 - 60 – 69: D
 - 59 and below: F
- Continued enrollment in the college. The award is renewable for up to 4 consecutive semesters.

Upon receipt of official transcripts verifying a successful semester of school and an employment review for continuing eligibility, the award will be paid out as reimbursement of 12 full-time, in-district rate credit hours per semester of attendance.

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 their birthday may do so within 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, ~~excluding gift cards~~. 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.~~

Health Flexible Accounts and Dependent Care Accounts are available to regular full-time employees in accordance with IRS Section 125 rules and regulations. The amounts to be placed in the account will be withheld from paychecks on a pretax basis with an employee's prior written authorization.

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 their supervisor~~ informing Human Resource & Risk Manager in the event of any change of dependents, births, marriage, divorce, or other family changes affecting the employee's participation in the insurance program no more than 30 days after a qualifying event.

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 the first day of the month following 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 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~~ Department Head, 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 with supervisory approval 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 ~~heads~~ 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 director~~ department heads 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:

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

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (each)
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
Maximum Reimbursable Rates for Meals	
Breakfast	\$15
Lunch	\$25
Dinner	\$35
Maximum Reimbursable Rates for Lodging	
All Locations	\$225/night or 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~~Department Head 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 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~~Department Head 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~~ Department Head 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 ~~encouraged~~ required to share double rooms. Employees, who wish to stay in a single room will require Executive Director approval, and may be responsible for up to 50% of the double room rate. ~~or will have a roommate other than a District employee, will be reimbursed 50% of the double room rate.~~

~~5.4.~~ Other expenses incurred that are related to overnight lodging shall be reimbursed when specifically related to District business and approved by supervising ~~Department Director~~ Department Head, 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.

~~6.5.~~ 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. Meal expenses shall not exceed the current per diem rate set by the General Services Administration (GSA) for the location of the event, not including gratuity. The purchasing of alcohol is prohibited.~~ 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.

~~7.6.~~ 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.

8.7. 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.

9.8. 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 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.~~

Commented [AS2]: Board Approved 7/15/24

~~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 15/11 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.~~

A bereavement leave with pay may be granted for full time employees in the case of death of a covered family member as detailed below. For the purpose of this section, a covered family member means an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent, aunt, uncle, niece, nephew and next of kin. The employee must notify their immediate supervisor of the need for such leave of absence within a reasonable period, but no later than twenty-four (24) hours of the start of the actual absence. Upon returning to work, the employee must record their absence as a Bereavement Leave on their attendance record.

In the case of death of the covered family member, the immediate supervisor may approve leave of absence with pay for a period not to exceed three (3) days. Employees will be entitled to seven (7) to days of unpaid bereavement leave in addition to the paid leave in the event off the death of a covered family member. In the event of the death of more than one covered family member in a 12-month period, an employee may take up to a total of six weeks of bereavement leave during the 12-month period. The Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to, the unpaid leave time permitted by, the FMLA.

An employee may use any earned paid leave concurrently with this time but will not be required to do so. The District may require reasonable documentation. Documentation may include a death certificate, a published obituary or written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution or government agency.

In addition to this, eligible employees are entitled to receive ten (10) days of unpaid leave in the event the employee's child dies, pregnancy loss, failed adoptions or surrogacy agreements, unsuccessful reproductive procedures, and other diagnoses or events negatively impacting pregnancy or fertility. An employee may use paid time off during this time but will not be required to do so. For leave resulting from an event listed under reason above, reasonable documentation is a form provided by the Illinois Department of Labor, filled out by a health care practitioner who has treated the employee or the employee's spouse or domestic partner or surrogate for an event listed under reason above, or documentation from the adoption or surrogacy organization the employee worked with related to an event listed under reason above certifying the employee, spouse or domestic partner has experienced an event listed under reason above. The District does not require the employee identify which subcategory of event the leave pertains under reason above as a condition of exercising rights under this Leave.

Compensatory Time

Full-time exempt employees may accumulate up to 40 hours of compensatory time within a **fiscal year**. The accrual of additional compensatory time is subject to approval by the Executive Director. 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 fiscal 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 fiscal year shall be forfeited at the end of the pay period in which April 30 occurs unless the Executive Director determines, in 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 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 Care Leave

Commented [AS3]: Board Approved 9-18-23

Purpose

Oak Brook Park District recognizes the need for paid time off to allow employees to achieve work/life balance. This policy provides full-time employees paid leave to care for a family member, person in their legal guardianship, or any individual in which the employee is regularly responsible for providing care, which may include but is not limited to the employee's child, stepchild, spouse, domestic partner, domestic partner's child, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent, aunt, uncle, niece, nephew for certain Qualifying Events, as defined below.

Eligibility

Full-time employees who have worked for Oak Brook Park District for at least 12 months are eligible for Family Care Leave and have not exhausted other leaves of absence.

Family Care Leave

Oak Brook Park District provides up to 8 weeks of paid leave at 75% of the employee's base pay for the following Qualifying Events:

1. Birth of an employee's child.
2. Placement of a child with the employee for adoption or foster care.
3. To care for a family member with a serious health condition.
4. Any qualifying exigency due to an employee's spouse, child, or parent being on covered active duty (or having been notified of an impending call or order to cover active duty) in the armed forces.
5. To care for a service member who is the employee's spouse, child, parent, or next of kin.

The employee must provide their supervisor with 30 days' notice of the Qualifying Event (or if the Qualifying Event was not foreseeable, within 48 hours of the Qualifying Event) and submit the leave request forms to the Human Resources Department. An employee's use of leave under this policy may be taken intermittently, if approved by the Human Resources Department.

Full-time employees will receive Family Care Leave at 75% of their 40-hour workweek base pay. Any employee can opt to take their available compensatory, vacation, personal, and/or sick hours to receive their full salary benefits.

If the employee is asking to exceed 8 weeks of Family Care Leave, the employee must use other paid-time-off (PTO) hours prior to taking Family Care Leave, not exceeding 100 percent of the pay. If an employee has exhausted all PTO hours and Family Care Leave time, the remainder of the leave will result in unpaid leave.

The employee will continue to be eligible to accrue benefit hours and pay rate increases while on Family Care Leave.

If the employee otherwise qualifies for any other leave of absence, such leave must be taken concurrently with Family Care Leave.

Certification

Human Resources may require an employee who requests Family Care Leave to sign a form of certification attesting to their relationship with the individual needing care. Human Resources may also require an employee who requests Family Care Leave for any Qualifying Event listed in 3-5 above to sign a form of certification attesting that such employee is taking Family Care Leave for the Qualifying Event. Any employee who refuses to sign such certifications may be denied the requested leave.

In the event an employee requests Family Care Leave for the care of a family member with a serious health condition or to care for service member who is the employee's spouse, child, parent, or next of kin, Human Resources may require certification issued by a health care provider stating the approximate date on which the serious health condition or the health condition of the service member commenced, the probable duration of the condition and the medical facts within the provider's knowledge showing that the family member's or service member's health condition, including hospitalizations or doctors' visits, and needs care. In the event an employee requests Family Care Leave for any qualifying exigency due to an employee's spouse, child, or parent being on covered active duty (or having been notified of an impending call or order to cover active duty) in the armed forces, Human Resources may require the employee to provide a copy of the military member's active-duty orders.

The Oak Brook Park District may subject an employee to reasonable disciplinary measures, depending on the circumstances, when an employee intentionally misrepresents that such employee is taking Family Care Leave for a Qualifying Event.

Multiple Qualifying Events

Different rules apply if an employee has two potentially Qualifying Events. An employee may not take more than 8 weeks of Family Care Leave in a rolling twelve-month period. For the second Qualifying Event, the employee has one year from the second Qualifying Event to use Family Care Leave. The soonest the employee can begin to take the second Family Care Leave is a year from the first Family Care Leave start date. An employee may take multiple Family Care Leaves as long as they do not exceed 8 weeks in a rolling twelve-month period. For example, the employee may take 4 weeks for a birth of a child and then take another 4 weeks to care for a spouse with a serious health condition.

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 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 they qualify. 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 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 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 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~~ Spring Holiday (Friday before Easter)
- 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~~ fiscal 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 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~~)

Personal time is paid time off benefit that may be used to observe a federal holiday, birthday, or religious matter, to attend to personal business, or to take time off for any other similar activities.

Full-time employees will receive four (4) personal days (32 hours) each fiscal year. Personal time can be used during the fiscal year and through the end of the pay period in which April 30 occurs. Employees that are hired after the pay period which April 30 occurs will have their personal time prorated by quarter. May 1-June 30: 32 hours, July 1-September 30: 24 hours, October 1-December 31: 16 hours, January 1-April 30: 8 hours.

Part-time employees and Certified Professional Instructors, who are paid for a minimum of 1000 worked hours during the fiscal year (May 1 - April 30), may accrue up to 48 hours of personal time to be used during the following fiscal year. Personal time will be credited in May and can be used during the fiscal year and through the end of the pay period in which April 30 occurs. Personal time will be calculated at 2.5 hours of personal time for every 100 hours worked and paid in the prior fiscal year.

Personal Time Pay

Personal time taken will be paid at the current hourly rate of the employee's job position having the most worked hours, as determined by their supervisor.

Leave Requests

Use of personal time shall require written notice in advance and approval of the employee's immediate supervisor. Any unused personal time remaining at the end of ~~the calendar year~~ pay period in which April 30 occurs will be forfeited; unless the Executive Director decides it is in the best interest of the District to allow an employee to carry forward unused personal time 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. Unused personal time will be

paid at the current hourly rate of the employee's job position having the most worked hours, as determined by their supervisor.

School Conference and Activity Leave

In compliance with (820 ILCS 147/) School Visitation Rights Act, aAn 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 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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Personal Leave of Absence (Non-FMLA Leave)

An employee may be granted a non-FMLA personal leave of absence, without pay, for up to three (3) months for good cause shown by making a written request to Human Resources stating the reason for and the beginning and ending dates of the proposed leave, and by receiving, at the District's sole discretion, advance written approval from the District. Employees shall be required to take any paid leave (sick, vacation, personal) before taking an unpaid personal leave of absence. Extensions of the personal leave may be granted or denied at the sole discretion of the District. The District will consider extending a personal leave of absence as a reasonable accommodation for employees with disabilities

as defined by the ADA. An employee will not generally be eligible for any District benefits during a personal leave not covered by the FMLA.

Employees may not engage in other employment or businesses or apply for unemployment benefits while on personal leave if unpaid and medically required. Employees who return from an authorized personal leave will retain all benefits they had earned or accrued at the commencement of their leave, but shall not earn or accrue any benefits, including sick, vacation, holidays, personal or seniority, while they are on leave.

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 sick and compensatory time, and have no more than 40 hours accrued of vacation and personal time combined. ~~(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 fiscal year to be eligible for withdrawal from the Sick Bank. Employees may donate up to 48 hours of sick time per fiscal year to the Sick Bank.

Any accrued hours of sick time in excess of the 960-hours/employee limit will automatically be deposited into the Sick Bank at the close of the ~~calendar year~~ fiscal 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 their own accrued sick and compensatory time, and have no more than 40 hours accrued of vacation and personal time combined ~~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 they had been continuously employed during the leave period.

An employee will continue to accrue benefit hours (sick, personal and vacation) while they 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 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 their immediate family in a rolling 12-month period.

Returning to Work: An employee must return to work when they are medically able, as determined by 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 their own illness, injury or other medically necessary reason, the employee must bring a release from 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 & Risk 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 & Risk 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 their immediate supervisor as soon as practical of the illness, whether physical or mental, and of the approximate length of absence required. Whenever possible, the employee should notify 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 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

Commented [AS4]: Board approved 6-20-2022

Oak Brook Park District provides paid vacation for employees to take time for rest and recuperation.

Eligibility

All Full-time employees and Certified Professional Instructors are eligible for paid vacation leave benefits.

Vacation accruals begin on the first day of employment or the first day that an employee becomes eligible for such benefit. Vacation shall be accrued according to the following Vacation Accrual Schedule and will be credited to an employee's vacation benefit account on a bi-weekly basis and timed to coincide with the District's existing payroll disbursements schedule. Vacation leave will not be earned during an unpaid leave of absence and the length of vacation that can be used at any point in time is limited to the balance of the employee's vacation benefit account. Any exception to this policy is subject to approval by the Executive Director.

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. 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.

Vacation Accrual Schedule – Full-time Employees

Years of Service	Hours per Year	Approximate Hours per Biweekly Pay Period	Maximum Vacation Balance Carry-over from One Fiscal Year to Another (1 x Annual Accrual)	Maximum Vacation Balance at any Point in Time (1-1/2 x Annual Accrual)
Less than 2 years	80	3.08	80	120
2 years to 10 years	120	4.62	120	180
10 years to 20 years	160	6.15	160	240
20 or more years	200	7.69	200	300

Vacation Accrual Schedule – Certified Professional Instructors

Hours per Year	Approximate Hours per Biweekly Pay Period	Maximum Vacation Balance Carry-over from One Fiscal Year to Another (1 x Annual Accrual)	Maximum Vacation Balance at any Point in Time (1-1/2 x Annual Accrual)
30	1.15	30	45

Leave Requests

To schedule vacation time, employees must submit a completed leave request form to their supervisor at least one week before the requested leave. Employees must ensure that the balance in their vacation benefit account is sufficient to cover the vacation hours requested.

Requests will be evaluated based on a number of factors, including department operating and staffing requirements. The supervisor should indicate on the leave request form whether the request has been approved or denied and should return the leave request form to the employee within three business days of the date the leave request form was submitted. If the request for vacation leave is denied, the supervisor should provide an explanation for the denial on the form returned to the employee.

Vacation Pay

Vacation will be paid at the employee’s base rate at the time the leave is taken. For Certified Professional Instructors, vacation will be paid at the rate associated with the job having the greatest number of worked hours during the pay period in which the vacation time is taken. Vacation pay does not include overtime or any special forms of compensation such as incentives, commissions, bonuses or shift differentials. If a holiday falls during the employee’s vacation, the day will be charged to holiday pay, if applicable, rather than to vacation pay.

Accrual of Vacation Leave

Oak Brook Park District encourages employees to use available vacation time. A maximum of one time the employee’s annual vacation accrual may be carried-forward to the subsequent fiscal year.

The measurement date for this shall be as of the end of the pay period in which April 30 occurs. Any hours in an employee's vacation benefit account in excess of this maximum will be forfeited.

If at any point in time an employee's vacation benefit account reaches 1-1/2 times the employee's annual vacation accrual, any additional vacation accruals (credits) will cease and only resume to the extent that the vacation benefit account balance has been reduced to allow for the resumption of additional accruals.

Termination

If employment is terminated, accrued, unused vacation leave that has been earned through the last pay period of active employment will be paid at the employee's base rate of pay at termination. If employment is terminated and the vacation balance is in the negative, the employee agrees to reimburse the company for the cost of the vacation advance. In the event of the employee's death, earned, unused vacation time will be paid to the employee's estate or designated beneficiary.

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 & Risk Manager no later than ~~November 30th~~ March 31st 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~~ 1/1/2024)

~~District employees may take unpaid leave under the Victims' Economic Security and Safety Act ("VESSA") for qualifying reasons in response to an act or threat of domestic, sexual, or gender violence, or any other crime of violence when the employee or the employee's family or household member is a victim of such violence. For the purpose of this policy, a covered family or household member includes the employee's spouse, civil union partner, parent, 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. "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, sexual, or gender violence, 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. Employees shall be restored to the same or an equivalent position upon their return from leave.

~~→) 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 family or household member 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:~~

- ~~(0) to seek medical attention for, or to recover from physical or psychological injuries caused by domestic, sexual, 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 temporarily or permanently 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.~~

~~→) 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.~~

~~→) 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.~~

~~→) 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;~~

~~(1) the victim was subjected to an act or threat of domestic, sexual, or gender violence or any other crime of violence; and~~

~~(1) the leave is to seek assistance for a purpose covered by the Act as described in Section a.) above.~~

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

~~(0) a signed and dated statement by the employee showing that the leave qualifies for a purpose covered by VESSA, and;~~

~~(0) 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 after leave is requested or after 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).~~

~~-> Leave is Unpaid~~

~~VESSA leave is unpaid leave. An employee on VESSA leave may also elect to use any available accrued paid time off 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.~~

~~-> 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 (12) weeks of VESSA leave. The employee must make arrangements for payment of 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 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.~~

~~-> 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.~~

~~-> 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.~~

~~-> Returning from Leave~~

~~If the employee wishes and is able to return to work at the expiration of their 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. The employee will have no greater right to 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.~~

~~-> 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 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 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.~~

~~-> 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, except as requested or consented to in writing by the employee or as otherwise required by applicable law.~~

~~-> 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, 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 they have been denied VESSA rights, or if the employee believes they have been treated unfavorably for having exercised any VESSA rights, the employee should immediately report this 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.~~

The Victims' Economic Security and Safety Act (VESSA) provides that an employee who is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence, or has a family member or household member who is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence, may take unpaid leave from work to address such violence. Definitions of such violence can be found in Public Act 102-0487. Family or household members include a spouse or party to a civil union, parent, grandparent, child, grandchild, sibling or any 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 individual whose close association with the employee is equivalent of a family relationship as determined by the employee, and persons jointly residing in the same household.

A. Eligibility and Entitlement:

All employees are covered by the Act. An employee is entitled to up to 12 work weeks of unpaid leave during any 12-month period for one or more of the following:

1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic violence, sexual violence, gender violence, or any other crime of violence, to the employee or member of their family or household;
2. Obtaining services from a victims services organization for the employee or a family or household member;
3. Obtaining psychological or other counseling for the employee or a family or household member;
4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or family or household member from further domestic violence, sexual violence, gender violence, or any other crime of violence; or
5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to the domestic violence, sexual violence, gender violence, or any other crime of violence.

Leave may be taken intermittently or on a reduced work schedule, meaning a schedule that reduces the number of hours worked during a workweek or workday. An employee must provide written notice to Human Resources and The Executive Director with at least 48 hours' notice of their intention to take leave, unless giving such notice is not practicable.

Additionally, employees may take up to 10 days of unpaid leave to attend a funeral of, or make arrangements for, or grieve the death of a family or household member who is killed in a crime of violence. The leave must be taken within 60 days after the date the employee learns of the death. Employees must provide at least 48 hours' notice providing such notice is not practicable.

B. Effect on Family and Medical Leave Act:

VESSA expressly provides that it "does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under or is in addition to the unpaid leave time permitted by the federal Family and Medical Leave Act of 1993." In other words, VESSA does not permit an employee to take more than 12 weeks of leave during any 12-month period if the employee already has taken a 12-week leave under FMLA for the same reason.

C. 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 they had been continuously employed during the leave period. To maintain uninterrupted coverage, an employee will be required to continue to pay their portion of insurance premium payments through payroll deductions, if applicable. Payments for which an employee is responsible are subject to any change in premium rates while the employee is on leave. If the employee is on an unpaid leave, it is the employee's responsibility to timely pay their portion of the premium. If employee premium payments are more than 30 days late, coverage may be terminated. Employees will be required to repay the District any premiums the District paid on the employee's behalf. If an employee is on a

paid leave, they will continue to accrue benefit hours (sick, personal or vacation) while they are on VESSA.

D. Failure to Return to Work:

If an employee fails to return from leave for reasons other than the continuation, recurrence, or onset of domestic violence, sexual violence, gender violence, or any other crime of violence, or other circumstances beyond the employee's control, the District may seek reimbursement of health insurance premiums from the employee in a manner consistent with the law. The District may request an employee to provide certification proving the continuation, recurrence, or onset of domestic violence, sexual violence, gender violence, or any other crime of violence... If an employee is unable or does not return to work at the end of 12 weeks of leave, all entitlements and rights under this Act will cease at that time. If applicable, the additional time away from work may be considered to be Personal Leave of Absence.

E. Job Protection:

Generally, an employee will be reinstated to their former position or to an equivalent position with equivalent compensation, benefits and other employment terms following an approved leave as required by VESSA.

F. Certification and Confidentiality:

The District may require an employee to provide certification both that the employee or a member of their family or household is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence, and that they are seeking leave for one of the five purposes listed able in section A. Certification must be provided within thirty days after the District requests it.

The certification includes a sworn statement from the employee seeking the leave and documentation from a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or family or household member has sought assistance in addressing domestic violence, sexual violence, gender violence, or any other crime of violence, and its effects, or a police report, court record, or other corroborating evidence.

While on leave, the District may require an employee to report periodically on their status and intention to return to work.

The District will retain all information contained in an employee's notice seeking leave and in their certification in the strictest confidence, except to the extent that disclosure is requested or consented to by the employee, or otherwise required by applicable federal or state law.

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.~~

An employee may be permitted two hours of paid leave for the purpose of voting in a state or national election if the employee's working hours begin less than two hours after the opening of the polls AND end less than two hours before the closing of the polls. The employee must notify their immediate supervisor to request time no later than the day before the election. The immediate supervisor will notify the employee of the two hour block of time assigned for voting purposes. Proof of attendance at the polls may be required

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 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~~Department Head if the immediate supervisor cannot be reached directly. **The District's risk management association will evaluate all claims.**

<i>Note</i>	Failure to immediately report an injury or illness may jeopardize the employee's eligibility for workers' compensation benefits.
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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 (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 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 their job duties. No Park District employee may be in possession of alcohol, cannabis, or any illegal drug while performing 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 the Park District to be on standby or otherwise responsible for performing tasks related to their employment either at the Park District's premises or other previously designated location by the Park District 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 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, which may be administered by the Park District. Full time prospective employees will have 10 business days from written acceptance of their offer letter to undergo testing. Prospective employees may also be required to undergo initial or follow-up testing by a physician, clinic, hospital laboratory or medical facility chosen by the Park District at the Park District's expense.

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 and Human Resources 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, or follow-up 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 ~~Park District (if testing or examination is administered by the Park District)~~ or 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 Park District. Participating in a treatment program will not, in and of itself, protect the employee from disciplinary action should job performance remain unsatisfactory.

The Park 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 Park District’s HIPAA Policy. Access will be limited to the terms and individuals identified in the Park District’s HIPAA Policy. The Park District will not disclose these records to persons outside the Park District without the employee’s consent unless disclosure of the records is necessary for legal or insurance purposes.

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, ~~Instagram, TikTok, 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 ~~Department is 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 ~~M~~marketing ~~M~~anager 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 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-Nursing Mothers in the Workplace

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”~~“Nursing Mothers in the workplace” 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~~Human Resource & Risk 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 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 ~~black, navy, or red shorts, or black, navy or red warm-up gray sweatpants-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 ~~provided to them by their supervisor, consisting of a red one-piece swimsuit or red swim trunks. If an instructor is out of water, they may wear Park District Aquatic Center apparel provided by their supervisor.~~ No towels shall be worn on deck. ~~If an instructor is out of the water, 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.

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 use of paid time off (PTO) benefit hours on the day of an emergency closing will be paid for those PTO 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 their supervisor and may opt to deduct such time from their accrued vacation, personal, or compensatory time.
- If an employee is unable to report for work, but the program/facility for which they work 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 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 (PTO) benefit hours (personal hours, vacation hours, compensatory, scheduled sick hours for a doctor appointment) on the

day the building closure occurs, to the employee shall 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). If a full-time employee has scheduled the use of paid time off (PTO) benefit hours for their entire regularly established work day on the day the building closure occurs, the employee shall not be eligible to record any “BLD” type hours.

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 full day, would record 8 hours vacation 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 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 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 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 of Confidential Information 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 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 job duties.

Retaliation Is Prohibited

The District prohibits retaliation against any individual because they report 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~~ Department Head, 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~~ Department Head. If you feel uncomfortable doing so, or if your immediate supervisor and/or ~~department director~~ Department Head 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, [Human Resources and 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.

~~[Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint reporting procedure.](#)~~

Important Notice to All Employees

~~[Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint reporting procedure.](#)~~

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 365th and the 395th day.

4.16 Outside Work

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All District employees who secure outside employment or provide their services for pay outside of the District shall notify their immediate supervisor and the Executive Director in writing in advance of accepting of such employment or arrangement. Approval of the employee's outside employment or other arrangement shall be at the sole discretion of the immediate supervisor and the Executive Director. Employees must avoid outside employment or entering into other arrangements that creates a conflict of interest (or the appearance thereof). Employees are expected to prioritize their employment and required duties with the District. AnyThe outside employment or arrangement may not interfere with the employee's performance of their normal duties with the District, availability during normal hours, or in any way bring discredit to the District. If an employee's outside employment (or other similar arrangement) creates, or appears to create, a conflict of interest, interferes with the employee's performance of their normal duties or availability during work hours, or in any way brings discredit to the District, in the District's sole discretion, the Executive Director can require an employee to terminate such outside employment or arrangement. Failure to terminate outside employment (or other similar arrangements) when directed may result in discipline up to and including termination. Furthermore, the employee is not permitted to receive outside compensation for performing any work on District time.

No employee may, during their employment with the District, engage in any solicitation of District patrons, customers, and/or clients for the purpose of providing services that directly competes with those provided by the District. For example, a tennis instructor may not solicit District patrons to purchase private tennis lessons through the instructor instead of through the District.

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 involving an employee that is related to their employment, job duties, and/or responsibilities with the District, including, but not limited to, relationships between employees, (especially between a supervisor and an employee), or between an employee and a patron, 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 disruptive to operations and thus 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. Specifically, employees are prohibited from engaging in conduct when interacting with a patron which is intended or may reasonably be expected to lead to the formation of a “romantic” or sexual relationship with a patron.

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~~ related to an employee’s employment, job duties, and/or responsibilities should develop, it shall be the responsibility and mandatory obligation of the employee or supervisor to promptly disclose the existence of the relationship to their ~~department director~~ Department Head.

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~~ Department Head 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. If the relationship involves an employee and supervisor, ~~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 they have been adversely affected by such a relationship, notwithstanding its disclosure, is encouraged to make their views about the matter known to the ~~department director~~ Department Head, the ~~Human Resource Manager~~ Human Resource & Risk 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 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 in the break room 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 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~~ Department Head, 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 ~~7.5~~^{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 director~~^{Department Heads} to make sure other directors or employees are available to cover the operations of their department in the absence of the ~~department director~~^{Department Head}.

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 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 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 regular work duties are normally covered by the District's workers' compensation policy. If any such injuries occur, the employee is responsible for notifying 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~~ Department Head, 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.

~~Full-time employees that are not currently approved for a remote work arrangement in accordance with Personnel Policy Manual Section “4.27 Working Remotely – Telecommuting”, may also be eligible to receive reimbursement for the costs to purchase eligible safety apparel and non-safety apparel, up to a maximum cost of \$250.00 per fiscal year (12-month period). If the District determines that any portion of a reimbursable purchase is taxable income to the employee, the District shall reimburse the employee an additional 20% of the taxable reimbursement amount.~~

- 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/Department Head](#).

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 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 2/21/2022)

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 5 has been incorporated into section 2. No changes to content have been made.

Section VI: District Property and Facilities

Commented [AS6]: Section 6 will be reformatted and renumbered upon approval of changes before 2nd reading.

56.1 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 Executive Director 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 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.

56.2 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.

56.3 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. Only eEmployees 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. Independent contractors may be granted temporary access based upon Executive Director approval.

56.4 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.

56.5 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. ~~Employees must return any District property at the time of separation from employment with the District. Failure to do so may result in legal action, including the District pursuing civil or criminal proceedings against the employee as appropriate under the circumstances. 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).~~

56.6 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.

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 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 Head.
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 Head or Executive Director, with or without notice.

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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 Head 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 Head 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 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 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.

56.7 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~~ Department Head and a Waiver & Release of Liability Indemnification Agreement 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.

56.8 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.~~

Eligibility

~~Benefits extend to employee and immediate family (parents, siblings, spouse, and dependent children) for all full-time and IMRF staff, as well as part-time staff working 500 hours or more per fiscal year. Part time staff will eligibility will be evaluated on an annual basis.~~

~~Benefits extend to employee only for staff working less than 500 hours per fiscal year.~~

~~Benefits terminate upon separation of employment.~~

~~Participation in these benefits may not conflict with employee's working hours and shall not displace a paying patron.~~

Memberships

~~Benefit includes complimentary Central Park Campus membership for eligible employees.~~

Tennis Center Pro Shop

Benefits eligible employees receive a 20% Pro Shop discount.

Park District Programs, Trips, Events

Benefits extend to programs, trips, preschool, and events. Eligible employees may register at the in-district rate on the in-district registration date. If programs, trips, preschool, and events have availability on the open registration date, eligible employees can register at 50% of the in-district rate.

*Eligible employees will be required to pay the in-district rate for contracted activities.

Camps

Eligible employees may register for an in-house (non-contractual) camp at the in-district rate on the in-district registration date. This includes Tennis Center camps.

If camps have availability on the open registration date, eligible employees can register at a 75% discount of the in-district rate.

*Eligible employees will be required to pay the in-district rate for contracted camps.

Facility Rentals

Eligible employees who wish to rent a facility, may do so at the in-district rate. If the facility has availability two weeks after open registration begins, the fee will be at 50% of the in-district rate.

All eligible employee facility rentals are for personal use only and may not charge a fee to any guest.

56.9 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 director~~ Department Heads 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.

56.10 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 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~~ Both during employment and following separation (whether voluntary or involuntary), 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) (relocated to section 6.6)

~~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:

- ~~6. 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 job, the employee must be accessible during such times or needs constant access to emails and other electronic information.~~
- ~~6. 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.~~
- ~~6. The employee is a critical decision maker, as determined by their Department Director.~~
- ~~6. The employee has a position that requires them to be an emergency contact, part of a response team, or has multiple scheduling responsibilities.~~
- ~~6. 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

- ~~8. 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.~~
- ~~8. 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.~~
- ~~8. Users may not use unsecured websites.~~
- ~~8. 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.~~

~~8. 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.~~

~~8. 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.~~

~~8. 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 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:~~

~~7. 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 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.~~

~~Cell phone use is discouraged when a landline/desk phone is available and can be used.~~

~~8. Employees are expected to behave in a professional and courteous manner while using a cell phone to perform District business.~~

~~8. 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.~~

~~8. 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.~~

~~8. 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:~~

~~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.~~

~~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.~~

~~8. 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.~~

~~d. Employees are expected to refrain from making or answering work-related calls while driving on District business for safety purposes.~~

~~d. 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.~~

Section VII: Payroll Policies

Commented [AS8]: Section 7 will be renumbered upon approval of changes before 2nd reading

67.1 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-Grade~~ when in 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-~~Grade~~~~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 outside of pay grades 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 (moved to section 2.1)

~~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 6.2 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.

6.37.4 Payroll Period and Payroll Deductions

Payroll Period: -Employees shall be paid bi-weekly (every two weeks) or 26 times per year.

Work Week: The District work week begins at 12:01am Saturday and ends 12:00 midnight the following Friday.

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>	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.
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6.47.5 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 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.

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. Prior approval from the employee's immediate supervisor is required before accruing Compensatory Hours.

A total of 40 Compensatory Hours per ~~fiscal 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 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: A Non-Exempt Employee regularly works 40 hours/week, Monday – Friday. They have been preapproved to use 40 benefit hours from Monday – Friday during the first week of the pay period. Their supervisor calls them in to clear snow for 8 hours on the Sunday before they are scheduled to use benefit hours. The employee will be paid for 48 hours (8 hours worked plus 40 benefit hours) for the week.

Example #2: A Non-Exempt Employee regularly works 40 hours/week, Monday – Friday. They are scheduled to work 8 hours at a special event on Saturday, the first day of the work week. Their supervisor directs them to flex their hours during the week by taking the following Friday off (8 hours) to make up for work performed at the special event. The employee worked 8 hours each day Saturday, Monday, Tuesday, Wednesday and Thursday. The employee may not use 8 benefit hours for Friday because they flexed 8 hours on Friday to make up for hours worked on Saturday.

Example #3: A Non-Exempt Employee works 10 hours on Monday. They are directed by their supervisor to flex the extra 2 hours he worked on Monday by working only 6 hours on Tuesday. The employee may not use 2 benefit hours on Tuesday to make up an 8-hour day.

6.57.6 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. Performance reviews are to be evaluated in accordance with the District's evaluation tool.

~~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~~may 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
- a. 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:** An employee is currently being paid \$20/hour, the maximum pay rate in the pay range for their job as a manager. They were paid for 2,080 hours in that job in the fiscal year ending April 2018. They are awarded a 4% merit pay increase based on her performance review score. Their hourly rate will not increase. However, 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: An employee is currently being paid \$16/hour in their job as a supervisor. The maximum pay rate in the pay range for the supervisor job is \$16.50. The employee was paid for 2,080 hours in that job in fiscal year ending April 2018. They are awarded a 4% merit pay increase during their performance review. Applying the 4% merit increase to 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 their hourly pay rate in May 2018 will be \$16.50 plus 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~~ Department Head.
 - Full-time employee: The *recommended* pay rate increase must be approved by the applicable ~~Department Director~~ Department Head 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~~ Department Head.
 - 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.

6.67.7 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

78.1 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 supervisor of a full-time employee, certified professional instructor, and other IMRF participating part-time employee shall schedule a meeting with ~~the immediate supervisor,~~ the Human Resource & Risk Manager or Executive Director to conduct the exit interview. Other part-time employees have the option to request a meeting with their supervisor or superintendent of their department. The purpose of such an interview is to determine from the employee's point of view, the reasons for 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 their position, or for continuance of favorable working conditions or benefits.

78.2 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.

78.3 Re-employment

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.

78.4 Resignation

In order for any employee to resign from a position in good standing, the employee shall submit to the Executive Director, through their immediate supervisor, a written notice of resignation at least 14 calendar days prior to separation.

78.5 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.

78.6 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 their immediate supervisor, of any involuntary termination of employment.

78.7 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~~Human Resource & Risk 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: 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 B: Employment Contract Disclaimer & 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: _____

APPENDIX C: Permit for Personal Use of Property

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

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APPENDIX D: Employee Acknowledgement and Agreement of Cell Phone Policy

EMPLOYEE ACKNOWLEDGMENT AND AGREEMENT

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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: _____

APPENDIX E: Authorization for Personal Cell Phone Expense Reimbursement

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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~~ Department Head Signature: _____ Date: _____

Executive Director Signature: _____ Date: _____

Please forward completed form to the ~~Human Resource Manager~~ Human Resource & Risk Manager for processing.



Oak Brook Park District

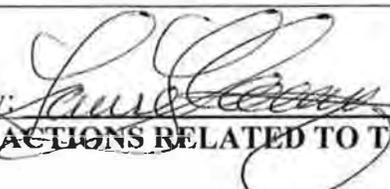
BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ORDINANCE NO. 24-1021: AN ORDINANCE AUTHORIZING THE DESTRUCTION OF THE VERBATIM RECORD OF CERTAIN CLOSED MEETINGS

AGENDA No.: 7 B

MEETING DATE: OCTOBER 21, 2024

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):

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.

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

The following Closed Meeting recordings are now over 18 months in age.

February 21, 2022

November 14, 2022

ACTION PROPOSED:

A Motion (and a Second) to approve Ordinance 24-1021: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings.

ORDINANCE NO. 24-1021
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:

February 21, 2022
November 14, 2022

Section 2. The Board hereby orders the destruction of the entire verbatim record, in the form of digital audio recordings, 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 21st DAY OF OCTOBER, 2024.

AYES: _____

NAYS: _____

ABSENT: _____

President Sharon Knitter

ATTEST:

Laure Kosey, Secretary



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

RESOLUTION 24-1022: A RESOLUTION REGARDING THE REVIEW OF MINUTES FOR CLOSED MEETINGS FROM JANUARY 1989 THROUGH AUGUST 31, 2024

AGENDA No.: 7 C

MEETING DATE: OCTOBER 21, 2024

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 District is required to review closed session minutes semi-annually to determine what minutes or portions of minutes no longer require confidentiality.

The attached resolution was drafted by the Park District's attorneys and contains the recommendation to not release any closed session meeting minutes at this time.

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

It is recommended that copies of the closed session minutes be kept to a minimum and the Commissioners are encouraged to review the closed meeting minutes while in the Administration Office of the Park District. Please contact the Executive Director to set up an appointment if you wish to review the closed session minutes. The closed session minutes are locked in the fireproof safe and will be removed from the safe for Commissioner review at the administration office.

The Resolution will be presented for final reading during the October 21, 2024 Regular Meeting and may be adopted upon the Board's approval at that meeting.

ACTION PROPOSED:

A Motion (and a Second) to approve Resolution 24-1022: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 Through August 31, 2024.

RESOLUTION NO. R24-1022

**A RESOLUTION REGARDING THE REVIEW
OF MINUTES FOR CLOSED MEETINGS
FROM JANUARY 1, 1989 THROUGH AUGUST 31, 2024**

WHEREAS, in compliance with the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.* (the "Act"), the Oak Brook Park District Board of Park Commissioners (the "Board") has completed its semi-annual review of the minutes of all closed meetings which remain on file and closed to public view; and

WHEREAS, the Board has determined that the need for confidentiality still exists as to all of those minutes that were reviewed; and

WHEREAS, the Act requires that the Board make a public recital of its findings.

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

Section 1. The Board has determined that a need for confidentiality still exists as to the closed meeting minutes reviewed. The closed meeting minutes reviewed will therefore remain closed to the public until the Board determines that the need for confidentiality no longer exists.

Section 2. This Resolution shall be in full force and effect from and after its passage and approval as required by law.

PASSED AND APPROVED THIS 21st DAY OF OCTOBER, 2024.

AYES: _____

NAYS: _____

ABSENT: _____

Sharon Knitter, President

ATTEST:

Laure Kosey, Secretary

New Business



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: APPROVAL OF A TRAVEL EXPENSE FOR COMMISSIONER ATTENDANCE AT THE 2025 IAPD/IPRA ANNUAL CONFERENCE, JANUARY 23 – 25, 2025 AT THE HYATT REGENCY CHICAGO.

AGENDA NO.: 8 A

MEETING DATE: OCTOBER 21, 2024

STAFF REVIEW: Chief Financial Officer, Marco Salinas:

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):

In accordance with the Local Government Travel Expense Act (ILCS 50/150 *et. seq.*) the Board of Commissioners must approve any commissioner travel expenses by roll call vote during an open meeting.

The 2025 Illinois Association of Park Districts (IAPD) and the Illinois Park and Recreation Association (IPRA) annual conference will be held January 23 -25, 2025 at the Hyatt Regency Chicago. The *IAPD/IPRA Soaring to New Heights Conference* holds the unique distinction of being the largest state park and recreation conference in the nation. The conference brings together thousands of professionals, Commissioners, and elected officials from around the state for quality educational programming, networking, and professional development.

The IAPD/IPRA Conference features educational sessions and workshops providing attendees with accredited Continuing Education Units to maintain certification.

The exhibit hall showcases the latest recreational products and services.

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

A cost estimate for commissioner travel by auto is presented on the attached estimated travel cost form. Staff will investigate and use every cost savings available to reduce any travel expenses. Attached are the cost estimates for the Commissioners’ Travel, Meal and Lodging Expenses based upon the early bird conference registration discount, which will end December 13, 2024.

The attached Travel Form outlines the estimated cost for each Commissioner attending the conference and are presented for Board review at this meeting.

ACTION PROPOSED:

For Review and Discussion Only

OAK BROOK PARK DISTRICT
Travel, Meal, and Lodging Expense & Reimbursement Form

Name: Commissioner	Department: Board	Date: 10/10/24	Purpose for Travel: Estimate: IAPD/IPRA Conference 2025 @ Hyatt Regency
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ESTIMATED EXPENSES											
Travel/ Event Date (xx/xx/xx)	Registration	Airfare	Taxi/Bus/ Train/ Mileage (\$)	Lodging	Meals			Parking	Misc. (Tolls)	Total Estimated Costs	Notes
					Breakfast	Lunch	Dinner				
01/23/25	\$ 390.00		\$ 13.95	\$ 156.13	\$ 15.00	\$ 25.00	\$ 35.00	\$ 79.00		\$ 714.08	Full Conf Pckg for Thurs, Fri, Sat=\$390
01/26/25				\$ 156.13	15.00	25.00	35.00	79.00		310.13	*Friday Awards Luncheon cost in Full Pckg
01/27/25			\$ 13.95	\$ 156.13	15.00	25.00				210.08	
										-	No Frills Conf Pckg -Thurs, Fri, Sat, = \$330
										-	Fri Only = \$290, Sat Only = \$310
										-	Mileage to/from Oak Brook: Estimate 21.3 miles
Total:	\$ 390.00	\$ -	\$ 27.90	\$ 468.39	\$ 45.00	\$ 75.00	\$ 70.00	\$ 158.00	\$ -	\$ 1,234.29	

Department Director Approval:	Date:
--------------------------------------	--------------

ACTUAL EXPENSES													
Travel/ Event Date (xx/xx/xx)	Registration	Airfare	Taxi/Bus/ Train/ Mileage (\$)	Lodging	Meals			Parking	Misc. (Tolls)	Total Actual Costs	Paid With P-Card	Reimb. Amount	Notes
					Breakfast	Lunch	Dinner						
										\$ -		\$ -	
										-		-	
										-		-	
										-		-	
										-		-	
Total:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Requestor Signature:	Date:	2024 Mileage Reimbursement Rate: \$.67 per mile
By signing this form, I hereby certify that the expenses listed above were incurred for official business or for any training, professional development or education, beneficial to the Park District and are allowed pursuant to Park District policy.		Scan final approved form and supporting documentation to travel@obparks.org

Department Director Approval:	Date:	Executive Director Approval:	Date:
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Attach Accounts Payable Voucher(s), original receipts for all expenses, supporting documentation describing the nature of the official business, event or program, and any other documentation that would assist the Board in considering your request for reimbursement, to this form. At the discretion of the Board, additional documentation relevant to the request for reimbursement may be required prior to action by the Board.

PRELIMINARY PROGRAM



IAPD / IPRA
SOARING to
NEW HEIGHTS
CONFERENCE

January 23-25, 2025 | Hyatt Regency Chicago

151 E. Wacker Drive, Chicago, Illinois

ILparksconference.com

2025



WELCOME



WELCOME AND GREETINGS!

Right now, in one of your parks, a child is swinging upside down, dreaming of becoming the next Simone Biles. Another is swimming laps, hoping to surpass Michael Phelps' record 28 Olympic medals. Countless others are on courts, fields, golf courses, ice rinks, and trails, perfecting their skills in hopes of someday standing on that coveted, world-renowned podium.

It can happen.

Just ask Deerfield native Paul Juda, a member of the now historic 2024 American men's Olympic gymnastics team that ended a 16-year medal drought by capturing the bronze; or 4x200 swimmer Anna Peplowski, hailing from Germantown Hills, who helped Team USA take the silver.

Those of us committing our time and talents to Illinois park districts, forest preserves, conservation, recreation, and special recreation agencies are providing the foundation for athletes who may develop into future Olympians. We get to be a part of dreams come true, and it doesn't get more rewarding than that!

Just as elite athletes train to be the best, so do our board members and professionals. One of the best training programs we have is the IAPD/IPRA Soaring to New Heights Conference, the largest state park and recreation conference in the nation.

Our Joint Conference Committee, volunteers, and staff have been working for more than a year to create a power-packed program with an impressive educational curriculum, a diverse array of opportunities to connect with colleagues, and an engaging Exhibit Hall showcasing the latest products and services from more than 320 vendors.

We are excited to present this Preliminary 2025 Conference Program, complete with details about Thursday night's social featuring One Night Band and newly added games to inspire friendly competition; Friday afternoon's Awards Luncheon, recognizing the stars of our field; Saturday morning's Keynote Address with Gregory Offner, 'dueling pianist turned award-winning speaker'; and Saturday evening's Closing Social at the awe-inspiring Griffin Museum of Science and Industry.

Download our conference app through the Apple Store or Google Play. Once you have registered for the conference, this convenient app will enable you to personalize your schedule, explore the exhibit hall, earn and track CEUs, complete session surveys, and more!

A heartfelt THANK YOU goes out to the many exceptional conference volunteers, as your countless hours of work and steadfast dedication are instrumental to this event's continued success. To our exhibitors and speakers, thank you for your unwavering support. Lastly, to our attendees, we applaud your commitment to the pursuit of knowledge that will secure a promising future in which our park, recreation, and conservation agencies will thrive as we continue to play a critical role in helping the greatest of dreams come true.

We look forward to seeing you January 23-25 at the Hyatt Regency Chicago.

ROBERT L. JOHNSON SR.

President-at-Large
Peoria Park District

DAWN KRAWIEC, CPRP

Superintendent of Recreation
SEASPAR

Published by:

ILLINOIS ASSOCIATION OF PARK DISTRICTS (IAPD)

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SCHEDULE - AT - A - GLANCE

THURSDAY, JANUARY 23

8:00 am – 5:00 pm	Conference Registration Open
10:00 am – 11:00 am	Conference Sessions (0.1 CEUs)
10:00 am – 12:00 pm	Conference Workshops (0.2 CEUs)*
11:00 am – 12:00 pm	Exhibit Hall Dedicated Hours
11:00 am – 5:00 pm	Grand Opening of the Exhibit Hall
1:00 pm – 3:00 pm	Conference Workshops (0.2 CEUs)*
1:30 pm – 2:30 pm	Conference Sessions (0.1 CEUs)
3:00 pm – 4:00 pm	Conference Sessions (0.1 CEUs)
4:00 pm – 5:00 pm	Exhibit Hall Dedicated Hours
5:00 pm – 6:00 pm	IPRA Section Meetings
5:00 pm – 6:00 pm	Professional Connection
5:45 pm – 7:15 pm	IPRA Conference Kick-Off
9:00 pm – 11:30 pm	Welcome Social featuring One Night Band

FRIDAY, JANUARY 24

7:00 am – 5:00 pm	Conference Registration Open
8:30 am – 9:30 am	Conference Sessions (0.1 CEUs)
8:30 am – 4:00 pm	Agency Showcase
9:00 am – 12:00 pm	Exhibit Hall Open
10:00 am – 11:00 am	Conference Sessions (0.1 CEUs)
11:00 am – 12:00 pm	Exhibit Hall Dedicated Hours
12:00 pm – 2:00 pm	All-Conference Awards Luncheon*
12:15 pm – 12:45 pm	Conference Speed Sessions
1:00 pm – 2:00 pm	Conference Sessions (0.1 CEUs)
1:00 pm – 3:00 pm	Exhibit Hall Open
2:00 pm – 3:00 pm	Dessert in the Exhibit Hall*
3:30 pm – 4:30 pm	Conference Sessions (0.1 CEUs)
5:00 pm – 6:30 pm	IPRA Annual Business Meeting
5:00 pm – 6:30 pm	Commissioners' Reception**
9:30 pm – 11:00 pm	Leadership Reception**

SATURDAY, JANUARY 25

7:30 am – 8:30 am	Core & More Fitness Class
7:45 am – 12:00 pm	Conference Registration Open
9:00 am – 10:00 am	Keynote General Session (0.1 CEUs)
10:30 am – 11:30 am	Conference Sessions (0.1 CEUs)
12:30 pm – 1:30 pm	Conference Sessions (0.1 CEUs)
2:00 pm – 3:00 pm	Conference Sessions (0.1 CEUs)
3:30 pm – 5:00 pm	IAPD Annual Business Meeting
7:00 pm – 10:00 pm	Closing Social at Griffin Museum of Science+Industry*

* Ticketed Event

** By Invitation Only

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* Ticketed Event

Event photography provided by JHyde Photography.

GENERAL INFORMATION

ACCESSIBILITY

Meeting Rooms, Parking, Restaurants, Restrooms, Sleeping Rooms: All are accessible at the Hyatt Regency Chicago and the Swissôtel Chicago. If you need an accessible room, please be sure to notify the respective hotel when making your reservation.

ADA AND SERVICES FOR THE HEARING IMPAIRED

In compliance with the Americans with Disabilities Act, the IAPD/IPRA Joint Conference Committee will make all reasonable efforts to accommodate persons with disabilities. Please indicate any special needs on your registration form or contact Cindy Galvan at IPRA at Cindy@ilipra.org **no later than January 13, 2025**. If you have special needs regarding hotel accommodations, please contact the Hyatt Regency Chicago at (312) 565-1234 or the Swissôtel Chicago at (312) 565-0565. Individuals who require TTY may call (800) 526-0844 and the Illinois Relay Center will transmit the message to IAPD or IPRA.

ALL-CONFERENCE AWARDS LUNCHEON

Delegates who register for the conference “Full Package” will receive a ticket for this event (includes dessert ticket). Additional tickets may be purchased through your registration or on-site. Please join us as we recognize and honor the leaders and volunteers of park districts, forest preserves, conservation, recreation, and special recreation agencies.

ALL-CONFERENCE AWARDS LUNCHEON PREFERRED AGENCY SEATING (Includes Legislator Tables!)

DEADLINE: Monday, January 13, 2025

Preferred Agency Seating is available for all delegates from the same agency/organization who wish to be seated together at a table during the Friday All-Conference Awards Luncheon. An agency that opts to attend must indicate so on the registration form on page C32 or at the time of online registration. There is a \$60 nonrefundable fee (per table) to participate, which must be paid when registering for the conference. **If you plan to invite your legislator(s) to join you at your table(s), you should indicate/register for a Legislative Table following the same process, above.** The individual who registers/pays for the table(s) will be the designated agency contact (table host) and will receive all emails with details and instructions on the seating process. The table host will be responsible for notifying those seated at their table(s) of the table assignment(s). After **January 13, 2025**, table reservations WILL NOT be accepted, and **no on-site requests will be made.** All tables will be set for twelve people.

Non-reserved tables for open general seating will be noted. There is no guarantee that you and your agency will be able to sit all together in open, general seating. These seats are first-come, first-served.



Since 2009, Agency Showcase has highlighted the brightest ideas exhibited by parks, recreation, and conservation agencies.

This professionally judged competition recognizes Illinois agencies for their marketing and communication efforts ranging from print to multimedia.

Division 1: Overall Agency Showcase

Your agency submits in eight of the thirteen individual categories and creates a tabletop display that showcases how your marketing efforts represent your agency as a whole. Scores from each category as well as the display are compiled to determine the overall winners. The eight categories that you select will be eligible for recognition in the Individual Category division. First, second, and third place are awarded in the Overall Showcase division. First place will be announced at the Awards Luncheon on Friday.

Division 2: Individual Category

This division allows you to select up to four categories below to enter your work for the judges to critique. There will be one outstanding submission recognized in each category.

Categories

- Program Brochure Print
- Program Brochure Virtual
- Integrated Photography
- Large Format Marketing
- Logo Design
- Marketing Campaign
- Print Communication - Informational
- Print Communication - Promotional
- Social Media Campaign
- Videography Long Form
- Videography Short Form
- Website
- Writing

For more information on the Agency Showcase competition, please visit ILparksconference.com.

Proudly brought to you by IPRA and IAPD.

GENERAL INFORMATION

ANNUAL MEETINGS FOR IPRA AND IAPD

The Illinois Park & Recreation Association's (IPRA) Annual Meeting will be held on Friday, January 24 at 5:00 pm. The Illinois Association of Park Districts' (IAPD) Annual Meeting will be held on Saturday, January 25 at 3:30 pm.

The associations have staggered their annual meetings to accommodate elected officials and professionals who would like to attend both meetings.

IPRA CONFERENCE KICK-OFF: A HOSTED HAPPY HOUR!

**NEW
THIS
YEAR!**

Attention all IPRA members!

Please join us on Thursday, January 23 at 5:45 pm. Be a part of our inaugural IPRA Conference Kick-Off to network with your fellow conference attendees and have a drink on us to kick off an amazing first day of conference! IPRA Board and Staff will be in attendance to celebrate with members.

COMMISSIONERS' RECEPTION

Attention all IAPD members!

Please join us on Friday, January 24 at 5:00 pm. This reception will be an excellent opportunity for commissioners to exchange ideas, network, and socialize. The IAPD board and staff will be present to answer questions and offer the perfect venue to visit with fellow commissioners.

CEUs and CLEs Are Digital!

To simplify the process, CEUs and CLEs will be contactless and fully digital through the conference mobile app (no paper tickets). Attendees are required to attend entire sessions and complete session evaluation to obtain CEU credit.

Since no paper tickets will be issued, you will not need to sign up for CEUs during the registration process. You will need to ensure that you provide a valid email so that you will be able to access the mobile app. Attendees will be able to login to the app at any time during the conference to manage, earn, and track their CEUs.

You must register and pay for CLEs. See details under CLEs.

CONTINUING EDUCATION UNITS (CEUs)

Attendees will be able to earn up to 1.3 Continuing Education Units (CEUs) by attending a variety of workshops and general sessions. CEUs can be earned based on the number of sessions attended during the Soaring to New Heights Conference.

- Concurrent sessions and the Keynote General Session scheduled for 60 minutes award 0.1 CEUs.
- Conference workshops scheduled for 120 minutes award 0.2 CEUs.
- No CEUs for speed sessions.
- No additional CEU fees for Thursday, Friday, and Saturday sessions apply.
- Track CEU progress on demand in the mobile app. Official CEU transcripts will be emailed 3-4 weeks after conference. No hard copies will be distributed.

CONTINUING LEGAL EDUCATION (CLE)

The CLE credit is educational credits that attorneys elect to earn by attending educational offerings certified by the Supreme Court of Illinois.

Sessions scheduled for 60 minutes award 1.0 CLE. Please note not all sessions are eligible for CLE credits. If you would like to apply for CLE credits, you must register, provide your ARDC number and pay for the CLEs with your conference registration. See page C32.

Four different CLE packages are offered:

- (3) CLE credits are \$60 plus registration
- (4) CLE credits are \$80 plus registration
- (7) CLE credits are \$140 plus registration
- (8) CLE credits are \$160 plus registration

Attorneys will receive their CLE attendance receipt(s) within 2 weeks of the conclusion of the conference.



GENERAL INFORMATION

CONFERENCE TRACKS AND NUMBERING SYSTEM - Website

To help attendees identify sessions and workshops relevant to their field/interests, the conference program is organized around twelve different topic tracks: Boardmanship, Diversity, Facilities, Finance/Information Technology, Forest Preserve/Conservation, Governance/Legal, HR/Risk Management, Leadership/Management, Marketing/Communications, Parks/Natural Resources, Recreation and Therapeutic Recreation.

Additionally, a numbering system is used to provide attendees with another avenue for identifying sessions/workshops that may be beneficial to them. The numbering system indicates the host sponsoring the session/workshop. Attendees can use the numbering system to quickly identify any session/workshop pertaining to a specific host across multiple tracks. The following is the numbering system legend:

- 0-9: IAPD & IPRA
- 10 – 99: IPRA
- 100 – 199: IAPD
- 200 – 299: Parks and Natural Resource Management Section (PNRMS)
- 300 – 399: Administration and Finance Section (A&F)
- 400 – 499: Recreation Section (REC)
- 500 – 599: Therapeutic Recreation Section (TR)
- 600 – 699: Facilities Management Section (FM)
- 900 – 999: Communications and Marketing Section (C&M)
- 1000 – 1099: Diversity Section (DIV)
- 1100 – 1199: Forest Preserve/Conservation (FP/CONSV)

EXCEPTIONAL WORKPLACE AWARD 2024

The Exceptional Workplace Award was developed to help agencies identify and achieve a high level of health and wellness for their employees, and to recognize their achievements. Park, Recreation, and Conservation agencies applying for the Exceptional Workplace Award (EWA) must complete an online survey, consisting of a series of 48 questions. Surveys must be completed by November 9, 2024. The application fee is \$50.

If the park and recreation agency meets the award criteria, the recognition as an IPRA Exceptional Workplace is five years. Park and recreation agencies may re-apply five years after receiving the IPRA Exceptional Workplace award for subsequent consideration. If a park and recreation agency does NOT meet the minimum award requirements during their application year, they may re-apply the following year at no additional cost.

Agencies that meet the criteria will receive the Exceptional Workplace Award at the 2025 *Soaring to New Heights* Conference, during the IPRA annual business meeting.

If you have questions about the EWA program, please contact: Shannon Tovey, SEASPAR, stovey@seaspar.org.

EXHIBIT HALL

The Exhibit Hall will be open on Thursday and Friday, with [dedicated hours](#) on both days.

Visit more than 320 commercial manufacturers, distributors, designers, and educational booths. The exhibits will showcase the newest equipment, supplies, ideas, and services available to park, recreation, forest preserve, conservation, and therapeutic recreation agencies. Plan to spend several hours in the exhibit hall viewing the displays and visiting with exhibitors.

Each registered delegate will have multiple opportunities to win great prizes. Drawings will take place throughout the day Thursday and Friday. Entry blanks will be in the registration materials that you must pick up at conference registration. You must be present to win. Rules and regulations will apply.

The IAPD/IPRA *Soaring to New Heights* Conference has the largest exhibition of any state park and recreation conference in the country. Be sure to visit!



EXHIBIT HALL HOURS

Thursday, January 23:

11:00 am – 5:00 pm, Grand Opening
12:00 pm – 1:00 pm; 4:00 pm – 5:00 pm (*Dedicated Hours*)

Friday, January 24:

9:00 am – 12:00 pm
11:00 am – 12:00 pm (*Dedicated Hour*)
1:00 pm – 3:00 pm
2:00 pm – 3:00 pm (*Dessert Reception and Dedicated Hour*)

HOUSING INFORMATION

Hyatt Regency Chicago (Host)

151 E. Wacker Drive
Chicago, Illinois 60601

Reservations (877) 803-7534

Group Code Refer to the group name IAPD/IPRA and group code **G-APKD** when making a reservation by phone.

Rates \$133 Single/Double; \$143 Triple; \$153 Quad

Note: Surcharges apply to upgraded room types including Deluxe, Regency Club and Business Plan rooms.

Swissôtel Chicago (Overflow)

323 E. Wacker Drive
Chicago, Illinois 60601

Reservations (888) 737-9477

Group Code Refer to the group code **IAPD0125** when making a reservation by phone.

Rates \$133 Single/Double; \$163 Triple; \$193 Quad

Note: Surcharges apply to upgraded room types including Lakeview and Corner King rooms.

For online reservations for either the Hyatt Regency Chicago or the Swissôtel Chicago, visit [ILparksconference.com](https://www.ilparksconference.com).

Rooms are reserved on a first-come, first-served basis.

- The cut-off date for reservations for both the Hyatt and the Swissôtel is January 6, 2025. Reservations made after this date may be assessed at a higher rate and are subject to availability.
- One (1) night's room and tax advance deposit by check or credit card must accompany each reservation. This deposit is fully refundable on or before December 20, 2024. After this date there will be no refunds for cancelled rooms.

Suites: IAPD member agencies or IPRA members interested in reserving a suite must first contact Cindy Galvan at IPRA (cindy@ilipra.org). Once IPRA has given approval, you will be put in contact with the Hyatt Regency Chicago directly.

Exhibitors interested in reserving a suite must first contact Sue Triphahn at IAPD (striphahn@ilparks.org). Once IAPD has given approval, you will be put in contact with the Hyatt Regency Chicago directly.

MEETING SAFETY AND RESPONSIBILITY POLICY

IAPD/IPRA are committed to providing a safe, productive, and welcoming environment for all conference participants and staff. All participants are expected to abide by this Meeting Safety and Responsibility Policy. Please visit <https://www.ilparksconference.com/> for full details.

PARKING

Overnight Attendees: Attendees staying overnight at the Hyatt Regency Chicago will receive a 50% discount off the existing published parking rate for overnight valet (no self-park on-site). Attendees staying overnight at the Swissôtel will receive a 50% discount off the existing daily parking rate (not applicable to self-park).

Daily Commuters: Delegates not staying at the hotels can park in any of the downtown garages at regular rates. Additional parking in the area can be viewed at www.chicagoparkingmap.com.

POLICY ON CHILDREN

To preserve a professional business environment and ensure a quality educational atmosphere at the IAPD/IPRA Soaring to New Heights Conference, no one under the age of 18 will be allowed to participate in pre-conference workshops, conference sessions, the Welcome Social or the Exhibit Hall. An exception will be made if the person is a speaker or a registered full or part-time college or university student and is attending the conference for the purpose of professional development and networking opportunities.

POLICY ON MEMBERS AND NONMEMBERS

The following persons will be allowed to register at the member rate:

- Members of the Illinois Park & Recreation Association in current standing through 12/31/24. **IPRA memberships not renewed for 2025 will be charged the difference between the member and non-member conference registration fees upon their check-in on-site at Conference Registration.**
- Commissioners/park board members, attorneys, board treasurers, and board secretaries of agencies that are members of the Illinois Association of Park Districts.
- A maximum of six **support** staff from IAPD member agencies (**"Support staff" is defined as front desk/clerical and maintenance personnel only.**)

Requests from other persons or agencies asking for member rates will be presented to the Joint Conference Committee for approval prior to conference.

RECORDING/VIDEOTAPING

Recording or videotaping from attendee smartphones or other electronic devices is not permitted during any part of the educational program, including pre-conference workshops, sessions, or the Keynote General Session.

GENERAL INFORMATION

REGISTRATION INFORMATION

Early Bird Registration Deadline Friday, December 13, 2024
Registration Deadline Friday, January 17, 2025

Registration Methods:

- Online at ILparksconference.com; online registration **must be** accompanied by credit card for payment.
- Complete the Advance Registration Form and mail it with your check to 2025 IAPD/IPRA CONFERENCE, 1460 Renaissance Drive, Suite 209, Park Ridge, IL 60068

Registration Information:

- Mailed, and online registrations will be accepted until January 17, 2025.
- **IAPD/IPRA will not invoice agencies or individuals for conference registrations.**
- After registering you will receive an email confirmation with a bar code – **please bring this with you to conference.** This confirmation and a photo ID will be required to pick up your registration materials.
- Each registered delegate will receive their name badge and event tickets, and CLE coupons (if applicable) on-site at conference.
- Once on-site there will be a \$5 charge to reprint your name badge and **EVENT TICKETS WILL NOT BE REPRINTED. You must purchase new tickets at the current on-site price in order to attend any ticketed events.**
- You will not be permitted into conference workshops, sessions, or the Exhibit Hall without the proper name badge.

On-site Registration Hours:

- Thursday, January 23 8:00 am – 5:00 pm
- Friday, January 24 7:00 am – 5:00 pm
- Saturday, January 25 7:45 am – 12:00 pm

Registration Questions?

Contact CTE, our conference registration company, at either ilparks2025@cteusa.com or (847) 957-4255.

SILENT AUCTION

The Illinois Park and Recreation Foundation (IPRF) provides resources to park and recreation agencies and professionals statewide.



Part of our commitment to the profession is ensuring that future and current park and recreation professionals have the tools they need to be successful. IPRF will hold a Silent Auction at the IAPD/IPRA Soaring to New Heights Conference to provide support and funding for educational programming and research that will benefit the Illinois Park & Recreation Association and its members, and funding support for professional development for students studying parks and recreation within Illinois.

If you would like to make a donation or need more information, please contact Anne Kiwala at akiwala@nwsra.org.

SPECIAL DIETS/ACCOMMODATIONS

Attendees with allergies should indicate their needs on the conference registration form. If you have questions or need additional assistance, please contact Cindy Galvan at Cindy@ilpra.org no later than January 17, 2025.

SPOUSE/GUEST PROGRAM AND REGISTRATION

All spouses or guests must register in order to participate in the conference, visit the exhibit hall, and attend special programs. **Spouses or guests must have no affiliation with or be employed by any park district, forest preserve, conservation, recreation or special recreation agency.** Registration will include a name badge for admission to the Exhibit Hall, Welcome Social on Thursday, all 60-minute educational breakout sessions, and the Keynote General Session on Saturday. Tickets for the All-Conference Awards Luncheon and the Saturday evening Closing Social will be available for purchase. See page C32 for registration.

STUDENT EVENTS

Professional Connection

THURSDAY, JANUARY 23 5:00 pm – 6:00 pm

Don't miss this unique opportunity to network with professionals in the field. The Professional Connection provides a relaxed, social atmosphere and an informal setting for talking with and getting to know professionals currently working in your area of interest. It is a great opportunity to learn about current and upcoming internships. Everyone who attends is invited to the inaugural IPRA Conference Kick-Off for complimentary drinks. To register, see page C32 of the registration form.

Mock Interviews/Resume Review

FRIDAY, JANUARY 24 10:00 am – 11:00 am

The Mock Interviews/Resume Review offers students the opportunity to receive critique on their resume, along with practice to improve their interviewing skills by being paired with a professional who will engage them in a simulated interview experience. At the conclusion of the interview, students will receive constructive feedback and advice to help them be more prepared and to do well in a real-life interview.

Matched student-professional pairs will be communicated with prior to the conference. Dedicated meeting space will be available on Friday, January 24 from 10:00 am – 11:00 am for the Mock Interviews/Resume Reviews to take place. However, since the goal is to help students connect and gain career advice from professionals, matched student-professional pairs are welcome to meet at a time and location that is most convenient for them.

In order to participate and be matched in the program, advance registration is required. See page C33 of the registration form.

GENERAL INFORMATION

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VOLUNTEERS... CALLING ALL COMMISSIONERS, PROFESSIONALS AND STUDENTS!

Volunteering at conference offers numerous benefits, including the opportunity to expand your professional network by connecting with industry leaders and peers. It provides a platform to enhance your skills, gain hands-on experience, and demonstrate leadership qualities. By contributing your time, not only do you become an important part of the conference team, but you also gain visibility within your industry, which can lead to future career opportunities and personal development.

We need your help! The conference team is recruiting volunteers for registration, session moderators, the awards luncheon, and the dessert reception in the Expo Hall. Upon completion of on-line registration, conference delegates will have the option to sign up for several different opportunities.

QUESTIONS?:

Registration: Alan Howard, ahoward@ilparks.org

Moderator: Duane Smith, duane@ilpra.org

Luncheon or Expo Hall: Lindsay Thomas, lthomas@wilpark.org

CORE AND MORE FITNESS CLASS

Get ready to ignite your Saturday morning with a Core and More class, designed for every level of fitness enthusiast!

NEW THIS YEAR!

Expect a dynamic blend of core-focused exercises that target your abs, back, and glutes so that you can tone, strengthen, and enhance overall endurance. This morning class brings infectious energy and motivational vibes, ensuring you feel empowered and engaged from start to finish. Join us for an inclusive, fun-filled session where you'll sweat, smile, and celebrate every achievement. This session is tailored to accommodate and challenge all fitness levels, providing modifications and progressions to match your pace. Come as you are, leave feeling invigorated and accomplished. See you in class and start the morning with a step towards a healthier, happier you! **Please bring a towel/yoga mat as we will be on the floor for a portion of the class.** See page C33 for registration.

QUIET ROOM

The Quiet Room is intended as a quiet, calm space where conference attendees can spend time away from noise, lights, and other stimuli of conference spaces. The quiet room is not available for conversations or meetings.

NEW THIS YEAR!



CONFERENCE WORKSHOPS

10:00 am – 12:00 pm

All conference workshops award 0.2 CEUs. Pre-registration is required. Register online at ILparksconference.com or see page 32.

01

AI in Parks and Recreation: The Next Level

Join us for an engaging and dynamic session on the latest updates in Artificial Intelligence (AI) and its transformative impact on the park and recreation industry. Building on the foundational concepts presented last year, this session will delve deeper into cutting-edge AI technologies and their innovative applications within our field. Discover how AI is not just a tool of the future but a present-day game changer, driving efficiency, enhancing user experiences, and unlocking new potential in park and recreation management. Be prepared to explore exciting new case studies, witness live demonstrations, and engage in forward-thinking discussions that will equip you with the knowledge to leverage AI for your organization's success.

Track: Leadership/Management

Speakers: **Neelay Bhatt**, Founder & CEO, Next Practice Partners; **Scott Crowe**, Executive Director, Huntley Park District

Learning Objectives:

Participants will be able to ...

1. Deeper Understanding of AI Applications: Gain insights into the latest AI technologies and their specific, advanced applications in parks and recreation.
2. Exploring Innovative AI Use Cases: Understand how cutting-edge AI applications are revolutionizing the park and recreation industry by exploring industry case studies.
3. Implementing Cutting-Edge AI Solutions: Learn practical strategies and best practices for successfully adopting and integrating the newest AI solutions.

03

Building Innovation: A LEGO® Serious Play® Workshop for Park District Professionals

Unlock your creative potential and spark new ideas with our interactive LEGO® Serious Play® workshop, designed specifically for park district professionals. In this hands-on session, we will explore innovation by using LEGO® bricks to visualize and brainstorm solutions tailored to your unique challenges and opportunities.

Discover how play can drive serious insights and transformative thinking, empowering you to lead your park district towards a more innovative future. Whether you're looking to enhance park programming, improve community engagement, or streamline operations, this workshop will equip you with the creative tools and collaborative spirit needed to turn innovative concepts into reality. Come ready to build, share, and transform your approach to innovation in the park district industry!

Track: Leadership/Management

Speakers: **Marcy Fortnow**, CEO, Engaging Play LLC

Learning Objectives:

Participants will be able to ...

1. Cultivate Creative Problem-Solving Skills: Utilize LEGO® Serious Play® techniques to think creatively and develop innovative solutions.
2. Enhance Communication and Collaboration: Engage in collaborative activities that promote open communication, ensuring that all voices are valued.
3. Apply Play-Based Methods for Professional Growth: Understand how to incorporate LSP to foster a culture of continuous improvement and innovation.

300

Effective Communication Principles Before, During, and After Critical Incidents

Effective communication during a critical incident is crucial for minimizing risk, ensuring everyone's safety, and facilitating a swift and successful recovery. By prioritizing clear, consistent, and targeted communication through various channels, communicators can navigate challenging situations effectively and maintain trust with their community.

Track: HR/Risk Management

Speakers: **Christopher Covelli**, Deputy Chief - Court Security Division & Public Information Officer, Lake County Sheriff's Office

Learning Objectives:

Participants will be able to ...

1. Explain the importance of building rapport with the community and media before a critical incident.
2. Identify how to effectively communicate during a critical incident.
3. Understand how to manage misinformation.

400

Beam Me Up Recky! – Travel Through Time into Inclusive Mindset Succession Planning

Step into the future of parks and recreation leadership with our dynamic session, Beam Me Up Recky!, designed to equip professionals with the tools needed to lead with inclusivity and strategic foresight. This engaging session will take you on a journey through time, helping you develop an inclusive mindset for succession planning that embraces generational diversity and prepares your organization for future success. Transform your approach to leadership and programming, ensuring your parks and recreation organization is prepared for the challenges and opportunities of tomorrow. Embrace the future with confidence and inclusivity!

Track: Recreation

Speakers: **Lydie Gutfeld**, Director of Parks, Recreation, and Community Services, City of San Bernadino

Learning Objectives:

Participants will be able to ...

1. Foster better communication and understanding across generations in the workplace.
2. Prepare for succession planning by recruiting and retaining younger generations.
3. Reflect on the evolution of the parks and recreation profession and envision its future.

500 TIME MANAGEMENT for People Who Don't Have Time to Take a Time Management Course: Real Secrets to Getting Things Done

This nationally acclaimed, creatively presented, no-nonsense session demonstrates six groups of outstanding tools that has received rave reviews by professionals for their flexibility, practicality, and ease of use. Boost your productivity right away while reducing unnecessary stress. You don't have to use all of the techniques every day – just when you need them. They can be applied quickly and tailored to your individual needs and work habits.

Track: Therapeutic Recreation

Speakers: Michael Brandwein, CEO, MB

Learning Objectives:

Participants will be able to ...

1. Identify special techniques to defeat procrastination, reduce interruptions, increase productivity and efficiency.
2. Explain how to get more accomplished and never have a day when you got “nothing done”.
3. Organize what needs to be done in a new and better way that replaces the usual “to do” list with something simple that helps you produce high quality work more efficiently.

600 Field Trip: Sustainability by Design

Join us as we visit two cutting-edge centers owned and operated by the Park District of Oak Park. Nestled in the heart of Oak Park, the Community Recreation Center (CRC) was opened in 2023 (thanks to a capital campaign) as a welcome and open space for all Oak Park residents to enjoy. From a free walking track to teen after school programming, and inclusive locker rooms to the building's net-zero footprint, the CRC was built with the community and its collective wellbeing in mind. The Carroll Community Center is a recently renovated 90-year-old facility that has met criteria for Passive House Design designation, and its the second verified Net Zero facility in Oak Park. The Carroll Center is home to many preschool and afterschool programs during the school year.

Tour the facilities and learn how your district can utilize sustainable design when renovating or building new facilities. In addition to talking about the sustainability features we will highlight the programming and uses of the buildings.

Track: Facilities

Speakers: Maureen McCarthy, Superintendent of Recreation, Park District of Oak Park; Chris Lindgren, Superintendent of Parks & Planning, Park District of Oak Park; Jan Arnold, Executive Director, Park District of Oak Park

Learning Objectives:

Participants will be able to ...

1. Understand how to reimagine an existing facility through a sustainability lens.
2. Learn how to design a new facility using a sustainability lens.
3. Tour 2 different facilities to gather ideas on how to plan for sustainability features.

900 Built on People: The Impact on Going from Personal Brand to Community Brand Mindset

According to a study by the University of California, people who build their brands around a sense of community are likelier to feel a sense of belonging and connection. 90% of brands tend to fail after three years due to struggles with personal well-being. This presentation examines what causes people to quit, how to build confidence, feel connected, transfer emotions, and contribute toward their brand's growth.

Track: Marketing/Communications

Speakers: Zack Colman, CEO, Creative

Learning Objectives:

Participants will be able to ...

1. Learn How to relieve burnout through self-worth and brand management.
2. Understand how to align with oneself and become a better leader through brand values.
3. Discover how to build your brand's voice through self-discovery and communication.

1000 From Awareness to Action: Promoting Disability Inclusion

During this two hour workshop, learn how to promote and ensure disability inclusion in the workplace. The workshop will start with a presentation on disability awareness and common disability-related microaggressions in the workplace. The second part of the workshop will discuss how to make facilities more accessible for people with disabilities. Through guided discussions and interactive activities, participants will be able to understand different types of disabilities, learn how to recognize and combat ableism, and gain practical tips on designing inclusive facilities, ensuring accessibility for all. There will be time throughout the workshop for participants to ask questions and share resources.

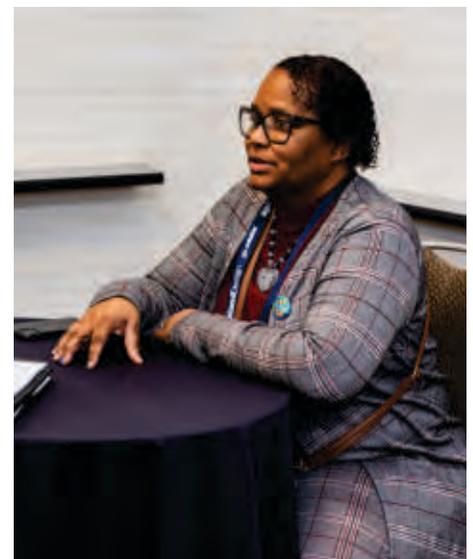
Track: Diversity

Speakers: Samyuktha Neeraja, American Association of Nurse Anesthesiology

Learning Objectives:

Participants will be able to ...

1. Demonstrate an understanding about the various types of disabilities and the diverse experiences associated with living with a disability.
2. Describe examples of disability-related microaggressions & ableism, and be able to employ effective strategies to dismantle them.
3. Identify 2-3 practical measures to enhance accessibility in parks and recreational facilities for individuals with disabilities.



CONFERENCE WORKSHOPS

1:00 pm – 3:00 pm

All conference workshops award 0.2 CEUs. Pre-registration is required. Register online at ILparksconference.com or see page C32.

02 Leadership Through Laughter: The Power of Listening & Collaborating

Join us for a dynamic workshop led by professional speaker and comedian, Ethan Blumenthal, founder and CEO of Knuckleball Comedy. This engaging session combines keynote insights with interactive activities designed to enhance leadership skills through humor, active listening, and collaboration. Attendees will be on their feet laughing and participating in fun, engaging exercises that foster a sense of camaraderie and creativity. They will leave not only with valuable leadership takeaways but also with the joy of having had a great time learning. Discover how to create an environment where ideas flourish, fostering a culture of open communication and teamwork. Embrace the power of laughter and collaboration to transform your leadership style.

Track: Leadership/Management

Speakers: **Ethan Blumenthal**, Founder & CEO, Knuckleball Comedy LLC

Learning Objectives:

Participants will be able to ...

1. Learn techniques to become better listeners, fostering a more inclusive and effective leadership style.
2. Understand how to create a supportive environment where team members feel safe to share and build on ideas.
3. Discover how to incorporate humor into their leadership approach, boosting team morale and communication.

200 Field Trip: Get Growing with Public-Private Partnerships

The Chicago Park District builds relationships with private sector institutions to ensure support for the ongoing success of our facilities. We work with environmental organizations, cultural arts organizations, and sports institutions to deliver quality service for our taxpayers. Public-private partnerships take on many forms, from simple one-year contracts to multiple year agreements. Areas of involvement include programming, operations, and fundraising. In this workshop, you'll learn how to identify potential partners, chose the right partnership model, and work with your partners to weather challenges together. This workshop will take place at Garfield Park Conservatory. It will include presentations from two non-profit conservatories' partners: Garfield Park Conservatory Alliance and the Lincoln Park Conservancy, as well as the Director of Conservatories for the Chicago Park District. The discussion will focus on what each organization brings to the table and how all groups work together to deliver a positive visitor experience. The workshop will include a tour of beautiful Garfield Park Conservatory to witness partnership in action and is limited to 40 participants.

Track: Parks/Natural Resources

Speakers: **Mary Eysenback**, Director of Conservatories, Chicago Park District; **Jen Van Valkenburg**, President, Garfield Park Conservatory Alliance; **Rafael Rosa**, Executive Director, Lincoln Park Conservancy

Learning Objectives:

Participants will be able to ...

1. Learn two different models of partnership under which Chicago Park District conservatories operate.
2. Identify potential partners outside "friends of the park" groups, such as health organizations, economic development, arts groups, etc.
3. Discover ways to work together with partners to solve unanticipated challenges or conflicts.

301 Eliminating Annual Performance Reviews: Embracing Continuous Feedback, Agile Goals, and Shifting Priorities

I'll bet you love performance management season. Doing your self evaluation, providing feedback to employees, and completing endless forms. I'll bet you wouldn't expect an HR professional to tell you to ditch the performance management approach you have been using your whole career.

There is another way to do it. It's less painful and less time consuming. It helps support remote employees, can be used with seasonal staff, and encourages your team instead of demotivating them. The process of using continuous feedback, agile goals, and shifting priorities helps you and your team not only perform better but enjoy what you are doing even more. We are going to come out of this workshop with actionable steps to take to remove the quagmire that is the annual performance management process.

Track: HR/Risk Management

Speakers: **Kristin Strunk**, President and Principle, Regent Leadership Group

Learning Objectives:

Participants will be able to ...

1. Understand how we got here and why we need to change.
2. Explain how to meet the needs of all of your different stakeholders and develop your team at the same time.
3. Identify how do you do it even if your organization won't change.

501 PURPOSEFUL PLAY: Quick, Cool, Original No-Prop Games that Teach Young People (and Staff!) Skills for Life & Leadership

We come to play, and when we leave we've learned! In this active session, national award-winning staff trainer and best-selling youth development author Michael leads us in some of his best original and creative presentation of games that go "beyond fun" and which you can use with all ages, indoors and out.

Track: Therapeutic Recreation

Speakers: Michael Brandwein, CEO, MB

Learning Objectives:

Participants will be able to ...

1. Each activity is mission-directed: participants will be having too much fun to know they are practicing essential social-emotional and life skills like communication, making friends, positivity, resilience, leadership, respect, collaboration, and more. The key secret to staff retention and motivation and the conversation and planning that makes it happen.

2. Demonstrate outstanding game leadership techniques that can be used with any activity we lead, including clear communication, grabbing and keeping attention, maximizing participation, and more.

1001 Building and Supporting Staff Resilience

Burnout is high, turnover is high and staff morale is plummeting - some due to the world we live in and some due to the work environment and expectations that staff are dealing with everyday. This session will discuss what causes burnout and other staff workplace experiences, some individual techniques for addressing your own resilience and some organizational and leadership techniques to create an environment to build and support staff resilience.

Track: Diversity

Speakers: Linda Henderson-Smith, Founder and Principal, ATC Consulting

Learning Objectives:

Participants will be able to ...

1. Define staff concerns and workplace experiences.

2. Explain the impact of workplace experiences on staff.

3. Describe individual and organizational techniques to support staff resilience.

1002 Parks, Pools, and Open Spaces for All: Designing for a Neurodiverse Community

Workshop participants will discuss and apply creative strategies to design parks, aquatics, and open spaces that support neurodiverse communities. The case will be made for "why" this matters, and "how" designers and operators can successfully balance the unique perspectives of neurodivergent individuals to incorporate a spectrum of vibrant, engaging, and multi-sensory experiences.

Track: Diversity

Speakers: Terry Berkbuegler, Sr. Vice President, Confluence Inc; Jen Gerber, Vice President, Water Technologies Inc; Katie Hench, CEO, InfiniTeach Autism Innovation; Mo Convery, Landscape Architect, Confluence Inc.

Learning Objectives:

Participants will be able to ...

1. Understand the unique profiles of neurodivergent users.

2. Learn how neurodivergent people experience parks and open spaces and how to evaluate existing facilities.

3. Learn how to implement strategies to improve the design of inclusive parks and recreational facilities.

1100 Empowered Boundaries: The Authority of the Resource

Who has the most contact with the people on your sites? You might be surprised to learn that it is not always recreation or education team members. Our maintenance, land management, law enforcement, and concessions team members are often the first and sometimes the only personal interaction visitors have with our agencies. This makes it vital to ensure they can speak to the authority of the resource and share mission-based information, while ensuring rules and regulations are met.

This workshop builds on the work of the National Park Service and the National Association for Interpretation to provide best practices for providing high-quality experiences with and in the resources we provide. During this workshop, participants will participate in a series of interactive activities designed to develop communication skills and visitor engagement strategies. We will then learn how to turn daily visitor interactions into positive reflections of our agency.

Track: Forest Preserve and Conservation
Speakers: Robert Carter, Certified Interpretive Trainer, National Association for Interpretation

Learning Objectives:

Participants will be able to ...

1. Identify how various roles in an organization support an agency's mission.

2. Learn techniques for effective communication, including active listening, questioning techniques, and non-verbal communication.

3. Develop strategies for connecting with diverse audiences and adapting to meet visitors' needs.





Thursday, January 23 9:00 pm – 11:30 pm
Hyatt Regency Chicago, Grand Ballroom, East Tower/Gold Level

One Night Band creates a high energy evening to remember while you shake it to decades of Rock n' Roll, cut a rug to Motown's finest, bust a move to some hip hop, get down with a lil' country and sing your heart out to a Pop Rock guilty pleasure. With a diverse repertoire of Top 40's hits spanning over 6 decades the band can customize a set list to fit your needs. From Sinatra to Snoop Dogg - One Night Band has you covered.

*One Night Band performs 100% Live (no backing tracks or pre-recorded audio)

NEW THIS YEAR!



Come test your skill at lawn games! We have inflatable glow in the dark axe throwing, corn hole, Giant Jenga to name a few!

This is not a ticketed event... everyone is welcome!
Get to know your fellow conference attendees in a relaxed atmosphere!



GRIFFIN MUSEUM OF SCIENCE+INDUSTRY



Explore a World War II German submarine. Mingle below historic aircrafts. The Museum of Science+Industry (MSI), is one of the largest science museums in the Western Hemisphere! Join us for an extraordinary evening as we celebrate the close of conference at this year's premier destination.

Saturday, January 25
7:00 pm – 10:00 pm
Griffin Museum of Science+Industry
5700 S. DuSable Lake Shore Dr.

THIS IS A TICKETED EVENT!

Ticket includes:

- Dinner buffet with unlimited beer, wine and soft drinks
- 400,000 square feet of hands-on exhibits designed to spark scientific inquiry and creativity!
- A great night of entertainment, networking and fun!
- Round trip shuttle service from the Hyatt Regency Chicago

TICKET INFORMATION:

- Delegates who register for the Full Package or the Saturday Only Package will receive one ticket for admission.
- Additional tickets may be purchased for \$135 per ticket through the pre-registration process or on-site from Conference Registration.
- Tickets **will not be sold** on-site at the Closing Social.

BOARDSMANSHIP

- Government Finance for Non-Finance Park and Recreation Leaders
- Understanding Your Tax-Capped Levy
- Minutes Shouldn't Take Hours
- The Agenda: In What Order Should Business Take Place
- Illinois Sunshine Laws: FOIA and Open Meetings Act
- Board Member to Board Leader Part I
- Board Member to Board Leader Part II
- Boardmanship Essentials Part I
- Boardmanship Essentials Part II
- So You Want to Stay Out of Jail? What Park District Leadership Must Know About Ethics Requirements
- Having a Healthy and Prosperous Relationship with your Executive Director
- Affiliates: A Blessing or a Curse?
- Board Policy Manuals: Why They Are Essential For Your Agency

DIVERSITY, EQUALITY & INCLUSION

- Bridging Communities: Empowering Diversity through Parks & Recreation
- Equitable Youth Suicide Prevention
- Navigating the AI Landscape: A Leadership Blueprint for Parks and Recreation
- Stepping Away From Stigmas and Spotlights: Veterans in Outdoor Spaces
- Tennis for All: Leveraging USTA Resources for Community Impact
- Innovative Programs, Quality Instructors, and Healthy Communities: The Role of Parks Professionals in Growing Tennis
- Welcoming Immigrants & Offering Culturally Pertinent Programming - 3 Different Perspectives from 3 First-Time Latino Commissioners to Sit on Board
- Conversation on Implicit Bias
- Improving Operations through Intersectionality and Systems Change

FACILITY MANAGEMENT

- Aquatics Roundtable
- Maintenance Round Table
- Creating a Safety Plan: Mitigating Risks and Ensuring Safety
- When Soft Surface Becomes Too Hard – Challenges in Maintenance, Repairs, and Replacement of Soft Surface Playground Systems
- Elevating Skills: The Vital Role of Continuing Education for Trades Employees in Parks and Recreation
- Bridging Generations: Customer Service Excellence and Facility Management in Recreation
- 21 Secrets to Master F&B Sales & Profits
- Improving Health and Wellness in the Workplace: Understanding & Implementing the WELL Building Standard
- Curveballs to Comebacks: Navigating Patron Challenges in Facilities
- Leveraging AI Tools and Virtual Assistants for Parks & Recreation
- Build the Foundation of Your Fitness Facility Programming with Health Coaching Services

SESSIONS AT-A-GLANCE

Please visit ilparksconference.com for session dates and times.

FINANCE/INFORMATION TECHNOLOGY

- Beyond the Noise: AI in Parks and Recreation
- Tech-Forward Parks & Rec: Transforming Recreation with AI and Innovation
- Ransomware ... Now What?
- Bodacious Building Blocks of Parks and Recreation
- Financing the Fun: An Introduction to Municipal Bonds
- Funding Capital Projects: Bonding vs. Spending Reserves in the Current Market
- Municipal Market Update in the Post Election Environment
- Microsoft's AI Vision
- Planning for a Referendum: Available Options, Key Points and Milestones
- Innovate and Automate: Creating Custom Apps and Automations for your Organization

FOREST PRESERVE & CONSERVATION

- City Nature Challenge - Connect Your Community
- Harnessing Passion & Collaboration: Elevating Community Engagement & Education to New Heights via Social Media
- Exhibits on Any Budget
- How Trends in Volunteerism Can Facilitate Recruitment and Retention in Our Programs
- Recreational Hunting: An On Ramp for the Conservation Highway
- Inclusion: Be More Than A Buzzword
- Balancing Environmental and Historic Preservation Goals at Fullersburg Forest Preserve
- Cultural Landscapes and Historic Structures: A Preservation Approach
- Tech Trek: Enhancing Efficiency, Effectiveness & Engagement in Parks and Recreation
- Brief Encounters of the Best Kind
- Prescribed Fires: Balancing Safety and Ecological Benefits in Urbanized Settings

GOVERNANCE/LEGAL

- Direct & Deliberate: How to Successfully PASS a Referendum
- The NEW Americans with Disabilities Act Mandates: Can Parks and Recreation Agencies Keep Up? Part II
- Park District Finance - It's Not Intuitive
- Social Media & The Law: Facebook? Instagram? X?
- Responding to First Amendment Audits
- So You're Thinking About Going Solar
- Legal/Legislative I
- 2025 Employment Law Update
- Can We and Should We Have Video Surveillance in Parks and Facilities?
- Legal/Legislative II
- Tips for Avoiding Claims of Harassment / Discrimination in the Workplace
- Real Estate 101: What You Need to Know About Acquiring, Selling and Using Property
- The NEW Americans with Disabilities Act Mandates: Can Parks and Recreation Agencies Keep Up? Part I
- Beyond the Basics: Navigating Politically Sensitive Community Projects and Issues
- Regulating Controversial Park Activities
- Crossing the Line: What Park Districts Need to Know about the Migrant Crisis

HR/ RISK MANAGEMENT

- Human Resource Orienteering: Learn to Navigate Recruitment & Onboarding at Your Agency
- Understanding the Pathway to Violence: Preventing Targeted Attacks through Behavioral Threat Assessment
- Part-Time Staff: The Crux of Our Success! They Matter... A LOT
- Beyond the Offer: Mastering Onboarding and Orientation for Long-Term Success
- Illuminating Parks & Rec: Attracting Applicants, Keeping Good Employees, and Amplifying Career Pathways
- Developing a Lifeguard Audit Program for Peak Performance
- Listen Up! Leveraging Employee Surveys for a Happier, More Productive Workplace
- The Power of Paid Leave: Boosting Employee Happiness and Retention through Parental and Emergency Leave Policies
- Safety Savvy: Training Organization and Compliance
- Managing Employee Leaves of Absence and Accommodations
- Productive Transition: Navigating Employee Transitions in the Workplace
- Your IMRF Benefits
- Recognizing Substance Use and How Recovery Connects to Parks and Recreation
- Addressing Employee Mental Health Conditions
- Large Event, Festival and Parade Security

LEADERSHIP/MANAGEMENT

- Innovations that Lead to BIG Changes
- From Burned Out to Fueled Up – Five Tools to Spark Engagement & Wellbeing
- Encouraging Silly & Fun in the Workplace is a BIG DILL
- The Power of PechaKucha
- Engaging the New-Collar Worker
- Mastering the Art of Leadership: Cultivating Essential Metaskills for Success
- Leadership Lessons We Can Learn From Ted Lasso
- Leading When Promoted from Within
- Be Fleet on Your Feet: 7 Keys to Spontaneous Thinking to Benefit You and Your Agency
- Executive Director's Roundtable: A Chat With Neelay
- Q&A is the Best Way to National Certification Exam Success
- Journeying Together: Navigating Professional Development As Mentor and Mentee
- Agency State Accreditation - A Blueprint to Excellence
- Lessons From the Ballot Box
- Unified Actions: Managing Protest Scenarios through Municipal Intergovernmental Cooperation
- Girl Power - Get Your Questions Answered
- Girl Power - What's Holding You Back?

MARKETING & COMMUNICATION

- True Life: Sponsors Tell All
- Parks and Recreation Marketing with AI
- SHOW ME THE MONEY! Sponsorship and Finance Tracking
- The Constant & The Cutting-Edge: A Marketer's Guide to Traditions & Trends (2025 & Beyond)
- Communication Management: The Good, The Bad, and The Ugly in Telling Your Story
- Better Engagement, Less Effort
- You Can, Canva! Unlock Creativity & Efficiency at Your Agency
- Marketing (Taylor's Version)
- Practical Steps to Build Your Personal Brand Today
- Build a Better Board Report: Communicating Your Digital Marketing Success to Your Board
- Build Community Trust by Leveraging the Power of Parks, Planning and P.R.
- Inclusive Marketing Strategies: Promoting Special Recreation Programs for All
- Unplug Illinois Day - Boost Community Engagement at Your Agency
- Parks Reinvented: Harnessing the Potential of Your 501 © (3) Nonprofit

PARKS & NATURAL RESOURCE MANAGEMENT

- Contracting for Rookies
- Best Practices in Tree Planting
- Stopping the Spread of the Invasive Weed Lesser Celandine: Planning, Control, Evaluation and Community Engagement.
- Creating Impactful Service for Any Organization
- Sustainability Planning for Parks & Recreation
- Bridging Parks, Facilities and Marketing for Community Impact
- The Journey from Parks to Executive Director
- Everyone Can Be Salt Smart: Resources for Park Districts for Winter
- Grant Update for 2025
- Putting the Puzzle Pieces Together: Elements of Park Master Planning

RECREATION

- Little Thinkers: Keeping Young Minds Focused and Engaged
- Just Be In The Room
- "Breakaway" From the Traditional Basketball League
- Nurturing Passion: Connecting Youth Interests to Meaningful Recreation Activities
- Crafting Learning Journeys: Preschool Curriculum Following the Understanding by Design (UbD) Model
- Engaging Communities with Mobile Augmented Reality
- Teens: Too Old for Camp, Too Young for Counselor. What to do with them?
- Active Adults/Senior Programming: "Start Where You Are- Build an Active Adult/Senior Membership from within"
- Our Leadership Role in Quality Youth Sports
- Health, Happiness, and the Great Outdoors
- Permit Problems - Managing Illegal Park Use
- Theming For Success
- It is All in the Details: Going the Extra Mile
- Art Without Boundaries: Identifying and Overcoming Barriers in Cultural Arts Programming
- Survival Kit for Recreation Rookies: Navigating the Good, the Bad, and the Unknown
- Volunteer Coaches: Attracting, Training, and Retaining the Heart of Your Sports Leagues
- Engaging Holistic Wellness Programs for Older Adults that Enhance Brain Health
- Summer Camps: What are the People and the Data Saying in a Post-Pandemic World?
- Esports Ecosystem
- Managing Recreational Waterbodies – Keeping Everyone Pleased! A Case Study for Diamond Lake, Mundelein, Illinois

THERAPEUTIC RECREATION

- Occupational Therapy's Role in Accessible Parks and Recreation
- Supporting Those Experiencing Domestic Violence
- The Power of a Micro-Credential: Understanding Veteran Culture in Therapeutic Recreation
- Soaring to New Heights with The Alliance and Self-Advocacy!
- Staff Development Across Different Stages of Employment: How to Keep Staff Engaged, Invested and Coming Back for More.
- Engaging the Next Generation: Recruiting Students to Major in Recreation Therapy
- How to Have Difficult Conversations and How to Mentor and Guide Others (part time staff) Through the Process
- Anatomy of a Meltdown
- ABA 101

Keynote General Session with Gregory Offner

Saturday, January 25, 2025

9:00 am – 10:00 am

CEUs: 0.1

Sponsored By:



The Tip Jar Culture: An Inspiring Approach to Rediscovering our Passion

Today, volunteer board members, professionals, and employees are facing critical challenges including historically low morale, lack of engagement, and feelings of disconnection from priorities and responsibilities.

Globally, businesses spend \$20 billion each year attempting to improve morale and retention across all organizational levels. Even with this sizable financial investment, less than 30% of the workforce is actively engaged and working toward success. What most people see as problems with the volunteer or workforce culture (or even with themselves) are actually only *symptoms* of the real problem: *the experience*.

In this unforgettable keynote, Gregory Offner, former 'dueling pianist turned award-winning speaker,' reveals three principles of engaging experiences - used in piano bars - and demonstrates steps you can take to bring them into your everyday experience - whether you are leading a team or searching for more enjoyment and excitement in your endeavors.

About the Speaker

Gregory Offner is an author, workforce strategist, and award-winning keynote speaker. He is the founding partner of the Global Performance Institute, a boutique consulting firm supporting organizations and executives seeking to get the most out of their workforce. Gregory previously held leadership roles in the outsourced services and risk management industries, developing future leaders and advising some of the most recognizable names in business.

In this unforgettable keynote former dueling pianist and award-winning speaker Gregory Offner will demonstrate three principles of engagement—found in a piano bar—then discuss the strategies and stories of organizations who've applied these principles to business with phenomenal results.

Attendees will learn:

- A framework to create a sustainable engagement strategy that appeals to broad and diverse groups of people.
- Three tools to implement simple, but effective shifts in the volunteer or work experience that eliminate the three major frustrations we have.
- Insight into the question that most leaders don't ask, but those working alongside them wish they would.

Join us for a book signing with Gregory Offner immediately following the keynote presentation. Don't miss this opportunity to meet Gregory, get your copy signed, and dive deeper into the insights shared during the talk. First 50 attendees receive a free copy of *The Tip Jar Culture: How to Re-Engage and Re-Ignite Your Workforce*, courtesy of IPRA. See you there!



2025 Conference Registration Form

Register online at ilparksconference.com
 Faxed or mailed registration forms will be accepted until January 17, 2025.

I am completing this form on behalf of the attendee and would like a copy of the receipt; email to: _____

SECTION I. ATTENDEE INFORMATION

NAME _____ TITLE _____

NICKNAME FOR BADGE _____ AGENCY _____

MAILING ADDRESS, CITY, STATE, ZIP _____

PHONE _____ ATTENDEE EMAIL ADDRESS (ONE EMAIL PER REGISTRATION FOR MOBILE APP ACCESS) _____

CERTIFICATIONS: AFO CPO CPRE CPRP CPSI CTRS
 MEMBER: IAPD IPRA NON-MEMBER
 MEMBER RATES: All registrations are checked for membership status. Refer to the Policy on Members and Non-Members on page C7.

Is this your first time attending the IAPD/IPRA Soaring New Heights Conference? Yes No
 If "No," how many years have you attended 2-5 6-9 10-15 16+

Pronoun on badge: he/his she/her they/their ze/zir None Other _____
 I would like to moderate an educational offering: Thursday Friday Saturday

IAPD/IPRA make available the email addresses of conference attendees to conference exhibitors who provide products and services to the park and recreation field. **Please check here if you prefer your email address NOT be provided.**

ADA COMPLIANCE / SPECIAL MEAL ACCOMMODATION: If you have any special accessibility/meal requirement, please provide a brief description below. For requests pertaining to your hotel/lodging needs, please contact the Hyatt or Swiossotel directly when booking your room. _____

Emergency Contact (REQUIRED): Name: _____ Relationship: _____ Phone: _____

SECTION II. PRE-CONFERENCE WORKSHIPS - THURSDAY, JANUARY 23, 2025 (Enrollment is limited - REGISTER EARLY!)

ID#	TITLE	FEE
10:00 am – 12:00 pm		
01	AI in Parks and Recreation: The Next Level	<input type="checkbox"/> \$90
03	Building Innovation: A LEGO® Serious Play® Workshop for Park District Professionals	<input type="checkbox"/> \$90
300	Effective Communication Principles Before, During, and After Critical Incidents	<input type="checkbox"/> \$90
400	Beam Me Up Recky! – Travel Through Time into Inclusive Mindset Succession Planning	<input type="checkbox"/> \$90
500	TIME MANAGEMENT for People Who Don't Have Time to Take a Time Management Course: Real Secrets to Getting Things Done	<input type="checkbox"/> \$90
600	Field Trip: Sustainability by Design	<input type="checkbox"/> \$90
900	Built on People: The Impact on Going from Personal Brand to Community Brand Mindset	<input type="checkbox"/> \$90
1000	From Awareness to Action: Promoting Disability Inclusion	<input type="checkbox"/> \$90
1:00 pm – 3:00 pm		
02	Leadership Through Laughter: The Power of Listening & Collaborating	<input type="checkbox"/> \$90
200	Field Trip: Get Growing with Public-Private Partnerships	<input type="checkbox"/> \$90
301	Eliminating Annual Performance Reviews: Embracing Continuous Feedback, Agile Goals, and Shifting Priorities	<input type="checkbox"/> \$90
501	PURPOSEFUL PLAY: Quick, Cool, Original No-Prop Games that Teach Young People (and Staff!) Skills for Life & Leadership	<input type="checkbox"/> \$90
1001	Building and Supporting Staff Resilience	<input type="checkbox"/> \$90
1002	Parks, Pools, and Open Spaces for All: Designing for a Neurodiverse Community	<input type="checkbox"/> \$90
1100	Empowered Boundaries: The Authority of the Resource	<input type="checkbox"/> \$90
SECTION II SUBTOTAL		\$



SECTION III. CONFERENCE REGISTRATION

PACKAGE	EARLY (BY 12/13/24)		REGULAR (12/14/24 – 01/17/25)		ON-SITE	
	MEMBER	NON-MEMBER	MEMBER	NON-MEMBER	MEMBER	NON-MEMBER
Full	<input type="checkbox"/> \$390	<input type="checkbox"/> \$700	<input type="checkbox"/> \$455	<input type="checkbox"/> \$830	<input type="checkbox"/> \$495	<input type="checkbox"/> \$905
No Frills	<input type="checkbox"/> \$330	<input type="checkbox"/> \$580	<input type="checkbox"/> \$385	<input type="checkbox"/> \$690	<input type="checkbox"/> \$440	<input type="checkbox"/> \$800
Thursday Only	<input type="checkbox"/> \$160	<input type="checkbox"/> \$270	<input type="checkbox"/> \$175	<input type="checkbox"/> \$300	<input type="checkbox"/> \$190	<input type="checkbox"/> \$325
Friday Only	<input type="checkbox"/> \$290	<input type="checkbox"/> \$505	<input type="checkbox"/> \$320	<input type="checkbox"/> \$565	<input type="checkbox"/> \$345	<input type="checkbox"/> \$615
Saturday Only	<input type="checkbox"/> \$310	<input type="checkbox"/> \$545	<input type="checkbox"/> \$340	<input type="checkbox"/> \$610	<input type="checkbox"/> \$365	<input type="checkbox"/> \$655
Student	<input type="checkbox"/> \$160	<input type="checkbox"/> \$260	<input type="checkbox"/> \$160	<input type="checkbox"/> \$260	<input type="checkbox"/> \$160	<input type="checkbox"/> \$260
Retiree	<input type="checkbox"/> \$190	<input type="checkbox"/> \$400	<input type="checkbox"/> \$200	<input type="checkbox"/> \$430	<input type="checkbox"/> \$235	<input type="checkbox"/> \$510
Guest/Spouse	<input type="checkbox"/> \$190	<input type="checkbox"/> \$190	<input type="checkbox"/> \$200	<input type="checkbox"/> \$200	<input type="checkbox"/> \$230	<input type="checkbox"/> \$230
A LA CARTE TICKET OPTIONS					QTY.	
<ul style="list-style-type: none"> • Friday, Awards Luncheon Ticket (includes one (1) dessert ticket) • Friday, Dessert Ticket (dessert served in the Exhibit Hall immediately following the luncheon) • Friday, Awards Luncheon Preferred Agency Seating (non-refundable fee) - Specify preferred agency table OR preferred legislative table (if you will be inviting a legislator to join your agency). • Saturday, Closing Social Ticket, Adult Ticket \$135, Child’s Ticket (12 years old & younger) \$50 • CLE Credit Packages (3=\$60; 4=\$80; 7=\$140; 8=\$160) ARDC # _____ • Core & More Fitness Class (7:30am - 8:30am) 					<input type="checkbox"/> \$75 x _____ \$ _____ <input type="checkbox"/> \$25 x _____ \$ _____ <input type="checkbox"/> \$60 x _____ \$ _____ <input type="checkbox"/> Agency <input type="checkbox"/> Legislative \$135 x _____ \$ _____ <input type="checkbox"/> \$60 <input type="checkbox"/> \$80 <input type="checkbox"/> \$140 <input type="checkbox"/> \$160 <input type="checkbox"/> FREE	
SECTION III SUBTOTAL					\$	

SECTION IV. SPECIAL EVENT REGISTRATION (Space is limited - REGISTER EARLY!)

Professional Connection: Thursday, January 23, 5:00 pm – 6:00 pm (see page C8 for details.)

PCS	Professional Connection – Student	<input type="checkbox"/> N/C
PCP	Professional Connection – Professional	<input type="checkbox"/> N/C
Mock Interviews/Resume Review: Friday, January 24, 10:00 am (see page C8 for details.)		
MIS	Mock Interviews/Resume Review – Student	<input type="checkbox"/> N/C
MIP	Mock Interviews/Resume Review – Professional	<input type="checkbox"/> N/C

Instructions: Enter the subtotal from each section.
Add Section II – IV line totals together
to get the total amount now due.

SECTION II: CONFERENCE WORKSHOPS	\$
SECTION III: CONFERENCE REGISTRATION	\$
SECTION IV: SPECIAL EVENTS	\$ N/C
TOTAL AMOUNT DUE	\$

**IF PAYING BY CHECK, MAIL REGISTRATION FORM(S) WILL BE ACCEPTED UNTIL JANUARY 17, 2025 AT:
2025 IAPD/IPRA CONFERENCE**

1460 Renaissance Drive, Suite 305, Park Ridge, IL 60068

**FOR QUESTIONS OR TO MODIFY AN EXISTING REGISTRATION, EMAIL ILPARKS2025@CTEUSA.COM
OR CALL (847) 957-4255**

IMPORTANT REGISTRATION INFORMATION

REGISTRATION FOR CONFERENCE AND ANY FEE-BASED CONFERENCE WORKSHOPS MUST BE DONE AT THE SAME TIME.

	Full Package	No Frills	Thursday Only	Friday Only	Saturday Only	Student/Retiree	Spouse/Guest
All-Conference Awards Luncheon (Friday)	✓						
Closing Social (Saturday)	✓				✓		
60-Minute Sessions * (Thursday-Saturday)	✓	✓	✓**	✓***	✓****	✓	✓
Exhibit Hall Admission (Thursday & Friday)	✓	✓	✓**	✓***		✓	✓
Keynote General Session (Saturday)	✓	✓	✓	✓	✓	✓	✓
Welcome Social (Thursday)	✓	✓	✓	✓	✓	✓	✓

* 2-hour workshops not included and are available for an additional fee.

** 60-minute sessions and access to Exhibit Hall on Thursday only.

*** 60-minute sessions and access to Exhibit Hall on Friday only.

**** 60-minute sessions on Saturday only.

FULL – Includes All-Conference Awards Luncheon ticket, Thursday - Saturday 60-minute sessions, Closing Social ticket, admission to the Exhibit Hall, Keynote General Session, and Welcome Social.

NO FRILLS – Includes Thursday - Saturday 60-minute sessions, Keynote General Session, admission to the Exhibit Hall, and Welcome Social.

THURSDAY ONLY – Includes Thursday 60-minute sessions, admission to the Exhibit Hall, Welcome Social, and Keynote session.

FRIDAY ONLY – Includes Friday 60-minute sessions, admission to the Exhibit Hall, Welcome Social, and Keynote Session.

SATURDAY ONLY – Includes Saturday 60-minute sessions, Welcome Social, Keynote Session, and Closing Social ticket.

STUDENTS/RETIRES – Includes Thursday - Saturday 60-minute sessions; admission to the Exhibit Hall; Welcome Social, and Keynote Session.

GUEST/SPOUSE/FAMILY/FRIEND (Must not be affiliated with or employed by any park and recreation agency.) Includes Thursday - Saturday 60-minute sessions, admission to the Exhibit Hall, Welcome Social, and Keynote Session.

CANCELLATION POLICY:

Cancellations must be submitted in writing and received [by December 23, 2024](#), in order to receive a refund less a processing fee of \$25. [Refund requests received after this date will be reviewed on a case-by-case basis.](#)

ADDITIONAL REGISTRATION POLICIES:

- IAPD/IPRA will not invoice agencies or individuals for conference registrations.
- Please complete a separate registration form for each individual registering.
- Pre-registration ends JANUARY 17, 2025. In order to receive the discounted pre-registration fee(s), registration forms must be postmarked by JANUARY 17, 2025. On-site registration begins at 7:30 am on January 23, 2025.
- [The deadline for Preferred Agency Seating is JANUARY 17, 2025.](#) No preferred seating will be taken on-site.
- ADA Compliance/Special Meal Accommodation: Attendees with special needs/meal requests should indicate their requirements on the conference registration form. If you have questions or need additional assistance, please contact Cindy Galvan at Cindy@ilipra.org.

POLICY ON MEMBERS AND NON-MEMBERS

The following persons will be allowed to register at the member rate:

- Members of the Illinois Park & Recreation Association in current standing through 12/31/24. **IPRA memberships not renewed for 2025 will be assessed the difference between the member and non-member conference rates.**
- Commissioners/park board members, attorneys, board treasurers, and board secretaries of agencies that are members of the Illinois Association of Park Districts.
- A maximum of six [support](#) staff from IAPD member agencies. **“Support staff” is defined as clerical/front desk and maintenance personnel only.**

Requests from other persons or agencies asking for member rates will be presented to the Joint Conference Committee for approval prior to conference.

QUESTIONS:

- Email your question to ilparks2025@cteusa.com or call (847) 957-4255. Be sure to reference the IAPD/IPRA conference.

CONSENT TO CONFERENCE POLICIES

As a condition of attending the Soaring to New Heights Conference and to help protect the health and safety of yourself and others, all participants will be required to comply with protocols and conference policies that are in effect when the event takes place.

CONSENT TO USE PHOTOS AND OTHER REPRODUCTIONS

By registering for, participating in or attending IAPD/IPRA meetings or other activities, an individual irrevocably agrees to the use and distribution by IAPD/IPRA of his or her image or voice in photographs, video recordings, audio recordings and any other electronic reproductions of such events and activities for any purpose without inspection or approval and without compensation, right to royalties or any other consideration now and in the future.

Event photography provided by JHyde Photography.



2025 EXHIBITORS

Exhibitors as of August 2024

COMPANY	BOOTH#	COMPANY	BOOTH#
All Inclusive Rec	311	Engineering Resource Associates	538
American Camp Association	531	Entertainment Concepts	917
American Ramp Company	237	Eriksson Engineering Associates, Ltd.	430
American Red Cross Training Services	316	ExplorUS	627
Amilia	345	Farnsworth Group, Inc.	615
Anthony Roofing - Tecta America	118	Federal Supply USA	356
 Aqua Pure Enterprises, Inc.	431	Fehr Graham Engineering	522
Aqua Tile	701	FGM Architects	600
Baird Public Finance	354	FieldTurf - Tarkett Sports Indoor	619
Balanced Environments, Inc	712	Fifth Third Bank	346
Battle Company	412	ForeverLawn Chicago	333
 BCI Burke	122	Frederick Quinn Corporation	620
BEAR Construction	607	 Gewalt Hamilton Associates	713
Beary Landscape	336	Gold Medal Products	315
Berliner	609	GovDeals	714
BerryDunn	613	GovTech Innovators, Inc.	452
Bid Evolution	606	Graffiti Solutions, Inc.	730
BLICK Art Materials	633	Greenfields Outdoor Fitness	204
Bluestem Ecological Services	323	H.E. Hodge Company, Inc.	212
 Boller Construction	203	H2I Group	231
Bounce Houses R Us	145	Halogen Supply Company, Inc.	438
Brian Wismer Entertainment	905	Hawkins Inc.	224
Bronze Memorial Company	216	Henry Bros. Co.	444
BS&A Software	351	Hershey's Ice Cream	149
Byrne & Jones Construction	451	Hey and Associates	314
Camosy Construction	602	 Hitchcock Design Group	419
Capri Pools & Aquatics	622	Holtzman Group Hospitality Experts	344
Central Parks	343	HR Source	213
Chicagoland Pool Management	833	IHC Construction Companies LLC	525
Chicago's North Shore CVB	629	Illinois Association of Park Districts (IAPD)	503
CivicPlus	434	Illinois Municipal Retirement Fund	207
Clowning Around Entertainment	233	Illinois Park & Recreation Association (IPRA)	500
COLUMBIA CASCADE COMPANY	137	Illinois Public Risk Fund	534
ComEd Energy Efficiency Program	834	Imagine Nation LLC	523
CommunityPass	238	Innova Disc Golf	135
 Confluence, Inc.	446	IPARKS	719
Constellation Telecom	123	IRMCA - Illinois Ready Mixed Concrete Association	347
Cooper- Ephesus Sports Lighting	621	iStrike by AnythingWeather	125
Cordogan Clark & Associates, Inc.	143	iZone Imaging	820
Correct Digital Displays, Inc.	116	Jeff Ellis and Associates	209
Councilman-Hunsaker	720	Johnson Commercial Fitness	925
 Cunningham Recreation	703	 JSD Professional Services, Inc.	334
Custom Bridges and Boardwalks	601	Kahler Slater	306
CXT Inc	700	 Kaizen Labs	519
 DaySmart Recreation	527	Kankakee Nursery Company	529
Design Perspectives, Inc.	709	Keeper Goals	340
Dewberry	119	Kiefer USA	604
Direct Fitness Solutions	638	KI Furniture	221
Divine Signs and Graphics	214	KOMPAN, Inc.	325
 DLA Architects Ltd.	220	KWIKGOAL	133
Doty & Sons Concrete Products, Inc.	320	L6 Technology Inc	805
DoubleSpot AI	521	Lake Country Corporation	332
DrillPickle	938	Lamar Johnson Collaborative	428
DuraPlay, Inc.	711	Larson Engineering, Inc.	630
Dyna Dome	626		

2025 EXHIBITORS

Exhibitors as of August 2024

COMPANY	BOOTH#	COMPANY	BOOTH#
Lavin Companies	427	Smart Industry Products	330
LeadingIT	337	Soccer Made In America	309
Legat Architects	349	Sourcewell	608
Leopardo Construction	229	Spartan Sports Lighting	920
Life Floor	533	Spear Aquatics, LLC	738
Mad Bomber Fireworks	413	Speer Financial, Inc.	239
Matrix Fitness	115	Splashtacular	612
Mesirow Financial, Inc.	400	Spohn Ranch, Inc.	245
MGT	707	Sport Court Midwest	151
Midwest Commercial Fitness	304	Sportsfields, Inc.	240
Midwest Institute of Park Executives	806	Stageline	731
MityLite	722	Starfish Aquatics Institute	244
Modernfold Chicago, Inc. (SKYFOLD)	350	Stifel	734
MSI	614	Straughn Farm Inc.	923
Mulch Magic	210	StreetBond	640
Musco Sports Lighting	319	Studio GC Architecture + Interiors	103
MyRec.com Recreation Software	215	Team REIL Inc	715
Neptune Benson	739	TERRA Engineering	625
NiceRink	339	The Forge: Lemont Quarries	236
★ Nicholas and Associates	312	The Mulch Center	121
NuToys Leisure Products, Inc.	420	The Pizzo Group	733
Omega II Fence Systems	338	TinyMobileRobots	308
Original Jumping Pillows	916	TIPS - The Interlocal Purchasing System	114
Outdoorlink Inc.	706	TRIA Architecture, Inc.	524
Paddock Pool Equipment	532	Triple H Mulch	310
Parkreation Inc.	449	Turf Tank	623
PDRMA	305	Tyler Technologies	610
Perfect Turf	243	Univar Solutions MiniBulk	131
Perry Weather	410	★ Upland Design Ltd	219
PFM Asset Management/ IPDLAF+ Class	401	Vermont Systems - ePACT	326
Planning Resources Inc.	424	Vernon and Maz, Inc	723
Playcraft Systems LLC	232	Visual Image Photography	423
Play Design Scapes, Inc.	634	Warehouse Direct	104
Playground Guardian	705	Water Technology, Inc.	448
Play & Park Structures	409	W. B. Olson, Inc.	329
Pleva Pools	526	Wight & Company	429
PMA Financial Network	139	Williams Architects	603
Power Wellness	639	Wintrust Financial Corporation	540
Productive Parks	631	Wold Architects and Engineers	605
Products4Parks	425	🎯 WT Group	407
Progressive Business Solutions	127	Xplor Recreation	819
Public Restroom Company	322	Zing Card Payment Systems	530
Rain Drop Products	235	ZOLL Medical Corporation	611
Ramaker	624		
Ramuc/Tuff Coat Paint div of MRT	813		
RCP Shelters, Inc.	113	◆ = Conference Diamond Sponsor	
RecDesk, LLC	324	★ = Conference Platinum Sponsor	
Record-A-Hit Entertainment	404	★ = Conference Gold Sponsor	
Recreonics	421	★ = Conference Silver Sponsor	
Reinders	300	🎯 = Conference Bronze Sponsor	
Reinders Holiday Lighting	202	🎯 = Conference A-La-Carte Sponsor	
Romtec, Inc.	129		
Russo Power Equipment	234		
Scharm Floor Covering	222		
School Health	520		



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: EMPLOYEE HEALTH INSURANCE CONTRACT

AGENDA NO.: 8 B

MEETING DATE: OCTOBER 21, 2024

STAFF REVIEW: Alli Siamis, Human Resource & Risk 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):

Our one-year contract with BlueCross BlueShield (BCBS) health insurance and dental insurance with Guardian Dental expires on December 31, 2024. All full-time employees as well as part-time employees working at least 1,560 hours/FY are eligible for health insurance benefits.

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

Blue Cross Blue Shield of IL has proposed premium rates reflecting a -2.5% decrease overall for the plan year, January 1 - December 31, 2025. This would bring the District's monthly average cost of health insurance from \$69,973.10, to \$68,223.95.

Guardian Dental has proposed premium rates reflecting a 2.5% increase for a 1-year contract. This would bring the District's monthly average cost of dental insurance from \$5,207.08 to \$5,336.11.

EyeMed has no proposed changes as the District is on a 3 year contract.

ACTION PROPOSED:

For Review and Discussion Only



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: ACCEPTANCE OF THE OAK BROOK PARK DISTRICT’S ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) FOR THE FISCAL YEAR ENDED APRIL 30, 2024

AGENDA NO.: 8 C

MEETING DATE: OCTOBER 21, 2024

STAFF REVIEW:

Finance Manager, Nicole Lawler:

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):

A three-year contract with the Accounting Firm of Lauterbach & Amen, LLP (L&A) was renewed in 2023. As required by the board, an entirely new team was assigned to perform and oversee the audit. This is the second year of the current engagement with the new team.

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

A representative of L&A will present an overview of the ACFR to the board on October 21, 2024.

In their opinion, the financial statements presented fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Oak Brook Park District, Illinois, as of April 30, 2024.

ACTION PROPOSED:

For Review and Discussion Only

The next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on November 18, 2024, 6:30 p.m.

Adjournment