



AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
February 17, 2020 – 6:30 p.m.
Canterberry Room

1. CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL
2. OPEN FORUM
3. CONSENT AGENDA
 - a. APPROVAL OF FEBRUARY 17, 2020 AGENDA
 - b. APPROVAL OF MINUTES
 - i. January 20, 2020 Regular Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING JANUARY 31, 2020
 - i. Approval of Warrant No. 632
4. COMMUNICATIONS/PROCLAMATIONS
 - a. Board of Commissioners to share communications
 - b. IAPD/IPRA Conference 2020 Review
5. STAFF RECOGNITION
 - a. Katie Garrett, Marketing and Communications Administrator
 - i. Recipient of the IPRA "Vision Award."
 - b. Greg Wooley, Creative Services Administrator
 - i. Recipient of the Agency Showcase Brochure Award – Second Place.
6. REPORTS:
 - a. Administrative, IT, and Marketing Report
 - b. Finance & Human Resources Report
 - c. Recreation & Facilities Report
 - d. Parks & Planning Report





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BOARD OF COMMISSIONERS
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7. UNFINISHED BUSINESS

- a. Ordinance 20-0217: An Ordinance Transferring Funds To and From Several Park District Funds
- b. Ordinance No.20-0218: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings
- c. Market Based Salary Range Adjustment
- d. Park Technician and Park Specialist for 2020-2021 fiscal year
- e. Resolution 20-0220: A Resolution Amending the Agreement Between the Oak Brook Park District and Classic Landscape, Ltd. for Turf Grass Mowing
- f. Board of Commissioners Position Descriptions
- g. Agreement with Lauterbach & Amen, LLP, Certified Public Accountants, to provide auditing services to the Oak Brook Park District for the fiscal years ended April 30, 2020, April 30, 2021 and April 30, 2022
- h. Resolution 20-0219: A Resolution Regarding the Review of Minutes for Closed Meetings January 1989 through December 31, 2019

8. NEW BUSINESS

- a. Revisions to the Personnel Policy Manual (Approved 3/20/2017 and Amended)
- b. Apparel Screen Printing and Embroidery Bid
- c. Autumn Oaks Project Bid
- d. Upland Design Group Contract for Professional Services (****Requires Waiving the Board's Rules to Approve at this Meeting.*)
- e. Ordinance 20-0316: An Ordinance Declaring Surplus Personal Property and Authorizing the Sale or Conveyance Thereof
- f. Fitness Equipment Lease

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON MARCH 16, 2020

- a. A Special Meeting of the Oak Brook Board of Park Commissioners will be held 5 minutes after the adjournment of this February 17, 2020 Regular Meeting for the purpose of discussing the Fiscal Year 2020 – 2021 Budget of the Oak Brook Park District.

10. ADJOURNMENT





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
February 17, 2020 – 6:30 p.m.
Canterberry Room

1. CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL *[Call to Order the Regular Meeting of the Oak Brook Park District Board of Commissioners and ask the Recording Secretary to conduct the Roll Call.]*
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 second) to approve taking a Single Omnibus Vote on the Consent Agenda, as Presented. **Roll Call Vote—VOTE MUST BE UNANIMOUS.***

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

- a. APPROVAL OF FEBRUARY 17, 2020 AGENDA
 - b. APPROVAL OF MINUTES
 - i. January 20, 2020 Regular Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING JANUARY 31, 2020
 - i. Approval of Warrant No. 632
4. COMMUNICATIONS/PROCLAMATIONS *[For Review and Discussion Only]*
 - a. Board of Commissioners to share communications
 - b. IAPD/IPRA Conference 2020 Review
 5. STAFF RECOGNITION *[For Review and Discussion Only]*
 - a. Katie Garrett, Marketing and Communications Administrator
 - i. Recipient of the IPRA “Vision Award.”
 - b. Greg Wooley, Creative Services Administrator
 - i. Recipient of the Agency Showcase Brochure Award – Second Place.
 6. REPORTS: *[For Review and Discussion Only]*
 - a. Administrative, IT, and Marketing Report
 - b. Finance & Human Resources Report
 - c. Recreation & Facilities Report
 - d. Parks & Planning Report





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REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
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7. **UNFINISHED BUSINESS**

- a. Ordinance 20-0217: An Ordinance Transferring Funds To and From Several Park District Funds *[Request a motion and a second to approve Ordinance 20-0217: An Ordinance Transferring Funds To and From Several Park District Funds. Roll Call Vote...]*
- b. Ordinance No.20-0218: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings *[Request a motion and a second to approve Ordinance 20-0218: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings. Roll Call Vote...]*
- c. Market Based Salary Range Adjustment *[Request a motion and a second to approve the market-based salary range adjustment as presented. Roll Call Vote...]*
- d. Park Technician and Park Specialist for 2020-2021 fiscal year *[Request a motion and a second to approve the budget allocation for hiring a Park Specialist and a Park Technician in fiscal year 2020-2021. Roll Call Vote...]*
- e. Resolution 20-0220: A Resolution Amending the Agreement Between the Oak Brook Park District and Classic Landscape, Ltd. for Turf Grass Mowing *[Request a motion and a second to approve Resolution 20-0220: A Resolution Amending the Agreement Between the Oak Brook Park District and Classic Landscape, Ltd. for Turf Grass Mowing. Roll Call Vote...]*
- f. Board of Commissioners Position Descriptions *[Request a motion and a second to approve the Board of Commissioner Position Descriptions. Roll Call Vote...]*
- g. Agreement with Lauterbach & Amen, LLP, Certified Public Accountants, to provide auditing services to the Oak Brook Park District for the fiscal years ended April 30, 2020, April 30, 2021 and April 30, 2022 *[Request a motion and a second to approve the Agreement with Lauterbach & Amen, LLP, Certified Public Accountants, to provide auditing services to the Oak Brook Park District for the fiscal years ending April 30, 2020, April 30, 2021, and April 30, 2022. Roll Call Vote...]*
- h. Resolution 20-0219: A Resolution Regarding the Review of Minutes for Closed Meetings January 1989 through December 31, 2019 *[Request a motion and a second to approve Resolution 20-0219: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 through December 31, 2020. Roll Call Vote...]*

8. **NEW BUSINESS**

- a. Revisions to the Personnel Policy Manual (Approved 3/20/2017 and Amended) *[For Review and Discussion only.]*
- b. Apparel Screen Printing and Embroidery Bid *[For Review and Discussion only.]*
- c. Autumn Oaks Project Bid *[For Review and Discussion only.]*





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
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- d. Upland Design Group Contract for Professional Services (****Requires Waiving the Board's Rules to Approve at this Meeting.*) *[Request a motion and a second to waive the Board's Rules to approve, at this meeting, the Upland Design Group Contract for professional services for a cost no-to-exceed \$33,080. Roll Call Vote...]*

Then request a motion and a second to approve the Upland Design Group Contract for professional services for a cost not-to-exceed \$33,080. Roll Call Vote...]
 - e. Ordinance 20-0316: An Ordinance Declaring Surplus Personal Property and Authorizing the Sale or Conveyance Thereof *[For Review and Discussion only.]*
 - f. Fitness Equipment Lease *[For Review and Discussion only.]*
9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON MARCH 16, 2020
- a. A Special Meeting of the Oak Brook Board of Park Commissioners will be held 5 minutes after the adjournment of this February 17, 2020 Regular Meeting for the purpose of discussing the Fiscal Year 2020 – 2021 Budget of the Oak Brook Park District.
[Announce the next Regular Board Meeting of the Oak Brook Park District Board of Commissioners will be held on March 16, 2020 at 6:30 p.m. A Special Meeting of the Oak Brook Park District Board of Park Commissioners will be held 5 minutes after the adjournment of this February 17, 2020 Regular Meeting for the purpose of discussing the Fiscal Year 2020 – 2021 Budget of the Oak Brook Park District.]
10. ADJOURNMENT *[Request a Motion and a second to adjourn the February 17, 2020 Board Meeting. Voice Vote: "All in favor..."]*



MINUTES
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
January 20, 2020 – 6:30 p.m.
Canterberry Room

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

Vice President Tom Truedson called the meeting to order at 6:30 p.m. Commissioners Suleiman, Trombetta, Tan, and Vice President Truedson were present. President Sharon Knitter was absent. Also present were Laure Kosey, Executive Director, Marco Salinas, Chief Financial Officer, Dave Thommes, Deputy Director, and Bob Johnson, Director of Parks and Planning.

2. OPEN FORUM

Vice President Truedson asked if there was anyone in the audience who wished to address the Board. Village Board Trustee John Baar said he is attending this meeting not on behalf on the Village Board – but he would like to express his gratitude over the partnership between the Park District and the Village for the operations of the Bath & Tennis Pool, Tennis and Soccer. He also said that the Village and the Park District have set a new course for a new partnership and it is for the benefit for the Village residents.

Vice President Truedson also agreed and stated that he thought President Knitter would also echo those same thoughts.

Amber Klimek with the Chicago Red Stars Soccer League asked how rentals of the fields are going to work in the future, especially with the Village fields being managed by the Park District. She also said she heard the Wizards and Illinois Girls Lacrosse have rented the fields.

Laure Kosey said she would be happy to talk with Amber tomorrow. Reservations for the fields will begin February 1. The Wizards and the Illinois Girls Lacrosse have entered in their contracts for field use, but there is still opportunity.

3. CONSENT AGENDA

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan to approve taking a single omnibus vote on the consent agenda, as presented.

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

Ayes: Commissioners Suleiman, Trombetta, Tan, Truedson

Nays – None

Absent: President Knitter

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan to approve the consent agenda as presented.

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

Ayes: Commissioners Suleiman, Trombetta, Tan, Truedson

Nays – None

Absent: President Knitter

- a. APPROVAL OF JANUARY 20, 2020 AGENDA
- b. APPROVAL OF MINUTES
 - i. December 16, 2019 Regular Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING DECEMBER 31, 2019
 - i. Approval of Warrant No. 631

4. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications

Commissioner Trombetta asked staff about the PA System and the music issue in the Fitness Center.

Mr. Dave Thommes said that he was not aware of the problem and will check into it.

5. STAFF RECOGNITION

- a. Brian DeWolf, Recreation Manager - Athletics

Mr. Thommes introduced Brian DeWolf, new Recreation Manager of Athletics, who had joined the Park District a few weeks ago. Mr. Thommes noted Mr. DeWolf's Bachelor's Degree of Recreation from the University of Illinois in which Mr. DeWolf had graduated with honors. Mr. Thommes complimented Brian DeWolf for quickly handling the soccer field requests as his first assignment.

The Board welcomed Mr. DeWolf.

6. REPORTS:

- a. Administrative, IT, and Marketing Report

Ms. Laure Kosey presented her report, which can be found in the Park District Records. She said the Board would be discussing the Sports Core management by the Park District as well as the LED athletic field lighting later this meeting. Also, on the agenda is the Market Based Salary range adjustment. This annual adjustment is recommended by HR Source, formerly known as Management Association of Illinois. The recommendation is for a 2% market adjustment increase over May 1, 2019.

Ms. Kosey also reported the District has been ramping up its social media with Katie Garret, Marketing and Communications Manager, on board.

- b. Finance & Human Resources Report

Mr. Marco Salinas presented his report, which can be found in the Park District records. He noted the District's three largest funds continue to have surplus. The District will have two large debt payments in March and April. Mr. Salinas also noted the mailing of the W2 forms. Additionally, Finance and HR recently conducted a community service effort in which 182 coats were donated by the community for a coat drive.

Mr. Salinas also noted the District was awarded a \$400,000 grant from the Illinois Department of Natural Resources, Open Space Land Acquisition and Development (OSLAD) Grant.

Ms. Kosey said the grant is a 50/50 matching grant and will be used for the Central Park North projects.

c. Recreation & Facilities Report

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

Mr. Thommes reported that Central Park West is currently closed for the HVAC improvement project. The HVAC unit will be shipped on February 3. It is anticipated that Central Park West will reopen the second week in March.

Mr. Thommes also reported the District is shutting down the lap pool for a few hours to repair a leak in the surge tank.

d. Parks & Planning Report

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

Mr. Johnson reported that the ice rink opened today, however, there are a few rough spots on the ice as the ice was walked on while it was freezing. The parks staff will repair the rough spots in the ice.

The Winter Tree Service has been completed. Mr. Johnson noted that it is more effective to do the tree removal in the winter.

Mr. Johnson noted the District is still in the permitting process for Central Park North project. Because the District was not awarded the tourism grant, we had to revise our permitting process.

7. UNFINISHED BUSINESS

a. Resolution 19-1217: A Resolution Approving an Intergovernmental Agreement for Sports Core Management Services Between the Village of Oak Brook and the Oak Brook Park District

Motion: Commissioner Trombetta said he would make the motion to approve Resolution 19-1217 contingent on the Village Board of Trustees approving the light ordinance as amended and agreed by the Village of Oak Brook, the Park District and Forest Gate Residents.

The motion was seconded by Commissioner Tan.

Commissioner Trombetta said he would like to specifically address his next comments to Village Trustee John Baar who was in attendance at the meeting. Commissioner Trombetta said there is skepticism and doubt for the management of the pool, tennis courts, and fields of the Village owned Sports Core, and that the Park District may run into issues of complaint.

Ms. Kosey said the concern is that a lot of people will come to the Park District and the Village and how we are going to handle it?

Trustee John Baar stated that since the Park District is running it, the questions and the accolades are going to come to the Park District. He imagines this is going to be seamless. The only possible question from B&T members may be the increase in

membership fees. The tennis can only improve. We're keeping the same pro, however, there is more room for improvement.

Trustee Baar also said he is a member of the B&T and of the Park District. He was at the pool last summer and it was run very well. The guards were very professional.

Vice President Truedson agreed with Trustee Baar and stated nothing is going to be perfect. There is going to be a few bumps along the way, but we have a professional staff and we can address any questions. Any concern about the B&T will be addressed by the Park District.

Motion passed by roll call vote:

Ayes: Commissioners Suleiman, Trombetta, Tan, Truedson

Nays: None

Absent: President Knitter

b. Central Park North Equipment Bid

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan, to accept the bid from Keeper Goals in the amount not to exceed \$40,106 for the purchase of soccer and lacrosse goals as specified.

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

Ayes: Commissioners Suleiman, Trombetta, Tan, Truedson

Nays: None

Absent: President Knitter

c. Ordinance No: 20-0120: An Ordinance Authorizing and Providing for an Installment Agreement, the Issuance of an Aggregate \$450,000 Debt Certificates, Series 2020, by and for the Oak Brook Park District, DuPage and Cook Counties, Illinois

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan, to approve Ordinance No: 20-0120: An Ordinance Authorizing and Providing for an Installment Agreement, the Issuance of an Aggregate \$450,000 Debt Certificates, Series 2020, by and for the Oak Brook Park District, DuPage and Cook Counties, Illinois.

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

Ayes: Commissioners Suleiman, Trombetta, Tan, Truedson

Nays: None

Absent: President Knitter

d. Ordinance No: 20-0121: An Ordinance Approving Financing for the Purchase and Installation of LED Ballfield Lighting at Specified Central Park Ballfields.

Motion: Commissioner Frank Trombetta made a motion, seconded by Commissioner Tan, to approve Ordinance No., 20-0121: An Ordinance Approving Financing for the Purchase and Installation of LED Ballfield Lighting at Specified Central Park Ballfields.

Attorney Steve Adams said the revised light ordinance will be on the Village Board Meeting Agenda, which is a result of a lengthy period of negotiations with the Forest Gate

Homeowners. We have achieved a compromise on the LED lights. Once the initial testing is completed after the installation of the LED lights, future testing of the lights will only be done when the Forest Gate Residents have substantial belief that the lights are exceeding the ordinance. If the lights are not exceeding the ordinance, Forest Gate will pay for the test.

Attorney Steve Adams said the Park District is receiving representations from the manufacturer that the lights will meet the ordinance. If there ever is an issue, it may be because the light fixture was knocked out of place due to a strong storm. I am not anticipating any concerns from the Village Board as it meets the satisfaction of Forest Gate.

Commissioner Kevin Tan said that this is another example of the Village and the Park District working together. Commissioner Tan thanked the Village for working with the Park District.

Trustee John Baar also expressed appreciation for the Village and Park District staff, especially Village Manager Ginex and Executive Director Kosey.

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

Ayes: Commissioners Suleiman, Trombetta, Tan, Truedson

Nays: None

Absent: President Knitter

8. NEW BUSINESS

- a. Ordinance 20-0217: An Ordinance Transferring Funds To and From Several Park District Funds

This matter was presented for review and discussion only. Chief Financial Officer Salinas said this is the annual transfer. The ordinance provides the documentation for the proposed transfers.

- b. Ordinance No.20-0218: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings

This matter was presented for review and discussion only.

- c. Market Based Salary Range Adjustment

This matter was presented for review and discussion only.

Ms. Kosey said that the Market Based Salary Range Adjustment only affects the salary range which shifts in accordance to the with the cost of living.

- d. Park Technician and Park Specialist for 2020-2021 fiscal year

This matter was presented for review and discussion only.

Ms. Kosey explained the Park District is looking to add two park maintenance positions due to the work that is required for the Central Park North Fields and the Sports Core fields. This would be in the May 1, 2020 budget.

- e. Resolution 20-0220: A Resolution Amending the Agreement Between the Oak Brook Park District and Classic Landscape, Ltd. for Turf Grass Mowing

This matter was presented for review and discussion only.

Mr. Johnson said that the contract with Classic Landscaping is being extended for another year of service.

- f. Ordinance 20-0122: An Ordinance Amending the Oak Brook Park District Sexual Harassment Policy in Compliance with the Workplace Transparency Act, PA 101-0221 (Requires Waiving the Board's Rules to approve at this Meeting.)

Attorney Steve Adams said this is a mandate from the state that units of local government amend its sexual harassment policy to provide a method for the reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of the governmental unit.

The Act requires units of local government to amend their policy by early February 2020, therefore it is recommended to approve the ordinance at this meeting.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan, to waive the Board's Rules to Approve at this meeting, Ordinance 20-0122: An Ordinance Amending the Oak Brook Park District Sexual Harassment Policy in Compliance with the Workplace Transparency Act, PA 101-0221

The motion passed by roll call vote:

Ayes: Commissioners Suleiman, Trombetta, Tan, Truedson
Nays: None
Absent: President Knitter

Motion: Commissioner Tan made a motion, seconded by Commissioner Suleiman, to Approve at this meeting, Ordinance 20-0122: An Ordinance Amending the Oak Brook Park District Sexual Harassment Policy in Compliance with the Workplace Transparency Act, PA 101-0221

The motion passed by roll call vote:

Ayes: Commissioners Suleiman, Trombetta, Tan, Truedson
Nays: None
Absent: President Knitter

- g. Board of Commissioners Position Descriptions

This matter was presented for review and discussion only.

Ms. Kosey said that the District is updating the job descriptions of the various appointed commissioner offices.

- h. Agreement with Lauterbach & Amen, LLP, Certified Public Accountants, to provide auditing services to the Oak Brook Park District for the fiscal years ended April 30, 2020, April 30, 2021 and April 30, 2022

This matter was presented for review and discussion only.

Mr. Salinas said Lauterbach & Amen have been the District's auditors for the past 5 years and have handled the audits efficiently. They have also kept the costs stable. Based on Lauterbach & Amen's work, staff is recommending that the District continue utilizing their services for the next 3 years. At that point, we would seek a new contract.

Commissioner Trombetta said it is good to have new auditors, otherwise it can get stale. He can understand why we would want to continue to utilize Lauterbach and Amen, however, after three years it will be necessary to seek a new contract.

9. ADJOURN TO THE CLOSED SESSION - For the purpose of discussing and approving Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and for the Semi-Annual Review of Closed Meeting Minutes pursuant to and 5 ILCS 120/2.06(d).

Commissioner Frank Trombetta made a motion, seconded by Kevin Tan, to adjourn the Open Session of the Regular Board Meeting at the hour of 6:59 p.m. and convene to the Closed Session for the purpose of discussing and approving 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 120/2.06(d) of the Open Meetings Act.

The motion passed by roll call vote:

Ayes: Commissioners Suleiman, Trombetta, Tan, Truedson

Nays: None

Absent: President Knitter

10. CLOSED SESSION

- a. Discussion and Approval of Closed Special Meeting Minutes, July 15, 2019
- b. Semi-Annual Review of Closed Meeting Minutes for Release
 - i. Resolution 20-0219: A Resolution Regarding the Review of Minutes for Closed Meetings January 1989 through December 31, 2019

11. RECONVENE TO OPEN SESSION

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan, to adjourn the closed session to reconvene to the open session at the hour of 7:13 p.m.

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

Ayes: Commissioners Suleiman, Trombetta, Tan, Truedson

Nays: None

Absent: President Knitter

Attorney Steve Adams stated the Board considered the recent minutes of closed meetings and has made a determination of the need for continued confidentiality. Resolution 20-0219: A Resolution Regarding the Review of Minutes for Closed Meetings January 1989 – December 31, 2019 will be presented during the February 17, 2020 regular board meeting for the Board's review and possible approval.

12. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON FEBRUARY 17, 2020

- a. A Special Meeting of the Oak Brook Board of Park Commissioners will be held 5 minutes after the adjournment of the February 17, 2020 Regular Meeting for the purpose of discussing the Fiscal Year 2020 – 2021 Budget of the Oak Brook Park District.

Vice President Truedson announced the next Regular Board Meeting of the Oak Brook Park District Board of Commissioners will be held on February 17, 2020 at 6:30 p.m. A Special Meeting of the Oak Brook Park District Board of Park Commissioners will be held 5 minutes after the adjournment of the February 17, 2020 Regular Meeting for the purpose of discussing the Fiscal Year 2020 – 2021 Budget of the Oak Brook Park District.]

13. ADJOURNMENT

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan to adjourn the January 20, 2020 Board Meeting at the hour of 7:15 p.m.

There was no discussion and the motion passed by voice vote.

Laure L. Kosey, Executive Director

Oak Brook Park District
General Fund Revenue and Expenditure Summary - Unaudited
Fiscal Year-to-Date Activity through January 31, 2020 and 2019
75.00% completed (9 out of 12 months)

	Fiscal Year 2019/2020- Highlighted items reflect more than 8.33% variance						Highlighted items reflect more than 10% change		
	Original Annual Budget	January 2020 Actual	Year-To-Date Actual	Year-To-Date Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Original Annual Budget	Fiscal Year 2018/2019 Year-To-Date Actual	2019/2020 Y-T-D Actual Higher/ (Lower) than 2018/2019 Y-T-D	Percent Change
REVENUES									
Administration	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A
Finance									
Property Taxes	1,511,116	-	1,497,519	-	1,497,519	99.1%	1,378,658	118,861	8.6%
Personal Prop. Repl. Taxes	86,504	16,046	89,564	-	89,564	103.5%	61,788	27,776	45.0%
Investment Income	12,500	1,002	8,675	-	8,675	69.4%	8,760	(85)	-1.0%
Other	21,500	1,224	14,309	-	14,309	66.6%	15,005	(696)	-4.6%
Central Park North	16,000	-	25,734	-	25,734	160.8%	-	25,734	N/A
Central Park	115,450	-	133,818	-	133,818	115.9%	97,664	36,154	37.0%
Dean Property	-	-	-	-	-	N/A	-	-	N/A
Building-Recreation Center	946,320	152,689	671,927	-	671,927	71.0%	676,990	(5,064)	-0.7%
Central Park West	85,000	5,059	49,469	-	49,469	58.2%	61,171	(11,703)	-19.1%
TOTAL REVENUES	\$ 2,794,390	\$ 176,019	\$ 2,491,016	\$ -	\$ 2,491,016	89.1%	\$ 2,300,038	\$ 190,978	8.3%
EXPENDITURES									
Administration	\$ 467,670	\$ 37,925	\$ 321,300	\$ 1,001	\$ 322,301	68.7%	\$ 316,543	\$ 4,757	1.5%
Finance	493,901	31,848	289,576	8,927	298,503	58.6%	292,950	(3,373)	-1.2%
Central Park North	15,800	38	13,951	1,117	770	88.3%	-	13,951	N/A
Central Park	622,485	48,604	458,498	9,038	467,535	73.7%	418,577	39,921	9.5%
Saddlebrook Park	24,500	-	18,315	316	18,631	74.8%	14,602	3,713	25.4%
Forest Glen Park	29,650	49	16,655	245	16,899	56.2%	21,637	(4,982)	-23.0%
Chillem Park	8,750	-	4,746	92	4,838	54.2%	4,645	101	2.2%
Dean Property	15,212	2,261	9,468	133	9,601	62.2%	6,791	2,677	39.4%
Professional Services	52,200	10,912	45,763	-	45,763	87.7%	34,333	11,431	33.3%
Contracts- Maint. DNS	26,000	-	17,403	-	17,403	66.9%	5,451	11,952	219.3%
Building-Recreation Center	956,460	85,038	620,554	28,705	649,260	64.9%	611,947	8,608	1.4%
Central Park West	73,667	4,371	39,679	1,179	40,858	53.9%	29,166	10,513	36.0%
TOTAL EXPENDITURES	\$ 2,786,294	\$ 221,046	\$ 1,855,907	\$ 50,753	\$ 1,892,363	66.6%	\$ 1,756,641	\$ 99,266	5.7%
TRANSFERS OUT	\$ 326,575	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 3,112,869	\$ 221,046	\$ 1,855,907	\$ 50,753	\$ 1,892,363	59.6%	\$ 1,756,641	\$ 99,266	5.7%
REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT	\$ (318,479)	\$ (45,027)	\$ 635,109	\$ (50,753)	\$ 598,653	-199.4%	\$ 543,397	\$ 91,712	16.9%

Note> Fiscal year 2019/2020 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/-10.00% or greater.

Oak Brook Park District
Recreation Fund Revenue and Expenditure Summary - Unaudited
Fiscal Year-to-Date Activity through January 31, 2020 and 2019
75.00% completed (9 out of 12 months)

	Fiscal Year 2019/2020- Highlighted items reflect more than 8.33% variance						Highlighted items reflect more than 10% change		
	Original Annual Budget	January 2020 Actual	Year-To-Date Actual	Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Original Annual Budget	Fiscal Year 2018/2019 Year-To-Date Actual	2019/2020 Y-T-D Actual Higher/ (Lower) than 2018/2019 Y-T-D	Percent Change
REVENUES									
Administration									
Property Taxes	\$ 894,120	\$ -	\$ 886,255	\$ -	\$ 886,255	99.1%	\$ 890,498	\$ (4,243)	-0.5%
Personal Prop. Repl. Taxes	27,233	5,051	28,196	-	28,196	103.5%	19,452	8,744	45.0%
Investment Income	17,500	1,055	12,929	-	12,929	73.9%	13,167	(237)	-1.8%
Other	2,100	104	1,192	-	1,192	56.8%	30,865	(29,673)	-96.1%
Fitness Center	824,288	74,876	628,894	-	628,894	76.3%	647,441	(18,548)	-2.9%
Aquatic Center	487,200	37,457	364,775	-	364,775	74.9%	362,080	2,696	0.7%
Aquatic Recreation Prog.	573,646	45,756	487,934	-	487,934	85.1%	460,809	27,126	5.9%
Children's Programs	108,469	6,753	102,827	-	102,827	94.8%	96,095	6,732	7.0%
Preschool Programs	275,956	26,415	183,741	-	183,741	66.6%	195,506	(11,765)	-6.0%
Youth Programs	191,733	4,383	217,897	-	217,897	113.6%	184,420	33,477	18.2%
Adult Programs	50,280	3,728	42,707	-	42,707	84.9%	47,038	(4,332)	-9.2%
Pioneer Programs	73,700	6,066	61,387	-	61,387	83.3%	61,352	35	0.1%
Special Events and Trips	97,245	4,375	97,367	-	97,367	100.1%	93,032	4,335	4.7%
Marketing	49,000	450	78,558	-	78,558	160.3%	26,900	51,658	192.0%
TOTAL REVENUES	\$ 3,672,469	\$ 216,467	\$ 3,194,660	\$ -	\$ 3,194,660	87.0%	\$ 3,128,655	\$ 66,005	2.1%
EXPENDITURES									
Administration	\$ 847,508	\$ 91,989	\$ 537,752	\$ 15,461	\$ 553,213	63.5%	\$ 527,162	\$ 10,590	2.0%
Fitness Center	660,790	62,945	472,718	16,937	489,655	71.5%	460,404	12,314	2.7%
Aquatic Center	807,631	73,919	546,411	29,589	576,000	67.7%	536,884	9,527	1.8%
Aquatic Recreation Prog.	286,016	17,869	176,631	-	176,631	61.8%	179,245	(2,615)	-1.5%
Children's Programs	84,865	8,553	54,752	7,815	62,567	64.5%	53,293	1,458	2.7%
Preschool Programs	238,979	18,303	137,245	-	137,245	57.4%	139,936	(2,691)	-1.9%
Youth Programs	141,793	5,012	104,790	-	104,790	73.9%	99,732	5,058	5.1%
Adult Programs	44,389	2,086	24,792	9,633	34,425	55.9%	27,952	(3,161)	-11.3%
Pioneer Programs	71,334	4,748	45,657	7,410	53,067	64.0%	46,034	(378)	-0.8%
Special Events and Trips	81,940	774	66,661	1,004	67,665	81.4%	63,679	2,983	4.7%
Marketing	363,335	29,124	212,065	23,402	235,468	58.4%	214,481	(2,416)	-1.1%
Capital Outlay	220,000	8,284	100,946	33,770	134,716	45.9%	283,565	(182,618)	-64.4%
TOTAL EXPENDITURES	\$ 3,848,579	\$ 323,607	\$ 2,480,419	\$ 145,022	\$ 2,625,440	64.5%	\$ 2,632,368	\$ (151,949)	-5.8%
TRANSFERS OUT	\$ 81,011	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 3,929,590	\$ 323,607	\$ 2,480,419	\$ 145,022	\$ 2,625,440	63.1%	\$ 2,632,368	\$ (151,949)	-5.8%
REVENUES OVER (UNDER) EXPENDITURES	\$ (257,120)	\$ (107,139)	\$ 714,241	\$ (145,022)	\$ 569,220	-277.8%	\$ 496,287	\$ 217,954	43.9%

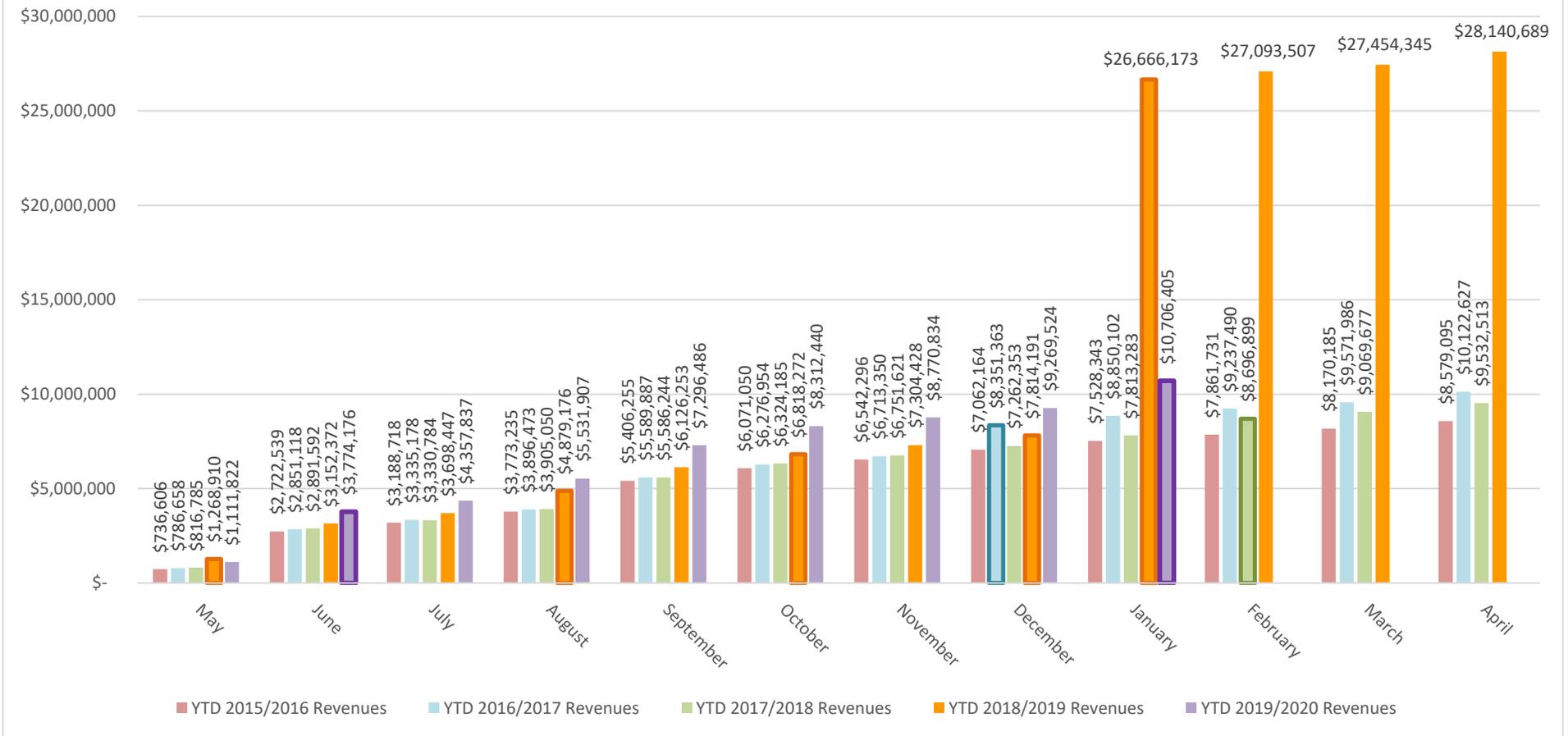
Note> Fiscal year 2019/2020 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/-10.00% or greater.

Oak Brook Park District
Tennis Center (Recreational Facilities Fund) Revenue and Expense Summary - Unaudited
Fiscal Year-to-Date Activity through January 31, 2020 and 2019
75.00% completed (9 out of 12 months)

	Fiscal Year 2019/2020- Highlighted items reflect more than 8.33% variance						Highlighted items reflect more than 10% change		
	Original Annual Budget	January 2020 Actual	Year-To-Date Actual	Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Original Annual Budget	Fiscal Year 2018/2019 Year-To-Date Actual	2019/2020 Y-T-D Actual Higher/ (Lower) than 2018/2019 Y-T-D	Percent Change
REVENUES									
Administration	\$ 18,000	\$ 638	\$ 17,284	\$ -	\$ 17,284	96.0%	\$ 13,286	\$ 3,998	30.1%
Building- Racquet Club	500	-	479	-	479	95.9%	66	413	N/A
Programs- Racquet Club	1,688,500	81,761	1,587,430	-	1,587,430	94.0%	1,550,001	37,430	2.4%
TOTAL REVENUES	\$ 1,707,000	\$ 82,399	\$ 1,605,194	\$ -	\$ 1,605,194	94.0%	\$ 1,563,354	\$ 41,840	2.7%
EXPENSES									
Administration	\$ 708,843	\$ 37,887	\$ 414,592	\$ 5,052	\$ 419,644	58.5%	\$ 401,311	\$ 13,281	3.3%
Building- Racquet Club	365,010	39,203	201,134	21,772	222,906	55.1%	216,642	(15,507)	-7.2%
Programs- Racquet Club	694,500	40,149	437,309	753	438,062	63.0%	422,737	14,572	3.4%
Capital Outlay	260,000	83,978	258,444	28,040	286,483	99.4%	142,652	115,792	81.2%
TOTAL EXPENSES	\$ 2,028,353	\$ 201,218	\$ 1,311,479	\$ 55,617	\$ 1,367,096	64.7%	\$ 1,183,341	\$ 128,138	10.8%
REVENUES OVER (UNDER) EXPENSES	\$ (321,353)	\$ (118,819)	\$ 293,715	\$ (55,617)	\$ 238,098	-91.4%	\$ 380,013	\$ (86,298)	-22.7%

Note> Fiscal year 2019/2020 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/-10.00% or greater.

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



NOTES

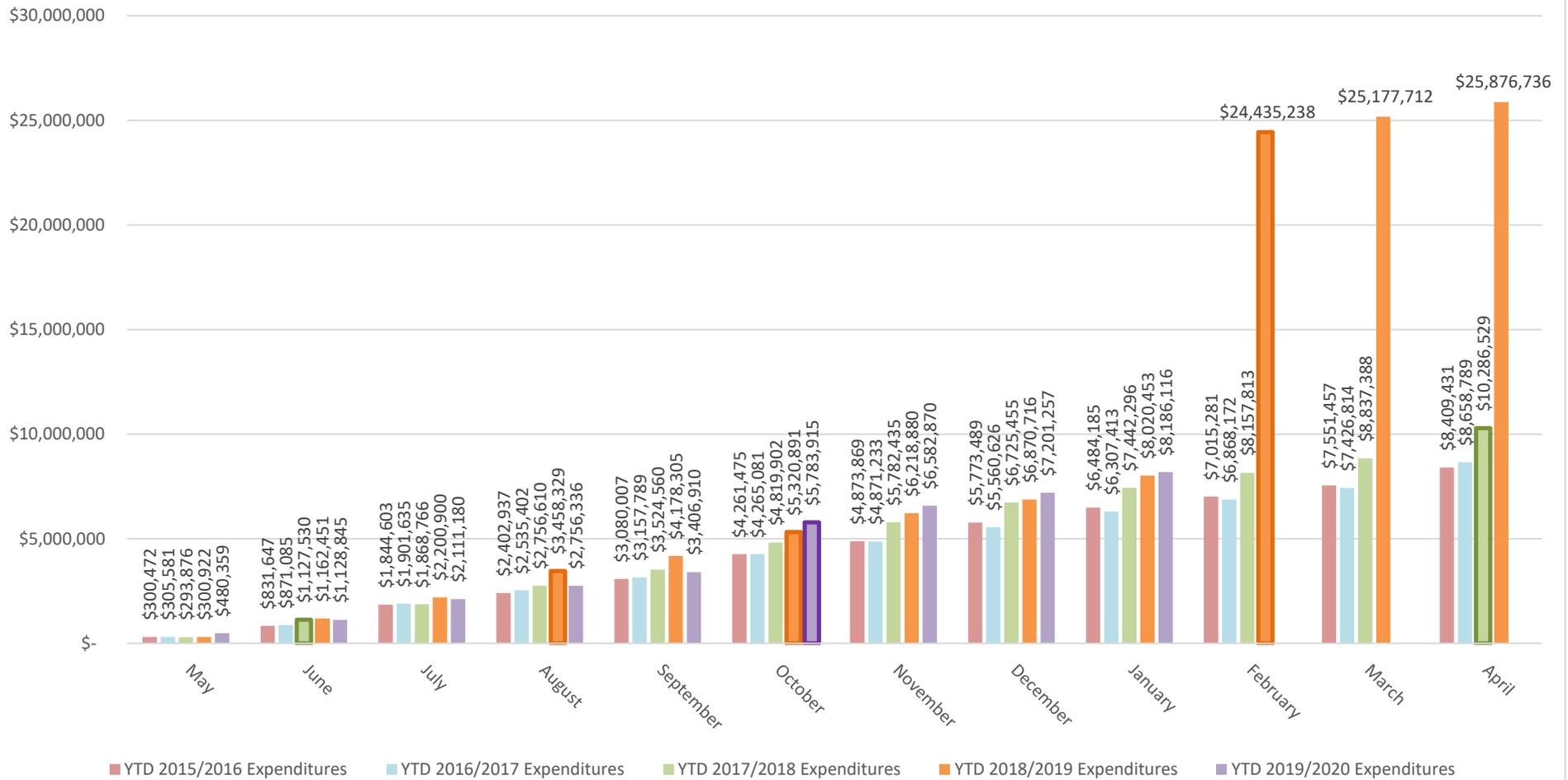
2016/2017: In December 2016 we recorded \$1,163,610 in bond proceeds in the Capital Projects Fund. This is the primary reason for the large increase in YTD revenues during FY 2016/2017.

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

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

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

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



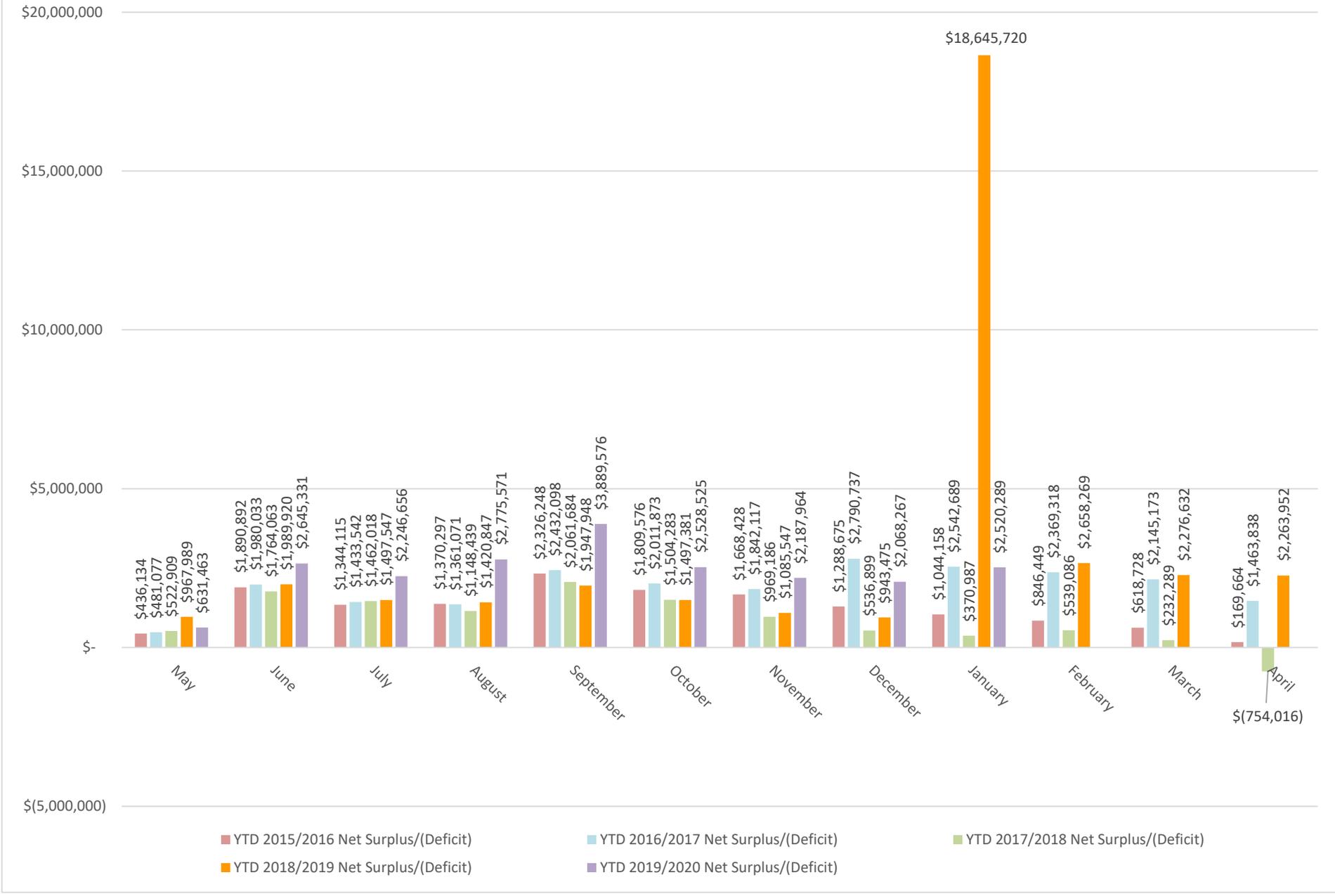
NOTES

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

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

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

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





OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT
JANUARY, 2020

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET
GENERAL CORPORATE FUND			
REVENUE	\$ 176,019	\$ 2,491,016	\$ 2,794,390
EXPENSES	\$ 221,046	\$ 1,855,907	\$ 3,112,869
SURPLUS/(DEFICIT)	\$ (45,027)	\$ 635,108	\$ (318,479)
RECREATION FUND			
REVENUE	\$ 216,467	\$ 3,194,660	\$ 3,672,469
EXPENSES	\$ 323,607	\$ 2,480,419	\$ 3,929,590
SURPLUS/(DEFICIT)	\$ (107,139)	\$ 714,241	\$ (257,120)
IMRF FUND			
REVENUE	\$ 4,521	\$ 174,716	\$ 174,687
EXPENSES	\$ 14,606	\$ 135,519	\$ 200,000
SURPLUS/(DEFICIT)	\$ (10,085)	\$ 39,198	\$ (25,313)
LIABILITY INSURANCE FUND			
REVENUE	\$ 1,219	\$ 179,752	\$ 180,816
EXPENSES	\$ 56,730	\$ 134,601	\$ 162,207
SURPLUS/(DEFICIT)	\$ (55,511)	\$ 45,151	\$ 18,608
AUDIT FUND			
REVENUE	\$ 20	\$ 174	\$ 250
EXPENSES	\$ -	\$ 13,013	\$ 13,113
SURPLUS/(DEFICIT)	\$ 20	\$ (12,839)	\$ (12,863)
DEBT SERVICE FUND			
REVENUE	\$ 35	\$ 1,533,962	\$ 1,978,533
EXPENSES	\$ -	\$ 1,568,299	\$ 1,977,969
SURPLUS/(DEFICIT)	\$ 35	\$ (34,337)	\$ 564



OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT
JANUARY, 2020

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET
RECREATIONAL FACILITIES FUND (TENNIS CENTER)			
REVENUE	\$ 82,399	\$ 1,605,194	\$ 1,707,000
EXPENSES	\$ 201,218	\$ 1,311,479	\$ 2,028,353
SURPLUS/(DEFICIT)	\$ (118,819)	\$ 293,715	\$ (321,353)
SPORTS CORE FUND			
REVENUE	\$ -	\$ 165,458	\$ 222,929
EXPENSES	\$ 3,337	\$ 168,716	\$ 221,223
SURPLUS/(DEFICIT)	\$ (3,337)	\$ (3,258)	\$ 1,705
SPECIAL RECREATION FUND			
REVENUE	\$ 10	\$ 116,366	\$ 130,321
EXPENSES	\$ 20,478	\$ 101,001	\$ 117,200
SURPLUS/(DEFICIT)	\$ (20,468)	\$ 15,363	\$ 13,121
CAPITAL PROJECT FUND			
REVENUE	\$ 951,598	\$ 964,102	\$ 317,000
EXPENSES	\$ 102,999	\$ 219,374	\$ 756,000
SURPLUS/(DEFICIT)	\$ 848,600	\$ 744,729	\$ (439,000)
SOCIAL SECURITY FUND			
REVENUE	\$ 3,021	\$ 281,007	\$ 282,469
EXPENSES	\$ 17,281	\$ 197,789	\$ 266,563
SURPLUS/(DEFICIT)	\$ (14,260)	\$ 83,218	\$ 15,906
SUMMARY			
REVENUE	\$ 1,435,309	\$ 10,706,406	\$ 11,460,863
EXPENSES	\$ 961,301	\$ 8,186,117	\$ 12,785,087
SURPLUS/(DEFICIT)	\$ 474,008	\$ 2,520,289	\$ (1,324,224)

OAK BROOK PARK DISTRICT		
CONSOLIDATED AGENCY TREASURER'S REPORT		
JANUARY, 2020		
		CONSOLIDATED
		TOTALS
REVENUES		
	Property Taxes	\$ -
	Back Taxes	-
	Replacement Taxes	29,714
	Recreation Program Fees	133,930
	Rec/Fitness Center Fees	72,876
	Rec/Aquatic Center Fees	83,213
	Sports Core - Bath & Tennis	-
	FRC/Building Rental Fees	123,927
	Theme Party Rental Fees	550
	Recreation Center Fees	28,169
	CPW Building Rentals	5,059
	Field Rentals Central Park	-
	Field Rentals Central Park North	-
	Interest	4,005
	Grant Proceeds	-
	Debt Certificate/Loan Proceeds	950,000
	Transfers	-
	Donations	-
	Sponsorship	2,000
	Miscellaneous	1,867
	TOTAL- REVENUES	\$ 1,435,309
DISBURSEMENTS		
	Warrant No. 631	\$ 577,204
	January Payroll	384,098
	TOTAL DISBURSEMENTS	\$ 961,302

**Oak Brook Park District
Consolidated Agency Balance Sheet
as of January 31, 2020**

<u>ASSETS</u>	Consolidated Totals
<u>Current Assets</u>	
Cash and Investments	\$ 9,416,732
Receivables - Net of Allowances	-
Property Taxes	4,671,112
Accounts	453,260
Due from Other Funds	-
Prepays	877
Inventories	16,089
Total Current Assets	\$ 14,558,070
<u>Noncurrent Assets</u>	
<u>Capital Assets</u>	
Non depreciable	\$ 40,475
Construction in Process	-
Depreciable	4,788,320
Accumulated Depreciation	(3,187,312)
Total Noncurrent Assets	\$ 1,641,483
Total Assets	\$ 16,199,553
<u>DEFERRED OUTFLOWS OF RESOURCES</u>	
Deferred Items-IMRF	\$ 180,242
Total Assets and Deferred outflows of Resources	\$ 16,379,795
<u>LIABILITIES</u>	
<u>Current Liabilities</u>	
Accounts Payable	\$ 67,860
Accrued Payroll	19,358
Unearned Revenue	601,240
Due To Other Funds	-
Compensated Absences Payable	3,432
Total Liabilities	\$ 691,890
<u>Noncurrent Liabilities</u>	
Compensated Absences Payable	\$ 13,723
Net Pension Liability - IMRF	239,549
Total OPEB Liability - RBP	76,570
Total Noncurrent Liabilities	\$ 329,842
Total Liabilities	1,021,732
<u>DEFERRED INFLOWS OF RESOURCES</u>	
Deferred Items - IMRF	\$ 36,643
Property Taxes	4,671,112
Total Liabilities and Deferred Inflows of Resources	\$ 5,729,487
<u>FUND BALANCES</u>	
Net Investment in Capital Assets	\$ 1,882,361
Non spendable	877
Restricted	521,282
Committed	5,777,916
Unassigned	2,467,872
Total Fund Balances	\$ 10,650,308
Total Liabilities, Deferred Inflows of Resources and Fund Balances	\$ 16,379,795



Oak Brook Park District
 Capital Expenditures
 As of January 31, 2020

DESCRIPTION	VENDOR	FACILITY/PARK IMPROVEMENTS
Capital Project Fund		
FRC Ceiling Project	Kluber Architects & Engineers, Johnstone Supply, Robbins Schwartz	\$ 84,069.80
FRC AHU Replacement Project	Kluber Architects & Engineers	10,477.41
Central Park North Improvements	Wight & Company, Robbins Schwartz, Village of Oak Brook	122,826.85
OSLAD Grant Audit	Lauterbach & Amen	2,000.00
	SUBTOTAL BALANCE	\$ 219,374.06
Recreation Fund		
Parking Lot Maintenance	Denlar, Inc., Robbins Schwartz	\$ 20,273.00
CPW Improvements	JSD Professional Services, Inc, Legat Architects	\$ 20,281.38
Forest Glen Playground	Reese Recreation	\$ 20,000.00
2 Replacement Outdoor Basketball Hoops CPW	Tulsa Hoops, inc	\$ 3,194.00
Forest Glen Asphalt Project	Evans & Sons Blacktop Inc.	\$ 18,598.94
Saddelbrook Asphalt Project	Evans & Sons Blacktop Inc.	\$ 18,598.94
	SUBTOTAL BALANCE	\$ 100,946.26
Tennis Fund		
Tennis Court Resurfacing	U.S. Tennis Court Construction	\$ 24,800.00
HVAC, Boiler, Ceiling	Kluber Architects & Engineers, Robbins Schwartz, Kandu Construction	\$ 210,927.82
Tennis Court Back Drops	Putterman Athletics, LLC	\$ 22,715.80
	SUBTOTAL BALANCE	\$ 258,443.62
	TOTAL CAPITAL EXPENDITURES	\$ 578,763.94

User: mkorman

EXP CHECK RUN DATES 02/17/2020 - 02/17/2020

DB: Oak Brook Park

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

WARRANT NO. 632

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
39506	ADVANCED AUTO PARTS	01/13/2020	02/17/2020	37.79	37.79	Open	N
39470	ANDERSON ELEVATOR CO.	01/27/2020	02/17/2020	315.00	315.00	Open	Y
39551	AQUA PURE ENTERPRISES, INC.	01/24/2020	02/17/2020	876.00	876.00	Open	N
39552	AQUA PURE ENTERPRISES, INC.	01/20/2020	02/17/2020	1,356.15	1,356.15	Open	N
39480	BEST OFFICIALS	01/31/2020	02/17/2020	819.00	819.00	Open	Y
39481	BEST OFFICIALS	01/31/2020	02/17/2020	1,476.00	1,476.00	Open	Y
39501	BS&A SOFTWARE	02/01/2020	02/17/2020	7,890.00	7,890.00	Open	N
39514	BURRIS EQUIPMENT COMPANY	01/16/2020	02/17/2020	357.56	357.56	Open	N
39524	BUTTREY RENTAL SERVICE INC.	01/22/2020	02/17/2020	76.00	76.00	Open	N
39525	CARDMEMBER SERVICE	01/27/2020	02/17/2020	(182.00)	(182.00)	Open	N
39526	CARDMEMBER SERVICE	01/27/2020	02/17/2020	12.50	12.50	Open	N
39527	CARDMEMBER SERVICE	01/27/2020	02/17/2020	279.00	279.00	Open	N
39528	CARDMEMBER SERVICE	01/27/2020	02/17/2020	6.85	6.85	Open	N
39529	CARDMEMBER SERVICE	01/27/2020	02/17/2020	114.98	114.98	Open	N
39530	CARDMEMBER SERVICE	01/27/2020	02/17/2020	26.68	26.68	Open	N
39531	CARDMEMBER SERVICE	01/27/2020	02/17/2020	170.04	170.04	Open	N
39532	CARDMEMBER SERVICE	01/27/2020	02/17/2020	328.29	328.29	Open	N
39533	CARDMEMBER SERVICE	01/27/2020	02/17/2020	494.46	494.46	Open	N
39534	CARDMEMBER SERVICE	01/27/2020	02/17/2020	217.72	217.72	Open	N
39535	CARDMEMBER SERVICE	01/27/2020	02/17/2020	375.39	375.39	Open	N
39536	CARDMEMBER SERVICE	01/27/2020	02/17/2020	714.68	714.68	Open	N
39537	CARDMEMBER SERVICE	01/27/2020	02/17/2020	1,060.09	1,060.09	Open	N
39568*	CARDMEMBER SERVICE	01/27/2020	02/17/2020	4,257.14	4,257.14	Open	N
39569	CARDMEMBER SERVICE	01/27/2020	02/17/2020	1,237.34	1,237.34	Open	N
39570	CARDMEMBER SERVICE	01/27/2020	02/17/2020	2,227.94	2,227.94	Open	N
39571	CARDMEMBER SERVICE	01/27/2020	02/17/2020	800.00	800.00	Open	N
39572	CARDMEMBER SERVICE	01/27/2020	02/17/2020	728.48	728.48	Open	N
39573	CARDMEMBER SERVICE	01/27/2020	02/17/2020	1,281.41	1,281.41	Open	N
39582	CARDMEMBER SERVICE	01/27/2020	02/17/2020	1,173.24	1,173.24	Open	N
39583	CARDMEMBER SERVICE	01/27/2020	02/17/2020	2,397.71	2,397.71	Open	N
39584	CARDMEMBER SERVICE	01/27/2020	02/17/2020	1,143.97	1,143.97	Open	N
39585	CARDMEMBER SERVICE	01/27/2020	02/17/2020	1,906.38	1,906.38	Open	N
39485	CARRICO AQUATIC RESOURCES INC	01/22/2020	02/17/2020	199.67	199.67	Open	Y
39545	COM ED	01/06/2020	02/17/2020	27.86	27.86	Open	N
39443	COMPLIANCE POSTER CO.	01/10/2020	02/17/2020	281.02	281.02	Open	Y
39463	CTUC	01/20/2020	02/17/2020	297.50	297.50	Open	Y
39437	DAWSONS TREE SERVICE	01/09/2020	02/17/2020	2,426.00	2,426.00	Open	Y
39500	DAWSONS TREE SERVICE	01/28/2020	02/17/2020	1,683.00	1,683.00	Open	N
39433	DIRECT ENERGY BUSINESS	01/10/2020	02/17/2020	7,776.49	7,776.49	Open	Y
39434	DIRECT ENERGY BUSINESS	01/10/2020	02/17/2020	1,022.96	1,022.96	Open	Y
39487	ECLIPSE SELECT SOCCER CLUB	11/01/2019	02/17/2020	224.00	224.00	Open	N
39488	ECLIPSE SELECT SOCCER CLUB	01/02/2020	02/17/2020	448.00	448.00	Open	N
39502	ENVISION HEALTHCARE INC	02/01/2020	02/17/2020	35.00	35.00	Open	N
39468	FED EX	01/22/2020	02/17/2020	26.78	26.78	Open	Y
39540	FIRST COMMUNICATION LLC	02/01/2020	02/17/2020	945.17	945.17	Open	N
39546	FITNESS EQUIPMENT SERVICES	01/13/2020	02/17/2020	114.00	114.00	Open	N
39476	FLAGG CREEK WATER RECLAMATION	01/27/2020	02/17/2020	2,628.62	2,628.62	Open	Y

User: mkorman

EXP CHECK RUN DATES 02/17/2020 - 02/17/2020

DB: Oak Brook Park

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
39477	FLAGG CREEK WATER RECLAMATION	01/27/2020	02/17/2020	79.37	79.37	Open	Y
39478	FLAGG CREEK WATER RECLAMATION	01/27/2020	02/17/2020	27.45	27.45	Open	Y
39479	FLAGG CREEK WATER RECLAMATION	01/27/2020	02/17/2020	13.70	13.70	Open	Y
39459	FULLIFE SAFETY CENTER	01/16/2020	02/17/2020	79.50	79.50	Open	Y
39523	GEORGELO PIZZA - CHICAGO, INC.	01/16/2020	02/17/2020	453.50	453.50	Open	Y
39543	GEORGELO PIZZA - CHICAGO, INC.	01/06/2020	02/17/2020	187.50	187.50	Open	Y
39549	GRAINGER	01/31/2020	02/17/2020	63.55	63.55	Open	Y
39517	GREAT LAKES CONCRETE	06/24/2019	02/17/2020	189.65	189.65	Open	N
39491	HAGG PRESS	01/28/2020	02/17/2020	311.00	311.00	Open	Y
39544	HALOGEN SUPPLY COMPANY, INC.	01/06/2020	02/17/2020	268.95	268.95	Open	Y
39444	HARRIS COMPUTER SYSTEMS	12/18/2019	02/17/2020	74.87	74.87	Open	Y
39555	HOME DEPOT CREDIT SERVICES	01/10/2020	02/17/2020	57.17	57.17	Open	Y
39556	HOME DEPOT CREDIT SERVICES	01/14/2020	02/17/2020	72.05	72.05	Open	Y
39557	HOME DEPOT CREDIT SERVICES	01/27/2020	02/17/2020	34.58	34.58	Open	N
39558	HOME DEPOT CREDIT SERVICES	01/21/2020	02/17/2020	115.93	115.93	Open	N
39559	HOME DEPOT CREDIT SERVICES	01/08/2020	02/17/2020	28.97	28.97	Open	N
39560	HOME DEPOT CREDIT SERVICES	01/09/2020	02/17/2020	75.69	75.69	Open	N
39561	HOME DEPOT CREDIT SERVICES	01/16/2020	02/17/2020	76.26	76.26	Open	N
39562	HOME DEPOT CREDIT SERVICES	01/13/2020	02/17/2020	46.25	46.25	Open	N
39563	HOME DEPOT CREDIT SERVICES	01/30/2020	02/17/2020	88.87	88.87	Open	N
39564	HOME DEPOT CREDIT SERVICES	01/29/2020	02/17/2020	343.88	343.88	Open	N
39566	HOME DEPOT CREDIT SERVICES	01/16/2020	02/17/2020	(99.06)	(99.06)	Open	N
39567	HOME DEPOT CREDIT SERVICES	01/16/2020	02/17/2020	101.91	101.91	Open	N
39448	HP PRODUCTS	01/09/2020	02/17/2020	29.26	29.26	Open	Y
39471	HP PRODUCTS	01/21/2020	02/17/2020	124.20	124.20	Open	Y
39472	HP PRODUCTS	01/09/2020	02/17/2020	62.18	62.18	Open	Y
39473	HP PRODUCTS	01/10/2020	02/17/2020	370.35	370.35	Open	Y
39486	HP PRODUCTS	01/22/2020	02/17/2020	20.66	20.66	Open	Y
39550	HP PRODUCTS	01/17/2020	02/17/2020	1,930.16	1,930.16	Open	Y
39436	HTBSCREDIT	12/05/2019	02/17/2020	754.30	754.30	Open	Y
39464	HTBSCREDIT	01/24/2020	02/17/2020	221.18	221.18	Open	Y
39505	HTBSCREDIT	01/29/2020	02/17/2020	127.40	127.40	Open	Y
39522	IL STATE TOLL HWY AUTHORITY	01/09/2020	02/17/2020	84.90	84.90	Open	N
39496	JAMES LEZATTE	01/31/2020	02/17/2020	326.00	326.00	Open	Y
39494	JOHNSTONE SUPPLY	01/16/2020	02/17/2020	34.99	34.99	Open	Y
39576	JWC MEDIA	12/12/2019	02/17/2020	515.00	515.00	Open	N
39469	KEVIN TAN	01/24/2020	02/17/2020	183.24	183.24	Open	Y
39460	KLUBER ARCHITECTS & ENGINEERS	12/31/2019	02/17/2020	1,127.41	1,127.41	Open	Y
39565	KLUBER ARCHITECTS & ENGINEERS	12/31/2019	02/17/2020	683.42	683.42	Open	N
39439	KONICA MINOLTA PREMIER FINANCE	12/31/2019	02/17/2020	739.00	739.00	Open	Y
39578	LAKESHORE ATHLETIC SERVICES	01/30/2020	02/17/2020	1,045.00	1,045.00	Open	N
39579	LAKESHORE ATHLETIC SERVICES	01/30/2020	02/17/2020	2,732.50	2,732.50	Open	N
39482	LEGAT ARCHITECTS INC	01/06/2020	02/17/2020	640.00	640.00	Open	Y
39466	LIZ LITTWIN	11/15/2019	02/17/2020	63.26	63.26	Open	Y
39467	LIZ LITTWIN	12/20/2019	02/17/2020	24.36	24.36	Open	Y
39542	LOMBARD PARK DISTRICT	01/31/2020	02/17/2020	146.74	146.74	Open	Y
39462	M&M LOCK & SAFE, LTD	01/10/2020	02/17/2020	30.00	30.00	Open	Y

User: mkorman

EXP CHECK RUN DATES 02/17/2020 - 02/17/2020

DB: Oak Brook Park

BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
39456	McMASTER-CARR	01/08/2020	02/17/2020	18.71	18.71	Open	Y
39547	McMASTER-CARR	01/13/2020	02/17/2020	22.02	22.02	Open	Y
39497	MENARDS	01/27/2020	02/17/2020	586.44	586.44	Open	Y
39498	MENARDS	01/30/2020	02/17/2020	69.22	69.22	Open	Y
39499	MENARDS	01/28/2020	02/17/2020	71.08	71.08	Open	Y
39503	NEXT GENERATION	02/01/2020	02/17/2020	25.90	25.90	Open	Y
39577	NEXT GENERATION	01/29/2020	02/17/2020	4,279.50	4,279.50	Open	N
39580	NEXT GENERATION	01/17/2020	02/17/2020	1,471.07	1,471.07	Open	N
39492	OAK BROOK MECHANICAL SERVICES INC	01/28/2020	02/17/2020	360.00	360.00	Open	Y
39455	O'REILLY AUTO PARTS	01/13/2020	02/17/2020	36.42	36.42	Open	Y
39519	O'REILLY AUTO PARTS	01/20/2020	02/17/2020	85.05	85.05	Open	N
39520	O'REILLY AUTO PARTS	01/20/2020	02/17/2020	11.80	11.80	Open	N
39521	O'REILLY AUTO PARTS	01/22/2020	02/17/2020	28.72	28.72	Open	N
39575	PCM SALES	01/17/2020	02/17/2020	372.87	372.87	Open	N
39489	PETTY CASH - CORPORATE ADMIN.	02/04/2020	02/17/2020	59.03	59.03	Open	Y
39490	PETTY CASH-RECREATION DEPT.	02/04/2020	02/17/2020	265.11	265.11	Open	Y
39438	PREFERRED WINDOW AND DOOR INC	01/09/2020	02/17/2020	1,995.00	1,995.00	Open	Y
39548	QUEST DIAGNOSTICS	01/28/2020	02/17/2020	57.76	57.76	Open	Y
39515	REINDERS, INC.	01/16/2020	02/17/2020	211.50	211.50	Open	N
39516	REINDERS, INC.	01/16/2020	02/17/2020	185.72	185.72	Open	N
39581	ROBBINS SCHWARTZ	12/31/2019	02/17/2020	16,146.00	16,146.00	Open	N
39475	ROYAL PRINCESS PARTIES	01/26/2020	02/17/2020	300.00	300.00	Open	Y
39449	RUSSO POWER EQUIPMENT	10/24/2019	02/17/2020	29.79	29.79	Open	Y
39450	RUSSO POWER EQUIPMENT	01/17/2020	02/17/2020	420.00	420.00	Open	Y
39451	RUSSO POWER EQUIPMENT	01/14/2020	02/17/2020	104.87	104.87	Open	Y
39452	RUSSO POWER EQUIPMENT	01/10/2020	02/17/2020	115.51	115.51	Open	Y
39453	RUSSO POWER EQUIPMENT	12/30/2019	02/17/2020	287.28	287.28	Open	Y
39454	RUSSO POWER EQUIPMENT	12/30/2019	02/17/2020	(10.75)	(10.75)	Open	Y
39507	RUSSO POWER EQUIPMENT	01/27/2020	02/17/2020	31.96	31.96	Open	Y
39508	RUSSO POWER EQUIPMENT	02/03/2020	02/17/2020	50.98	50.98	Open	Y
39509	RUSSO POWER EQUIPMENT	01/27/2020	02/17/2020	(30.97)	(30.97)	Open	Y
39510	RUSSO POWER EQUIPMENT	01/20/2020	02/17/2020	102.98	102.98	Open	Y
39511	RUSSO POWER EQUIPMENT	01/20/2020	02/17/2020	10.75	10.75	Open	Y
39512	RUSSO POWER EQUIPMENT	01/20/2020	02/17/2020	23.01	23.01	Open	Y
39513	RUSSO POWER EQUIPMENT	01/20/2020	02/17/2020	82.97	82.97	Open	N
39465	SERVICE SANITATION, INC.	01/10/2020	02/17/2020	60.50	60.50	Open	Y
39493	SOUTH SIDE CONTROL SUPPLY CO	01/20/2020	02/17/2020	6.38	6.38	Open	Y
39495	SOUTH SIDE CONTROL SUPPLY CO	01/16/2020	02/17/2020	143.47	143.47	Open	Y
39504	SPRINT PHONE	01/29/2020	02/17/2020	17.25	17.25	Open	Y
39553	STARFISH AQUATICS INSTITUTE	01/24/2020	02/17/2020	2,400.00	2,400.00	Open	Y
39554	STARFISH AQUATICS INSTITUTE	01/24/2020	02/17/2020	2,000.00	2,000.00	Open	Y
39574	STERLING NETWORK INTEGRATION	01/13/2020	02/17/2020	2,200.00	2,200.00	Open	N
39441	TAFT STETTINIUS &HOLLISTER LLP	01/24/2020	02/17/2020	3,750.00	3,750.00	Open	Y
39446	TEE JAY SERVICE CO., INC.	01/15/2020	02/17/2020	260.00	260.00	Open	Y
39483	THE EMPLOYERS ASSOCIATION	01/06/2020	02/17/2020	433.00	433.00	Open	Y
39445	TOTAL FIRE & SAFETY, INC.	01/06/2020	02/17/2020	197.10	197.10	Open	Y
39474	UNITED LABORATORIES	01/08/2020	02/17/2020	258.10	258.10	Open	Y

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT

EXP CHECK RUN DATES 02/17/2020 - 02/17/2020

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
39440	VERIZON WIRELESS	01/15/2020	02/17/2020	1,081.39	1,081.39	Open	Y
39447	VILLAGE OF OAK BROOK	12/27/2019	02/17/2020	260.00	260.00	Open	Y
39461	VILLAGE OF OAK BROOK	01/10/2020	02/17/2020	299.43	299.43	Open	Y
39457	WAREHOUSE DIRECT WORKPLACE	01/10/2020	02/17/2020	84.40	84.40	Open	Y
39518	WAREHOUSE DIRECT WORKPLACE	01/21/2020	02/17/2020	133.25	133.25	Open	N
39435	WILSON SPORTING GOODS	01/23/2020	02/17/2020	1,676.24	1,676.24	Open	Y
39442	WILSON SPORTING GOODS	12/28/2019	02/17/2020	768.60	768.60	Open	Y
39484	WILSON SPORTING GOODS	01/17/2020	02/17/2020	92.28	92.28	Open	Y
39458	WM J CASSIDY TIRE & AUTO SUPPLY C	01/14/2020	02/17/2020	490.52	490.52	Open	Y
39541	ZONTA CLUB OF OAK BROOK	02/05/2020	02/17/2020	50.00	50.00	Open	Y

# of Invoices:	147	# Due:	147	Totals:	111,680.90	111,680.90
# of Credit Memos:	4	# Due:	4	Totals:	(322.78)	(322.78)

Net of Invoices and Credit Memos: 111,358.12 111,358.12

* 1 Net Invoices have Credits Totalling: (39.31)

User: mkorman

EXP CHECK RUN DATES 02/17/2020 - 02/17/2020

DB: Oak Brook Park

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
--- TOTALS BY FUND ---							
	01 - GENERAL CORPORATE FUND			47,748.22	47,748.22		
	02 - RECREATION FUND			41,236.68	41,236.68		
	07 - RECREATIONAL FACILITIES FUND			13,584.25	13,584.25		
	08 - SPORTS CORE			3,745.56	3,745.56		
	12 - CAPITAL PROJECTS FUND			5,043.41	5,043.41		
--- TOTALS BY DEPT/ACTIVITY ---							
	00 - NON-DEPARTMENTAL			2,400.00	2,400.00		
	01 - ADMINISTRATION CORPORATE			14,366.31	14,366.31		
	02 - FINANCE			8,723.75	8,723.75		
	04 - CENTRAL PARK NORTH			27.86	27.86		
	05 - CENTRAL PARK			10,700.93	10,700.93		
	07 - FOREST GLEN PARK			397.22	397.22		
	09 - DEAN PROPERTY			638.05	638.05		
	10 - PROFESSIONAL SERVICES			15,391.50	15,391.50		
	15 - BUILDING/RECREATION CENTER			9,823.06	9,823.06		
	20 - CENTRAL PARK WEST			104.68	104.68		
	21 - FITNESS CENTER			4,275.91	4,275.91		
	25 - AQUATIC CENTER			13,220.21	13,220.21		
	26 - AQUATIC-RECREATION PROGRAMS			194.37	194.37		
	30 - CHILDRENS PROGRAMS			2,276.97	2,276.97		
	31 - PRESCHOOL PROGRAMS			306.15	306.15		
	32 - YOUTH PROGRAMS			172.85	172.85		
	40 - ADULT PROGRAMS			1,476.00	1,476.00		
	50 - PIONEER PROGRAMS			2,235.97	2,235.97		
	60 - SPECIAL EVENTS & TRIPS			171.07	171.07		
	71 - BUILDING/RACQUET CLUB			3,958.11	3,958.11		
	75 - TENNIS PROGRAMS			5,479.33	5,479.33		
	80 - MARKETING			8,169.91	8,169.91		
	81 - CAPITAL OUTLAY			1,804.50	1,804.50		
	95 - CAPITAL PROJECTS FUND			5,043.41	5,043.41		

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
EXP CHECK RUN DATES 01/29/2020 - 02/12/2020
BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID
INTERIM AND REFUND CHECKS

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
39428	ANTHONY RUGGERIO	12/13/2019	01/31/2020	580.00	0.00	Paid	Y
39430	DAWN WICKS	01/16/2020	01/31/2020	89.42	0.00	Paid	Y
39432	DIRECT ENERGY BUSINESS	01/09/2020	01/29/2020	16,464.76	0.00	Paid	Y
39423	GLOBAL PAYMENTS INC	11/30/2019	01/31/2020	5.81	0.00	Paid	Y
39424	GLOBAL PAYMENTS INC	11/30/2019	01/31/2020	184.98	0.00	Paid	Y
39425	GLOBAL PAYMENTS INC	12/31/2019	01/31/2020	1.25	0.00	Paid	Y
39426	GLOBAL PAYMENTS INC	12/31/2019	01/31/2020	8.11	0.00	Paid	Y
39427	JENNIFER JACKSON	01/10/2020	01/31/2020	1,365.00	0.00	Paid	Y
39429	JOHN MORAN	01/06/2020	01/31/2020	148.00	0.00	Paid	Y
39422	MAILFINANCE	12/15/2019	01/31/2020	384.81	0.00	Paid	Y
39431	OLIVIA KESWANI	01/16/2020	01/31/2020	145.00	0.00	Paid	Y
39539	VILLAGE OF OAK BROOK	02/10/2020	02/12/2020	150.00	150.00	Open	N
39538	WIGHT & COMPANY	02/07/2020	02/07/2020	48,585.28	0.00	Paid	Y

# of Invoices:	13	# Due:	1	Totals:	68,112.42	150.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00

Net of Invoices and Credit Memos: 68,112.42 150.00

--- TOTALS BY FUND ---

01 - GENERAL CORPORATE FUND	5,115.33	0.00
02 - RECREATION FUND	8,906.26	0.00
07 - RECREATIONAL FACILITIES FUND	5,355.55	0.00
12 - CAPITAL PROJECTS FUND	48,735.28	150.00

--- TOTALS BY DEPT/ACTIVITY ---

01 - ADMINISTRATION CORPORATE	4,110.02	0.00
02 - FINANCE	384.81	0.00
05 - CENTRAL PARK	726.98	0.00
07 - FOREST GLEN PARK	48.55	0.00
15 - BUILDING/RECREATION CENTER	2,271.09	0.00
20 - CENTRAL PARK WEST	1,683.90	0.00
21 - FITNESS CENTER	1,816.87	0.00
25 - AQUATIC CENTER	3,179.52	0.00
71 - BUILDING/RACQUET CLUB	4,920.98	0.00
75 - TENNIS PROGRAMS	234.42	0.00
95 - CAPITAL PROJECTS FUND	48,735.28	150.00



Oak Brook Park District

1450 Forest Gate Road
Oak Brook, IL 60523

Petty Cash Corporate

Petty Cash for February 2020

Received By	Date	Description	Account Number	Amount
D. Thommes	1/27/20	Unwine Wednesday Contest for Participants	01-01-074-000	\$20.00
			Total	\$20.00
L. Kosey	1/28/20	Transportation for Conference	01-01-690-001	\$39.03
			Total	\$39.03
			Grand Total	\$59.03



Oak Brook Park District

1450 Forest Gate Road
Oak Brook, IL 60523

Petty Cash Recreation

Petty Cash for February 2020

Received By	Date	Description	Account Number	Amount
D. Thommes	1/15/20	Preschool Supplies	02-31-765-001	\$47.86
	1/20/20	Preschool Supplies	02-31-765-001	\$6.00
	1/27/20	Preschool Supplies	02-31-765-001	\$23.48
	1/27/20	Preschool Supplies	02-31-765-001	\$17.65
	1/28/20	Preschool Supplies	02-31-765-001	\$23.34
	1/28/20	Preschool Supplies	02-31-765-001	\$58.26
	1/31/20	Preschool Supplies	02-31-765-001	\$2.49
		Total		\$179.08
	1/27/20	Conference Lunch-Kim,Karen, Brian, Katie G.	02-01-690-001	\$17.28
		Total		\$17.28
	1/28/20	Food for All Staff Meeting	02-01-730-001	\$10.98
		Total		\$10.98
L. Kosey	1/14/20	Uniforms	02-80=810-005	\$40.64
		Total		\$40.64
D. Thommes	1/8/20	Oak Park Park District	02-01-660-002	\$14.37
L. Pizzello	1/29/20	Maggiano's Oak Brook for Unwine Event	02-01-660-002	\$2.76
		Total		\$17.13



Memo

To: Oak Brook Park District Board of Commissioners

From: Attendees: Laure Kosey, Bob Johnson, Matt Crilly, Katie Garrett, Alex Bonarigo, Rob Bond, Marco Salinas, Michelle Korman, Alin Pop, Leticia Limonez, DeAnna Terrafino, Alice Belden, Rocco Colletti, Dave Thommes, Kim Catris, Karen Spandikow, Brian DeWolf, Bonnie Gibellina, Katie Basile and Ryan Husch.

Date: February 10, 2020

Re: 2020 IAPD-IPRA Conference Recap

The Oak Brook Park District Staff is very grateful for the opportunity to participate at the state conference. The extensive list is a summary of the different sessions staff attended; whether they were there for one day or all three days. There is very little overlap, however, some staff do attend the same sessions when beneficial. Furthermore, a few sessions “missed their mark” and are not included in this summary.

1. Floodplains and wetlands 101: What can be done with those wet areas?

- Floodplains and floodways are determined by large scale runoff/elevation surveys. They also use historic flooding information in modeling the maps for these areas.
- Wetlands are determined by hydrology as well as soil conditions and vegetation. Site visits are the best tool for identifying wetlands.
- FEMA and local GIS maps have substantially more data than they did 10 years ago, and are helpful tools in agency planning.

2. Powered by the Sun

- This session focused on a case study for the Plainfield Park District’s “net-zero” Prairie Activity and Recreation Center.
- The facility received a grant million-dollar grant from the Clean Energy Foundation to help it achieve the net-zero designation and offset the construction costs
- Many facilities strive for LEED certification that demonstrate the use of energy efficient building practices. The net-zero facility takes that practice further, and requires that the building creates as much energy as it uses. This is accomplished primarily with solar energy.
- Although this facility was designed from the ground up to meet the requirements of net-zero certification, there has been several aspects of the building, including energy/heat loss as well as failing power inverters, that have created challenges in keeping the facility certified.
- Strict record keeping, 24/7 monitoring, and performance audits must be ongoing in order to maintain the certifications.
- Currently, the cost outweighs the benefit of building a net-zero public facility. This will likely change as technology develops, further reducing costs.

3. A horticulturists choice for the best annuals, perennials, native, and woody plants

-The presenter identified plants annual flowers, perennials, and native species that pair well together in high-use areas. Many of the plants were chosen for their hardiness and resistance to salt (think sidewalks around public buildings in winter) as well as drought tolerance.

-A good portion of this presentation focused on incorporating native plant species not only in the native areas that we maintain, but in higher profile “show beds” around parks and facilities.

-Milkweed for pollinators continues to be a high priority in the Midwest. Milkweed is the only plant that Monarch butterfly larvae feed on, so incorporating these plants into parks is critical to their population health.

4. Finding Success with 5 Types of Aquatics employees.

-There was a simple break down of one type of employee who is in the middle of the other four types. That one employee will be swayed either to the positive or negative side based on the team they are with each shift.

-What gives us hope, and some slight worry, was the presenter commented that an employee within the first 5 working days has created their Set Culture through training. Based on who they learned with, were paired with, they will be stuck in their ways. More often than not, that is a positive!

5. Public Finance for the Rec Professional.

-Thankfully the presenters had great analogies to help distinguish what it is the Finance teams do behind the scenes. We often forget how much they can have on their plates.

-The biggest take away, hopefully this holds true, is that when finance asks for your budget, they want to know you operating costs.

6. Data Storytelling

-This session explored the use of real time dashboards to examine their data in the moment rather than retrospectively. The presenters turned data into a meaningful presentation.

-They compared real time numbers with previous trends and measure them against goals

7. Wage and Hour Update: Minimum Wage, FLSA and More!

-Reminder that the law’s intent is to increase the wages of “lower level” workers to a level that the government deems a “livable” wage. Focus on meeting the requirements of the law first and if money available, tackle any wage compression for employees slightly above the minimum wages to reflect experience, seniority and performance.

8. Illinois Prevailing Wage Act: An Overview of the Act and Recent Changes

- Reminder that law applies to eligible projects beginning with the very first \$1.00. There is no minimum dollar threshold before the law applies. There are no exceptions to the law due to “emergency” circumstances.

9. It’s Fun, But it’s a Real Job! Terrific Staff Training Tools and Techniques to Build a Highly Effective, Professional Camp (and Other Youth Program) Staff

-The 3 main components were hiring, training and teaching the difference between school and job. The biggest take away from hiring is to hire for counselors that are coachable, accept feedback, work hard and are responsible.

-The speaker gave us good interview questions to draw those qualities out of applicants. Training should be interactive and include things that teach professionalism.

- In training we need to discuss the differences between school and a job such as sliding in their desk as the bell rings in school is fine, but they should plan to arrive a few minutes early to work so they are ready to go.

10. Team Building, Game Development, and Social Interaction

-This was a very interactive session of games and activities. The games were based on inclusion instead of exclusion.

-An example is Group Socialization (Pick a Side) and it gets everyone involved and feeling like they belong. This is very important for children.

11. Sponsorship Jumpstart – 45 Ideas in 45 Minutes

-Think about different ways to help a partner be successful at an event. Can I provide them with a staff member for their table (at an additional cost)?

-Think about the long-term relationship with the partner.

-Talk to pizza partners about putting promos on their pizza boxes.

-Make sure to properly thank your sponsors.

-Talk to universities to get support from their students in marketing, etc. This might be very beneficial for our Foundation.

12. Lead Your Way: Simple Communication Strategies for Every Personality

-Recognize unhealthy automatic thoughts. Then catch and reframe that automatic thought. Then choose a more productive response.

13. Engaging Community Donors Through Sponsorship/Naming Rights Programs

-Corporate Social Responsibilities (CSR) Criteria

i. Relevance – the cause must be relevant to the company's products or service.

ii. Branding Fit – there must be a good fit with the overall company brand.

iii. Mission Alignment – the partnership must align with the company's mission.

iv. Business Result – achieve measurable business result through the partnership.

14. Build a Strong Relationship Between Your Park District and Park Foundation

-Memo of Understanding is the glue that keeps everything together. It is less formal than a contract and more flexible. This should be included in my board orientation paperwork.

-The culture between the park district and foundation should be inclusive. The culture is extremely important to the success of the relationship. This starts from the top down in both organizations.

-Four common areas of a really strong and highly effective park foundation:

i. Involved citizen led governing boards

ii. Strong strategies (governance, fund development, PR and marketing, etc.)

iii. Strong support from the District (MOU's)

iv. Inclusive culture with the park district

15. Using Signage in These Competitive Times to Enhance the Customer Experience

-During this session, the presenter showcased a lot of ideas for monument signs, wall wraps, indoor signage, etc.

-The takeaways include: a lot of ideas how we can promote our brand throughout our entire building, apply some of these brand strategies to the foundation even though we do not have a separate building that would require additional branding, and companies can come into your building to do a sign audit to ensure all compliance signs, branding, etc. are in place.

16. Chicago Parks Old and New Tour

-Karen chaired an offsite parks tour of 3 Chicago Park District neighborhood parks and learned how they provide to their communities and act very independently of one another. The speaker was the retired Chicago Park District Historian Julia Bachrach.

17. Referee Safari: Strategies for Recruiting, Training, and Retaining Officials'

- Retaining quality officials reflects well on our programming.
-Learning the expectations at other agencies that have successful officiating.

18. Standing the Heat

-Individuals become leaders due to their actions, not the position they hold. The speaker referenced the quote, "The first one through the wall always gets bloody," meaning, those individuals who are the first one to try something unconventional sometimes feel like they are crashing through a wall, but they do it anyway, because it is the right thing to do.
-We were encouraged to truly assess the status quo, and be willing to have tough conversations, and make unpopular decisions for the common good.

19. Enhancing Effectiveness

-The presenter provided insight on creating a collaborative workplace and serving others over self as an effective leader.
-A key concept reviewed throughout the presentation was the "Collaborative Effect" which involved: Connecting Relationships, Listening Actively.
-Building positive relationships and serving as a role model are fundamental to effective leadership.

20. Illinois "Achieving a Better Life Experience" ABLE Accounts Help Build Health and Wellness for People with Disabilities

-Allows those with disabilities and their families to save for daily activities (specifically in our case for recreation) without limiting their federal benefits.
-ABLE can contribute to a higher quality of life for kids and adults with disabilities.

21. Building a Culture of Success: Lead from the Seat that You are in

-This presentation highlighted the importance of your own personal impact on creating a culture within your organization.
-Recognize the blind spots that undermine great places to work.
-Contributions to success involved what we bring to the workplace – we considered our impact on the culture and contemplated how we could bring our strengths to work as well as demonstrate being a supportive, solution-oriented and engaged leader and team member.

22. Active Shooter and Active Threat Crisis Training for Park District Administrators & Staff

-Katie B. was part of the panel which discussed ways in which park districts can improve their ability to be prepared for an active threat response.
-Some of the core elements discussed included completing facility assessments, addressing forms of mass communication, developing an "action plan" in the form of a park district procedure, educating staff, and completing drill trainings.

23. Seeing Your Obstacles as Opportunities; A Fireside Chat with Kyle Schulze, the “Deaf Ninja”

-Very interesting perspective of overcoming challenges provided by Kyle Schulze. Kyle is a 3-time competitor on the American Ninja Warrior Show. Kyle was born with bi-lateral hearing loss and overcame many barriers in order to become a successful athlete.

-He emphasized his own perspective or “mindset” as being the crucial element that he was able to influence in order to break through his own restrictive barriers. The “take away” from this was reflecting on the significant challenges that others may have and how we, as park district team members, can positively influence others on their journey within their lives.

24. Get the 4:20 on the Impact of Recreational Marijuana for Your Agency.

-Residents over 21 can possess various levels of cannabis products legally.

-Cannabis use in parks or public places is prohibited or a place where a person can be reasonably be expected to be observed by others.

-From an employer perspective, a zero-tolerance approach within the workplace should be adopted, just like alcohol. However, cannot prevent the use of a legal substance outside of the workplace unless that individual is on call.

25. Lead Your Way: Simple Communication Strategies for Every Personality

-People all communicate in different manners and identifying someone else’s communication style can help you adjust yours or at least understand more clearly where that person is coming from. One way to identify personality types is through a DiSC assessment. This assessment identifies the four factors that predict your behavior towards others and the everyday things you do. The four factors are: dominance, influence, steadiness and compliance.

26. Create Raving Fans: Practical Tips to Deliver World-Class Customer Service

-Reframe customer service when training staff as customer experience. 70% of buying experiences are based on how the customer feels they are being treated. That means – purchase is not based on price, location or product – it is based on feelings a majority of the time. It’s better to be consistently and predictably good than wow sometimes and disappoint the other times.

27. Career Development Symposium: Rally Your Communications Mojo

-Discussion of common workplace communication problems and where the breakdowns may lie; which have already come in handy as we communicate internally across departments.

28. Myths and Legends About Employee Leave Laws

-Under the Family Medical Leave Act (FMLA), employers are generally prohibited from communicating directly with the employee’s chosen medical provider.

-On the other hand, the employer has the right to request periodic recertification of an employee’s medical leave; particularly in instances where the employee takes intermittent leave during the reporting period.

29. Legal/Legislative Part 1

-New Closed Meeting exemption – Public Act 101-0459 – Expands the closed meeting exemption for discussing specific employees to contractors and volunteers who work in park and recreational setting.

-Required to give non-residents the right for public comment during the public forum of the Board Meeting.

-Tort Immunity Act – Must provide evidence of digression – proof of how the agency made decisions to perform repairs.

30. Legal/Legislative Part 2

-Reviewed new laws, PAC decisions, and case law that affect park districts.

-Illinois Pension Code – the new act requires IMRF participating municipalities with a website to post on their website a hyperlink to information on the IMRF website. IMRF employers will have until January 1, 2021 to provide this hyperlink.

-The Personal Information Protection Act provides requirements in the event of a data breach which results in the unauthorized acquisition of personal information. Recommended for the park district to include information in contracts with IT providers.

31. Using Stories to Create Connection

-Creating connections through stories, had some fascinating research data on how stories impact our brains and influence people.

-This will come into play as we use stories and testimonials from past Pink 5K participants to market this year's event.

32. Video Made the Reclebrity Star

-It was somewhat overwhelming with the amount of technology shared in the session on video, but also amazed at how easy and impactful video has become as part of the marketing strategy.

-Video is one of the most effective ways to communicate a story since so many of us are constantly on a phone or tablet.

33. Living & Leading in a World of Change

-Learning the five typical reactions to change as well as the biggest influencer.

-Create a communication plan in order to predict and prepare for change.

-Reaching for the "Zone of Innovation" by embracing change and "Just do it".

34. Does Your Comprehensive Master Plan Leave You Feeling Like: "I Love It When a Plan Comes Together!"?

-Laure was a guest speaker on the process of Master Planning by including a community survey, focus groups and townhall meetings.

-Shared experience with setting long term goals and objectives with community, board and staff.

**Oak Brook Park District Board Meeting
February 17, 2020**

Staff Recognition

During the IAPD/IPRA Conference held January 23-25, 2020, park district staff received recognition as follows:

Katie Garret, Marketing and Communications Administrator

Katie received the IPRA Communications and Marketing Section "Vision Award."

The Communication and Marketing ("C&M") Section Vision Award goes to someone active in the C&M Section who has helped move the section forward in some way. Katie recently helped revive the Fitness Marketing Committee that was on hiatus for a couple years, and the first Fitness Marketing workshop was very well attended.

Greg Wooley, Creative Services Administrator

Greg received the Agency Showcase Brochure Award – second place.

Brochures are judged on writing, layout, cover design/concept, and organization. The Park District submitted the 2019 brochure series.



Memo

To: Oak Brook Park District Board of Commissioners
From: Laure Kosey, Executive Director
Date: February 6, 2020
Re: January/February 2020: Communications, IT & Administration

January Board Meeting Follow Up:

Two Full Time Parks Employee

The Parks Department is requesting to add two full time positions to assist with the Sports Core fields as well as the additional field maintenance at the Central Park North Fields.

Board of Commissioners Position Descriptions

Created Position Descriptions for the Board of Commissioners to added to the Board's Manual.

February Board Meeting Discussion Points:

Personnel Policy Manual Revisions

Revisions have been made to several policies due to state mandate as well as updating certain policies. The revisions are redlined for easier interpretation.

January State Conference Review

Staff has submitted brief overviews of the conference sessions we attended January 23-25.

IT Report:

- We are working with the Village in creating a point to point wireless secure data connection to the Bath and Tennis. This will allow us to not renew the contract with Comcast that was signed two years ago when we began managing the pool.
- IT and facilities have been exploring opportunities to increase Active Net's usage and be able to sell certain memberships online. The goal is to start with Bath and Tennis memberships for this summer.

Corporate & Community Relations Report:

Here are new additions that occurred in January:

Sponsorships: \$1,000.00 **Advertising:** \$0.00 **Vendors:** \$1,050.00 **In-Kind Donations:** \$3,045.51
Oak Brook Park District Foundation: \$2,145.40

This is a year to date comparison for FY 2018 vs FY 2019:

	FY 2018	FY 2019
Sponsorships	\$36,390.00	\$34,340.00
Ad Space	\$21,150.00	\$23,075.00
Vendors	\$10,650.00	\$12,541.80
In-Kind Donations	\$42,977.98	\$34,715.57
Oak Brook Park District Foundation	\$42,176.16	\$13,901.68

Marketing & Communications Report:

Facebook Analytics

Total Likes: 2,781 (up 15)
 Posts: 15
 Total Avg. Reach: 522

Instagram Analytics:

Total Followers: 910 (up 39)
 Posts: 6
 Top Post Reach: 238
 (Preschool Open House)

Twitter Analytics

Total Followers: 1,045 (up 3)
 Posts: 6
 Top Post Impressions: 463
 (kidlist pool pass giveaway)

Post Details ×



Oak Brook Park District
Published by Katie Garrett (?) · January 20 at 10:16 AM · 🌐

Our Community Ice Rink is open! ❄️ 🧀 Come enjoy some winter recreation just across from Central Park West, 1500 Forest Gate Rd. Please observe all posted rules & regulations for your safety and the safety of others. Have fun!



Performance for Your Post

912 People Reached

29 Reactions, Comments & Shares 🔍

16 Like	13 On Post	3 On Shares
1 Love	1 On Post	0 On Shares
9 Comments	8 On Post	1 On Shares
3 Shares	3 On Post	0 On Shares

59 Post Clicks

7 Photo Views	0 Link Clicks 🔍	52 Other Clicks 🔍
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NEGATIVE FEEDBACK

0 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unlike Page

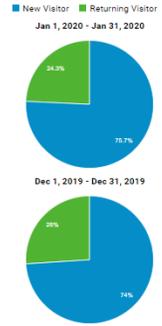
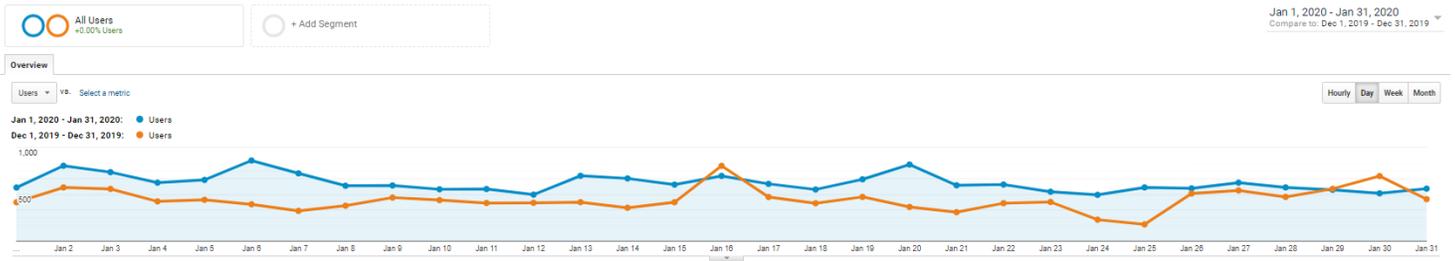
Reported stats may be delayed from what appears on posts

🟢 **Get More Likes, Comments and Shares**
 Boost this post for \$20 to reach up to 5,100 people.

912 People Reached	88 Engagements	Boost Post
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👍❤️ Renee Caldwell, Emily Smith Provost and 11 others 4 Comments 3 Shares

👍 Like 💬 Comment ➦ Share 🌐



Obparks.org acquisition value

Referral Values January 2020

Direct:	\$70,691.24
Referrals:	\$4,335.52
Organic Search:	\$4,573.00
Email/Other:	\$128.00

Top Referral Sites/User: Active Net, KidList, Tennis Source, Chicago Parent, Run Guides, Yahoo Search
Top Referral Site/Revenue: Active Net

Ecommerce Total:

Jan 2020: \$79,723 v. Jan 2019: \$63,895

Top Pages

1. Landing page (home)
2. Facilities/FRC
3. Facilities/CPW
4. Facilities/FRC
5. /programs-aquatics
6. /Parties and rentals
7. Memberships
8. /programs/aquatics/swim-lessons
9. /programs/tennis-programs
10. Obparks/home



Memo

To: Board of Commissioners and Executive Director, Laure Kosey
From: Marco Salinas, Chief Financial Officer
Date: February 10, 2020
Re: January 2020 Financials

General Fund

We have now completed nine months (75%) of our current fiscal year. Year-to-date (YTD) revenues, expenditures, and transfers out in this fund equal \$2,491,016, \$1,855,907 and \$0, respectively. This is resulting in a YTD net surplus of \$635,109; which is an increase of \$91,712 (17%) over last year's YTD net surplus of \$543,397. Following is additional commentary:

- **Revenues-** Total YTD revenues are favorable against the annual budget at 89%, and have increased \$190,978 over the previous year. Property taxes and Personal Property Replacement Taxes (PPRT) account for approximately \$147,000 of this increase. We have also benefitted from increased field rentals at our Central Park (\$36K increase), and new field rentals at our recently acquired Central Park North fields. On the other hand, rental income at our Central Park West facility has decreased approximately 19%, primarily due to the facility being unavailable for rentals as a result of the ongoing capital improvements.
- **Expenditures-** Overall expenditures are favorable against the annual budget at 67%, and are approximately \$99,000 (6%) higher than the prior year. The majority of the increase is being driven in our Central Park, Central Park North, and Dean Nature Maintenance departments.
- **Central Park-** Expenditures in this department have increased approximately \$40,000 over prior year. This increase is attributed to higher full and part time wages, the purchase of a field striping machine and paint supplies totaling \$11,933, the purchase of playground mulch totaling \$2,300. In addition, we purchased an infield grader attachment for \$2,800, portable baseball mounds for \$2,900, and spent \$1,930 to repair a Ford Pickup truck. We have also incurred increased expenditures on weed and grub control services and tree maintenance. During September, \$7,500 in crack sealing and sealcoating costs incurred for our main parking lot was also allocated to this department.
- **Central Park North-** This department was established in the current year and therefore had no activity in the prior year. The YTD expenditure activity is comprised of \$6,200 in costs for weed control services, \$1,240 for tree maintenance, \$1,558 for portable restroom services, and various costs to purchase landscaping supplies to maintain and stripe the athletic fields.
- **Dean Nature Contracts/Maintenance-** This department was established to account for the maintenance activity that is currently outsourced. The YTD activity represents payments to Conservation Land Stewardship (CLS) for carrying out prescribed burns, applying herbicide, performing mowing services, adding new plantings, and seeding of specific areas. Prior year's YTD expenditures were lower due to the significant delays with the billings received from CLS, which resulted in the majority of the maintenance costs being recognized later in the fiscal year (Spring of 2019).

Recreation Fund

YTD revenues, expenditures, and transfers out in this fund equal \$3,194,660, \$2,480,419 and \$0, respectively. This is resulting in a YTD net surplus of \$714,241; which is an increase of \$217,954 (44%) over prior year's YTD net surplus of \$496,287. Following is additional commentary:

- **Revenues-** Total YTD revenues are favorable against the annual budget at 87%, and have increased \$66,005 over the previous year. The primary drivers of this increase are in our Marketing, Youth Program and aquatic recreation departments.

- **Expenditures-** Overall expenditures are favorable against the annual budget at 65% and have decreased \$151,949 (6%) when compared to the prior year. Driving this decrease is a \$182,618 decrease in capital expenditures. Current year's capital costs include \$20,273 to sealcoat our main parking lot, \$20,000 for the purchase and installation of playground equipment at Forest Glen Park, \$3,194 in equipment upgrades to our basketball courts at Central Park, \$20,281 for engineering/architecture services for various proposed capital improvements at CPW, and \$37,198 for repaving work at our Saddle Brook and Forest Glen Parks.
- **Marketing-** During the year, the marketing department recorded the receipt of a \$45,000 donation from the Oak Brook Park District Foundation to benefit our Universal Playground. The prior year's donation totaled \$29,533 and was initially recorded in the Administration department and subsequently transferred to Marketing. The remaining revenue activity is derived from ad placements in our seasonal program guides and sponsorships received for various special events.
- **Youth Programs-** We have experienced increased participation in various programs including pee wee, teen and playground camps. This is resulting in an 18% increase in revenues over the previous year. As expected, this increased programming activity has also resulted in a slight increase in related expenditures; specifically, expenditures for contracted instruction, food, transportation and other supplies.

Recreational Facilities Fund (Tennis Center)

YTD revenues and expenses in this fund are currently at \$1,605,194 and \$1,311,479, respectively. This is resulting in a YTD net surplus of \$293,715; which is a decrease of \$86,298 (23%) over prior year's YTD net surplus of \$380,013. Following is additional commentary:

- **Revenues-** Total YTD revenues are favorable against the annual budget at 94% and have also increased \$41,840 over prior year. Administration department revenues are being positively impacted by increased investment earnings due to having a larger cash balance on deposit with Illinois Funds as well as higher investment yields. In the Programs department, non-resident membership fees have increased approximately \$12,249 (8%) over prior year. The largest increase in revenues is with our group lessons (e.g. adult, junior, high performance, camps). Total group lesson revenue has increased from \$768,442 in the prior year, to \$839,115 in the current year. This increase is attributed to increased registration activity as many of the classes are currently at their maximum capacity. Partially offsetting these favorable revenue increases is a decrease in private lesson revenues. YTD private lesson revenues are currently at \$162,603 and in the prior year, revenues were at \$197,297. The decrease is primarily due to the courts being at full capacity for group lessons.
- **Expenses-** Overall expenses are favorable against the annual budget at 65% and have increased \$128,138 (11%) when compared to the prior year. The primary driver of this increase is in the Capital Outlay department.
- **Capital Outlay-** YTD capital expenditures have increased 81% over prior year. This year's expenses are comprised of \$24,800 in costs to have 4 indoor tennis courts color coated. We have also incurred \$22,716 for the installation of replacement tennis court backdrops, \$189,406 for the HVAC project, and \$21,522 for renovation of the lounge area and the replacement of ceiling tiles on the lower level.

FINANCE OPERATIONS:

- In January 2020 we closed on two separate financing transactions which raised \$950,000 in capital that will be utilized to pay for various outdoor lighting upgrades. These proceeds have been recognized in our Capital Project fund. Finance has also filed two related financial obligation disclosures on the EMMA[®] website.
- The coat donation drive ended on January 31st and resulted in the receipt of 118 coats. These coats were delivered to World Relief of DuPage on Friday February 7th.

HUMAN RESOURCES:

- Linda N. worked on a variety of tasks including updating various federal and state labor law posters at several of our buildings, reviewing payroll hours to evaluate participation in the IMRF pension plan and identifying the various proposed amendments to our personnel policy manual.



Memo

To: Oak Brook Park District Board of Commissioners
From: Dave Thommes, Deputy Director
Date: February 10, 2020
Re: Recreation & Facilities Report

Recreation

- Our in-house fencing program had 16 enrolled students in January 2020. January 2019 there were 10 students enrolled.
- Men's Basketball League on Monday's night sold out again in 2020 with 12 teams.
- All Star Sports January 2020 classes had a total of 25 participants. January 2019 there were 14 total participants
- Pickleball for Beginners class in January had 11 out of 12 spots filled. Due to interest, an additional open gym pickleball will be added for February on Monday mornings for beginners, we will see pickleball continue to grow in Oak Brook.
- On January 29th we hosted a travel club meeting for the fall 2020 trip to the Canadian Rockies and Glacier National Park. 25 people were in attendance.
- Kim and Karen attended the IPRA Early Childhood committee meeting in Downers Grove on January 10. Topics included open house, marketing and training.
- The recreation staff has been working hard on the budget and the Camp and Aquatic brochure.
- The new session of Mah Jongg started with over 35 people on the first day!
- The Pioneers enjoyed the movie 'Poms' on January 23rd.

Aquatics

- The Swim-A-Thon took place February 1. 30 swimmers took part in the event and staff is in the process of collecting sponsorships and donations. All funds will go towards the purchase of an updated timing system for swim meets. Our goal is \$12,000.
- STARS have 2 more swim meets this winter: Feb 15 and Feb 22. The Family Aquatic Center will close at 1pm for both meets.
- Alex, Allegra and Rob will be attending the PDRMA Aquatic Risk Management Institute on Feb 19

Fitness

- Rock it! - our new group fitness class started Saturday, February 1st and will run every Saturday at 11:00 AM in studio A.
- Get Tough or Give Up is maxed at 25 participants this session.
- Tackle the Tri was a huge hit! 50 people registered and 49 participated in our 2nd annual event held on Super Bowl Sunday. Survey results were great with a net promoter score of 94%

Facilities

- Maintenance staff diagnosed and temporarily repaired leak in Lap pool surge tank at the link seals on pipes leading out of tank to pool.
- Accommodations were made for keeping CPW heated during construction and the removal of existing HVAC systems. The old units on the east side of building and in the lower level have been removed along with old duct

work. HVAC electrical panel is being updated to take on the requirements of the new grade level rooftop unit, electrical supply has been run to the location and a cement pad has been poured.

- Repairs were made to the Spa pump room sump pump which recently sprang a leak.
- The HVAC over the Aquatic center was recently repaired after combustion air switch had failed.

Tennis

- The Tennis Center hosted the Oak Brook Winter Open tournament with 64 participants, January 17th – 19th.

Retention Results

January-20			
	Retained	Total	Rate
Aquatic	164	178	92.1%
Aqua/Ten	4	4	100.0%
Fitness	310	323	96.0%
Fit/Aqua	175	200	87.5%
Fit/Ten	6	8	75.0%
Premiere	38	38	100.0%
Yearly Total	697	751	92.8%
EFT Aqua	671	700	95.9%
EFT Aqua/Ten	59	59	100.0%
EFT Fitness	1049	1081	97.0%
EFT Fit/Aqua	595	616	96.6%
EFT Fit/Ten	86	86	100.0%
EFT Premiere	113	114	99.1%
Yearly & EFT	3270	3407	96.0%

- We sold 300 new memberships in the month of January. 178 were part of our New Year, New You special. Staff set a goal of 100 and surpassed it by 78 memberships! Great job to all front-line staff responsible for selling memberships!



Oak Brook Park District
Aquatic Center
Aquatic Party Statistics

2020 Aquatic Party Statistics													
Total # Parties	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Splash Birthday	6	13	0	0	0	0	0	0	0	0	0	0	19
Super Splash Birthday	6	2	0	0	0	0	0	0	0	0	0	0	8
Group (by day)	4	2	0	0	0	0	0	0	0	0	0	0	6
Private (indoors only)	3	5	0	0	0	0	0	0	0	0	0	0	8
Private (indoor/outdoor combo)	0	0	0	0	0	0	0	0	0	0	0	0	0
Splash Island Birthday	0	0	0	0	0	0	0	0	0	0	0	0	0
Camp Rentals	0	1	0	0	0	0	0	0	0	0	0	0	1
Lane Rental (lap only)	2	4	0	0	0	0	0	0	0	0	0	0	6
Scout	1	2	0	0	0	0	0	0	0	0	0	0	3
Total # Parties	22	29	0	51									

2019	37	25	44	36	46	53	52	38	20	27	37	25	440
2018	47	44	48	57	47	60	49	40	36	26	23	25	502
2017	46	52	60	54	43	61	75	37	2*	41	29	52	550



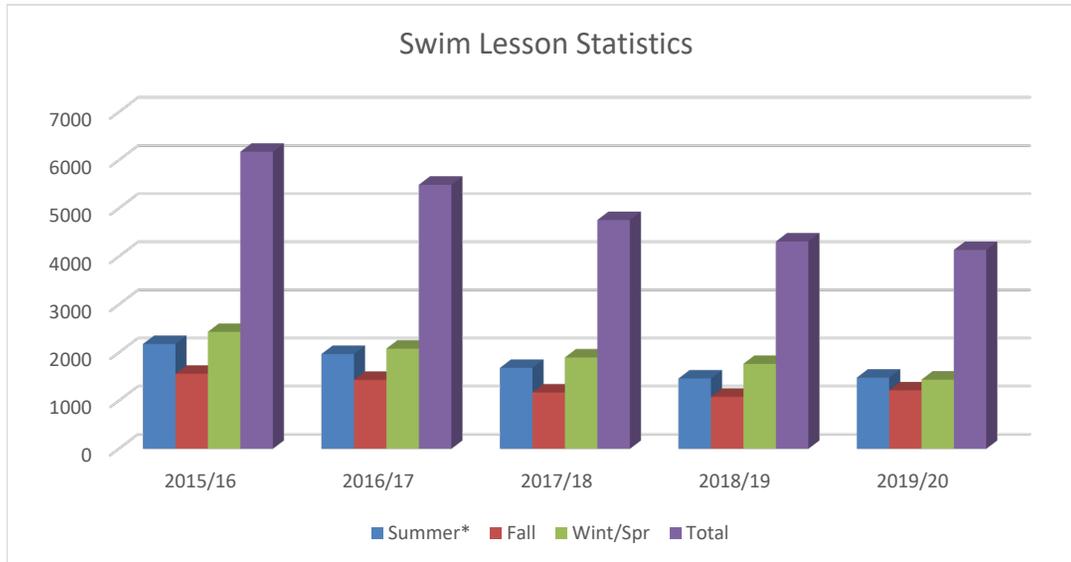
Oak Brook Park District Aquatic Center Swim Lesson and Swim Team Statistics

Swim Lesson Statistics				
	Summer*	Fall	Wint/Spr	Total
2015/16	2181	1562	2433	6176
2016/17	1972	1434	2084	5490
2017/18	1685	1173	1900	4758
2018/19	1463	1082	1767	4312
2019/20	1481	1217	1438	4136

*stroke clinic numbers removed from summer lesson totals and moved to swim team numbers for better accuracy

Swim Team Statistics						
	Summer	Fall	Wint/Spr	Spring Training	Stroke Clinic*	Total
2015/16	34	56	53	84	18	245
2016/17	51	68	35	52	6	212
2017/18	32	65	46	73	9	225
2018/19	71	80	77	100	18	346
2019/20	79	90	77	8**	not offered	246

**Does not begin until March 23. Registration





Oak Brook Park District Athletic Fields Rental Report

Athletic Field Usage 2018/2019 Fiscal Year Evergreen Bank Group Athletic Field

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	18/19 YTD	17/18 Actual
Hours	172	126	79	168	203	210	81	28	0	0	87	155	1,307	1,316
Revenue	\$15,258	\$9,005	\$3,813	\$12,280	\$12,714	\$15,670	\$5,880	\$3,080	\$0	\$0	\$7,465	\$16,085	101,248	\$87,638

Athletic Field Usage 2018/2019 Fiscal Year Natural Grass Soccer Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	18/19 YTD	17/18 Actual
Hours	91	154	131	145	195	80	0	0	0	0	0	177	971	1,119
Revenue	\$3,156	\$2,081	\$725	\$1,625	\$2,688	\$1,413	\$0	\$0	\$0	\$0	\$0	\$5,575	17,263	\$18,987

Athletic Field Usage 2018/2019 Fiscal Year Baseball Fields

	May	June	July	August	September	October	November	December	January	Feb	March	April	18/19 YTD	17/18 Actual
Hours	116	96	37	24	116	89	12	0	0	0	0	83	572	941
Revenue	\$1,740	\$595	\$100	\$75	\$200	\$800	\$475	\$0	\$0	\$0	\$0	\$1,734	5,719	\$18,160

Grand Total Hours:	2849	3376
Grand Total Revenue:	\$124,230	\$124,785

Athletic Field Usage 2019/2020 Fiscal Year Evergreen Bank Group Athletic Field

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	19/20 YTD	18/19 YTD
Hours	192	190	153	142	192	178	69	32	0				1,147	748
Revenue	\$13,832	\$12,280	\$6,813	\$11,885	\$17,585	\$16,962	\$6,568	\$3,308	\$0				\$89,231	\$53,068

Athletic Field Usage 2019/2020 Fiscal Year Natural Grass Soccer Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	19/20 YTD	18/19 YTD
Hours	254	251	161	153	163	141	6	0	0				1,128	715
Revenue	\$10,650	\$8,338	\$3,150	\$4,838	\$7,075	\$8,697	\$150	\$0	\$0				\$42,897	\$10,275

Athletic Field Usage 2019/2020 Fiscal Year Baseball Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	19/20 YTD	18/19 YTD
Hours	155	200	167	101	153	65	0	0	0				841	388
Revenue	\$3,487	\$3,997	\$1,036	\$1,633	\$6,438	\$6,678	\$0	\$0	\$0				\$23,268	\$2,710

YTD Total Hours:	3115	1850
YTD Total Revenue:	\$155,396	\$66,053

Oak Brook Park District
Family Recreation Center
Membership Usage Data

*Members												
	January	February	March	April	May	June	July	August	September	October	November	December
2017	3,901	3,715	3,686	3,848	4,150	4,230	4,283	3,812*	3711*	3,665*	3,751	3,859
Resident	55%	53%	53%	54%	53%	52%	52%	54%	55%	55%	53%	52%
Non Resident	45%	47%	47%	46%	47%	48%	48%	46%	45%	45%	47%	48%
EFT	2,481	2,495	2,514	2,538	2,499	2,499	2,511	2,529	2,513	2,520	2,617	2,736
2018	3,902	3,888	4,015	4,132	4,283	4,422	4,457	4,252	3,888	3,816	3,808	3,843
Resident	52%	52%	52%	52%	51%	50%	51%	52%	53%	53%	53%	52%
Non Resident	48%	48%	48%	48%	49%	50%	49%	48%	47%	47%	47%	48%
EFT	2,827	2,836	2,845	2,829	2,810	2,781	2,765	2,763	2,756	2,705	2,724	2741
2019	3,920	3,910	4,053	4,164	4,261	4,386	4,444	4,291	3,707	3,694	3,714	3,787
Resident	52%	52%	52%	51%	50%	50%	50%	49%	53%	53%	53%	53%
Non Resident	48%	48%	48%	49%	50%	50%	50%	51%	47%	47%	47%	47%
EFT	2,806	2,790	2,747	2,746	2,705	2,680	2,678	2,557	2,567	2,577	2,592	2,673
2020	3,916											
Resident	52%											
Non Resident	48%											
EFT	2,809											
Usage												
	January	February	March	April	May	June	July	August	September	October	November	December
2017	12,631	11,559	12,351	11,245	14,711	16,596	17,065	12,568*	8238*	12,812	13,327	14,178
2018	15,909	13,043	16,047	14,383	14,333	14,782	15,768	13,472	11,150	13,441	13,424	13,933
2019	15,079	14,004	16,220	13,972	13,287	14,710	17,004	12,887	11,176	12,904	13,586	13,744
2020	15,990											

*Locker Room Renovation began August 14, 2017

Re-opened December 1st, 2017



Memo

To: Board of Commissioners
From: Bob Johnson, Director of Parks and Planning
Date: February 10, 2020
Re: Board Report

- The ice rink was open briefly in January but has remained closed due to mild temperatures. Staff inspects the rink and sled hill daily.
- Permits for construction at Central Park North are awaiting Village approval. See agenda histories for further information regarding the bidding schedule.
- The Park District has developed a sustainability committee comprised of individuals from several departments. The team is working on solutions to reducing single-use plastics, as well as creating awareness about sustainable practices among staff and patrons.
- Five-hundred tree saplings, including Bur, Red, and Swamp White Oak, as well as Persimmon species are on order as part of the Living Lands and Waters Million-Tree giveaway. The free saplings arrive in the spring and will be shared with patrons, preschool children, and staff along with planting and care instructions. Some of the saplings will be planted in the parks in low-traffic areas.
- The Musco LED light fixtures for the athletic field lighting retrofits are being delivered by the end of February. The new equipment will be stored in secure trailers at Central Park during the replacement process. The replacement project is expected to take place in early March.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: ORDINANCE 20-0217: AN ORDINANCE TRANSFERRING FUNDS TO AND FROM SEVERAL PARK DISTRICT FUNDS.

AGENDA No.: 7 A

MEETING DATE: FEBRUARY 17, 2020

STAFF REVIEW: Chief Financial Officer, Marco Salinas:

Handwritten signature of Marco Salinas in blue ink.

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

Handwritten signature of Laure Kosey in blue ink.

ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY)

Included in the fiscal year 2019-2020 adopted budgets, are several operating transfers between our Corporate (General), Recreation, Debt Service, and Capital Projects Funds. The purposes of these transfers are to provide funding for our current year capital purchases and improvements, as well as funding for the repayment of a portion of our outstanding long-term debt.

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

The accompanying ordinance authorizes the transfer of funds between our Corporate (General), Recreation, Debt Service, and Capital Projects Funds for fiscal year 2019-2020.

ACTION PROPOSED:

A motion and a second to approve Ordinance 20-0217: An Ordinance Transferring Funds To and From Several Park District Funds.

ORDINANCE NO. 20-0217

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

WHEREAS, the first six months of fiscal year 2019-2020 of the Oak Brook Park District have elapsed; and

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

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

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

Section 1: Funds in the amounts listed in Exhibit A, which were appropriated in the Budget and Appropriation Ordinance for fiscal year 2019-2020 for the Corporate (General) and Recreation Funds, are hereby transferred to the Debt Service and Capital Projects Funds, with the Debt Service and Capital Projects Funds increased to the extent so transferred as listed in Exhibit A.

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

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

PASSED AND APPROVED This 17th Day of February, 2020.

AYES: _____

NAYS: _____

ABSENT: _____

Approved:

Sharon Knitter, President

ATTEST:

Laure L. Kosey, Secretary

Exhibit A

Fund	Operating Transfer Out	Operating Transfer In	Purpose
General Fund	\$300,000.00		-To fund FY 2019/2020 capital purchases & improvements.
Capital Projects Fund		\$300,000.00	
Recreation Fund	\$81,011.02		-To fund FY 2019/2020 debt service payments on our 2018 \$500,000 debt certificates.
Debt Service Fund		\$81,011.02	
General Fund	\$26,574.55		-To fund FY 2019/2020 debt service payments on our General Obligation Bonds, Series 2016.
Debt Service Fund		\$26,574.55	
Totals:	\$407,585.57	\$407,585.57	



Oak Brook Park District

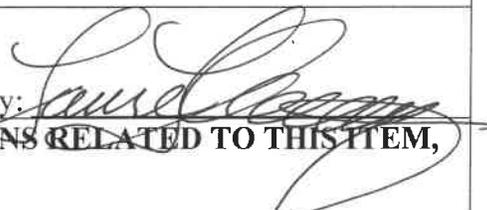
BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ORDINANCE NO. 20-0218: AN ORDINANCE AUTHORIZING THE DESTRUCTION OF THE VERBATIM RECORD OF CERTAIN CLOSED MEETINGS

AGENDA No.: 7 B

MEETING DATE: FEBRUARY 17, 2020

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey: 

ITEM HISTORY(PREVIOUS VILLAGE 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 executive 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.

April 16, 2018
June 18, 2018

July 16, 2018

Ordinance 20-0218 authorizes the destruction of the verbatim record of the above listed meetings.

ACTION PROPOSED:

Motion and a second to approve Ordinance No. 20-0218: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings.

ORDINANCE NO. 20-0218
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 tape; 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:

April 16, 2018 July 16, 2018
June 18, 2018

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

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

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

PASSED AND APPROVED THIS 17TH DAY OF FEBRUARY, 2020.

AYES: _____

NAYS: _____

ABSENT: _____

President Sharon Knitter

ATTEST:

Laure Kosey, Secretary



Oak Brook Park District

BOARD MEETING AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: MARKET BASED SALARY RANGE ADJUSTMENT

AGENDA No.: 7C

MEETING DATE: FEBRUARY 17, 2020

STAFF REVIEW:

Human Resource Manager, Linda Noonan:

L. Noonan MS

RECOMMENDED FOR BOARD ACTION:

Laure Kosey, Executive Director:

Laure Kosey

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

HR Source developed a pay grade structure for the District's full-time positions, effective May 1, 2013. Each year they gather and analyze data from internal and external sources to provide general industry structure adjustment recommendations. Their recommended annual adjustments have averaged 1.9% since then.

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

HR Source is recommending a 2% adjustment effective May 1, 2020.

ACTION PROPOSED:

A Motion and a second to approve the market-based salary range adjustment as presented.

1/14/2020

**Oak Brook Park District
Pay Grades
Effective: May 1, 2020***

Pay Grade	FLSA	Job Title	Minimum	Midpoint	Maximum
13		Hold for Future Restructuring	129,811.54	162,264.44	194,717.33
			62.41	78.01	93.61
12	E	Executive Director	114,272.48	142,838.25	171,406.10
			54.94	68.67	82.41
11	E	Deputy Director	100,590.64	125,737.26	150,884.92
			48.36	60.45	72.54
10	E	Chief Financial Officer	88,548.71	110,684.85	132,822.03
	E	Director of Recreation and Facilities	42.57	53.21	63.86
9	E	Director of Parks and Planning	77,947.03	97,432.49	116,921.07
			37.47	46.84	56.21
8	E	Superintendent of Aquatic and Maintenance Operations	68,615.06	85,768.05	102,924.15
	E	Superintendent of Enterprise Operations	32.99	41.23	49.48
	E	Superintendent of Facilities			
	E	Superintendent of IT and Communications			
	E	Superintendent of Recreation			
7	E	Finance Manager	60,400.97	75,500.18	90,601.46
	E	Human Resource Manager	29.04	36.30	43.56
	E	IT Manager			
6	NE	Building Engineer	53,170.61	66,461.45	79,754.36
	E	Family Aquatic Center Manager	25.56	31.95	38.34
	E	FRC Facility Manager			
5	E	Administrative Services Specialist	46,804.41	58,505.25	70,206.09
	E	Corporate & Community Relations	22.50	28.13	33.75
	E	Creative Services Administrator			
	E	Marketing and Communications Administrator			
	E	Recreation Manager Adult Programs			
	E	Recreation Manager Athletics			
	E	Recreation Manager Youth Programs			
4	NE	Account Clerk	41,201.48	51,501.60	61,800.67
	E	Fitness Supervisor	19.81	24.76	29.71
	E	FRC Facility Supervisor			
	NE	Landscape Specialist			
	E	Lead Aquatic Supervisor			
	NE	Park Specialist			
	E	Tennis Center Assistant Manager			
3	E	Aquatic Supervisor	36,269.28	45,336.08	54,402.88
	NE	Registration Clerk	17.44	21.80	26.16
2	NE	Building Technician	31,927.74	39,908.90	47,890.05
	NE	Park District Lead Custodian	15.35	19.19	23.02
	NE	Park Technician			
1	NE	Park District Custodian	28,104.07	35,129.57	42,156.10
			13.51	16.89	20.27

*NOTE: Per HR Source (formerly Management Association of IL), 2% market adjustment increase over May 1, 2019.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: PARK TECHNICIAN AND PARK SPECIALIST FOR 2020-2021 FISCAL YEAR

AGENDA No.: 7 D

MEETING DATE: FEBRUARY 17, 2020

STAFF REVIEW:

Director of Parks and Planning, Bob Johnson: 

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey: 

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

The Parks Department is currently comprised of four (4) full-time, non-exempt (hourly) staff members.

- 1 Landscape Specialist
- 1 Park Specialist
- 2 Park Technicians

With the acquisition of the Central Park North fields, as well as management of the Village soccer fields, it is necessary to strengthen the staff resources in the Parks Department. The addition of two full-time positions, one Park Technician and one Park Specialist, will help provide the means to maintain the park sites to a high quality, and meet the demands of the community. The hiring dates for these positions would be after May 1, 2020. Expenses for these two positions will be offset by field rental revenues from Central Park North and the Village soccer fields.

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

Staff requests budget approval for the above referenced positions for fiscal year 2020-2021. Job descriptions for the positions are attached.

ACTION PROPOSED:

Motion (and a second) to approve the budget allocation for hiring a Park Specialist and a Park Technician in fiscal year 2020-2021.

Oak Brook Park District Job Description

Job Title: Park Technician
Classification: Full-Time, Non-Exempt
Department: Parks

SUMMARY:

The Park Technician is responsible for performing the landscaping operations of the Park District grounds, and assisting with in-house construction, maintenance and repair of all the Park District buildings, facilities, and equipment.

SUPERVISORY:

The Park Technician reports directly to the Director of Parks and Planning.

ESSENTIAL JOB DUTIES:

- Communicate with the Director of Parks and Planning regularly on Park District matters.
- Communicate with the Athletic and Recreation Manager regularly to ensure athletic fields are in playable condition for scheduled field rentals.
- Perform landscape maintenance operations for the Park District. This includes, but not limited to:
 - Turf Maintenance: mowing, irrigation, fertilizing, seeding, weed control, and removal of garbage and refuse materials.
 - Athletic Field Maintenance: baseball fields, soccer fields, basketball courts, tennis courts, shall be maintained to a high level of excellence. Install and maintain necessary apparatus according to field's programmed use, such as marking lines, moving and anchoring soccer goals, installing ballfield bases, wind screens and nets.
 - Landscape Maintenance: soil grading and preparation, tree plantings, tree trimming, tree spraying, tree watering, applying mulch to tree rings and planting beds, weeding, and flower bed planting and maintenance.
 - Construction: installation of park/playground equipment, park benches, park signage.
 - Winter Maintenance: snow removal from parking lots and sidewalks.
- Inspect parks, playgrounds, and recreation areas for hazards and unsafe conditions and make necessary repairs or modifications, and document such repairs.
- Maintain and repair picnic tables, fences, benches, trash cans, walkways, playground equipment and other park items, using tools such as saws, drills, and hand tools.
- Assist with any equipment repairs for the Park District. This includes Parks Department tools and equipment, as well as facility and programming equipment
- Assist with Recreation Department requests for construction, installation, and repair of special event materials.
- Set up and break down recreational facilities for routine use or special events; provide general assistance to event coordinators.
- Demonstrate exceptional customer service skills in all communications.
- Support the District's safety initiative including adhering to policies and procedures, performing your job in a safe manner, attending required training, seeking additional training as needed, promptly reporting accidents/incidents, and proactively addressing hazards in the workplace.

MARGINAL FUNCTIONS:

- Attend Park District meetings as required.

- Assist the Recreation Department with special event programs.
- Set up and/or breakdown programming space as required by facility and recreational staff. This includes, but not limited to, lifting and arranging chairs and tables, and moving supplies.
- Perform other duties as assigned.
- Ability to communicate effectively with fellow staff members.

PSYCHOLOGICAL REQUIREMENTS:

- Must be able to function effectively in a fast-paced environment.
- Must be able to deal with people under stressful and demanding situations.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

- Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching and sitting.
- Perform duties that require physical manual labor.
- Drive motorized vehicle to travel to different locations.
- Perform duties that require being exposed to the elements outdoors.
- Perform lifting tasks up to 50 pounds.
- Utilize Personal Protective Equipment (PPE) as required.

HOURS:

The Park Maintenance Technician is an hourly full-time position working 40 hours a week. The scheduled hours for this position are Monday - Friday, 7:00 AM to 3:30 PM, including a 30-minute unpaid lunch. The scheduled hours may be subject to change at the discretion of the Director of Parks & Planning. Evening and weekend hours may be required to assist the Park District with special events or other projects as required.

EDUCATION, EXPERIENCE AND TRAINING:

- High school graduate. Minimum 1 year experience in landscape maintenance with preference given to those with a Park and Recreation background.
- Valid Illinois State Driver's License is required.
- Good physical condition with sufficient strength to lift and hold 50 pounds.
- CPR/AED/First Aid Certification is required within the first year of employment. Training will be provided by the Park District.
- In-depth Confined Space training is required at time of hire with retraining every two years.

The Oak Brook Park District is an Equal Opportunity Employer.

Oak Brook Park District Job Description

Job Title: Park Specialist
Classification: Full Time, Non-Exempt
Department: Parks

SUMMARY:

The Park Specialist is responsible for assisting with the landscaping operations of the the Park District grounds, as well as with the in-house construction trades maintenance and care of all the Park District buildings, facilities, and equipment.

SUPERVISORY:

The Park Specialist reports directly to the Director of Parks and Maintenance.

ESSENTIAL JOB DUTIES:

- Communicate with the Landscape Specialist and Director regularly on Park District matters.
- Directly supervise part time park maintenance staff.
- Performs landscape maintenance operations for the Park District. This includes, but not limited to:
 - Turf Maintenance: mowing irrigation, fertilizing, seeding, weed control, and removal of garbage and refuse materials.
 - Athletic Field Maintenance: baseball fields, soccer fields, basketball courts, tennis courts, and installation and maintenance of necessary apparatus of each field use. Rolling and marking lines on sports fields.
 - Landscape Maintenance: soil grading and preparation, tree plantings, tree trimming, tree spraying, tree watering, mulch bed maintenance, and flower bed maintenance.
 - Construction: installation of park/playground equipment, park benches, park signage, retaining walls, and drainage system.
 - Winter Maintenance: snow removal of parking lots and sidewalks.
- Assist with any equipment repairs for the Park District. This includes, but not limited to vehicles, tractors, or any facility or programming equipment.
- Proficient in the operation of a skid steer, tractor and backhoe.
- Ability to work with chemicals (i.e., fertilizers, weed killers and cleaning materials).
- Assist Recreation Department requests for set up, construction implementation, and repair of special event materials.
- Demonstrate exceptional customer services skills in all communications.
- Support the District's safety initiative including adhering to policies and procedures, performing your job in a safe manner, attending required training, seeking additional training as needed, promptly reporting accidents/incidents, and proactively addressing hazards in the workplace.
- Performs the job in a safe manner and in compliance with the District policies, procedures, work and safety rules and the employee handbook.

MARGINAL FUNCTIONS:

- Attend Park District meetings.
- Assist the Recreation Department with special event programs.
- Set up and/or breakdown programming space as required by facility and recreational staff. This includes, but not limited to, lifting and arranging chairs and tables, and moving supplies.
- Performs other duties as assigned.

- Ability to communicate effectively with fellow staff members.

PSYCHOLOGICAL REQUIREMENTS:

- Must be able to function effectively in a fast-paced environment.
- Must be able to deal with people under stressful and demanding situations.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

- Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching and sitting.
- Perform duties that require physical manual labor.
- Drive motorized vehicle to travel to different locations.
- Perform duties that require being exposed to the elements outdoors.
- Performs lifting tasks up to 50 pounds.
- Utilize Personal Protective Equipment (PPE) as required.

HOURS:

The Park Specialist is an hourly full-time position working 40 hours a week. The scheduled hours for this position are Monday - Friday, 7:00 AM to 3:30 PM, including a half hour unpaid lunch. Overtime shall be paid for all hours over forty. The hours may be subject to change at the discretion of the Director of Park & Facility Services. At times, evening and weekend hours may be required to assist the park district with Special Events or other projects as required.

EDUCATION, EXPERIENCE AND TRAINING:

High school graduate. Minimum 3 years experience in landscape maintenance with preference given to those with a Park and Recreation background. A valid Illinois Driver's License is required. In good physical condition with sufficient strength to lift and hold 50 pounds. CPR/AED certification is required and training will be provided by the Park District.

The Oak Brook Park District is an Equal Opportunity Employer.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: RESOLUTION 20-0220: A RESOLUTION AMENDING THE AGREEMENT BETWEEN THE OAK BROOK PARK DISTRICT AND CLASSIC LANDSCAPE, LTD. FOR TURF GRASS MOWING.

AGENDA No.: 7 E

MEETING DATE: FEBRUARY 17, 2020

STAFF REVIEW:

Director of Parks and Planning, Bob Johnson:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey

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

At the March 19th 2018 Board Meeting, the Board accepted a bid from Classic Landscape, Ltd. for Turf Mowing Services and entered into an agreement for turf grass mowing services until March 31, 2019. Section 2 of the contract provided that the contract could be extended for up to two additional years to March 31, 2021, upon the approval by the District and Classic Landscape, Ltd.

In March of 2019, the District approved extending the contract for an additional year, expiring March 31, 2020.

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

The Park District wishes to extend the contract term one final year to March 31, 2021.

ACTION PROPOSED:

A motion (and a second) to approve Resolution 20-0220: A Resolution Amending the Agreement Between the Oak Brook Park District and Classic Landscape, LTD. for Turf Grass Mowing.

RESOLUTION NO. 20-0220

**A RESOLUTION AMENDING THE AGREEMENT BETWEEN THE OAK BROOK
PARK DISTRICT AND CLASSIC LANDSCAPE, LTD.
FOR TURF GRASS MOWING**

WHEREAS, the Oak Brook Park District (the “District”) is authorized to enter contracts for supplies, materials and work (70 ILCS 1250/8-1); and

WHEREAS, on March 19, 2018, the District and Classic Landscape, Ltd. (the “Contractor”) entered a one-year Agreement for Turf Grass Mowing services (the “Agreement”) with a term remaining in full force and effect through March 31, 2019, and Section 2 of the Agreement provided that it could be extended for an additional one-year period, up to two years, upon approval of such an extension by the District and the Contractor, and upon prior appropriation therefor; and

WHEREAS, the District and the Contractor have agreed to an extension of one year, and the District has appropriated sufficient funds for such extension,

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

Section 1. The Board of Park Commissioners of the District hereby approves a one (1) year renewal of the Agreement, from April 1, 2020 to March 31, 2021 subject to the terms and conditions of the "Amendment to an Agreement Between the Oak Brook Park District and Classic Landscape, Ltd. for Turf Grass Mowing" (the "Amendment"), and the President and Secretary of the District are hereby authorized, respectively, to execute and attest the Amendment in substantially the form attached hereto and made a part of this Resolution as Exhibit "A".

Section 2. All resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed to the extent of the conflict.

Section 3. This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

PASSED AND APPROVED THIS 17th DAY OF FEBRUARY, 2020.

AYES: _____

NAYS: _____

ABSENT: _____

Sharon Knitter, President

ATTEST:

Laure Kosey, Secretary

**AMENDMENT TO AN AGREEMENT BETWEEN THE
OAK BROOK PARK DISTRICT AND CLASSIC LANDSCAPE, LTD.
FOR THE TURF GRASS MOWING PROJECT**

THIS AMENDMENT (the "Amendment") to the "Agreement Between the Oak Brook Park District and Classic Landscape, Ltd. for the Turf Grass Mowing Project," dated March 19, 2018 (the "Agreement"), is made and entered into by and between the Oak Brook Park District ("District") and Classic Landscape, Ltd. ("Classic"). District and Classic are hereinafter sometimes referred to together as the "Parties."

WITNESSETH:

WHEREAS, the Parties entered into the Agreement for the provision of turf grass maintenance services to various District parks by Classic; and

WHEREAS, pursuant to Article II of the Agreement, the term of the Agreement expired on March 31, 2019 unless the Parties agree to extend the Agreement upon the same terms and conditions, for period up to two (2) years; provided that the District appropriated sufficient funds for such an extension; and

WHEREAS, the parties extended the contract from April 1, 2019 through March 31, 2020, and

WHEREAS, the Parties desire to extend the Agreement by one (1) additional year; and

WHEREAS, the District has appropriated sufficient funds for such extension and increase of the Contract Price; and

WHEREAS, the Oak Brook Park District Board of Park Commissioners has determined that the best interest of the District and the public will be served to extend the Agreement based on the terms and conditions set forth in this Amendment.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants and agreements herein set forth, and other good and valuable consideration, the sufficiency of which is hereby acknowledged by the Parties, the District and Classic agree to the terms and conditions of this Amendment as follows:

ARTICLE I

THE RECITALS ARE PART OF THIS AMENDMENT

The representations, covenants and recitations set forth in the foregoing recitals are material to this Amendment and are hereby incorporated into and made a part of this Amendment as though fully set forth in this Article I.

ARTICLE II

EXTENSION OF TERM OF AGREEMENT

In accordance with Article II of the Agreement, the term of the Agreement is hereby

extended for one (1) year, with an expiration date of March 31, 2021.

ARTICLE III
REMAINING AGREEMENT PROVISIONS

All other provisions, terms and conditions of the Agreement not amended by this Amendment shall remain in full force and effect without revision. In the event of any conflict between the provisions of this Amendment and the provisions of the Agreement, the provisions of this Amendment will control.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement this 17th day of February, 2020.

OAK BROOK PARK DISTRICT

CLASSIC LANDSCAPE, LTD.

By: _____
Sharon Knitter, Its President

By: _____
Its: _____

Attest: _____
Laure Kosey, Its Secretary

Attest: _____
Its: _____



Oak Brook Park District

BOARD MEETING AGENDA ITEM –HISTORY/COMMENTARY

BOARD OF COMMISSIONER POSITION DESCRIPTIONS

AGENDA No.: 7 F

MEETING DATE: FEBRUARY 17, 2020

STAFF REVIEW:

Human Resource Manager, Linda Noonan:

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 following position descriptions have been developed for Board review and approval:

- Park District Board Commissioner
- Park District Board President
- Park District Board Vice President
- Park District Board Treasurer
- Park District Board Secretary

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

Board of Commissioners position descriptions have been created to formalize and clarify the responsibilities of board member service.

ACTION PROPOSED:

A motion and a second to approve the Board of Commissioner Position Descriptions.

PARK DISTRICT BOARD COMMISSIONER

ROLE

The role of the Park District Board Commissioner is to serve the patrons of the Oak Brook Park District by understanding the needs of the community and by providing strategic direction and support to staff to meet those needs.

TERM OF SERVICE

The Park District Board Commissioner is elected by residents within the Oak Brook Park District's jurisdictional boundaries to serve a 6-year term. A commissioner may be reelected to serve an unlimited number of 6-year terms.

RESPONSIBILITIES

- Communicate with the public to gain an understanding of their needs to ensure the Park District is meeting those needs.
- Help set a strategic direction that adopts goals relating to the vision and mission of the District.
- Adopt policies based on well researched guidance from the Executive Director that allow the District to run efficiently, effectively, legally and ethically.
- Be well versed on the Park District's mission, services, policies and programs.
- Be an advocate for the District by identifying personal connections, networks and partnerships to secure financial resources and influence public policy to achieve its mission.
- Follow conflict of interest and confidentiality policies of the Board and assist the Board in carrying out its fiduciary duties.
- Promote the image of the District.
- Monitor the finances of and protect the assets of the Park District.
- Develop a solid understanding of laws, policies, and procedures associated with Board service.
- Prepare for and attend all Board and assigned committee meetings.
- Elect Board Officers – President, Vice President, Secretary and Treasurer.
- Attend and participate in special events and District functions.
- Hire, terminate, supervise, evaluate and support the Executive Director.

CONDUCT

- Conduct the business of the Park District and the Board with civility and respect for one another, staff members, and the District's attorney.
- Adopt and adhere to a code of ethics.
- Conduct the business of the Park District and the Board only at duly called Board meetings.
- Support the role of the Executive Director as the administrator of the District.
- Direct all Board requests for information or resources to the Executive Director.

TRAINING

- Develop a solid understanding of laws, policies, and procedures associated with service on the board, including:
 - Rules of the Board of Park Commissioners
 - Park District Code
 - Open Meetings Act
 - Freedom of Information Act
 - State Officials and Employees Ethics Act
 - Local Government Travel Expense Control Act

PARK DISTRICT BOARD PRESIDENT

ROLE

The role of the President is to lead the Board of Commissioners in setting a strategic direction for the Park District to serve the needs of the community.

TERM OF SERVICE

The President is elected by the Board of Commissioners for a one-year term. A commissioner may serve as President for an unlimited number of one-year terms.

RESPONSIBILITIES

- Serve as presiding officer at all meetings of the Board and preserves order and decorum at those meetings.
- Facilitate discussion at the meeting and establishes committees and appoints committee chairs as appropriate to address issues.
- Collaborate with the Executive Director to prepare the Board meeting agenda.
- Keep all Board members abreast of important issues affecting the District and schedule an annual Board evaluation.
- Appoint a temporary Secretary of the Board to serve in the absence of the Board elected Secretary.
- Enforce Board policies and monitor execution of all ordinances passed by the Board, all contracts approved by the Board and all other documents and papers of the District that by law require an official signature.
- Serve as the official liaison between the Board and the Executive Director, any staff member, and the District's attorney.
- Serve as the District's spokesperson and official District representative to the Illinois Association of Park Districts and any other official legislative committee that will enhance the mission and vision of the District.
- Conduct an annual performance evaluation of the Executive Director.
- Publish "A Letter From The President" in each of the District's seasonal brochures summarizing the accomplishments of the District and progress being made on projects.

PARK DISTRICT BOARD VICE PRESIDENT

ROLE

The role of the Vice President is to perform the duties of the President in their absence.

TERM OF SERVICE

The Vice President is elected by the Board of Commissioners for a one-year term. A commissioner may serve as Vice President for an unlimited number of one-year terms.

PARK DISTRICT BOARD TREASURER

ROLE

The role of the Treasurer is to monitor the financial policies of the District.

TERM OF SERVICE

The Treasurer is elected by the Board of Commissioners for a one-year term. A commissioner may serve as Treasurer for an unlimited number of one-year terms.

RESPONSIBILITIES

- Act as liaison between the Board and the Executive Director on financial matters of the District.
- Work with the Executive Director to develop and monitor the financial policies, annual budget and tax levy of the District.
- Sign all appropriate financial documents as needed.

PARK DISTRICT BOARD SECRETARY

ROLE

The role of the Secretary is to serve as local election official and legislative liaison for the District and manage the correspondence, minutes, ordinances, orders and resolutions of the Board.

TERM OF SERVICE

The Secretary is elected by the Board of Commissioners for a one-year term. The Secretary may serve an unlimited number of one-year terms.

RESPONSIBILITIES

- Attend all meetings of the Board.
- In the absence of both the President and Vice President at a meeting in which a quorum of commissioners is present, call the meeting to order and call for selection of a President pro tempore for that meeting by a majority vote of the commissioners present at the meeting.
- Authority to administer oaths and affirmations.
- Oversee the taking, completion, and recording of all minutes, ordinances, orders and resolutions of the Board.
- Oversee the official correspondence of the Board.
- Serve as the legislative liaison of the Board, keeping in contact with legislators and informing the Board of legislative issues of interest to the Board.
- Work with the Executive Director to ensure a comprehensive records management system is in place so that the Board is in compliance with all local, state and federal reporting laws and regulations.
- Act as the Local Election Official for the District unless otherwise designated by the Board or Executive Director.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: AGREEMENT WITH LAUTERBACH & AMEN, LLP, CERTIFIED PUBLIC ACCOUNTANTS, TO PROVIDE AUDITING SERVICES TO THE OAK BROOK PARK DISTRICT FOR THE FISCAL YEARS ENDED APRIL 30, 2020, APRIL 30, 2021 AND APRIL 30, 2022

AGENDA No.: 7 G

MEETING DATE: FEBRUARY 17, 2020

STAFF REVIEW: Chief Financial Officer, Marco Salinas:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY)

Per Illinois Compiled Statutes (50 ILCS 310/), the Oak Brook Park District (“District”) is required to cause an annual audit of the District’s financial accounts by a firm of independent certified public accountants. For the past five fiscal years, Lauterbach & Amen, LLP (“L&A”) has provided audit services to the District.

The Government Finance Officers Association (GFOA) represents public finance officials throughout the United States and Canada and is comprised of more than 20,000 members at the federal, state and local levels. Per the GFOA’s best practice guidance, they recommended that members enter into multiyear audit agreements of at least five years in duration to allow for greater continuity, minimize the potential for disruption, and help reduce the costs associated with the audit. The following table lists the historical audit fees paid to L&A as well as the fees proposed by L&A for the next three fiscal years:

Fiscal Year-End	Actual Audit Fee	Fiscal Year-End	Actual/Proposed Audit Fee
April 30, 2015	\$17,000.00	April 30, 2019	\$17,350.00
April 30, 2016	\$17,000.00	April 30, 2020	\$17,000.00
April 30, 2017	\$17,350.00	April 30, 2021	\$17,350.00
April 30, 2018	\$17,350.00	April 30, 2022	\$17,700.00

If this agreement is approved by the Board, District staff intends to conduct a competitive Request for Proposal process for auditing services, at the end of this three-year agreement.

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

Lauterbach & Amen has provided the District with auditing services for the most recent five fiscal years. District staff has been pleased with L&A’s services due to their efficiency in conducting the audits, their availability in providing staff with guidance over complex and emerging accounting standards, as well as hosting annual training seminars that District staff have attended free of charge. In addition, L&A has maintained a very competitive fee schedule for their services. Based on the above, District staff is recommending the approval of the accompanying agreement for auditing services, for three additional fiscal years.

ACTION PROPOSED:

A motion and a second to approve agreement with Lauterbach & Amen, LLP, Certified Public Accountants, to provide auditing services to the Oak Brook Park District for the fiscal years ended April 30, 2020, April 30, 2021 and April 30, 2022.



November 7, 2019

Members of the Board of Commissioners
Oak Brook Park District
Oak Brook, Illinois

We are pleased to confirm our understanding of the services we are to provide the Oak Brook Park District, Illinois for the years ended April 30, 2020, April 30, 2021 and April 30, 2022. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Park District as of and for the years ended April 30, 2020, April 30, 2021 and April 30, 2022. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Park District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Park District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited: management's discussion and analysis, the budgetary comparison schedules, pension plan employer contribution schedules, changes in the employer's net pension liability schedules, and schedule of changes in employer's total OPEB liability.

We have also been engaged to report on supplementary information other than RSI that accompanies the Park District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole: combining and individual fund statements and budgetary comparison schedules, and other information listed as supplemental schedules.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information: introductory and statistical information.

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Park District's financial statements. Our report will be addressed to the Board of Commissioners of the Park District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Audit Procedures – General (Continued)

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the Park District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Park District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements and required audit adjustments, if any, for the Park District in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform these services in accordance with applicable professional standards. The other services are limited to the financial statements previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation in the financial statements in conformity with U.S. generally accepted accounting principles.

Management Responsibilities (Continued)

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

	April 30, 2020	April 30, 2021	April 30, 2022
Park District Audit and all Associated Work	\$17,000	\$17,350	\$17,700
990 Tax Return	\$200	\$210	\$220
Total	\$17,200	\$17,560	\$17,920

We appreciate the opportunity to be of service to the Oak Brook Park District, Illinois and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Cordially,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Oak Brook Park District, Illinois.

By: _____

Title: _____



Oak Brook Park District

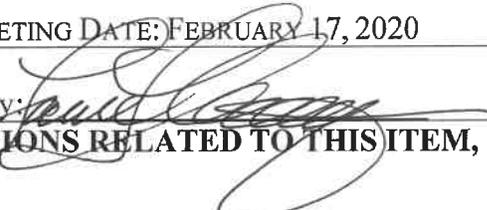
BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

RESOLUTION 20-0219: A RESOLUTION REGARDING THE REVIEW OF MINUTES FOR CLOSED MEETINGS FROM JANUARY 1989 THROUGH DECEMBER 31, 2020

AGENDA No.: 7 H

MEETING DATE: FEBRUARY 17, 2020

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey: 

ITEM HISTORY (PREVIOUS VILLAGE 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 February 17, 2020 Regular Meeting and may be adopted upon the Board's approval at that meeting.

ACTION PROPOSED:

Motion and a second to approve Resolution 20-0219: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 through December 31, 2020.

RESOLUTION NO. R20-0219

**A RESOLUTION REGARDING THE REVIEW
OF MINUTES FOR CLOSED MEETINGS
FROM JANUARY, 1989 THROUGH DECEMBER 31, 2019**

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 17th DAY OF FEBRUARY, 2020.

AYES: _____

NAYS: _____

ABSENT: _____

Sharon Knitter, President

ATTEST:

Laure Kosey, Secretary



Oak Brook Park District

BOARD MEETING

AGENDA ITEM HISTORY/COMMENTARY

ITEM TITLE: REVISIONS TO THE PERSONNEL POLICY MANUAL (APPROVED 3/20/2017 AND AMENDED)

AGENDA No.: 8 A

MEETING DATE: 2/17/2020

STAFF REVIEW:

Linda Noonan, Human Resource Manager:

RECOMMENDED FOR BOARD ACTION: Laure Kosey, Executive Director:

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

The Board of Commissioners last approved the Personnel Policy Manual on March 20, 2017 and subsequently approved the following amendments to the manual:

- Merit Pay (1/15/2018)
- Non-Discrimination and Anti-Harassment (1/15/2018)
- College Savings and Loan Repayment (10/21/2019)

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

Proposed revisions to the Personnel Policy Manual (Approved 3/20/17 and amended) are shown in colored print. The revisions include the addition of new policies, clarification of existing policies and changes to comply with federal and state laws. The following laws have affected changes in policy:

- Family and Medical Leave Act
- Illinois School Visitation Rights Act
- Illinois Workplace Transparency Act
- Illinois Nursing Mothers in the Workplace Act
- Illinois Cannabis Regulation and Tax Act

ACTION PROPOSED:

For Review and Discussion Only.



PERSONNEL POLICY MANUAL

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

DRAFT Revisions 1-30-2020

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 his/her employment, such employee is encouraged to discuss them with his/her immediate supervisor or the Human Resource Manager. He/She will listen to the employee's concerns, consider appropriate action to be taken, if necessary, and either provide the employee with the necessary information, or direct the employee to someone who can provide such information.

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

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

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

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

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

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

1.3 Purpose of Personnel Policy Manual

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

1.4 Party to a Civil Union

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

Section II: General Employment Policies

2.1 Employee Classifications (Revised)

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

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

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

employee's status or classification as a part-time employee. The District does not guarantee that ~~Limited~~ 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. ~~Such limited part-time employees are not eligible for District sponsored benefits programs, and are eligible only for Workers' Compensation.~~

- ~~f.) Executive Employee—Any employee whose primary duty consists of the management of the District or of a customarily recognized department or subdivision; who customarily and regularly directs the work of two or more other employees; who has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring or firing and the advancement and promotion or any other change of status of other employees will be given particular importance; who customarily and regularly exercises discretionary powers; and who is compensated on a salary basis at a rate of not less than the minimum weekly salary level established by the Fair Labor Standards Act (FLSA) for exempt status.~~
- ~~g.) Administrative Employee—Any employee whose primary duty consists of either the performance of office or non manual work directly related to management policies or general business operations of the District or those served by it; who customarily and regularly exercises discretion and independent judgment with respect to matters of significance; who regularly and directly assists an employee employed in an executive or administrative capacity, or who performs under only general supervision work along specialized or technical lines requiring special training, experience or knowledge, or who executes under only general supervision, special assignments and tasks; and who is compensated on a salary or fee basis at a rate of not less than the minimum weekly salary level established by the Fair Labor Standards Act (FLSA) for exempt status.~~
- ~~h.) Professional Employee—Any employee whose primary duty consists of the performance of work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study (as distinguished from a general academic education, an apprenticeship, or training in the performance of routine mental, manual or physical processes), or work that is original and creative in character in a recognized field of artistic endeavor (as opposed to work which can be produced by a person endowed with general manual or intellectual ability and training), and the result of which depends primarily on the invention, imagination or talent of the employee, or work that requires theoretical and practical application of highly specialized knowledge in computer systems analysis, programming and software engineering and who is employed and engaged in these activities as a computer systems analyst, computer programmer, software engineer, or other similarly skilled worker in the software field; whose work requires the consistent exercise of discretion and judgment in its performance; whose work is predominantly intellectual and varied in character (as opposed to routine mental, manual, mechanical or physical work), and is of such character that the output produced or the result accomplished cannot be standardized in relation to a given period of time; whose primary duties include the consistent exercise of discretion and judgment; and who is compensated for services on a salary or fee basis at a rate of not less than the minimum weekly salary level established by the Fair Labor Standards Act (FLSA) for exempt status.~~

i.) Certified Professional Instructor - A Certified Professional Instructor (CPI) is a ~~Regular~~ Part-time Employee who is hired for an indefinite period to work at least 1,560 hours per calendar year, 1,300 hours of which must be worked in providing CPI services. In addition to the minimum hours worked, a Certified Professional Instructor shall meet the following criteria:

- (i) Provide instructional services, including, but not limited to, tennis instruction, personal fitness training, swim coaching, and fitness class instruction.
- (ii) Have professional certification or a license in the relevant field of such instructor, from a recognized program that provides training for professional instructors.

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

2.2 Contract Services

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

2.3 Employee Recruitment and Selection

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

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

2.4 Employment of Relatives (Revised)

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

2.5 Employment Standards (Revised)

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 ~~drugs or alcohol~~ in the body. The physical exam shall be scheduled after the employee has accepted the job offer conditioned on a satisfactory physical exam, and prior to the start of work. All employment decisions based upon the post-offer physical exam must be made on a non-discriminatory basis. In reviewing the results of the physical exam, the District shall consider the following:

Physical or Mental Condition - In the event that the individual's mental or physical condition affects his/her 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 ~~and Alcohol~~ 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 ~~drugs or alcohol~~ 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, ~~creed~~, religion, sex, gender (including gender identity and expression), sexual orientation, ~~pregnancy~~, national origin, citizenship status, ancestry, genetic information, age, political affiliations, marital status, civil union partnership, physical or mental disability, ~~or unfavorable discharge from military service, military or veteran status, as a military veteran~~order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other protected characteristic as established by law. This policy includes employment practices such as recruitment, hiring, promotion, training, transfer, compensation, benefits, discipline, appraisal, termination of employment, and other terms or conditions of employment. In cases where sex or physical requirements of a position constitute a bona fide occupational qualification necessary for proper and efficient functioning in the position, and where no reasonable accommodation is possible, an adverse employment decision shall not be deemed discrimination. Each supervisor is responsible for administering employment practices in a manner that is consistent with the District's policy of providing equal employment opportunities. Any complaint relating to the District's efforts to provide equal employment opportunities may be brought directly to the attention of the Executive Director.

2.7 Health Records - HIPAA Policy and Notice

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

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

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

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

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

2.8 Indemnification and Liability Insurance

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

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

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

2.9 Performance Evaluations

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

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

2.10 Personnel Records

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

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

SECTION III: Employee Benefits

3.1 Disability - IMRF Disability Benefits Plan

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

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

Continue to be covered by IMRF death benefit protection.

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

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

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

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

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

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

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

3.2 Education Degrees and Tuition Reimbursement

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

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

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

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

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

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

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

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

3.3 Employee Assistance Program (Revised)

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, ~~and there is never any communication between the EAP and any person who refers an employee.~~ Part-time employees may be referred to EAP by their immediate supervisor if the supervisor believes the EAP could provide assistance.

3.4 Employee Recognition

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

Birthday Recognition

Any employee wishing to celebrate his/her birthday may do so within his/her 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

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

Employees will be recognized for their years of services during the annual employee holiday party according to the number of years worked at the District. The years of service will be recognized with a certificate and a choice of a gift from the Award Service Level corresponding to the years of

service according to the following chart.

Service Awards	
Years of Service	Award Service Level
5 Years	I
10 Years	II
15 or More Years	III

3.5 Flexible Spending Accounts

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

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

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

3.6 Group Insurance Plans (Revised)

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. ~~In the event of separation or retirement from the District, an employee who has ten (10) years of continuous full-time employment with the District and who is eligible to receive an IMRF retirement or disability pension may elect to receive group insurance for the employee and/or his/her dependents, provided that the full cost of said insurance is paid by the recipient.~~

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

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

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

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

Effective May, 2011, all eligible employees who have made the election for Hospital and Medical Insurance coverage shall be required to contribute a percentage of the monthly premium as a payroll deduction, as determined by the District's Board. Effective May 1, 2015, eligible employees will also be required to contribute a percentage of the monthly premium as a payroll deduction for dental and vision insurance. An acknowledgement must be signed by each eligible employee authorizing the payroll deduction, and such acknowledgement shall be filed in his/ her 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 ~~separation~~ disability or retirement from the District, an employee who has ten (10) years of continuous full time employment with the District and an insured employee who is eligible to receive an IMRF retirement or disability pension may elect to continue receive group insurance for

the themselves employee and/or their his/her dependents, provided that the full cost of said insurance is paid by the recipient.

3.7 Professional Development and Reimbursement of Expenses (Revised)

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

- a) State or Other Conferences - All full-time employees are eligible to attend the IPRA/IAPD State Conference. Full-time employees may substitute another state conference for the IPRA/IAPD Conference; however, if they choose to do so, they must receive approval from their immediate supervisor and Executive Director. Attendance at national conferences is generally limited to department directors; however, exceptions may be granted to full-time staff depending on circumstances and approval from their immediate supervisor and the Executive Director.

- b) In-Service Training Programs - It is the responsibility of the Executive Director and department directors and supervisors to identify training programs, seminars, or other means of employee development that will assist employees in improving their job performance. Likewise, it is the responsibility of each employee to take advantage of such training, as well as other means of self-development that may be made available to District employees. All employees of the District are eligible, and may be required to attend training programs that are carried out during the employee's regular working hours and that are conducted on-site at the District. Such training will be provided at the District's expense.

Reimbursable Expenses

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

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

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach)

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

Conditions for reimbursement of travel, meal and lodging expenses:

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

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

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

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

5. Meals/Food: As set forth above, the maximum allowable amounts for meal costs per day, including gratuity, for all-day approved events are as follows: a) \$15.00 for breakfast; b) \$25.00 for lunch; and c) \$35.00 for dinner. An employee will only be reimbursed for the amount incurred and, in the event an employee incurs an excess of the maximum allowable amount, the employee must request reimbursement, which must be approved by the Board in accordance with Ordinance No. 17-0116. If a meal is provided as part of the registration for the event, that meal will be deducted from the daily meal allowance. Vouchers must accompany all expenses for reimbursement.
6. Expenses Incurred in Excess of Maximum Allowed: Expenses incurred by an employee in excess of any maximum allowable amounts as specified above must be first approved by the Board at an open meeting before reimbursement will be made to the employee. In the event of any emergency or other extraordinary circumstances, the Board may approve more than the maximum allowable expenses as set forth above.
7. Wages/Salary: Employees attending educational/professional development events, conferences, meetings or other events, will be compensated a maximum of 8 hours for that working day. The Executive Director must approve any request for additional hours.
8. Reservation to Amend: The District's Board may, at any time, adjust or limit any reimbursable expense, including but not limited to the categories for which reimbursement will be made and the maximum allowable amount for each authorized category, in its discretion or as required by law.

3.8 Professional and Service Organizations

Professional Organizations - Full-time employees and ~~regular~~ 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 ~~regular~~ 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 ~~(Revised)~~

457(b) Deferred Compensation Plan ~~(NEW)~~

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

IMRF Pension Plan & Social Security

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

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

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

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

3.10 Time-off Benefits

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

Bereavement Leave ~~(Revised)~~

In the event of a death in the immediate family, full-time employees may be granted up to three (3) working days of paid bereavement leave to attend the funeral of an immediate family member with the approval of the employee's immediate supervisor. "Immediate family" is defined as the

employee's spouse, child, parent, sibling and grandparent; as well as the employee's spouse's parent, sibling, child and grandparent. Upon returning to work, the employee must record his absence as a Bereavement Leave on his attendance record. Proof of death and relationship to the deceased may be required. Nothing in this section is meant to diminish the rights of an employee under the Illinois Child Bereavement Leave Act should the employee be eligible for leave under the Act.

Child Bereavement Leave ~~(NEW)~~

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

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

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

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

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

Compensatory Time ~~(Revised)~~

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

compensatory upon their voluntary or involuntary separation from the District.

Family and Medical Leave (FMLA) (Revised)

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 ~~medical~~ health condition, or upon the birth or adoption of a new child in the employee's home, or any other qualifying circumstance under the FMLA. Immediate family is defined as the employee's spouse, child, parent, and sibling as well as the employee's spouse's parent, sibling, and child. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

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

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

- b.) Request for Leave: An eligible employee is responsible for submitting a family leave request in writing to the immediate supervisor and the Executive Director at least 30 days prior to any anticipated leave, or as soon as practical when the absence cannot be anticipated. Upon receipt of the leave request, the supervisor and Executive Director shall confer with the employee to consider possibilities for intermittent leave, reduced work schedules, transfer or reassignment, or other arrangements which promote the mutual benefit of the employee and the District, and may request medical certification of the claimed serious health condition of the employee or a family member. In the event of any question regarding the medical justification for the requested leave the District may, at its own expense, obtain a second medical opinion.
- c.) Reporting Requirements: An employee on FMLA shall be required to report periodically on his/her status and intention to return to work, and further medical certification may be required.
- d.) Wage or Salary: An employee's regular wage or salary will be suspended during approved family leave. If the employee is otherwise eligible for such benefits, the employee may receive pay from the use of accrued sick time, personal time, vacation time or compensatory time during approved family leave. The employee may also request sick time from the Sick Bank, if he/she qualifies. If an employee is being paid for any portion of leave for IMRF disability, FMLA leave or any other leave, the employee will continue to accrue benefit hours for the months in which they are receiving payment. If the leave is unpaid, the employee will not accrue benefit hours, nor will they receive any regularly scheduled salary or wage increases during this period.

- e.) Group Insurance Benefits: The District will continue to pay its portion of any applicable District-sponsored group insurance benefits for a period of not more than 12 weeks during an approved family leave. The employee must make arrangements for payment of his/her share of the insurance premiums before the leave commences. If the employee does not return to work after the leave, or fails to pay his/her portion of the premiums, the employee will be required to reimburse the District for the costs and expenses incurred by the District for maintaining the insurance during the leave.
- f.) Returning from Leave: Upon return to work from such leave, an employee will be placed in the same position or an equivalent position with like pay, benefits, and conditions; provided that the employee's total time on leave in a rolling 12-month period has not exceeded 12 weeks.
- g.) Failure to Return from Leave: In the event that an employee fails to return to work on the agreed date at the end of the family leave, the employee's continued absence shall be considered unauthorized and shall subject the offending employee to corrective disciplinary action, including termination of employment. Any employee claiming family leave under false pretenses shall be subject to termination of employment.
- h.) Concurrent Leave Benefits: An employee may substitute any accrued paid vacation time, personal time, sick time or compensatory time (if the employee otherwise qualifies) for unpaid leave under this policy, and any such paid time off shall be taken concurrently with the Family and Medical Leave. If the employee otherwise qualifies for disability pay, such pay will be remitted to the employee at the same time he/she is 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 (Revised)

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; ~~and must have been employed by the District for at least 30 days. In addition, the employee must work the regularly scheduled workdays before and after the holiday unless the employee is on approved vacation leave for either or both of these days. When a holiday occurs during the employee's vacation, the holiday will not count toward the employee's use of vacation days, and the employee may schedule an alternate day of vacation. 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 ~~regular part-time and limited~~ part-time employees with the approval of their immediate supervisor.

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

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

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

Payment for Hours Worked on a ~~Regularly-District~~ Scheduled Holiday:

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

Full-time Non-Exempt Employees: When a full-time non-exempt employee is required to work on a ~~regularly District s~~Scheduled ~~h~~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 ~~regular part-time and limited~~ part-time employees will be without pay from the District.

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

Military Leave

It is the policy of the District to support an employee's responsibility of military service by permitting time off from work as necessary to fulfill military obligations. As soon as the employee receives any military orders, it is the responsibility of the employee to notify his/her 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 ~~regular part-time and limited~~ 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)

Full-time employees will receive three (3) personal days (24 hours) each calendar year that may be taken at any time within the calendar year to observe a birthday or religious matter, to attend to personal business, or to take time off for any other similar activities.

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

Regular Ppart-time employees, who work a minimum of 1000 hours during the calendar year, may accrue up to 48 hours of personal time to be used during the following year beginning January 1 and ending December 31. Personal time will be calculated at 2.5 hours of personal time for every 100 hours worked.

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

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

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

School Conference and Activity Leave ~~(Revised)~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Work Release: When an employee returns to work after the use of Sick Bank time for his/her own illness, injury or other medically necessary reason, the employee must bring a release from his/her physician stating that the employee is able to return to work. The District reserves the right to require an employee to undergo an examination by the District's occupational health provider to verify fitness to return to work.

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

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

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

Sick Time (Revised)

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. 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. ~~Regular p~~Part-time, ~~limited 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 35 sick days or 280 hours of sick time, may ~~be rollover for use in the subsequent year. accumulated.~~ All full-time employees will earn 4 hours of sick leave for each calendar month employed by the District.

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

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

Vacation Time (Revised)

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

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

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

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

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

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

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

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

Length of Vacation Time for Existing Employees Changing from Part-time to Full-time Status: Vacation time for an employee moving from an IMRF qualifying part-time position to a full-time

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

Length of Subsequent Vacation Time: Starting with January 1st of each calendar year, eligible employees will begin to accrue paid vacation time on a calendar-year basis. Eligible employees will accrue paid vacation throughout the calendar year, and all accrued vacation time will be available for use beginning the following January 1st. The amount of paid vacation time granted to eligible employees is shown in the following charts. Subsequent vacation time for a newly hired full-time employee or a non-IMRF part-time employee accepting a full-time position is calculated based on the full-time hire date. Subsequent vacation time for an employee changing from an IMRF eligible part-time position to a full-time position is calculated on the most recent IMRF participation date.

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

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

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

Separation or Retirement: Upon separation or retirement from the District, an employee is entitled to be paid for any unused vacation time that was accrued from the previous calendar year, prorated through the last full calendar month of service.

College Savings and Loan Payment: (NEW)

An employee may elect to cash in no more than 50% of their allotted Vacation time per calendar year, up to a maximum of 40 hours, and direct the funds to an established 529 College Savings Account and/or to a College Loan in their own name, their spouse’s name, or their child’s name. This election is limited to a one-time request per calendar year, per employee. Contributions/payments will be made directly to the applicable account(s). To take advantage of this benefit, the employee shall complete the 529 College Savings Account Contribution Form and/or the College Loan Payment Form and

submit it to the Human Resource Manager no later than November 30th for processing. The employee is responsible for confirming receipt and crediting of the funds to their account(s).

Victims Economic Security and Safety Act (VESSA) (Revised)

District employees may take unpaid leave under the Victims' Economic Security and Safety Act ("VESSA" - Amended by Illinois Workplace Transparency Act, effective 1/1/2020) in order to seek assistance in response to an act or threat of domestic violence, sexual assault, gender violence, or stalking. An employee may take this leave to seek services for someone who is a victim of domestic, ~~or~~ sexual, or gender violence if the victim is: 1) the employee; 2) a covered family member (spouse, civil union partner, parent (biological or loco parentis), son, or daughter~~child, and parent~~); or 3) a household member (who is currently residing with the employee). ~~The employee may take leave for a child who is a victim if that child is under the age of eighteen (18) or, if the child is eighteen (18) years or older if the child is mentally or physically disabled and incapable of self-care. Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.~~

VESSA leave is not allowed, however, if the employee's interests regarding the violent act are adverse to the victim's interests. ~~and~~ The District's Executive Director may request a copy of a police report concerning the act or threat of domestic violence, sexual assault, gender violence, or stalking 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 within any twelve (12) month period and shall be restored to the same or an equivalent position upon their return from leave. This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act.

a.) Reasons for Leave

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

- (1) to seek medical attention for, or to recover from ~~actual~~ physical or psychological injuries caused by domestic, ~~or~~ sexual, or gender violence;
- (2) to obtain services from a victim services organization;
- (3) to obtain psychological or other counseling;
- (4) to participate in safety planning, to seek ~~seasonal~~ temporary or permanent relocation, or to take other actions to increase the safety of the victim from future domestic, ~~or~~ sexual, or gender 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, ~~or~~ sexual, or gender violence.

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

b.) Notice of Leave

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

c.) Reporting While on Leave

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

d.) Certification

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

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

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

- (1) a signed and dated ~~sworn~~ statement by the employee showing that the leave qualifies for a purpose covered by VESSA, and;
- (2) written documentation from the source from whom assistance was sought or who could otherwise verify the nature of the leave, such as documentation from: (a) a representative of a victim services organization, an attorney, member of the clergy, or a medical or other professional, from whom the employee has sought services on behalf of a covered victim to address domestic, ~~or~~ sexual, or gender violence 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. If the District does not receive adequate certification within a reasonable time period after leave is requested, 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.) Leave is Unpaid

VESSA leave is unpaid leave. An employee on VESSA leave may elect to substitute any period of unpaid leave for which the employee is eligible under federal, state or local law. An

employee on VESSA leave may also elect to use any available accrued paid time off which would otherwise apply to the circumstances of the leave, including any ~~accrued~~ 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, ~~or~~ sexual, or gender violence, the employee may use any available accrued sick time for that portion of the leave. The substitution of any such paid or unpaid leave time shall not extend the maximum twelve (12) week VESSA leave period.

f.) Medical ~~a~~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 a period of not more than 12 weeks unless the Executive Director, in consultation with the District's Board, determines that additional payments would be appropriate and in the best interests of the District. The employee must make arrangements for payment of his/her 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, ~~or~~ sexual, or gender 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 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.

g.) Intermittent ~~a~~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). If leave is unpaid, the District will determine the employee's salary based on the amount of time actually worked.

h.) Other Applicable Leaves

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

i.) Returning ~~f~~From Leave

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

immediately after the expiration of the approved VESSA leave in order to be reinstated to the same position or an equivalent position.

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

j.) Reasonable Accommodation ~~in t~~The Workplace

The District will consider making reasonable accommodations to an employee or job applicant for a known limitation resulting from domestic, ~~or~~ sexual, or gender 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 may provide an adjustment to the job structure, workplace facility, or work requirements, including a change in the employee's telephone number or seating assignment, or installation of a lock or implementation of a safety procedure in the employee's work area in response to a need covered by VESSA. The District will also consider a request for transfer, reassignment, or modified schedule if needed due to a known limitation caused by an act or threat of domestic, ~~or~~ sexual, or gender 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.

k.) Confidentiality

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

l.) No Retaliation

The District strictly forbids any of its elected or appointed officials, employees, supervisors, or other representatives from discriminating, retaliating, harassing, interfering with, restraining or otherwise treating an employee unfavorably, with respect to compensation, terms, conditions or privileges of employment, for requesting or taking VESSA leave or exercising any other rights under VESSA. If the employee believes he/she has been denied VESSA rights, or if the employee believes he/she has been treated unfavorably for having exercised any VESSA rights, the employee should immediately report such action to the Human Resource Manager or the Executive Director.

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

3.11 Voting Time

The District fully supports all employees' participation in government by voting in federal, state, and local elections. In most cases, polling schedules for voting allow employees who are eligible to vote

ample opportunity to vote before or after their working hours, and/or employees will be encouraged to take advantage of early voting opportunities. However, when the polling schedules conflict with work schedules of the District's employees, the employee's immediate supervisor will grant a maximum of two (2) hours of time off, with pay, for voting.

3.12 Workers' Compensation (Revised)

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

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

<i>Note</i>	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 (Revised-)

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

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

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

Medical Cannabis

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

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

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

Recreational Cannabis Use

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

Notice of Convictions

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

ALCOHOL AND DRUG TESTING

Pre-Employment Screening

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

Reasonable Suspicion

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

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

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

- carelessness that results in any injury to the employee or others.

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

Testing Conducted

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

VIOLATIONS OF THE ALCOHOL & DRUG ABUSE POLICY

Disciplinary Action Steps

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

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

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

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

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

The District has implemented this policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety, and efficiency. Since

~~District employees operate, supervise and maintain parks, facilities, programs, and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, the District wishes to assure the health and safety of all its patrons and employees.~~

~~This policy also expresses the District's desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. § 701 et seq. and 30 ILCS 580/1 et seq.). In accordance with these statutes and concerns, the District has resolved to maintain a drug free workplace.~~

~~The purpose of this policy is to inform employees of the District's investigation, treatment and disciplinary policy relating to alcohol and drugs. As such, all District employees will abide by its terms. As with all policies in this Manual, this policy is subject to periodic addition, modification, or deletion.~~

~~This policy does not replace any of the provisions or requirements of the District's CDL Alcohol and Drug Testing Procedures for employees holding positions that require a Commercial Driver's License. The procedures are detailed in the District's Safety Manual.~~

~~Park District employees who operate Park District commercial motor vehicles and possess a commercial driver's license have special responsibilities necessitated by the fact that they operate vehicles that require additional skill and attentiveness over that of non-commercial motor vehicles. As part of its continuing commitment to safety and to comply with federal law, the Park District has established a controlled substance and alcohol testing policy for Park District positions that require a commercial driver's license ("CDL Testing Policy"). Both the Park District and the federal government recognize that it is important to establish programs to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. The CDL Testing Policy is in addition to and supplements and complements rather than supersedes all other Park District policies, rules, procedures, and practices, including without limitation, this Alcohol and Drug Abuse Policy. However, for persons to whom the CDL Testing Policy applies, in the event of any conflict between any of the provisions of the CDL Testing Policy and the provisions of any other Park District Policy, rule, procedure, or practice, the provisions of the CDL Testing Policy will control.~~

Acts Prohibited

~~The unlawful manufacture, distribution, dispensation, possession, or use of a Controlled Substance, including cannabis, medical marijuana and alcohol, is prohibited on District property or while acting on behalf of the District. This prohibition shall apply to the administration or Possession of Cannabis for personal medical use by a qualified patient under the Illinois Medical Cannabis Act on District Property or while acting on behalf of the District.~~

Definitions

For purposes of this policy, the following definitions apply:

- ~~1. "Alcohol" means any substance containing any form of alcohol, including but not limited to: ethanol, methanol, propanol and isopropanol.~~
- ~~2. "Cannabis" is defined as provided in the Cannabis Control Act (720 ILCS 550/1 *et seq.*) which provisions are specifically incorporated in this policy by reference and includes Medical Marijuana.~~
- ~~3. "Controlled Substance" means a controlled substance in schedules I through V of section 812 of Title 21 of the United States Code, which provisions are specifically incorporated in this policy by reference.~~
- ~~4. "Criminal Drug Statute" means a criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance or cannabis.~~
- ~~5. "District" or "Park District" shall mean the Oak Brook Park District.~~
- ~~6. "District Property" means any building, park, gym, pool, office, common area, open space, vehicle, parking lot, or other area owned, leased, managed, used or controlled by the District. District Property also includes property used by District patrons while on District sponsored events or field trips and property of others when presence thereon by a District employee is related to employment with the District.~~
- ~~7. "Drugs" mean Legal Drugs and Controlled Substances, including Cannabis.~~
- ~~8. "Legal Drugs" mean prescription drugs, including Medical Marijuana and over-the-counter drugs which have been obtained legally and are being used in the manner and for the purpose for which they were prescribed or manufactured.~~
- ~~9. "Medical Facility" means any physician, laboratory, clinic, hospital, or other similar entity.~~
- ~~10. "Medical Marijuana" means marijuana used by registered patients with debilitating medical conditions who are engaged in the medical use of marijuana in compliance with the Illinois Compassionate Use of Medical Cannabis Pilot Program (410 ILCS 130/1 *et seq.*).~~
- ~~11. "Policy" means this Alcohol and Drug Abuse Policy of the Oak Brook Park District.~~

- ~~12. "Possess" or "Possession" means to have either in or on an employee's person, personal effects, desk, files, or other similar area.~~
- ~~13. "Public Safety Responsibility" means a position in which the nature of an employee's duties is such that impaired perception, reaction time, or judgment may place a member or members of the public or other employees at risk of serious bodily harm, or a position in which an employee is responsible for the administration or enforcement of alcohol/drug policies.~~
- ~~14. "" means that the employee is affected by Alcohol or Drugs in any determinable manner, including slurred speech, impaired dexterity or agility, inappropriate demeanor, or similar symptoms indicative of the likelihood that such employee is and is impaired in his/her ability to safely perform job responsibilities, including, but not limited to, driving a vehicle or using equipment, or that such employee is a danger to himself/herself, to other employees, or to participants in District programs or activities on District Property or while acting on behalf of the District. A determination of being can be established by a professional opinion, a scientifically valid test, a layperson's opinion, or the statement of a witness.~~

Voluntary Treatment

~~It is the responsibility of each employee to seek assistance before Alcohol or Drug problems lead to disciplinary action. The District will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of this Policy or other rules of conduct. Seeking such assistance will not be a defense for violating the Policy, nor will it excuse or limit the employee's obligation to meet the District's policies, rules of conduct, and standards including, but not limited to, those regarding attendance, job performance, and safe and sober behavior on the job. Employees who suffer from Alcohol or Drug addictions are encouraged to consult voluntarily with District management and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's group health plan or the District's EAP. District management will attempt to keep such voluntary discussions and medical treatment confidential in accordance with the District's HIPAA policy.~~

Screening and Testing

~~The District may require employees whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind, or have Public Safety Responsibilities be screened or tested on a random basis, or may require any employee to be screened or tested following a work place accident involving a possible violation of safety rules and reasonable suspicion that the employee is e of Alcohol or Drugs during and after an employee's participation in an Alcohol or Drug counseling or rehabilitation program, or upon reasonable suspicion that the employee is Under the Influence of Alcohol or Drugs. The screening or testing will be conducted by Medical Facility selected by the Park District at the Park District's expense. The screening or testing may require an analysis of the employee's breath, urine and/or blood or such similar substance as the Medical Facility may recommend. Employees who undergo Alcohol or Drug screening or testing will be given the opportunity, prior to the collection of a specimen or other testing, to disclose the use of Legal Drugs, including Medical Marijuana, and to explain the circumstance of their use. If an initial test is positive, a second test will be conducted from the same sample. A confirmed positive Drug and/or Alcohol test may result in disciplinary action, up to and including termination of employment;~~

~~provided that an employee who tests positive for Cannabis and who is a qualified patient under the Illinois Medical Cannabis Act shall not be disciplined for a confirmed positive drug test unless such person is determined to be , as defined in this Section, by the means of determining whether an individual is as set forth in this Section.~~

~~Each District employee or prospective employee is required to sign a consent form prior to taking the Drug screening.~~

~~Each employee and prospective employee may also be required to sign a separate consent form requested by the Medical Facility conducting the screening or testing. Refusal to sign any requested consent form will result in non-hire or disciplinary action up to and including termination of employment, as deemed appropriate by the District, in its sole discretion, under the circumstances.~~

Treatment

~~If the Medical Facility recommends treatment, the District may, depending on the circumstances as determined in the sole discretion of the District, give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the District and employee.~~

~~Participation in such treatment will be at the employee's expense. The employee must enter the treatment program within ten (10) days from the time of recommendation of treatment. The District may reinstate the employee provided that the employee submits a statement issued by the Medical Facility certifying successful completion of the treatment program, that the employee is released to return to work, and that the employee agrees to all conditions of reinstatement as determined by the District, which may include, but are not limited to, future Alcohol and/or Drug testing.~~

~~This section will be construed in a manner consistent with your rights and obligations under the Illinois Compassionate Use of Medical Cannabis Pilot Program (410 ILCS130/1 *et seq.*), including any applicable interpretive rules that may be adopted, now or in the future, pursuant to this Policy. Be assured that the District respects the rights of our employees who are registered patients with debilitating medical conditions who are engaging in the uses of Medical Marijuana in compliance with the law. However, as with Alcohol and Drugs, employees may not operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind, supervise minors, or have Public Safety Responsibility while being . Additionally, employees may be disciplined or discharged for reporting to work in Possession of or of Cannabis. In all cases, an employee who is a registered patient engaged in the use of Medical Marijuana is subject to all of the District's normal drug testing requirements, personnel policies and disciplinary penalties for policy violations.~~

Use of Legal Drugs

~~Any employee who operates or maintains a vehicle or machinery, handles hazardous materials or substances of any kind, or has Public Safety Responsibility and who has taken a Legal Drug (including Medical Marijuana) must report the use of such Legal Drug to their immediate supervisor if the Legal Drug may cause drowsiness or if it may alter judgment, perception or reaction time. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether or not the Legal Drug may have such a potential side effect. The information will be retained by the District in a confidential manner and will be disclosed only to persons who need to know. The employee's immediate supervisor, after conferring with the department director, will decide whether or not the employee may safely continue to perform the job while using the Legal Drug. Failure to declare the use of such Legal Drugs may be cause for discipline up to and including termination of employment.~~

Notice of Conviction

~~Any employee who is convicted of violating any federal or state Criminal Drug Statute must notify the Executive Director within five (5) days after 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.~~

Discipline/Penalties for Violation

~~An employee who reports to work or is found during working, or hours to be or to have been under the influence of alcohol, controlled substances, or cannabis or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances, or cannabis while on District property or while acting on behalf of the District, is convicted of a drug related crime, causes financial or physical damage to the District property, its employees or patrons as the result of alcohol or drug abuse, or fails to report the use of legal drugs in accordance with this policy, will be disciplined in accordance with the Discipline Process section of this Manual; provided that an employee who tests positive for cannabis and who is a qualified patient under the Illinois Medical Cannabis Act shall not be disciplined for a confirmed positive drug test unless such person is determined to be Under the Influence, as defined in this Section, by the means of determining whether an individual is Under the Influence as set forth in this Section. In addition to or in the alternative, depending on the circumstances as determined by the District in its sole discretion, the District may require the employee to successfully complete an alcohol and/or drug abuse assistance or rehabilitation program approved for such purposes by the District and by a federal, state or local health law enforcement or other appropriate agency. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the District. Participation in a treatment program will not, in itself, protect the employee from disciplinary action should job performance remain unsatisfactory.~~

~~In addition to the examples of misconduct that may subject an employee to disciplinary action contained in this policy and this Manual, the District will discipline an employee up to and including termination of employment for the following:~~

- ~~1. If the employee refuses to submit to diagnosis, testing or screening upon an authorized request of the District;~~
- ~~2. If the employee tampers in any way with the specimen given to the Medical Facility for purposes of alcohol or drug screening or testing;~~
- ~~3. If the Medical Facility recommends treatment and the employee refuses to undergo such treatment;~~
- ~~4. If, while undergoing treatment, the employee fails or refuses to follow the course of treatment;~~

- ~~5. If the employee, during the course of or following treatment, is again Under the Influence of alcohol or drugs in violation of this policy; or,~~
- ~~6. If the employee fails to notify the Executive Director of a conviction for violating any federal or state Criminal Drug Statute in accordance with the "Notice of Conviction" section of this policy.~~

Pre-Employment Screening

~~As a final prerequisite in the Park District employment selection procedure, persons otherwise offered a full-time, labor-intensive position with the Park District will be required to undertake a physical examination which may include a drug and alcohol screening test.~~

Inspections

~~In order to assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances, or cannabis (including medical marijuana), employees may be subject to inspection as follows: Lockers, desks, files, vehicles, equipment and other containers and property owned or leased by the District and which an employee is permitted to use during employment with the District, are and remain the property of the District. Employees are not permitted to keep controlled substances, cannabis (including medical marijuana) or alcohol in or on such property. Any such property reasonably suspected of having or holding such substances is subject to search by the District. Any refusal to submit to such an inspection will be treated as an act of insubordination and may result in disciplinary action, up to and including termination of employment.~~

Records

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

4.2 Attendance at Work

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

4.3 Blogging and Social Media

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

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

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

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

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

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

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

b) Best Practices

- **Think twice before posting:** Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and the Park District. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a conference or to a member of the media,

consider whether you should post it online. If you are unsure about posting something or responding to a comment, ask your supervisor for input or contact the marketing manager.

- **Strive for accuracy:** Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the park district in any capacity. (See “Park District Social Media” below.)
- **Be respectful:** Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or the park district and its institutional voice.
- **Remember your audience:** Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective sponsors, current sponsors, residents, nonresidents, current employers, board members, colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
- **On personal sites,** identify your views as your own. If you identify yourself as an Oak Brook Park District employee or staff member online, it should be clear that the views expressed are not necessarily those of the institution.
- **Photography:** Photographs posted on social media sites easily can be appropriated by visitors. Consider adding a watermark and/or posting images at 72 dpi and approximately 800x600 resolution to protect your intellectual property. Images at that size are sufficient for viewing on the Web, but not suitable for printing.

c) Park District Social Media Sites

- **Purpose of Park District Social Media Sites:** The Park District will utilize social media to increase our presence on the web, and develop conversational platform with our constituents that is both informational and promotional.
- **Content and Monitoring:** The Marketing Manager and IT Manager are responsible for the content of and monitoring all park district pages. Departments or employees that would like to contribute content or create a new social media promotion must contact the Marketing Manager.
- **Approval:** The Executive Director must approve all social media sites, promotion and communications that assume the Park District voice.
- **FOIA Requests:** The Illinois Freedom of Information Act states that “Written requests may be submitted to a public body via personal delivery, mail, telefax, or other means available to the public body” (5ILCS 140/3 (c)). Therefore, if a member of the public posts a comment on an agency’s account that clearly requests certain records, it will be construed as a valid FOIA request. The marketing manager will forward all available information to the FOIA officer to address or clarify the request. The Park District will make a reasonable effort to ensure that contact information for FOIA requests is available on social sites.

- **Acknowledge who you are:** If you are representing Oak Brook Park District when posting on a social media platform, acknowledge this.
- **Link back to the Park District:** www.obparks.org 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 (Revised)

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

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

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

Employees shall be provided flexible paid breaks to accommodate milk expression. ~~Breaks for more than 15 minutes in length are unpaid for non-exempt employees and this time should be reflected on the time record.~~

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

4.5 Children in the Workplace

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

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

If bringing a child to work with the employee is unavoidable, the employee must contact his/her 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)~~

It is the desire of 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.

Body piercing jewelry is strictly limited to earrings, and the style of earring or jewelry may not present a safety hazard to the employee, his/her coworkers or the public.

Tattoos shall not be offensive in nature (i.e., words and/or symbols of profanity). Any tattoo design that is determined to be offensive, unprofessional or excessive must be covered. Tattoos must not be immodestly placed so as to draw inappropriate attention. Excessive visible tattoos will not be permitted.

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

The District provides personal protective equipment (PPE) which is to be worn during work functions that have been identified by supervisory personnel and the District's Safety Committee. OSHA and the Illinois Department of Labor require that park and recreation agencies conduct a hazard assessment of their workplace to determine if any hazards exist that would require the use of personal protective equipment. Employers must select and have affected employees use PPE suitable for protection from existing hazards. These hazards are listed in Workplace Hazard Assessments, which also list the required PPE. PPE may consist of earplugs, ear covers, helmets, safety goggles/glasses, chaps, protective gloves and other equipment. Employees will be trained to know when personal protective equipment is necessary; what type is necessary; how it is to be worn; and what its limitations are, as well as proper care, maintenance, useful life, and disposal. Employees are required to wear the PPE as assigned and identified in the Workplace Hazard Assessment. Employees are required to return PPE to the designated storage area upon completion of the job assignment on a daily basis or as directed

by their supervisor. Employees who do not comply with personal protective equipment procedures shall be subject to discipline.

Front-line Employees

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

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

Aquatic Center Employees

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

Swim Instructors: All swim instructors while on duty are required to wear the provided uniform consisting of a red one-piece swimsuit or red swim trunks. No towels shall be worn on deck. If an instructor is out of the water, he/she 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.

4.114.11- Emergency Closings and Scheduled Facility Closure (Revised)

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 benefit hours on the day of an emergency closing will be paid benefit hours as previously approved.
- An employee, who for personal reasons, wishes to leave work early during severe weather conditions may do so with the permission of his/her supervisor and may opt to deduct such time from his/her accrued vacation, personal, or compensatory time.
- If an employee is unable to report for work, but the program/facility for which he/she works is open, the employee (whether exempt or non-exempt) will not be paid for that day unless the employee opts to deduct such time from his/her accrued vacation, personal, or compensatory time.

Scheduled Facility Closure: (New)

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

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

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

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

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

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

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

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

Example #4: Regular established work schedule 8:30 am – 5:00 pm (less a 30-minute meal break)

with PTO used the full day

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

4.12 Gifts

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

4.13 Identity Protection

The District has approved three important policies regarding identity protection:

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

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

Identity Theft Prevention – Customer Information Policy

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

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

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

and specific approval of a management employee. Employees shall receive additional training as appropriate, as changes to the Program are made.

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

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

Identity Theft Prevention – Social Security Numbers Policy

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

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

1. Publicly post or publicly display in any manner an individual's social security number.
2. Print an individual's social security number on any card required for the individual to access products or services provided by the District.
3. Require an individual to transmit his/her social security number over the Internet, unless the connection is secure or the social security number is encrypted.
4. Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, and electronic mail or any similar method of delivery, unless State or Federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision of the Act or this policy to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Illinois Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend or terminate an account, contract or policy, or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under the Act or this policy may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope, or be visible on an envelope without the envelope having been opened.

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

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

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

Data Security Policy

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

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

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

4.15 Non-Discrimination and Anti-Harassment (Revised)~~(Revised — Approved by the Board 1/15/18)~~

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.~~Actions, words, jokes, or comments based on an individual's sex, race, national origin, age, religion, sexual orientation, pregnancy, 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 ~~of a particular gender, sexual orientation, or any other protected characteristic, because of his or her 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 ~~basis of sex, sexual orientation, pregnancy, or any other protected characteristic~~, 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 harassed employee individual; or

- c.) The harassment has the purpose or effect of interfering with the employee's individual's work performance or creating an environment that is intimidating, hostile, or offensive to the individualemployee.

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 ~~Park~~-District to prohibit harassment of any person by any ~~Park~~-District employee, ~~Park~~-District commissioner, or ~~Park~~-District agent on the basis of sex or gender. All ~~Park~~-District employees, ~~Park~~-District commissioners, and ~~Park~~-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 his/her-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 his/her 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, ~~and~~ business-related social events and any other location where the individual is assigned to perform his or her job duties.-

Retaliation Is Prohibited

The District prohibits retaliation against any individual because he or she who reports discrimination, harassment, or retaliation, who 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 Similar to the 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. contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10), the Whistleblower Act (740 ILCS 174/1 et seq.), and the Illinois Human Rights Act (775 ILCS 5/6-101) provide whistleblower protections from retaliatory action for reporting sexual allegations.~~

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 his/her 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 an individual experiences or witnesses harassment, discrimination, or retaliation of any kind, the you individual should deal with the incident(s) as directly and firmly as possible by clearly communicating your his/her position to the offending person, your his/her immediate supervisor, his/her department director, and/or the Executive Director. You The individual 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 the individual to make reporting 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 any person who experiences or witnesses such behavior, if the individual feels comfortable doing so, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If the person objecting is the harassed employee, he/she should clearly stating that the conduct is unwelcome and that the offending behavior must stop. However, you are not the person

~~objecting is~~ 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. ~~Further, the person objecting is not required to directly confront the person who is the source of the report, question, or complaint if the individual is uncomfortable doing so.~~ 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 an ~~you~~ individual feels threatened or intimidated by the offending person, ~~you the person objecting~~ should promptly report the offending behavior to ~~your~~ his/her immediate supervisor or department director. If ~~you the person objecting~~ feels uncomfortable doing so, or if ~~your~~ his/her immediate supervisor and/or department director is the source of the problem, condones the problem or ignores the problem, the offending behavior should be reported directly to the Executive Director.
- **Report to President of the District's Board:** If the Executive Director is the source of the problem, condones the problem, or ignores the problem, ~~you the person objecting~~ 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~~ an individual makes a complaint alleging harassment, discrimination or retaliation against an agent, vendor, supplier, contractor, volunteer or person using District programs or facilities, the Executive Director will investigate the incident(s) and determine the appropriate remedial action, if any. The District will ~~make~~ reasonable efforts to protect ~~you the individual~~ from further contact with such persons when warranted or will take other reasonable steps to remediate the situation. ~~All~~

~~employees must recognize, however, that the District has limited control over the actions of non-employees.~~

<i>Important Notice to All Employees</i>	Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this <u>complaint</u> reporting procedure. An employee's failure to fulfill this obligation could affect his/her rights in pursuing legal action.
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Harassment Allegations by Elected Officials Against Other Elected Official

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

Harassment of Non-Employees

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

Responsibility of Supervisors and Witnesses

Any supervisor or managerial employee who becomes aware of any possible sexual or other harassment, discrimination, or retaliation of or by any employee 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 Park 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 knowledge 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 ~~temporaryseasonal~~ 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) (~~at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601~~), ~~(312) 814-6200, (TDD 312-263-1579) and/or the United States Equal Employment Opportunity Commission (EEOC) 1-800-669-4000 (TDD 1-800-669-6820)~~ 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. ~~and, if~~ If the IDHR~~Department~~ 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. ~~The IDHR also has a reporting hotline, which includes a method for the intake of anonymous phone calls regarding allegations of sexual harassment.~~ 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

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

4.17 Political Activity

All District employees are encouraged to exercise their individual right to vote as citizens. However, except as otherwise provided by law, employees shall not use their authority, position or title as a District employee as a means of influencing an election. Further, employees shall not solicit campaign

funds on behalf of candidates for District offices, take an active part in a political campaign on behalf of any candidate for office, or take part in the management of political activity on any level while on duty, or while wearing or utilizing any equipment, wearing apparel or supplies owned or provided by the District.

4.18 Public Relations

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

4.19 Romantic Relationships

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

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

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

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

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

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

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

work assignments and discipline) that may reward or disadvantage any employee with whom the supervisor has or has had such a relationship.

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

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

4.20 Safety and Reporting Employee Injury

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

4.21 Smoke Free Workplace

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

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

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

4.22 Staff Solicitation

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

1. No active, person-to-person solicitation shall be allowed, and all solicitation shall be by posting or disseminating information or notices as provided herein.
2. No employee will be allowed to set up a table at the District to disseminate information or sell goods, products or services.
3. Employees may be allowed to post information or notices, for no longer than two weeks at a time, for the purpose of soliciting sponsorships or selling goods, products or services to other employees; provided that such information or notices shall be posted only on bulletin boards at the time clock and copy machine; and further provided that advance approval must be obtained from the Executive Director.
4. Employees may be allowed to disseminate information or notices for the purpose of soliciting sponsorships or selling goods, products or services to other employees by placing such information or notices in employee mailboxes; provided that advance approval must be obtained from the Executive Director.
5. Posting or dissemination of information or notices will be permitted only if the information or notices posted or disseminated do not:
 - a.) Unreasonably disturb or interfere with District business;
 - b.) Harass, embarrass, or intimidate persons who are being solicited; or
 - c.) Involve any message that is discriminatory, hateful, obscene, profane or libelous, or which is likely to incite or produce imminent lawless action, as determined in accordance with the standards for such content that have been or are established by law.
6. An employee who violates this policy may be subject to discipline up to and including termination of employment

4.23 Unauthorized Absence

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

4.24 Violence in the Workplace

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

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

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

4.25 Weapons in the Workplace

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

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

4.26 Work Schedules and Meal Breaks

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

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

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

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

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

Section V: DISCIPLINE PROCESS & GRIEVANCES

5.1 Discipline Process (Revised)

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~~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 legal drugs when such notice is required.
- Theft or misappropriation or the careless, negligent or improper use of funds or property belonging to the District, fellow employees or the public.
- Possession of weapons in or on District property or while on duty.
- Felony conviction.

- Incompetent, inefficient or negligent performance of duties; inability or failure to perform duties properly; or a careless and uninterested attitude in the performance thereof.
- Failure to maintain a valid driver's license or other license or certification which may be required for the employee's position or as provided in this Manual.
- Smoking in restricted areas.
- Harassment of other employees or members of the public.
- Dishonesty; lying to District employees or falsifying or providing misleading information on forms, records or reports provided to or on behalf of the District, including, without limitation, accident reports, employment applications/resumes, financial reports, reimbursement reports and departmental reports.
- Time card violations.
- Unauthorized possession, use or copying of any records that are the property of the District.
- Sleeping on duty.
- Performance of unauthorized work on District time.
- Any violation of policies or procedures regarding the privacy of individually identifiable health information (or protected health information), as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

5.2 Grievances

All employees having a grievance arising from their employment shall have the right to appeal to their immediate supervisor and finally to the Executive Director until the matter is settled. Except as otherwise provided by District policies, an employee must first submit a written grievance to his/her immediate supervisor within 5 days of the incident or occurrence. The supervisor shall investigate and provide a written response to the employee's grievance within 5 days after the grievance was filed by the employee. If the supervisory resolution of the grievance is not satisfactory to the employee, or if the supervisor fails to investigate or act on the grievance, the employee may file a written appeal to the Executive Director. The Executive Director shall investigate all sides of the grievance and issue a written decision within 5 days after notice of the employee's appeal. The decision shall be provided to the employee and the employee's immediate supervisor. The decision of the Executive Director shall be final and the grievance shall be considered closed upon resolution by the Executive Director.

Section VI: District Property and Facilities

6.1 Computer, Email, and Internet Usage

Computers, computer files, the e-mail system, and software furnished to employees are the District's property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored by approved employees only. Employees have no reasonable expectation of privacy for their computer and e-mail usage, and the District reserves the right, by approved employees only, to intercept, monitor, copy, view or download computer files and e-mail messages to ensure compliance with this policy. Additionally, all messages sent or received are and remain District property.

Misuse of Computers/E-mail: The District strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the District prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. No anonymous messages may be sent, and all e-mail messages shall be signed.

Games: Use of computer games on District computers is prohibited. Installation of personal computer games onto District computers is prohibited. Games installed on District computers may be deleted without notice.

Violations: Employees should notify their immediate supervisor, or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Internet Access: Employee Internet access must be authorized by appropriate supervisory employees in each department consistent with prior approval granted by the Executive Director. Internet access is limited to District business as determined by the Executive Director and resources provided for a fee shall be downloaded from the Internet only with the express permission of the Executive Director or his/her designee. Unauthorized or inappropriate use will be subject to disciplinary action, up to and including termination of employment.

Copyrights: Copyright law may protect certain information on the Internet. Before reproducing or using copyrighted information, employees must consult with a supervisor, as certain reproduction of such information may be prohibited.

Access Upon Termination of Employment: Employees terminated from employment with the District for any reason have no right to the contents of the District's computer or e-mail system.

6.2 Employee Parking (Revised)

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 parking lot facing the soccer field, unless assigned otherwise.

Exceptions to the location of employee parking may occur when necessary to accommodate the District's programs or maintenance needs. Employees will be notified by their supervisor when such accommodations are required and of the interim location for designated employee parking.

6.3 Keys/Access Card

In the interest of safety and protection of property, strict control over access to District property, work locations, records, computer information, cash and other items of value or confidential nature must be maintained. Employees who are assigned keys/access cards, safe combinations or other access to District property in connection with their job responsibilities must exercise sound judgment and discretion to protect against theft, loss or negligence. Employees must immediately report any loss of keys/access cards to their immediate supervisor. Failure to do so may result in disciplinary action, up to and including termination of employment. Keys/access cards may not be transferred from one employee to another.

6.4 Record Retention and Freedom of Information Act

The District's records are produced in the course of the District's business, whether paper or electronic, and are important District assets. A public record may be as obvious as a memorandum, an e-mail, a vendor contract, a patron registration/membership form, patron correspondence, or an invoice, or something not as obvious, such as a computerized desk calendar or appointment book.

Record Retention

The law requires the District to maintain certain types of records for a specified period of time. The District has developed a policy, as well as schedules and procedures for the retention and destruction/disposal of the District's records.

Failure to retain the District's records for the minimum periods identified in the District's Record Retention Schedule could subject the District to penalties, result in a loss of confidentiality for proprietary information, and cause the loss of records to which the public is entitled to access, as provided under the Freedom of Information Act.

All employees shall fully comply with the District's record retention and destruction policies, schedules and procedures.

Under Illinois State Statute 720 ILCS 5/32-8 (Tampering with Public Records), "a person who knowingly and without lawful authority alters, destroys, defaces, removes, or conceals any public record commits a Class 4 felony."

An employee who tampers with public records shall also be subject to disciplinary action, up to and including termination of employment.

Freedom of Information Act

The Freedom of Information Act (FOIA) is a State law that guarantees the public access to records of governmental entities, including the District. The act establishes the legal process by which requests for District records may be made. The District strives to provide transparency in the operations of the District by publishing information in the District's brochure and on its website. Certain records are exempt from the Freedom of Information Act. Due to the complexity of the Act, employees shall not directly respond to requests for the District's records, but shall immediately direct all public inquiries for records to the District's Freedom of Information Act Officer. The Finance Manager is the District's Freedom of Information Act Officer.

6.5 Return of District Property

All District property furnished to employees shall be returned to the District immediately upon the request of a supervisor or the Executive Director. Failure to return District property may result in corrective disciplinary action, up to and including termination of employment. By execution of the acceptance of the terms and conditions of this Manual, the employee shall be deemed to have agreed that the established value of District property that is not returned may be deducted from the employee's paycheck(s).

6.6 Telephone and Cellular Telephone Usage

Personal phone calls, texting, and emailing should be kept to a minimum. While at the District, employees must exercise the same discretion in using personal cell phones as for the use of District phones. Personal calls, texting, and emailing during the work hours, regardless of the device used, can interfere with employee productivity and be distracting to others.

All employees are asked to make personal calls/texting/emails during breaks and meal periods.

The District will not be liable for the loss of personal cell phones brought into the workplace. Employees are not authorized to use personal cell phones in place of District provided cell phones.

Cell Phones and Driving

Employees whose job responsibilities include driving, and who must use a cell phone for District business, are subject to State law, as well as this policy. Electronic communications while driving are permitted with hands-free or voice-activated devices; or when reporting an emergency using one button to start and end a call. Accessing electronic mail or the Internet, text messaging, or instant messaging while driving is strictly prohibited. This includes composing, sending, or reading an electronic message while operating a vehicle on a roadway. Allow voice mail to handle calls when possible. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and put the vehicle transmission in park before placing or accepting a call.

If acceptance of a call is unavoidable and pulling over is not a safe option:

- Use a hands-free or voice-activated device;
- Keep the call short;
- Do not take notes, text message or e-mail while driving;
- Refrain from discussion of complicated or emotional issues; and,
- Keep eyes and attention on the road and both hands free to operate the vehicle.

Under no circumstances are employees allowed to place themselves at risk to fulfill District needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. Employees who violate this policy will be subject to disciplinary action up to and including termination of employment.

Personal Use of District-Provided Cell Phones

Where job or District needs demand immediate employee access, a District cell phone may be issued. Personal use of such equipment is not permitted. Phone records may be audited for compliance. Employees in possession of District cell phones are expected to protect the equipment from loss, damage or theft. Failure to report equipment misuse may result in disciplinary action up to and including termination of employment.

6.7 Use of District Equipment and Vehicles ~~(Revised)~~

District equipment, supplies and vehicles are to be used for District business only. Any exception to this policy must be authorized by the Executive Director and a Waiver & Release of Liability Indemnification Agreement (Appendix A) signed by the employee. Employees shall be responsible for the care and conservation of equipment, supplies and vehicles and shall promptly report any accident, breakdown, or malfunction of any unit so that necessary repairs may be made.

District vehicles are to be operated according to the District's vehicle policy (Oak Brook Park District Safety Manual) by authorized licensed employees only. Employees required to utilize District maintenance vehicles shall be trained and oriented in the safe operation of the equipment prior to use. The administrative vehicle shall be used for local errands and to attend local training seminars.

6.8 Use of District Facilities and Programs

Facility Criteria

~~Qualified employees are eligible for complimentary membership to the Fitness Center, Family Aquatic Center and the Tennis Center.~~

~~Full-time employees, regular part-time employees, certified professional instructors, and Employees and their immediate family members (spouse and dependent children under 17 years, or under 21 years with student ID) are eligible for a complimentary memberships to the Fitness Center, Family Aquatic Center and Tennis Center as well as -and complimentary Walk-On court time at the Tennis Center.~~

~~Limited part-time employees are eligible for complimentary memberships and complimentary Walk-On court time at the Tennis Center. Family members are not included.~~

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. ~~Employees and/or their immediate family members who wish to utilize childcare will pay the resident rate for infants (0-1 year old) and 75% of the resident rate for children older than 1 year.~~

Tennis Center Drop-In Programs and Pro Shop Discount

~~Full-time employees, regular part-time employees, certified professional instructors and Employees and their immediate family members (spouse and dependent children in school) are eligible for complimentary drop-in programs at the Tennis Center (provided that the class is not full) and a 20% Pro Shop discount.~~

~~Limited part-time employees are eligible for complimentary drop-in programs at the Tennis Center (provided that the class is not full) and a 20% Pro Shop discount. Family members are not included.~~

Summer Camps

Employees may register their eligible children for Pee Wee Camp, Playground Camp, Playground Camp Aftercare, Last Chance Camp, and Junior Counselor at a 75% discount if there is availability two weeks prior to the start of the program.

Contracted Programs

Employees and their immediate family members will be asked to pay the resident rate for any contracted programs.

Participation in any recreation program by a District employee may not conflict with their normal working hours and shall not displace a paying patron.

6.9 Use of District Name, Seal, Logo and Service Marks

The District name, seal, logos and service marks represent excellence in all areas of the District – fitness, tennis, aquatics, recreation, parks, and administration - to the District’s constituents and guests. The name, seal, logos and service marks have a unique value, and are afforded special protection by state law and District policy. The District has registered certain service marks with the Illinois Secretary of State.

The name “Oak Brook Park District” and all abbreviations thereof are property of the District and may not be used to imply, either directly or indirectly the District’s endorsement, support, favor, association with, or opposition to an organization, product, or service without permission of the District’s Board and Executive Director. Unauthorized use of any of the District’s name, seals, logos, or service marks may constitute infringement of the law and District policy.

Employees may use the District’s letterhead, envelopes, business cards or other promotional material, provided that such use is restricted to conducting official District business, within the course and scope of the employee’s employment responsibilities.

Employees may not create alternative versions of the District Seal.

District logos are developed through the mutual coordination of the Marketing Department and the department directors of the District for the purpose of establishing brand identity and marketing opportunities.

To ensure consistency in the use of the District’s name, seal, logos, or service marks, such use must be approved by the District’s Marketing Department before production.

Unauthorized use of the District’s name, seal, logos, or service marks may result in disciplinary action up to and including termination of employment.

6.10 Work Product

“Work Product” is created when a District employee creates, designs and prints promotional or informational products, and/or obtains Sponsorship Contacts for the support of the District’s programs and special events, in the course of his/her employment at the District.

Except as provided herein, all Work Product made or maintained by an employee while working for the District, shall be and will remain the sole property of the District, and the employee shall have no right to use such property for any other purpose than the welfare and benefit of the District.

For such time as an employee is employed by the District, and for a minimum of two (2) years after termination of employment, whether voluntarily or involuntarily, the employee shall not utilize any Work Product created by the employee for the District for the employee’s private purposes, or for the benefit of the employee’s private business or enterprise. This includes, but is not limited to, utilizing or posting samples of the employee’s Work Product created for the District as Work Product owned by the employee for the employee’s private business or enterprise promotion. However, the employee

may retain one physical copy of samples of the Work Product for use solely for a professional portfolio, so long as such Work Product is never published, posted on-line, or reproduced without the express written permission of the District.

Section VII: Payroll Policies

7.1 Compensation Program

Preparation

The Executive Director shall be responsible for developing a uniform and equitable pay plan for final approval by the District's Board. Salaries and wages shall be determined with due regard to the Pay Plan Range, requisite qualifications, rates of pay for comparable work in other public and private employment in the area, recommendations of the supervisory employees, compliance with the financial policies of the District and other economic considerations. All job positions are included in the Pay Plan Range, which includes a minimum and maximum rate of pay for each job position.

Amendments

The Executive Director, may recommend amendments to the Pay Plan when in his/her judgment the rate of pay for any position is too high or too low because of changes in responsibilities or work involved, rates of pay for comparable work in other public and private employment in the area, the District's financial condition, District policies, or other pertinent conditions. The District's Board must approve all adjustments to the Pay Plan Range.

Administration

The minimum rate of pay shall normally be paid upon appointment to the position. Appointment rates above the minimum rate may be paid when the employee's qualifications and/or job experience with other employers are determined by the Executive Director to be greater than the required minimum standards.

Salary adjustments for full-time employees shall be approved by the District's Board. The Executive Director shall approve wages paid to all other employees. Salary and wage pay adjustments for all employees shall not be automatic, but shall be determined based upon each employee's performance evaluation and the recommendation of the employee's immediate supervisor with review and approval by the next higher level of authority.

7.2 Definitions (Revised 11/23/16; Effective 12/24/16)

Exempt Employee: An employee to whom the minimum wage and overtime provisions of the Fair Labor Standards Act do not apply. Exempt employees are ineligible for overtime pay.

Non-Exempt Employee: An employee subject to the minimum wage and overtime provisions of the Fair Labor Standards Act. Non-exempt employees must be paid overtime for hours worked in excess of 40 in a work week.

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

7.3 Overtime Pay

Overtime will be paid according to Fair Labor Standards Act and Illinois Department of Labor standards.

Exempt employees are not eligible for overtime pay.

Non-exempt employees are entitled to overtime compensation at the rate of 1½ times their regular hourly rate for all actual hours worked in excess of 40 in a single work week. Paid time off (i.e., personal time, sick time, vacation time, and holidays) is not included in calculating overtime. Prior approval of the non-exempt employee's immediate supervisor is required before working overtime. Non-exempt employees working overtime without approval may be subject to disciplinary action, up to and including termination of employment.

7.4 Payroll Period and Payroll Deductions

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

Payroll Deductions: Mandated payroll deductions shall include Social Security, Medicare, State and Federal income tax, group insurance (if applicable), Illinois Municipal Retirement Fund (if applicable), and any other payroll deduction required by law.

<i>Note</i>	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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7.5 Recording Hours Worked and Benefit Hours Used ~~(Revised)~~

All employees (exempt and non-exempt) are required to use the automated timekeeping system to accurately record their hours worked and benefit hours used. Non-exempt employees are required to clock in/out for payroll and attendance purposes. Exempt employee timekeeping records will be used to track attendance and accrual of Compensatory Hours. These time records, which must be approved by each employee's immediate supervisor, are the basis for the paycheck calculation and benefit hour tracking. In/out punches are computed to the nearest quarter of an hour (15 minutes).

Employees eligible for paid time off benefit hours must complete a Time-Off Request Form and submit it to their supervisor prior to using benefit hours.

Full-time Exempt Employees

Full-time Exempt employees will be paid for a total of 80 hours in a biweekly payroll period. The 80 hours shall be fulfilled first by worked hours followed by preapproved benefit hours. If a Full-time Exempt employee works over 80 hours in a biweekly payroll period, the employee may accrue Compensatory Hours.

A total of 40 Compensatory Hours per calendar year may be accrued for use in the calendar year. Compensatory Hours are earned during any pay period where the employee works over 80 hours; or

works over 72 hours in a pay period where one District holiday occurs; or works over 64 hours in a pay period in which two District holidays occur.

An Exempt Employee who has exhausted their applicable benefit hours will be subject to a reduced salary for absences from work for one or more full days for personal reasons, sickness, disability, to offset amounts received as jury or witness fees, military pay, significant infractions of safety rules, or unpaid disciplinary suspensions of one or more full days imposed for workplace rule infractions. Also, deductions from full salary may apply in the initial or final week of employment, or for weeks in which an exempt employee takes unpaid leave under the FMLA.

Non-Exempt Employees

Non-Exempt Employees will earn overtime pay (1.5 times regular rate of pay) for any hours worked over 40 in a work week (Saturday – Friday). The preapproved use of benefit hours will be paid for a maximum of 8 hours in a work day.

If a Non-Exempt Employee misses an entry into the timekeeping system, the employee must complete and sign a paper timesheet and submit it to his/her supervisor within the current pay period. The supervisor will manually enter the employee's work hours and benefit hours via the manager timekeeping portal.

A Non-Exempt Employee will be paid for preapproved benefit hours on any regularly scheduled work day (maximum of 8 hours/day). However, when an employee has not been preapproved to use benefit hours and their supervisor has directed them to flex their hours during the work week, they may not use benefit hours to replace the flexed hours.

Example #1: John is a Non-Exempt Employee who regularly works 40 hours/week, Monday – Friday. He has been preapproved to use 40 benefit hours from Monday – Friday during the first week of the pay period. His supervisor calls him in to clear snow for 8 hours on the Sunday before he is scheduled to use benefit hours. John will be paid for 48 hours (8 hours worked plus 40 benefit hours) for the week.

Example #2: John is a Non-Exempt Employee who regularly works 40 hours/week, Monday – Friday. He is scheduled to work 8 hours at a special event on Saturday, the first day of the work week. His supervisor directs him to flex his hours during the week by taking the following Friday off (8 hours) to make up for work performed at the special event. John worked 8 hours each day Saturday, Monday, Tuesday, Wednesday and Thursday. He may not use 8 benefit hours for Friday because he flexed 8 hours on Friday to make up for hours worked on Saturday.

Example #3: John is a Non-Exempt Employee who works 10 hours on Monday. He is directed by his supervisor to flex the extra 2 hours he worked on Monday by working only 6 hours on Tuesday. He may not use 2 benefit hours on Tuesday to make up an 8-hour day.

7.6 Merit Pay (New)

A merit pay increase is awarded to an employee based on their annual performance review score and the merit pay percent increase approved by the Board of Commissioners.

Performance Review

An annual performance review will be conducted during the last quarter of the current fiscal year with each employee having a hire date prior to December 31 of the current fiscal year. Employees hired during the current fiscal year and after December 31 will not be eligible for an annual performance review and corresponding merit pay increase until the last quarter of the subsequent fiscal year.

Employees will be scored on 10 Specific Job Duties, 10 General Performance Characteristics, and Professional Development Goals (Part-time employees 2 goals; Full-time employees 4 goals). Professional Development Goals must be measurable, attainable, and enhance job performance. Each Specific Job Duty and General Performance Characteristic will be given a score ranging from 1 to 5 points, for a maximum score of 100 points. A point will be added to that score for each Professional Development Goal achieved and a point subtracted for each unmet Professional Development Goal. A performance review score with a fraction falling between two merit ranges shall be rounded to the nearest whole number to determine the applicable merit range. A score with a fraction of .5 or more shall be rounded up to the next whole number. A score with a fraction of less than .5 will be rounded down to the nearest whole number.

Merit Pay Increase

The Executive Director will propose a maximum merit pay increase percentage to the Board of Commissioners for consideration during the annual budget process. The Board will then decide if a merit pay increase will be awarded for the next fiscal year and at what percentage increase. If a merit increase is approved, it will be applied to the Merit Scale below and such Merit Scale used to determine the amount of merit pay to be awarded to each employee who “Achieves Normal Job Expectations” or better on their performance review.

MERIT SCALE (The following example is based on a maximum 4% merit increase.)

<u>Performance Review Score</u>	<u>Merit Range</u>	
94 - 100	3.6% - 4.0%	Far Exceeds Normal Job Expectations
86 - 93	3.1% - 3.5%	
79 - 85	2.6% - 3.0%	Exceeds Normal Expectations
71 - 78	2.1% - 2.5%	
61 - 70	1.6% - 2.0%	Achieves Normal Job Expectations
51 - 60	1.0% - 1.5%	

Approved Pay Ranges

All jobs have established pay ranges with minimum and maximum pay rates/hour. The maximum pay rate/hour may not be exceeded. A Merit Bonus will be awarded in situations where an employee’s merit increase will result in their pay rate for a job exceeding the maximum pay rate in the pay range.

Merit Bonus

A Merit Bonus will be awarded to an employee whose:

- current pay rate is at the maximum in the pay range for the job; or

- merit increase applied to their current pay rate will result in the pay rate exceeding the maximum pay rate in the pay range for the job.

Current Pay Rate is at the Maximum in the Pay Range

An employee with a pay rate currently at the maximum in the pay range for the job will receive a merit bonus based on the total dollars paid in the job during the prior fiscal year and the merit percent awarded during their performance review, calculated as follows:

1) TOTAL DOLLARS PAID IN JOB DURING PRIOR FISCAL YEAR =

$$\underline{\text{Total hours paid in job} \times \text{Maximum pay rate/hour}}$$

2) MERIT BONUS = TOTAL DOLLARS PAID IN JOB DURING PRIOR FISCAL YEAR x

$$\underline{\text{Merit \%}}$$

Example: Sarah is currently being paid \$20/hour, the maximum pay rate in the pay range for her job as a manager. She was paid for 2,080 hours in that job in the fiscal year ending April 2018. She is awarded a 4% merit pay increase based on her performance review score. Her hourly rate will not increase. However, she 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 hrs x \$20/hr = \$41,600

ii. \$41,600 x 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 =

$$\underline{(\text{Total hours paid in job}) \times (\text{Current pay rate/hour})}$$

2) TOTAL MERIT VALUE =

$$\underline{(\text{TOTAL DOLLARS PAID IN THE JOB DURING PRIOR FISCAL YEAR}) \times (\text{Merit Percent})}$$

3) HOURLY RATE INCREASE VALUE =

$$\underline{(\text{Maximum hourly pay rate} - \text{Current hourly pay rate}) \times (\# \text{ of hours worked in job in prior fiscal year})}$$

4) MERIT BONUS = TOTAL MERIT VALUE – HOURLY RATE INCREASE VALUE

Example: John is currently being paid \$16/hour in his job as a supervisor. The maximum pay rate in the pay range for the supervisor job is \$16.50. He was paid for 2,080 hours in that job in fiscal year ending April 2018. He is awarded a 4% merit pay increase during his performance review. Applying the 4% merit increase to his current hourly rate (\$16 x 4% = \$16.64) would result in exceeding the maximum pay rate in the range (\$16.50). So his hourly pay rate in May

2018 will be \$16.50 plus he will receive a Merit Bonus of \$291.20 which will be paid in June 2018, calculated as follows:

i. $2,080 \text{ hrs} \times \$16/\text{hr} = \$33,280$

ii. $\$33,280 \times 4\% = \$1,331.20$

iii. $\$16.50 - \$16.00 = \$.50$

a. $\$.50 \times 2080 \text{ hrs} = \$1,040$

iv. $\$1,331.20 - \$1,040 = \$291.20$

Effective Date of Merit Increase

Merit pay increases will be effective in the first pay period of the new fiscal year that begins with a May date.

Merit bonuses will be paid on the first pay date in June.

Communication of Merit Pay Increase

The Director/Manager/Supervisor conducting the performance review will:

1) Communicate the following information to staff during their annual performance review meeting:

- Merit percent scale approved by the Board
- Pay range for employee's job(s)
- New pay rate(s): The *recommended* pay rate increase is subject to approval by the appropriate Department Director.
 - Full-time employee: The *recommended* pay rate increase must be approved by the applicable Department Director prior to conducting the performance review meeting.
 - Part-time employee: The *recommended* pay rate increase may be tentatively communicated to the employee in the performance review meeting prior to final approval by the applicable Department Director.
- Merit Bonus calculation (if applicable)

2) Provide the employee a copy of the final approved Personnel Change Form listing the new pay rate(s) and/or any applicable Merit Bonus.

7.7 Premium Pay (New)

Premium Pay is defined as 1.5 times the regular hourly pay rate for the job. Premium Pay applies to hours worked by a Full-time, Non-exempt Employee who is called in to work on a scheduled personal/vacation day, District Scheduled Holiday, or the following nationally recognized holidays:

- New Year's Day (January 1)
- Easter Sunday

- Independence Day (July 4)
- Christmas Day (December 25)

to address an emergency that adversely affects facility operations (i.e., chemical spill, burst pipe, snow/ice conditions on parking lots and walkways). Work at premium pay must be approved by the Executive Director prior to commencing.

Full-time, Non-Exempt Employees that work on a District Scheduled Holiday, a nationally recognized holiday (listed above), or on a scheduled personal/vacation day will be paid as follows:

District Scheduled Holiday: Employee will be paid 8 Holiday hours at their regular hourly rate of pay plus 1.5 times the regular hourly rate of pay for hours worked on that day.

Nationally Recognized Holiday (listed above): Employee will be paid 1.5 times their regular hourly rate of pay for hours worked.

Scheduled Personal/Vacation Day: Employee will be paid 1.5 times their regular hourly rate of pay for hours worked plus paid their regular hourly rate of pay for actual personal/vacation hours used.

Section VIII: Separation of Employment

8.1 Exit Interview

It is the policy of the District that, whenever possible, an exit interview should be conducted for any full-time, ~~regular~~ part-time employee or certified professional instructor who resigns. The employee's supervisor or the Executive Director shall conduct any such interview for the purposes of determining, from the employee's point of view, the reasons for his/her resignation, positive and negative aspects of the employee's work experience, working conditions, relationship with supervisors, other employees and the District, as well as any recommendations from the employee for improvement of the working conditions for his/her position, or for continuance of favorable working conditions or benefits.

8.2 Layoff

The Executive Director shall have the right to lay off any employee when it is deemed necessary because of shortage of work or funds, or other legitimate reasons. An effort shall be made to transfer qualified employees to open positions in another department rather than to lay them off, but such a transfer may not always be feasible.

Determination of those employees to be retained or laid off shall be based on considerations of job performance evaluations and shall rest exclusively with the Executive Director.

For a period of one year following the employee's last day of work, an employee who has been laid off shall be given preference in filling positions which are subsequently opened if the employee is qualified for the position and had favorable job performance evaluations prior to layoff.

No suspension or termination of employment as a disciplinary action shall be considered a layoff, and no terminated employee shall be eligible for reemployment.

8.3 Reemployment

Re-employment may be considered for past employees who have resigned in good standing and subsequently apply for open positions. Rehired employees must follow the standard employment procedures and policies.

8.4 Resignation

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

8.5 Return of Park District Property

Upon termination of employment, for any reason, and before officially separating from the Park District, the employee must return all Park District property, including tools, keys, access cards, uniforms, equipment, credit cards, work products and Park District documents.

8.6 Termination of Employment

All employees of the District serve on an “at will” basis, which means that the employment relationship may be terminated at any time by either the employee or the District for any reason not expressly prohibited by law.

Involuntary Termination of Employment: An employee shall be informed by the District, in writing, by his/her immediate supervisor, of any involuntary termination of employment.

8.7 References or Recommendations for Former District Employees

This policy will define guidelines for providing references and recommendations for former employees of the District.

It shall be the policy of the District that when former District employees request official references or recommendations from the District, only the Human Resource Manager may provide such a reference, recommendation or statement of employment on behalf of the District and on official District letterhead. Any personal reference or recommendation from any other employee or any Commissioner of the District shall not be prepared on official District letterhead and shall be prepared only from the point of view of having personally known and worked with the former District employee, and not in any official District capacity.

Appendix

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APPENDIX A: Waiver & Release of Liability, Indemnification Agreement

OAK BROOK PARK DISTRICT

**PERMIT FOR
PERSONAL USE OF DISTRICT PROPERTY**

In consideration of the Oak Brook Park District permitting the below named individual to use for personal use and benefit the property listed below, I agree to waive and relinquish any and all claims for damages, losses and/or personal injuries that I or my minor child/ward may have and arising out of the use of the property, and any and all activities connected with, or in any way associated with the use of the property against the District and its officers, agents and employees (hereinafter collectively referred to as "District").

I do hereby fully release and discharge the District from any and all claims from injuries, damage or loss which I or my minor child/ward may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with the use of the property.

I agree to indemnify, hold harmless and defend the District (including reimbursement of reasonable attorney fees) arising from or in connection with my or my minor child's/ward's use of the property.

I further agree to permit the District to withhold from my paycheck, any and all sums owed as a result of lost or damage to the property, unless otherwise agreed.

(Property User's Signature)

(Date)

(Print Property User's Name)

Property permitted for use:

Safety Instructions
Received

APPENDIX B: Employment Contract Disclaimer and Signed Acknowledgment

The Oak Brook Park District Personnel Policy Manual (“Manual”) is available to employees electronically in a PDF format or in a printed hard copy format available from the Human Resources Department. Employees shall indicate that they have received a copy of the Manual in their choice of format by checking the appropriate box below and returning this form to their supervisor.

I acknowledge I have received the Manual in an **electronic format** and accept responsibility for accessing it according to the instructions provided.

I acknowledge I have received the Manual in **hard copy**.

By signing this Acknowledgement, I hereby acknowledge receipt of the Oak Brook Park District Personnel Policy Manual (“Manual”). I agree and represent that I have read this Manual thoroughly and in its entirety. I agree that if there is any policy or provision in the Manual that I do not understand, I will seek clarification from my supervisor, the human resources department, or Executive Director.

I understand that the information in the Manual is subject to change. I understand that changes in Park District policies may supersede, modify, or render obsolete the information summarized in the Manual. As the Park District provides updated policy information, I accept responsibility for reading and abiding by the policy changes.

I understand that this Manual has been developed as a general reference guide for Oak Brook Park District (Park District) employees and that neither the Manual nor its individual terms or any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Manual is intended to create or shall create an employment contract, either expressed or implied, on the part of the Park District. I also understand that nothing contained in this Manual may be construed as creating a promise of future benefits or a binding contract with the Park District for benefits or for any other purpose.

I further understand that I am an at-will employee as provided in the Manual and as such, employment with the Park District is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. In addition, I understand that no representative of the Park District, other than the Executive Director with the Board’s expressed approval, has authority to enter into any employment agreement for any specific period of time or to make any binding representation or agreement, whether oral or written, contrary to the foregoing.

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

Please sign and date this acknowledgment and return it to the Human Resources Department.

Employee Signature: _____

Print Name: _____

Date: _____



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE:**APPAREL SCREEN PRINTING AND EMBROIDERY BID****AGENDA No.:** 8 B**MEETING DATE:** FEBRUARY 17, 2020**STAFF REVIEW:**

Superintendent of Communications and IT, Robert Pechous:

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 currently soliciting bids for our screen printing and apparel services. Bid specifications include outerwear items, product for the Pink 5K and other special events, and uniform wear for frontline staff. The bid specifications also included patron wear for programs such as STARS Swim Team and summer camp.

Bid packets will be made available Wednesday, February 19, 2020.

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

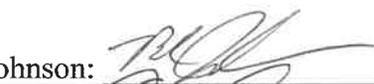
The bid opening will occur on March 4, 2020. A recommendation for the lowest responsible bidder will be presented to the Board for possible acceptance at the March 16, 2020 Board Meeting.

ACTION PROPOSED:

For Review and Discussion Only.



Oak Brook Park District

BOARD MEETING AGENDA ITEM –HISTORY/COMMENTARY	
ITEM TITLE: AUTUMN OAKS PROJECT BID	AGENDA No.: 8 C MEETING DATE: FEBRUARY 17, 2020
STAFF REVIEW:	Director of Parks and Planning, Bob Johnson: 
RECOMMENDED FOR BOARD ACTION:	Executive Director, Laure Kosey: 
ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY): The construction document and permitting phase of the Autumn Oaks Project, referred to as the Central Park North fields is nearing completion. The next step in the development of the project is the bidding phase, followed by contract award, and then construction. The timing of the bid posting is determined by receipt of the approved construction documents as well as a building permit. The Park District expects receipt of these items in mid-late February. The bid documents will be prepared for a late February or early March release, and will be available (on the street) for no more than three weeks. The contract for the project will be approved at either the March or April 2020 Board Meeting.	
ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS): The scope of this project is best suited for a general contractor, and the bid documents will be structured according to this project delivery method.	
ACTION PROPOSED: For Review and Discussion Only	



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: UPLAND DESIGN GROUP CONTRACT FOR PROFESSIONAL SERVICES (REQUIRES WAIVING THE BOARD RULES TO APPROVE AT THIS MEETING)

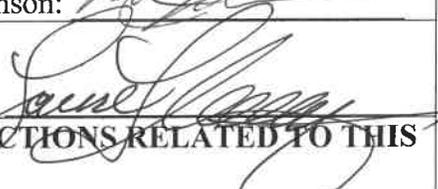
AGENDA No.: 8 D

MEETING DATE: FEBRUARY 17, 2020

STAFF REVIEW:

Director of Parks and Planning, Bob Johnson: 

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey: 

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

In February 2019, the Park District solicited and received proposals for professional services related to development of the Autumn Oaks property, known as the Central Park North Fields. Proposals were reviewed, and the submitting firms ranked, by staff on February 1, 2019. The results of those rankings were:

1. Wight & Company
2. Upland Design Group (alternate 1)
3. Greenburg Farrow (alternate 2)

The Park District retained the service of Wight & Company to assist with conceptual design through contract administration for the Autumn Oaks project, referred to as the Central Park North Fields. The Park District elected to terminate the agreement with Wight & Company at the conclusion of the construction document and permitting phase of the project.

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

The Park District must retain professional services for the remaining phases of the Autumn Oaks Project which includes bidding/negotiation and contract administration.

The Park District received and reviewed a proposal for these remaining phases from Upland Design Group, which was ranked as the first alternate firm.

Staff recommends entering into an agreement with Upland Design Group for a total cost not-to-exceed \$33,080.

ACTION PROPOSED:

Motion (and a second) to waive the Board’s Rules to approve, at this meeting, the Upland Design Group Contract for professional services for a cost not-to-exceed \$33,080.

Motion (and a second) to approve the Upland Design Group Contract for professional services for a cost not-to-exceed \$33,080.



January 30, 2020

Laure Kosey, Executive Director
Bob Johnson,
Director of Parks and Planning and
Dave Thommes, Deputy Director
1450 Forest Gate Road
Oak Brook, IL 60523

RE: Central Park North Project Assistance

Dear Laure, Bob and Dave,

Thank you for considering Upland Design Ltd to assist with bidding and construction administration at Central Park North. Enclosed is a scope describing professional services for these two phases of work along with proposal fees. We have included a lump sum fee for civil engineering assistance from WBK, but have not had conversations with them about the project to date.

Included in the scope of services is one-preconstruction meeting and eight site visits during construction which follows the original scope provided by Wight. With a project of this size, we suggest around twenty site visits and have provided a lump sum for the additional twelve visits for your consideration.

Please let me know if you need any additional information or have questions. Our team is looking forward to working with you and assisting to get this important project built.

Sincerely,

A handwritten signature in black ink, appearing to read "Michelle Kelly".

Michelle A. Kelly, PLA, CPSI
Principal Landscape Architect

Project Background:

The Oak Brook Park District purchased a 34 acre addition to Central Park following a successful community referendum. Wight & Company worked with the District to create park development plans to meet the Park District's recreation needs. A set of construction documents were then prepared and permitting with the Village of Oak Brook is underway. Once the permitting is complete, the Park District would like to use a different consultant to assist with the bidding, construction administration and project closeout of the Phase I development. Upland Design Ltd with the project civil engineer of record, WBK Engineering, proposes to perform the bidding assistance and construction administration services as detailed below.

Final Plan Review:

Upland Design Ltd preformed a preliminary review of the permit submittal plans for the project. Since that time, the restroom has been eliminated from the project and Wight will be completing the plans and addressing permit comments. Once the plans are complete, Upland Design will do an additional review of the plans, bid form and specifications in order to be well prepared for the bidding and construction administration services.

Bidding:

The following items will be prepared and completed during the bidding phase.

- One bid package will be assembled so that the District will be able to award the construction to one general contractor.
- The bid documents will be provided by Wight & Company in digital format. The plans will be distributed to prospective bidders through a digital plan room and the weblink will be shared with the Park District.
- We will prepare a legal notice that includes IDNR OSLAD requirements. The Park District will review the legal advertisement and once approved, will place the ad in a local paper and perform any other procedures as required by agency purchasing policies.
- We will email invitations to potential bidders so that they know that plans are available.
- We will attend and administer one pre-bid meeting with prospective bidders to discuss scope and to answer questions.
- We will be available to answer questions during bidding, will prepare addenda if necessary, and will be present at the bid opening. Once bids are opened, Upland will review bids for math accuracy, prepare a summary spread sheet for comparison and then discuss the bids with staff. If necessary, references will be contacted and a letter summarizing the bids will be prepared.

- **Optional Meeting Attendance:** If the District desires, Upland will attend the Park Board meeting when the bids will be reviewed to answer questions and to introduce the Upland team.

Construction Administration

Following award of a contract, the Upland team will support the District from initial construction kick-off through punch list including permit and IDNR grant close-out. The Oak Brook Park District attorney will prepare an AIA contract between the Park District and the General Contractor. We will perform construction administration tasks including:

- Attend a Pre-construction meeting with District staff and general contractor to discuss the following:
 - 1) Construction schedule
 - 2) Submittals
 - 3) Permits
 - 4) Communication contacts
 - 5) Payment procedures: format, waivers, prevailing wage, certified payroll
 - 6) Contractor and Owner responsibilities
- Attend eight site visits and prepare site visit reports during construction. Reports will be distributed via email.
 - 1) The site visits are not intended to be progress meetings, but Upland will provide advance notice to the District and GC so that their staff can be present. Site circumstances, weather conditions or GC schedule might prevent advance notice.
 - 2) The final seventh and eighth site visits will be a preliminary and final punch list walk through with the District staff. The field reports from these meetings will be the punch lists.
 - 3) An additional twelve site visits is suggested for a project this size.
- Review shop drawings and other submittals for conformance with plans and specifications. A submittal log will be prepared and maintained.
- Review pay applications and maintain a waiver tracking log throughout the project.
- Assist with change orders, requests for information (RFIs), bulletins and clarifications as necessary.
- Communicate with Contractor and Park District throughout the process as needed.
- Upland Design and WBK shall have the authority to act on behalf of the Owner only to the extent provided in the scope of services. We shall not have control over, charge of, or responsibility for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the construction work, nor shall the consultant team be responsible for the Contractor's failure to perform the construction work in accordance with the requirements of the Contract Documents.

Professional Fees:

For the work described herein, a lump sum fee:

WBK Allowance:	\$ 4,000
<u>Upland Design Ltd:</u>	<u>\$20,340</u>
Total	\$24,340

Optional Board Meeting Attendance: \$580

Optional Additional Twelve (12) Site Visits: \$8,160

If the District requests additional meetings, changes to the work or additional work, we can provide these services at hourly rates or an agreed upon cost. No additional fee shall be charged without written agreement from the District.

Reimbursable Expenses: Items beyond the professional fees will include postage and printing of drawings along with mileage reimbursement. These will be invoiced to the District at Upland Design's direct cost without mark-up. Mileage reimbursement will be at current IRS rates.

Excluded Services: The Firm and their design team will not be responsible for the following: Wetland delineation, archeological services, surveys, construction documents, grant preparation or permit document preparation as part of these services.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: ORDINANCE 20-0316 AN ORDINANCE DECLARING SURPLUS PERSONAL PROPERTY AND AUTHORIZING THE SALE OR CONVEYANCE THEREOF

AGENDA No.: 8 E

MEETING DATE: FEBRUARY 17, 2020

STAFF REVIEW: Superintendent of Aquatic Maintenance Operations, Rob Bond: *Rob Bond AB*

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

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

Items that have been recently identified as surplus property are listed in the attached Ordinance 20-0316.

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

Staff is recommending the non-working food freezer, previously used in the aquatic center, to be recycled. The freezer was beyond repair.

ACTION PROPOSED:

For Review and Discussion Only.

**ORDINANCE NO. 20-0316
AN ORDINANCE DECLARING
SURPLUS PERSONAL PROPERTY AND
AUTHORIZING CONVEYANCE OR SALE THEREOF**

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

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

Property					
Equipment Type	Make	Model	Quantity	Reason for Surplus	Method of Disposal
1998 Kitchen Freezer from Aquatic Center concession room	Traulsen	GZZ010	1	Compressor is broke and cannot be repaired.	Recycle

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

WHEREAS, the District’s staff has recommended that the Property, except for the Property designated to be recycled/discarded, can best be sold by utilizing the services of Obernauf Auction Services, Inc., 118 N. Orchard Street, Round Lake, IL 60073, (an Illinois Auction Firm; License # 444.000105), who shall post the availability of such Property, with a minimum acceptable price as determined by the District’s Executive Director, and shall conduct the auction

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

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

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

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

Section 2: The Board hereby authorizes:

a) The sale of the Property, not designated to be discarded, by utilizing the services of Obernauf Auction Services, Inc., 118 N. Orchard Street, Round Lake, IL 60073, (an Illinois Auction Firm; License # 444.000105), who shall post the availability of the Property, with a minimum acceptable price as determined by the District's Executive Director, and shall conduct the auction on behalf of the District by accepting bids for the purchase of the Property to the highest bidder; provided that, in the event that no bid is received for any portion of the Property to be sold by Obernauf Auction Services, Inc., any remaining Property shall be donated or disposed of as determined by the Executive Director; and

b) All other Property to be discarded.

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

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

PASSED AND APPROVED THIS 16th DAY OF MARCH, 2020

Ayes: _____

Nays: _____

Absent: _____

OAK BROOK PARK DISTRICT

By: _____
Sharon Knitter, President

ATTEST:

By: _____
Laure L. Kosey, Secretary



Oak Brook Park District

BOARD MEETING AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: FITNESS EQUIPMENT LEASE

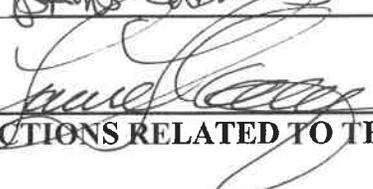
AGENDA No.: 8F

MEETING DATE: FEBRUARY 17, 2020

STAFF REVIEW:

Deputy Director, Dave Thommes: 

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):

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

The 2020 – 2021 fiscal year capital budget includes funds to replace a majority of the cardiovascular equipment in the fitness center. This equipment was last replaced in 2016, with a similar lease. Leasing fitness equipment allows staff to make a large equipment purchase at a fraction of the upfront cost. Cardiovascular equipment typically has a lifespan of 3 – 5 years, at which point repairs become more costly, while technology and functionality become obsolete. A lease also allows the District to give its members the newest fitness equipment which adds value to their membership. The capital budget allows for lease payments of \$40,000 annually for the next three years.

Staff has researched and received proposals from several different fitness equipment companies. Staff feels the proposal from Direct Fitness Solutions will best meet the needs of the District. Included in the lease-purchase is:

- 8 Precor Treadmills
- 1 Precor Adaptive Motion Trainer
- 6 Precor Ellipticals
- 3 Precor Upright Cycles
- 3 Precor Recumbent Cycles
- 2 Precor Adaptive Motion Trainers

All pieces include a 10” embedded touchscreen monitor that allows the user to watch television/streaming video services, track workouts, read news and social media.

Freight, delivery, and installation are also included, along with a \$13,150 price deduction for trade-ins of existing pieces. Finally, the lease includes a 3-year warranty on parts and labor. The details of the lease-purchase are on the pages that follow.

ACTION PROPOSED: For Review and Discussion Only.

Currently Owned	Direct Fitness Solutions	
Precor Treadmill	Precor Treadmill w/10 inch TV	\$6,100.00
Precor Treadmill	Precor Treadmill w/10 inch TV	\$6,100.00
Precor Treadmill	Precor Treadmill w/10 inch TV	\$6,100.00
Precor Treadmill	Precor Treadmill w/10 inch TV	\$6,100.00
Precor Treadmill	Precor Treadmill w/10 inch TV	\$6,100.00
Precor Treadmill	Precor Treadmill w/10 inch TV	\$6,100.00
Precor Treadmill	Precor Treadmill w/10 inch TV	\$6,100.00
Precor Treadmill	Precor Treadmill w/10 inch TV	\$6,100.00
		\$48,800.00
Precor Elliptical Fixed Arms	Precor Elliptical w/ arms 10 inch tv	\$5,700.00
Precor Elliptical Fixed Arms	Precor Elliptical w/ arms 10 inch tv	\$5,700.00
Precor Elliptical Fixed Arms	Precor Elliptical w/ arms 10 inch tv	\$5,700.00
		\$17,100.00
Precor Elliptical moving arms	Precor Elliptical w/ moving arms 10 inch tv	\$5,495.00
Precor Elliptical moving arms	Precor Elliptical w/ moving arms 10 inch tv	\$5,495.00
Precor Elliptical moving arms	Precor Elliptical w/ moving arms 10 inch tv	\$5,495.00
		\$16,485.00
Precor AMT	Precor AMT w/10 inch tv	\$6,995.00
Precor AMT	Precor AMT w/10 inch tv	\$6,995.00
		\$13,990.00
Precor Recumbent Bike	Precor Recumbent Bike w/10 in tv	\$3,495.00
Precor Recumbent Bike	Precor Recumbent Bike w/10 in tv	\$3,495.00
Precor Recumbent Bike	Precor Recumbent Bike w/10 in tv	\$3,495.00
		\$10,485.00
Precor Upright Bike	Precor Upright Bike w/10 in tv	\$3,295.00
Precor Upright Bike	Precor Upright Bike w/10 in tv	\$3,295.00
Precor Upright Bike	Precor Upright Bike w/10 in tv	\$3,295.00
		\$9,885.00
Freight		\$2,055.00
Installation		\$3,000.00
	TOTAL	\$121,800.00

Trade ins		\$13,150.00
	TOTAL w/Trade ins	\$108,650.00
	Interest	\$9,873.52
	FINAL	\$118,523.52
Misc	Freight Included in prices listed	
	Warranty is 3 years parts and labor	
	Hardwiring	\$3,800.00
Additional Equipment		
NuStep (2)	Need to be replaced	
Incline Trainer		
Woodway		
Stairmaster		
SkiErg		
Rowers (2)		
Spin bike (1)		
Assault Airbike (1-2)		



SOLUTIONS

600 Tower Road . Mundelein . IL 60060
 Tel: 847-680-9300 . Fax: 847-680-8906 . Service: 800-838-2819

SALES PROPOSAL

Quote: 00026110
 Date: 1/30/2020
 Expires: 2/29/2020

Customer Information

Sold To:

Oak Brook Park District - Premiere Fitness Club
 1450 Forest Gate Road
 Oak Brook, Illinois 60523

Ship To:

Oak Brook Park District - Premiere Fitness Club
 1450 Forest Gate Rd
 Oak Brook, 60523

Direct Fitness Sales Team:

Tim Brennan- Managing Partner
 Ph: (847) 668-2537
 Fax: (847) 278-4588
 tbrennan@directfitnesssolutions.com

Billing Point of Contact:

Mike Delgado
 Ph: (630) 645-9542
 mdelgado@obparks.org

Delivery Point of Contact:

Mike Delgado
 Ph:(630) 645-9542
 mdelgado@obparks.org

Andrew Miller- Inside Sales
 Ph: (847) 680-9300
 Fax: (847) 278-4588
 salesorders@directfitnesssolutions.com

CARDIO

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
8.00	PRE TRM 761.P62 (BP)	PRECOR TRM 761 (BP) Treadmill - P62 Console with Preva - 10" Touchscreen/TV, USB/audio (PHRCT761B3611EN)		\$ 9,895.00	\$ 6,100.00	\$ 48,800.00
3.00	PRE EFX 863.V2.P62 (BP)	PRECOR EFX 863.V2 (BP) Converging Crossramp, Fixed Arms; P62 with Preva 10" Touchscreen/TV, USB/Audio (PHRCE863B3640EN)	10" embedded entertainment system	\$ 9,295.00	\$ 5,700.00	\$ 17,100.00
3.00	PRE EFX 665.P62.Media (BP)	PRECOR 665 BP Elliptical w/Adjustable CrossRamp & Moving Arms - P62 Console w/Media Adapter - 10" Touchscreen / TV / USB / Audio (PHRCE665B4660EN)	10" embedded entertainment system	\$ 8,595.00	\$ 5,495.00	\$ 16,485.00
2.00	PRE AMT 865.P62 (BP)	PRECOR AMT 865 P62 (BP) Adaptive Motion Trainer - Open Stride; P62 with Preva 10" Touchscreen/TV, USB/Audio (PHRCA865B3660EN)		\$ 11,695.00	\$ 6,995.00	\$ 13,990.00
3.00	PRE RBK 665.P62.Media (BP)	RBK 665 BP Recumbent Cycle P62 w/SetTopBox Media Adapter 10" Touchscreen/TV, USB/audio (PHRCB665B4670EN)	10" embedded entertainment system	\$ 5,395.00	\$ 3,495.00	\$ 10,485.00
3.00	PRE UBK 665.P62.Media (BP)	UBK 665 BP Upright Cycle P62 w/ Media Adapter 10" Touchscreen/TV, USB/audio (PHRCB665B4690EN)	10" embedded entertainment system	\$ 5,095.00	\$ 3,295.00	\$ 9,885.00



SOLUTIONS

600 Tower Road . Mundelein . IL 60060
 Tel: 847-680-9300 . Fax: 847-680-8906 . Service: 800-838-2819

SALES PROPOSAL

Quote: 00026110
 Date: 1/30/2020
 Expires: 2/29/2020

WARRANTY

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
2.00	PRE AMTP3L3P80	PRECOR Warranty, AMT, P80, EXT 3/3	three year parts & Labor	\$ 759.00	\$ 0.00	\$ 0.00
6.00	PRE BIKEP3L3P80	PRECOR Warranty, BIKE, P80, EXT 3/3	Three Year parts & Labor: uprights& Recumbents	\$ 579.00	\$ 0.00	\$ 0.00
6.00	PRE EFX6P3L3P80	PRECOR Warranty, EFX, P80, P82, P62, EXT 3/3, 600 Line	Three year parts & Labor	\$ 499.00	\$ 0.00	\$ 0.00
8.00	PRE TRMP3L3P80	PRECOR Warranty, TRM, P80, P82, P62, EXT 3/3, 700/800 Line	Three year parts & Labor	\$ 899.00	\$ 0.00	\$ 0.00

TRADE IN

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
8.00	TRADE TREAD 4-6 PRE	DFS Trade-In Precor Tread 4-6 Years	Precor 811 w/pvs: 15-20K miles	(\$ 250.00)	(\$ 700.00)	(\$ 5,600.00)
3.00	TRADE CARDIO	DFS Trade-In Cardio	Upright Bikes: 4-6yrs old??	\$ 0.00	(\$ 200.00)	(\$ 600.00)
3.00	TRADE EFX 7+ PRE	DFS Trade-In Precor Elliptical 7 Plus Years	Precor total-body w/PVS (2011)	\$ 0.00	(\$ 800.00)	(\$ 2,400.00)
3.00	TRADE EFX 7+ PRE	DFS Trade-In Precor Elliptical 7 Plus Years	Precor Lower-body w/pvs	\$ 0.00	(\$ 600.00)	(\$ 1,800.00)
3.00	TRADE BIKE 7+ PRE	DFS Trade-In Precor Bike 7 Plus Years	Precor rbk 835 pvs (2011)	\$ 0.00	(\$ 450.00)	(\$ 1,350.00)
2.00	TRADE CARDIO	DFS Trade-In Cardio	Precor AMT 835 w/pvs (2012)	\$ 0.00	(\$ 700.00)	(\$ 1,400.00)

FREIGHT

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
1.00	FREIGHT	Freight		\$ 0.00	\$ 2,055.00	\$ 2,055.00

INSTALL

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
1.00	INSTALLATION	Product Installation		\$ 0.00	\$ 3,000.00	\$ 3,000.00



SOLUTIONS

600 Tower Road . Mundelein . IL 60060
Tel: 847-680-9300 . Fax: 847-680-8906 . Service: 800-838-2819

SALES PROPOSAL

Quote: 00026110
Date: 1/30/2020
Expires: 2/29/2020

SubTotal	\$ 108,650.00
Estimated Tax	
Grand Total	\$ 108,650.00

Notes



SOLUTIONS

600 Tower Road . Mundelein . IL 60060
Tel: 847-680-9300 . Fax: 847-680-8906 . Service: 800-833-2819

SALES PROPOSAL

Quote: 00026110
Date: 1/30/2020
Expires: 2/29/2020

Terms & Conditions

PAYMENT TERMS:

PAYMENT IS DUE IN ADVANCE. Any other payment terms are subject to credit approval. Authorized purchase orders required for: Leases, Hospitals, Military, School Systems, Municipalities and Corporate Facilities. Proof of tax-exempt status required if applicable. Estimated sales tax - final tax will be billed at the time of shipment based on the prevailing rates.

ESTIMATED DELIVERY DATE:

4-6 weeks from receipt of signed Proposal.

DISCLAIMER:

No representation or statements and no warranties, expressed or implied, other than Manufacturers Warranty, arises apart from this quote concerning the above items except as stated in writing on this quote. All quotes are valid for 30 days.

TERMS AND CONDITIONS OF SALE:

Customer is responsible for the following on Entertainment, Cardio & Strength products: TV's with fixed or variable analog audio output jack and speaker off functions (if digital audio output, a converter will need to be purchased). Live cable and dedicated electrical to each TV/Personal Viewing Screen location prior to installation. Installation is not included unless specified. XTV receivers require a CSafe port for power or 110 VAC outlet per piece Confirmation of treadmill electrical requirements (dedicated 20amp branch circuit to each treadmill).

GC or Owner is responsible for the following: • Dumpster for all garbage. • HVAC system up and running prior and during installation with a room temperature of 70 degrees. • Moisture Test done on concrete slab. RH Test; must be at or below 85% RH or Stauf adhesive must be used • Levelness of concrete slab checked for high/low spots, control joints, expansion joints, no paint overspray on concrete slab, etc.) • Any major prep work:(grinding, self-leveling, etc.) • All original lighting on during installation of rubber floor. No temporary lighting. • All Doors and electrical outlets that are in the ground need to be removed prior to removal of old flooring and placed back once the new floor is installed; Any doors that swing into room or electrical outlets that are recessed must be properly installed to account for flooring thickness • GC or Owner is responsible for protecting and washing the new installed sports rubber flooring.

One year installation Warranty.

Please note: Unless product is defective or the return is a direct result of a Direct Fitness Solutions error, a 10% restocking fee for all orders and a 20% restocking fee on all custom orders will be charged. All shipping and installation costs are nonrefundable.

Quote Acceptance:

These prices, specifications and conditions are satisfactory and are hereby accepted.

Payment Terms: Lease Agreement

Account Name: Oak Brook Park District - Premiere
Fitness Club

Print Name: _____

Signature: _____

Title: _____

Date: _____

Company Name: _____

Print Name: _____

Signature: _____

Title: _____

Date: _____



SOLUTIONS

600 Tower Road . Mundelein . IL 60060
 Tel: 847-680-9300 . Fax: 847-680-8906 . Service: 800-838-2819

SALES PROPOSAL

Quote: 00026110
 Date: 1/30/2020
 Expires: 2/29/2020

Email or Fax Signed Proposal To:

Andrew Miller
 Inside Sales
 Phone: (847) 680-9300
 Fax: (847) 278-4588
 salesorders@directfitnesssolutions.com

***Please include all applicable purchasing documents. If tax exempt please include exemption certificate.*

Delivery Information	
Requested Delivery Date: 6/30/2020	Payment Type:
Hours Available to Accept Delivery: asap	Purchase Order #:
Ship Via: DFS Truck	Site Survey Date: 6/20/2019
Ship Via Other:	Floor Plan Included:
Delivery Point of Contact Name: Mike Delgado	Dimensions of Access Ways:
Delivery Point of Contact Phone: (630) 645-9542	Stairs:
Delivery Point of Contact Email: mdelgado@obparks.org	Elevator:
Multiple Delivery Locations: No	Color of Upholstery:
Locations:	Color of Frames:
Possible Delays in Delivery Time? No	Trade-In's?
Delay Reasons:	Third Party Involved?
	Third Party Purchase Order #:



January 30, 2020

Oakbrook Park District
1450 Forest Gate Road
Oak Brook, IL 60523

Re: Municipal Lease/Purchase Financing Proposal

Dear Sir or Madam:

Lease Servicing Center, Inc. dba NCL Government Capital ("NCL") is pleased to propose to the Oakbrook Park District the following tax-exempt Lease/purchase transaction as outlined below. Under this transaction, the Oakbrook Park District would enter into a municipal Lease/purchase agreement with NCL for the purpose of acquiring a Fitness Equipment. This transaction is subject to formal review and approval by both the Lessor and Lessee.

LESSEE: Oakbrook Park District

LESSOR: Lease Servicing Center, Inc. dba NCL Government Capital & it's assigns

EQUIPMENT: Fitness Equipment

EQUIPMENT COST: \$108,650.00

DOWN-PAYMENT: \$0

AMOUNT FINANCED: \$108,650.00

TERM: 3 Years 4 Years 5 Years

MONTHLY LEASE PAYMENTS: \$3,292.32 \$2,507.30 \$2,036.60

FIRST PAYMENT DUE: 1 Month from Lease Commencement

PURCHASE OPTION: \$1.00

PRICING: The Rates and Payments outlined above are locked, provided this proposal is accepted by the Lessee by January 31, 2020 and the transaction closes/funds prior to March 02, 2020. After these days, the final Rate and Payments shall be adjusted commensurately with market rates in effect at the time of funding and shall be fixed for the entire lease term.

DOCUMENTATION FEE: \$250 paid to Lessor at closing

DOCUMENTATION: Lessor shall provide all of the documentation necessary to close this transaction. This documentation shall be governed by the laws of the State of lessee.

TITLE / INSURANCE: Lessee shall retain title to the equipment during the lease term. Lessor shall be granted a perfected security interest in the equipment and the Lessee shall keep the equipment free from any/all liens or encumbrances during the term. Lessee shall provide adequate loss and liability insurance coverage, naming Lessor as additional insured and loss-payee.

TAX STATUS: This transaction must be designated as Tax-Exempt under Section 103 of the IRS code of 1986 as amended.

SOURCEWELL CONTRACT: NCL has been competitively bid and awarded a contract through Sourcwell (Formerly NJPA).
#032615-NCL NCL's Sourcwell Contract # is **032615-NCL**.

We appreciate this opportunity to offer an NCL Financing Solution. Please do not hesitate to contact me if you have any questions at (866) 763-7600. Acceptance of this proposal is required prior to credit underwriting by NCL. Upon acceptance of this proposal, please scan and e-mail to my attention. Thank you again.

Sincerely,

Katie Vangsness - (866) 763-7600
kvangsness@lscfinancial.com



ACCEPTANCE

As a duly authorized agent of the Oakbrook Park District, I hereby accept the terms of this proposal as outlined above and intend to close this NCL, subject to final approval.

ACCEPTED: _____ DATE: _____

NAME: _____ TITLE: _____

PHONE: _____

**NATIONAL
COOPERATIVE
LEASING**

WE ARE PROVIDING THE INFORMATION CONTAINED HEREIN FOR INFORMATIONAL PURPOSES ONLY IN CONNECTION WITH POTENTIAL ARMS-LENGTH COMMERCIAL BANKING TRANSACTIONS. IN PROVIDING THIS INFORMATION, WE ARE ACTING FOR OUR OWN INTEREST AND HAVE FINANCIAL AND OTHER INTERESTS THAT DIFFER FROM YOURS. WE ARE NOT ACTING AS A MUNICIPAL ADVISOR OR FINANCIAL ADVISOR TO YOU, AND HAVE NO FIDUCIARY DUTY TO YOU OR ANY OTHER PERSON PURSUANT TO SECTION 15B OF THE SECURITIES EXCHANGE ACT OF 1934. THE INFORMATION CONTAINED IN THIS DOCUMENT IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS "ADVICE" WITHIN THE MEANING OF SECTION 15B OF THE SECURITIES EXCHANGE ACT OF 1934 AND THE MUNICIPAL ADVISOR RULES OF THE SEC. WE ARE NOT RECOMMENDING THAT YOU TAKE AN ACTION WITH RESPECT TO THE INFORMATION CONTAINED HEREIN. BEFORE ACTING ON THIS INFORMATION, YOU SHOULD DISCUSS IT WITH YOUR OWN FINANCIAL AND/OR MUNICIPAL, LEGAL, ACCOUNTING, TAX AND OTHER ADVISORS AS YOU DEEM APPROPRIATE. IF YOU WOULD LIKE A MUNICIPAL ADVISOR THAT HAS LEGAL FIDUCIARY DUTIES TO YOU, THEN YOU ARE FREE TO ENGAGE A MUNICIPAL ADVISOR TO SERVE IN THAT CAPACITY.

Compound Period: Monthly

Nominal Annual Rate: 5.5 %

CASH FLOW DATA

	Date	Payment	Interest	Principal	Balance
1	03/15/2020	3,292.32	755.75	2,536.57	106,113.43
2	04/15/2020	3,292.32	493.57	2,798.75	103,314.68
3	05/15/2020	3,292.32	480.55	2,811.77	100,502.91
4	06/15/2020	3,292.32	467.47	2,824.85	97,678.06
5	07/15/2020	3,292.32	454.33	2,837.99	94,840.07
6	08/15/2020	3,292.32	441.13	2,851.19	91,988.88
7	09/15/2020	3,292.32	427.87	2,864.45	89,124.43
8	10/15/2020	3,292.32	414.55	2,877.77	86,246.66
9	11/15/2020	3,292.32	401.16	2,891.16	83,355.50
10	12/15/2020	3,292.32	387.71	2,904.61	80,450.89
11	01/15/2021	3,292.32	374.20	2,918.12	77,532.77
12	02/15/2021	3,292.32	360.63	2,931.69	74,601.08
13	03/15/2021	3,292.32	346.99	2,945.33	71,655.75
14	04/15/2021	3,292.32	333.30	2,959.02	68,696.73
15	05/15/2021	3,292.32	319.53	2,972.79	65,723.94
16	06/15/2021	3,292.32	305.70	2,986.62	62,737.32
17	07/15/2021	3,292.32	291.81	3,000.51	59,736.81
18	08/15/2021	3,292.32	277.86	3,014.46	56,722.35
19	09/15/2021	3,292.32	263.83	3,028.49	53,693.86
20	10/15/2021	3,292.32	249.75	3,042.57	50,651.29
21	11/15/2021	3,292.32	235.60	3,056.72	47,594.57
22	12/15/2021	3,292.32	221.38	3,070.94	44,523.63
23	01/15/2022	3,292.32	207.09	3,085.23	41,438.40
24	02/15/2022	3,292.32	192.74	3,099.58	38,338.82
25	03/15/2022	3,292.32	178.33	3,113.99	35,224.83
26	04/15/2022	3,292.32	163.84	3,128.48	32,096.35

27	05/15/2022	3,292.32	149.29	3,143.03	28,953.32
28	06/15/2022	3,292.32	134.67	3,157.65	25,795.67
29	07/15/2022	3,292.32	119.98	3,172.34	22,623.33
30	08/15/2022	3,292.32	105.23	3,187.09	19,436.24
31	09/15/2022	3,292.32	90.40	3,201.92	16,234.32
32	10/15/2022	3,292.32	75.51	3,216.81	13,017.51
33	11/15/2022	3,292.32	60.55	3,231.77	9,785.74
34	12/15/2022	3,292.32	45.52	3,246.80	6,538.94
35	01/15/2023	3,292.32	30.41	3,261.91	3,277.03
36	02/15/2023	3,292.32	15.29	3,277.03	0.00
Grand Totals		118,523.52	9,873.52	108,650.00	



**NOTICE OF A SPECIAL MEETING
OF THE
OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS
February 17, 2020**

NOTICE IS HEREBY GIVEN that a special meeting of the Oak Brook Park District Board of Commissioners will be held on Monday, February 17, 2020, 5 minutes after the adjournment of the Regular Board of Park Commissioners meeting. (The Regular Meeting begins at 6:30 p.m.) The Special Meeting will be held at the Oak Brook Park District Family Recreation Center, Canterbury Room, 1450 Forest Gate Road, Oak Brook, Illinois for the purpose of considering the following agenda:

- 1) CALL TO ORDER THE SPECIAL MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS AND ROLL CALL
- 2) APPROVAL OF THE FEBRUARY 17, 2020 AGENDA OF THE SPECIAL MEETING
- 3) OPEN FORUM
- 4) SPECIAL MEETING BUSINESS
 - a) Discussion of the Five-Year Capital Improvement Plan and Requested Fiscal Year 2020/2021 Operating Budget
- 5) THE NEXT REGULAR MEETING WILL BE HELD ON MARCH 16, 2020, 6:30 p.m.
- 6) 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.

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

